

Children's Translational and Discovery Core Research Ramp-up Guideline

(Effective from 6/1/2020)

Part 1: Space, Personnel, and Physical Environment

1. Mandatory PPE. Gloves, lab coat, face mask are required to enter the Core. Gloves must be discarded in designated biohazard containers before exiting the lab.
** Users who are found without proper PPE may be expelled until normal operation resumed.*
2. Social distancing.
 - 1) Only one person is allowed in the lab area at a time.
 - 2) Observe 6 ft. distancing inside core lab and during entering and exiting.***No additional lab members or collaborators are allowed in the Core area except the users who have appointment with Core Director for dropping off samples. Warnings will be sent to the lab with users who are found in violation of this rule.*

Part 2: Sample drop-off

1. Users are required to communicate and schedule time with the Core Director about upcoming sample drop-off.
2. Users are required to follow PPE requirements and distancing rules (see Part 1) when dropping off samples.
3. Users are required to drop samples with clear labels in the designated refrigerator and freezer in the hallway next to CTDC lab. Users who drop samples only are not allowed to enter CTDC lab area.
4. Sample processing is not allowed in the lab area except by core staff.
5. If in-person training is required and social distancing rules cannot be followed, EHSO approved enhanced PPE[#] will be required for the staff member and users.

[#] Standard Laboratory PPE + Surgical Mask + Face Shield (Use respiratory protection if advised by EHSO due to risk assessment). Please refer to <http://www.ehso.emory.edu/documents/Emory-Employee-PPE-and-Disinfection-Matrix.pdf> (Brad and Katelyn work together)

Part 3: Staff supports

1. All types of consultation and communication will be provided through email or remote access.
2. To comply with social distancing requirements, users can no longer come into office area to request assistance from core staff.