Lab Safety Seminar

Alphabet Soup

EH&S, IIPP, EAP, SOP, CHP, LSP, PI, SIT, PPE, SDS, CIS, CUPA, BUA, RUA, JSA (JHA)

Department of Viticulture and Enology

University of California, Davis

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General Laboratory Safety "Don'ts"

- *Don't* eat, drink, chew gum or apply cosmetics where chemicals, radiation, or biological hazards are used
- *Don't* store food in refrigerators or cold rooms with chemicals or other hazardous materials
- *Don't* leave equipment or reactions to run unattended
- *Don't* work alone in the lab after normal working hours without supervisor's approval

Don't leave a mess

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Safety Seminar Topics

Injury and Illness Prevention Plan (IIPP) **Department**

- Chemical Hygiene Plan (CHP) **UC Davis** Laboratory Safety Manual
- Lab Hazard Analysis, Standard Operating Procedures (SOP) **PI** (principle investigator)
- Training
  - Online UC Safety Training (UC Fundamentals of Laboratory Safety) **UCOP**
  - Site Specific Training Checklist (Site-Specific Safety Orientation & Training for New Laboratory Personnel) **PI** Chemical Inventory System (CIS) **PI**
- Safety Data Sheet (SDS) Global Harmonized System (GHS)
- Personal Protection Equipment (PPE) **PI**
- Emergency Action Plan (EAP) **Department**
- Hazardous Materials - Handling and Disposal: Lab Standard or Hazard Communication (HazCom) **PI** with **EH&S**

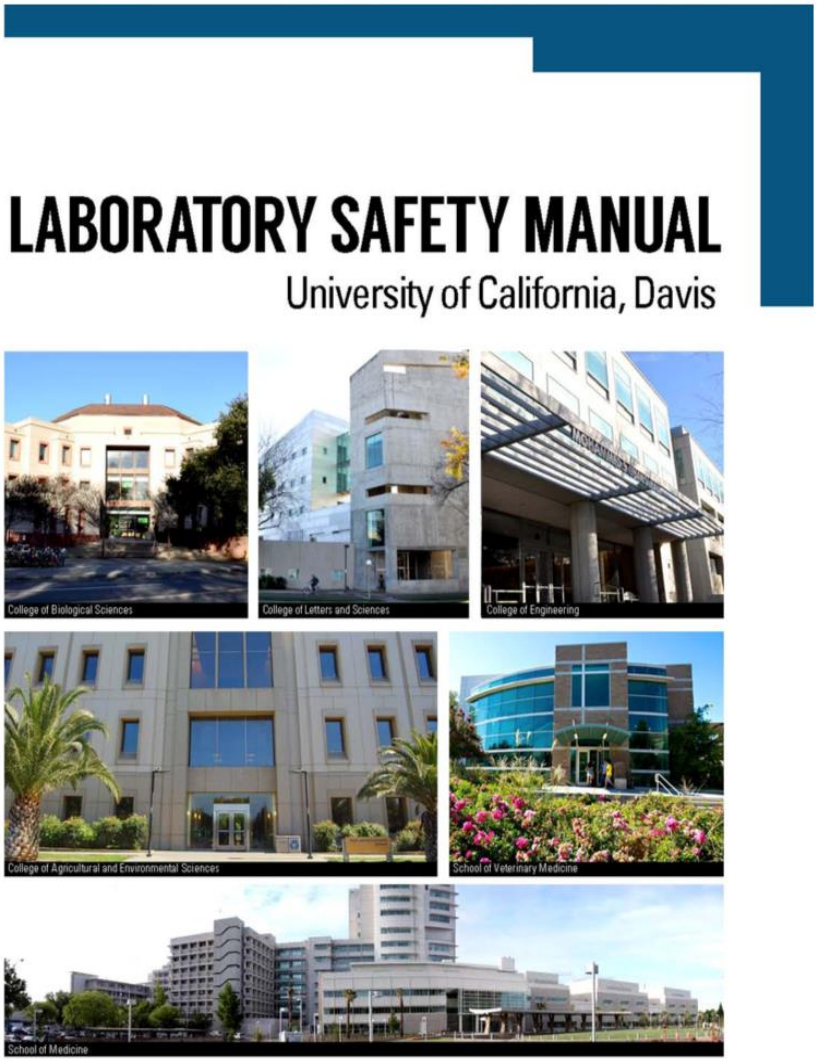
Safety Services Resources - http://safetyservices.ucdavis.edu/

Injury and Illness Prevention Plan (IIPP)

- Management commitment/assignment of responsibilities
- Safety communications system with employees
- System for assuring employee compliance with safe work practices
- Scheduled inspections/evaluation system
- Procedures for correcting unsafe/unhealthy conditions
- Safety and health training and instruction
- Recordkeeping and documentation
- Accident Investigation

ELEMENTS OF THE IIPP

Campus Chemical Hygiene Plan



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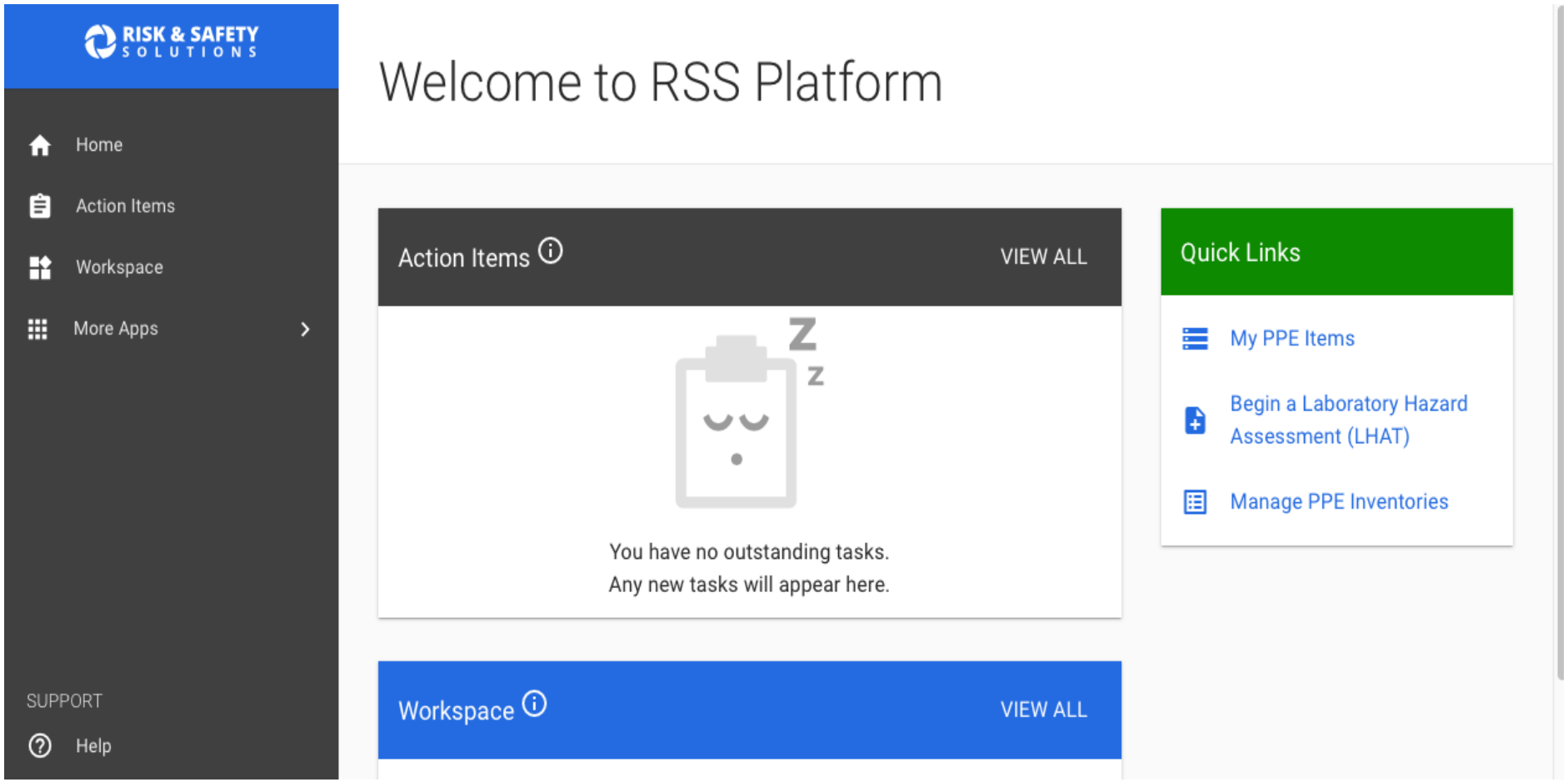
Chemical Hygiene Plan (CHP)

- Establishes a formal written program for managing the risks posed by health and safety hazards associated with the use of hazardous chemicals in laboratories
- The CHP describes the proper use, handling, storage and disposal practices and procedures to be followed
- Applies to employees who use chemicals in teaching and research laboratories at the UC Davis Campus
- Employer: Shall provide a workplace free from recognized hazards that may cause death or serious injury
- Employee: Shall comply with occupational safety and health standards, rules, regulations, and orders.

Chemical Hygiene Plan (CHP)

- Rights and Responsibilities (UC Office of the President and Board of Regents)
  - Campus Administration Policies and Procedures (Chancellor, Provost and Deans Offices)
  - Policy Specifics (Chemical and Laboratory Safety Committee)
  - PI Support and Enforcement (Department Chair)
  - **Site Specific Rules, Training, and Laboratory Safety Procedures (PI)**
  - Training, Standard Operating Procedures, Safety Data Sheets, Personal Protective Equipment (Personnel)
  - Information, Training Tools, Support, Inspections (EH&S)
  - Laboratory Safety Manual http://safetyservices.ucdavis.edu/article/laboratory-safety-manual

Online Tools ehs.ucop.edu/



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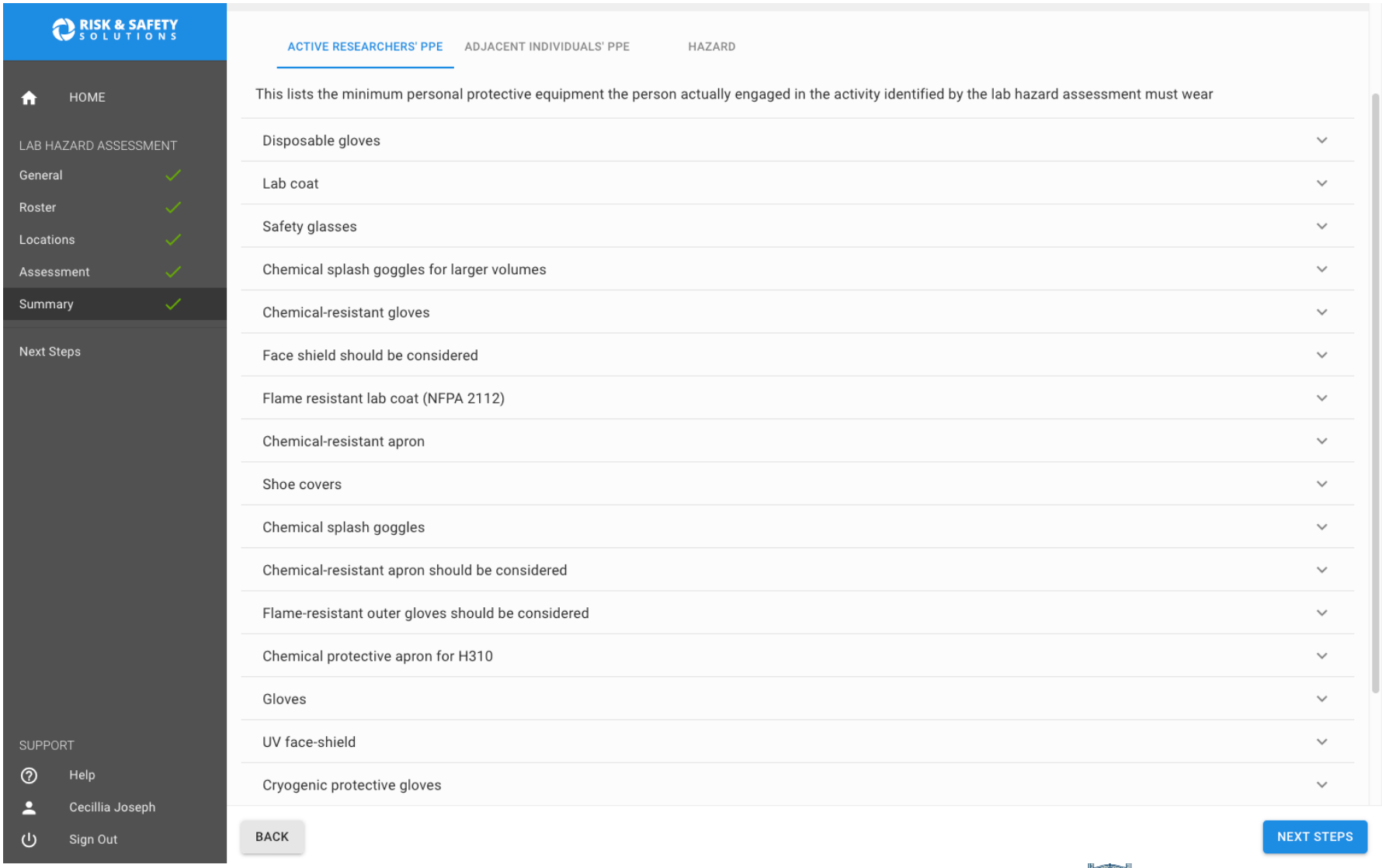
Hazard Analysis (LHAT)



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Laboratory Safety Training Check List

- ❑ Take the online UC Laboratory Safety Fundamentals
- ❑ Complete site specific training, sign and date
- ❑ Attend the Safety Seminar Fall Quarter
- ❑ Complete any additional training assigned by your supervisor (Training Matrix)
- ❑ Review LHAT and view PPE video
- ❑ Obtain Personal Protective Equipment (PPE) as determined by the LHAT
- ❑ Receive training on conducting “Standard Operating Procedure” lab functions or “Prior Approval” procedures (specific reactions & equipment)
- ❑ Read and understand the IIPP, Emergency Action Plan (EAP) and Chemical Hygiene Plan (CHP)

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UC Laboratory Safety Fundamentals

UC Laboratory Safety Fundamentals
This on-line course must be successfully completed by all existing laboratory personnel before any new worker is granted unescorted access to the laboratory

Introduction to the UC Laboratory Safety Fundamentals, chemical safety, and general safety. This course covers relevant campus Laboratory Safety Manual(s) and rights/responsibilities according to applicable regulations

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Site-Specific Safety Orientation & Training for New Laboratory Personnel

Revised - 10/2013

Prior to completing this site safety orientation and training, all laboratory personnel must have successfully completed the *UC Laboratory Safety Fundamentals* course. Completion of this training is required prior to personnel being granted unescorted access to the laboratory. This serves to satisfy components of the *University of California Policy - Laboratory Safety Training* and UC Davis policy *PPM290-56*.

I _____ confirm receipt of training on the listed topics on

(print name, trainee)

_____ from _____. All of my questions regarding

(date) (print name, trainer)

this material have been answered. Topics have been initialed, or marked with an "X" where not applicable.

_____ _____

(signature, trainee) (signature, trainer)

Initial	Topic	Action
	EMERGENCY PROCEDURES	
	Fire Alarm Pull Station:	Show location(s) and proper activation.
	Eye Wash / Safety Showers:	Show location(s) and proper operation.
	Chemical Spill Procedure	Show location of spill kit(s), SafetyNets *#13* and *#127* (if applicable), and describe procedures.
	First Aid Kits:	Location(s) and description of contents.
	Phone:	Location(s), detail dialing instructions, '911' dialing instructions, bomb threat card.
	Emergency Response Guide:	Location(s) of flipchart guide, discuss scenario actions
	Emergency Action Plan:	Review Emergency Action Plan. Demonstrate both paths to Emergency Assembly Area. Review evacuation procedures for disabled employees if applicable.
	Warn Me:	Enroll in UC Davis *Warn Me* emergency alert system, recommend registering cellular phone number.
	ENGINEERING CONTROLS	
	Chemical Fume Hood(s):	Demonstration of proper use, instruction on adjustable controls, flow sensor function, and training requirements.
	Biological Safety Cabinet(s):	Demonstration of proper use, instruction on adjustable controls and training requirements.

Site Specific Training

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UC DAVIS
SAFETY SERVICES

Safety Training Matrix for Laboratory Personnel

What? This document outlines the minimum medical & training requirements for personnel working in a research setting at UC Davis. Answer the questions below to determine which requirements apply to you. If you answer "Yes," the corresponding requirements apply. It is recommended that you complete the requirements in the numeric order listed below. Note, this matrix does not include site-specific training.

Who? Principal Investigators (PI), Lab Supervisors (LS), research personnel, graduate & undergraduate students in research laboratories as well as general staff working in laboratories and animal housing facilities.

Are you UC Davis faculty, staff, or a student who…		Complete this Medical or Training Requirement (see key below)																			
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Animal Care and Use **	will handle animal carcasses, animal tissue or will have access to a vivarium?	●																			
	will have direct contact with live vertebrate animals?	●	●																		
	is a PI, Faculty Sponsor or personnel listed on an IACUC Protocol (even if you don't handle animals)?		●																		
	will encounter noise hazard in workplace?																			●	
	will be working outdoors?																				●
Laboratory Safety	will use chemicals or work in a wet lab? (excluding PI's or LS's)			●																	
	will have access to controlled substances?			●	●																
	will handle campus-recognized carcinogens			●		●															
	will use pyrophorics, explosives or large quantities of flammables?			●			●														
	will use shop equipment?			●				●													
	will use a fume hood?			●					●												
	will use/wear PPE			●						●											
	will encounter noise hazard in workplace?																			●	
Biosafety ***	will work with any material that falls under the Cal OSHA Bloodborne Pathogen Standard?										●										
	will work with materials that are infectious or contain infectious agents (to plants, animals or humans)?										●										
	will work with recombinant DNA?										●										
Radiation Safety	will handle radioactive materials?			●								●									
	will work with lasers?												●								
	will work with x-ray producing equipment?													●							
CVS **	will work with mice?	●													●						
	will work with rats?	●														●					
	will work with a species other than mice or rats?	●															●				
	will perform a survival surgery procedure or a procedure requiring aseptic technique?	●																●			
	will enter or have access to an animal barrier facility?	●																	●		

** Check your IACUC Protocol for further details

Key	Requirements	Frequency	Contact
1	Medical History Questionnaire (MHQ) - eLearning	Once*	OHS
2	Animal Care and Use 101 - eLearning	3 Years	IACUC
3	UC Lab Safety Fundamentals – eLearning	3 Years	EH&S
4	Controlled Substances – eLearning	Once	EH&S
5	Carcinogen Training - lab/compound specific	Annual	PI/LS
6	Hands-On Fire Extinguisher Training	Voluntary	FP
7	Shop Safety Training – Contact EH&S	Voluntary	EH&S
8	Fume Hood Training – eLearning	Once	EH&S
9	PPE – Depending on what is used/worn - Six eLearning courses	Once	EH&S
10	See Biosafety webpage at http://safetyservices.ucdavis.edu/ps/bis	Depends on class	EH&S

Key	Requirements	Frequency	Contact
11	Laboratory Radiation Safety and/or Hydroprobe Safety	3 Years	EH&S
12	Laser Safety	3 Years	EH&S
13	Analytical and/or Diagnostic X-ray Producing Machine Safety	3 Years	EH&S
14	Mouse Handling	Voluntary	IACUC
15	Rat Handling	Voluntary	IACUC
16	Species Specific Training – Generally provided by lab	Once	IACUC/CVS
17	Aseptic Surgical Technique - eLearning	Once	IACUC
18	Zoonosis of Nonhuman Primates – eLearning	Once	CVS
19	Hearing Conservation (Required if noise hazard is present) - eLearning	Annual	EH&S
20	Heat Illness Prevention – eLearning	Annual	EH&S

* Needs to be updated if risk or health significantly changes

Training Matrix

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LMS Safety Training Classes and EH&S Safety Nets

- Research and Laboratory Safety
- General and Equipment Safety
- Ergonomics
- Biological Safety – BUA

Laboratory Chemical Use Check List

- ❑ Check lab chemical inventory before ordering a chemical
- ❑ Add each new chemicals to chemical inventory with barcode tag (ChemTag)
- ❑ Read Safety Data Sheet (SDS)
- ❑ Add to the Standard Operating Procedure (SOP) or create a new SOP if needed
- ❑ Use proper personal protection (long pants, sleeved shirt, closed-toe shoes, eye protection, lab coat, proper gloves, etc.)
- ❑ *Dispose of chemical waste in properly labeled and dated container

*WASTe online system, SafetyNet 8

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Chemical Inventory System (Chemicals)

Inventory ▾ | Keyword | Substructure

Search by cas #, name, formula, GHS or container barcode

Location ▾ | Tags ▾

Camphene
CAS: 79-92-5
Physical State: solid
GHS: H228 , H313 , H319 , H400 , H410
Containers: 1

2-Methoxy-4-vinylphenol
CAS: 7786-61-0
Physical State: liquid
GHS: H315 , H319 , H335
Containers: 1

Ammonium phosphate monobasic
CAS: 7722-76-1
Physical State: solid
GHS: H315 , H319 , H335
Containers: 1

TWEEN 20
CAS: 9005-64-5
Physical State: liquid (viscous liquid)
GHS: H316
Containers: 1

2-Nonanone

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SDS Information

- Identity of the chemical
- Hazardous nature of chemical (H-codes)
- Physical characteristic (e.g., boiling point)
- Fire and explosion information
- Reactivity data
- Health hazard data (e.g., health effects, symptoms)
- Personal protective equipment needed
- How to handle leaks, spills and disposal
- Special precautions

SAFETY DATA SHEET

Version 4.14
Revision Date 02/15/2017
Print Date 08/08/2019

1. PRODUCT AND COMPANY IDENTIFICATION

1.1 Product identifiers

Product name : Cycloheximide

Product Number : C7698
Brand : Sigma
Index-No. : 613-140-00-8

CAS-No. : 66-81-9

1.2 Relevant identified uses of the substance or mixture and uses advised against

Identified uses : Laboratory chemicals, Synthesis of substances

1.3 Details of the supplier of the safety data sheet

Company : Sigma-Aldrich
3050 Spruce Street
SAINT LOUIS MO 63103
USA

Telephone : +1 800-325-5832
Fax : +1 800-325-5052

1.4 Emergency telephone number

Emergency Phone # : +1-703-527-3887 (CHEMTREC)

2. HAZARDS IDENTIFICATION

2.1 Classification of the substance or mixture

GHS Classification in accordance with 29 CFR 1910 (OSHA HCS)
Acute toxicity, Oral (Category 2), H300
Germ cell mutagenicity (Category 2), H341
Reproductive toxicity (Category 1B), H360
Acute aquatic toxicity (Category 2), H401
Chronic aquatic toxicity (Category 2), H411

For the full text of the H-Statements mentioned in this Section, see Section 16.

2.2 GHS Label elements, including precautionary statements

Pictogram

Signal word Danger

Hazard statement(s)
H300 Fatal if swallowed.
H341 Suspected of causing genetic defects.
H360 May damage fertility or the unborn child.
H411 Toxic to aquatic life with long lasting effects.

Precautionary statement(s)
P201 Obtain special instructions before use.
P202 Do not handle until all safety precautions have been read and understood.
P264 Wash skin thoroughly after handling.

SDS Information

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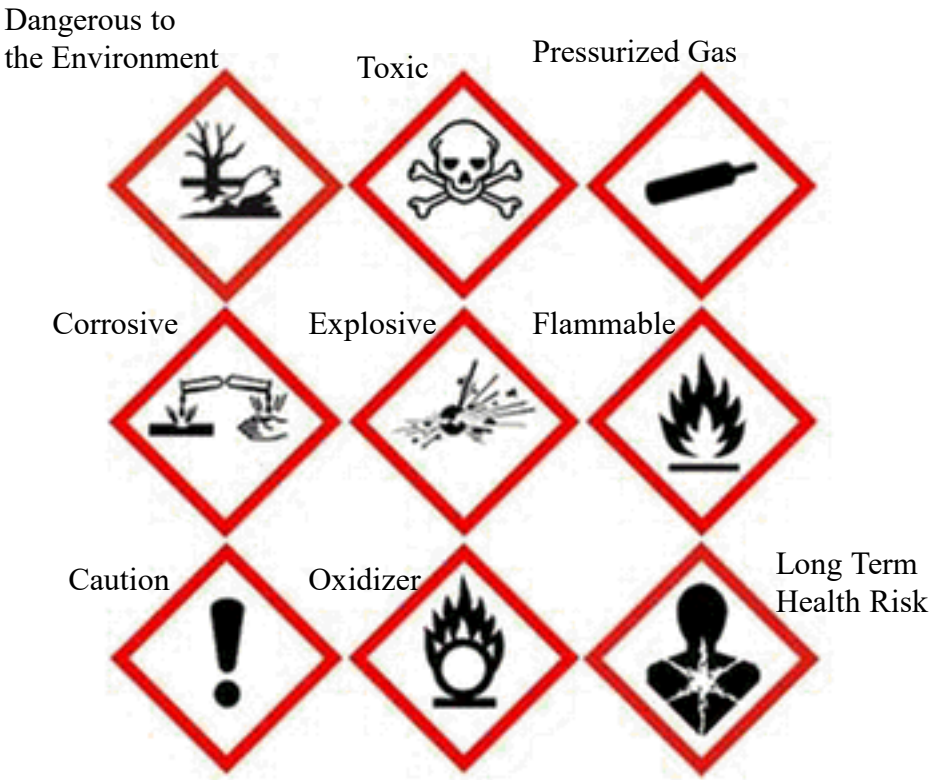
The Globally Harmonized System of Classification and Labeling of Chemicals
(GHS)

- Signal word – either **DANGER** or **WARNING**
- Precautionary statement indicating product handling to minimize risks to the user
- H200 Physical Hazard
- H300 Health Hazard
- H400 Environmental Hazard
- The lower the number within the category the higher the hazard i.e. H300 is more hazardous than H304

Hazard Symbols

Old Hazard Symbols



New Hazard Symbols

Hazardous Material Control Systems

- Chemical Fume Hoods
- Glove Boxes
- Flammable Liquid Storage Cabinets
- Biological Safety Cabinets
- Chemical Spill Clean-up Kit
- Other Engineering Controls

Standard Operating Procedure

- Document the laboratory-specific procedures for the safe handling, storage and disposal of hazardous chemicals
  - Principal Investigators and laboratory supervisors are responsible for establishing SOPs relevant to health and safety for laboratory activities involving hazardous chemicals under their direction

- Cal/OSHA requires standard operating procedures (SOPs) be established for work with hazardous chemicals
  - Stated in the 8 CCR § 5191 (Occupational Exposure to Hazardous Chemicals in Laboratories, "Laboratory Standard") under the provisions of the Chemical Hygiene Plan

Elements of an SOP

- Establish a designated work and storage area
- Determine engineering controls, i.e. fume hood
- Determine proper personal protective equipment
- Establish procedures for waste removal
- Set up decontamination procedures

Hazard Class SOP

- Acutely Toxic Chemicals
- Carcinogens
- Corrosives
- Cryogens
- Flammable solids and liquids
- Reproductive Toxins
- Working alone
- Water reactives
- Potentially Explosive Compounds

Templates available on Safety Services website

Personal Safety

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NO PANTS, NO SHOES
NO SCIENCE

FOR MORE INFORMATION CONTACT ENVIRONMENTAL HEALTH AND SAFETY AT (806) 742-3876

WWW.EHS.TTU.EDU | WWW.SAFETY.TTU.EDU

SAFETY@TTU

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Personal Protective Equipment (PPE)

- Eye Protection
  - Safety Glasses, Safety Goggles, Face Shields
- Gloves
  - Nitrile, Chemical-handling, High-temp. Lo-temp.
- Other Protective Clothing
  - Lab Coats, Aprons, etc.
- Respiratory Protection
  - Dust and Mist Respirators
- Other
  - e.g., Hearing Protection

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PPE Etiquette

- Do not wear soiled or contaminated lab coats in shared spaces
  - Wear clean lab coats for use in autoclave rooms
- Do not eat or drink in lab coats
- Transport items in clean secondary containers and do not use gloves in hallways.
  - If transporting large amounts of liquids (1 L or more) use a clean cart to transport items (still must be stored in clean secondary containers)
- Remove gloves before putting on or taking off lab coat.
- Do not touch face, phones or any exposed body part with gloves
- Wash hands after removing lab coat

Safety Services

http://safetyservices.ucdavis.edu/

Campus emergency notification system

Aggie Guardian - personal safety mobile

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Emergency Action Plan (EAP)

The program must be in writing and include the following elements:

- Emergency escape procedures and emergency escape route assignments
- Procedures to account for all employees after an emergency evacuation
- The preferred means of reporting fires and other emergencies
- Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan
- A system to notify employees of an emergency
- Procedures for employees who remain to complete critical operations before they evacuate
- Rescue and medical duties for those employees who are to perform them
- Training for all employees on the EAP
- The written plan must be kept in the workplace and available for employee review

Emergency Action Plan
Know the locations of:

- All exits for your workplace and the building
- Alarm pull boxes and fire extinguishers
- Nearest phone
- Safety showers and eyewashes
- First-aid kits
- Chemical spill kits

Evacuation Plan - RMI South - 2nd Floor

Fire Extinguisher

Fire Alarm Box

Exit

You Are Here

Exit Hall

Exit Stairs

Fire Alarm:
-Sound: Horns
-Visual: Strobe

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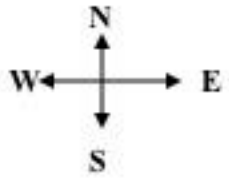


EMERGENCY EVACUATION MAP

Old Davis Road

RMI Sensory

RMI North

RMI South

BVTF

Hilgard

Walkway

DEPT. OF VIT. & ENOLOGY MEETING AREA

Entrance/Exit

Parking Garage

DEPARTMENT OF FOOD SCIENCE & TECHNOLOGY MEETING AREA

Procedures in Case of Fire

- If fire is small you may attempt to neutralize the threat without endangering yourself
- If you are unsure - Leave the area, being sure others are out
- CLOSE THE DOOR!
- ACTIVATE THE NEAREST BUILDING FIRE ALARM
- DIAL 911 (or 530-752-1230)
- STAY AWAY FROM AREA AND CLOSE THE DOOR!
- Go to agreed meeting place
- Stand by to advise the emergency personnel when they arrive

Procedures in Case of Earthquake

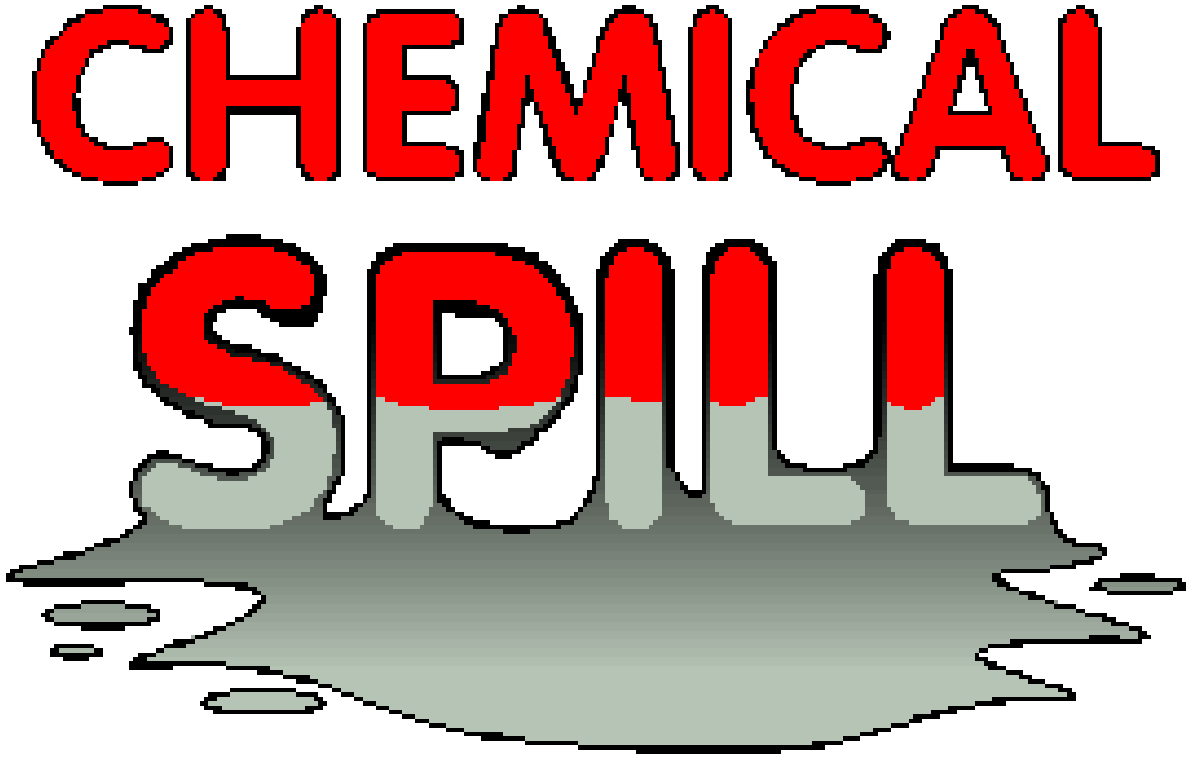
- Get under a desk, table, archway, etc. during the shaking
- Leave the building after the shaking is over
- If outside during shaking, stay clear of buildings, trees, etc.
- DIAL 911 (or 530-752-1230) to report any fires, ruptured pipes or downed electric lines
- Assist injured persons in securing medical attention
- Go to agreed meeting place
- Stand by to advise emergency personnel when they arrive

Contributors to accidents

- Rushing, Frustration, Fatigue, Complacency

Leads to Errors:

- Eyes not on task
- Mind not on task
- Line-of-fire
- Balance/Traction/Grip



Procedures in Case of Chemical Spill

- 1 pint or more or when in doubt, call UC Davis Fire Department (911)
- Evacuate the room, close the door, and wait for emergency personnel
- Flammable? Turn off all ignition sources before securing the room
- In case of chemical contact with skin or eyes, flood the affected area immediately with water; Seek medical assistance
- All contaminated clothing must be removed immediately
- Small spills (1 pint or less) may be cleaned up by laboratory personnel with a spill kit
  - Acids and bases should be absorbed and neutralized
  - Flammable liquids may be absorbed
  - DO NOT attempt to blot cryogenic liquid spills with unprotected hands, allow the liquid to evaporate
  - Solid spills are not usually emergencies. If the material spilled is toxic, use dampened cloths or paper towels to transfer it to plastic bags and disposed of as hazardous waste.

Safety Shower and Eyewash Procedure

- If someone is contaminated with hazardous chemical
- Remove contaminated clothing if possible
- Rinse in emergency shower 15 minutes
- If eyes are involved, rinse eyes in the eye wash for 15 minutes holding eye(s) open
- Call 911 or (530)752-1230 or go to the hospital emergency room

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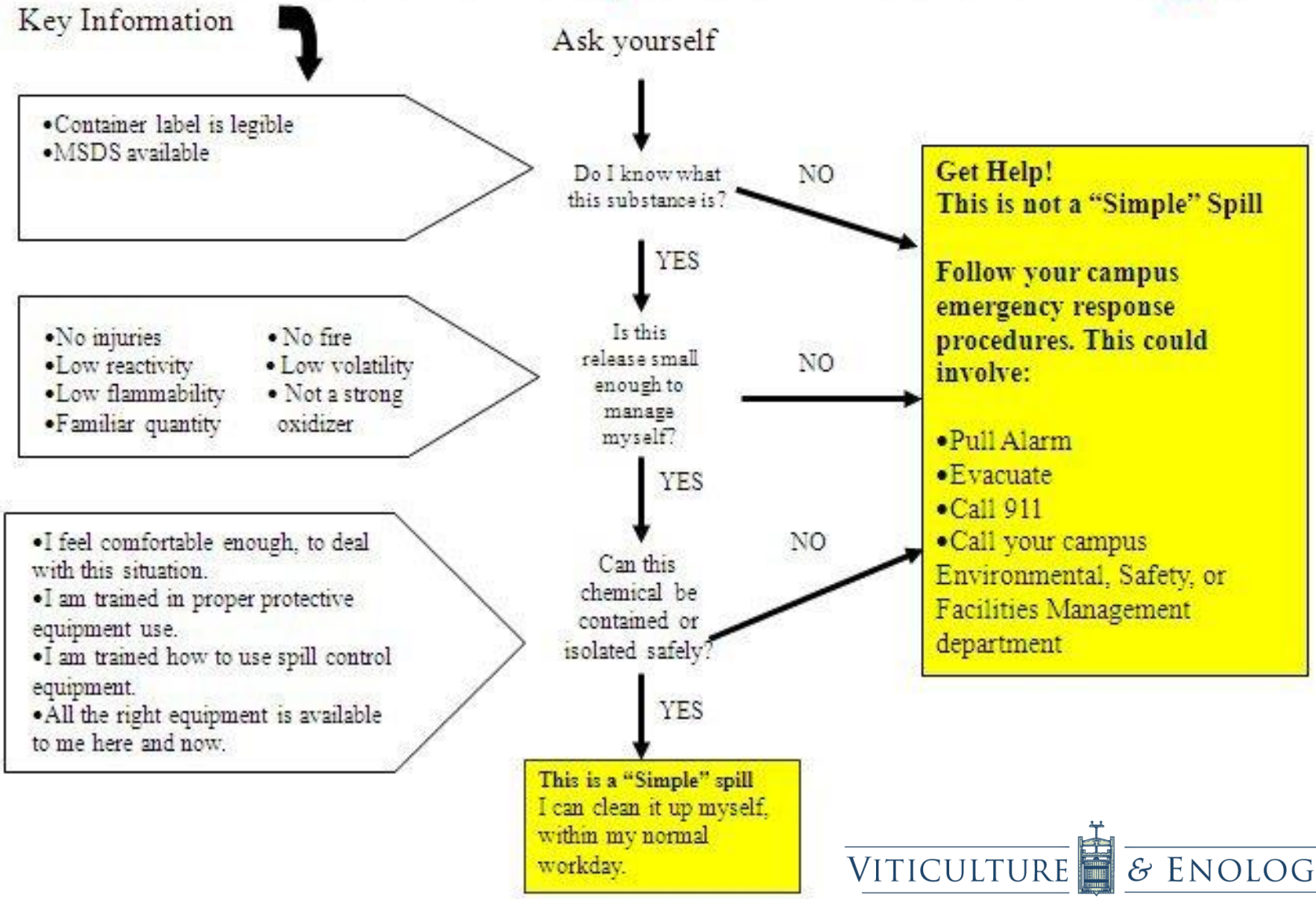
Chemical Incident Response – Decision Logic



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Spill Kit

Guidelines for Chemical Spill Control
SafetyNet #13:General Steps To Follow

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Steps for Clean Up

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Reporting a “Near Miss”

Report a “Near Miss” to Safety Services

- **Report an Incident or Concern**
- All faculty members, staff, students and visitors at UC Davis can participate in making the campus a safe place to work, study, and live by identifying health and/or safety hazards or unsafe conditions by informing those responsible for the problem area.
- **Employees are advised that use of this form or other reports of unsafe conditions or practices are protected by law. It would be illegal for the employer to take any action against an employee in reprisal for exercising rights to participate in communications involving safety.**

Definition of Hazardous Waste

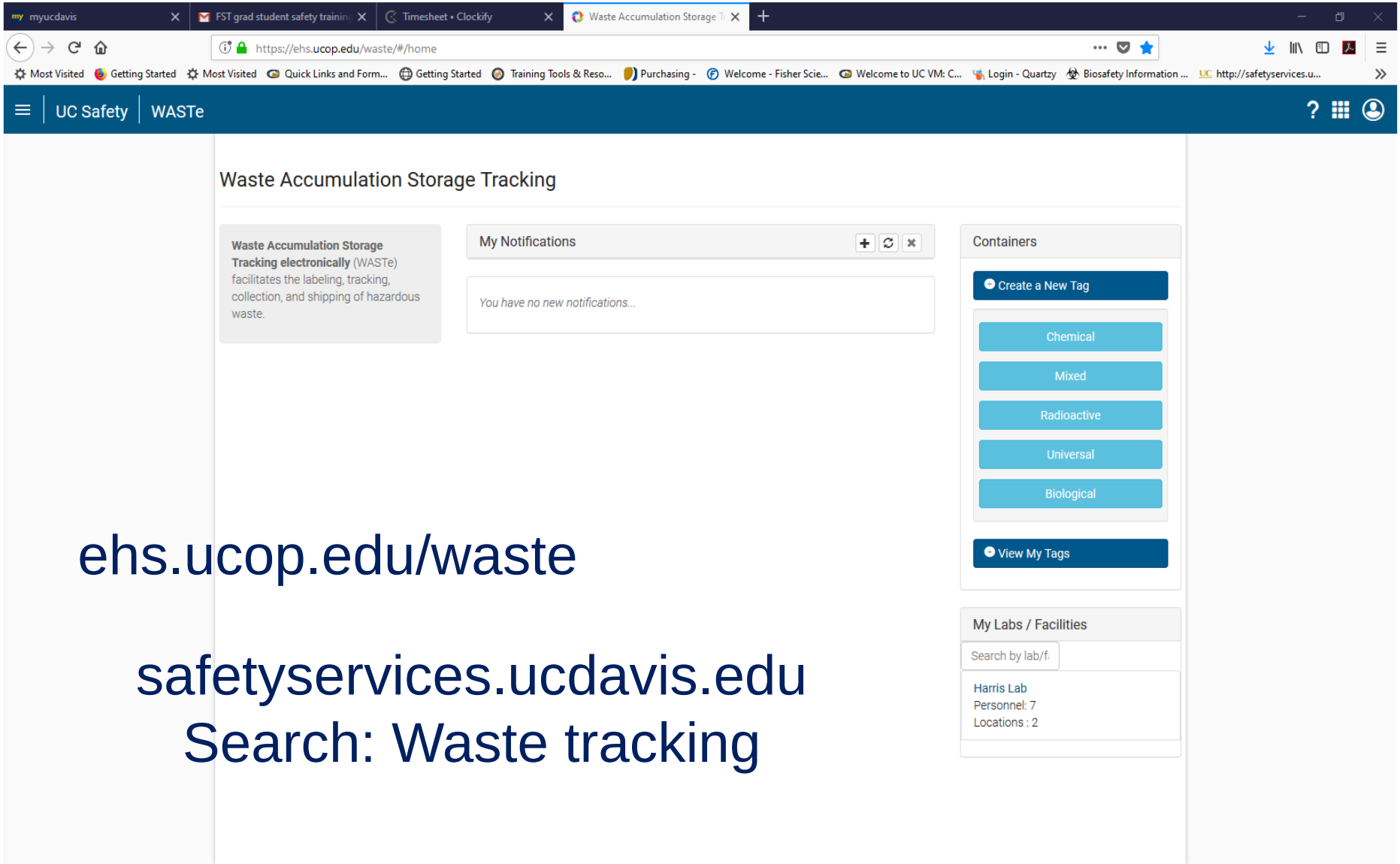
- Toxic
  - Any substance which may be harmful to the environment or hazardous to your health if inhaled, ingested or absorbed through the skin.
  - Includes acute toxins, carcinogens, other chronic toxins with bio-accumulative properties or persistence in environment
- Reactive
  - Substances that can produce toxic gases, are explosive, react violently with water, or contain cyanide or sulfide
  - Includes explosives, oxidizers, reducers, water sensitive, acid sensitive, air sensitive and unstable chemicals
- Flammable
  - Flash point < 140 ° F (60 ° C)
  - Capable of causing fire through friction, moisture or reactivity
  - Includes oxidizers and flammable compressed gases
- Corrosive
  - pH ≤ 2 or pH ≥ 12.5
  - Corrosive to tissue or metals

Guidelines for Disposal of Chemical Waste

- **SafetyNet #: 8**
- **WASTe** program required
  - All hazardous material and hazardous chemical waste must be picked up by Environmental Health and Safety (EH&S) or an EH&S-approved contractor.
- **Drain Disposal**
  - Drain disposal of non-hazardous materials is strictly regulated. See Safety Net #6 “Can This Go Down the Drain?” for more information on the Local Limits Program.

Hazardous Waste Disposal

- Reduce volume of source and minimize generation of waste
- Designate a lab location in which to store hazardous waste for disposal
- Use "Hazardous Waste" label supplied by WASTe
- Use screw-capped leak-proof container for liquids
- Keep bottled liquid waste in secondary container (e.g., lab tray)
- Segregate waste by hazard class (Stanford segregation guide)
- Arrange for pickup within 9 months* of initial label date
  - *90 days required for some hazardous chemicals*
- Triple-rinse empty containers before disposal in trash
  - Some empty containers may require pick up by EH&S
- Dispose of syringes, glass pipettes and other sharps material in specially-designed rigid container



ehs.ucop.edu/waste

safetyservices.ucdavis.edu
Search: Waste tracking

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STANFORD COMPATIBLE STORAGE GROUP GUIDE

Effective segregation in chemical storage reduces the risk of dangerous chemical reactions.
This guide must be used in conjunction with information from the manufacturer's safety data sheets and chemical-specific expert knowledge.
This storage group system is intended to be used in research settings to store laboratory-scale quantities of chemicals.

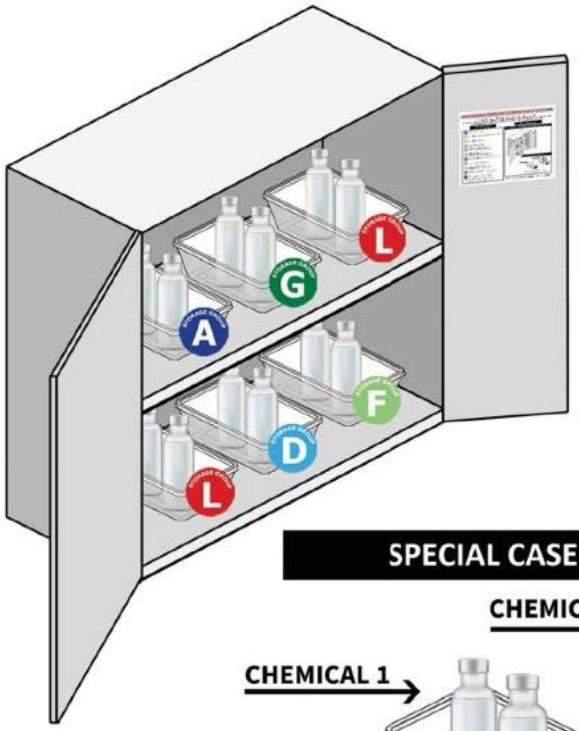
What to Segregate

- **A** — Compatible Organic Bases
- **B** — Compatible Pyrophoric & Water-Reactive Materials*
- **C** — Compatible Inorganic Bases
- **D** — Compatible Organic Acids
- **E** — Compatible Oxidizers & Peroxides (not including Strong, Oxidizing Acids)*
- **F** — Compatible Inorganic Acids (not including Oxidizers or Combustibles)
- **G** — Not Intrinsically Reactive, Flammable, or Combustible
- **I** — Compatible Strong, Oxidizing Acids
- **K** — Compatible Stable Explosives (not including Oxidizing Explosives)*
- **L** — Flammables, Combustibles, & Organic Solvents
- **X** — Incompatible with ALL Other Chemicals (including other chemicals within X)*

* These materials are likely to require special handling & storage conditions. Use extreme caution.

How to Segregate

USE SEPARATE SECONDARY CONTAINERS FOR EACH GROUP



SPECIAL CASE FOR GROUP X

NOTE: Different chemicals within Storage Group X must be segregated from each other.

Questions? Contact the EH&S Lab Safety Program at 723-0448
Use ChemTracker to find a chemical's Storage Group - stanford.chemtracker.org

Most Frequently Violated Safety Rules

- **Hazardous wastes** must be properly managed
- Labeling hazardous solutions
  - The full contents **spelled out in English not chemical formulas**
  - Initials of researcher and date of preparation
- Lab workers must wear protective clothing, minimum closed-toe and heel shoes and long pants or skirt
- Work with acids, bases, solvents, powders, pressure or vacuum requires lab coat or apron and eye protection
- Lab workers must be trained on all safety equipment and standard operating procedures (SOP)
- Labs must be "clean" and "without clutter" and **no food or drink** allowed

COVID specific training

- Campus required training
  - Found here: https://campusready.ucdavis.edu/training
- Performing essential research during COVID-19
  - Found here: https://www.bftv.ucdavis.edu/functional-area/safety-information
  - Department specific for laboratory workers
- Lab specific COVID-19 training
  - SOP specific to individual labs for COVID-19 practices
  - Face Coverings Guidance Document
  - Public Spaces SOP
  - Employee checklist
- Daily Symptom Survey
  - Must be filled out fresh each day an individual is on campus
  - Submitted to supervisor or PI
- Flu Vaccine
  - Must be received prior to November 1, 2020

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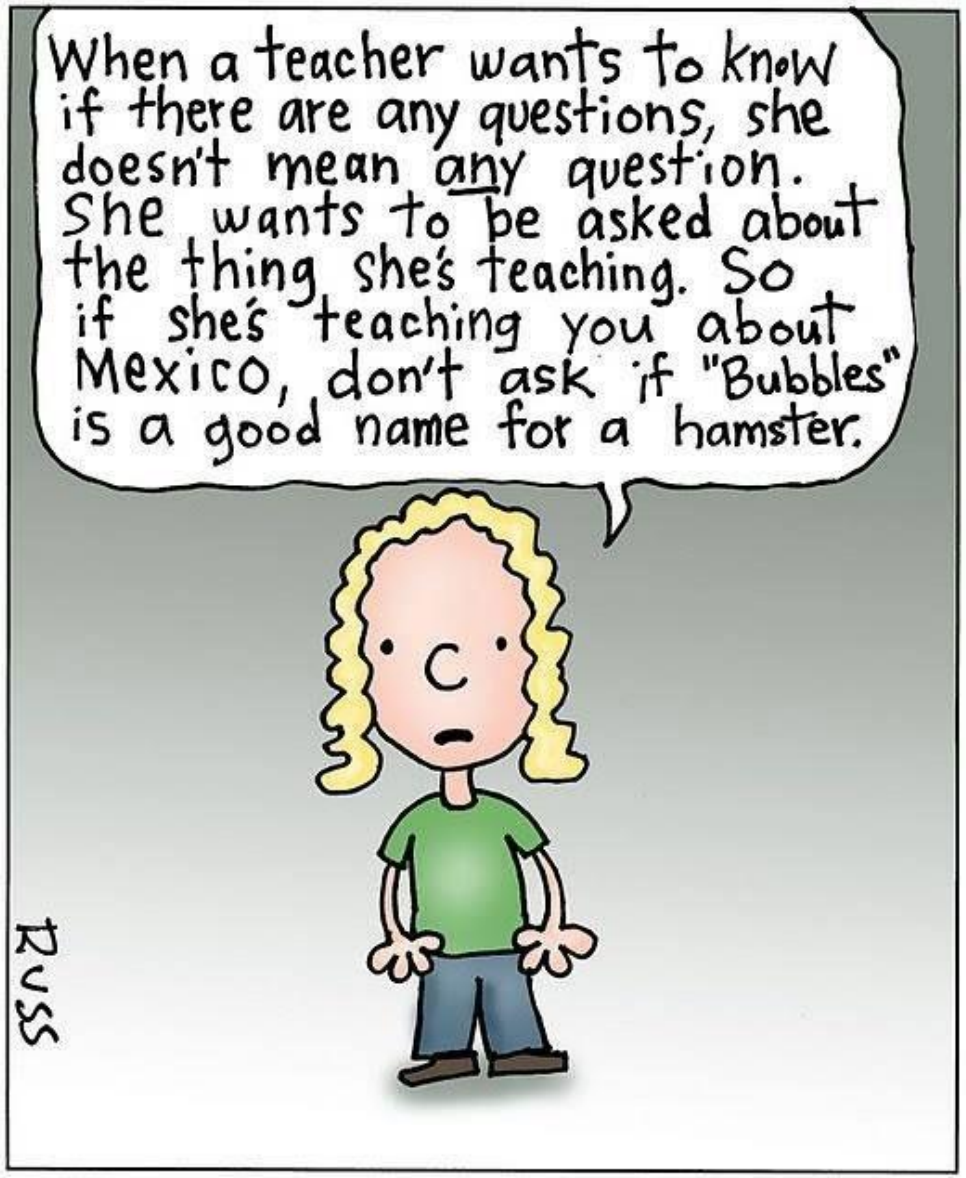

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