

Research Safety Procedures to Reduce COVID-19 Transmission

Updated: June 24, 2021

General Principles

As research begins a planned and phased-in return to campus, safe practices must be followed to promote the health and safety of all UCI faculty, trainees, students, and staff. At a minimum, all personnel are required to follow guidelines outlined in this document.

Daily Symptom Check

Early detection of illness can prevent the spread of COVID-19 to your colleagues. The [Chancellor's Executive Directive on Daily Symptom Check](#) requires that UCI personnel monitor their health daily. For more information, please visit the [CDC website](#) for symptoms. If you need assistance in making a decision about seeking appropriate medical care, use the [Coronavirus Self-Checker tool](#) on CDC's website.

Promptly notify supervisor and do not report to on-site work if you have been exposed or have contracted COVID-19. Supervisors are responsible for notifying UCI Human Resources (HR) to report confirmed and suspected COVID-19 cases by following instructions located at the following URL: <https://hr.uci.edu/disaster-relief/report-known-cases.php>. The University follows all confidentiality and privacy obligations.

Personal Hygiene

- Employees must wash their hands with soap for at least 20 seconds before putting on PPE (including face coverings used in non-laboratory research settings, after removing PPE, and after removing their gloves).
- Hand soap must be available at all sinks.
- Remove gloves before leaving the lab. Gloves should not be worn in hallways, elevators, or offices.
- Wash hands after touching any frequently used item or high-touch surface.
- Avoid touching your face.
- Sneeze or cough into a tissue or inside your elbow, even when wearing a face covering.

Face Coverings and Personal Protective Equipment (PPE)

[Face coverings](#) are required to be worn by all individuals as directed by the Chancellor's Executive Directive and by the state of California's requirements. Face coverings need to cover the mouth and nose. Face coverings are not PPE and do not help minimize potential exposures like dust and spray in an industrial setting.

All personnel working in laboratories are required to wear Personal Protective Equipment (PPE), including gloves, lab coats, and eye protection when working with hazardous materials. PPE must be removed before leaving the laboratory.

Disinfecting Protocols

Wipe down and disinfect all frequently touched surfaces and frequently used objects at least once a day. Please visit the EH&S website for [cleaning procedures for general laboratories in response to COVID-19](#) and [chemical disinfectants against SARS-CoV-2](#).