



Administrative Memo #259
Interior Laboratory Access: COVID-19 Pandemic
March 27, 2020

The College of Forestry is severely restricting the number of people allowed in our facilities and labs to comply with "Stay Home, Save Lives" directives. All College of Forestry facilities are closed to normal operations until further notice. There are limited cases where exceptions will be granted.

To request access to College facilities, supervisors will email their Department Head and the Associate Dean for Research, Katy Kavanagh. Requests must consider and address the following points:

Staffing

- Limit lab access to essential researchers only. Generally, this means one person in the lab at once. However, if there are specific safety concerns associated with solo work, a documented safety strategy must be agreed upon with the Department Head; this may involve remote connection to enable a second "virtual" person in the lab to observe and ensure safety protocols are followed.
- PIs should be sensitive to individuals with health concerns, allowing them to work remotely whenever possible. Individuals assigned to lab tasks should contact the PIs if they have health concerns and would prefer to be reassigned to remote tasks.

Visitors

- No outside (non-OSU) visitors are permitted until further notice.
- No inside (OSU staff, non-essential) visitors – see first bullet of Staffing above.

Cleanliness

- All lab users must sanitize their hands upon entering labs, including washing their hands with soap and water for at least 20 seconds.
 - Sanitizer must be provided by PI or lab manager. Sanitizer *may* be available from Chemistry Stores <https://chemstores.chem.oregonstate.edu/content/main-room-catalog>.
- Frequently used experimental surfaces must be sanitized between uses/users (applies particularly to benchtops, keyboards, control pads and frequently touched parts of the equipment).
- Users should also sanitize all other common touch points such as light switches, door handles, etc. between uses/users.
- Each lab should develop a list of surfaces and equipment (including pens, keyboards, etc.) that must be sanitized. This list should be prominently posted within the laboratory.
- Using a check sheet, users must keep a record and confirm sanitation process between uses of all laboratory space by signing their initials.

Equipment

No analytical lab equipment or chemicals can be removed from the lab without written authorization signed by the PI and the Department Head with authority from the Dean.

Safety

All safety procedures and protocols that are normally in place must continue to be followed, such as all Environmental Health and Safety requirements, accident reporting processes, the use of power tools only under supervision, etc.

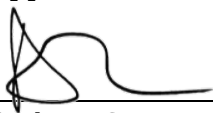
For more information: [OSU Research FAQ for Principal Investigators and Laboratory Managers](#)

New Safety Regulations

In keeping with Oregon State University's commitment to help reduce the risk and spread of COVID-19, all College of Forestry labs must immediately meet or exceed the following safety regulations:

- Users of our facilities must self-monitor their temperatures and general health on a daily basis prior to coming to campus.
- **DO NOT come to campus if you have any symptoms of illness.** If you experience any COVID-19 symptoms, you should immediately self-quarantine and notify appropriate medical authorities. As soon as is feasible, you must notify the lab PI if you have been in contact with any campus facilities or personnel.
- PIs must notify their department head should any of their students or staff become ill. It is the responsibility of the department head and PI to notify all individuals who may have come in contact with a person experiencing illness, although the person's identity must be protected in accordance with HIPPA rules. PI should encourage the student and/or employee to contact their health care provider as soon as possible, and ask those who may have been in contact with the person to consider self-quarantine.
- When on campus, all personnel must follow strict social distancing guidelines (no one within a minimum of 6 feet of each other and preferably further).

Approval:



Anthony S. Davis, Interim Dean

27 March 2020

Date