

COVID-19 Standard Operating Procedures for Glass Shop

This document must be visibly displayed in the lab.

Updated: 06.01.2020

Lab Manager:	Geno Iannaccone
Lab Email:	genoi@vt.edu
Lab Phone:	540-231-6111
Location:	1006 Hahn Hall South

Job Submission and Pickup:

- Job submission is by appointment only. Users should **send an email to genoi@vt.edu** to make appointments. After the appointment is confirmed by Geno, users should deposit the job on the cart located by the Glass Shop door.
- All work **MUST** be accompanied by a completed Glass Shop request form. The **users must notify Tom Wertalik at wertalik@vt.edu of the submission.** Tom will notify users when the work has been completed.
- Completed job pickup is by appointment only. Users should **send an email to genoi@vt.edu** to make appointments. After the appointment is confirmed by Geno, he will deposit the completed job on the cart located by the Glass Shop door.

Personal Protective Equipment:

- Face coverings are required at all times in the lab.
- Plastic gloves are recommended in the lab.
- Workers using hazardous materials, chemicals and biological agents must continue to follow their specific glove use practices.

Prohibition against occupancy, if the individual:

- Have fever or respiratory symptoms, or have been in contact with anyone with these symptoms for the past 14 days;
- Have tested positive for COVID-19 and have not yet been cleared to return to work by an authorized public health official;
- Have within the last 14 days returned from an area with reported community spread of COVID-19.

Social Distancing:

- Workers should strictly maintain a minimum 2 m (6 ft) distance between any 2 people.
- A maximum of 2 people can occupy in each lab room.

- Ask those that are too close to step back – you have the right to calmly and politely ask that of anyone you encounter in your work. If you are asked to yield space, please comply.

Surface Disinfection:

- COVID-19 can survive up to 72 hours (3 days) on plastic and stainless-steel surfaces. From the first moment of viral contamination, the amount of the live virus on surfaces decreases significantly over these time periods.
- It is critical that every high-touch surface in the work area (drawer and cupboard handles, faucet and dispenser handles, supply bottle tops, etc.) be frequently sanitized.
- Identify and mark surfaces for disinfection and put a disinfection schedule in place that should be posted in the lab and initialed upon completion.

Identification of surfaces to be disinfected, frequency of disinfection, and appropriate products listed below:

Equipment	Product to be used	Frequency of disinfection
doorknobs, keypads, light switches	70% isopropanol	start and end of the day
submission cart	70% isopropanol	after each use
computer mouse and keyboard	70% isopropanol	start and end of the day

Daily Best Practices:

- Take your temperature prior to leaving home. If you have a fever, stay home.
- Shower before coming to work and wear a fresh change of clothes.
- Upon entering the building, visit the restroom/washroom and thoroughly wash your hands with soap and water for 20 seconds.
- Continue to wear your personal cloth mask while on-site and social distance yourself from others.
- Do not touch your face or mask. If you do, wash your hands immediately.
- Sneeze or cough into your elbow or tissue; immediately place tissue in the trash. Maintain this habit even when masked.
- Before you leave the building, wash your hands with soap and water one last time for 20 seconds. After you leave the building, use hand sanitizer before touching car keys or car door handle.
- It is suggested that you immediately remove shoes when returning home and spray them with disinfectant. Any clothes worn outside the home should be immediately washed.