RESEARCH EXCELLENCE
— AND —
GRADUATE EDUCATION
RECOVERY TASK FORCE

Dr. Bernard Arulanandam
Vice President for Research, Economic Development, and Knowledge Enterprise

Dr. Ambika Mathur
Vice Provost and Dean of the Graduate School
TASK FORCE CHARGE

To ensure safety and protection of its students, faculty, and staff as well as to remain in compliance of city, state, Texas Higher Education Coordinating Board, UT System and federal ordinances, The University of Texas at San Antonio significantly altered operations in response to the COVID-19 pandemic. As local authorities lift community mobility restrictions, UTSA will gradually resume research and educational activities. The return to these activities will need to occur in phases and continue to align with federal, state, local, and UT System guidance to ensure the health and safety of the Roadrunner community. The Task Force shall develop a Phased-Recovery Plan that will guide university operations and the Roadrunner community to support increased on-campus research and doctoral research training activities over time.

TACTICAL TEAM MEMBERS:

Dr. Mickey Stevenson, Associate Vice President for Research Integrity, Co-Chair
Dr. David Akopian, Associate Dean for Research, College of Engineering
Daniel Arriaga, representing the Staff Senate
Dr. Hamid Beladi, representing the Academy of Distinguished Researchers
Dr. Margo DelliCarpini, Dean, College of Education and Human Development
Dr. Jurgen Engelberth, Associate Professor, Biology, representing Graduate Council
Cory Garcia, Business Continuity and Emergency Management
Dr. Alexis Godet, Associate Professor, Geological Sciences
Paul Goodman, Associate Vice President, Facilities
Dr. Neal Guentzel, Professor, Biology
Dr. Amanda Haley, Director, Lab Safety and Compliance
Mary Hernandez, Assistant Vice President, Business Affairs Administration and Operations
Ruben Lopez, Assistant Director, Small Business Development Center
Dr. Jose Lopez-Ribot, Associate Dean for Research, College of Sciences
Dr. Lisa Montoya, Interim Vice Provost, Global Initiatives
Anna Penna, Doctoral Student, Department of Anthropology
Desiree Porter, Director, Research Infrastructure and Support
Dr. Lorenzo Sanchez, Director, Business Continuity and Emergency Management
Dr. Johnelle Sparks, Department Chair, Demography
Dr. Jeremy R. Sullivan, Department Chair, Educational Psychology
Dr. Erica Sosa, Associate Dean for Research, College of Health, Community and Policy and Chair, Institutional Review Board
Dr. Jason Yaeger, Associate Dean of Faculty, College of Liberal and Fine Arts
Sarah Hada, Director of Communications, REDKE
Adrianna San Roman, Graphic Designer
OVERVIEW

This document has been developed through the collaborative work of university shared governance, including faculty, academic leadership, researchers, graduate school, graduate students, research administration, facilities, space management, international affairs, economic development, emergency management, lab safety, public safety, staff senate, financial affairs, and various research stakeholders.

UTSA is committed to advancing research discoveries and scholarly works that define our institution and transform our societies. Within the framework of the current COVID-19 pandemic, these efforts must occur within safe boundaries that protect the Roadrunner Community. These boundaries are informed by federal, state, and local authorities, including The Texas Higher Education Coordinating Board (THECB). The boundaries are outlined in this document.

As noted by the THECB, the duration of the COVID-19 pandemic remains unclear and the situation continues to evolve. Updated guidance will be further informed by these authorities as well as the Public Health Task Force led by Drs. Bernard Arulanandam and Lynne Cossman. The operational boundaries outlined here could revert to increased restrictions based on the evolution of the pandemic as well as move into less restrictive operations.

Continue to monitor https://www.utsa.edu/coronavirus for the most up-to-date information.

PRIMARY ASSUMPTIONS

The following assumptions underpin all procedures and guidance contained in report.

1. All work that can be done remotely will continue remotely.
2. On-campus visits will be kept to a minimum until otherwise allowed by President Eighmy.
3. Work on campus is voluntary and no one should be coerced to be on campus if their health and safety is at risk.
4. The pandemic and requirements from local and state authorities change over time. As a result, expect UTSA’s guidance and requirements to evolve and change over time. Updates will be posted at https://www.utsa.edu/coronavirus/ and operational questions can be directed to coronavirus@utsa.edu.
5. Compliance with UTSA requirements is of utmost importance to protect the health and safety of the Roadrunner Community, their families and friends, and the broader San Antonio community.
SAFETY REQUIREMENTS WHILE ON-CAMPUS

Follow all information contained in the UTSA COVID19 Training to prevent, monitor, and report infections (See THECB Guidance). The list below highlights several key points as a reminder.

1. Conduct daily health checks.
2. Stay home if you experience symptoms or if someone in your household experiences symptoms or tests positive for COVID-19.
3. Maintain social distancing at 6 feet or greater. No exceptions.
4. Wear a face covering on campus unless you are alone in a closed space (e.g., lab or office). Masks are very important to prevent person-to-person spread through respiratory droplets.
5. Practice exceptional hygiene, washing hands often and disinfecting spaces.

WHAT TO DO IF YOU EXPERIENCE SYMPTOMS OF COVID-19

2. Contact your supervisor and do not report to campus.
3. Contact your health care provider and follow their instructions.
   » Employees can see medical support from MDLIVE.
   » Non-employee students should contact Student Health at (210) 458-4142.
4. Report your symptoms to Occupational Health at (210) 458-5304.
5. Make a note of all possible interactions and contact with others.

UNIVERSITY PREVENTION MEASURES

1. Facilities staff are using aggressive sanitization and hygiene protocols with more frequent cleaning of shared spaces and frequent touch points.
2. Hand sanitizers are available at many entrances, common areas, and elevators.
3. Labs and offices will be cleaned by the occupants of the space. Each lab and research team is responsible for providing sanitizing equipment and supplies (see disinfecting protocol later in this document). Contact lab safety for guidance at LSD@utsa.edu or (210) 458-8515.
DOCTORAL EDUCATION
AND RESEARCH
DOCTORAL STUDENT RESEARCH

This section applies only to doctoral students and certain master’s students. Undergraduate researchers are not permitted to work on site in the early recovery phase. Research by graduate students can be conducted to some extent from home (literature research, data analysis), while other activities require laboratory work/field work. The university has provisions to support safety for students. Didactic doctoral instruction should continue to be delivered through online modalities. For other types of small person classes, e.g. colloquia which require in depth discussions might be held in face to face settings. In these instances, however, social distancing (e.g. students only in every second row, etc.) and proper PPE must be followed, with appropriate disinfectant materials provided by UTSA.

When students are on campus (office and lab), social distancing must also be maintained, even though the challenges of shared office space and common areas are recognized. Students are working in shifts in labs must disinfect the space they use before and after they commence and complete their work. The PI must develop and provide a plan on how to manage lab space and the corresponding office space safely.

Graduate students should be discouraged to conduct office work at UTSA to the extent possible since those spaces are usually shared and thus represent areas with higher risks of potential contaminations. Many graduate students share a small area in labs as their office space. When on campus, graduate students should be provided with their “own” office space when required and should not be made to work in small spaces or share desks to ensure appropriate social distancing. Common areas should be closed and/or avoided. Shared spaces should post notifications at the door informing others about who is working when and where.

Given the different risk profiles students may have, coming to campus to undertake research and/or attend classes MUST be voluntary. Wherever possible, mechanisms for students to continue to engage and participate in classes or research remotely should be seriously considered and implemented where possible. No retribution or negative repercussions against a student opting out of campus attendance will be permitted. Students should not feel forced to come to campus because they fear they will be left out of subsequent research opportunities or will receive lower grades in classes. Any violations will result in severe consequences.

It is understood that it is important that we maximize the opportunities for graduate students to safely resume their dissertation and thesis research, and receive instruction face to face, safely on campus to minimize impacts on time to degree completion and timely graduation. As required, however, some instruction can be delivered through synchronous/asynchronous modalities for students who are unable to attend classes in person (high risk students, international students, or others who are unable to travel to UTSA).
OVERSIGHT OF GRADUATE WORK ON CAMPUS

Discussions with individual students should be mostly conducted electronically, especially since UTSA is now providing free Zoom access to the entire campus community. When students are working in labs, PI should either be present on campus or readily accessible through previously determined communicational means. The PI should further regularly check the lab to ensure students are following guidelines. PIs must be available at all the time a student is conducting essential work on campus. The PI is ultimately responsible for lab safety procedures and implementation in their individual units.

COURSE DELIVERY SHOULD BE UNIFORM

A uniform system for teaching a class at UTSA should be established for each course, particularly where face to face and online delivery must be mixed to ensure access to face to face and online students. Nevertheless, in-person experiences are very different from virtual interaction. Virtual meetings can cause an extreme fatigue. Three credit hour classes could be split into multiple short-time sessions.

Nevertheless, if a faculty decides to teaching in a face-to-face format, both students and faculty should agree upon and establish an emergency plan in the event of either the faculty member or a student taking ill or in the worst case scenario of a second wave of the pandemic.

Classroom doors should remain open for the duration of the class to avoid backlog when entering or exiting the space (or at least before class and at the end of class). Concerns should be discussed first with the professor/PI, who will provide further guidance.

GRADUATE STUDENTS SHOULD KNOW THEIR RESOURCES

It should be reinforced that if students are facing some challenges, they should seek guidance with their advisor, Graduate Advisor of Record, and/or the chair of the department. If the departments have any other specific mentoring support that could be an option as well.

Students should be made aware of the normal chain of supervisorial responsibility – student – PI/Advisor – Chair – Dean’s office, while reminding students that the Student Ombudsperson is a resource. Concerns about research integrity and compliance, should be communicated to VPREDE or the compliance hotline.

HEALTH GUIDANCE SPECIFIC TO STUDENTS

Students should adhere to strict safety policies put in place. Because of variability in student health care coverage, students should have ready access to UTSA health services, including both physical and mental health and wellbeing.
GUIDANCE FOR DEGREE PROGRESS

Departments are encouraged to evaluate areas of flexibility regarding student completion of milestones, deadline extensions, fellowship extensions, following institutional guidelines and policies.

Advisors and programs must use every accommodation possible to ensure that the pandemic and closing of campus impact graduate student time-to-degree as little as possible. Different programs and advisors will establish different mechanisms to help their student progress as much as possible. Advisors should be flexible and identify mechanisms that are aligned with the best interests of their student’s progress.

The Graduate School should promote flexibility in milestone timing. Ideally, graduate student funding packages could be extended for those who have been unable to complete their degree in the established timeline because of the pandemic.

If lab work is required for degree, safety is the highest priority. If students work from home, progress should be closely monitored by supervisor on a weekly basis, at minimum. Faculty should have virtual weekly meetings with students working on dissertations to offer feedback and support.

For example, an advisor could establish that at the end of every week graduate students must send him or her a short “report” that can be used to guide weekly meetings. The student could be asked to answer to the following questions:

» Summary of past week: Can be just 1-3 sentences, or more if need be. Include figure if desired.
» Plans / goals for upcoming week: Can be just 1-3 sentences, or more if need be.
» Current problems / blocks to progress / worries: If applicable. Can be just 1-3 sentences, or more if need be.
» Any upcoming deadlines: Grants, conferences, etc. if applicable.
» Upcoming thing you’re excited about: No pressure, just happy to hear about any if so!
ADDITIONAL GUIDANCE

The most critical issues to emphasize are that social distancing and disinfection must be maintained in classrooms and in areas needed to access classrooms and labs, and lab safety, and that time on campus at UTSA must be limited to essential duties. PPE and disinfectants must be provided as required to students.

Students who plan to come to campus should develop their personal emergency plan by considering the following items:

1. Where do I go if I get sick? Do they use their personal physician or student health?
2. What symptoms will trigger the need for a doctor’s visit?
   (See the UTSA COVID19 Training for guidance.)
3. If I am asked to go home, do I have the appropriate provisions, such as food, water, and the ability to self-quarantine from roommates, or family members, etc.?
4. If my symptoms progress, which hospital will I go to and how will I get there?
5. What will I do if I have a roommate or family member who has COVID19 symptoms and I also have to self-quarantine?
HUMAN SUBJECTS
HUMAN SUBJECTS

UTSA holds public health and safety as its first priority. This means that research involving human subjects must be conducted within the parameters that allow these priorities to be realized. Human subjects research that can be conducted remotely should continue to do so. The priority should be on limiting UTSA researchers’ and community members’ exposure as much as possible. When face-to-face research with human subjects cannot be conducted remotely, the below guidance is provided.

New human subjects’ studies must include a plan for minimizing COVID-19 risk in their protocols.

REMOTE STUDIES

All human subject research that can be conducted remotely can continue without disruption.

TRAVEL TO DATA COLLECTION SITES

All travel should follow university guidelines and abide by guidance from the Domestic Travel Oversight Committee and International Oversight Committees.

OBSERVATIONAL STUDIES

The following conditions must be met before observational studies may begin or restart:
1. Researchers must wear face coverings,
2. Researchers must frequently sanitize hands,
3. Social distancing of 6 feet or more can be maintained, and
4. Researchers disinfect all surfaces, equipment, and other materials in shared spaces touched by researchers and participants before and after the observation.
Face-to-face human subject research continues to be limited at this time due to the potential risk to subjects. Community members are currently not allowed on campus for research purposes. However, research may occur in non-UTSA community settings (e.g., churches, parks, homeless shelters, etc.). In addition to following the policy of the location where research will take place, the following conditions must be met before face-to-face interactions with research participants are allowed:

1. The IRB must review and approve the risk to subjects, taking into account groups at higher risk for COVID-19 infection;
2. The informed consent process must include a reference to the potential risk of COVID-19 infection and preventative measures;
3. Participants must be screened by verbally confirming that they have not experienced COVID-19 symptoms or have been diagnosed within the past fourteen days and have not been in close contact with a person who is lab-confirmed to have COVID-19;
4. Researchers must wear face coverings and have them available for research participants;
5. Maintain social distancing of at least 6 feet;
6. Reduce face to face contact when possible (e.g., barriers between participants, conducting only some research face to face and additional data collection via phone);
7. Limit the number of researchers to the smallest number necessary;
8. Researchers must frequently sanitize hands and provide hand sanitizer for research participants;
9. All surfaces must be decontaminated before and after participants visit the research location and between participants; and
10. Maintain logs of all face-to-face interactions, including visitors who accompany research participants, for contact tracing purposes.
Research activities that require subjects to come to campus should follow all university guidelines related to campus visitor bans. Research participants should only be brought to campus when research activities cannot be done off campus (e.g., requires access to equipment on campus) to minimize the risk to the UTSA community. Once UTSA has announced that community members are allowed to visit campus for research participation, prepare using these guidelines:

1. Schedule adequate time between appointments to prevent overlap with the next participant’s appointment, to allow time for cleaning and to minimize participants’ contact with one another;
2. Traditional waiting areas should be eliminated and replaced with alternative methods (e.g., set appointments, being taken directly to research room); Research participants should not bring guests with them except in the case of a parent or guardian, which should be limited to one parent/guardian per participant;
3. All researchers and participants must certify that they have not experienced COVID-19 symptoms or have been diagnosed within the past fourteen days and have not been in close contact with a person who is lab-confirmed to have COVID-19;
4. Participants should be screened for risk factors for serious COVID-19 disease. If any are present, they should be made aware before deciding to participate;
5. Limit the number of researchers to the smallest number necessary;
6. Continue to **disinfect**, wear and provide **masks** to research participants, continue social distancing, use and provide hand sanitizer to research participants and practice **good hygiene**.
7. Provide participants with appropriate resources and contact information in case they experience symptoms of COVID-19 following their participation. This should include information for contacting the researcher, for contact tracing purposes.

**STUDENT PARTICIPATION IN RESEARCH**

Once all the aforementioned safeguards are in place to minimize risk, students can choose to participate in research. Students' safety and well-being is of utmost importance. The students' ability to choose when they feel comfortable to participate in face-to-face research must be valued. Students' decision of whether or not to participate in face to face research should be made free of fear of future consequences (e.g., not being allowed to participate in research later). In cases with student-led research (e.g., thesis, dissertation), the committees should work with the student to identify the best way to proceed to completion while minimizing risk to the student.
FIELD RESEARCH
REQUEST AUTHORIZATION & NOTIFY YOUR SUPERVISOR


If travel out of the state of Texas or abroad is required, check travel guidelines posted on UTSA website (https://www.utsa.edu/coronavirus/travelguidelines.html) or a destination official website (e.g., country embassy or consulate in the USA) to check for potential travel restriction and quarantine.

UTSA travel policies should be followed to request travel authorization (https://www.utsa.edu/hop/chapter9/9-46.html). The PI should notify her/his direct supervisor of her/his travel arrangements by email.

STAFF INVOLVED IN RESEARCH ACTIVITIES

It is expected that the number of staff in the field will be kept at its minimum. The PI will be responsible for designing or modifying pre-existing research activities to involve the fewest number of staff as possible, and to communicate with her/his staff before, during and after field-based activities.

ONE PERSON PER VEHICLE

Do not carpool to field location. In the rare instance this guideline is not possible and field work cannot be reasonably postponed, approval must be granted by your Associate Dean for Research in your college.

ONE PERSON PER ROOM

Lodging arrangements shall allow the PI and each staff to have their own room.

SOCIAL DISTANCING

You are expected to maintain social distancing (at least 6 ft) during field work. No exceptions. Several masks per person per day are recommended as they may get soiled and their efficiency decreases after several hours of use. It is also recommended to pack nitril gloves especially if samples are to be manipulated and transferred between team members. Handshakes, shared food and beverages are strictly prohibited. If research tasks allow, consider using staggered work schedules.
DISINFECTING

The PI is responsible for packing material for sanitizing hands and shared equipment but will encourage each team member to pack her/his own sanitizing kit and basic field material (e.g., field notebook, writing utensils, sunscreen, camera, etc.). Wipe down commonly touched material, parts of vehicles (e.g., steering wheel, doorknobs) and all equipment with sanitizing solution (e.g., diluted bleach) at the end of the workday. It is recommended to wipe equipment and material down before loading it in a car and again upon arrival to UTSA campus, to avoid contamination of the storage or lab space.

MONITOR YOUR HEALTH

Each team member should conduct daily health checks and report accordingly of any signs of possible infection. All team members should continue monitoring their health for any sign of COVID-19 for two weeks after their return to San Antonio and report to UTSA departments as stipulated in this document and in the UTSA COVID-19 Training.
UNIVERSITY OPERATIONS TO SUPPORT RESEARCH
The University of Texas at San Antonio requires that a social distancing of 6'-0" minimum should be maintained at all times while on campus. In the research laboratory setting it is the designated lab manager’s responsibility to ensure all personnel are abiding by this standard while occupying the assigned research space.

This tool is to be utilized as a guideline to aide in the lab managers planning, determination of maximum occupancy and enforcement of 6'-0" social distancing. This tool will provide visual examples of occupant distancing and path of travel in a typical lab setting. It will also provide a list of guiding questions to further demonstrate scenarios that will need to be accounted for in the planning process.

**Distancing visualization tools:**
The safest form of social distancing preparedness would implement the use of a tape measure, the visualization tools provided below are intended for the maintenance of social distancing throughout the day.

- **Typical Lab Benches**
  - Depth 30" (2'-6"), Width 60" (5'-0"
  - NOTE: back to back benches only provide 5'-0" of distancing front edge of bench to the front edge of the abutted bench. This does not allow the minimum of 6'-0" of social distancing

- **Typical Flooring**
  - VCT 12" x 12" (1'-0" x 1'-0"
  - NOTE: Typical aisle distance between benches is 5'-0". This does not allow required social distancing for back to back work.

- **Ceiling Tile**
  - Square 24" x 24" (2'-0" x 2'-0"
  - Rectangle 24" x 48" (2'-0" x 4'-0"

**Typical Lab and Lab Support Settings:**
The following page offers examples of a typical UTSA lab setting with two occupancy scenarios to illustrate the additional occupancy challenges as you increase density. The examples below indicate social distancing measures while engaged in stationary work. Please keep in mind path of travel to and from workstations to ensure social distancing is maintained throughout the necessary operational movements.

- Social distancing circles are shown with 3'-0" radius circles. Circles not overlapping indicate proper social distancing
Example 1:
Lab occupancy with exit/entrance paths of travel taken into account. This level of occupancy ensures safe path of travel without the interruption of ongoing work stations.

Example 2:
Dense lab occupancy with exit/entrance path of travel taken into account. This level of occupancy maintains social distancing while stationary at workstations, but requires considerable interruption with movement.
OCCUPANCY AND USAGE GUIDANCE CHECKLIST

Below is a list of questions to help the Principal Investigator or lab manager determine the maximum occupancy of their research space.

☐ Where are the occupant’s workstations and how can workstations be adjusted to maintain social distancing?

☐ What is the path of travel from occupant’s workstations to equipment utilized by occupants?
  *Place visual indicators on the floor, such as arrows using masking tape.

☐ What is the path of travel to stored supplies required for occupant’s research?

☐ Where is the PPE stored, how will these be accessed by the occupants?

☐ Should materials need to be exchanged between occupants, what location is going to be used to transfer of materials?
  *Materials to be transferred should be placed in a location, vacated, and then picked up by intended recipient to ensure no physical contact.

☐ Where are the research support spaces and what is the path of travel to these spaces?

☐ What is the size of the support spaces and what is the maximum occupancy of these spaces?
  *Small, narrow laboratories/facilities on the order of 100-150 sf will only accommodate one person at a time.
CAMPUS SHIPMENTS:  
FINANCIAL AFFAIRS – DISTRIBUTION SERVICES

Effective June 1st, 2020

Distribution Services will continue to operate with a skeleton crew:
• Monday thru Friday from 8 a.m. to 5 p.m.; until further notice

Departments will continue to pick up all packages/items received at the Central Receiving Warehouse during the days and hours of operation listed above.
• Delivery of chemicals received for research labs:
  » Inventory and tagging of chemicals received
    ○ Lab Safety will coordinate with Central Receiving to inventory and tag chemicals received; if required.
    ○ Once tagged, Lab Safety will notify lab that chemicals are available for pickup.
  » Chemicals and large items are eligible for delivery (by appointment only).
    ○ To schedule an appointment, contact Central Receiving at 210-458-4591.
    ○ Central Receiving will make one attempt to deliver on scheduled appointment time.
    ○ Someone must be available at the delivery location on scheduled appointment date/time to accept delivery.

RESEARCH COMPLIANCE SUPPORT

All research compliance committees continue to support research without disruption.

UTSA CORE FACILITIES

Research Core Facilities will continue to be operational. Any changes will be posted to the individual core and/or iLab website. Contact: Desiree Porter (210) 458-5164.

All forms of support from the Research Computing Support Group (RCSG), part of University Technology Solutions. Contact: RCSG@utsa.edu.
INTERNATIONAL RELATIONSHIPS

Travel outside of the U.S. will be allowed by federal authorities. International collaborations (e.g., contracts, foreign visitors) continue to be evaluated on a case-by-case basis. Questions: Global Initiatives: (210) 458-7202; Export Controls: (210) 458-4233.

GRANTS:
DEVELOPMENT, PROPOSAL SUPPORT, AND MANAGEMENT

All operations continue remotely per university policies.

Staff in the Office of Research, Economic Development, and Knowledge Enterprise are available to support grant development, proposal submission, contract negotiation, and award management without disruption.

Award Modifications: For questions about extensions and modifications to your existing award, contact your Research Service Center.

Award Spending: The university will carefully monitor purchase order requests and Procard reports during this time. Follow the steps below.

1. Purchase items using RowdyExchange when possible.
2. ProCards using sponsored programs accounts (projectIDs):
   a. If the vendor or product is not available in RowdyExchange, use the Credit Card Purchase Request Form and submit to ResearchFinance@utsa.edu to purchase using funds from sponsored projects (projectIDs). In the subject line, provide the 10-digit projectID and copy the principal investigator(s).
3. ProCards using other non-sponsored programs accounts (cost centers):
   a. If the vendor or product is not available in RowdyExchange, use the Credit Card Purchase Request Form. Send the completed form to FinancialAffairs@utsa.edu.
REFERENCES

FEDERAL


STATE


UT SYSTEM

COVID-19 Response: Guidelines, Resources, and Updates for the UT System Community. The University of Texas System. Available at: https://www.utsystem.edu/sites/covid-19

LOCAL


UTSA

LABORATORY DISINFECTION GUIDANCE
OVERVIEW

This document shall be considered a general guidance for all persons at UTSA when cleaning and disinfecting shared research spaces and surfaces to slow the spread of coronavirus related illness. The protocols are adapted from the guidelines given by the EPA and the CDC and are considered a minimum standard of cleanliness (See THECB Guidelines).

RECOMMENDED CLEANING PRODUCTS

» EPA N-List of Approved Cleaning Products / Contact Time
» 0.12% sodium hypochlorite (bleach) solution (made fresh daily) – see table below for dilutions
» 70% Ethanol or Isopropyl Alcohol (made fresh weekly)

Select a disinfectant that is appropriate for the surface you are disinfecting (avoid using bleach on stainless steel surfaces).

DISINFECTION FREQUENCY

Each person/cohort entering the laboratory during the reopen phase is encouraged to take the time and disinfect/ wipe all areas at the beginning or end of their shift. At a minimum each of these areas/ items must be disinfected once a day. The assigned person(s) should account for completion on the Daily Disinfecting Log.

Laboratories visited or used by a person suspected or confirmed to be infected with SARS-COV-2 must be immediately closed and thoroughly cleaned before operations can resume. A minimum of 24 hours after deep cleaning/disinfecting should be given to areas that have been visited by a confirmed sick person. All lab personnel and others that have been in contact should be immediately contacted and informed of the potential exposure. Refer to “Guidance for Addressing Campus COVID-19 Exposure” for details of how to handle potential exposure.

CONTACT TIME

To inactivate the virus, the surface must stay wet for the entire time on the label. Look for “contact time” or “dwell time”. Surface wipes can dry out during use. They must remain wet to be effective.
» Commercial products (follow guidance on the label)
» 10% Bleach (at least 1 minute)
» 70% Ethanol (at least 1 minute)
Wear disposable nitrile gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning in the regular trash. Thoroughly wash hands with soap and water for at least 20 seconds, after cleaning immediately after gloves are removed.

If surfaces are visibly dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

At minimum the following areas should be cleaned:

» **HIGH TRAFFIC/HIGH TOUCH AREAS**
  1. Door handles.
  2. Benchtops
  3. Tables
  4. Telephones
  5. Light switches
  6. Cabinet doors
  7. Cylinder and house vacuum valves
  8. Chairs
  9. Touch screens
  10. Faucets
  11. Refrigerator/freezer door handles
  12. Microscopes

» **SHARED ITEMS**
  1. Tools
  2. Pipettes
  3. Goggles
  4. Keyboards and computer mice
  5. Markers and pens

This is not an exhaustive list of all potential areas/items considered high risk, nor is each area/item equally used in different laboratories. Each Laboratory group should identify all relevant areas and/or shared items and adapt the protocol to their specific needs. For details on housekeeping services provided by UTSA please refer to “Custodial Protocols and Schedules for Research”.
ELECTRONICS AND SENSITIVE EQUIPMENT
For electronics such as tablets, touch screens, shared instrumentation, and keyboards, remove visible contamination if present. Follow the manufacturer’s instructions for all cleaning and disinfection products.

Consider use of wipeable plastic covers for electronics.

If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% ethanol/isopropyl alcohol (IPA) to disinfect touch screens. Dry surfaces thoroughly after recommended contact time to avoid pooling of liquids.

CELL PHONES
Cell phones should not be used in laboratory spaces while work is ongoing. If a cell phone is required place the phone inside a Ziplock bag to avoid contamination.

DILUTING HOUSEHOLD BLEACH FOR SURFACE DISINFECTION

Check the bleach bottle label to determine the percentage of sodium hypochlorite active ingredient.

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LABORATORY
RE-OPENING
PLAN CHECKLIST
OVERVIEW

This checklist is intended to aid research teams with planning of ramp-up of research operations. Not all listed items may apply to your specific research operations. Please contact Laboratory Safety with any questions.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>ITEM</th>
<th>COMPLETE</th>
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<tbody>
<tr>
<td></td>
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<td>Y  N  N/A</td>
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<tr>
<td>PREPARE</td>
<td>Review COVID-19 return to work procedures and resources.</td>
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<td>Complete required COVID-19 Return-To-Work Training</td>
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<td></td>
<td>If members of the lab have contracted COVID-19 or been quarantined, have they been cleared to return to work per University requirements?</td>
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<td>Renew or amend IBC protocol if expired or for changes in research (COVID-19 related) and staffing.</td>
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<td>Renew or amend IACUC protocol, as necessary.</td>
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<td>Review existing lab-specific written procedures and update as needed.</td>
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<td></td>
<td>Review new safety procedures for social distancing, mandatory face masks, facility cleaning with all staff.</td>
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<tr>
<td>COMMUNICATIONS</td>
<td>Establish staggered work schedules, if needed, to maintain social distancing.</td>
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<td></td>
<td>Establish remote meeting platforms for lab meetings etc.</td>
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<td>Remove lab closure signage from doors.</td>
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<td>Post the required sign in sheet on the entry to lab spaces.</td>
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<td>Communicate enhanced cleaning practices for lab equipment and surfaces.</td>
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<td></td>
<td>Communicate physical distancing requirements within lab and shared office spaces. Ensure lab personnel understand Department requirements for break rooms, restrooms, stairs and other.</td>
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<td>Post physical distancing and hygiene signage in visible areas.</td>
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<td>Communicate which tasks are considered high risk and postpone them if possible.</td>
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<tr>
<td>RESEARCH</td>
<td>Ensure chemical fume hoods are functioning correctly and have been tested.</td>
<td>□  □  □</td>
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<tr>
<td>EQUIPMENT</td>
<td>Ensure biological safety cabinets are functioning correctly and have been recertified within the last 12 months.</td>
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<td></td>
<td>Ensure all fridges, freezers, and incubators are functioning.</td>
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<td></td>
<td>Check ice makers, cold rooms, warm rooms, and sinks. Notify Facilities if service is needed.</td>
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<tr>
<td>Task</td>
<td>Complete?</td>
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<td>----------------------------------------------------------------------</td>
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<tr>
<td>Check Mill-Q water, in house DI or R/O water systems.</td>
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<td>Test run equipment that it used daily before starting experiments, then test run equipment that are used less often.</td>
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<td>Check tubing and hoses that are attached to equipment and compressed cylinders.</td>
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<td>Do compressed cylinders have pressure, are they leak tight, and properly secured?</td>
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<td>Ensure that any equipment on emergency power is functioning properly.</td>
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<td>Flush eye wash stations for 5 minutes or until water is clear.</td>
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<td>Restart any equipment that was shutdown and check if functioning properly.</td>
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<td>Ensure any unplugged non-essential electrical devices particularly heat-generating equipment such as hot plates, stir plates, vacuum pumps, or ovens are functioning properly.</td>
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<td>Return any elevated equipment, supplies, electrical wires, or chemicals that were off the floor to protect against flooding from broken pipes.</td>
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<td>Review equipment manuals for safe startup instructions</td>
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<td>Review equipment state and safely release any stored-up energy sources</td>
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<td>Check containers of chemicals, biohazardous, radioactive materials, and hazardous waste are still properly labeled, closed, and secured in appropriate storage areas.</td>
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<tr>
<td>Ensure that all water sources (e.g. circulating water baths, aspirators, etc.) are not leaking.</td>
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</table>

**RESEARCH MATERIALS**

<table>
<thead>
<tr>
<th>Task</th>
<th>Complete?</th>
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<tbody>
<tr>
<td>Check chemical storage areas. Are chemical containers in good condition (not leaking, rusty, bulging, no crystals on outside or inside caps, no cracked caps or containers)?</td>
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<td>Check the condition of peroxide-forming chemicals and retest if needed.</td>
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<td>Check oil on reactive metals.</td>
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<td>Submit expired chemicals or chemicals in poor condition to Hazardous Waste.</td>
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<td>Review analgesic and anesthesia drugs and label or discard expired items.</td>
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<td>Check compressed gas cylinders. Reorder as needed.</td>
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<td>Restock PPE.</td>
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<td>Remake/refill necessary reagents and buffers.</td>
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<td>Confirm dewars and cryogen containers that were used for sample storage and critical equipment are still filled.</td>
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<tr>
<td>Check containers of chemicals, biohazardous, radioactive materials, and hazardous waste are still properly labeled, closed, and secured in appropriate storage areas.</td>
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<tr>
<td>HOUSEKEEPING</td>
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<td>------------------------------------------</td>
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<td>Check cold room for mold growth and clean as needed.</td>
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<td>Clean, wipe down, sanitize lab benches, BSCs, laminar flow cabinets, and fume hoods.</td>
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<td>Perform baseline radiation area surveys and wipes to ensure absence of RAM contamination.</td>
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<td>Establish a cleaning schedule for high traffic areas and equipment.</td>
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<td>Close full glass waste and set out for housekeeping.</td>
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<td>Submit request for pickup of containers of unwanted material.</td>
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<tr>
<td>SECURITY</td>
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<td>Verify inventory of controlled substances and contact Laboratory Safety to schedule pickup of expired controlled substances.</td>
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<td>Verify inventory of select agent toxins.</td>
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<td>Verify radioactive materials are securely stored.</td>
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<td>SUPPLIES</td>
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<td>Plan for potential supply chain delays and limited availability of standard lab supplies.</td>
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<td>Familiarize staff with new ordering procedures.</td>
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<td>Contact Department admins for any bulk ordering opportunities</td>
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<td>GENERAL</td>
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<td>Review secondary containers and labeling. Correct as needed. Replace damaged labels.</td>
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<td>Run water through all drains to fill traps and check for leaks.</td>
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</table>

**EMERGENCY CONTACTS:**

**LABORATORY SAFETY DIVISION**
Amanda Haley 210-458-8515
Dianna Olukotun 210-458-5807
Alex Santillan 210-458-8033
Natalie Metzger 210-458-6419
Quy Fung 210-458-6697
Cynthia Galindo 210-458-6507

**FACILITIES**
Facilities Service Center: 210-458-4262

**UTSA POLICE DEPARTMENT**
UTSA PD: 210-458-4911
Guidelines have been established to address COVID-19 related concerns as they are reported to the University (UTSA). All concerns will be referred to the appropriate university office to review the incident for determination of how to properly address the situation. The Office of Institutional Compliance & Risk Services (OICRS) has established an electronic database to compile reported concerns, which can be used for administrative or other purposes deemed appropriate by university leadership.

For emergencies, contact UTSA PD immediately regarding current concerns for present threats to self, others or if a situation has escalated to a dangerous level.

For a past incident(s) involving a COVID-19 related concern(s) or a current incident that does not rise to the level of UTSA PD emergency intervention, please comply with the following procedures:

1. If a complaint/concern involves a Student:
   » For health related reasons, refer to Student Health Services and notify OICRS via email; or
   » For rule/policy violations, refer to Student Conduct & Community Standards and notify OICRS via email.

2. If a complaint/concern involves a member of Faculty or Staff:
   » For rule, policy or health-related reasons, refer to Employee Relations and notify OICRS via email.

Note: Please notify OICRS via email of any and all complaints, including those already made directly to the appropriate university office.

**RELEVANT UTSA CONTACTS**

**Student Health Services:**
Phone: 210-458-4142, Email: utsa.edu/health

**Student Conduct & Community Standards:**
Phone: 210-458-4720, Email: utsa.edu/conduct

**Employee Relations:**
Phone: 210-458-5771, Email: utsa.edu/hr/EmployeeRelations

**Office of Institutional Compliance & Risk Services:**
Phone: 210-458-4992, Email: utsa.edu/compliance

The following individuals were involved in the development of these procedures: Dr. Beth Wichman, Executive Director and Chief Medical Officer, Student Health Services; Ms. Anne Jimenez, Associate Dean of Student, Student Conduct & Community Standards; Ms. Wanda Bollier, Executive Director, HR Business Partner, Human Resources Services; Ms. Sandra Garcia, Associate Counsel, Office of Legal Affairs and Mr. Kurt Schoessler, Office of Institutional Compliance & Risk Services.
Laboratory Space Occupancy Log

Laboratory name: __________________ Location: ______________

Primary Contact: _______________ Max Occupants: ____________

If the space is currently occupied by the maximum number occupants, DO NOT ENTER.

<table>
<thead>
<tr>
<th>Date</th>
<th>Name Affiliation (if not UTSA)</th>
<th>Time In</th>
<th>Time Out</th>
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This log should be kept by the PI/lab manager for at least 6 weeks.
Help prevent the spread of respiratory diseases like COVID-19

**WASH YOUR HANDS**
Wash your hands with soap & warm water regularly.

**WEAR A FACE COVERING**
Wear a face cover and cough or sneeze into your sleeve, or a tissue. Dispose and wash your hands afterwards.

**DON’T TOUCH**
Avoid unnecessary touching of hand rails, door knobs, and other common surface areas. Avoid touching your face, especially with unwashed hands.

**KEEP YOUR DISTANCE**
Maintain social distancing and avoid common areas. Eat outside or at your desks, and use technology to limit social interaction.

**STAY HOME**
Monitor your symptoms and stay home if you feel sick. Communicate with your supervisor or professor.

**GET HELP**
If ill, students can reach Student Health Services at 210-458-4242. Faculty and staff should contact their healthcare provider.

**MORE INFORMATION**
STAY INFORMED OF THE LATEST UPDATES BY VISITING: WWW.UTSA.EDU/CORONAVIRUS.