



Entomology Department Standard Operating Procedures for Phase 2 of Research re-opening

******Never come to work when you or someone you live with is ill******

This Standard Operating Protocol is to mitigate risk to all personnel sharing the same workspace.

1. Covid-19 is thought to spread primarily through respiratory droplets, and to a lesser extent, by contact with infected surfaces. CDC recommended practices that limit the spread of Covid-19 are:
 - a. Maintaining 6 ft of distance between yourself and others.
 - b. Wearing a clean, snug-fitting face covering at all times when in a shared space.**
 - c. Frequently washing your hands with soap and warm water or use of alcohol-based hand sanitizer (at least 60% alcohol) when soap and water are unavailable.
 - d. Sanitization of commonly used surfaces using 70% alcohol.
 - e. Never come to work when you or someone you live with is ill.

2. Entomology personnel (including business and administrative staff) will abide by the following guidelines at all times when in the Plant Sciences Building:
 - a. Personnel coming to work should don a clean, snug-fitting face covering before they leave their car, sanitize their hands upon reaching the lobby sanitation station, and immediately wash their hands with soap and water upon entering the lab. Entomology personnel **MUST** wear their face covering at all times, even when working by themselves. It is not completely predictable when and if personnel will encounter one another, so the facial coverings must be worn at all times in the building.
 - i. *Applying your face covering:* Before applying your face covering you should wash your hands or use a hand sanitizer. Face coverings should clearly have an outward face, for cloth face coverings make sure to mark them such that you can tell which side faces outwards. Find the top side of the mask (metal insert or stiff edge) and make sure it fits snugly over your nose. When putting the mask on, grasp the mask and pinch it at the ear loops or grasp the upper ties. For ear-loop-style face coverings, secure the ear loops behind the ears. For tie-back-style face coverings, secure the upper ties behind your head first, then secure the lower ties behind your head. Cover your mouth, nose, and chin and adjust the mask such that it fits without leaving gaps on the side.
 - ii. *Fit of face coverings:* Face coverings **MUST** fit properly to be effective. Adequate face coverings should cover both the nose and mouth and should **NOT** require frequent adjustment. Having to frequently adjust a facial covering contaminates both the hands of the wearer and the facial covering itself, which increases risk to both the wearer and co-workers in their proximity. Any time you touch your mask you **MUST** clean your hands. *See WHO infographic below for further guidance on how to appropriately use a face covering.*

- iii. *Removing your face covering:* When removing face coverings remove them from behind the ears or head without touching the outward face of the covering. For ear loop coverings, remove them and hold them by the ear loops. For tie-back coverings, untie the lower ties first and makes sure the ties do not touch the interior of the mask. Note: This partially removed position can provide sufficient access for drinking water during a short break but take care not to touch outer surfaces of the mask to your mouth. Keep the covering away from yourself and surfaces while removing it and be careful to avoid touching any of the exterior parts to the eyes, nose, or mouth. If the covering is reusable and you are removing it only temporarily while outside or in a private space, place the mask into a clean bag. The best practice is not to reuse a face covering before it is properly cleaned, so bringing a second clean face covering that you can put on after eating and drinking would be best. ALWAYS put the same side of a reused mask against the face.
- iv. *Washing your face covering:* Launder your reusable face covering after a single day's use using regular detergent and warm/hot water cycles on your washing machine. Make sure the face covering is thoroughly dried prior to use.
- v. *Face covering requirements:* Personnel who are not wearing a face covering in the building or are wearing an ill-fitting facial covering will be asked to leave the building immediately. Repeated non-compliance with facial covering protocols will result in individuals being restricted from access to the building during Covid-19 restrictions.

HOW TO WEAR A MEDICAL MASK SAFELY

who.int/epi-win

Do's →



Wash your hands before touching the mask



Inspect the mask for tears or holes



Find the top side, where the metal piece or stiff edge is



Ensure the colored-side faces outwards



Place the metal piece or stiff edge over your nose



Cover your mouth, nose, and chin



Adjust the mask to your face without leaving gaps on the sides



Avoid touching the mask



Remove the mask from behind the ears or head



Keep the mask away from you and surfaces while removing it



Discard the mask immediately after use preferably into a closed bin



Wash your hands after discarding the mask

Don'ts →



Do not Use a ripped or damp mask



Do not wear the mask only over mouth or nose



Do not wear a loose mask



Do not touch the front of the mask



Do not remove the mask to talk to someone or do other things that would require touching the mask



Do not leave your used mask within the reach of others



Do not re-use the mask

Remember that masks alone cannot protect you from COVID-19. Maintain at least 1 metre distance from others and wash your hands frequently and thoroughly, even while wearing a mask.

EPI·win



- b. Department spaces will have limited occupancy during Phase 2 of Covid-19 restrictions. Occupancy limits for each room will be posted on the door. Only one person may use the break rooms and shared laboratories at a time. Occupancy limits ensure that personnel maintain 6 feet of distance between one another.
- i. *Access to rooms:* Rooms not approved for opening during Phase 2 will be taped closed and may not be entered without permission of the Department Chair. Personnel should minimize their use of building facilities and should avoid doing work in their offices that could be done while teleworking. ***Most offices should be closed and unoccupied and all meetings will be held virtually.***
 - ii. *Business (PLS4116) and Administrative (PLS4112) Offices will be closed except by appointment.* To protect our staff, please minimize your contact with the business and administrative offices to tasks that cannot be done virtually and wash your hands before entering business office spaces. You must be wearing a properly fitting face covering to enter either of these spaces. Business and administrative office occupancy is also restricted and you must wait your turn at a safe distance outside the business office.
 - iii. *Traffic flow:* Entering and exiting the building, as well as using the elevators and stairs, will be directional: enter on Floor 0 at the corner of Fieldhouse Drive and Regent's Drive, exit on Floor 2 at Hornbake Plaza. Traffic will go up from the back service elevator and stairs, traffic will go down from the front elevators and stairs. One person is allowed in an elevator at a time – wait your turn!
- c. Frequent handwashing and sanitization of surfaces can prevent personnel working after you from inadvertent exposure to germs (Covid-19 and others).
- i. *Safely arriving to your workspace:* A sanitation station will be set up at the building entrance. Use hand sanitizer at the station to ensure you have clean hands, thoroughly coating both hands and rubbing until the sanitizer dries (at least 20 seconds). Avoid touching buttons and handles with your hands as much as possible while traveling to your destination. Upon entering any space, personnel should wash their hands for 20 seconds with soap and warm water. Turn off the sink with a paper towel and then disinfect the sink handles with a 70% alcohol solution. [See safely entering a space video for more information.](#)



- ii. *Sanitizing your workspace during your shift:* Personnel should clean and disinfect as they go about their work as they are most aware about surface they are touching. 70% alcohol solution spray bottles will be provided in Entomology shared spaces. High touch surfaces such as door handles (inside and outside the door), writing implements, coffee makers, refrigerators, microwaves, chairs, tables, etc. should be sprayed to run off with or wiped down with 70% alcohol-soaked paper towels, which should be allowed to evaporate or sit for a minimum of 5 minutes before use. Computers and other sensitive sanitizable equipment should be wiped down with a 70% alcohol-soaked paper towel. Alcohol can be harmful to rubber and soft plastics, if you need to sanitize rubber use a freshly made 5-10% bleach solution. [See sanitizing high touch surfaces video.](#)
 - iii. *Considerations for cell phone use:* Please remember that your cell phone touches your face and is regularly handled, therefore it poses significant risk of Covid-19 contamination. Minimize the use of your cell phone while in the Plant Sciences Building, wash your hands before and after using your phone, and regularly clean and sanitize your phone. *Do not touch your phone to your face covering.*
 - iv. *Use of gloves may protect you but without extreme attention to your own actions, they might not protect others.* Since people are more likely to keep their hands clean than to keep their gloves clean, we recommend limited use of gloves for COVID-19 protection, although gloves may be used regularly in certain labs for other biosafety protocols. Individuals who feel they need to wear gloves outside of labs for their own protection in the department, or individuals who have health issues requiring extra caution should wear clean gloves and use them carefully: be cognizant of what you are touching with your gloved hands. For example, touching your face contaminates the gloves, so if you touch your face and then touch a door handle, you can contaminate the door handle. Change your gloves as often as is required to keep safe and wash your hands after removing gloves.
 - d. It is not always easy to determine if you are ill with Covid-19. Many people are contagious for up to 14 days before they show signs or symptoms of illness. Because of this, Entomology personnel should always assume that they could be contagious and abide by the above guidelines (a - c). If you or someone in your household begins to have Covid-19 like symptoms (see <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>), you should do the following:
 - i. Stay home.
 - ii. Report the illness in your household to your supervisor and indicate symptoms. You must also report when you have been in Plant Science Building spaces, where you have been within the building and names of individuals you have had direct contact with.
 - iii. Get tested and report the results to your supervisor.
 - iv. By voluntarily returning to work in Entomology spaces, personnel are agreeing that they will make every effort to report Covid-19 symptoms to their supervisor and will comply with University of Maryland and Maryland Department of Health contact tracing.
3. If health-related concerns arise for any Entomology personnel, they should report to the University of Maryland Student Health Center (URL: <https://health.umd.edu/>; Appointment Phone: (301) 314-8184), or their personal physician, as well as their supervisor.

I understand the safety risks posed by Covid-19 in phase 2 research re-opening and I wish to voluntarily return to work in plant science building laboratory spaces. I will abide by all of the biosafety practices listed above, biosafety practices required by my supervisor, as well as University guidelines.

Print Name

Signature

Date