

## **Plant Science Research Labs Plan for Physical Distancing and Sanitation – March, 2021.**

These guidelines will be updated as required when provincial physical distancing and disinfection/sanitation rules change. The latest Province of Manitoba COVID-19 related guidelines and health advisories can be found at <https://www.gov.mb.ca/covid19/index.html>. This document supplements the documents entitled “Department of Plant Science SARS-CoV-2 Related Best Practices” and “Disinfection using 70% Ethanol and 0.1% Bleach” that are posted on the Department of Plant Science Website and included at the end of this Research Labs Plan document.

Following the recommended COVID-19 Provincial guidelines (<https://www.gov.mb.ca/covid19/index.html>)

- Social distancing (a minimum of 2m) will be implemented during any activity.
- When physical distancing cannot be maintained, appropriate PPE such as masks, face shield, gloves, etc. will be used.
- All surfaces will be disinfected before and after any use. Disinfectant will be provided in all common use areas.

All returning researchers will have to complete the UMLearn module COVID-19 Safety Training. This UMLearn course is a self-registration course available to anyone with access to UMLearn. Researchers should be able to find it in the self-registration list of courses.

Prior to entering and exiting each building, and moving between buildings, all personnel must complete a Health Self-Assessment survey. Everyone will be required to wear masks in public spaces. People working alone in a space may choose to not wear a mask.

Using the information provided on the PI's Request Form, a designate from the Department Academic staff will approve requests for occupancy, and office staff will update the Building Occupancy spreadsheets as a method to ensure that we comply with the 40% capacity rule.

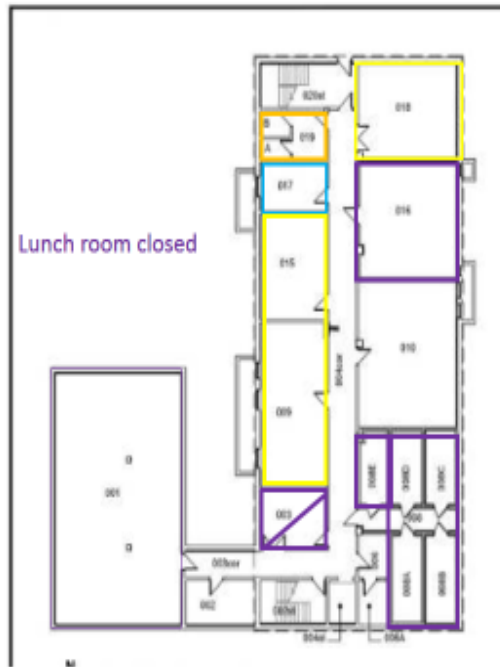
### **General**

- Signs warning against coming to work when sick, advising frequent hand washing and disinfecting of work surfaces before and after use will be posted throughout the buildings.
- Sanitation of assigned space touch points such as door handles and work surfaces and following protocols established by the safety committee will be the responsibility of individual users.
- Spaces, equipment, and departmental vehicle use shared by different groups will be reserved in advance using available booking systems.
- Communication is important and cell telephone numbers of people occupying common spaces will be shared.

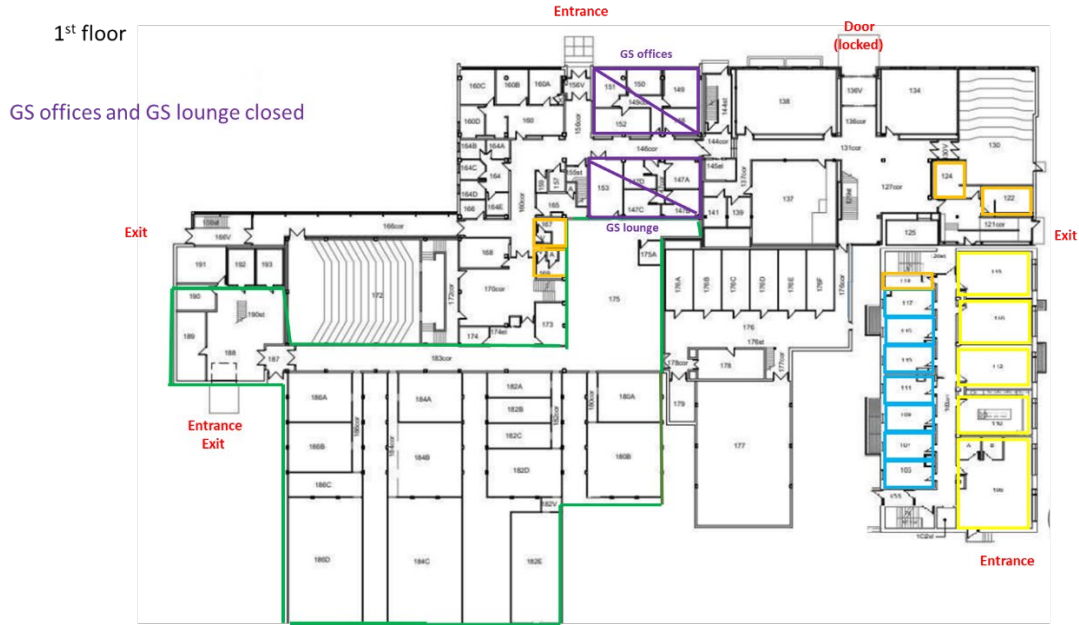
- Students and staff will be required to keep a daily detailed log including vehicles used, work areas used, equipment used and any contacts within 2 m (excluding brief contact such as passing in the hallway) for each day. Common lunch areas and meeting spaces will be closed, as shown in the map on the next pages.
- Equipment logbooks are used to record hours, checks done, users and any problems. An online version should be set up and be accessible via cell.
- Handwashing and washroom use protocols will be posted in the washrooms.
- Specific entry/exit points have been identified (see maps) to minimize contact.

### Plant Science Building Map

Basement



- labs
- offices
- Common areas
- ▨ closed areas
- washrooms
- greenhouse



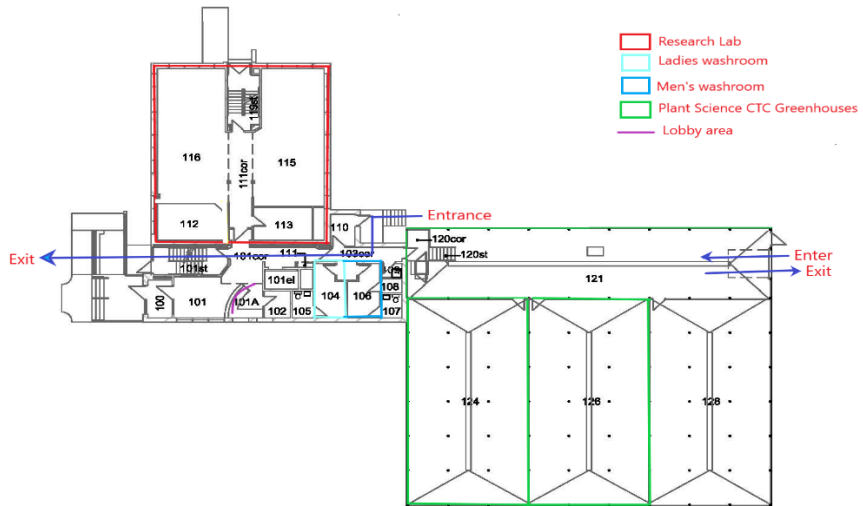
2<sup>nd</sup> floor



3<sup>rd</sup> floor



### Crop Technology Center (Plant Science Area) Map



## **The Point Map**

Refer to the Point management plan (below).

### **Greenhouse and Header House Area Guidelines (Main Plant Science Building, CTC and Point)**

- Greenhouse doors should be propped open during regular business hours.
- Staff will access the area maintaining social physical distancing and adhering to sanitation procedures.
- Growth room users, including daily and weekend waterers, are responsible for cleaning touched surfaces (door handles, taps, and watering wands) before and after every use.
- Only one person is permitted working in a greenhouse room, growth room or growth chamber at any given time. If two people need to be in the same space briefly, all PPE should be worn and the circulating fans should be turned off (see Cathy Bay)
- Carts should be stored so that access to the counter workspace can be maintained with a 2 m distancing. Cart handles should be disinfected before and after use.
- Greenhouse hallway work tables to have only one person working at a time (long table across from growth room 6 can be divided into two work spaces). Tables should be sanitized with 70% Ethanol before and after use. Paper towels and ethanol spray bottle are available at each table.
- Greenhouse header house corridors are wide enough to allow physical distancing when passing.
- Greenhouse conservatory, Room 177, is closed until further notice for cleaning and sanitizing.
- Soil mixing room – Only one person working within at any time. Soil-less mix bins can be wheeled to another work station. Disinfect all touched surfaces before and after use (i.e. wheel barrow, shovel and mixer handles, work table, cart handles, etc.). Paper towels and spray bottle of 70% ethanol are available in the room.
- In cleaning up workspaces, try to keep dust to a minimum, especially in soil mixing room.
- Room 008 in Plant Science basement containing walk-in fridges, freezer and vernalisation room – If hallway door is open, and one of the rooms 008 A – E is occupied. Please do not enter until the area is unoccupied.

### **Lunchroom and Kitchen (basement)**

- Lunchroom and Kitchen are closed. Microwaves, fridge and water cooler are off limits/do not use.
- There is no facility available to heat food in the building.
- Individuals will be responsible for ensuring the safety of their own lunches. Such as using their own cold packs to keep their lunches cool if required. There is no food allowed in the labs.
- Lunches will be consumed outside.

### **Washroom Guidelines**

- Washrooms in the basement, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> floor of the main plant science building are single units.
- There are multi-unit washrooms on the first floor - 3 stalls and 2 sinks and 2 urinals.
- There is also a multi-unit washroom on the second floor near the Dean's office.
- The Crop Technology Center has two single stall washrooms.
- Washroom is restricted to one person at a time.
- A cone indicator at the outside of the door will be used to signal when the washroom is in use.
- Push open door with shoulder or arm.
- Provincial guidelines for hand washing are posted in each washroom.
- Using a paper towel, turn on the faucet
- Push soap dispenser for soap and wash hands for the 20 seconds.
- Dry hands with paper towels and use them to turn off the faucet. Also use them to turn the door knob and pull the door open.
- Use your shoulder or foot to keep the door open and discard the paper towels.

### **Autoclave Room 210 Guidelines**

- Autoclave room door should be propped open during regular business hours.
- Only one person is permitted in the autoclave room at any given time.
- Heavy autoclave users should indicate when they plan to use the autoclave(s) on the schedule posted on the Rm. 210 door.
- Autoclave tape will no longer be available for common use in the autoclave room.
- Users should remove their autoclaved items promptly upon completion of autoclave cycle.
- Use of own individual heat resistant gloves is suggested.
- All touched surfaces (autoclave handles, key pads, water tap handles etc.) should be sanitized with 70% alcohol (ethyl or isopropyl) before and after every use. Paper towels and alcohol spray bottle are available in the room.
- Autoclaved garbage should be removed and placed in the bins by the Art Barn.

### **Use of elevators**

The use of elevators in the buildings is restricted for people with disabilities and staff/couriers carrying/pushing heavy loads.

### **Garbage Collection**

- All laboratories and offices should place full garbage containers in the corridors for the caretakers to remove.
- Lab and office users should consider cleaning floors in their respective spaces by themselves on a regular basis (Swiffer Sweeper and Swiffer wet jet are recommended for tiled floors) trying to keep dust to a minimum. This will reduce scheduling conflicts with caretakers.

### General Office guidelines

- One person will work in the general office (Rm.222) during regular business hours of Monday to Friday 8:30 to 4:30 (closed 12:00 to 1:00 for lunch)
- For safety and security, the office will remain locked at all times.
- Hand sanitizer and wipes are available at the counter. Touched surfaces will be wiped down.
- If another person is allowed in the office for picking up items, physical distancing and wearing of PPE (masks) are mandatory.
- Follow building/elevator/stair guidelines to get to mail room.

### Deliveries/Shipments guidelines

- Delivery of parcels may vary whether delivery is via UM Physical Plant or courier driver. Possibly, drivers phone and will be met by admin staff to enter building (if implemented) – wipe down surface(s) touched in process; wear mask
- Parcels/mail/delivered supplies will be sorted/organized in 218 Plant Science Seminar Room;
- One person will be allowed to pick up items from the office or Seminar Room. The technician/student will be notified by email about the delivery of items; upon pick up, scan



QR code to submit “packing slip” electronically.

- Within 24 hours of pickup, please scan QR code or visit <https://www.surveymonkey.com/r/psdocs> to submit “packing slip/receipt” electronically or scan/email a copy to [PSOrders@umanitoba.ca](mailto:PSOrders@umanitoba.ca) **\*\*note: please separate each packing slip (based on order number) as these are attached to corresponding orders**
- Wipe down touched surface(s) in process; wear mask as indicated.
- Shipments to be sent out:
  - technician will package up parcel and drop off in the general office for pick up
  - then email PS Orders to set up Sierra Courier or pre-arrange pick up by other companies (i.e. FedEx, Purolator, UPS) with the following information:
    - Recipient Business Name
    - Receiver’s Name (if applicable)
    - Address (including city, province, postal code)
    - Contact Number
    - Dimensions (inches) & weight (lbs)

### Printer Room guidelines

- Printer room door should be propped open during regular business hours.
- Only one person is permitted in the printer room at a time.
- The door leading to the office will be kept closed at all times.

- Common use staplers and similar devices should not be utilized where possible (see instructions attached for staple/hole punching finishes)
- Touched surfaces (handles, key pad) should be sanitized with 70% alcohol before and after every use. Paper towels and alcohol spray bottle are available in the room. NOTE: saran wrap placed over the keypad is a method to minimize personal touching of the keypad on the printer.
- Garbage should be placed in the corridor for the caretakers to remove.

### **Liquid Nitrogen guidelines**

- Users can obtain cage key from the general office. The cage for the liquid nitrogen tank is unlocked at the moment – the building is currently accessed only by Plant Science Staff/Students (this can be re-evaluated at later date if building reopens).



- Quick response (QR) code will be posted at cage for user to submit information normally recorded in a binder (departmental staff will send an email out to everyone with link/QR code so that users have to take smartphone with them).
- Wipe all touched surfaces with available disinfectant.

### **Booking computers and/or projectors**

- Please email [PSOrders@umanitoba.ca](mailto:PSOrders@umanitoba.ca) to request booking – we are working on getting shared Outlook calendars set up and will update when available
- No carrying cases will be provided
- All technology/supplies will be wiped down before/after use by office
- When picking up, we will put technology on cart and leave by the door at pre-arranged pick up time
- Upon return, user will place technology back on cart in office
- One person at a time to pick up technology – practice safe distancing

### **Booking Department Van**

- Please email [PSOrders@umanitoba.ca](mailto:PSOrders@umanitoba.ca) to request booking
- Key will be given by admin – wiped before/after pass off
- Wear PPE while using and in vehicle
- Wipe all surfaces touched such as door handles, steering wheel, gear shift, heater/radio controls
- Scan QR code or visit <https://www.surveymonkey.com/r/deptvan> to submit mileage details
- Clean interior when finished. Vehicle will be taken to exterior wash weekly.





### **Sanitizing electronic equipment**

- Turn off any electronic before cleaning
- Use disinfecting wipes and/or a 70% alcohol solution– don't soak the cloth or spray disinfectant directly on the equipment. Spray disinfectant on cloth and then wipe gently all surfaces.
- For more specialized equipment, such as microscopes, inquire with the support staff responsible for the equipment.

### **Booking Meeting Rooms**

- Please email [PSOrders@umanitoba.ca](mailto:PSOrders@umanitoba.ca) to request booking.
- It is the user's responsibility to ensure that door handles, chairs/tables and other supplies used are wiped down before/after each use

## Disinfection using 70%Ethanol and 0.1%Sodium Hypochlorite (Bleach)

**Title or Type of Procedure: Use of disinfectants for routine laboratory decontamination of surfaces and equipment.**

**P. I. Lab Location:**

**Original Issue Date: Revision Dates:**

**Prepared By: Approval Signature:**  
*(if required by lab supervisor)*

### **Procedural Methods and Materials:**

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##### **70% Ethanol; shelf life ~6 Months**

Alcohols are volatile and flammable and must not be used near open flames. Working solutions should be stored in closed containers to avoid evaporation. Bottles with alcohol-containing solutions must be clearly labeled to avoid autoclaving. Alcohols can be used on skin, work surfaces of laboratory benches.

To prepare 1 liter of 70% Ethanol using 95% lab Ethanol add 740ml of lab ethanol to 260ml water.

##### **0.1% Na Hypochlorite (Bleach); shelf life ~30 days**

Sodium hypochlorite (bleach) solutions are unstable. When open to the air, chlorine evaporates at a high rate from the solution, rapidly reducing the concentration of free chlorine. When stored at room temperature and away from sunlight, bleach loses 20-50% of its sodium hypochlorite concentration after 6 months; breaking down into salt and water. Bleach solution is corrosive to stainless steel; therefore, thorough rinsing must follow its use.

To prepare 1 liter of 0.1% Sodium hypochlorite using commercial bleach add 20ml of commercial bleach to 980 ml water.

**Procedure:** Apply disinfectant to contaminated or potentially contaminated area. If visible or gross contamination is present, apply enough disinfectant to saturate the contamination. Let stand for the indicated contact time (minimum 1 minute) If using bleach rinse with water after use.

**Hazard Identification and Risk of Exposure to the Hazards:**

1. Creation of infectious aerosols
2. Exposure to respiratory and eye irritants
3. Always keep ethanol solutions away from potential sources of ignition. Prolonged and repeated use of alcohol as a disinfectant can also cause discoloration, swelling, hardening and cracking of rubber and certain plastics.
4. Chlorine solutions should never be mixed or stored with cleaning products containing ammonia, ammonium chloride, or phosphoric acid. Combining these chemicals will result in the release of a chlorine gas, which can cause nausea, eye irritation, tearing, headache, and shortness of breath.

**Exposure Controls Specific to Above Risk of Exposure:**

The PPE to be worn when working with disinfectants should be commensurate with the highest risk or hazard designation for any single biological agent or material present prior to disinfection.

- Eye and respiratory protection should be used whenever the creation of aerosols is possible

Bring SDS to area where seeking medical attention.

**Waste Generated and Disposal Methods:** Dilute and dispose down sink.

**Spill Response Procedures:**

Contain spills if possible.

**Accident Response Procedures:**

- Call 911 or seek medical attention.
- Report the incident to your supervisor as soon as possible, fill out the appropriate documentation.

Note: It is important to fill out all of the appropriate documents to be eligible to collect workers compensation should any complications from the hazardous exposure arise in the future.

**Notes: (*special record keeping such as inventories for toxins, reporting, training, etc. that may be required*)**

**References:**

For Material Safety Data Sheets:

<http://www.sigmaldrich.com/safety-center.html>

<https://www.fishersci.ca/ca/en/catalog/search/sdshome.html>

## **Department of Plant Science SARS-CoV-2 related best practices**

COVID-19 causing viruses can survive on surfaces from several hours to days depending on circumstances. According to Van Doremalen et al (1) SARS-CoV-2 remained active on plastic and stainless steel surfaces for two to three days in laboratory setting. It remained infectious for up to 24 hours on cardboard and 4 hours on copper. The virus was detectable in aerosols for up to three hours. Virus stability may vary in real-world conditions, depending on factors including temperature, humidity, ventilation, and the amount of virus deposited.

Since coronaviruses are enveloped viruses, they are one of the easiest types of viruses to kill with appropriate disinfectant products when used according to manufacturer instructions. In order to limit CoVid-19 spread Health Canada recommends to use only approved hard-surface disinfectants that have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms the disinfectant product is approved and safe for use in Canada. (see Appendix 1)

In the absence of DIN disinfectants bleach solution (0.1% sodium hypochlorite) or alcohol solution (min 70% alcohol) are viable alternatives.

The Province of Manitoba recommends that where possible wash your hands using soap and water. If this is not possible, using an alcohol based solution is acceptable.

### **0.1% Sodium Hypochlorite (bleach) solution recipe:**

Dilute 20 ml of 5% commercial bleach with 980 ml distilled water. Prepare weekly. *At least 1 min (preferably 3-5 min) of contact time with contaminated surfaces is recommended. 30 sec immersions where feasible is preferred.*

### **70% alcohol solution recipe:**

Dilute 740 ml of 95% alcohol with 260 ml of distilled water. *A minimum of 30 sec of contact time with contaminated surfaces is recommended. 70% alcohol solution is shelf stable if sealed.*

1: Van Doremalen N, Morris D, Bushmaker T et al. (2020) Aerosol and Surface Stability of SARS-CoV-2 as compared with SARS-CoV-1. *New Engl J Med* doi: 10.1056/NEJMc2004973  
<https://www.nejm.org/doi/full/10.1056/NEJMc2004973>

## ***Best practices suggestions for laboratory and work room settings***

Due to the dynamic nature of CoVid-19 related research and rapidly changing recommendations for personal and workplace safety issued by health authorities in Canada and around the world, going above and beyond in terms of personal safety while utilizing the absolute minimum of PPE to achieve the aforementioned, seems to be a prudent step forward to assure continued operation of non-essential work places. Therefore, the following best

practices suggestions are based, in part, on recommendations on how to care for a person suffering from CoVid-19 at home and in a hospital setting of various jurisdictions:

[https://www.ecdc.europa.eu/sites/default/files/documents/Environmental-persistence-of-SARS-CoV-2-virus-Options-for-cleaning2020-03-26\\_0.pdf](https://www.ecdc.europa.eu/sites/default/files/documents/Environmental-persistence-of-SARS-CoV-2-virus-Options-for-cleaning2020-03-26_0.pdf)

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/how-to-care-for-person-with-covid-19-at-home-advice-for-caregivers.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>

- Implement 3h window between workers performing duties in (smaller) closed spaces with high airflow for prolonged period of time, i.e. flow hood room & seed rooms, to allow any potential airborne SARS-CoV-2 to dissipate (Van Doremalen et al ).

### ***On the way to work:***

- Arrive at work via personal mode of transportation.
- Consider using easy to disinfect “work” shoes such as closed crocs where steel toe shoes are not required. Example:[https://www.amazon.ca/Crocs-Clock-Slipon-Medical-Professional/dp/B071P3PR35/ref=sr\\_1\\_3?dchild=1&keywords=closed+crocs&qid=1585667146&sr=8-3](https://www.amazon.ca/Crocs-Clock-Slipon-Medical-Professional/dp/B071P3PR35/ref=sr_1_3?dchild=1&keywords=closed+crocs&qid=1585667146&sr=8-3)
- Use the footwear sanitizing stations at the greenhouse when entering the building.

### ***Work space disinfection and prep:***

- Upon entering a lab/room sanitize door knobs, light switches, elevator buttons etc. with 70% alcohol thus preventing potential virus transmission.
- Place your coat and personal belongings at your individual designated spot (Individual spaces for personal items including coats should be designated and clearly labelled to avoid cross contamination. The same goes for lab coats. Common coat closets should not be used.)
- Disinfect common surfaces in the labs such as computer keyboards and peripherals, light switches, door knobs, armrests, work tables, water taps, fridge handles, cart handles etc. with 70% alcohol or 0.1% bleach before and after every shift.
- When possible utilize only your individual designated work space. (Bench spaces should be designated.)
- Unless necessary tools/equipment should not be shared, or should be disinfected thoroughly before and after use.

***In the lab:***

- Working in isolation is strongly recommended. When 2 people must share a space, maintain physical distancing and wear appropriate PPE. (See Appendix 2 for proper handling of face masks) Dust masks or 4 ply, high tread cotton, home-made masks are choices. Medical N95 type masks are not needed in our situation.
- Use individual (labeled) glove boxes, Kim-wipe boxes, tissue stacks, marker sets etc.
- Any activity that may result in splashing should be done in isolation and while using appropriate PPE (gloves, face shield).
- Do not use fans in closed spaces, especially when there is more than one worker present.
- Use of textiles should be avoided.
- Floor cleaning should be done with wet mops or push broom if working alone. Where possible a hepa filter vacuum is an advisable way to clean.
- Establish garbage containers for PPE. Garbage should be disposed of by lab personnel only.

***Lunch/breaks:***

- Place your water bottle and lunch boxes in your individual designated spot (these should be established.) Using a cold pack as opposed to the department fridge is strongly recommended. Microwave use is discouraged.
- Plan to have lunch in your vehicle or in a designated area that allows physical distancing. Lunch rooms will be closed for the current time. Sanitize your hands with disinfecting wipes or hand sanitizer before and after lunch, or wash with soap and water.
- Hand hygiene should be performed every time PPE is removed.

***Movement in Plant Science wing:***

- Maintain proper social distancing in the hallways, and wear a mask.
- Only one person at a time is allowed in room 210 to use the autoclaves.

***Growth rooms:***

- Ideally only one person will be servicing a growth room/space. Should more than one person need to work in a growth room, space fans should be switched off while tasks are performed and all frequently touched surfaces (i.e. door handles, water wand, etc.) should be disinfected on a daily basis.

**Appendix 1. List of some common disinfectants recommended by Health Canada to use against SARS-CoV-2 as of March 30, 2020. The full list can be found here:**

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html#tbl1>

Drug identification number (DIN)	Product name	Company	Active ingredient(s)	Product form
02242836	Swish Miracle Disinfectant Spray 'N Wipe	Charlotte Products Limited	Benzalkonium Chloride; Alkyl Dimethyl Ethylbenzyl Ammonium Chloride	Spray
02245935	Lysol Multi-Surface Cleaner	Reckitt Benckiser (Canada) Inc	Benzalkonium Chloride	Solution
02279177	Lysol Disinfectant Spray	Reckitt Benckiser (Canada) Inc	Alkyl Dimethyl Benzyl Ammonium Saccharinate; Alcohol Anhydrous	Aerosol
02335212	Swish Silver Supreme	Charlotte Products Limited	Silver Dihydrogen Citrate; Citric Acid	Solution
02403528	Clorox Healthcare Hydrogen Peroxide Cleaner Disinfectant	The Clorox Company Of Canada Ltd	Hydrogen Peroxide	Spray
02419696	Clorox Kitchen Cleaner And Disinfectant	The Clorox Company Of Canada Ltd	Sodium Hypochlorite	Solution
02444135	Lysol Disinfectant Bathroom Foam Cleaner	Reckitt Benckiser (Canada) Inc	Citric Acid	Spray
02459116	Clorox Disinfecting Liquid Bleach	The Clorox Company Of Canada Ltd	Sodium Hypochlorite	Solution
02459159	Klercide Sporicidal Active Chlorine Unit Dose Concentrate	Ecolab Inc	Sodium Dichloroisocyanurate	Comprimé
02459744	Clorox Health Care Fuzion Cleaner Disinfectant	The Clorox Company Of Canada Ltd	Sodium Hypochlorite	Spray
02460769	Clorox Commercial Solutions Clorox Total 360 Disinfectant Cleaner	The Clorox Company Of Canada Ltd	Benzalkonium Chloride; Alkyl Dimethyl Ethylbenzyl Ammonium Chloride	Spray
02465671	Clorox Healthcare Bleach Germicidal Wipes	The Clorox Company Of Canada Ltd	Sodium Hypochlorite	Wipe
02466031	Clorox Disinfecting Wipes	The Clorox Company Of Canada Ltd	Benzalkonium Chloride; Alkyl Dimethyl Ethylbenzyl Ammonium Chloride	Wipe

<b>Drug identification number (DIN)</b>	<b>Product name</b>	<b>Company</b>	<b>Active ingredient(s)</b>	<b>Product form</b>
02469278	Clorox Healthcare Germicidal Disinfecting Cleaner	The Clorox Company Of Canada Ltd	Sodium Hypochlorite	Spray
02469340	Lysol Disinfectant Mist	Reckitt Benckiser (Canada) Inc	Alkyl Dimethyl Benzyl Ammonium Saccharinate;Alcohol Anhydrous	Aerosol
02469529	Purell Professional Multi-Surface Sanitizer & Disinfectant	Gojo Industries, Inc.	Alcohol Anhydrous	Spray; Solution
02469545	Purell Professional Surface Disinfectant	Gojo Industries, Inc.	Alcohol Anhydrous	Spray
02473151	Clorox Healthcare Versasure Alcohol-Free Cleaner Disinfectant Wipes	The Clorox Company Of Canada Ltd	Benzalkonium Chloride; Alkyl Dimethyl Ethylbenzyl Ammonium Chloride	Wipe
02488590	Clorox Disinfecting Concentrated Bleach	The Clorox Company Of Canada Ltd	Sodium Hypochlorite	Solution
02488655	Clorox Performance Disinfecting Bleach	The Clorox Company Of Canada Ltd	Sodium Hypochlorite	Solution
02491648	Scrubbing Bubbles Disinfectant Bathroom Cleaner	S.C. Johnson And Son, Ltd.	Benzalkonium Chloride	Spray, Solution
02491656	Scrubbing Bubbles Disinfectant Bathroom Grime Fighter	S.C. Johnson And Son, Ltd.	Benzalkonium Chloride	Spray, Solution
02492636	Cloroxpro Clorox Disinfecting Wipes	The Clorox Company Of Canada Ltd	Benzalkonium Chloride;Alkyl Dimethyl Ethylbenzyl Ammonium Chloride	Wipe
02494000	Clorox Clean-Up Disinfecting Bleach Cleaner	The Clorox Company Of Canada Ltd	Sodium Hypochlorite	Spray; Solution
02494019	Cloroxpro Clorox Clean-Up Disinfecting Bleach Cleaner	The Clorox Company Of Canada Ltd	Sodium Hypochlorite	Spray; Solution
02494663	Clorox Healthcare Spore Defense Cleaner Disinfectant	The Clorox Company Of Canada Ltd	Sodium Hypochlorite	Spray



## **Appendix 2. How to properly use and dispose of face masks. Source:**

<https://www.ecdc.europa.eu/en/seasonal-influenza/prevention-and-control/personal-protective-measures>

- (1) Face masks should be placed carefully over mouth and nose and tied securely.
  - (a) Secure ties or elastic bands at middle of head and neck.
  - (b) Fit flexible band to bridge of nose.
  - (c) Fit snug to face and below chin.
- (2) While being worn, avoid touching the face mask with your hands.
  - (a) Any time a used face mask is touched, e.g., when removing a face mask, hands need to be cleaned by means of washing with soap and water or with an alcohol-based hand sanitizer.
- (3) Replace face masks when they become damp/humid.
  - (a) After prolonged use, face masks may become damp/humid. At this point they should be replaced by a new or a clean, dry face mask.
- (4) To properly remove and dispose of a face mask:
  - (a) Assume that the front of the respirator or surgical mask is contaminated.
  - (b) Untie or break the bottom ties, followed by the top ties or elastic, and remove the respirator or mask by handling the ties only.
  - (c) Discard appropriately. Single-use face masks should be discarded after one use. Once removed, face masks should preferably be disposed of in a plastic bag, which should then be secured. This bag can be put in normal household rubbish.
- (5) After removing face mask:
  - (a) After removing a face mask, hands need to be cleaned by means of washing with soap and water or with an alcohol-based hand sanitizer.

## **Appendix 3. How to remove gloves.**

**Source:** [https://www.who.int/gpsc/5may/Glove\\_Use\\_Information\\_Leaflet.pdf](https://www.who.int/gpsc/5may/Glove_Use_Information_Leaflet.pdf)

1. Pinch one end of glove at wrist level and peel away from hand turning glove inside out.
2. Holding removed glove with gloved hand repeat removal process on second hand.

Discard the removed gloves.

## **Appendix 4. General Office Covid-19 Related Guidelines & Procedures.**

## GENERAL OFFICE COVID-19 RELATED GUIDELINES & PROCEDURES

- One person will be working in the general office (Rm 222)
- Office hours will be Monday to Fridays 8:30 am to 4:30 pm; closed from 12:00-1:00 pm for lunch
- For safety and security reasons, the office doors will remain locked at all times
- There will be hand sanitizer & wipes available at the reception counter
- We will wipe down any/all surfaces that come into contact with any one
- We encourage those who have PPE to wear when coming to the office and practice social distancing

### Deliveries/Shipments

- One person will be allowed to pick up the items – we will notify you when and where your order is ready for pick up
- Within 24 hours of pick up, please scan QR code or visit <https://www.surveymonkey.com/r/psdocs> to submit “packing slip/receipt” electronically or scan/email a copy to [PSOrders@umanitoba.ca](mailto:PSOrders@umanitoba.ca) **\*\*note: please separate each packing slip (based on order number) as these are attached to corresponding orders**



- Technicians that need to send packages must prepare the items ahead of time and dropped off in general office for pick up
- Email PS Orders to set up Sierra Courier with the following details:
  - Recipient Business Name
  - Receiver’s Name (if applicable)
  - Address (including City, Province, Postal Code)
  - Contact Number
  - Dimensions (in) & weight (lbs)
- Or you must pre-arrange for pick up by recipient if using their account (i.e. FedEx, Purolator, UPS)

### Printer room COVID-19 related guidelines

- Printer room door should be propped open during regular business hours
- Only one person is permitted in the printer room at a time
- The door leading to the office will be kept closed at all times
- Common use staplers and similar devices should not be utilised where possible (see instructions attached for staple/hole punching finishes)
- Frequently used surfaces (handles, key pad) should be sanitized with 70% isopropyl alcohol before and after every use; paper towels and alcohol spray bottle will be made available in the room

## Liquid Nitrogen COVID-19 guidelines

- Everyone encouraged/urged to wear PPE
- Users can get the cage key from the general office – we will wipe before/after each person
- Wipes will be made available at cage/general office – please wipe all surfaces touched and face shield
- Scan QR code posted at cage or visit <https://www.surveymonkey.com/r/lign2> for user to submit information normally recorded in binder



## Booking Technology during COVID-19

- Please email [PSOrders@umanitoba.ca](mailto:PSOrders@umanitoba.ca) to request booking – we are working on getting shared Outlook calendars set up and will update when available
- No carrying cases will be provided
- All technology/supplies will be wiped down before/after use by office
- When picking up, we will put technology on cart and leave by the door at pre-arranged pick up time
- Upon return, user will place technology back on cart in office
- One person at a time to pick up technology – practice safe distancing
- Wear PPE

## Booking Dept. Van during COVID-19

- Please email [PSOrders@umanitoba.ca](mailto:PSOrders@umanitoba.ca) to request booking – we are working on getting shared Outlook calendars set up and will update when available
- Key will be given by admin – wiped before/after pass off
- Wear PPE while using and in vehicle
- Wipe all surfaces touched
- Scan QR code or visit <https://www.surveymonkey.com/r/deptvan> to submit mileage details



## Booking Rooms during COVID-19

- Please email [PSOrders@umanitoba.ca](mailto:PSOrders@umanitoba.ca) to request booking – we are working on getting shared Outlook calendars set up and will update when available
- Wear PPE and practice social distancing

- We kindly ask for your assistance during this time and that door handles, chairs/tables and other supplies used are wiped down before/after each use – if you are unable to, please notify the Order Desk right away