

NOTE: Before using and then relying on this DRAFT Example, please be sure to double-check proposed protocols and guidelines against:

- State Stay at Home Orders (and, possibly county restrictions)
- Centers for Disease Control and Prevention (CDC) Guidance related to COVID-19
<https://www.cdc.gov/coronavirus/2019-ncov/communication/guidance-list.html?Sort=Date%3A%3Adesc>
- Equal Employment Opportunity Commission (EEOC) and Department of Labor Guidance related to COVID-19
https://www.eeoc.gov/eeoc/newsroom/wysk/wysk_ada_rehabilitaion_act_coronavirus.cfm
<https://www.dol.gov/coronavirus>
- PPE requirements/recommendations may vary based on location for office spaces
- Testing requirements/recommendations may vary based on availability and changing government guidelines

Further, this document is offered as an example document, and any individual company's documents should be tailored to the specific mission, personnel, locations and idiosyncrasies of the company's operations. The elements of this example document should in no way be misconstrued as a standard for the industry, or a work place standard that must be considered. The elements of this example document are intended solely as options, and as possible ideas that may be relevant to a company's lab, clinical, manufacturing or office operations.

COVID-19 (SARS-CoV-2) Safety and Social Distancing Protocol and Guidelines

Note: This Protocol applies to all COMPANY Employees in ALL LOCATIONS although many of these items are specific for our laboratory and technical operations workers.

PLEASE NOTE YOU WILL BE ASKED TO ACKNOWLEDGE THIS DOCUMENT ON _____ . BY DOING SO, YOU ARE NOT ONLY ACKNOWLEDGING THAT YOU HAVE READ AND UNDERSTAND THIS DOCUMENT, BUT ALSO THAT YOU AGREE TO ABIDE BY ALL OF ITS TERMS. FOR ANYONE PHYSICALLY AT ANY OF THE OFFICES ON OR AFTER MARCH 17, 2020, YOU FURTHER AGREE THAT YOU WILL INFORM EITHER YOUR MANAGER OR HR PERSONNEL IF YOU TEST POSITIVE FOR THE COVID-19 VIRUS.

COVID-19 (SARS-CoV-2) Safety Guidelines

General Principles:

1. **Working at home:** All work that can feasibly be completed at home should be. Only physically come to work for work that cannot be successfully accomplished at home.
2. **Social Distancing:** All employees are instructed to maintain at least six feet distance from each other and any third parties, except employees may momentarily come closer when necessary to deliver goods or services, or as otherwise necessary. Employees who need to sneeze or cough should use a cloth or tissue or, if not available, into their elbow. There shall be no shaking hands or engaging in any unnecessary physical contact with any other individuals at the work site.
3. **Additional Guidance:** Attached to this document and posted at all public entrances to ALL LOCATIONS is additional social distancing information required by [e.g. Bay Area] counties.

Travel:

4. **Corporate Certificate of Compliance:** It is mandatory to have a COMPANY Certificate of Compliance completed and signed off by relevant Executive Team Member prior to traveling to the COMPANY facilities. Employees should carry the certificate with them or have a picture of it on their phone. Employees with a business card should also carry it with them while travelling.
5. **Transport arrangements:** Travel to work by public transport is strongly discouraged, including Ubers and taxis. Where necessary, car-pooling is allowed up to a maximum of 2 employees per car, unless specific permission has been obtained from your manager. The passenger should sit in the back of the car. Any employees with travel-related issues should discuss with their manager. COMPANY will pay for car rental where necessary. Masks should be worn while traveling and safety distances maintained.

Exclusion from site access:

6. **Pre-existing conditions or circumstances:** We strongly encourage all employees to consider if they are at high risk of severe illness or living with individuals who are at high risk of severe illness. Employees who self-identify as being at higher risk are encouraged to practice an abundance of caution and to consider working from home. You should work with your manager to develop the appropriate plan for you. If you live with a high-risk individual/s, then please consult manager for guidance. If you need further clarification about people more at risk, please refer to the CDC's website at: <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>.

High risk conditions (as defined by CDC) include:

- People aged 65 years and older
- People who live in a nursing home or long-term care facility
- Other high-risk conditions could include:
 - People with **chronic lung disease** or **moderate to severe asthma**
 - People who have **serious heart conditions**
 - People who are **immunocompromised including cancer treatment**
 - People of any age with **severe obesity** (body mass index [BMI] >40) or certain underlying medical conditions, particularly if not well controlled, such as those with **diabetes, renal failure, or liver disease** might also be at risk
- People who are **pregnant** should be monitored since they are known to be at risk with severe viral illness, however, to date data on COVID-19 has not shown increased risk
- Many conditions can cause a person to be **immunocompromised**, including cancer treatment, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications

7. **Known or potential COVID-19 infection:** Any employee with one or more measurements of a temperature $\geq 100.4^{\circ}\text{F}$ (in the absence of fever reducing drugs such as paracetamol/acetaminophen) and/or with symptoms of cough or difficulty breathing, should inform their manager and stay home.

8. **Known contacts with COVID-19 positive or high-risk individuals:** Any employee who has had recent contact with an individual known to have tested positive for coronavirus, or any employee that has been exposed to a recent high-risk situation, such as national or international airline travel or who has had contact with an individual from a high-risk area, should inform their manager and stay at home.

Site access:

9. **Safety Training:** All employees should complete any relevant safety training, including reading the information in these guidelines, prior to coming into work for the first time.
10. **Daily home temperature testing and symptom check:** All employees that plan to work onsite must assess for potential signs and symptoms of coronavirus daily prior to coming to work. Before entering their work areas, each employee must email his or her manager to confirm that the physical signs and symptoms assessment has been performed and that it is appropriate for that employee to work at the COMPANY facilities. This assessment must at a minimum include:

- a. Check their temperature. Any employee with a temperature $\geq 100.4^{\circ}\text{F}$ (in the absence of fever reducing drugs) should not go into work and should inform their manager. If you do not have a thermometer at home, please inform your manager. Once these are in place, employees that do not have a home thermometer should test themselves on arrival and go home if their temperature is $\geq 100.4^{\circ}\text{F}$. As of now COMPANY does not have available thermometers onsite, so employees that do not have a thermometer at home should not return to work.
 - b. Assess for presence of cough or shortness of breath
 - c. Assess for any other new or unexplained physical symptoms of illness (including flu-like symptoms) , check in with your healthcare provider and/or <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
11. **Non-lab workers requiring onsite access who are not scheduled to do so:** Such individuals are discouraged from working onsite unless necessary. If access is required for any reason, employees should obtain permission from their manager and appropriate Executive Team Member and follow all designated guideline procedures.
 12. **Managers:** May not work onsite unless necessary and if authorized by their manager. All reasonable attempts should be made to limit the number of managers onsite at any time.
 13. **Masks:** All laboratory and technical operations employees will be issued with a surgical mask prior to commencing onsite work. Masks should be re-used for as long as possible. Each employee should keep their mask in a safe place at work. Only masks provided by COMPANY should be used in the lab.
 14. **Desk map:** Each worker will be assigned a desk for the duration of the policy period. Any enquiries to be directed to Chris Holman. Please ensure that you have received a copy of the desk map from your manager before going to work.
 15. **Entrance to work:** Please aim to use the entrance closest to your workspace and use the same portal for exiting the building.
 16. **Staff should not work in the facility alone.** All employees should email their managers on arrival and on departure from the laboratory. Managers should keep track of this.
 17. **Manager checklist:** Managers must perform the following actions for each of their team members that plan to go back to work onsite:
 - a. Send them a COMPANY Certificate of Compliance
 - b. Send them the latest copy of these guidelines and confirm that they have read them
 - c. Send them the mask fitting and storage protocol
 - d. Send them the desk map updated to show where they are sitting
 - e. Ensure that they send you an email every day when they arrive onsite and that in the email they confirm that their temperature is below 100.4°F and that they do not have any symptoms or signs suggestive of coronavirus
 - f. Maintain a spreadsheet (template will be provided) detailing the daily temperature and symptoms status of each of their reports and that the appropriate materials listed above have been sent out and read by each employee.

Onsite safety procedures:

18. **Handwashing:** To be performed at regular intervals using soap and water and/or hand sanitizers and must be performed before and after entering communal spaces.
19. **Masks and respirators:** Use is mandatory when moving around communal areas. Masks will be distributed from the lab supplies stock room in Suite A. See point 9. above for details.
20. **High touch surfaces:** Where possible gloves should be used to touch door handles and other high touch communal surfaces. Hands should be washed with soap and water or with disinfectant before and after touching high touch surfaces. If gloves are not used, a paper towel should be used and immediately discarded.
21. **Food:** Employees should only eat food that they have brought in themselves or the pre-packaged food that is provided. **Do not store any food from home in communal areas and do not bring mugs or re-usable service items from home except for those you may keep at your desk.** Communal food such as bread and peanut butter should not be used. Food should be eaten in isolation rather than in communal areas. Disposable utensils only should be used and paper cups.
22. **Bathroom use:** Where possible employees should aim to use the bathroom facilities one at a time.
23. **Meetings:** Face-to-face meetings should only be convened if they are business critical. Meeting attendee numbers should be kept to ≤ 2 . Social distancing rules should be enforced in all meeting rooms.
24. **Cleaning of the facility:** Will be ongoing. High touch surfaces will be cleaned three times per day and once at night as a minimum.
25. **Labcoats:** Must be worn when in the lab, but not in communal areas. Lab coats will be laundered once weekly. Note that lab coats should be stored by your chair in the lab and not stored in communal areas. This will help avoid cross-contamination. Do not hang lab coats up next to each other.
26. **Gloves:** Where possible, latex gloves or non-latex equivalent should be worn and removed and replaced at appropriate intervals. Gloves should be placed in biohazard boxes for disposal.
27. **Cardboard packages:** All incoming boxes, letters, and other items are sprayed with 70% alcohol by the receiving staff. This will not need to be repeated by employees.
28. **Training:** The management understands that there will be instances where training on protocols and so on is necessary. This should be performed on an as required basis using social distancing procedures and CDC guidelines
29. **Microscopes:** Lenses and knobs should be cleaned with 70% alcohol before and after use.

30. **Mirrors:** Where possible, will be positioned at corners in the hallways to help employees to see other colleagues who are coming their way.
31. **Use of communal devices:** Where possible please try to coordinate use of communal devices such as freezers and centrifuges to minimize clustering of employees around these devices
32. **Work during the weekend and in the evening:** Please aim to identify a work buddy who will be there at the same time as you
33. **Night janitors:** Are to be trained on the COMPANY COVID-19 safety guidelines by Facilities and provided with masks. They are expected to obey all the same rules as COMPANY employees.
34. **Safety glasses:** One pair will be issued to each employee on their first day back to the lab. Please make sure that you keep these in a sealed plastic bag and replace them only if necessary
35. **Contractors:** Are to be trained on the COMPANY COVID-19 safety guidelines by Facilities and provided with masks. They are expected to obey all the same rules as COMPANY employees.
36. **Headphones:** Should be kept at a low volume to enable users to detect the presence of colleagues in communal areas. Ideally, they should not be worn in the lab or communal areas.

Procedure to address employees with potential COVID-19-like symptoms

37. **Coronavirus diagnosis positive or undiagnosed employees with signs and/or symptoms suggestive of COVID-19:** In the event that an individual is diagnosed as COVID-19 positive or has symptoms and/or signs that are indicative of a potential coronavirus infection, they should immediately inform their manager and HR and self-quarantine.
38. **Self-quarantine duration:** After consulting their physician and adopting all necessary medical advice, any individual with signs and/or symptoms suggestive of a potential.
39. **COVID-19 infection:** (see above for details) COVID-19 positive employees should self-quarantine on a mandatory basis for 14 days (per CDC guidelines). After this time, and if they did not subsequently develop COVID-19, they may return to onsite working. If they subsequently develop COVID-19, they should ensure that they are tested for COVID-19, and if positive they should follow the procedures detailed below. If negative, they may return to onsite working.
40. **Managing contacts:** If an employee is diagnosed or suspected of being COVID-19 positive, close contacts will be identified and the employee asked to self-quarantine for 14 days. Any potential case should be reported both to HR and to your manager.
41. **Return to onsite work for individuals diagnosed with COVID-19 following their infection:** Individuals diagnosed with COVID-19 may return to onsite working with

guidance from their healthcare provider that it is safe for them to return to work and once the following conditions have been met ([CDC guidelines](#)):

- (a) If no test has been performed to determine whether you are still contagious:
- No fever for \geq 72 hours (3 full days of no fever without fever reducing medicine)
AND
 - Other symptoms improved (for example cough or shortness of breath)
AND
 - At least 7 days have passed since symptoms first appeared
- (b) If tested to determine whether you are still contagious:
- You no longer have a fever (without fever reducing medicine)
AND
 - Other symptoms improved (for example cough or shortness of breath)
AND
 - Two negative tests in a row, 24 hours apart.

42. **When to seek Medical attention:** If you develop **emergency warning signs** for COVID-19 get **medical attention immediately**. Emergency warning signs include*:
- Trouble breathing

 - Persistent pain or pressure in the chest
 - New confusion or inability to arouse
 - Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

Onsite logistics

43. **Arrival and departure to the lab:** Employees should adhere to pre-scheduled times and depart as soon as their work is finished. Overlap between shifts should be minimized and avoided where possible. Employees should aim to leave slightly before their time is up. Employees should email their managers on arrival and on departure. All staff working in the Good Manufacturing Practices (GMP) area (contractors and COMPANY) staff have approval to come on site.
44. **Instrument use:** No more than one user should be present at an instrument at any one time.
45. **Office space:** No more than one employee should be in an office at any one time.
46. **Lab books:** Lab book may be taken home. The new policy must be followed. Please consult [APPROPRIATE COMPANY PERSON] for details.
47. **Lab bench use:** Where possible employees should distance themselves by at least 6 foot in the lab by using a different bench.

48. **Employees not observing guideline practices:** Please feel free to speak up and have a low threshold to let colleagues know if they are not adequately following the safety guidelines.
49. **Front desk receptionists:** Should wear a mask whenever and employee is entering or leaving the building and should be trained on the safety guidelines
50. **Cleaners:** Should wear a mask when in communal areas and should be trained on the safety guidelines
51. **Seating maps:** To be printed out and posted on the walls of the labs
52. **Key guidelines:** to be posted on the walls of the lab to provide a reminder

Prioritization of projects

53. **Prioritization:** In the first instance only mission critical projects will proceed. The situation will be reviewed weekly.
54. **Workforce redeployment:** Managers should work with lab staff whose projects have been deprioritized to assign alternative duties to them.

Feedback

55. **Onsite employee feedback:** An anonymous questions and comments feature will be added to *our intranet* that will allow you to submit inquiries or comments. Your feedback will be collected and addressed in the updated FAQ's or for critical questions in the ongoing Task Force updates or *all employees email*. Please do let us know your thoughts and suggestions.