Varian Physics Lab Building Research Safety Protocol

LAB RESTART SOP FOR VARIAN PHYSICS LAB BUILDING

VERSION DATED 2 OCTOBER 2020

The protocols addressed in this document are adapted from the University-wide Research Recovery Handbook to reflect the specific configuration of the Varian building and the type of research performed in it. They are consistent with the set of guiding principles, which prioritizes the health, safety, and well-being of all researchers. This document will be updated periodically, with the latest version always available on the Physics Department website. Here, we address local operational plans in the following areas:

1. Governance and Oversight
2. Building Access and Density for lab & non-lab areas
3. Building Support
4. Commentaries on the current stage
5. Safety Protocol Acknowledgement
6. Lab startup checklist

We are currently at Stage 2 of the research recovery process.

1. Governance and Oversight

*Please strictly follow the instructions both to the letter and spirit. Your cooperation is essential to safeguard the health of our community and the access to the Varian building.*

- The Physics Department’s Director of Finance and Operations (DFO, Rosenna Yau), Finance Manager (Karen Ajluni), and Facilities Manager (Khoi Huynh), in consultation with the Department Chair and Varian Restart Committee, are responsible for the following:
  - Validate and approve SmartSheet entries to ensure compliance with the Research Recovery Handbook.
  - Review requests for exceptions for access/use of space in Varian Building.
  - Control and monitor building and shared labs access and enforce density limits.

- Each PI/Supervisor is responsible for the following:
  - Enter research activities and Key Personnel (including yourself if you will be in the building) in SmartSheets: Dynamic View
  - PI's have already entered all “critical” activities using this online tool. PI's will also enter the names of the personnel authorized under the current Stage 2 operations. During Stage 2, essential on-campus research functions and associated support activities will continue to ramp up as a small number of additional researchers return to campus to conduct research that cannot be done remotely because it requires access to facilities or materials that are only available on campus.
  - Enforce scheduling for shift work, limits, etc. to follow lab density rules.
  - Review and implement COVID-19 best hygiene practices in own labs and spaces
  - Complete the lab restart checklist, resume quarterly safety inspections and reactivate the proper hazardous materials disposal process.

- **YOU** – All personnel are responsible for the following related to COVID-19 Safety/Hygiene Practices.
○ Adhere to all guidelines to protect yourself and others against COVID-19
○ Self-check before coming to work; Don’t come to work sick
○ Clean touched surfaces after each use or end of work shift (if equipment or surface is shared with others)
○ Report to the Facilities Manager (Khoi Huynh, 650-723-5406, khoi@stanford.edu) anyone not complying to face covering and 6’ s.d. requirements and other risky behavior
○ Complete COVID-19 Hygiene Best Practices training EHS-2470 training
○ Complete the Physics Department Safety Protocol for Return to Research acknowledgement

● YOU – Very critical Health Check.
○ On every single day that you will be working in Varian, or any building on campus, it is your responsibility to conduct a Health Check before you arrive. You are also required to complete a Health Check if (1) your symptoms change while working onsite; (2) you begin feeling ill after being onsite within 48 hours, whether or not you are expected to be onsite that day; or (3) you test positive for COVID-19.
○ In addition, undergraduate and graduate student employees who test positive for COVID-19 must call Vaden Health Services at 650-498-2336 to notify them of their test results.
○ Once an ill lab member submits their Health Check, a clinician from the Medical Support Team Stanford University Occupational Health Center (for faculty, staff, and postdocs) or Vaden Health Services (for students) will review the impacted individual’s symptoms remotely and follow up with the person who is sick, as needed. PIs will be notified via phone or email if a COVID-19 positive member of their lab was onsite during their infectious period. Due to privacy concerns, Stanford will NOT automatically disclose the name of an individual who tested positive to a PI. If the individual who tests positive for COVID-19 tells a PI of their diagnosis, the PI must not disclose the name of the individual who tested positive without their consent. PIs can share that a lab member is not cleared to come to work. Further guidance for PIs can be found at: https://cardinalrecovery.stanford.edu/research/pi-frequently-asked-questions/

2. Building Access, Density, and Hygiene

● You should enter the building from the Via Pueblo door (facing the Hewlett Teaching Center).
● Researchers should only access the floor(s) of the building required for their work, and follow the posted Stay Safe signs.
● Always maintain a safe social distance from others, including in corridor and doorway areas.
● Face covering is required in Varian Building: see “Hygiene” below

(a) Lab Density

● The Varian Building Research Restart Committee (chaired by Giorgio Gratta) will assess the requested lab space to determine that it can meet physical distancing requirements, as specified in the table below.
● For researchers working alone in the laboratory, refer to the EH&S guidance and provide a plan for how this work will be conducted.
● Follow lab density guidelines detailed in the Research Recovery Restart Plan, which is a living document of current University-wide protocol.

(b) Hygiene

● Face covering is required at all times while inside Varian Building. Report any non-compliance to the Facilities Manager (Khoi Huynh).
  ○ From the Health Alerts Website: Cloth or specifically designated face coverings cover both the nose and mouth and can be secured to the head with ties, straps, or are wrapped around the lower face. Improvised scarves and bandanas are no longer considered sufficient for Varian occupants.
● Researchers will wear new or freshly sanitized gloves while working in the lab.
● Upon entering and before leaving the building, researchers will wash hands with soap and water if a sink is available in their lab. Otherwise they will sanitize their hands using the stations in the Varian lobby and in front of the main office.
● Researchers will self-clean labs daily or after each shift.
● Commonly touched surfaces (e.g., keyboards, mice) will be wiped down before and after use with ethanol or isopropanol. (Caution and judgement should be used when disinfecting sensitive equipment to prevent damage.)
● Water fountains are available for the refilling of water bottles only. Please either use a new or freshly sanitized gloved hand or paper towel or wipe down after use with a disinfectant wipe after use.
● Ethanol and Isopropanol are highly flammable. Care is required around energized equipment and, in general, not to produce excessive amounts of vapors. Because of fire hazard do not use nebulizers or spray bottles around electrical equipment, which essentially means anywhere inside Varian labs. A good rule is to moisten a paper towel with the solvent from a squeeze bottle and then wipe with it what is needed.
● When using hand sanitizer make sure that your hands are dry before doing any work (rubbing then together is also good to increase the disinfectant effect). An accident was reported in Berkeley where moist hand sanitizer on someone’s hands was ignited by some piece of electrical equipment.
● Please consult the CDC recommendations for detailed cleaning and disinfection guidance.

(c) Health and Accessibility

● Only healthy individuals can work in the lab.
● Before starting research, review and follow all departmental safety training and as a reminder,
  ○ In case of a major injury or event, call 911 or the internal Stanford emergency number 211.
  ○ In case of minor injury or need for support EH&S support call, call 650-725-9999
  ○ For onsite support for any reason, contact the Facilities Manager (Khoi Huynh) at 650-723-5406
In case of an emergency, researchers should have ready access to a phone (cell or landline) and if used, it should be wiped down after use.

(d) Calendars for Essential On-campus Research Functions and Associated Support Activities

- PIs may gradually increase the number of on-site personnel in their labs with approval from the academic unit. Headcount will be limited mainly by laboratory space considerations, with up to one person per 250 square feet of laboratory space permitted.
- Please enter your schedule on the lab calendar for your PI’s lab group, so that each group can clearly see how many of their people, and only those in the PI’s groups(s), are in Varian. An invite to this calendar will be sent to you when you are given access to the building. Please accept the invite, and access the calendar at webcal.stanford.edu.
- The event title should be in the format “LAB NAME-RESEARCHER NAME.” Please include first and last name, and indicate the room number in the description. This way, all identifying information is visible on the department calendar.
- If your lab schedule changes for any reason, please revise the calendar accordingly (even after the fact) so that lab density can be followed, and to maintain record accuracy for audit purposes and possible contact tracing.
- Know that this lab schedule, in combination with all the other labs in Varian, is visible as a whole by key department administrators only, for compliance purposes. This is required by the County and University for audit and contact tracing purposes, and in order to continue to monitor the overall density of Varian.
- If you do not receive an email invitation to your lab calendar once you have been granted building access, or have difficulty accessing the lab/group Outlook calendar, please contact the Facilities Manager (Khoi Huynh, khoi@stanford.edu).
- It is also important that different people do not alternate at high frequency at the same work bench or area. A good guideline is to avoid alternating different people at the same work space/bench more frequently than on 12 hour shifts at this stage. Following advice in the Research Recovery Handbook University-wide Research Recovery Handbook, where possible, it is strongly advised that ‘graveyard’ shifts are avoided during these stages.

(e) Non-Lab Areas during the current Stage

<table>
<thead>
<tr>
<th>Space</th>
<th>Allowed Use</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single occupant office</td>
<td>Prohibited</td>
<td></td>
</tr>
<tr>
<td>Shared offices</td>
<td>Prohibited</td>
<td></td>
</tr>
<tr>
<td>Kitchen/Lounges/lobbies</td>
<td>Prohibited</td>
<td>No sitting/eating/socializing allowed – keep clear at all times/no loitering</td>
</tr>
<tr>
<td>Elevator</td>
<td>1 person only</td>
<td></td>
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<tr>
<td></td>
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<tr>
<td>--------------------------</td>
<td>-----------------------------------------------------------------</td>
<td>-----------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Restrooms</strong></td>
<td>1 person only (knock first)</td>
<td>Knock before entering to ensure vacancy</td>
</tr>
<tr>
<td><strong>Hallways</strong></td>
<td>Maintain 6’ social distance</td>
<td>Keep clear at all times for foot traffic; traffic flow may be implemented</td>
</tr>
<tr>
<td><strong>Receiving Area</strong></td>
<td>Maintain 6’ social distance</td>
<td>No loitering</td>
</tr>
</tbody>
</table>

### 3. Building Support

The primary contact for all Varian Building activities is Khoi Huynh (650-723-5406, khoi@stanford.edu). You can also contact Scott Barton (onsite M-F 8-5) (650-723-4361, sbarton1@stanford.edu).

**Hand sanitizer:** A dispenser of hand sanitizer has been placed next to the Via Pueblo entrance door. If you do not have enough PPE and sanitation supplies you should not work. The department is working towards providing these things, but you are still responsible to have what is needed for your safe work. Please contact the Facilities Manager (Khoi Huynh) to inquire about how the department will help with this.

**Shipping & Receiving / US Mail Service:** Scott Barton (650-723-4361, sbarton1@stanford.edu) will be working on site most weekdays and can receive deliveries for labs. Please consult with him if you are planning to place an order or expecting a shipment.

**BGM/LBRE Building maintenance:** They continue to conduct preventive maintenance, checks and services in the buildings during this period. When observed performing work in the building, avoid them to maintain 6 feet s.d.

**Custodial Service:** This continues in the building at modified status and/or at select areas only. UG2 Custodial implemented enhanced cleaning during this period with cleaning/disinfecting commonly touched building surfaces (door handles, elevator buttons, rails, seating and tables; and damp mopping of hallway floors) twice a day. Non-occupied spaces are not serviced during this period. Labs requiring enhanced cleaning other than door handle cleaning should direct requests to the Facilities Manager (Khoi Huynh).

**PSSI Trash/Recycling Collection:** Services inside the building are currently suspended until further notice. Report overflowing/problem trash or recycling containers to the Facilities Manager.

**Construction/Renovation Projects:** Projects managed/ performed by outside contractors are required to submit and adhere to approved Covid-19 Safety Plan before working in the building/or on campus. Report to the DFO (Rosenna Yau) any concerns related to construction works in the building.

**EH&S Services:** The primary EH&S contact is Jack Reidy (650) 497-7614 or via email at jreidy2@stanford.edu
Hazardous Waste – SWEEP Program (regular pickup schedule) is suspended during this SIP. Submit pickup requests online to schedule pickup.

Spills – Call 725-9999 for small cleanup. Call 911 if spills involved injury, fire, or potential explosion

Occupational Health Center – contact OHC at stanfordohc@stanford.edu or 650-725-5308 for any work related health and/or covid-19 health issues

Safety Consult services – contact Jack Reidy (650) 497-7614 or via email at jreidy2@stanford.edu if you have safety concerns during SIP.

Administrative Staff: will continue to work remotely in order to reduce building density and allow for highest priority, research related activities to occur onsite. All staff are working remotely and can be reached via email or by telephone.

4. Stage Commentaries

(a) Commentary on Essential On-campus Research Functions and Associated Support Activities (Stage 2)

Note that as we continue to slowly increase research, we continue to ask all researchers to abide with the letter and spirit of this guidance. Physics Department researchers have all been very responsible thus far in respecting the shelter home order and we have every confidence we will all continue to act responsibly. The following text is directly taken from the University’s COVID-19 Research Restart Plan:

During Stage 2, essential on-campus research functions and associated support activities will continue to ramp up as a small number of additional researchers return to campus to conduct research that cannot be done remotely because it requires access to facilities or materials that are only available on campus. Most faculty and staff members will continue to work off-site, including theoretical, computational, and other researchers who have not yet been granted access to on-campus facilities, consistent with County guidance.

As Stage 2 begins, headcount will be limited mainly by laboratory space considerations, with up to one person per 250 square feet of laboratory space permitted. Please follow guidance for Stage 2 for laboratory research in the Research Recovery Handbook.

As we move to Stage 2 level of campus access, on-site researchers and staff must continue to follow Stanford’s physical (social) distancing protocol, which is consistent with the County social distancing protocol. This includes maintaining physical distancing, use of face coverings, and frequent handwashing and use of hand sanitizer. Researchers and support staff returning to campus will be required to use the Health Check tool to report health status each day. They will also be required to take an online training course on COVID-19 hygiene best practices before returning to campus.

Allowable Research Activities
All researchers are encouraged to update Stanford Who to list their primary building location to help with ORMS, as well as for emergency management and disaster response. Stanford Who is currently being updated to allow for primary floor and room listing as well.

Local academic units may approve field research on a case-by-case basis, subject to travel restrictions, local restrictions at field sites, and the ability to maintain physical distancing at field sites. See the appropriate sections of this Handbook relating to Field Research.

**Laboratory Headcount and Building Population Density**

Beginning on June 22, headcount will be limited mainly by laboratory space considerations, to a maximum of 1 person per 250 square feet. PIs may gradually increase the number of on-site personnel to the maximum allowed based on room size, density requirements, and while observing physical distancing requirements. The university may change the lab density requirements on the basis of new evidence. Stanford’s social distancing protocol must be followed.

Laboratories will remain ready to return to earlier stages expeditiously if the university or government agencies require them to do so. For example, laboratories should leave their Stage 1 floor markings in place even after the campus moves to Stage 2, and should be ready to implement shutdown procedures on experiments that they could not maintain under Stage 1 guidelines.

Academic units must verify that PIs have identified appropriate limits to the density of laboratory personnel and the PIs are enforcing those limits. If research teams are not observing density limits or are otherwise failing to observe physical distancing requirements, academic units have the authority to cut off lab access until the issues are resolved and to revoke access altogether in cases of repeat offense. Before restarting, each unit should discuss how to best escalate these issues. We strongly recommend routine walkthroughs of buildings or laboratories to check for compliance.

**5. Safety Protocol Acknowledgement**

In order to obtain building access, faculty, staff, students, and visitors must thoroughly review and acknowledge the Physics Department Safety Protocol via this form.

**6. Lab startup check list**

In order to have an orderly and safe lab restart at Stage 1, PIs should verify the following (in addition to the COVID-19-specific items discussed elsewhere):

- Labs appear safe and “normal” from a visual inspection
- You have a sufficient amount of PPE to operate
- Review with your group’s safety coordinators the restart conditions. Make sure they understand that the safety procedures (self-inspections, reporting, etc) resume.
- Hazardous waste storage. Request EH&S hazardous waste pick-up for any containers which are full or you no longer need. If you were previously participating in the SWEEPS Program for waste pick-up, it will be running at a reduced level in Stage 1, and you should submit pickup requests online using the above link. For any waste without a label or with a
noncompliant label such as “Waste” with no additional data, label the waste using a Waste Tag.

- Review the Lab Compliance Cheat Sheet