

Standard Operating Procedure General Personnel Safety Plan
Magnetic Resonance Research Center

1. The MRRC consists of research, research support (engineering, IT, technologists, lab technicians), and administrative personnel. Our general personnel safety plan is described below. Later in the document we provide additional procedures required for performing specific functions (e.g. subject scanning, bench top research) and for specific work spaces.
2. Personnel will work at home if at all possible.
3. Personnel who must come to the MRRC will sign into electronic schedule upon arriving and leaving work.
4. Personnel will be encouraged to work in shifts to aid in social distancing in the work area.
5. Personnel will wear masks and stay 6 feet apart.
6. Personnel will self-monitor daily for Covid symptoms using the Covid-19 questionnaire (see Covid Questionnaire document).
7. Personnel will take their temperature and, and if possible, their oxygen saturation twice a day.
8. At the start and end of each individual's shift, the desk, mouse, keyboard, and pens/pencils must be wiped with disinfectant.
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10. We will require all personnel to stay at home if self-monitoring reveals any health issues. If an individual experiences COVID-19 symptoms (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>), they will be encouraged to stay home and contact a healthcare provider for guidance.
11. If an MMRC member has symptoms and has not been tested, we will have them contact employee health (203-432-7978), who will advise on testing and provide information on next steps.
12. If someone who is COVID-19 positive is found to be in our workspace or laboratory, we will immediately contact our Human Resource Generalist (HRG). We will work with the HRG to ensure that public health authorities can implement measures to trace contacts. We will utilize our HRG to ask any questions about minimizing transmission of COVID-19 to other workplace occupants.
13. We will immediately contact Facilities (203-432-6888) and EHS (203-785-3550) to implement enhanced cleaning.
14. A restricted access sign will be placed on the door or in that area that requires cleaning. This is the same for non-lab areas.