



**MEMORANDUM FOR: All CHTM Personnel**

**20 March 2020**

**SUBJECT: Continuity of Operations Guidance**

**Rev. 28 May 2020**

- 1. Introduction:** The coronavirus 2019 (COVID-19) pandemic requires a complete re-evaluation of our processes and procedures in order to achieve the ends of:
  - a. Maximizing health and welfare for ourselves, our families, our colleagues, and our communities and
  - b. Continuing to function as a world-class research laboratory.
  
- 2. General:** The following is intended to guide personnel as they negotiate the realities of ramping up operations in a familiar place in which the conditions have drastically changed. Decisions on when research activities are to ramp up will be guided by federal, state, and local officials. For most of us, this is not about us as individuals. This is about doing our part to protect the people with vulnerabilities that are around us, whether they are one or n-times removed from us. It is important to remember that some vulnerabilities are non-obvious.
  - a. A cultural shift is needed that generalizes processes already done in the cleanroom and certain labs from those specific environments and into the totality of the workplace. As an example, Mass General Brigham has generalized the culture of the operating room to every aspect of the hospital system's operations. Everyone – faculty, staff, and students must embrace the desire to keep others safe, not just themselves. The thinking must be on the lines of, "I'm worried about my sore throat and I am going to stay home." Or "I am O.K. with being reminded to pull my mask up." That is the culture of the operating room. It's about wanting, among other things, never to be the one to make someone else sick.
  - b. CHTM's strategy will depend on hygiene measures, screening, distancing, and masks, all to be discussed in detail elsewhere in this document. Success depends on all four elements of our strategy; any one measure, or even three measures, in isolation is ineffective, the synergistic effect of all four sets the conditions for success.
  - c. Refer to [CDC](#), [NMDOH](#), and the [UNM coronavirus](#) site for general information and guidance.
  - d. Refer to this [site](#) for current OVPR guidance.
  - e. Understand that this is a fluid and dynamic situation and that guidance will be subject to change as more is learned about COVID-19, how to combat it, and what the provisions

of the current reopening phase are. Progress through reopening phases may not be monotonic.

- f. Erring on the side of caution is both authorized and encouraged.
- g. This is about balancing a protective posture with enabling this Center to perform its research, education, and economic core functions.

### 3. Personnel and Administration

- a. Develop a telephone/text tree and/or e-mail distribution lists and establish a protocol to acknowledge receipt. At a minimum, within each research group:
  - i. Students and postdocs must have their PI's and group manager's telephone numbers and e-mail addresses.
  - ii. PI's and group managers must have their post-docs and every student's telephone number and e-mail address. A template is at Enclosure 5.
  - iii. Contact information for facility management personnel for [CGF](#) and [CHTM](#) are linked.
- b. Document, maintain, and share work schedules that, at a minimum, identify who is working where and when (at what days and times).
  - i. CHTM Administration must have full visibility of everyone's work schedules to ensure that maintaining protective distancing is at least feasible.
  - ii. Personnel planning on working between the overnight hours of 1900 – 0600 must be scheduled with a lab-mate in the same lab (buddy system).
  - iii. Minimize staffing. Only personnel whose duties require being on site should enter the CHTM facilities and should remain only on-site for the duration of their schedule or completion of required tasks, whichever occurs first.
  - iv. Personnel performing telework should also be reflected in the schedule but identified as teleworking.
  - v. PIs are responsible for maintaining schedules, actual time worked, and activities performed in order to support efforts to trace contact against the contingency that a lab member tests positive for coronavirus.
  - vi. Within the UNM-provided standard Microsoft suite, Word, Excel, Planner, and Outlook are excellent tools for this purpose. The latter two applications are highly recommended. A template is provided at Enclosure 5.
  - vii. If using Outlook, please share the calendar with CHTM COOP group. Otherwise, please maintain the file [here](#). Please consult with Joe Sadler or the undersigned to create an Outlook group if you need help doing so.
- c. Personnel who are ill should stay at home and notify their first-line leader.
  - i. For those with non-COVID-19 symptoms, follow medical provider or appropriate home remedies and return 24 hours after becoming symptom-free.
  - ii. For those with COVID-19 [symptoms](#), follow [UNM](#) and [NMDQH](#) guidance.
  - iii. PI's will notify [chtm-management@unmm.onmicrosoft.com](mailto:chtm-management@unmm.onmicrosoft.com) of possible COVID-19 cases.

- d. Personnel management
  - i. Anticipate a four-phase return of personnel to the facility.
  - ii. Pls shall prioritize their personnel into each of the four phases for returning on-site.
  - iii. Pls must share their prioritization with the CHTM Director, Associate Director, and the undersigned.
  - iv. Telework is authorized and encouraged to the maximum extent possible
  - v. Time cards should be submitted electronically to [chtmadmin@unmm.onmicrosoft.com](mailto:chtmadmin@unmm.onmicrosoft.com)
  - vi. Wet signatures are not required. E-mail certification is sufficient. The recommended process is for supervisors to accumulate all time cards, attach them, and write a blanket statement certifying the time for all attached time cards.
  - vii. Authorizing leave may be accomplished via e-mail thread or by attaching the appropriate form. As is the case with time cards, wet signatures are not required and e-mail certification by the supervisor is sufficient.
  - viii. Personnel with COVID-19 symptoms, a diagnosis, or with close contact with a diagnosed COVID-19 patient must self-isolate and report at: [https://lobowebapp.unm.edu/apex\\_ods/f?p=135:LOGIN\\_DESKTOP:10087929387919::::](https://lobowebapp.unm.edu/apex_ods/f?p=135:LOGIN_DESKTOP:10087929387919::::)
- e. Contract and grant management
  - i. Karen and Jessica will provide remote and limited on-site coverage for this important function.
  - ii. On-site presence will increase with phased re-entry progress.
  - iii. Early preparation and submission proposals may become a key discriminator between successful and unsuccessful proposals.

#### 4. Safety and Security

- a. SRS training requirements must be completed by each individual prior to entering any laboratory.
- b. Pls must complete the SRS checklist (Enclosure 2) prior to resuming operations in their labs.
- c. The exterior doors will remain secured and using the card access system will be required for entry. For the security of our personnel, facility, and equipment, external doors may not be propped open.
- d. For similar reasons, internal security doors (those requiring swipe or proximity access) may not be propped open.
- e. Propping interior non-security doors (doors to student spaces, the computer pod, etc.) is temporarily authorized to minimize contact with common-use surfaces; subject to other safety concerns, the chase-side lab doors for example.

- f. The doors to the administration section will be locked at all times. The doorbell has been moved to the door above the handle.
- g. Gatherings adjacent to any entrance, in the corridors, lobby, Room 102, and classrooms are prohibited. Take the discussion outside to one of the patio areas or on-line to a Teams, Hangouts, or Zoom virtual meeting. Table tennis in Room 102 is off limits.
- h. PIs will be issued a COVID-19 Safety Kit for each of their laboratories. PIs must ensure that the inventory of safety supplies available in their lab(s) is maintained and can be easily located by anyone authorized entrance into any given lab. Please direct re-stocking requests including PI name, lab room number, type, and number of supplies requested to [chtmadmin@unmm.onmicrosoft.com](mailto:chtmadmin@unmm.onmicrosoft.com)
- i. Equipment cleaning and wipe-down should be performed using an appropriate material as identified by EPA List N for approved disinfectants against SARS-CoV-2, <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.
- j. In the event that the fire alarm or high gas alarm goes off, exit the facility and go to the evacuation point as normal. Because of increased use of telework, not all people normally in the facility will be present. The first person exiting through the front doors should take the clipboard hanging on the wall. Call any of these [CHTM](#) numbers as soon as possible in case the entire facility management team is off-site and the automated system fails to notify any of us. These numbers are also posted on any exterior door and are visible from the outside. The person with the clipboard assumes the responsibility for taking roll of all persons at the evacuation. If the clipboard has been forgotten, please use a mobile phone to take pictures of everyone and send the pictures to [chtmadmin@unmm.onmicrosoft.com](mailto:chtmadmin@unmm.onmicrosoft.com). Once this has been completed, the collective group memory should be able to identify anyone seen in the facility earlier and that apparently has not made it out. Do not attempt to rescue the person or people. Share your concerns with the police, fire department, or the CHTM facility management team. It is essential that everyone waits until any member of the facility management team gives the “all clear.” Return the clipboard to where it was hanging or to the facility management team member that gave the “all clear.”
- k. Follow the CDC-recommended [protective measures](#):
  - i. Clean your hands at least once every two hours and for event-driven matters requiring hand-washing. Before eating and after using the toilet are prime examples. This is an aspect of **hygiene**.
    1. Wash your hands often with soap and water for 20 - 30 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
    2. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
    3. Avoid touching your eyes, nose, and mouth with unwashed hands.
  - ii. Avoid close contact. This is an aspect of **distancing**.

1. Avoid close contact with people who are sick
2. Put distance between yourself and other people if COVID-19 is spreading in your community. This is especially important for [people who are at higher risk of getting very sick](#).
- iii. Stay home if you are sick, except to get medical care. Learn [what to do if you are sick](#).
- iv. Cover coughs and sneezes
  1. Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
  2. Throw used tissues in the trash.
  3. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
- v. Clean and disinfect
  1. Clean AND disinfect [frequently touched surfaces](#) daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
  2. If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.

- i. Avoid social interactions and exposures to potentially contaminated surfaces during commutes, building entry and exit, and bathroom breaks. Keep at least one stall between yourself and the next person. Maintain the 6 foot radius in common areas for lunch or coffee breaks otherwise find an isolated location in lobby areas or outside the building. Common areas will be marked for maximum allowable capacity. Do not enter unless the occupancy is less than (not less than or equal to) the posted maximum.

**Distancing.**

- m. To reduce the likelihood of viral transmission between shifts, all labs are provided spray bottles containing 80% ethanol. Labs may also prepare spray bottles containing 10% bleach solutions (0.5% sodium hypochlorite), , >0.5 hydrogen peroxide based disinfectants (e.g., PREempt) or ethanol/quaternary ammonium disinfectants (Virex, QUATRICIDE, Lysol Disinfecting Wipes). Either way, these shall be used to disinfect bench surfaces, door knobs, and equipment surfaces frequently, and at the beginning and end of a shift. After applying bleach to metal surfaces (1 minute wet contact time), surfaces should be wiped down with water or 70% isopropanol to prevent metal corrosion. **Hygiene.**

- n. Wash hands with soap regularly throughout the day, especially after removing gloves. Remove gloves before leaving the lab. Gloves should not be worn in hallways, elevators, or offices. If personnel must use gloves outside the lab to avoid touching shared surfaces, then use different colored (clean) gloves to differentiate them from lab-use gloves. The preferred technique is nitrile gloves in the labs or clean room and latex gloves elsewhere. **Hygiene.**

- o. When physical distancing is not possible (lab or office spaces with corridors less than 6 feet wide), seek an alternate route or make your presence known verbally from 6 feet away. Common-use rooms will be marked with maximum occupancy limits. **Distancing.**
- p. Minimize travel, either intra- or inter-state. In the event that such travel is unavoidable, adhere to the CDC guidance and state orders regarding self-isolation following travel.
- q. Adhere to all OSHA, CDC, NMDOH, and UNM guidance relevant to COVID-19.
- r. Individuals are charged to be cognizant of their surroundings and notice the behaviors and actions of the people around them. You are empowered to ask anyone to cover their cough or sneeze and to report anyone whom you believe to be ill.
- s. In the event that someone becomes ill in a lab and it appears that their symptoms are COVID-19 or they are diagnosed for COVID-19, the lab will become off-limits for the next seven days.
- t. Criteria requiring 14-day self-isolation are provided at Enclosure 1.

## 5. Daily Operations

- a. Every morning you should:
  - i. Take your temperature.
  - ii. Stay home if you have a fever or cold-like symptoms. Don't push yourself if you're feeling sick. **Screening.**
- b. All personnel must wear a surgical mask or other face covering at all times while in CHTM, irrespective of whether one is experiencing symptoms. Personnel declining to wear a mask are not permitted in CHTM. The mask protects others, not the wearer, and reflects the wearer's active interest in supporting the wellness of others. CHTM maintains a limited supply of surgical masks which may be made available to personnel. Masks must be worn in all public spaces. Masks may be removed at individual discretion if alone in an office or other non-public space. Cubicles with walls or other enclosures 5' or 150 cm tall may be considered offices. All personnel are ultimately responsible for their own PPE. N/P/O-95 masks with valves are prohibited. **Masks.**
- c. Avoid crowded conditions. **Distancing.**
- d. Avoid closed spaces with poor ventilation. **Distancing.**
- e. Follow coughing etiquette. **Hygiene.**
- f. Avoid directly facing the person with whom you are having a conversation. **Distancing.**

- g. Each person working in a lab should have their own pair of safety glasses. These can be sanitized after each use with 70% isopropanol or ethanol and allowed to air dry.
- h. The front doors will be divided for one-way traffic. The northern door will be for inbound traffic and the southern door will be for outbound traffic. Note how this corresponds with which lane to drive in (at least in the US). **Distancing.**
- i. Visitors to the facility must be prepared to provide their license plate number to validate parking privileges. A best practice is to make a note or take a picture. CHTM is working with Parking and Transit to eliminate the paper parking pass.
- j. In the event that there is a queue to enter the facility, please note the tape placed at 6 foot intervals and maintain that interval with the person ahead of you. **Distancing.**
- k. Personnel will complete a daily COVID-19 screening questionnaire on-line prior to entering the facility. All personnel must forward their results to CHTM\_COVID-19 [CHTM\\_COVID-19@unmm.onmicrosoft.com](mailto:CHTM_COVID-19@unmm.onmicrosoft.com) on a daily basis. Please create an auto-forward rule in Outlook and set a category as follows: blue for faculty, green for staff, orange for postdocs, purple for student employees, and red for students. **Screening.**
- l. Personnel with known close contact to a person who is lab-confirmed to have COVID-19 will be barred access to CHTM and may not return to work until the end of the 14-day self-isolation period. **Screening.**
- m. Non-contact thermometers will be made available near each set of latrines for self-monitoring purposes. Personnel measuring  $\geq 100^{\circ}$  F ( $37.8^{\circ}$  C) or who are experiencing COVID-19 symptoms should depart CHTM and seek assistance from employee health and/or a testing site. **Screening.**
- n. Wash hands with hot water and soap for at least 20 seconds after entering the facility. **Hygiene.**
- o. Use latex gloves, the paper towel obtained when hand-washing, or other PPE when handling door-knobs, drawer handles, and other common-use items in the facility. Exceptions may be made for those with latex allergies. Use nitrile gloves within the labs or clean room. Change gloves when leaving the lab. Do not use the same pair of gloves all day. **Hygiene.**
- p. A checklist is provided at Enclosure 4 for all activity within any given lab over the course of the day. This is in addition to all instructions/checklists applicable to performing research activity.
- q. Disinfect surfaces that you anticipate touching over the course of the day. Consult EPA List N for approved disinfectants against SARS-CoV-2, <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>. For example, **EPA registered**

**disinfectants** that contain 10% bleach solutions (0.5% sodium hypochlorite), ethanol /quaternary ammonium, or  $\geq 0.5$  hydrogen peroxide are acceptable. **Hygiene.**

- r. Avoid common use equipment (e.g., mouse, keyboard, tools, etc.) to the extent practicable. **Hygiene.**
  - i. If there is no alternative to common use equipment, disinfect before and after use.
  - ii. Sterilizing borrowed equipment, if feasible, is also highly recommended.
- s. PIs should review their project plans and identify activities that can be scaled back, delayed, or curtailed. **Distancing.**
- t. PIs must assess, prioritize, and plan critical laboratory activities. This includes arranging materials and activities to ensure maintaining at least a 6 foot radius between laboratory personnel. **Distancing.**
- u. CHTM labs must have 2 or fewer personnel in them at all times. Double labs (159A + 161A, for example, may have a maximum of 5 personnel). **Distancing.**
- v. CHTM cleanroom bays are also limited to 2 personnel each. The gowning areas is likewise limited to 2 personnel. Doug and/or Steve may enter any bay and, at their discretion, require personnel to leave or maneuver through while maintaining a 6-foot distance. Scheduling for equipment continues on TIP. Cleanroom personnel will review TIP reservations and accept only the first two reservations affecting any given bay on a first-come-first-served basis. **Distancing.**
- w. Maintain a 6 foot radius between yourself and others at all times. Some tasks, such as two-person lifts, may preclude this. Please mitigate the risk to the degree possible by using appropriate PPE and minimizing the time spent performing such tasks. **Distancing.**
- x. Student cubicle spaces and the computer pod are off-limits. Exceptions will be considered and granted for meritorious cases. Those receiving exceptions will require making all necessary arrangements to be proctored by staff. **Distancing.**
- y. In-person meetings of groups over 5 are prohibited. Certain rooms, labs for example, will drive a smaller limit. Microsoft Teams, Hangouts, GoToMeeting, and Zoom are excellent platforms for achieving a similar effect. Content sharing within Teams is possible. Using Teams in either group chat or teleconference mode concurrently with Microsoft Whiteboard is also highly effective. **Distancing.**
- z. One-to-one meetings are discouraged but, if necessary, maintain the 6 foot (2 m) standoff. **Distancing.**
- aa. Rotational schedules to minimize personnel density in the facility is encouraged. However, overnight (1900 – 0600) work must be performed by buddy teams (at least a pair). **Distancing.**



bb. Clean and disinfect all equipment used once all daily required operations are complete. **Hygiene.**

cc. Wash hands (20 seconds) before leaving the facility. **Hygiene.**

dd. Hand sanitization stations are planned at selected points throughout the facility. The first wave will comprise 3 stations and we will eventually have 12. **Hygiene.**

## 6. Services and Supply

- a. Most administrative and logistical services will be performed remotely.
- b. Deliveries will be accepted on Mondays through Thursdays only. Exceptions will be considered for meritorious cases.
- c. Cleanroom garment exchange (cleaning) will conform with delivery schedules.
- d. All services currently offered in this center will continue to be managed by the facility management team (LN2, clean dry air, chilled water, etc.).
- e. CHTM will continue to support personnel PPE requirements to the extent possible. Current supply chain disruption has rendered this challenging since mid-March 2020.
- f. Chemical supply and disposal will continue be managed by Cynthia but on a remote basis. End-users are responsible for taking chemical waste to the staging area for removal. Chemical supply actions may be delayed by up-stream supply chain issues.
- g. Pls must compile a list of equipment that should be shut down in the event that UNM is compelled to suspend all operations on campus. The list must include, at a minimum:
  - i. Equipment name
  - ii. Equipment type
  - iii. Primary and at least one alternate responsible for shut-down
  - iv. Estimated time required to effect shutdown.
  - v. Dependencies that exist between equipment for shutdown purposes. I need to understand what must be done in serial and what can be done in parallel.
  - vi. Whether the equipment requires LN2, chilled water, or de-ionized water to re-start.
  - vii. Any other special considerations.
- h. Coordination is underway with the University Police Department to enable the facilities management team to continue to perform emergency essential corrective actions in a curfew or shelter-in-place environment. This may mitigate the extent of our shutdown.

## 7. Common Operating Environment

- a. UNM offers a comprehensive platform in the form of Microsoft Office 365. Leveraging the full spectrum of capability afforded by this platform is highly recommended. It is helpful if everyone is on the same platform.
- b. Microsoft Teams is being used as an accumulation point for reporting purposes, as set forth elsewhere in this guidance. A benefit is that important documents, such as time and leave, are going to group mailboxes that enable more than one person to take action. This covers the contingency that if your primary point of contact (POC) has contracted COVID-19 and is in no shape to perform any given task, an alternative POC will have everything they need to take over. No forwarding of a previously sent e-mail required.
- c. Microsoft Teams is also being used a document repository, such as the OVPR guidance. Further content will be added over time.
- d. Training for Microsoft Teams may be found here: <https://docs.microsoft.com/en-us/microsoftteams/enduser-training>
- e. Training for all Office 365 applications is available here: <https://support.office.com/en-us/office-training-center>

**8. Essential Information (EI).** In order for CHTM management to gain and maintain a Common Operating Picture, the following information is requested:

- a. Work schedules for all personnel, as described at paragraph 3b.
- b. Possible COVID-19 cases within your work-groups, to be reported within 60 minutes of receipt.
- c. Equipment lists to support shutdown, as described at paragraph 6f.
- d. Please post and maintain your EI at <https://teams.microsoft.com/#/school/files/General?threadId=19%3A01980ccbc3b245cab12c3023bcf1a450%40thread.tacv2&ctx=channel&context=General&rootfolder=%252Fteams%252FCHTM-COOP%252FShared%2520Documents%252FGeneral>

Arash Mafi, Ph.D.  
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Encl(5)

1. Criteria for requiring self-isolation periods
2. COVID-19 Safety/Return to Work Checklist
3. COVID-19 Daily Symptom Checklist
4. Daily Laboratory Checklist

## 5. Lab Battle Roster and Scheduling Template

## Enclosure 1: Criteria for Self-Reporting and Self-Isolating

1. Any UNM main campus or branch campus faculty, staff, student or volunteer, who is currently on campus or has been physically present on campus anytime beginning April 3 and continuing throughout UNM's Limited Operations, and who is displaying signs or symptoms of COVID-19 illness (i.e., flu-like symptoms with fever > 100; cough; shortness of breath; loss of smell; or loss of taste), is required to self-report and may be asked to get tested for COVID-19 and to self-isolate. For self-reporting, go to [https://lobowebapp.unm.edu/apex\\_ods/f?p=135](https://lobowebapp.unm.edu/apex_ods/f?p=135)
2. Any UNM main campus or branch campus faculty, staff, student or volunteer, who is currently on campus or has been physically present on campus anytime beginning April 3 and continuing throughout UNM's Limited Operations, and who has tested positive for COVID-19 is required to self-report that he or she has tested positive to COVID-19 and must self-isolate. Self-report at [https://lobowebapp.unm.edu/apex\\_ods/f?p=135](https://lobowebapp.unm.edu/apex_ods/f?p=135)
3. Prior to returning to campus, any UNM main campus or branch campus faculty, staff, student or volunteer, who has tested positive for COVID-19 or has had symptoms consistent with a COVID-19 illness within 14 days of returning to campus shall be required to obtain an appropriate release from UNM authorities prior to his or her return to campus to work or to live. To obtain this release, faculty, staff, and volunteers should call EOHS at 505-272-8043, and students and student employees should call SHAC at 505-277-3136.
4. Supervisors who become aware or suspect that a UNM main campus or branch campus faculty, staff, student or volunteer has either been possibly exposed or has tested positive for COVID-19 should immediately send the individual home and direct the individual to UNM's self-reporting site.

## Enclosure 2: COVID-19 Safety/Return to Work Checklist



### COVID-19 Safety/Return To Work Checklist

This checklist has been developed by Safety & Risk Services (SRS) with the guidance and approval of the Office of the Vice President of Research (OVPR). As we re-enter our lab facilities, we must strive to minimize the spread of infection. The spread can be suppressed by doing the following:

- • Minimize in-person interactions of lab personnel
- • Minimize the use of shared surfaces and materials
- • Diligently disinfect high-use touch points, surfaces and equipment
- • Wash hands frequently and don't touch your face

Use the following checklist to prepare your lab for re-occupation. All items on this checklist must be in place before lab activities can resume.

All lab personnel have completed the required "Pandemics: Slowing the Spread" training on Learning Central before returning to work.
Certificate of completion for this training is filed with lab safety documents and available for inspection by SRS.
The PI has documented that each lab worker has verified they are asymptomatic for COVID-19 symptoms prior to each <b>daily</b> work shift.
Hand soap is available at every lab sink and/or alcohol-based hand sanitizer is available in the lab.
Responsibilities for cleaning and disinfecting touch zones in common areas and shared lab spaces have been designated. Cleaning and disinfecting is taking place at the beginning of, throughout, and at the end of the work shift.
It has been determined how physical distancing standards (6 feet) will be implemented.
A plan has been created for scheduling alternate laboratory shift work and it has been communicated with lab personnel and posted in the lab.
Face coverings are worn by all lab personnel and it has been determined which face coverings are appropriate.
Create "Do Not Enter – Maximum Occupancy Achieved" signage and post on door when appropriate.
A First Aid Kit is available in the lab or a central location that is known to all lab personnel.

COVID-19 Safety/Return To Work Checklist, updated 5/14/2020

## Enclosure 3: COVID-19 Daily Symptom Checklist



### COVID-19 Daily Symptom Checklist

This checklist has been developed by Safety & Risk Services (SRS) with the guidance from the State of New Mexico and approval by the Office of the Vice President of Research. This document should be filled out *every day* before an employee begins work in a lab. This checklist should be filed either physically or electronically with all other lab safety documents.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

In the last 14 days have you had any of the following:	Yes	No
Cough		
Shortness of Breath or Difficulty Breathing		
Fever		
Chills		
Muscle Pain		
Sore Throat		
New Loss of Taste or Smell		
Nausea, Vomiting, or Diarrhea		
Close contact with individuals diagnosed with COVID-19		

If you answered yes to any of the above

1. Do not start work
2. Go home and self-isolate
3. Please contact the New Mexico Department of Health for testing by calling 855-600-3453 or

visiting <https://cv.nmhealth.org/>

4. Report your symptoms or diagnosis to UNM here: <http://www.unm.edu/coronavirus/>

COVID-19 Symptom Checklist, updated 5/18/2020

## Enclosure 4: Daily Laboratory Checklist

Researcher 1		Lab				
Researcher 2		Date				
Researcher 3						
Researcher 4						
Researcher 5						
Item Nr.	Task	Researcher 1	Researcher 2	Researcher 3	Researcher 4	Researcher 5
1	Ensure that there are no more than two (2) personnel in the lab					
2	Spray with ethanol solution and wipe down all surfaces to be used					
3	Wipe off the previous day's checklist					
4	Arrange activities to maintain a minimum of 6 feet of distance					
5	Minimize events and duration of tasks violating the 6-foot rule					
6	Maintain a 6-foot (2-meter) radius at all times (6-foot rule)					
7	Wear safety glasses, mask, and gloves for tasks that violate the 6-foot rule					
8	Wear safety glasses, mask, and gloves for tasks that violate the 6-foot rule					
9	Wear safety glasses as appropriate					
10	Wear safety glasses as appropriate					
11	Wear safety glasses as appropriate					
12	Wear gloves as appropriate					
13	Wear gloves as appropriate					
14	Wear gloves as appropriate					
15	Remove gloves if leaving lab or as necessary					
16	Remove gloves if leaving lab or as necessary					
17	Remove gloves if leaving lab or as necessary					
18	Wash hands after removing gloves, if applicable					
19	Wash hands after removing gloves, if applicable					
20	Wash hands after removing gloves, if applicable					
21	2 hours after arrival, spray and wipe down all surfaces used					
22	4 hours after arrival, spray and wipe down all surfaces used					
23	6 hours after arrival, spray and wipe down all surfaces used					
24	8 hours after arrival, spray and wipe down all surfaces used					
25	10 hours after arrival, spray and wipe down all surfaces used					
26	Spray and wipe down all surfaces used during the day					
27	Ensure the checklist is complete					
28						
29						
30						

## Enclosure 5: Lab Battle Roster and Scheduling Template

Laboratory	173A		email:	Phone number 1:	Phone number 2:
Principle Investigator (PI)	Galileo Galilei		<a href="mailto:genius1234@unm.edu">genius1234@unm.edu</a>	505-123-4567	505-123-4567
postdoc 1 (PD1)	Isaac Einstein		<a href="mailto:genius1234@unm.edu">genius1234@unm.edu</a>	505-123-4568	505-123-4568
postdoc 2 (PD2)	Albert Newton		<a href="mailto:genius1234@unm.edu">genius1234@unm.edu</a>	505-123-4569	505-123-4569
Graduate Student 1 (GS1)	Michael Maxwell		<a href="mailto:genius1234@unm.edu">genius1234@unm.edu</a>	505-123-4570	505-123-4570
Graduate Student 2 (GS2)	James Faraday		<a href="mailto:genius1234@unm.edu">genius1234@unm.edu</a>	505-123-4571	505-123-4571
Graduate Student 3 (GS3)	Hendrik Boltzmann		<a href="mailto:genius1234@unm.edu">genius1234@unm.edu</a>	505-123-4572	505-123-4572
Graduate Student 4 (GS4)	Ludwig Lorentz		<a href="mailto:genius1234@unm.edu">genius1234@unm.edu</a>	505-123-4573	505-123-4573

  

Monday								Tuesday							
Researcher	6-8	8-10	10-12	12-14	14-16	16-18	18-20	Researcher	6-8	8-10	10-12	12-14	14-16	16-18	18-20
PI			X	X				PI			X	X			
PD1	X	X		X				PD1	X	X		X			
PD2	X	X	X					PD2	X	X	X				
GS1					X			GS1			X		X		
GS2					X	X	X	GS2					X	X	X
GS3						X	X	GS3						X	X
GS4								GS4							
<b>Total/Hour</b>	2	2	2	2	2	2	2	<b>Total/Hour</b>	2	2	3	2	2	2	2
<b>Test</b>	GO	GO	GO	GO	GO	GO	GO	<b>Test</b>	GO	GO	NOGO	GO	GO	GO	GO

  

Wednesday								Thursday							
Researcher	6-8	8-10	10-12	12-14	14-16	16-18	18-20	Researcher	6-8	8-10	10-12	12-14	14-16	16-18	18-20
PI			X	X				PI			X	X			
PD1	X	X		X				PD1	X	X		X			
PD2	X	X	X					PD2	X	X	X				
GS1					X			GS1					X		
GS2					X	X	X	GS2					X	X	X
GS3						X	X	GS3						X	X
GS4								GS4							
<b>Total/Hour</b>	2	2	2	2	2	2	2	<b>Total/Hour</b>	2	2	2	2	2	2	2
<b>Test</b>	GO	GO	GO	GO	GO	GO	GO	<b>Test</b>	GO	GO	GO	GO	GO	GO	GO

  

Friday							
Researcher	6-8	8-10	10-12	12-14	14-16	16-18	18-20
PI			X	X			
PD1	X	X		X			
PD2	X	X	X				
GS1					X		
GS2					X	X	X
GS3						X	X
GS4							
<b>Total/Hour</b>	2	2	2	2	2	2	2
<b>Test</b>	GO	GO	GO	GO	GO	GO	GO