Phase three return to campus and full research

A GUIDE FOR CNI USERS

Operational Hours
8:00 am-6:30 pm daily (Monday-Saturday)
No users allow outside operational hours
Instrument reservation is now open to all registered CNI user privilege levels.
Only one user per instrument room is allowed.

General Safety:
Despite increased focus on COVID-19 safety protocols, 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. We suggest contacting CNI staff a few days in advance to assure equipment is operational and ready before you need to use it.

Communication:
While CNI is preparing to gradually get back to full operations, we will communicate to you safety protocols and access requirements. Research Activity Levels will be clearly posted outside the lab and online. This will dictate who will be allowed access, and the level of COVID-19 safety requirements to be maintained while working. It is equally important for the health and safety of you and your coworkers to communicate any problems to CNI staff. We are all developing work models together that require an environment where people can educate each other on effective ways to implement the safety protocols. Please let us know if something feels awkward, ineffective, or if you have a suggestion for something that might work better.

Personal Responsibility:
COVID safety protocols 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 safety protocols.

Health Status:
Before leaving home, researchers need to measure their temperature. If their temperature is $\geq 99.5$ °F they should stay home, monitor their condition and seek medical help if needed. A
persistent cough is also an indicator that they should stay home and monitor their condition. If the researcher does not have a fever or persistent cough they can enter the CNI facility.

**Contact Tracing:**
Anyone entering CNI will need to record their entry and exit through both their school tracking software and any requirement set forth in the CEM building.

**Food and Beverage:**
Eating or drinking will no longer be allowed anywhere in the CEM building during RALs (research activity levels) 1-3, or until further notice. Please go off premises.

**Physical Distancing:**
During the current research activity levels, researchers shall maintain 6 feet distance between other researchers and staff. Distance can drop to less than 6 feet when walking past a seated researcher and both parties are wearing appropriate PPE. These short-distance encounters should not last for more than a few seconds.

**Personal Protective Equipment:**
During the current research activity levels researchers shall wear appropriate PPE, in addition to required physical distancing. A personal face mask in addition to eye protection (i.e., safety glasses, goggles or a face shield) must be worn at all times. Each researcher shall bring their own personal safety glasses and face mask, or face shield. Shared lab coats and safety glasses/face shields will no longer be available in CNI as they do not adhere to COVID-19 safety protocol measures.

**Personal Hygiene:**
Personal hygiene is to protect yourself and your colleagues from each other. This goal can be achieved through five simple actions.

1. Wash hands at least every 30 min with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer with greater than 60% ethanol or 70% isopropanol.
2. Wash your hands immediately after removing gloves.
3. Sneeze into a tissue (tissue boxes will be readily available) and discard immediately.
4. Wear your personal face mask and eye protection; you must wear both of these at all times when in the CEM building.

**Lab Hygiene:**
Clean gloves should be worn while inserting and removing samples from the equipment. You are responsible for disinfecting your work area before and after each use. This includes keyboard, mouse, chair, and table spaces. Disinfectant will be available in each room and lab. Cleaning and disinfecting
procedures for what can and cannot be cleaned will be placed at each working site and should be followed. Please note that general equipment surfaces will be sanitized once daily by CNI staff or RAs.

**Equipment and Technique Training:**
Due to the small size of the instrument rooms at CNI and the severe contagious nature of the COVID-19 disease (SARS-CoV-2) and its variants, CNI has developed this procedure for equipment and technique training. This procedure can be amended or withdrawn without notice.

**Levels of access to CNI during Covid-19 restrictions**
- Independent use
- One-on-one training

**Independent use of equipment**
All researchers who have been approved for independent usage (both peak and off-peak).

Follow USC Covid-19 safety guidelines; this includes:

- Always wear a mask, covering your face from the BRIDGE of your nose to under your chin.
- Sanitize your hands when you enter the building, and every half hour thereafter.
- Maintain six feet or more physical distancing.
- Avoid close contact and minimize encounters/interactions with others.
- Use video/telecommunication wherever applicable (for equipment help, etc.).

Additionally, review the CNI operation requirements including:

- Wipe down work area before starting, and at the end of your session.
- Log into the OPENPATH system with your cell phone when entering the building. (You may need to have your phone number added to the list).
- Avoid close contact with staff and other users. In person assistance at a distance of < six feet will be limited to no more than 15 minutes per day, per user. Except if one-on-one training procedures are being followed.
- Log out of the OPEN PATH system with your cell phone when leaving the building.

**One-on-One training**
In cases where it is vital to have hands-on access to equipment, we are implementing a new safety protocol through this equipment and technique training procedure.

**Before your in-person training:**
Contact CNI to check availability for one-on-one training on equipment of interest.
• Review all remote educational materials for equipment of interest, to be provided by CNI staff.
• Schedule one-on-one training session.
• Review EH&S “COVID-19 Guidance for close contact research activities”.
  https://ehs.usc.edu/files/Guidance-for-Close-Contact-Research-v3.pdf
• Review the COVID-19 CNI Return to Research protocol.
  http://cni.usc.edu/cemma/testbed/guidelines/Return%20To%20Research.pdf

Access to campus and training requires a current campus day pass, verifying you have a current flu vaccination, negative COVID-19 test within the last week and are symptom-free.

**During your in-person training:**

In addition to COVID-19 CNI Return to Research protocol, the following requirements apply:

• KN95 mask (or equivalent) must be worn during training.
  o This requires the metal strip is properly fitted to the bridge of the nose.
  o Mask extends over your chin.
  o No gaps between the face and the mask.
• A face shield is required to be worn over the KN95 mask, even if prescription safety eyeglasses are worn.
• Do not touch your face or mask during training. If adjustments are necessary, sanitize your hands first and keep at least 6 feet away from others while making adjustments.
• Only one person can be trained per session.
  o All training sessions (consecutive days) required for independent use must be completed before a new trainee can gain access to an instrument.
  o The number of sessions will vary based on equipment and progress of student.
• Training sessions will be limited to 2 hours per day.
  o Please come to CNI wearing your KN95 mask and face shield.

**PLEASE NOTE THAT THERE WILL BE A ZERO TOLERANCE POLICY IF YOU DO NOT ADHERE TO THE SAFETY PROTOCOLS. ACCESS PRIVILEGES TO THE CNI FACILITY WILL BE REMOVED IF SAFETY PROCEDURES ARE NOT FOLLOWED.**

Please contact CNI staff if you have any questions or concerns.
John Curulli - curulli@usc.edu
Carolyn Marks - markscar@usc.edu