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| Mount Royal University - Environmental Health & Safety - Safe Work Procedure | | |
| Laboratory Decontamination During COVID-19 | | |
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SAFE WORK PROCEDURE: LABORATORY DECONTAMINATION DURING COVID-19

PREAMBLE

The purpose of this document is to provide a procedure to ensure frequently used surfaces and objects are cleaned regularly to mitigate the risk of becoming infected after touching contaminated surfaces. The cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for the prevention of COVID-19.

SCOPE

This document is for laboratory and research personnel performing critical work and maintaining an on-campus presence. The procedure applies to all employees of Mount Royal University performing work in the laboratories during the COVID-19 pandemic.

This document covers procedures for cleaning and disinfecting frequently touched work surfaces. The cleaning and disinfection of high touch points in laboratory areas is the responsibility of laboratory and research personnel.

RESPONSIBILITIES

The Employer is responsible for ensuring there is an increased frequency of cleaning of high touch surfaces in areas under their control. They are required to provide Employees with a procedure for this task and the supplies required to complete the task.

Employees must follow the provided procedure and refer to product labels and (when applicable) the Safety Data Sheet (SDS) for information. Employees must report any Health and Safety concerns to their Supervisor.

PROCEDURE

Based on current evidence about COVID-19 and similar coronaviruses, spread from person-to-person happens most frequently among close contact (within about 6 feet) via respiratory droplets. Transmission of coronaviruses in general occurs much more commonly through respiratory droplets than through contaminated surfaces, objects or materials. It is unknown how long the virus may remain viable on surfaces but evidence for other coronaviruses suggested hours to days depending on the material.

Do not touch face or other materials while performing decontamination. Ensure proper personal protective equipment (PPE) is worn during the decontamination process.

PPE REQUIRED

At a minimum, CSA approved safety glasses, laboratory coat, and latex or nitrile gloves must be worn when performing Laboratory disinfection.



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EMERGENCY PROCEDURES

Due to the reduced campus occupancy and Alberta Health Services (AHS) physical distancing requirements, users need to be aware of and familiar with the emergency response procedures, including [working alone using the MRU Now app](#). Information regarding the hazards present in the space and emergency contacts are noted on the entrance to all Laboratories. An emergency response plan is posted in all spaces. MRU Security is the main point of contact in an emergency. From a campus phone ext. 5900, from a cell phone 403-440-5900.

CLEANING PROCEDURES

MRU Environmental Services staff will continue to clean in-use spaces according to their schedule. Please ensure that Environmental Services is notified of the laboratory spaces being used.

Faculty of Science and Technology faculty and staff present in the laboratories will ensure increased daily cleaning of high touch common surfaces that are accessible to multiple employees during a work day. High touch points represent a higher probability of viral loading in the work area, and should be disinfected on a routine basis and cleaned as needed.

The recommendation is three times a day; however, employees can wipe down surfaces more frequently if required. The following are examples of locations and equipment with high frequency of handling and contact:

- Door Handles
- Light Switches
- Sink handles, leavers and/or controls
- Computers
- Bench Tops
- Chairs/Stools - backs and arm rests
- Lab drawer and cabinet handles
- Fridge/Freezer Doors
- Fume hood and Biosafety cabinet sashes and switches
- Micropipettes and other shared tools
- Water System Controls
- Equipment handles/latches and controls/touch pads

To clean and disinfect:

1. Put on PPE.
2. Clean visibly dirty surfaces with soap/detergent, warm water and paper towel prior to disinfection.
3. Spray surface with disinfectant until damp and allow to dry.
4. If using disinfecting wipes, wipe surface with wipe and allow to dry.
5. Dispose of paper towels/wipes in lined garbage bin.
6. Remove gloves and dispose of immediately in lined garbage bin
7. Wash hands immediately after disposing of gloves for at least 20 seconds with soap and warm water.

WASTE DISPOSAL PROCEDURES

Paper towels and gloves used to decontaminate the Laboratory must be disposed of in a lined garbage bin after each cleaning/disinfection.

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MAINTENANCE

Ensure Laboratories have a regular supply of disinfectant, disinfectant wipes, hand soap and paper towels. Paper towel refills can be obtained by submitting a Frontline service request.

Disinfectants can be:

- 70% Ethanol or Isopropanol (this is appropriate for use on electronics)
- 10% Bleach Solution (1000ppm sodium hypochlorite) - 80mL of bleach to 3.8L of water
- Bleach solutions must be freshly prepared - diluted bleach is effective for disinfection up to 24 hours. (Check to ensure the bleach or sodium hypochlorite has not expired.)

Disinfectant must meet Health Canada's Requirements for use against COVID-19. This can be done by checking the DIN on Health Canada's webpage. <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html#tbl1>

DEFINITIONS

Cleaning: The removal of pathogens, dust, dirt, and oils from surfaces. It does not kill pathogens, but it lowers the risk of spreading infection by removing the dust, dirt and oils that encapsulate pathogens.

Coronavirus: The novel coronavirus, now named severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2), as per the World Health Organization.

COVID-19: The disease caused by the novel coronavirus (SARS-CoV-2).

CSA: Canadian Standards Association

Disinfecting: Using appropriate chemicals to kill pathogens on surfaces. This process does not remove pathogens the way cleaning does, but kills or deactivates the pathogens to lower the risk of spreading infection.

Employee: Volunteers or individuals who are engaged to work for the University under an employment or apprenticeship contract, including Faculty, Staff, exempt Employees, Management Employees, and Undergraduate, Graduate or Postgraduate students carrying out work for the University.

Employer: A person who employs one or more workers, including volunteers, or a person designated by an employer to be the employer's representative. At MRU, this includes all Management Employees as defined herein.

Management Employee: The President, Vice-Presidents, Associate Vice-Presidents, Deans, Directors, Managers, Supervisors, Chairs, Team Leads and all Employees classified as management Employees by Human Resources.



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REVISION HISTORY

| Date | Revision | Notes |
|-----------|----------|---------------------------------|
| June 2020 | 01 | Creation of Safe Work Procedure |