

# COVID-19 Shared User Facility Standard Operating Procedure (SOP)

## Instructions on how to prepare and submit the COVID-19 Shared User Facility SOP

This COVID-19 Shared User Facility SOP fillable template must be used for shared user facilities on the Purdue West Lafayette Campus. Multiple adjacent rooms or service spaces located in the same building can be included in a single SOP as long as the space has common oversight and supports a common research activity. Separate SOP fillable templates are available for Purdue's individual and multi-investigator research spaces and field sites.

The COVID-19 Shared User Facility SOP should be completed for all centralized, professionally staffed shared user research facilities, including core laboratories, that provide access to instruments, technologies, services to approved internal and external researchers. At Purdue, centers, institutes, colleges, and departments provide oversight of shared user facilities. Over 100 of these facilities are recharge centers that are managed through iLab at Purdue.

Each COVID-19 Shared User Facility SOP should include a well-documented plan that everyone working in the space agrees to follow and enforce. The lab director/manager and other individuals responsible for oversight and operation of the facility should review the **pre-read document** and questions in the template before beginning. One person from this group should be designated as the Point of Contact (POC) to submit the SOP and manage subsequent communication.

This SOP **should** be used to describe how the layout of the shared user facility and the individuals using the space will comply with the Protect Purdue COVID-19 safety measures. This SOP **should not** be used to repeat or modify the Protect Purdue COVID-19 safety measures and processes, such as the health and wellness protocols and the required use of cloth or disposable face masks, which are available on the **Protect Purdue Website**.

Please send a message to [COVIDSOP@purdue.edu](mailto:COVIDSOP@purdue.edu) for assistance in determining the correct SOP template for a research space and/or completing the SOP template. Use the subject line Shared User Facility SOP Assistance.

Before returning to campus, all members of the shared user facility team who either conduct or support the research activities covered by this plan must: (1) review the pre-read for background and awareness; (2) complete **online COVID-19 Protect Purdue training**; (3) read and understand the attached SOP; (4) participate in a group meeting to discuss the SOP; (5) sign the SOP indicating understanding of Shared User Facility SOP and intent to follow SOP.

## Using the COVID-19 Shared User Facility SOP fillable form

The COVID-19 Shared User Facility SOP is using a MS Word fillable form to collect information in a standard format for rapid review and feedback. Input can be added to the field by clicking on the field and typing the response. Additional fields can be added by clicking on the "+" found at the lower right-hand edge of the first field.

## COVID-19 SHARED USER FACILITY SOP

### Shared User Facility and Point of Contact for SOP Submission

This section collects information on the shared user facility rooms and service areas that will be covered by the SOP and the contact information of the POC for the SOP submission. All communication on the review and approval process will be routed through the SOP submitter. Click on “+” at the lower right-hand corner of the fillable field to add additional fields.

Building Code: WTHR

Shared User Facility Name: PINMRF

Room Number(s): 365, 367, 369

Unit Responsible for Oversight of the Facility: Department of Chemistry

Shared User Facility SOP Submitter Information:

Name: Harwood, John

E-mail: jharwood@purdue.edu

Select College: Science

Department: Chemistry

Institute/Center: PINMRF

Position Title: Director

Research in this Shared User Facility Includes (check all that apply):

- COVID-19 Research
- Animal Research
- Human Subject Research
- Leverages Field Research, State, National, or International

Note: Purdue placed additional restrictions on animal, human subject, and field research in March. This SOP does not serve as an approval process to resume activities that are still subject to current restrictions found at this link [\*\*Guidance for Human Subjects Research\*\*](#).

### Other Shared User Facility Personnel Included on the SOP

Purdue’s shared user facilities are centralized, professionally staffed research labs, including core laboratories, that provide access to instruments, technologies, services to approved internal and external researchers. At Purdue, centers, institutes, colleges, and departments provide oversight of shared user facilities. Many are recharge centers that are managed through iLab at Purdue.

Q1: Complete the following question if the shared user facility is staffed by personnel other than the SOP submitter. Include information on all personnel associated with the shared user facility, including personnel who manage lab administration and operation, conduct experiments for users, work with users, train users, calibrate and maintain equipment, etc. Only complete the parts that are applicable. NOTE: This question is NOT requesting information on the shared facility users.

To add personnel, hover cursor over large gray box and click to show “+” at the lower right-hand corner of the entire field.

*Any individual at high-risk for severe illness or complications from COVID-19 should directly contact Purdue HR for a consultation before returning to campus work. Work that doesn't require access to the shared research facility should be done remotely whenever possible.*

Shared User Facility Personnel Information:

Existing Emergency Contact?  Yes  No

Name: Mo, Huaping

E-mail: hmo@purdue.edu

Select College: Pharmacy

Department: MCMP

Institute/Center: PINMRF

Position Title: Associate Director

% time on campus to meet research goals and deliverables: 25-50%

Existing Emergency Contact?  Yes  No

Name: Hirschinger, Jerry

E-mail: jerryh56@purdue.edu

Select College: Science

Department: Chemistry

Institute/Center: PINMRF

Position Title: NMR Systems Engineer

% time on campus to meet research goals and deliverables: 25-50%

Existing Emergency Contact?  Yes  No

Name: Bertram, Donna

E-mail: dbertram@purdue.edu

Select College: Science

Department: Chemistry

Institute/Center: PINMRF

Position Title: Administrative Assistant (25% time)

% time on campus to meet research goals and deliverables: <25%

Existing Emergency Contact?  Yes  No

Name: Mishevich, Jennifer

E-mail: jmishevi@purdue.edu

Select College: Science

Department: Chemistry

Institute/Center: PINMRF

Position Title: T/A (graduate student worker)

% time on campus to meet research goals and deliverables: 25-50%

### **Other Researchers Included on the SOP**

Shared user facilities are open to internal and external users who are trained on one or more of the instruments in the facility and are approved to use the lab. To maintain social distancing guidelines and de-densify our spaces, it is critical that all individuals requiring access to on-campus facilities, including shared user facilities, understand and follow the Purdue COVID-19 safety measures. This will include limiting time spent on-campus to tasks that rely on specialized on-campus facilities. All other work should be conducted remotely whenever possible. It may also require scheduling on-campus activities in multiple shifts across the day.

Q2: Confirm that the shared user facility director, manager, or designated individual will ensure that all internal and external users will complete the following before returning to the lab: (1) review the pre-read materials; (2) complete the COVID-19 online training; (3) review COVID-19 risk matrix and take appropriate actions if at high-risk; (4) review and understand the Shared User Facility SOP and any equipment specific safety measures; (5) have the opportunity to discuss the SOP with responsible shared user facility personnel.  Yes  No

### **Practices to Comply with COVID-19 Safety Measures in Shared User Facilities**

Shared user facilities at Purdue (except those with active COVID-19 programs) are currently considered medium exposure risk by Occupational Safety and Health Administration (OSHA). All individuals returning to campus to conduct or support research activities, or those currently conducting critical research, will be held accountable for understanding and implementing the COVID-19 Shared User Facility SOP. The SOP must clearly describe how the spaces, processes, and practices of all rooms and individuals covered by the SOP will be adapted to comply with the current COVID-19 research safety measures below:

- Conduct research activities remotely whenever possible;
- Do not come to campus when experiencing COVID-19 symptoms or after close, prolonged contact with a confirmed COVID-19 carrier. See **Protect Purdue Pledge**;
- Pay attention to personal hygiene, including frequent hand washing with soap and water;
- Wear **cloth or disposable face mask** when a 6 ft distance between individuals cannot be maintained at all times;

- Maintain a 6 ft. separation between people working in all shared research spaces for social distancing and de-densification;
- Incorporate engineering controls such as physical barriers and/or enhanced PPE when unable to maintain a 6 ft. separation between people working in a research space;
- Clean and sanitize shared surfaces and equipment frequently, using COVID-19 approved **cleaning products and procedures**;
- Maximize separation between people when moving through research spaces;

The shared user facility director, manager and/or other responsible personnel should consider how to apply a combination of best practices across the four primary control areas for the lab and shared equipment: Physical Distancing, Social Distancing, Contact Time, Reducing Exposure.

PHYSICAL DISTANCING encourages remote work and video communication whenever possible. It also includes limiting trips to essential research travel to field sites, sponsor reviews, national user facilities, collaborator facilities.

SOCIAL DISTANCING is used to maintain the equivalent of a 6 ft. separation between people working in research spaces. Methods include installing floor markings to manage circulation and identify separation when waiting for shared equipment; removing or labeling desks, tables, and chairs; rearranging furniture and equipment to increase distance between high-use items; shutting down or staggering work in benches, hoods, or other stationary equipment; adding engineered controls such as Plexiglas barriers between adjacent work areas or enhanced PPE.

CONTACT TIME should be minimized by de-densifying and adopting approaches such as staggered work shifts, avoiding peak travel times, and using reservation systems for shared labs.

REDUCING EXPOSURE is aimed at minimizing cross-contamination. Approaches include assigning work areas to particular researchers; frequent hand washing and use of hand sanitizer; regular cleaning and disinfection of surfaces and shared equipment; reassigning research responsibilities to limit the number of different researchers in a shared space; limiting external visitors to essential contractors and vendors. *Most importantly, individuals should not come to campus when experiencing COVID-19 symptoms or after close, prolonged contact with a confirmed COVID-19 carrier.*

Note: Individuals at high risk for severe illness or complications of COVID-19 may require additional accommodations and protective safety measures to return to campus. Anyone who may be medically vulnerable to serious illness or complications from COVID-19 should complete **the assessment process to protect those most vulnerable** and take appropriate action.

The following questions will assist in developing and implementing COVID-19 safety measures, practices and processes for the research spaces covered by this SOP.

Q3: What are the room type(s) for this shared user facility? (check all that apply):

- Office space shared by four or fewer individuals
- Open office shared by five or more individuals
- Open dry space with benches, tables, and/or desks

- Dry bench
- Wet bench
- Analytical testing
- Physical testing
- Sample storage
- Other: Single-occupant offices (3)

Q4: Briefly describe the activities that will be performed in the shared user facility covered by this SOP.

PINMRF provides access to NMR equipment for trained users. PINMRF staff maintain and repair when necessary the equipment, train users, and provide experimental assistance and NMR service as needed. PINMRF staff also manage user access to the equipment and billing issues via iLab. PINMRF staff maintain two websites and a library of training materials.

Q5: Provide examples of the type of work that can be done remotely to support shared user facility personnel and users.

Some troubleshooting and repair work which involves computer issues. Some experimental and data analysis. Much of the iLab-related work. Maintenance of websites and communications to users. Some editing of training materials and other documents.

Q6: Confirm that the shared user facility personnel and users will communicate via video conference when possible.  Yes  No

If no, explain how social distancing will be maintained.

Q7: Confirm that all responsible individuals who serve as supervisors understand that anyone who may be medically vulnerable to serious illness or complications from COVID-19 should complete **the assessment process to protect those most vulnerable**. A Purdue HR representative will work with the individual and his/her supervisor to identify appropriate workplace accommodations. The supervisor cannot require the individual to return to campus until this process is complete. Individuals not at high-risk can return to campus after the COVID-19 Shared User Facility SOP is approved and training is complete.  Yes  No

Q8: Confirm that everyone covered under this SOP understands that no individual should come to campus when experiencing COVID-19 symptoms or after being in close, prolonged contact with a confirmed COVID-19 carrier. Supervisors should support and enable these individuals to remain at home during this time.  Yes  No

Q9: Confirm that everyone covered by this SOP will follow requirements for wearing a cloth or disposable face mask.  Yes  No

Q10: Confirm that the shared user facility covered by this SOP has a sink suitable for hand washing or will have hand sanitizer available.  Yes  No

Q11: Confirm that everyone covered under this SOP understands that all Integrated Safety Plans requirements for appropriate laboratory practices and PPE remain in place, including in-person or remote buddy systems.  Yes  No

Q12: Insert a simple hand-drawn or electronic sketch of the shared user facility space covered by this SOP in the blue box, including critical dimensions where possible. Show the approximate location of major equipment, racks, benches, tables, desks, chairs, etc. For multiple sketches, hover cursor over large gray box and click to show “+” at the lower right-hand corner of the entire field. Floor plans can be accessed [on this page](#) with a valid Purdue login.

PLEASE SEE SEPARATE FLOORPLAN PDF WHICH WAS SUBMITTED WITH THIS DOCUMENT.

Q13: Does the shared user facility covered by this SOP plan to use a staggered work shift to maintain the required social distancing?  Yes  No

Q13a: If yes, confirm that a shared online tool or other method is available to track staggered work shifts.  Yes  No

Q14: Confirm that a shared online tool or other method is available to schedule use of shared equipment.  Yes  No

Q15: Based on the rough sketch of the shared user facility, provide a brief description of the approaches that will be implemented to maintain the required social distancing by annotating the sketch and/or providing a short narrative below. This could include: floor markings to manage circulation and identify separation when waiting for shared equipment; removing or labeling desks, tables, and chairs; rearranging furniture and equipment to increase distance between high-use items; shutting down or staggering work in benches, hoods, or other stationary equipment.

Maximum occupancies have been determined for each room and these are posted on the lab entry doors. Extra chairs beyond enough for the maximum number of occupants have been removed or signed to be not available. The table in room 365 is signed as "do not use." In some cases computer workstations have been relocated or removed to provide appropriate distance between occupants. Some traffic patterns have been altered through the use of plastic barrier chain and relocation of equipment. Internal lab-to-lab passageways are no longer available to users. Labs will be closed to all users when PINMRF staff are doing maintenance or service work.

Q16: Based on the rough sketch of the shared user facility and its anticipated use, are there activities or instances when social distancing cannot be maintained for a prolonged period of time and Plexiglas needs to be installed or enhanced PPE will be required?  Yes  No

During training of new users we will require the trainees and trainer to wear face shields in addition to masks. Training will be limited to groups of two trainees. We will be keeping trainees and trainer as far apart as possible during the training sessions. We will be investigating methods for reducing the amount of in-person training required, such as video or on-line presentations.

Q16a: If Plexiglas needs to be installed, confirm a work order has been placed with Physical Facilities to install the Plexiglas via the **Fix-it Portal**. When placing the order please specifically mention this is a research-related request.  Yes  No

Q16b: If yes for Q14a, while waiting for physical facilities to install Plexiglas, describe the interim safety measures that will be used.

If yes for 16a, provide short description of interim safety measures.

Q17: Confirm that everyone covered by this SOP, including shared user facility users, agree to clean and disinfect frequently touched surfaces and equipment used by more than one individual using a **CDC approved disinfectant** that is appropriate for the surface or equipment. For example, wipes or sprays containing at least 70% alcohol or ethanol are a good choice for disinfecting keyboards, microscopes, and other sensitive equipment.  Yes  No

Q18: Describe any additional COVID-19 safety measures that will be implemented to reduce contact time, reduce exposure, or any other controls.

We will require all users to wear a clean pair of disposable gloves while working in the labs. Users may bring their own gloves or use ones supplied by the facility.

Q19: Confirm that shared user facility personnel covered under this SOP will participate in a meeting with the POC and supervisor to discuss this SOP.  Yes  No

Q20: Confirm that signatures will be collected from those who need access to the shared user facility confirming awareness and agreement to follow SOPs outlined in this document prior to accessing the facility.  Yes  No



## COVID-19 Shared User Facility SOP Signature Page

By signing below, all personnel associated with this shared user facility acknowledge that they endorse the plan in the attached COVID-19 Shared User Facility SOP and agree that it should be submitted for review and approval.

Once the SOP has been approved, the facility director, manager, or designated responsible individual will ensure that all other internal and external users requiring access to the facility have completed all the requirements to return to the lab. The shared user facility is responsible for gathering signatures and maintaining up-to-date records that will be kept in the lab.

Privileges to this and other research spaces on the Purdue campus will be revoked if the signees do not follow the measures in this SOP.

Click “+” for additional fields.


John S. Harwood	John S. Harwood 06-23-2020 Signature and Date	jharwood@purdue.edu E-mail or Phone
Huaping Mo	Huaping Mo 06-24-2020 Signature and Date	hmo@purdue.edu E-mail or Phone
Jerry Hirschinger	Jerry Hirschinger 06-24-2020 Signature and Date	jerryh56@purdue.edu E-mail or Phone
Donna Bertram	Donna Bertram 06-24-2020 Signature and Date	dbertram@purdue.edu E-mail or Phone
Jennifer Mishevich	Jennifer Mishevich 06-24-2020 Signature and Date	jmishevi@purdue.edu E-mail or Phone


Rooms 365-7-9 WTHR  
 Scale: 1 cm = ca. 4 feet


Key:


Filled shapes = magnet, console or cabinet


Open shapes = counter or desk

 = plastic chain


 = ladder/stairs

 = wet sink

 = no user access

 = operator; number shown is max. occupancy for that room

 = workstation

 = traffic pattern

