

PHARMACOLOGY & TOXICOLOGY
DEPARTMENTAL INFORMATION
FOR PHASE 2 RE-START

July 10, 2020

Contents

INDIVIDUAL RESPONSIBILITY, DECLARATION and ILLNESS REPORTING	2
BUILDING ACCESS	2
ENTERING AND EXITING.....	2
TRACKING.....	3
ELEVATORS.....	3
STAIRWELLS.....	3
LABORATORY SPACES AND EQUIPMENT	3
SPECIFIC PI LABORATORY SPACES.....	4
TISSUE CULTURE ROOMS.....	4
PPE	4
LAB EQUIPMENT WITHIN A SPECIFIC PI'S LABORATORY SPACE	5
OFFICE SPACE WITHIN LABORATORY SPACES.....	5
SHARED EQUIPMENT WITHIN THE COMMON EQUIPMENT ROOM 4311	5
SHARED DEPARTMENTAL COLD ROOMS	5
SUPPORT SERVICES AND CORE FACILITIES.....	5
DELIVERIES	6
COURIER SERVICES.....	6
MEDSTORE ORDERS	6
CHEMICAL WASTE ROOM KEY	6
MAIL.....	6
GLASSWARE / WATER / ICE MACHINE ROOMS	6
CSS OPERATIONS.....	6
DCM/CCBR FACILITIES.....	7
MICROSCOPY FACILITY.....	7
FLOW CYTOMETRY FACILITY	8
EXTERNAL CONTRACTORS	8
COMMUNAL NON-LABORATORY SPACES.....	8
WASHROOMS.....	8
COLLABORATIVE SPACES (LUNCH ROOMS)	9
FACULTY OF MEDICINE RESEARCH RESTART SHAREPOINT LINK	9
NEW TRAINING VIDEO	9

INDIVIDUAL RESPONSIBILITY, DECLARATION and ILLNESS REPORTING

All individuals must read and sign the attached [Safe Research Restart Checklist](#) (see page 10), which will be kept on file. Individuals must follow procedures outlined in that document.

All individuals must have to up-to-date WHMIS / Biosafety Training and any other relevant EHS training.

Hands should be washed/sanitized regularly, and social distancing should be maintained. You may wish to carry sanitizer with you to sanitize equipment before and after your use in communal spaces.

For all employees of the university, if you are sick or in self-isolation:

The university is asking any employee who tests positive for COVID-19 to immediately report this result directly to U of T's Occupational Health Nurse by email at ehs.occhealth@utoronto.ca.

In order to track COVID-19 related absences, all faculty, staff and librarians who are absent due to COVID-19 related illness OR who must self-isolate based on public health advice must complete the Self-Declaration form:

- [Appointed Faculty & Staff and Librarians Employee Absence Self-Declaration form](#)
- [Non-Appointed Employee Absence Self-Declaration form](#)

Please also continue to report illness as usual to Elaine Jack.

BUILDING ACCESS

ENTERING AND EXITING

Starting Thursday, June 25th, occupants of the Medical Sciences Building (MSB) and the Donnelly Centre (CCBR) will be able to use their cell phones, in conjunction with a QR code, to sign in and out. A "SIGN-IN for occupants" QR code and instructions will be posted in the lobby when you enter and "SIGN-OUT for occupants" QR code and instructions will be posted at each exit.

When arriving:

1. Fob in at MSB or Donnelly Centre entrance. Everyone is required to fob in separately. No piggybacking.
2. Enter the lobby and locate the easel with the "SIGN-IN for occupants" QR code and instructions (colour coded in green).
3. Take out your phone (hand sanitizer is available nearby if needed) and open the camera or a QR scanning/reader app (you can download a free QR scanning program from the app store if you don't have one installed already).
4. Point camera towards the QR code (do not hit the button to take a photo) and a banner will pop up at the top of your screen.
5. Tap the banner to open up a web browser that prompts you to log into the form with your UTORid.
6. After logging in, fill out the short form and hit submit. You have now completed sign in.

When leaving for the day:

1. Go to any exit and repeat the same procedure used for sign-in using the “SIGN-OUT for occupants” QR code (colour coded in blue).

If you are unable to use the QR code (e.g. phones that do not support QR code scanning):

1. Blank sign-in and sign-out sheets will be available at the following locations: King’s College Circle entrance of MSB, Queen’s Park Crescent entrance of MSB, College Street entrance of Donnelly Centre.

For external visitors (e.g. vendors, repair and maintenance technicians):

1. Researchers will need to meet any external visitors at the front door to let them into the building.
2. External visitors are also required to sign in when they enter the building and sign out when they leave for the day by scanning the “SIGN-IN/OUT for externals” QR code and following the instructions (colour coded in orange). This QR code must be used for externals because it does not require a UTOrid and has additional fields in the form.

Occupants only need to sign in at first entry and sign out at last exit. Data is collected to both monitor occupancy in the building, but also as a record of who is in the building each day should public health need it for contact tracing purposes.

Any feedback on the new QR code system can be sent to fom.restart@utoronto.ca.

TRACKING

At the discretion of each individual PI, lab members may be required to fill out the attached *Daily Tracing Log* (see page 11) and file it accordingly in a designated space in the lab. A copy should also be emailed to the PI each day the member is in the lab.

ELEVATORS

A maximum of 2 individuals can ride in either a passenger or service elevator at one time. Standing diagonally will increase separation.

If the person in the back exits first, then the 2m distance cannot be maintained and thus both people should wear masks, or both should exit and one get back on.

STAIRWELLS

Stairwells will have assigned direction (up / down) except in the event of a fire alarm. Stair usage will be encouraged as the restriction on elevator capacity may mean longer wait times.

LABORATORY SPACES AND EQUIPMENT

SPECIFIC PI LABORATORY SPACES

(50% occupancy)

If multiple people are working in the lab at the same time, these individuals should be spaced 2 metres apart.

50% capacity is a maximum level of capacity, not a minimum, and there may be space constraints or other circumstances preventing a lab from bringing 50% of its team on site at any one time. For labs with 10 or fewer members, the maximum capacity will be 5 people.

Fume-hood sashes should remain closed unless in use, and lab occupants are encouraged to sit as far as possible from the fume-hood.

TISSUE CULTURE ROOMS

Most tissue culture rooms are small and/or narrow. Tissue culture rooms will be limited to an occupancy of one individual and each person should be assigned a lab coat to be kept in that room.

As per common procedure in tissue culture rooms, all equipment and benches should be decontaminated before and after each use, and hands should be washed before exiting.

PPE

Standard PPE as outlined by EHS should be worn in all laboratory spaces when conducting wet lab work.

Cloth masks can now be worn in labs, even when using chemicals. As per Sec #4.6 in the [OVPRI COVID-19 Research FAQ's](#): Please ensure that you do not touch your mask with gloved hands. If you are working with flammables, your cloth mask should have at least as high a flame resistance rating as your lab coat. For example, if your lab coat needs to be Nomex, your mask's outer layer should also be Nomex. Please use the [General Laboratory PPE Assessment Tool](#) to determine what your lab coat material type should be. Individuals wearing non-medical masks, whether provided by the University or not, are required to clean their masks regularly and replace them periodically following the instructions of the manufacturer and advice of public health authorities. **Non-medical face masks must not be used instead of medical-grade masks** (e.g. N95 or surgical masks) where required by EHS to either conduct research or where physical distancing measures are not possible.

Individuals who are in a space in any university building that is normally publicly accessible should wear a non-medical mask or face covering. Such spaces may include hallways, lobbies, elevators, meeting rooms, and other common use facilities to which the public normally has access. The university will be distributing cloth masks but there are currently no details available. Disposable masks for lab personnel are available through MedStore.

LAB EQUIPMENT WITHIN A SPECIFIC PI'S LABORATORY SPACE

All members within a specific PI's lab will wipe down any equipment and bench spaces with disinfectant before and after every use.

Members from another lab must have permission to use equipment in another PI's laboratory.

Individuals with permission will be required to sign-up for use of the specified equipment in advance to ensure occupancy limits and proper training/usage of the equipment are maintained.

Sign-up in a form indicated by the PI.

Equipment and benches must be wiped with disinfectant immediately before and after every use.

Hands must be washed before exiting that laboratory.

OFFICE SPACE WITHIN LABORATORY SPACES

A 2m distance must be maintained, if not possible, single occupancy should be maintained.

Hands must be washed/sanitized before or immediately after entering an office space.

All shared office equipment should be wiped down with disinfectant before and after use.

SHARED EQUIPMENT WITHIN THE COMMON EQUIPMENT ROOM 4311

This includes the Nanodrop, Quantstudio qPCR, a gel documentation system for agarose gels, a Beckman tabletop ultracentrifuge and a sonicator.

This room also houses several liquid nitrogen storage tanks.

All equipment should be decontaminated before and after every use.

A Google calendar is in place for sign-up for specific equipment and/or use of this room to maintain occupancy limits. A maximum of 1 person may use this room at a time. Occupants should wear surgical masks as users of room 4309B will have to pass through.

Sign-up Link:

<https://docs.google.com/spreadsheets/d/1WQZbxYVuQSRZaA0oBmOMxD6Dz5g6hsxhh4H8lkLX8kg/edit#gid=712206943>

Common rooms should be single occupancy. Most other common rooms have a window in the door. Please check the room visually before entering and if occupied, return later.

SHARED DEPARTMENTAL COLD ROOMS

Only one individual can occupy a cold room at one time. All equipment/benches should be wiped down before and after every use.

SUPPORT SERVICES AND CORE FACILITIES

DELIVERIES

All deliveries should be picked up at Medstore. No deliveries will be made to the individual labs.

Medstore hours of operation for receiving and drop-off are **Monday - Friday, 8:30AM - 4:00PM.**

Labs will be notified electronically of received shipments. Received shipments will be made available to lab members on a skid placed in the "breezeway" corridor behind MedStore. Lab members are responsible for collecting shipments ASAP; MedStore has limited resources at this time. MedStore will not collect signatures from lab members at this time.

Medstore has temperature appropriate storage for items received if there is no one available to collect the package.

COURIER SERVICES

Packages can be sent and received via Medstore. Supplies are available in the Pharmacology office (room 4207).

MEDSTORE ORDERS

Orders should be placed on-line first. Bring the pick-up order number to the Medstore counter and wait at the appropriate physical distancing markers.

CHEMICAL WASTE ROOM KEY

A lockbox will be installed outside the Pharmacology office (room 4207) to hold the chemical waste key. It will be available on the honour system. For now, please keep your chemical waste in your lab.

MAIL

Delivered to Pharmacology office (room 4207) every other week. Outgoing mail can be left as usual and will be posted at the same time the mail is distributed.

GLASSWARE / WATER / ICE MACHINE ROOMS

Research Operations Officer, Natasha Christie-Holmes will be affixing signs. Based on the size of the room, it should be single occupancy.

The ice machine doors and the water dispenser handles are wiped down at least once/day with disinfectant, but it is recommended that people wear clean gloves when using this equipment.

CSS OPERATIONS

The FoM Central Sterilization Services (CSS) Main Facility (MSB 4179) will be expanding operations to THREE days/week starting June 8th onwards.

CSS will continue to provide support in the form of glasswashing, CL1 waste processing, laundry and reagent & media sterilization on **TUESDAYS, WEDNESDAYS & THURSDAYS only**. Should you need to drop off glasswashing or dry items on other days, there will be a blue cart outside MSB 4179 for this purpose.

Liquids and CL1 waste cannot be dropped off on the cart and must be received at the facility while it is open.

At this point, regular schedule of sterilization cycles will occur on the open days:

<https://medicine.utoronto.ca/sites/default/files/CSS%20Daily%20Schedule%20%28may%202019%29.pdf>

All items should be labelled in accordance with CSS policy and will be delivered back to appropriate stockrooms by the end of day (4 PM) on Thursdays. ***Please ensure that all liquids are received at the facility by 12 PM on Thursdays to ensure they can be processed by end of day.***

After hours autoclaves will be reopened for use by trained personnel at this time.

DCM/CCBR FACILITIES

Signage is posted in hallways to emphasize a one-way flow of traffic where feasible. When not feasible, floor demarcations indicating traffic flow in 2 different directions (hallways are 6 feet wide so would allow for that). In all situations where social distancing is not possible, then there is a requirement to don a surgical mask.

In addition, DCM has started a routine disinfection process of all “high use” door handles. 70% alcohol is applied at least 3 times daily. Some doors are propped open on a permanent basis.

The number of people going into washrooms (1) is limited and staff breaks and lunches are staggered in order to satisfy social distancing. Same with the procedure rooms (limit of people dependent on size of procedure room), a limit as to how many people can be in there at one time.

For any rooms that have equipment (i.e. computers), signage is posted indicating that users should disinfect all touched areas immediately after use with 70% alcohol.

DCM does not have the resources to control how many users enter the facility. The number of people entering is based on trust in the PI staff to ensure that only up to 25% of their staff are on site at any time. DCM staff will keep an eye out for obvious infractions.

MICROSCOPY FACILITY

Lindsey Fiddes is working Mondays, Wednesdays, and Fridays from 8 am to 12 pm. Yan Chen is working Tuesdays and Thursdays from 10 am to 3 pm. You can work outside of these hours, but you must contact one of them to access the room.

Please follow the new rules/cleaning procedures to prevent the spread of Covid-19 in their facility:

- Wash/disinfect your hands at the start of your microscopy session.
- Wear gloves and a mask during your microscopy session.
- Wear eyewear (glasses, goggles) when looking through the oculars.
- If you need to talk to Lindsey or Yan, wear a mask and stay 2 meters away.
- Leave a 30-minute gap between user booking to allow for air exchange between users.

Contacts: lindsey.fiddes@utoronto.ca; yan.chen@utoronto.ca

FLOW CYTOMETRY FACILITY

Only users who are approved to work at MSB or CCBR will be allowed in Phase 1 of the Restart Plan.

- No more than 3 users (+1 operator) will be allowed in the lab at a time, and will have to maintain a 6 ft. distance
- Users will not be permitted to use an analyzer without a booking in BML
- Only ONE person is allowed at an instrument at a time
- Wearing mask and gloves is mandatory
- After completing work, the workspace must be disinfected

Do not come in the lab if sick. If you become sick later, the facility must be informed you are COVID-19 positive. You must inform EHS (ehs.occhealth@utoronto.ca), and let them know when you were in the Faculty of Medicine flow cytometry facility

To avoid having one person/lab monopolizing a machine or a sorter, the analyzer's schedule will open 2 weeks in advance and be monitored. Sorting appointments will be accepted by email request.

If you plan to do your own sort on the Melody, please email in advance as we will need to block an analyzer to limit the number of people in the room to the maximum allowed by UofT.

Contact: flowcytometry.msb@utoronto.ca

EXTERNAL CONTRACTORS

Individuals required for essential equipment maintenance or certification will have to arrange with the contractors to meet them at the entrance and escort them into MSB.

COMMUNAL NON-LABORATORY SPACES

WASHROOMS

Only one person can occupy the washroom at a time.

Occupancy indicator will be a square area on the floor and a pylon.

Signage will instruct entrants to indicate the washroom as "occupied" by moving the pylon into the marked square area with their foot.

Wash hands before exiting and use the paper towel to touch the door handle. Used paper towels should be dispensed in the waste bin located outside the washroom.

Upon exiting, the person will indicate the washroom is "unoccupied" by moving the pylon back out of the marked area with their foot.

The pylon system has just been implemented.

COLLABORATIVE SPACES (LUNCH ROOMS)

Space Planning will have signage posted and will arrange the furniture.

2m distance should be maintained while in the room.

Collaborative spaces are open for people to have lunch. They will likely be max 3 people to maintain social distancing and users will need to look into the room to evaluate if it's full. Fridges and microwaves are free to use.

Wiping of surfaces is up to the users.

The open MSB cafeteria space may also be used with a limit of one person per table with each table located 6 feet apart on a trial basis. If the tables are moved or if people are not social distancing, this area will be closed.

FACULTY OF MEDICINE RESEARCH RESTART SHAREPOINT LINK

Faculty members can access the Faculty of Medicine's Research Restart SharePoint link below:

<https://utoronto.sharepoint.com/sites/med-researchrestart>

NEW TRAINING VIDEO

The EHS Office has launched a new [COVID-19 Awareness Video for Research Laboratories](#). All research personnel are encouraged to watch it for supplemental information on best practices in lab spaces. EHS has a wealth of further resources, training modules, and materials on its COVID-19 Info page: <https://ehs.utoronto.ca/covid-19-information/>

SAFE RESEARCH RESTART CHECKLIST

To make our research restart successful, we ask that you review and consent to these measures	PI	Lab Manager	Trainees	Support Staff
I will stay home if I develop a fever or respiratory symptoms outlined in: https://covid-19.ontario.ca/self-assessment/	X	X	X	X
If I test positive for COVID-19 I will immediately report this to U of T's Occupational Health Nurse by email at ehs.occhealth@utoronto.ca and follow their directions.	X	X	X	X
I will complete the UofT COVID-19 safety module before returning to work.	X	X	X	X
I will wash my hands and/or use hand sanitizer frequently and after touching common surfaces.	X	X	X	X
I will avoid touching my face.	X	X	X	X
I will maintain physical distancing (2m) as best I can in the lab, offices, and common areas.	X	X	X	X
I will wear a mask when physical distancing is not possible.	X	X	X	X
I agree to abide by all posted building guidelines (e.g. floor markings, corridor directionality, elevator maximums, sign-in procedures, etc.) to ensure physical distancing.				
I will wipe my computer and work station with 70% Ethanol or a similarly effective disinfectant at the start and end of work each day.	X	X	X	X
I will wipe shared lab equipment and spaces with 70% Ethanol or a similarly effective disinfectant before and after use.	X	X	X	X
I will not congregate in groups of more than 2 people, even during breaks.	X	X	X	X
All my meetings with more than 2 people will be held virtually.	X	X	X	X
I will work with the Faculty of Medicine to continually monitor and modify the research restart plan to ensure my staff are working safely. I will promptly share concerns or suggestions.	X	X	X	X
I will monitor supplies of Virox wipes, Ethanol, soap, paper towels, hand sanitizers, etc. in common areas and inform my Department Chair of shortages.	X	X	X	X
I will develop a restart plan for my lab that will permit physical distancing (2m) and follow the FOM and UofT restart policy guidelines.	X			
I will encourage staff to work from home when possible.	X	X		
I will NOT send any messaging directly to faculty, staff, or others about suspected or confirmed cases but refer to the Provost's PDAD&C Memo #53, and questions regarding appropriate messaging about COVID-19, will be directed to gina.trubiani@utoronto.ca .	X	X	X	X

COVID-19 Phase I Standard Operating Procedures:
Daily Tracing Log

All Pharmacology and Toxicology personnel (Staff, Postdocs, Students) should fill out this form on a daily basis to document times present and locations accessed throughout each working day.

File a hard copy and send a soft copy/Image to Supervisor daily.

Date: _____

Personnel Name: _____

Lab Name: _____

Time in: _____ Time out: _____

Other Personnel present: _____

Main Lab Room number: _____

Other Rooms Accessed:	Room Number	Time In/Out
(equipment room, cold room ice machine, DCM, etc..)	_____	_____
	_____	_____
	_____	_____
	_____	_____

Signature
