COVID-19 STANDARD OPERATING PROCEDURES

This template is designed to help researchers create COVID-19 Standard Operating Procedures to augment their existing safety plans during the continued COVID-19 pandemic. All USU researchers must have a written plan in place and approved by their department head or other supervising unit by June 30, 2020. Please fill out each section of this SOP document. Example best practices have been provided for implementation where applicable. Details specific to mitigation of COVID-19 risk in your research environment must be included.

SPACE AND EQUIPMENT SAFETY

- Tape off workstation boundaries to maintain at least 6-foot distance between workers
- Assign workstations and associated tools/materials to only one user
- Erect physical barriers between workstations/areas where 6-foot distance cannot be maintained
- Provide closeable plastic totes for each worker to store their own equipment/materials
- Assign workers to disinfect each work area/equipment on at least a daily basis
- Avoid having multiple workers in poorly ventilated spaces
- Follow USU guidelines for vehicle occupancy
- Disinfect vehicles before and after use
- While in the field, use stakes and string to cordon off study areas.
PERSONAL HYGIENE AND PPE

- Post hand-washing reminders in the workspace
- Post signage prompting workers to wear face coverings
- Require all workers to wash hands on arrival, at beginning and end of breaks, and at the end of the shift
- Provide PPE at entry to the workspace
- Provide gloves for handling shared equipment and other high-contact zones
- Provide hand-washing supplies in the workspace
- Provide means for proper disposal of used PPE

TIME MANAGEMENT

- Use shifts to reduce the number of individuals in spaces and allow for social distancing (appropriate to performing the work safely)
- Schedule planned tasks for next workday in order to maximize safe use of space/equipment
- Designate an individual to manage and assign shifts and a process for checking and updating shift information
- Use a team-management app or online spreadsheet to ensure communication
- For field work, coordinate teams to arrive in separate vehicles and respect social distancing
- Schedule as few fieldworkers together as safety permits
WORKER HEALTH

Example best practices:
- PI or designee oversees COVID-19 SOP training and communication plan for coworkers
- Hold regular worker meetings remotely
- Hold in-person meetings with social distancing of at least 6 feet
- Post signage reminding people that those with even mild symptoms or potential exposure must stay home
- Require daily self-assessment symptom by all workers
- Require the wearing of face coverings when in shared or public spaces where social distancing is not possible.
- If a worker is infected and has been in the workspace, contact USU Risk Management for guidance on implementing a shut-down to deep clean the workspace and quarantine those who may have been exposed for a 14-day period.