

**JMU 2021 - Research and Scholarly Activities
Standard Operating Procedures (SOP): *On Campus***

This document is for faculty and staff interested in performing on-campus scholarly activity (laboratories, studios, workspaces, etc.) during 2021. This document is not required for faculty to conduct business and scholarly activities within their on-campus office. The underlying principle for this documentation is to demonstrate care for each other and the JMU community. The safest way to conduct your research and scholarly activity is to minimize time near others or in spaces occupied by others at JMU.

PRIOR to initiating scholarly work at JMU facilities, a signed and approved **JMU 2021 Research and Scholarly Activities Standard Operating Procedures (SOP): On Campus** document is required. Any person not adhering to this SOP may be subject to restrictive measures including the revocation of their approval to perform research or scholarly activities using JMU facilities and assets during 2021. All SOPs must be visibly displayed in the primary on-campus space(s) described in the SOP along with hard copy and electronic copies on file in the relevant departmental office.

Scholarly activities and access needs vary across the JMU campus. As such, academic unit heads (AUHs) and deans must approve all faculty requests for access and SOPs, considering the facilities, activities, and capabilities appropriate for the unit, college, and building. Although not requiring an SOP, office-related activities should be done in coordination and compliance with building-level safety precautions.

All non-essential JMU-employees not already listed on the SOP or non-JMU-employed visitors to on-campus scholarly spaces must be approved by the appropriate AUH prior to entry. Visitors must adhere to all requirements described in the approved SOP. Children under 18 are not currently approved to access or work in on-campus scholarly spaces.

The safety information below concerning daily best practices, social distancing, surface disinfection, and personal protective equipment is the most recent guidance as of December 16th, but for any updates, see <https://www.jmu.edu/news/2020/05/29-covid-return-guidelines.shtml>.

Daily Best Practices

- Everyone **MUST** complete a daily health screening using the LiveSafe App **BEFORE** coming to campus (<https://www.jmu.edu/news/2020/05/29-covid-return-guidelines.shtml#DailyHealth>).
- Take your temperature prior to leaving home. If you have a fever (100.4 or above), cough, difficulty breathing, or are otherwise feeling not well then stay home.
- Shower before coming to work and wear a fresh change of clothes.
- Upon entering the building, visit the nearest available sink (restroom, washroom, or laboratory for which you have designated access) to thoroughly wash your hands with soap and water for 20 seconds.
- Locate available hand sanitizer stations in and around the building. Use these stations to minimize possible contamination of yourself and the public surfaces you touch (door handles, elevator buttons, etc.)
- Avoid using the elevator, if possible.
- Continue to wear a *protective mask*, which includes a personal cloth mask, surgical mask, or face covering, while on-site in any shared space and social distance yourself from others. You may remove your protective mask (if you choose) in your office.
- Do not touch your face or protective mask. If you do, wash or sanitize your hands immediately.
- Sneeze or cough into your elbow or tissue; immediately place tissue in the trash. Maintain this habit even when wearing a protective mask.
- Before you leave the building, wash your hands with soap and water one last time for 20 seconds or apply hand sanitizer. After you leave the building, use hand sanitizer before touching car keys or car door handle.
- It is suggested that you immediately remove shoes when returning home and spray them with disinfectant. Any clothes worn outside the home should be immediately washed.

Do Not Come to Campus If You

- Have fever or respiratory symptoms, or have been in contact with anyone with these symptoms during the past 14 days; or
- Have tested positive for COVID-19 and have not yet been cleared to return to work by an authorized public health official.

NOTE: Individuals at increased health risk from COVID-19 due to underlying health conditions are discouraged from working on-site.

Social Distancing

- COVID-19 is readily transmitted from person-to-person when they are in each other's breathing zones.
- Maintain a minimum of six feet of distance between you and your coworkers. For example:
- Maintain a distance of six tiles where there are floors tiled with 12" square tiles.
- Hold out arms and step back until two feet separate your fingertips from others' outstretched fingertips.
- Mark a six-foot distance with tape on the floor in commonly used spaces.
- Ask those that are too close to step back – you have the right to calmly and politely ask that of anyone you encounter in your work. If you are asked to yield space, please comply.
- Implement a work schedule so that individuals can avoid using the same space or equipment at the same time as other individuals.
- Minimize time in JMU scholarly spaces; plan for efficient use of time and leave as soon as you are finished. Perform data entry, analysis, and other tasks at home whenever possible.

Surface Disinfection

- COVID-19 can survive up to 72 hours (3 days) on plastic and stainless-steel surfaces. From the first moment of viral contamination, the amount of the live virus on surfaces decreases significantly over these time periods.
- It is critical that every high-touch surface in the work area (drawer and cupboard handles, faucet and dispenser handles, and any other objects that were handled) be sanitized on a schedule that will minimize risk to others.
- Identify and mark surfaces for disinfection and put a disinfection schedule in place that should be posted in the on-campus space and initialed upon completion.
- Use a minimum 60% ethanol, isopropanol, or other disinfectant whose active ingredient can be found on the EPA N-list.

Personal Protective Equipment

Individuals performing on-campus scholarly activity must wear a protective mask (**REQUIRED**).

- Workers must wear a protective mask in common spaces.
- Fabric face coverings should be washed each day after use.
- Disposable masks that are not soiled or fluid saturated may be placed in a paper bag for 3 days to naturally decontaminate.

**Principal Investigator(s) Standard Operating Procedures Approval:
On Campus**

These SOPs will remain in effect until superseded by additional guidance or requirements by the university in response to changes in general COVID-19 status locally, regionally or nationally.

You must detail specific Standard Operating Procedures for your on-campus facility.

1) Please explain how the use of any shared spaces will be coordinated and clearly communicated with other users in advance of use:

Bioscience room 2035 contains a shared histology lab and the Light Microscopy and Imaging Facility as well as the personal lab spaces of Drs. Velayudhan and Vidal. This document provides a common SOP for all researchers using 2035 and has been prepared by Dr. Kubow (Director of Microscopy) with input from the faculty users. Individual faculty may establish additional SOPs for their lab group above and beyond this common SOP.

Coordination and communication between lab groups is discussed, below. Dr. Kubow will serve as the point-person for coordinating use of 2035. Lab PIs will communicate via email. Each PI will be responsible for disseminating this SOP information to their lab and ensuring compliance.

Materials will be provided to disinfect the microscopes, histology equipment, and computers. Individual labs should provide their own materials for disinfecting everything else.

Dr. Venugopal (SRI employee and JMU Affiliate) and one of her team members, Amanda Powell (SRI), will be permitted to use the cryostat, located at the end of Bay 3. Any additional co-workers/colleagues must be individually approved prior to access. Dr. Venugopal will coordinate usage (approximately one day per month) with the other users of the histology area as detailed in the next section. She must also coordinate her usage with Dr. Kubow so that someone can be available to let her access the Bioscience building.

2) In the table below, please list/describe any surfaces, equipment, or other items to be disinfected as part of the described activities. Please describe the disinfectant that will be used and the frequency of disinfection. For particular equipment, please list the room number or location.

Equipment	Product to be used	Frequency of disinfection
All touchpoints (light switches, doorknobs, faucet handles, refrigerator/freezer doors) and work surfaces touched with ungloved hands (e.g. desks) in shared spaces	JMU-supplied disinfectant	Prior to starting work and again at the completion of work; spot cleaning as needed
Electronics and instruments that are NOT microscopes (e.g. microtome computers)	70% ethanol. Do NOT spray the instrument directly; wet a paper towel and wipe; only wipe the areas that you touched	Prior to starting work and again at the completion of work; spot cleaning as needed
Microscopes	70% ethanol. Follow the posted microscope-specific protocols	Prior to starting work and again at the completion of work

3) If this SOP concerns a shared space and/or shared equipment, please also discuss social distancing, communication, cleaning, and occupancy scheduling with other users of that space and/or equipment.

General Policies

- All individuals must wear protective masks.
- All individuals must maintain at least 6-ft. separation from other people.
- Walk-ways must be kept clear.

Maximum capacities for each area of 2035 are identified in the graphic below. Usage will be coordinated semi-independently for each area of 2035. Users are only allowed to occupy their designated area, except for occasional excursions to the sinks, refrigerators/freezers, fume hood, color printer, and the exit. Inner room (2035A, B, and C) occupancies are ordinarily limited to one person per room, however if absolutely necessary, two people may be present, provided they maintain physical distancing. The occupants are encouraged to prop-open the door if their experiment allows. A third person may visit very briefly (< 15 min.) if permitted by the occupants and provided the door remains open.

- Rooms 2035A (confocal and Leica microscopes) and 2035B (Eclipse and Axioscope microscopes): Users must sign-up in advance using the Google calendar booking system. Users must check the complete microscopy facility calendar (<https://www.jmu.edu/microscopy/bookings/index.shtml>) to be sure that no one is booked for the other microscope in the room and that there are 30 min. unscheduled periods before and after their reservation. In summary, the room may be used by a maximum of two people and there must be at least 30 min. between consecutive uses.
- Room 2035C: Drs. Johnson and Vidal will coordinate usage (no other users admitted). The room may be used by a maximum of two people and there must be at least 30 min. between consecutive uses.
- Bays 3 and 4 (histology area): Users must sign-up in advance using the Google calendar booking system. Users must indicate which instruments they will be using so as to avoid double-booking the instruments and to ensure adequate spacing within each bay.
- Bay 2 (Vidal lab): The Vidal lab is responsible for this bay. No other users admitted.
- Bay 1 (Macroscopic and stereoscopic): Users must sign-up in advance using the Google calendar booking system.
- Bay 1 (image analysis workstations): These may be used for image/data analysis as long as the capacity of bay is not exceeded. The computers may NOT be used for routine tasks that can be completed on a personal computer (e.g. writing, email, homework). Use of the macroscopic and stereoscopic takes precedence over workstation use.

Special Microscope-specific Guidelines

- Microscope users may NOT enter 2035 until their reservation begins.
- All usage (even “quick checks” and use of the computer only) MUST be logged in the Google calendar.

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- You must exit the facility by the end of your booking. Plan your time so that you have enough time to complete the decontamination procedure (which should NOT occur during the 30 min. gap period between users).
- All changes to your booking (e.g. starting late, extending your time) should not interfere with other books and MUST be logged immediately on the Google calendar.

		Sink	Fume Hood
Entrance	2035C Vidal Lab Johnson Lab Max capacity: 2*	Bay 4: Velayudhan Lab and general lab space Max capacity: 3	Cryostat
	2035B Nikon Eclipse Zeiss Axioscope.A1 Max capacity: 2*	Bay 3: Histology and Cryostat Max capacity: 3	
	2035A Nikon Confocal Leica DM6b Max capacity: 2*	Bay 2: Vidal Lab Max capacity: 3	
	Sink	Bay 1: Macroscope, Semi Stereoscope, Analysis Workstations Max capacity: 3	
		2033↓	

*A third person may briefly (< 15 min.) visit an inner room when permitted by the current occupants. The door to the room must be propped open, the occupants must stay as far apart as possible.

4) If this SOP includes students, please discuss your student mentoring plan. This plan should detail the initial training and preparation for the student along with your continued frequent monitoring of student safety practices. **Note:** Please list the names of all students that will be involved in the described activities.

Individual PIs are responsible for training, preparing, and monitoring their students. Dr. Kubow will additionally provide microscope-specific training.