USC Department of Chemistry COVID19 Plan for Research Phase (RP) 2

This plan is aimed to provide policies for how labs in the Chemistry Department will reopen under the guidelines of the university, college and EH&S. The policies provided below are based on the expectations for Research Phase (RP) 2A. Modifications will be made to this plan as USC moves into new phases and updated plans will be circulated. It is important to stress that RP 2A should not be thought of as our research staff returning to work as usual, albeit at a restricted capacity. That is the case in later phases, but RP 2A is for the students and postdocs to return to the lab to do crucial experiments. This is not an opportunity for them to return to the lab and socialize with their lab mates. Researchers are expected to go into the lab, get their experiments done and go home. At many points in this document the expression “researcher” is used. The term “researcher” is used to collectively refer to the PI, graduate students and postdocs in a given research group. The plan laid out below is aimed at getting our research groups back into the lab in a safe way. Another term that is used frequently is “the lab”, which is meant to describe all of the lab spaces a research group accesses collectively, including wet labs, instrument rooms, offices, laser labs etc.. It is important to stress that the guidelines and rules laid down here are based on guidance provided by the University. As the guidelines and policies provided by the University evolve so will the Chemistry Department’s RP 2A plan.

RP 2A was implemented as 2A(1) and 2A(3). The two phases are set at 10% and 30% or normal activity, respectively, for experimental research groups. The University is currently in 2A(3) which is 30% of normal activity. This 30% level now applies to both experimental and theoretical/computational groups. The protocols described here apply to both 2A(1) and 2A(3). This document discusses the guidelines that apply across all labs. Each PI is being asked to develop a plan for their own group, taking into account their unique space, equipment and personnel makeup. These plans have been reviewed by the Departmental Committee for Reopening Labs and will be shared with the graduate students under their supervision. The PI knows the situation in their particular lab better than anyone and has the responsibility to do their best to develop a plan to mitigate disease transmission and minimize the chance of local cross infections among their research staff, by being mindful of several key principles:

- maintain self-distancing
- limit person-to-person contacts
- reduce mobility within lab and/or reroute traffic
- eliminate focal or concentration points from your space as much as possible

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1. General Safety:

Despite increased focus on COVID19 policies, the existing hazards in the lab still remain and should not be taken lightly. Remember to take a few moments before your experiment to review what you need, what could go wrong, and what you would do if something did go wrong. Most systems have been shut down for many weeks. Be cautious when restarting equipment and make sure it is working properly before using it.

If you think that a normal safety measure typically taken for a particular task will not be possible due to COVID policies, please discuss with your PI (who can discuss with the Committee for Reopening Labs) before proceeding with your work.
It is important to note that a minimum of two researchers should be in each shift to ensure safe research practices. *No one should be working in the lab alone.*

2. Returning to Campus

The COVID controls require everyone to make a personal commitment to abiding by them. Ensuring the safety of our team during this pandemic is everyone’s responsibility. Please make sure to follow all COVID controls. It is critical for the health and safety of you and your coworkers. We also must foster an environment where people can educate each other on effective ways to implement these controls.

2.1 Opt-In Policy

All researchers are in an “opt-out” status until they choose to change it. While we aim to provide policies that strongly consider the safety of all researchers in the Department, we recognize there are numerous reasons a researcher may not be comfortable returning to campus at this time.

Researchers may opt-in to return to labs. This decision should be made after reviewing the guidelines presented here and the re-opening plan put together by their PI. To opt-in the researcher must agree to the policies of USC (upon which this document is based), the Department and their individual lab. *No researcher or PI may pressure or penalize a researcher for choosing to not “opt-in”. Researchers are not required to report a reason for choosing to remain in “opt-out” status or if they choose to change their status from opt-in to opt-out at any time.* If a student chooses to change their status from opt-in to opt-out and they are comfortable telling the department chair their reasons or posting them to the Feedback link (Section 4.11) we would appreciate that information in case a corrective action is called for or a policy change at the department or university level is needed.

2.2 Training to return to the Lab

When a group of researchers are approved to return to lab (which will happen over the course of the phases until labs reach 100% function), they will need to take four steps before coming to campus:

1. Take and pass the University lab reopening training courses on Trojanlearn.
2. Carefully read the most recent Chemistry Department COVID19 Plan for Research Phase 2A(3) document and the lab reopening plan for their particular research group.
3. Attend a Zoom training session to discuss the particulars of the Chemistry guidelines.
4. Sign an agreement form that they understand and commit to following the terms for returning to the lab, which they will only receive upon completion of Steps 1-3 and sign a consent form provided by USC.

*No researcher may return to the laboratory until these steps are complete.*

2.3 Commuting to Campus

The preferred means to commute from your home to campus is to walk or ride your bike. If you live too far away for a self-propelled option, commuting in your own car is a good option. *Parking on campus will be free for researchers through the end of the summer and may extend into the Fall.* If you do not own a car, you might want to reach out to friends and see if it is possible to carpool with them. This could be a very good strategy if someone from your lab was
planning on working in the lab at the same time as you could give you a ride to and from campus. Public transit is also a viable option for commuting to campus, and we expect many researchers will take advantage of this option.

2.4 COVID and Your Health Status

If a researcher contracts COVID-19 they must self-quarantine for 14 days, inform their PI and contact USC immediately by calling the COVID-19 hotline at 213-740-6291 or emailing covid19@usc.edu. If they have received a positive test for COVID-19 and are not symptomatic they must self-quarantine for 10 days, inform their PI and contact USC immediately by calling the COVID-19 hotline at 213-740-6291 or emailing covid19@usc.edu. If the researcher has been exposed to someone that has tested positive for COVID-19 they must self-quarantine for 14 days and inform their PI (no one else at USC needs to be contacted). If they develop symptoms they should contact their healthcare provider for COVID-19 testing and medical care.

Faculty and staff who test positive for COVID-19 should immediately contact COVID-19 hotline at: 213-740-6291 or email covid19@usc.edu and COVID-19 hotline puts patients in touch with Student Health and instructions given for isolation. USC Student health convenes a team including appropriate department/unit representatives to coordinate workplace notification.

Faculty and staff who learn of someone in their lab who tests positive should contact COVID-19 hotline at: 213-740-6291 or email covid19@usc.edu immediately to inform them of the case and await further instructions. While awaiting notifications:

1. Do:
   
   i. If a COVID-19 positive individual recently worked in a confined space, PIs can choose to close the space pending further investigation by USC and/or public health officials.

   ii. If the patient has already notified co-workers, PIs can acknowledge this information and share further information about the campus investigation process and that additional information will be coming. Share that exposure is rare in work settings if physical distancing is maintained.

   iii. Refer employees with concerns about close contact (< 6 ft for > 15 minutes) to the COVID-19 hotline to schedule testing.

2. Don’t:
   
   i. Request cleaning of the area pending investigation (this will be requested by USC and/or public health officials)

   ii. Share personal information about the patient including their identity

   iii. Send emails or other notifications broadly about the exposure.
2.5 Coming Into Lab and Signing in

**Coming into the lab:**

Before leaving home researchers need to measure their temperature. If they do not have a thermometer the PI/Department will provide one. If their temperature is $>100$ °F or have any conditions that might possibly be associated with COVID-19 or are unsure, they should stay home, monitor their condition and seek medical advice. Before leaving home the researcher needs to access the University on-line portal to register for lab work that day ([http://trojancheck.usc.edu](http://trojancheck.usc.edu)). After pushing the “Request Access” button, the researcher will fill out the details for their trip to campus and should specify the building where they will spend the majority of their time that day (you can only specify one building). After submitting, return to the home page and select “Begin Wellness Assessment”, which will take them to a series of screens asking them questions about their current health status and ultimately and clear them to go to campus that day. If the researcher has one or more of the COVID-19 symptoms and are not given clearance to go to campus that day they need to inform the PI. After the QR code is displayed an option to “Check In” will appear on the home screen. The researcher should click the Check In button before entering the building. If the researcher does not have a smartphone this can be done on their computer at home, just before they leave for work. It is preferred that the researcher check-in and check-out very near the time they arrive/depart campus. Contact tracing and monitoring real time lab activity are best with accurate entry and exit times and using a home computer puts a time delay into these numbers. Most labs have computers set up near the lab entry point for this reason. If a lab does not have such a computer and would like one the department can provide it.

If a researcher needs to go to another building they should **NOT** log out and then log back in for the other building. The Trojancheck sign-in trucks only the building where they spend the majority of their time. Students may want to keep track buildings they visit during a given shift in a lab diary. This will be very useful for contact tracing if they or someone they are in contact with comes down with COVID. Only those people approved by their PI and listed on the group’s lab scheduling Google Calendar are allowed to register and be in the lab that day.

The Trojancheck process for coming to campus will lock the researcher out for two weeks if they state that they have been in contact with a person that has a positive COVID test or have tested positive themselves. If the person using Trojancheck has checked yes to either of these options by accident they will still be locked out of the system and there is no on-line way to correct your answer. If this happens the person needs to call 740-5555 and explain what happened. They can reset the system, but it may take up to 24 hours for the reset to take place. Until the system has been reset and the researcher has correctly logged into Trojancheck they are not allowed on campus.

Everyone should be wearing a face mask on entering campus and at all times on campus (and may need one in transit, depending on local ordinance). Every lab will have a designated entry and exit point, to be set by the PI. At or near this location will be a station outfitted with disinfectant and various sizes of gloves. A non-contact thermometer will also be placed at the check-in station for anyone that would like to measure their temperature while they are in the lab. Measuring your temperature while in the lab is strictly optional and the reading is private. Proper self-distancing must be maintained as the students approach the lab entry. At the
beginning of a shift there may be a few people waiting to check-in. A spacing of ten-feet between students should be maintained during this waiting period. On entering the space the student will put on gloves and a USC approved face mask (Section 4.4) and sign-in at the University on-line portal.

The logging/tracking software will keep track of where the student spends most of their time while they are on campus. It is important for the researcher to log-out on http://trojanchek.usc.edu when they leave to go home. If they catch COVID-19 this data will be used in contact tracing. While the software will keep track of the researcher’s principal building on campus and a lab diary can be used to capture the rest of their movements, their activities off campus are their own business. We recommend that the students consider keeping a journal, either written or electronic, of their movements outside of USC. If they do become infected with COVID-19, public health officials will want to be able to track all or their movements. This will help immensely in contact tracing.

3. Stages of Lab Reopening Based on Research Phases

The research labs will be restaffed at levels dictated by the Research Phase (RP), which is set by the University. *

RP 1 (current status): Little to no testing, essential research only (COVID19 related research and prevention of catastrophic loss to animals, cell lines, equipment and lab infrastructure). On site research activity at 5-10% of normal.

RP 2A(3): All research that can be done remotely should continue to be carried out remotely (including seminars, group meetings, etc.). High priority researchers that require on site research (as described below) will be given access first. On site research activity expected to be ~30% of normal. **

RP 2B: Increased number of researchers allowed, while keeping subgroups in separated shifts to minimize contact between too many people and protocols to minimize person-to-person contacts at the higher personnel level. On site research activity expected to be ~50% of normal.

RP 3: New cases of COVID19 are low and new cases are on a strong downward trend. self distancing maintained at 6-10 ft distance. On site activity estimated at 65-80% of normal.

RP 4: Vaccine widely available and used in combination with widespread testing. Full restart if normal research operations, seminars and group meetings. On site activity estimated at 85-100% of normal.

* For each phase, labs should be prepared for a sudden return to RP 1.

** Theory/computational labs were initially unlimited to 10% of normal, but are now allowed to return at 30% of normal if they choose. If choosing to do this, the PI must submit a restart plan in accordance with the requirements stated here across. The restart plan worksheet is at https://forms.gle/t9fU5NHQek2kefHh8.

The limit on the number of students that are allowed to work in a PIs lab is the number that can work in a safe self-distanced mode (see “Space” below). The RP will limit the number of students allowed in the lab to less than the self-distancing level. Your maximum occupancy is based on the percentage of your group that will be allowed to be in the lab at one time at the RP
at that time. For example, if a research group has nine members (including the faculty member) the maximum number that can be in the lab if we are at RP 2A(3) is three (30% of 9). This assumes that your labs can hold three students at the appropriate self-distanced spacing. The PI can choose which three, but three is the limit. Shifts can be used to maximize the numbers. If the PI runs their labs with two shifts they can double the number of students that work in the lab that day, but still stay under the RP limit. In the previous example, the PI with an eight person group can have three in the morning shift and another three in an afternoon shift and have six out of eight students in the lab that day without ever exceeding the 30% limit of RP 2A(3). This example assumes of course that the six students that went into the lab were doing crucial experiments. If a student comes down with COVID our contact tracing will allow us to determine which members of the group overlapped with the sick student and will need to self-isolate.

The PI might want to consider splitting their group into subgroups that do not overlap in the lab. This could be particularly beneficial for larger groups. The benefit of non-overlapping subgroups is that if one student comes down with COVID only a subset of the PIs group will have to self-isolate. If the students are randomly assigned to shifts there is a high likelihood that all of the students will have had contact with the sick student and need to self-isolate.

4. Research space and Working Conditions

All researchers are expected to maintain 10 ft. self distancing from their colleagues while in the lab or office space in RP 2A(3). A researcher may pass closer to another researcher, but should never stop and linger within 6 ft. of another researcher. All verbal communications between the researchers should also be done from a safe distance.

Lab space: The max capacity of different labs will be noted in each individual lab plan (see the companion Worksheet document for lab planning, https://forms.gle/t9fU5NHQek2kefHh8), that should never be exceeded during this phased process. If a lab space is too small for two students to maintain proper self distancing, a safety buddy must check in with their colleague (either in person at the door of the lab or via phone) every 30 minutes.

Office Space: Office space does not count for this max capacity of a lab. The office space will only be used to drop off backpacks, jackets, etc. It will not be used for writing, data analysis, computation, programming, etc. If a researcher has completed their lab work for the day they should go home (with the exception that the researcher is staying as the safety backup for the last remaining student working in the lab). However, it may be used to wait for procedures to finish (e.g. 1 hour of wait for a reaction). Any other instances of needing to stay in the office should be discussed with the PI.

Hallways: We have a lot of tight hallways and areas. As best as practicable, maintain as much distance as you can when passing others, keep to 6 ft separation if possible. Be aware of self distancing if you are walking with someone else, it’s easy to forget if you are engaged in conversation.

Elevators: Only two passengers may ride on the elevator at a time. This will likely take longer to get the access to the elevator, but is the safest option.
4.1 Scheduling of Lab Work

Each PI will personalize the scheduling system for their research lab at the RP set by the Administration to not exceed the maximum number of personnel allowed. The PI understands the flow of their research the best and is fully in control of how to schedule their group’s activities in the lab. If the PI chooses to use two shifts per day to split their group up there must be a minimum of one hour between shifts to ensure the first shift is gone before the next shift arrives and proper air exchange has taken place. A PI may also choose to have their researchers work full days and alternate their people between days, making sure that the number of researchers in the lab at any time is consistent with the number dictated by the RP. The PI also has the option to split their group into two or more non-overlapping subgroups if they choose, as discussed above. Each research lab will personalize their scheduling system to match their personnel size, lab size, and max lab capacity.

Each PI must create a Google Calendar that gives a minimum of one week of future staffing assignments for the lab and maintain this page throughout RP 2A(3) and 2B (i.e. it must always show at least one week out). The researchers will look to this calendar to see who is scheduled to be in the lab and when. The calendar is dynamic and can be changed by the PI at any time to meet the lab’s needs. The lab scheduling calendar must be shared with the researchers in the lab and with the department’s master calendar at uscchemcovid@gmail.com (details for creating and sharing your calendar instructions can be provided on request).

4.2 Priority for Returning to Work

The number of researchers able to go to the lab will depend on the Research Phase, which is set by the USC Administration.* They will weigh a number of factors including the availability of COVID testing and PPE. In most of the Research Phases the Department will be limited in the number of students and postdocs that will be allowed to return to work. To allow for a smooth transition to a partially restaffed lab, PI’s should consider a priority list for getting certain researchers in the lab sooner than others.

PI’s should consider giving priority to:

- Students nearing completion of their degree or postdoctoral researchers nearing the end of their contract who need to complete experiments to finish.
- Students who are working on experiments needed for an upcoming grant renewal.
- Students nearly finished with experiments for a manuscript.

*Undergraduates (and K-12 students) will not be doing research on campus until on-campus instruction resumes and may have restrictions at that time.

4.3 Lab Based COVID Monitors

Each PI will designate a student or postdoc to be the COVID monitor for the lab. The COVID monitor will be tasked with setting up the check-in station in their lab and stocking it with adequate disinfectant and other supplies that the lab will need to re-open. All of these supplies will be available at a central site. The monitor will be responsible for ensuring that adequate supplies of disinfectant, gloves and other supplies are on hand in the lab and restocking the lab...
when they get low. The departmental stocks of these materials will be housed in one of the freshman chemistry labs in SGM and will be open two hours per day for the COVID monitors to restock their supplies (M-F at a time to be determined). Only the registered COVID monitors will be allowed to restock from departmental supplies.

The COVID monitor will also monitor the activities in the lab and tell their lab mates and suggest changes in their lab practices if they are slipping on the proper lab protocols. If the lab schedule is split in shifts, a COVID monitor should be named for each shift. The COVID monitor must be one of the people that is high on the priority list to return to campus.

4.4 Personal Protective Equipment (PPE)

Researchers will be required to wear face masks at all times while they are in the lab. Researchers will also be provided with full face shields. These can be used to augment the protection afforded by face masks. Whenever a researcher is handling pyrophoric materials a face shield must be worn, over a cloth face mask.

*Face masks and shields:* The university will provide cloth face masks to all of the researchers, which must be worn whenever the researcher is on campus. The current guidance from the university allows the researchers to wear disposable, surgical grade face masks as an alternative to cloth face masks if they choose to do so. If long-term use of masks causes problems to a member (i.e. with asthma), members may leave the building (maintaining 10 ft distance from others) and remove their mask to get some fresh air while outside. Members may not remove their mask inside a USC building (unless drinking, as discussed below).

Students should try to avoid direct communication with others while working in the lab, but sometimes direct communication is necessary. It is often hard to hear clearly when the other person is talking through a mask. When talking to others, there is a tendency to move closer to be able to hear better. Moving in closer results in being less than 6 ft apart. This tendency seems to happen most frequently in laboratory environments, which are noisier than other locations. Be aware and step back when this happens. You may have to speak louder than normal. Also, consider moving locations to a quieter space. As a last resort, switch to written communication.

In addition to the face mask, safety glasses, gloves and lab coats must be worn in the lab at all times. If a face shield is used in addition to the other PPE, safety glasses/goggles must be worn under the face shield. We have tested the face shield the Department will provide and they fit comfortably over a pair of goggles. Face shields must be worn over a cloth face mask whenever a researcher is handling pyrophoric materials.

*Gloves:* Labs will be issued either polynitrile or latex gloves as requested for use in the lab. These will be provided initially and we will phase into the PI providing their own supplies over time. It is expected that researchers will have gloves on for nearly all of the time they are in the lab. There are obvious exceptions for eating or using your phone or personal computer.

The Trojanlearn module states that everyone should wash their hands every 30 minutes. This guidance is aimed at someone working in a lab without gloves on. If a researcher is wearing gloves there is no need to wash their hands so frequently. It is important to change gloves if hands become excessively sweaty and hands should be washed at that time. It is up to the
researcher when they should change their gloves (and wash their hands). When gloves are changed the spent gloves go into the normal trash. The spent gloves are not hazardous waste.

Door handles and knobs:

For spaces outside the lab (office, hallways, restrooms, elevators, etc.):

It is not recommended to wear gloves outside of the lab, since it creates confusion between chemical and COVID contamination and may give a false sense of safety. All door handles, elevator buttons, and other high touch areas should be treated as contaminated and hands should be washed/disinfected as soon after using them as possible. It is important to make a conscious effort to not touch your face until your hands have been cleaned/disinfected.

Inside the experimental research lab space:

You will ALWAYS have gloves on within the lab spaces. Gloves serve two purposes:

1. When doing experiments that require gloves (for example chemical protection), the appropriate gloves should be used. This is independent of the COVID situation and is dictated by your experiment.
2. If the experiment does not require gloves under normal circumstances, you must still use gloves for COVID protection. For example, you can wear latex gloves to use an optical spectroscopy apparatus.

Dealing with door handles WITHIN lab spaces:

While the normal lab protocol is to remove gloves when moving from one room to another, to prevent chemical contamination of “non-lab” surfaces, such as door handles and the like, in the COVID19 plan it is preferable to keep gloves on when transitioning between rooms. If your lab space is arranged in multiple rooms and the doors between them can be propped open safely, the best solution is to prop the doors open at the beginning of a work shift and close them when the researchers leave. The door handles or knobs should be disinfected at the beginning and again at the end of the shift.

If your lab doors are fitted with door knobs your lab will be given packs of plastic bags to cover your gloved hand when contacting the door knob (see the pictures below). The bags will hang on the door knob and can easily be pulled over a gloved hand to prevent contamination of the door knob with chemicals on the glove when opening the door. The plastic bag can be used to exit the room, but the bags are not meant to be used more than a few times at most.

If your lab doors are fitted with door handles you will be issued a plastic tool for opening and closing doors (see picture below). This can be carried in the researcher’s lab coat pocket and used to open and close doors without removing gloves, preventing contamination of the door handle in the process. The department will provide a door opener to every researcher, but will prioritize researchers in labs with door handles while we build up our supply. The plastic bag approach described above for door knobs might be useful for doors with handles that require a good amount of force to open.
Plastic bags for using door knobs:  Tool for using door handles:

Shoes: It is advisable that researchers keep a pair of “lab shoes” in the office. These shoes should be worn when they are on campus.

Filling of small dewar vessels with liquid nitrogen:

The researcher is required to be trained in this procedure. This is certified by signing the appropriate SOP statement in the researcher’s laboratory SOPs. The filling procedure is published at http://nmrnet.usc.edu and must be followed. During COVID19, the following additional precautions are required:

1. The researcher is required to bring his/her personal face shield. The usage of the communal face shield at the storage tank is not permitted.

2. Disposable nitrile or latex gloves must be worn during the entire filling procedure. It is required to wear disposable gloves under the insulated cryogenic gloves.

3. Before and after filling the filling procedure, all contact points such as valves and filling hoses need to be disinfected with an alcohol spray.

4.5 VWR Stockroom

The VWR stockroom will be open Monday-Friday from 10:00-12:00 and 12:30-2:30. The stockroom will be limited to 1 person at a time (other than VWR staff person, Darrell). If someone is already in the stockroom, Darrell will inform the next person that they need to wait outside until the person in the stockroom has finished and left. If multiple people are waiting outside, they must maintain a 6 ft. distance from each other.

Upon entering the stockroom, the person must disinfect their hands with the hand sanitizer provided at the entrance (or wear clean gloves, i.e. ones that have not been used in the lab). A face mask is required at all times in the stockroom and waiting outside. The person may then
pick up whatever they came for. Anyone in the stockroom must maintain a 6 ft. distance from Darrell at all times, and act as if all surfaces are contaminated.

4.6 Cleaning

Researchers should always expect the space they intend to use is contaminated. They are expected to clean/wipe down these spaces before and after use. Researchers will wash or disinfect hands often throughout their shift.

The Department and research groups will provide hand sanitizer, hand soap and disinfectant solutions for proper cleaning of all spaces. At the end of every shift one of the researchers (either the COVID monitor or someone they designate) will disinfect all door handles/knobs and any common areas or instruments not disinfected by the other researchers in their shift.

The restroom and other common areas will be cleaned and disinfected on a markedly more frequent basis than before the COVID crisis. The schedule calls for “touch points” in restrooms to be cleaned and disinfected 3 times per day and in elevators and other common areas 2 times per day. This higher frequency disinfection will likely only be five days a week (M-F), so researchers working on Saturday and/or Sunday should be more careful.

4.7 Restrooms

University guidelines require that all restrooms be converted to single user facilities. Only one person may access the restroom at a time. Switchable signs will be posted outside the restroom to indicate if the room is occupied or free. Groups should be directed to use a single bathroom (as designated in the individual lab plan). While it may be hard if not impossible to prevent this overlap between research groups in many of the chemistry buildings, limiting groups to a single bathroom will minimize intergroup overlap to as large an extent possible and allow for better contact tracing. Touch points in the restrooms will be cleaned and disinfected 3 times a day and the room thoroughly cleaned 5 times per week.

4.8 Eating/Drinking

Since the labs at USC have reopened there have already been cases of COVID transmission on campus. ALL of these cases involved contact of the infected person with others during mealtime. This is a particularly vulnerable time since the face masks are removed. The protocols laid down below are designed to prevent this from happening in the chemistry department and must be adhered to faithfully.

For the first phase of opening labs (RP 2A(3)), the use of food refrigerators, microwaves, coffee makers, etc. will not be allowed (email your PI if you have special circumstances to be discussed with the Committee for Reopening Labs). Since many labs will start with 4-5 hour shifts, we encourage researchers to eat their meals at home. If absolutely needed, researchers may keep food in their bags in the office (if you need something chilled, keep it in a small cooler or cooler bag). The ideal location to eat is in your own car. If that is not possible, eating outside while self distancing is the next best option. If neither of these options is available, the researcher may eat at their office desk, but they must be alone in the office.
Coffee can be made at home and kept in a thermos. Water bottles are also allowed.* When drinking either, you may take off your mask to drink, but you must be the only person in the office while your mask is off. Wipe down any surfaces near where you were with your mask off.

* It is important to stay hydrated, especially as the summer heat begins.

As the university moves into phases 2B and 3, rules on eating will be relaxed. This plan will be updated accordingly and distributed widely when we move into these phases.

4.9 Meetings

Until notified otherwise, all group meetings must remain online. Although individual meetings are also encouraged to remain online, they may be in person as long as proper PPE is used and self distancing is in place (10 ft distancing). These meetings will be preferably held outside.

4.10 Policy if a Researcher Tests Positive for COVID19

Anyone who develops symptoms they think may be associated with COVID19, or even if they are unsure, should notify their PI(s) and the USC COVID-19 hotline. This is discussed in Section 2.4 above. If a researcher tests positive for COVID19, the Department Chair and USC officials need to be notified immediately so contact tracing can be implemented right away (see Section 2.4). This notification will trigger an investigation by USC and/or public health officials and they will determine what further actions will be taken. The researchers who have been in contact with the infected person may need to quarantine for 2 weeks. Before anyone can reenter the lab after the COVID19 case is identified the lab will be closed for a period of three days and/or thoroughly disinfected by University cleaners. Many of the research groups will be organized into non-overlapping “subgroups”. The members of the subgroup(s) not containing the infected person may be allowed to continue to work in the lab after the three day closure and/or deep disinfection. Other university staff and students noted to have had significant contact with the person who tested positive will be informed and will need to quarantine for 2 weeks as well.

4.11 Accountability/Enforcement

While these policies will no doubt require an adjustment for everyone, they require everyone to make a personal commitment to abiding by them for labs to remain open during this pandemic. Ensuring the safety of our department during this pandemic is everyone’s responsibility. Please make sure to follow all guidelines. It is critical for the health and safety of you and your coworkers. We also must foster an environment where people can educate each other on the effective ways to implement the policies.

There will be three departmental building monitors who will walk through labs without notice. Corey Schultz and Ralf Haiges will be responsible for AFH, LJS, OCW, SGM, SSC and TRF and Robert Aniszfeld will be responsible for LHI. There will be a 0-1 tolerance policy for compliance to the Department and Individual Lab guidelines/protocols. If researchers are shown to not be complying with the guidelines of the Department, the compliance officer will make a choice to offer one warning or issue sanction(s) as follows. Offenses will expire after three weeks.

1st offense: Banned from returning to lab for two weeks

2nd offense: Banned from returning to lab for a month
If a research group receives 3 offenses total, the whole lab will be banned for two weeks.

4.12 Feedback

These first weeks of returning to work are intended to learn how to work in this new environment. Our experience during the 2A(3) phase will also be used to inform our best practices for entering into phase 2B. Your comments on how to improve our practices will be very helpful, particularly in how to decrease person-to-person contact, which will be a bigger problem in phase 2B. We need your feedback to understand how things are going. If you have a suggestion for how policies could better fit the Chemistry Department, feel free to submit a comment to this Google Form. The Committee for Re-opening Labs will review these suggestions and identify the best course moving forward. This can be anonymous or not.

https://forms.gle/DpSpKV4CZyHwrkY29

For any safety concerns, you can submit a report to the Safety Committee, which can also be anonymous or not. In particular, this is a good place to report person(s) or groups that are not appropriately following the guidelines. This can be found at the safety tab on the USC Chemistry website (note, you need to be on campus or on a USC VPN to gain access to this form).

5. Operational Plan for the Instrument Facilities and Electronics & Glass Shops

The Center operates in coordination with the Chemistry Department. Any user of the Center has to strictly adhere to the COVID-19 Plan of the USC Department of Chemistry and any rules and guidelines issued by EH&S.

All our instruments are equipped with logbooks to keep track of usernames, usage times, and performed experiments. For most of our instruments, users need to use online signup sheets to reserve instrument time. Also, the majority of our instrument rooms are equipped with video cameras. The video streams of these cameras are being recorded. These records will allow for the tracking of any user activity.

If the researchers do not have a key or keycard access to the building housing an instrument they will need to contact the head of that instrument to coordinate access to the building.

General Safety

Disposable gloves of different sizes are located outside of every instrument room right by the entrance door. Any instrument room is equipped with at least one roll of plastic wrap and sanitizer.

Proper PPE (including face mask, and clean gloves) must be worn inside any instrument lab at all times. Users are required to put on a new pair of clean disposable gloves right before opening the door to and entering any instrument lab. For the operation of Omnilocks, door locks, and/or door handles at an instrument door, proper EH&S rules and guidelines must be followed (e.g. use of barriers or gloves, etc.). Any instructions posted on the door of an instrumentation lab need to be followed.
The use of any instrument without wearing clean disposable gloves is not permitted. Desk surfaces should be wiped down with a sanitizing solution or sanitizing wipes before and after each use. Any user-accessible computer keyboards and mice have to be covered with disposable plastic wrap barriers. Users shall replace these barriers once they finish using the instrument.

Any violation of these rules may result in immediate suspension of instrument privileges.

**NMR Facility**

Proper PPE (including a face mask, and clean gloves) must be worn inside any instrument lab at any time. PPE in this case does not include a lab coat. Lab coats are not to be worn into the instrument facility. Users are required to put on a new pair of clean disposable gloves right before opening the door to and entering any instrument lab. No more than one person per used instrument is allowed in any NMR room.

The use of any instrument without wearing clean disposable gloves is not permitted. Desk surfaces should be wiped down with a sanitizing solution or sanitizing wipes before and after each use. Any user-accessible computer keyboards and mice have to be covered with disposable plastic wrap barriers. Users shall replace these barriers once they finish using the instrument. Users should not sanitize any instrument parts and surfaces directly, including spinner turbines, NMR standard tubes, keyboards, mice or touchpads, and monitors. If necessary, these will be disinfected by the facility staff. When finished, the user will log off the computer, clean the desk surface, take all samples, and leave the instrument room immediately.

Any violation of these rules may result in immediate suspension of instrument privileges.

**Mass Spec Facility**

Proper PPE (including a face mask, and clean gloves) must be worn inside any instrument lab at any time. PPE in this case does not include a lab coat. Lab coats are not to be worn into the instrument facility. Users are required to put on a new pair of clean disposable gloves right before opening the door to and entering any instrument lab. To comply with social distancing rules, only one mass spectrometer can be operated at a time. The instrument signup sheet has been modified so that only one instrument can be used during a given time slot.

The use of any instrument without wearing clean disposable gloves is not permitted. Desk surfaces should be wiped down with a sanitizing solution or sanitizing wipes before and after each use. Any user-accessible computer keyboards and mice will be covered with disposable plastic wrap barriers by the user before they access the instrument. Users shall replace these barriers once they finish using the instrument. Users should not sanitize any instrument parts and surfaces directly, including keyboards, mice or touchpads, and monitors. If necessary, these will be disinfected by the facility staff. When finished, the user will log off the computer, clean the desk surface, take all samples, and leave the instrument room immediately.

Any violation of these rules may result in immediate suspension of instrument privileges.
Optical Instrumentation Facility

Proper PPE (including a face mask, and clean gloves) must be worn inside any instrument lab at any time. PPE in this case does not include a lab coat. Lab coats are not to be worn into the instrument facility. Users are required to put on a new pair of clean disposable gloves right before opening the door to and entering any instrument lab. To comply with social distancing rules, only one optical instrument can be operated at a time. The instrument signup sheet has been modified so that it is possible to sign for only one instrument during any given time slot, which reserves the entire room. Thus, if a student is using the FT-IR, it will not be possible for a second student to be using the fluorimeter at the same time.

The use of any instrument without wearing clean disposable gloves is not permitted. Desk surfaces should be wiped down with a sanitizing solution or sanitizing wipes before and after each use. *Any user-accessible computer keyboards and mice will be covered with disposable plastic wrap barriers by the user before they access the instrument. Users shall replace these barriers once they finish using the instrument.* Users should not sanitize any instrument parts and surfaces directly, including keyboards, mice or touchpads, and monitors. If necessary, these will be disinfected by the facility staff. When finished, the user will log off the computer, clean the desk surface, take all samples, and leave the instrument room immediately.

*Any violation of these rules may result in immediate suspension of instrument privileges.*

X-ray Facility

Proper PPE (including a face mask, and clean gloves) must be worn inside any instrument lab at any time. PPE in this case does not include a lab coat. Lab coats are not to be worn into the instrument facility. Users are required to put on a new pair of clean disposable gloves right before opening the door to and entering any instrument lab. To comply with social distancing rules, only one powder diffractometer can be operated at a time. The instrument signup sheet has been modified so that it is possible to sign for only one powder diffractometer during any given time slot, which blocks the use of any other equipment in that room.

The single-crystal diffractometer can only be used after consultation with Ralf Haiges (haiges@usc.edu).

The use of any instrument without wearing clean disposable gloves is not permitted. Desk surfaces should be wiped down with a sanitizing solution or sanitizing wipes before and after each use. *Any user-accessible computer keyboards and mice will be covered with disposable plastic wrap barriers by the user before they access the instrument. Users shall replace these barriers once they finish using the instrument.* Users should not sanitize any instrument parts and surfaces directly, including keyboards, mice or touchpads, and monitors. If necessary, these will be disinfected by the facility staff. When finished, the user will log off the computer, clean the desk surface, take all samples, and leave the instrument room immediately.

*Any violation of these rules may result in immediate suspension of instrument privileges.*
SGM 142 (CHNS analysis, ICP, DSC)

The three instruments that are available for research purposes (CHNS, ICP and DSC) are spaced far enough apart that self-distancing allows for all three to be accessed simultaneously. A key is required to enter the space. Every group with authorized users has a key. An instrument specific sign-up sheet will be generated to reserve each of the instruments. Proper PPE (including a face mask, and clean gloves) must be worn inside the instrument lab at any time. PPE in this case DOES include a lab coat. While lab coats are not to be worn into the other instrument facilities, SGM 142 is an active teaching laboratory and as such lab coats are required whenever a user enters the space. Users are required to put on a new pair of clean nitrile or latex gloves right before opening the door to and entering any instrument lab.

Counter surfaces must be wiped down with a sanitizing solution or sanitizing wipes before and after each use. *Any user-accessible computer keyboards and mice will be covered with disposable plastic wrap barriers by the user before they access the instrument. Users shall replace these barriers once they finish using the instrument.* Users should not sanitize any instrument parts and surfaces directly, including keyboards, mice or touchpads, and monitors. If necessary, these will be disinfected by the facility staff. When finished, the user will log off the computer, clean the counter surface, take all samples, and leave the instrument room immediately.

**EPR Facility**

For access to EPR spectrometers, consult with Peter Qin (pzq@usc.edu).

**DynaCool PPMS**

For access to the PPMS, consult with Brent Melot (melot@usc.edu).

**Glass Shop**

On entering the glass the researcher will be blocked off by a cart, glassware to be worked on should be placed on the cart. Any finished glassware ready for pick-up will also be on the cart. The cart will be resanitized as items are added or removed. To describe what it is that needs to be done, the researcher should contact the glass blower, Phil Sliwoski, directly by email at sliwoski@usc.edu, or call at 213-740-4106. If more information is needed, Phil will contact the researcher and clarify the job or make an appointment for visiting in person for further discussion ensuring self-distancing protocol.

**Electronics Shop**

To describe what is needed, the researcher should contact the Electrician, Joseph Lim, directly by email at lim760@usc.edu, or call at 213-610-4220. He will determine the best way of giving the service needed whether it involves dropping off the piece of equipment at his shop, or him going to service the equipment on sight, and will give details on how either will be done to maintain proper self-distancing and everyone's safety.
6. Building Specific Guidelines

At this point in time only LJS and OCW have developed building specific guidelines, if other building specific plans are developed they will be added here.

Building specific guidelines for LJS/OCW

Stairwells:

1. The inside stairwell near Allan Kershaw’s office is “up only”.
2. The inside stairwell in the interior of LJS is “down only”.
3. The outside stairs at the back of OCW can be used to go either up or down. Down traffic has priority over up traffic (i.e., no passing allowed on the stairs). If someone has reached the outer platform at the top of the stairs coming in, that person should enter ahead of anyone waiting to exit the building.
4. The door at the east end of the 2nd floor of OCW is available as “exit only” to people working in OCW.

Restrooms:

1. 1st floor LJS restrooms remain gender segregated but become single occupancy.
2. 1st floor OCW restroom becomes unisex and single occupancy.
3. 2nd floor LJS/OCW restrooms remain gender segregated but become single occupancy.
4. 3rd floor LJS restroom becomes unisex and single occupancy.

Researchers should use the restrooms closest to their primary laboratory location and not go to a different floor to use a restroom.

Common areas:

1. The OCW 214 conference room is closed until further notice.
2. The OCW 215 copy & mail room can only be used one person at a time. The water cooler, microwave, and fridge are not to be used.

Package delivery:

All packages must be delivered to either outside of Rhonda Hillbery’s office (OCW 211) or inside the OCW copy & mail room (OCW 215). Remember to change the room number in eMarket to one of these two locations for deliveries.
7. Who is Providing What?

1. PPE
   a. Face masks: one cloth face mask will be provided by the University to each researcher and staff member (the Department has a stockpile of disposable, surgical grade face masks)
   b. Face shields: the Department will provide one reusable face shield per researcher
   c. Nitrile gloves will be provided by the University but the PI should acquire their own stocks now for when the University feels that this has become a PI responsibility.
   d. Lab coats: lab coats will be provided by the PI and will be laundered weekly
   e. Lab shoes: the researcher should provide a pair of shoes that are left at USC and used exclusively for the time they are on campus

2. Disinfectant
   a. Common areas and restrooms will be on an accelerated cleaning and disinfection schedule: touch points in common areas 2 times per day and touch points in restrooms 3 times per day.
   b. EH&S will install and stock hand sanitizer stations at the entrance to each building. Hand sanitizers will be outside of every restroom and elevator door when supplies become available, likely in August. The department will provide a bottle of hand sanitizer for each lab. The department has installed and will stock hand sanitizers at the doors to every instrument facility.
   c. Disinfectant solution (EtOH or iPrOH) and hand sanitizer will be provided by the Department.
   d. The Department will provide paper towels to be used with the disinfectant solutions to disinfect the PI’s labs.

3. Signage and check-in stations
   a. The department will provide a non-contact thermometer to each research group for researchers to monitor their temperature on site.
   b. Each researcher should provide their own personal thermometer for home use. If a student or postdoc is unable to purchase their own thermometer, the cost will be covered by their faculty advisor or the Department.
   c. The University will provide software for the researchers to check-in and collect data for contact tracing.
   d. The department will provide a computer if requested to create a check-in station for each lab. (Students will also be able to check in using their smartphone or laptop.)
e. The department will provide signage for the check-in stations, providing the check-in/check-out protocol and instructions for the check-in/contact tracing software.

f. EH&S will provide signage explaining the protocol for elevator use and personal hygiene. Restrooms will be restricted to a single user at a time; the department will provide and install occupied/free signs for the restroom doors.

4. Individual lab preparedness
   a. Any signage needed for a particular lab or building (other than restroom, elevator and check-in station signage) is the responsibility of the occupants of the space.
   b. The PI is responsible for putting together a lab reopening plan that meets the conditions laid out above and is well suited to the students and the activities that go on in their research group.
   c. Keyboards and mice on group computers need to be protected and regularly disinfected. It is the PI’s responsibility to find the best solution for this.
   d. Group instruments will also be accessed by multiple users. The PI will need to develop a plan for covering and/or disinfecting them to prevent potential virus spread. The disinfection plan should include plans for logbooks for each instrument if they are used.
Appendix A: Best Practices for Home and Work

We encourage all members of the Chemistry Department to be diligent in preventing the spread of this virus. The CDC has a tremendous amount of information on COVID-19 (https://www.cdc.gov/coronavirus/2019-ncov/index.html) as well as the best practices to prevent you from catching it from people around you or your surroundings that may be infected (https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html). We encourage you to read those pages and to consider the following points when you are on campus (and at home) to ensure the safety of our community.

1) Be conscious of how you feel throughout the day. If you develop any symptoms of COVID you should go home immediately and monitor your condition.
2) Wash your hands frequently and follow the guidelines by washing your hands for at least 20 seconds, making sure to scrub all parts of your hands.
3) Consider washing the outsides of gloves instead of your hands to prevent chapping of your hands.
4) Avoid touching your face or mask with your bare hands and especially with your gloves.
5) Clean your face shield between shifts (and more if necessary)
6) If you live with or interact with essential workers who may be exposed to the virus, consider getting tested if they think they have been exposed or if you show any symptoms. Do your best to use safe practices to prevent spread of the virus to your lab mates.
7) Travel - The University strongly advises against non-essential travel for students and other employees (https://coronavirus.usc.edu/students/travel/). Any travel outside of the United States has a mandatory 14-day self quarantine after you return. When considering travelling out of the city or state, consider how you can do so safely for you and your immediate community (research group, roommates, etc.). The CDC has good guidance for travel that should be reviewed as the travel is being considered and before it commences: https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html.
8) Drinking fountains - We encourage you to bring one or more filled water bottles to campus. It is not clear whether drinking fountains or water bottle fill stations will be active. If they are, we advise that you only use them for filling bottles (not drinking directly from the fountain).
9) Restrooms - We advise that you consider to use only one stall in the restroom you use. In the case that you are infected and asymptomatic, this is a way of limiting the spread of the virus. After washing your hands, use a paper towel to turn off the water faucet, open the door, and shift the sign on the door to indicate that the restroom is available.
10) Face masks with solvents - When wearing a face mask in a synthetic lab, keep in mind that using a solvent outside of the hood (or using a hood improperly) could lead to solvent vapors absorbing to masks in front of your face. Therefore, use volatile solvents only in a fume hood, and make sure you are practicing safe hood practices.
COVID-19
GUIDANCE FOR USC LABORATORY PERSONNEL

RESEARCHERS

1. Stay home if you are sick. Contact your department’s Human Resources group if you have questions about sick leave.

2. Wash your hands frequently with soap and water for at least 20 seconds or use a hand sanitizer containing greater than 60% alcohol if soap and water are not available.

3. Always wash your hands after entering the lab, after removing gloves, and before leaving the lab.

4. Avoid shaking hands and always wash your hands after physical contact with others.

5. Cover your coughs and sneezes with a tissue, or cough and sneeze into your upper sleeve. Dispose of tissues into no-touch trash receptacles.

6. Wash your hands or use a hand sanitizer after coughing, sneezing, or blowing your nose.

7. Avoid touching your nose, mouth and eyes.

8. Utilize social distancing by consciously maintaining 6-foot spacing between individuals, coming into the lab in shifts, and allowing every other bench to be unoccupied.

9. Keep frequently touched common surfaces (e.g., telephones, computer equipment, door knobs and light switches, etc.) clean. Use disinfectant wipes.

10. Do not share other workers’ phones, desks, offices, or other work tools and equipment.

11. Use separate work bench areas if possible.

12. Minimize group meetings; utilize online meeting platforms whenever possible.

13. Limit unnecessary visitors to the workplace.

14. Keep disinfectant wipes available at commonly used equipment such as computers and decontaminate before and after use.

15. Do not share PPE unless it can be decontaminated between uses.

16. If shared, decontaminate face shields, safety glasses, and goggles prior to use.

17. Prioritize use of standard precautions when handling human specimens.
Appendix B: FAQ Page on commonly asked questions

1) When will we be notified to complete the training?

*Training will start on Friday for the first researchers to come to campus Monday and Tuesday (June 15 & 16). Other students will be trained by division to be scheduled for the week of June 15.*

2) Will COVID monitors be going in first to set up and gather all supplies?

*Yes, one of the first researchers to come to campus should be the COVID monitor, who will pick up the group’s starter kit. COVID monitors will receive instructions on when and where to go.*

3) In our lab we were wondering if gloves are going to be treated as bio-hazard or dispose of them as we usually do. How should we dispose of them? Could this info be updated in the restart plan document?

*Gloves will not be treated as biohazard and can be placed in the trash (unless for reasons other than COVID, they need to be treated as biohazard waste). The TrojanLearn module shows a video on proper ways to remove gloves before throwing them away.*

5) Are face shields for individual use? or are we expected to share face shields?

*Each researcher will be issued their own individual face shield for their own use.*

6) Do we still need to check in through an app before entering the campus (at the gate)? Or is the campus going to be open to public?

*Campus will be open to the public. As far as we currently know, no one will be scanning QR codes to get onto campus (although we recommend that you have access to your QR code in case that changes).*

7) How strictly will they keep us time frames? Our lab is doing single shift days and we can predict how long the task will take, but we may run into problems and get delayed. Will we be penalized for this?

*If you have one shift per day, you are more than welcome to stay late (as long as there is a safety backup present, no working alone in lab). If your lab is doing two shifts in a day, the morning shift can come early, and the night shift can stay late, but a minimum of 1 hour must be maintained between shifts.*

8) Since the campus is going to be open to the public, does that mean we won’t be issued QR codes after taking the health survey?

*You will still be issued a QR code, and we encourage all researchers to keep this QR code on them if possible.*

9) How much in advance should we do the coronavirus test? and can we do it in all the locations or there are special locations?
Testing will not be required for researchers returning to work (we suggest that you return to work, expecting that others may be infected with COVID-19). Currently, USC has access to test symptomatic people. They are working on getting access to testing for asymptomatic people too and we will notify you when that is true.

10) Will there be a campus curfew?

No, the Provost identified that research could be done any time, 7 days a week. If working late into the night or on weekends, we ask that researchers acknowledge that EH&S help may be less available.

11) Is the parking still free?

Currently, parking is free through June. USC parking has not decided on the rest of summer, but we hope free parking will be available through the summer.

12) Will we be able to easily re-access the QR code if we close that webpage on our phone or do we need to make sure we’re taking a screen-shot of it right away?

You are able to access the QR code any time once you have checked in. There is a link on your reservation to “View day pass” which will pull up your QR code.

13) So with the web app being so glitchy, how much reassurance do we have for our privacy?

No matter what glitches come up with the software, USC is committed to protecting your privacy.

14) I came to know that each group needs to create a google calendar for each group’s schedule which will further be shared with some “master calendar”. Can you please elaborate on that and the general guidelines for the same?

Each group is asked to keep a google calendar that is shared with all members of the group and the Dept. COVID committee. This allows researchers to keep track of when they need to come in, and it allows COVID monitors to identify who should be in at any given time.

15) Is self-quarantine going to be mandatory for students coming back to California?

Based on USC guidelines, self-quarantine is not required after travel within the states. A self quarantine is required if researchers are returning from outside the country. See the travel section in Appendix A.

17) If a large outbreak occurs and research activities need to end, will it go to zero? 10%? What will need to happen with ongoing reactions?

The Provost will be tasked with making these decisions of moving up and/or down in the phases. We expect to be given the same amount of notice (~24 h) to shut down as we did previously.

18) What are the guidelines that one has to follow in case the person does not pass the daily health assessment? 14 days quarantine? Or will that depend on the symptoms…?

When taking the wellness assessment, it will ask you several questions about your health. If you say you have a particular symptom, TrojanCheck will give you a recommendation of what to do. A 14 day quarantine is only in effect if you test positive for COVID-19 or interacted directly with someone who tested positive for COVID-19.
19) if you need to use equipment that belongs to or is located in a different lab - is there any plan for how to schedule the use of this equipment?

*This should have been addressed in your PI's individual plan. If it was not, we encourage you to reach out to your PI to work out these details.*

20) Is it still possible to opt out even after finishing the training? What support will the department offer to students who prefer to not go to lab after the campus opens in the fall? Would it be treated as a temporary leave of absence or will fewer resources be available?

*You are able to opt out at any point, even if you have opted in. If you decide to opt out, work with your PI to identify remote projects you can work on or ask to TA a remote class. If those options are not possible, USC has provided a “Covid-Related Pause Option for Currently-Enrolled PhD Students”. If you would like to know more about this option, please reach out to a Dept. COVID committee member.*

21) The LA county curfews have stopped for now, but if they hypothetically start up again while we're back in the lab (at whatever capacity), how do we fit into that? What happens if we're in the middle of something when we get the 30 minute notice of a surprise curfew? Are we covered by the "workers going home" exception?

*If there is another LA county curfew, you will be covered under the workers-going-home exception, assuming you go directly home from work.*

22) For people that do not have a smartphone, they are being told to print out the QR code. Not many people, especially students, have printers at home.

*Currently the QR code is not being checked to enter campus. Until this becomes a problem, we suggest you print your QR code when you arrive on campus.*

23) What is the expected time duration for the 10% and the 30% phase?

*We have been told to expect the 10% phase to last 7-10 days. If all goes as planned by USC, 30% should last 3-5 weeks.*

24) If our starter kit has a distribution of glove sizes, can we swap out sizes to better represent the sizes we need?

*Yes*

25) If the COVID monitor is not on shift, can someone else pick up supplies?

*No, only COVID monitors can collect supplies. However, a group can have more than one COVID monitor. Each shift may have a separate COVID monitor.*

26) It is unclear whether we should be wearing gloves outside of our lab or not. What do we do when we enter a building since the gloves are inside and I need to open the door to get to them?

*It is not recommended to wear gloves outside of the lab, since it creates confusion between chemical and COVID contamination and may give a false sense of safety. All door handles, elevator buttons, and other high touch areas should be treated as contaminated and hands should be washed/disinfected as soon after using them as possible. It is important to make a conscious effort to not touch your face until your*
hands have been cleaned/disinfected. Details for glove use inside the lab are given above in the PPE section.

27) What is the policy regarding lab coats in the instrument facility?

_Lab coats are not to be worn in the departmental instrument facilities. The exception is the analytical lab (SGM 142). That is an active teaching laboratory so lab coats must be worn when using that equipment._