

## Phase 2 Resumption of Chemistry Operations

In effect June 1<sup>st</sup>, 2020 and until further notice

Last updated: May 25<sup>th</sup>, 2020

We thank everyone in UNC Chemistry for adhering to the stay-at-home orders. As we resume on-site operations, our policies are guided by two principles:

- A primary mission of the university is research, and a role of the department is to help facilitate the discovery and creation of new knowledge.
- The chemical research enterprise inherently involves mitigating risk associated with laboratory operations, and policies must support the mission while mitigating risk to the greatest degree possible, especially in the context of the COVID-19 pandemic.

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## University-wide guidance

Before reading this document, please familiarize yourself with university protocol. The policies herein are in addition to the extant policies outlined by the Office of the Vice Chancellor for Research:

- <https://research.unc.edu/covid-19/resuming/all/>
- <https://research.unc.edu/covid-19/resuming/lab/>

## List of relevant contact information and resources

- University Employee Occupational Health Clinic: **919-966-9119**
- UNC Campus Health: **919-966-2281**
- Ethic Point Hotline: **866-294-8688**
- Guidance regarding masks and Phase 2 research operation training: <https://ehs.unc.edu/>

- Request a disabilities accommodation: [eoc@unc.edu](mailto:eoc@unc.edu)
- SWELL [feedback form](#)

## Policy at-a-glance

- Each group must create and submit a plan that details social distancing, shift work, and sanitization protocol.
- Do not come on campus if you can conduct your work remotely, are immunocompromised or at high risk.
- Check your symptoms before coming on campus at any time.
- Wear a University-approved mask while you are in public or common areas or in the presence of others, including lab.
- Maintain a minimum of 6 feet distance (200 sq ft/person) between yourself and other individuals.
- No more than half a group's personnel can report to work at any given time. If 50% capacity in your group exceeds 200 sq ft/person, reduce capacity till the social distancing guideline is met.
- Wash and/or sanitize your hands hourly, when entering and exiting a building, lab, office and/or hallway, and before/after handling your mask.
- Workspace surfaces, including instruments, should be sanitized using  $\geq 70\%$  EtOH or IPA solution at the beginning and end of each shift and at least four times daily and/or while at work.
- Do not congregate in common areas such as hallways, breakrooms, common offices, and stairwells.
- Elevators and bathrooms can only be occupied by one individual at a time.
- Conference rooms are closed and require permission from the Chair for use.
- During Phase 2 operations, Chemistry Cores are sample submission only. This policy may be revisited and subject to change as circumstances develop.

## General

- **On site work is limited to work that cannot be conducted remotely.** If you can conduct your work remotely avoid coming on campus.
- **Adhering to this policy is a community responsibility.** All members of the department are required to fully adhere to the policies outlined by the Office of the Vice Chancellor for research and those laid out in this document. We appreciate your understanding as updates will likely come often as we respond to an ever-changing situation.
- All members of the Chemistry Department are expected to follow general University policy (<https://research.unc.edu/covid-19/resuming/all/>) related to COVID-19 as detailed by the Office of the Vice Chancellor for Research.
- Any questions and concerns regarding compliance with this policy should first be directed to your supervisor. If you are not comfortable communicating with your supervisor, SWELL has created a [feedback form](#) where you can voice questions, suggest improvements and concerns with COVID-19 protocol, and anonymously report safety infractions or failure to comply with the policies detailed in this document.
- A university hotline (Ethics Point Hotline: 866-294-8688) is also available to report policy infractions. Warnings accompanying one or two reports of failure to comply with these policies

will ultimately result in HR action and suspension of on-site research activity for individuals or entire groups.

## Staying healthy

- **Behavioral change works.** Use common sense. Adopt a mindset where everyone, including yourself, is infected and use appropriate precautions.
- Wear a mask in public and shared spaces.
- Avoid touching your face before sanitizing your hands.
- If you are immunocompromised or in a high-risk state (e.g., over 65, pregnant, have chronic lung disease, asthma, HIV, diabetes, chronic kidney disease, severe obesity, serious heart or other underlying conditions) remain home and avoid coming to campus.
- If you have travelled outside the State of North Carolina, tested positive for COVID-19, been referred for testing, or awaiting test results, contact your supervisor immediately and don't come on campus. Stay home and self-quarantine for at least two weeks.

## Before coming to campus

- If you are experiencing any of the following symptoms do not come to campus and contact the UNC Employee Occupational Health Clinic (919-966-9119) or Student Health (919-966-2281) as well as your PI or direct supervisor.
  - Cough
  - Shortness of breath or difficulty breathing
  - Fever (>100.4°F; 38°C)
  - Chills
  - Repeated shaking with chills
  - Runny nose or new sinus congestion
  - Muscle pain
  - Headache
  - Sore throat
  - Fatigue
  - New GI symptoms
  - New loss of taste or smell
  - Chilblain-like lesions (bumps or colored patches) on feet and hands
- Check your mask fits comfortably and securely.
  - **A mask is required to enter all Chemistry Buildings (see below).**
  - Acceptable face mask options will be available on the EHS website (<https://ehs.unc.edu/>)
  - Instructions for wearing, caring for, and handling surgical masks can be found [here](#).
  - Instructions for creating your own cloth mask, as well as proper practice for wearing, caring for, and handling can be found [here](#).
  - See below for general instructions related to mask care and use.

## Working on site

- Lab schedules should be coordinately designed to keep on site work as brief as possible.

- Your group is your team. Communicate and collaborate to creatively come up with plans for addressing the challenges of scheduling on site work. If you feel the laboratory is too crowded, contact your supervisor immediately.
- At this time, no one is required to work on-site, expected to do so, or asked to justify their decision. This policy may be revisited and subject to change as circumstances develop.
- Work-related needs and concerns should be discussed with your supervisor. If you feel pressure to come to lab outside your scheduled hours, contact your supervisor or the SWELL committee to report it anonymously using the link above.

### If someone tests positive for COVID-19

Contact Occupational Health (919-966-9119) and/or Student Health (919-966-2281) immediately. Environmental Health and Safety will be responsible for bringing in adequate cleaning crews to thoroughly sanitize areas where that individual has been.

### Masks

- **Face masks should be worn at all times while on campus.** Be aware that virus-containing droplets can remain in stagnant air for [8-14 minutes](#). For masks in laboratory, see below.
- A standard 3-ply non-medical grade mask will be provided by the university and is expected to be reused several days in a row. If masks need to be replaced more often, groups will be responsible for purchasing their own.
- Do's and Don'ts of wearing a mask:
  - Do:
    - Wash your hands thoroughly ( $\geq 20$  sec) before putting on and taking of your mask.
    - Store your mask in a paper bag when not in use.
    - Practice social distancing when wearing a mask.
    - Make sure it covers your mouth and nose and fits snugly against the side of your face.
    - Dispose and replace your mask if it becomes contaminated with chemicals or is difficult to breathe through.
  - Don't:
    - Touch the front of your mask when handling. Once on, the front of the mask is considered contaminated.
    - Touch your eyes, nose, or mouth when removing the mask.
    - Let the mask hang on one ear or on below your chin.
    - Leave your mask exposed and laying around.
    - Adjust your mask if others are around. Leave the room, wash your hands, and then readjust your mask.



Masks should cover mouth and nose and never be left hanging on one ear or below the chin.

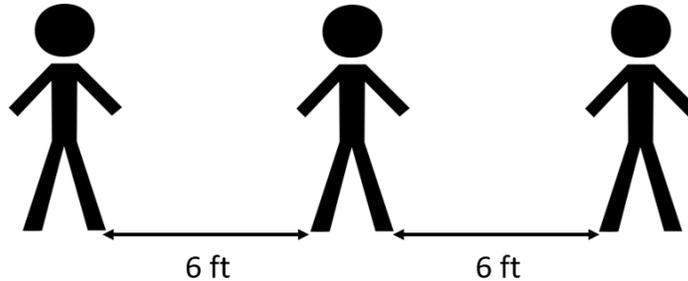
### Accessing buildings

- **Do not hold the door open for anyone or leave doors propped open.**
- Masks must be worn to enter Chemistry buildings.

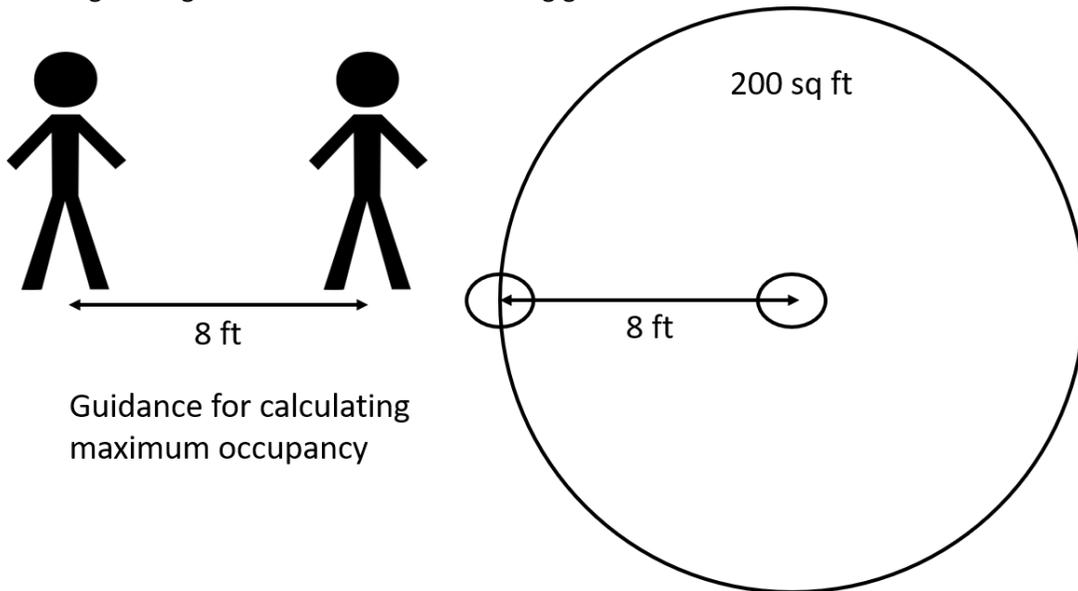
- We anticipate that entry/exit doors will be defined and clearly marked.
- Visitors, visiting trainees, or guests are not allowed on campus or our buildings unless preapproved by the Vice Chancellor for Research.
- Note UPS and FedEx have key card access to our buildings. Consider coordinating with delivery personnel to leave packages in the hallway to minimize interactions.

## Social distancing

- The university has mandated each department operate at  $\leq 50\%$  capacity, maintaining at least 6 ft distance between individuals.



- Personnel density inside laboratories should not compromise each individual's ability to maintain 200 square feet distance (6 ft social distance + 2ft person width) from each other while working. See figure below for social distancing guidance.



Guidance for calculating maximum occupancy

- Labs should clearly post maximum occupancy levels on each room door.
- Check a room's occupancy levels before entering. If occupancy isn't visible, knock before entering.
- If you need to talk to colleagues in another lab or Core personnel, call or setup a Zoom chat. In-person meetings should only occur when there is no other choice.
- Eat food outside whenever possible. If you must eat inside, do so alone or maintain 6 ft between individuals in lab and building common areas.

## Common spaces

- **The Graduate Student Lounge and confined eating spaces, such as the corner breakrooms in Caudill and Murray, can only be used to heat and store food during Phase 2.** Please plan to eat your meals elsewhere.
- Housekeeping will clean and sanitize high-touch areas such as stairwells, elevators, restrooms, and public areas using a concentrated disinfectant at least 4 times per day. They will not be entering labs or offices so waste bins should be placed in the hallway for pickup.
- Except when eating, masks must be worn in shared space even when you are the only one present because it is not possible to predict when someone else will come in.
- Empty soap and sanitization stations should be reported to Randy Simmons ([rlsimmon@email.unc.edu](mailto:rlsimmon@email.unc.edu)) and Fred Young ([fyoung@unc.edu](mailto:fyoung@unc.edu)).

## Hallways

- Lab gloves should NOT be worn in the hallways in accordance with general lab safety.
- When entering and exiting hallways sanitize your hands at the closest sanitation stations.
- If you encounter someone else in a hallway move past one another with intention (do not linger).
- Do not congregate in hallways at any time.

## Elevators

- Elevators can only be occupied by one individual at a time.
- Wash and sanitize your hands immediately before entering and directly after exiting an elevator.
- Maintain a minimum of 6 ft between individuals when waiting to take an elevator.
- Stairs should be used whenever possible when transiting between floors. If you encounter someone else in a hallway move past one another with intention (do not linger).
- Sanitize your hands before entering and upon exiting a stairwell. Stairwell doors cannot be propped open in accordance with building fire code.

## Bathrooms

- Bathrooms can only be occupied by one individual at a time and entry/exit doors must remain open at all times with exception to single-occupancy bathrooms.
- Before entering a bathroom, ask if anyone is already inside or knock loudly on the door. If there is a line, maintain a minimum of 6 ft between individuals.
- We recognize urgent situations arise that may result in more than one individual in a bathroom at a time. In these cases, please maintain 6 ft between occupants if possible.
- Wash hands with soap for at least 20 seconds when **entering and exiting** bathrooms.

## Conference rooms

- All conference rooms are closed and can only be accessed with permission from the Chair.
- All meetings should be conducted virtually.

## Laboratories

- Every research group must submit a plan that details their policies for social distancing, shift work, sanitization, and maintaining a safe working environment. These policies will be reviewed

and approved by the department Safety Committee. Submit plans to Ralph House ([rlhouse@email.unc.edu](mailto:rlhouse@email.unc.edu)).

- Each lab's policy will be included in this document and should be posted outside each lab door.
- Undergraduates are not allowed to return to lab during Phase 2.

### Determining maximum occupancy in lab

- Determine maximum occupancy levels (not to exceed 50% capacity) to maintain at least 200 square feet per person in your labs and clearly report this value on entry/exit doors.
- When determining social distancing guidelines for your lab, consider space between instrumentation, hoods, lab benches, etc. In situations where two people cannot maintain social distancing, only one person should be allowed in that space at a given time. Use tape to demarcate these boundaries on the floor or bench as needed.
- Create a schedule that limits the number of individuals in any space and keeps each shift as brief as possible. Make sure the schedule is available to everyone in the group.
- Stagger arrival/departure times by at least 30 minutes to reduce traffic in common areas.

Examples of lab schedules could include:

- 8am to 2pm and 2:30pm to 8:30pm shifts
- One day on/one day off
- One week on/one week off
- One week on/two weeks off (33% capacity)
- Note, auxiliary services such as Core Labs, Admin Offices, etc. will only be available during the working day (~9am – 5pm) and should be contacted via phone, email or Zoom (information below).
- When possible, arrange equipment to maintain physical distancing. A plexiglass barrier should be installed between instruments if their proximity inhibits social distancing.
- A minimum of two people should be present when the lab is occupied. When this isn't possible, virtual monitoring should be implemented to comply with common lab safety.

### Preparing to return to lab

- Be sure each member of your group who will be returning to campus has completed EHS training (<https://ehs.unc.edu/>) for complying with COVID19-related policy.
- Confirm your PPE supply and work through University Procurement Services to order supplies such as hand sanitizer and masks. Instructions are forthcoming.
- Consider purchasing keyboard covers and wrapping computer mouse in Ziploc bag to facilitate sanitation.
- Check isopropyl alcohol and ethanol inventory. Note cleaning wipes and disinfecting spray will be distributed across campus.
- Determine the number of plexiglass barriers you may need between instruments and face shields and order from the machine shop or BeAM.
  - For plexiglass barriers, contact Philip Thompson in the Physics Machine Shop ([philip@email.unc.edu](mailto:philip@email.unc.edu))
  - For face shields, contact Kenny Langley in BeAM ([kenny@beam.unc.edu](mailto:kenny@beam.unc.edu))
- Place excess seating in storage to reinforce distancing.
- Check instrumentation/bring back online.

- Modify SOPs to include sanitization protocols and post in a visible region on or around the instrument.
- Update websites with relevant information.
- Wipe lab surfaces using  $\geq 70\%$  EtOH or IPA solution.
- Schedule Zoom meetings to talk through the new operating procedures before your group begins Phase 2 operation.

### Masks in lab

- Masks should be worn at all times while in lab.
- If University-approved masks are deemed inappropriate for lab operations, please detail your reasoning in the lab policy document and plan to provide appropriate masks (e.g., fire-proof, charcoal filtered).
- If at all possible, use tight fitting masks to help prevent fogging of safety glasses.
- All reactions should be performed in a hood whenever possible to mitigate VOCs interacting with masks. When this isn't possible, face shields and plexiglass barrier should be employed.
- Should a mask become contaminated by chemicals, it should be disposed and replaced immediately.

### Sanitization practices

- Hands should be washed immediately upon arrival to lab and immediately before leaving.
- Wash and sanitize your hands hourly while on campus and always after talking with and/or handling material that was in contact with another individual.
- Lab surfaces and high touch areas within lab should be sanitized using  $\geq 70\%$  EtOH or IPA solution immediately before and after use and at least four times while at work.
- Thorough surface cleaning should be performed at the beginning and end of a shift.
- Shared equipment should be sanitized before and after use.

### Communication and record keeping

- Check a room's occupancy levels before entering. If occupancy isn't visible, knock before entering.
- If you need to talk to colleagues in another lab or Core personnel, call or setup a Zoom chat. In-person meetings should only occur when there is no other choice.
- Service engineers and vendors are expected to comply with departmental and lab policy, and should pre-arrange visits, receiving permission from the PI before entering lab.
- Personnel logs should be kept daily to aid with contact tracing.

### Offices

- Only one individual can be in an office at a time.
- Always wear a mask in common office space, even when you are the only one present because it is not possible to predict when someone else will come in.
- Common offices should generally be limited to storing personal items that cannot be in lab and should remain unoccupied as much as possible.
- Masks do not need to be worn in personal, single-occupancy, offices as long as the door remains closed.

## Chemistry Core Laboratories

- Chemistry Core Labs will be operating on fee-for-service (sample drop-off only) and in limited capacity for shared use.
- Directly before entering the core laboratory please wash your hands with soap, either in the bathroom or a lab sink.
- Core labs will be wiped down three times a day and at core personnel discretion.
- Isopropyl alcohol solution will be available with paper towel to sterilize commonly used surfaces, such as keyboards, mice, countertops. Please do not spray surfaces directly, use paper towel.
- **If you feel like an instrument surface needs to be sterilized consult core personnel for assistance. Do not wipe an instrument without prior consultation with core personnel.**

## Nuclear Magnetic Resonance

The NMR Core will operate under SAMPLE SUBMISSION ONLY during Phase 2 reopening within the Department of Chemistry.

- **Until further notice, only NMR Staff are permitted in the NMR Core rooms (the computer control rooms, magnet rooms or prep lab).**
- Submit sample information electronically, using either of the following options:
  - **Through the Submission Form online** - <http://chemnmr.web.unc.edu/home/covid-19-announcement/sample-submission/>
  - **Fill out the template (link to download at the bottom of the page) and email the completed form to [terhorst@live.unc.edu](mailto:terhorst@live.unc.edu)**
- We are now moving to a sample labeling standard and not using the position number on an NMR tube rack. Label your NMR tube(s) using your initials, hyphen, PI initials, hyphen, number, for example AC-AM-1
- Hand written information is no longer accepted. Sorry! It is becoming a challenge interpreting everyone's handwriting.
- Users can now submit samples by 1:00 PM on Tuesday through Friday. NMR staff will attempt to return data the same day to the extent possible and have the samples available for pick up the next day by 1:00PM.
- Be clear when submitting sample information, labeling NMR tubes and providing as much experiment requirements/parameters as possible. Experiments will run on the NEO600 or the NEO400.
- Samples not picked up will be removed Friday afternoon at 2:00pm.
- You can email, text, or call with questions. If a more in-depth discussion is required, we will schedule an appointment using Zoom.
- We are also discussing a process to safely increase utilization of the NMR Core when the department and the university begins a ramp-up of all research activities.
- Contact Marc ter Horst ([terhorst@email.unc.edu](mailto:terhorst@email.unc.edu)) with any questions

## Mass Spectrometry

The Mass Spectrometry Core will operate under SAMPLE SUBMISSION ONLY during Phase 2 reopening within the Department of Chemistry.

- All users should submit samples in the MS Sample Drop Box located on the door of Dr. Ehrmann's office, Caudill 052.
- The sample should have an iLab sample submission accompanying it. For users with multiple samples in a single drop off, please download, complete, and attach (upload) this [Excel spreadsheet](#) to your iLab submission. Only submit one sample submission per batch of samples.
- Diane will collect data for all users according to the specifications supplied in your sample submission form.
- Data files will be emailed to individual users via WeTransfer, an online file transfer platform.
- Users and clients will be granted access to our remote workstation PCs. Users and clients can review data via Xcalibur, FreeStyle, etc. on these machines.
- Remote workstation PC access can be reserved in iLabs via our Workstation calendars.
- All users will be given the remote access passwords and calendar access at the beginning of Phase 1, regardless of their instrument training status.
- We will continue to generate data reports for clients and users who are NOT trained on the instrumentation at this time.
- Only TWO individuals are allowed in the MS Core Labs at a time (Ca 040, Ca 009).
- All persons inside of the MS Core are required to maintain a minimal physical distance of 6 feet and wear a face mask at all times.
- Users of the Catalysis Center equipment will need to maintain physical distancing while working in Caudill 009 at all times. We particularly want to caution wet-side glovebox users of the proximity to the mass spectrometers. Please work to schedule glovebox usage to stagger with Diane's need for access to the mass spectrometer.
- Core personnel are available via email, text, or phone for questions. If a more in-depth discussion is required, we will schedule an appointment using Zoom.
  - Diane and Brandie will be accessible on demand via Zoom through our Personal Meeting IDs:
    - Diane (PMI 562 601 0782) 9 -12 pm daily
    - Brandie (PMI 906 063 0067) 1-5 pm daily
  - If you have any issues reaching us, please email or text and we will respond with a best time.

## Xray

- No one except the facility director, Josh Chen, will be allowed to access the XCL.
- All samples will be run by Josh Chen by appointment only.

To submit a sample:

Visit XCL iLab service page ([https://uncch.ilab.agilent.com/service\\_center/4879/?tab=services](https://uncch.ilab.agilent.com/service_center/4879/?tab=services)) to initiate a request. Be sure to provide all necessary information including proposed chemical formula, chemical structure in jpg, pdf, or ChemDraw format, desired data collection temperature, and whether the sample requires determination of absolute configuration.

Once the sample request is submitted, Josh Chen will set the appropriate service quote via the iLab system for you to accept. The clearly labeled sample can then be dropped into the XCL receiving basket and taken into possession by XCL personnel immediately by appointment.

The basket is located in Caudill Laboratory Room 053. The sample label must include:

- Your name
- A sample notebook code clearly written on the vial/label that matches the iLab submission

Samples will be run in the order received. If you plan to submit an air-sensitive sample, this should be indicated in the request email and scheduling the submission should be worked out with Josh in advance to ensure the sample can be run in a timely fashion. You will be notified by email when the sample has been run.

All requests for data from the XCL should be sent to Josh Chen at [joshchen@email.unc.edu](mailto:joshchen@email.unc.edu).

## Electronics Design

- Electronics personnel will continue work off site but will come on site by appointment only.
- Any meetings with Electronics personnel should be conducted virtually using Zoom whenever possible.
- The Electronics lab will be open one day per week from 8 AM to 5 PM on Wednesdays for repairs and construction only.
- Repairs:
  - A new iLab work request should be initiated for each repair.
  - If the repair is **Priority 2** (Normal) or **Priority 3** (as time permits):
    - If the instrument can be transported, it can be dropped off at Kenan Labs Rm C240 on Wednesdays between 8 AM and 5 PM. All delivered equipment must be thoroughly sanitized prior to delivery.
    - If the instrument is too large to transport and must be repaired in-place, call one of the Electronics Core personnel below to arrange a time to meet.
  - If the repair is **Priority 1** (Immediate) please call one of the Electronics Core personnel below to arrange a time to meet.
- Design Support or Consultation:
  - Contact the appropriate Electronics Core personnel below to arrange a time to meet. Meetings can be held by phone, ZOOM, or in person as necessary during normal working hours. Text, Skype, and Facetime may be possible communication methods as well.

## CONTACT INFORMATION

Collin McKinney, Director	<a href="mailto:collin@unc.edu">collin@unc.edu</a>	919-452-2565 (cell)
Matthew Verber, Engineer	<a href="mailto:mverber@unc.edu">mverber@unc.edu</a>	262-385-1863 (cell)
Regent Joubert, Technician	<a href="mailto:joubert@ad.unc.edu">joubert@ad.unc.edu</a>	919-594-9830 (cell)

NOTE: Repairs or consultations requiring lab visits can only occur if the addition of the Electronics Core personnel doesn't compromise social distancing requirements and all lab occupants are adhering to departmental guidelines and wearing a mask.

## CHANL

As UNC begins a phased ramp-up of operations, including laboratory spaces, CHANL is working to develop protocol for users entering the facility. The protocol is based on guidance from the UNC's Chemistry Core Directors and the CDC ( <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>) and adapted for CHANL's specific environment.

### **Know how it spreads**

- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

### **Contacting CHANL staff for support**

- We cannot guarantee that CHANL staff will be on site
- If you encounter an issue, contact the appropriate staff member via email or phone
- If needed, connect to staff via their private Zoom link by using mobile/laptop in lab space (link to be provided later)
- Staff will make a visit to campus if the issue cannot be resolved remotely

### **Everyone should:**

**Avoid close contact:** Stay at least 6 feet (about 2 arms' length) from other people.

### **Wash your hands before and after working in lab spaces:**

- Wash your hands often with soap and water for at least 20 seconds or use a hand sanitizer that contains at least 70% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands

### **Clean and disinfect frequently before and after working with high-activity items:**

- Keyboard, mouse, and the table spaces, microscope eyepieces
- Disinfecting keyboards can be challenging. CHANL is working on approaches, including keyboard covers.
- CDC Guide for Cleaning and Disinfecting: [https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening\\_America\\_Guidance.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf)

### **Wear face masks throughout Chapman Hall**

- Lab spaces
- Cleanroom
- Stairwells

- Hallways
- The cloth face cover is not a substitute for social distancing.

### **Additional Guidance**

#### **Gloves:**

- Wash hands or use sanitizer thoroughly before and after entering the lab
- Always wear gloves in the cleanroom
- Traditional CHANL labs: put on gloves before handling samples and sensitive equipment
- Remove gloves for work on computer keyboards or put on a new pair of clean gloves
- Always discard in waste bin before leaving the lab
- Do not wear gloves between buildings and in hallways
- Samples that require special handling should be kept in a clean container when in transit

#### **Cleanroom Specific:**

- Only one person per bay at a time and no more than 3 individuals total
  - Bay 1: DRIE/Acid Hood
  - Bay 2: Deposition instruments (included profiler)
  - Bay 3: Lithography area
  - Bay 4: Gowning
- Place gowns in plastic bags provided before hanging on rack. If a bag is not available, place in laundry bin
- Place gowns in laundry bin if you do not anticipate returning before the following Wednesday
- Guidance about handling PPE: <https://www.cdc.gov/niosh/npptl/pdfs/PPE-Sequence-508.pdf>

#### **Trainings:**

- No new trainings
- If you are an untrained user in need of CHANL facilities:
  - Have a trained, senior lab member perform the work for you
  - Submit a request to CHANL staff for a service request in iLab

#### **Reservations:**

- Reservations must be separated by 30 minutes
- Leave the lab as soon as you have finished your work and stopped your Kiosk session
- Reservations must be made at least 1 hour in advance – no walk-up sessions
- Some instruments are not available for reserving and operating by users. See the table below to see which instruments this applies to:

#### **Staff contact info:**

##### **Amar**

- 864-356-5430

- kumbhar@email.unc.edu

**Bob**

- [919-448-5772](tel:919-448-5772)
- [bob.geil@unc.edu](mailto:bob.geil@unc.edu)

**Carrie**

- 650-248-0758
- cdonley@email.unc.edu
- <https://unc.zoom.us/j/92668508170>

**Jun**

- 480-295-1006
- junyan@email.unc.edu

Room - Instrument	Access type	Staff
<b>B26:</b> TEM	Sample submission, except for those with permission	Amar
<b>B30:</b>		
FIB	Reservation	Amar
ESEM	Off-line	
AFM-IR	Sample submission	Carrie
<b>030A:</b>		
SEM	Reservation	Amar
CPD	By request	Carrie or Amar
<b>030C:</b> XPS	Sample submission	Carrie
<b>Cleanroom:</b>		
Acid Hood Bay	Reservation	Bob or Jun
Deposition Bay	Reservation	Jun
Lithography Bay	Reservation	Bob
<b>225:</b> AFM	Reservation	Carrie or Amar
<b>312:</b>		
XRD	Reservation	Carrie
MSP	By request	Carrie
FTIR	By request	Carrie
<b>313:</b>		

ALD	Reservation	Bob
All other instruments	By request	Bob

Options for utilizing CHANL resources:

**Reservation:** Instrument is available to all trained users. Instrument time reserved in iLab, as usual.

**Sample submission:** User submits a service request where CHANL staff performs the work.

**By request:** User must contact CHANL staff to schedule time on instrument. CHANL will block out other instruments in the same space.

**Off-line:** Instrument is not available to anyone

## Glass Shop

- Glass shop personnel will be in the Kenan Labs site twice a month.
- The Glass Shop will be open the first and third Tuesday of the month. Hours of operation will be 8:00am-3:00pm.
- Design Support or Consultation:
  - The Glass Shop will be accepting only new fabrication requests.
  - Until further notice, only Glass shop Staff are permitted in the Glass shop.
  - You can email, text, or call with questions during standard working hours. If a more in-depth discussion is required, we will schedule an appointment using Zoom.
  - A new Infoporte work request should be initiated for each new request.
- Repairs:
  - Only priority (immediate need) repairs will be accepted. Priority items are those that are critical to the operation of the lab. General repairs will be accepted at a later date.
  - If the repair is a priority (immediate need) please email the glass shop below to inform of drop-off in box outside of Glass shop.
  - A new Infoporte work request should be initiated for each repair.

## CONTACT INFORMATION

Mark Wicker, Director                      mmwicker@email.unc.edu                      336-314-9041 (cell)

## Machine Shop

- The machine shop door will remain closed with a phone number to contact Machine Shop personnel.
- Call 919-962-1183 to setup a time or drop by and call the number on the door.
- Meetings will be conducted using COVID-related safety protocol.
- Bring your own pen.

## VWR Stockroom

- VWR will reopen the stock room when the following steps have been completed
  - UNC Procurement or Chemistry Department Head communicates request to re-open the stockroom via formal email communication.
  - The chemistry building has been reopened to researchers.
  - VWR receives internal approval for the supervisor to return to work.
- Revised Stockroom Workflow

- Hours – resume normal hours
- Format – VWR will take orders from the window, no walk ins will be allowed except for the self-service chemical storage area.
- PPE – will follow UNC guidelines. For example, if masks are required by UNC personnel, VWR will require the same.
- Return to normal Workflow
  - VWR will return to the normal walk in model workflow based on discussions with the Chemistry Department and/or UNC Procurement

## Administrative offices

All administrative offices will have limited staff on-site and will remain fully operational off-site. Staff will be available by email and phone. Contact information can be found here: <https://chem.unc.edu/admin-staff/>

### Mailroom

- Once mail distribution begins, the mailroom will be open from 9am-5pm daily except on Tuesday and/or Thursday from 2pm-4pm to distribute mail. A sign will be posted on the door during this time.
- Only one person is permitted in the mailroom at a time.

### Purchasing Guidelines

To minimize delivery personnel travelling through the buildings and maintain healthy business operations, please consider placing orders through ePro (e.g. Fisher Scientific, Airgas) twice weekly, on Tuesday and Thursday.

### CHEM Department Administrative Office (Kenan B225)

The office will remain closed with all staff continuing to work remotely. All staff are available by email and phone.

### CHEM Human Resources Office (Kenan B232)

The office will remain closed with all staff continuing to work remotely. All staff are available by email and phone.

### CHEM Accounting and Research Administration (Kenan C245 & Caudill 317)

The office will remain closed with all staff continuing to work remotely. All staff are available by email.

### CHEM Student Services office (Kenan C140)

The office will remain closed with staff continuing to work remotely. Donnyell Batts and Jill Fallin will be available by email and phone. General student issues should be directed to [chemus@unc.edu](mailto:chemus@unc.edu).

Director of Undergraduate Studies Professor Jillian Dempsey can be reached at [dempseyj@email.unc.edu](mailto:dempseyj@email.unc.edu).

Director of Graduate Studies Professor David Nicewicz can be reached at [nicewicz@unc.edu](mailto:nicewicz@unc.edu).

### CHEM Communications (Kenan C247)

The office will remain closed with staff continuing to work remotely. For all news items, social media requests, or PR inquiries, Alice Zhao can be reached at [chemcommunication@unc.edu](mailto:chemcommunication@unc.edu).

### CHEM Facilities & Building (Kenan A008 and B024)

For keys and building access email Fred Young [fyong@unc.edu](mailto:fyong@unc.edu)

Issuing keys will not be on demand, and instead will be handled by leaving keys in departmental mailboxes.

For facilities issues, email Randy Simmons [rsimmons@email.unc.edu](mailto:rsimmons@email.unc.edu)

### Links to group protocols

Forthcoming....

### Acknowledgments

The creation of this document is attributed to multiple discussions between the Chair's Office, the department Safety Committee, Executive Committee, and the Physical Science Core Laboratories (CRTICL and CHANL). Policies and guidance developed and released by the Chemistry Department at the University of Minnesota were an additional, invaluable reference in the creation of this document.