

## **Kinesiology Lab Protocol during COVID-19**

All TTU, local, state, and federal guidelines will always be followed.

### **Kinesiology and Sport Management Building**

- Entry to and exit from the building for all individuals will be restricted to designated entrances.
- Drinking fountains and water-bottle filling stations will be shut down and marked as out of service.
- All kitchen appliances in the shared workroom will be put into storage or marked as out of service.

### **Laboratories**

- Occupancy will be limited to one person per 144 sq. ft. of space
  - Exceptions will be allowed for essential research activities in laboratories with limited space
- Occupancy will be limited to no more than 10 people.
- Where possible, there will be a single point of entry and a single point of exit.
- Food consumption will not occur inside laboratories.
- Doorknobs and light switches will be sanitized with disinfectant wipes after they are touched.
- Shared surfaces will be sanitized with disinfectant wipes after each use.
- Only research personnel and participants that are essential to conducting the research may enter the lab.
- Laboratories will be restricted to essential research activities that can only be conducted in person.
  - Research activities like meetings will be done online.

### **Research personnel**

- Before coming to campus, personnel will complete the Coronavirus Self-Checker on the Center for Disease Control website and save a screenshot of the results.
  - <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Personnel are strongly encouraged to visit the drive-through employee health screening in the Flint parking garage or the walk-up site in the Administrative Building prior to entering the Kinesiology and Sport Management building.
- Personnel in public or laboratory space must wear social distancing masks.
- Vulnerable individuals will continue to work from home.
- Hand washing is required of personnel upon entering the lab and just prior to leaving the lab.
  - Hand sanitizer will be available in labs without hand washing stations
- Personnel will have their temperature monitored twice daily with a digital IR thermometer
  - Anyone with a temperature greater than or equal to 100°F will be identified, logged, and required to seek testing for COVID-19.
- Personnel will stay home if they are sick or are exhibiting COVID-19 symptoms.
- When personnel must touch a participant, they will wear either latex or nitrile gloves.
- Personnel will use a paper towel or a disinfectant wipe when opening doors (e.g., washrooms) or using shared equipment (e.g., photocopier).

- Human resources will be contacted if at any time a research personnel becomes ill or diagnosed with COVID-19.
  - [hr.talent.management@ttu.edu](mailto:hr.talent.management@ttu.edu)

### **Participants prior to visiting the laboratory**

- Potential participants will complete a pre-screening questionnaire (<http://www.depts.ttu.edu/research/downloads/Pre-Screening-Questionnaire.pdf>) with 24 hours of their scheduled appointment.
  - If a participant answers ‘yes’ to any question from 1a to 1g, then their appointment will be cancelled.
  - If a participant answers ‘yes’ to question 1h, then they can only be tested if they provide documentation of a negative COVID-19 test prior to visiting the lab.
- Potential participants will be informed that individuals that fall into one or more categories (<http://www.depts.ttu.edu/research/downloads/Pre-Screening-Questionnaire.pdf>) might be at higher risk for severe illness from COVID-19.
  - If the participant falls into one or more of those categories, then they will be excluded from the study.
  - The exception are studies that have approval to test participants that might be at higher risk.
- Potential participants will be informed that the entrance of unnecessary visitors will not be allowed. The research participant can only be accompanied by those individuals essential to the visit. This would include legal guardians or an agent who must be present with the participant for health care/research related decisions.
- Potential participants will be informed to wait outside the building at a designated meeting place prior to their appointment. They will be greeted by a research and escorted into the building when ready.
- Potential participants must wear a social distancing mask.

### **Visiting the laboratory**

- The participant will be greeted at the designated meeting place outside the building
- The participant will be offered a social distancing mask.
- The participant’s temperature will be checked with a digital IR thermometer.
  - If their temperature is greater than or equal to 100°F, then the participant and the researcher will follow the COVID-19 Positive Employee Test Notification and Protocol (Appendix A).
- The researcher will repeat the pre-screening questionnaire (<http://www.depts.ttu.edu/research/downloads/Pre-Screening-Questionnaire.pdf>) with the participant.
- Hand washing is required of participants upon entering the lab and just prior to leaving the lab
  - Hand sanitizer will be available in labs without hand washing stations.
- The lab and equipment will be sanitized with disinfectant wipes after the participant leaves.

### **Positive COVID-19 test**

- If a researcher tests positive for COVID-19, they will follow the COVID-19 Positive Employee Test Notification and Protocol (Appendix A).
- Human resources will be contacted to organize the researcher's leave and to ensure the workplace is properly disinfected and cleaned.
  - [hr.talent.management@ttu.edu](mailto:hr.talent.management@ttu.edu)
- The laboratory will be vacated until housekeeping conducts a comprehensive decontamination.
- Any researcher exposed to anyone exhibiting COVID-19 symptoms must self-isolate for 14 days and be tested for COVID-19 after at least four days from the potential exposure.
  - Anyone exposed to that researcher will have to stay home for at least 4-days, and then be tested for COVID-19. They can return to work if they receive a negative COVID-19 test.

### **Disposal procedures**

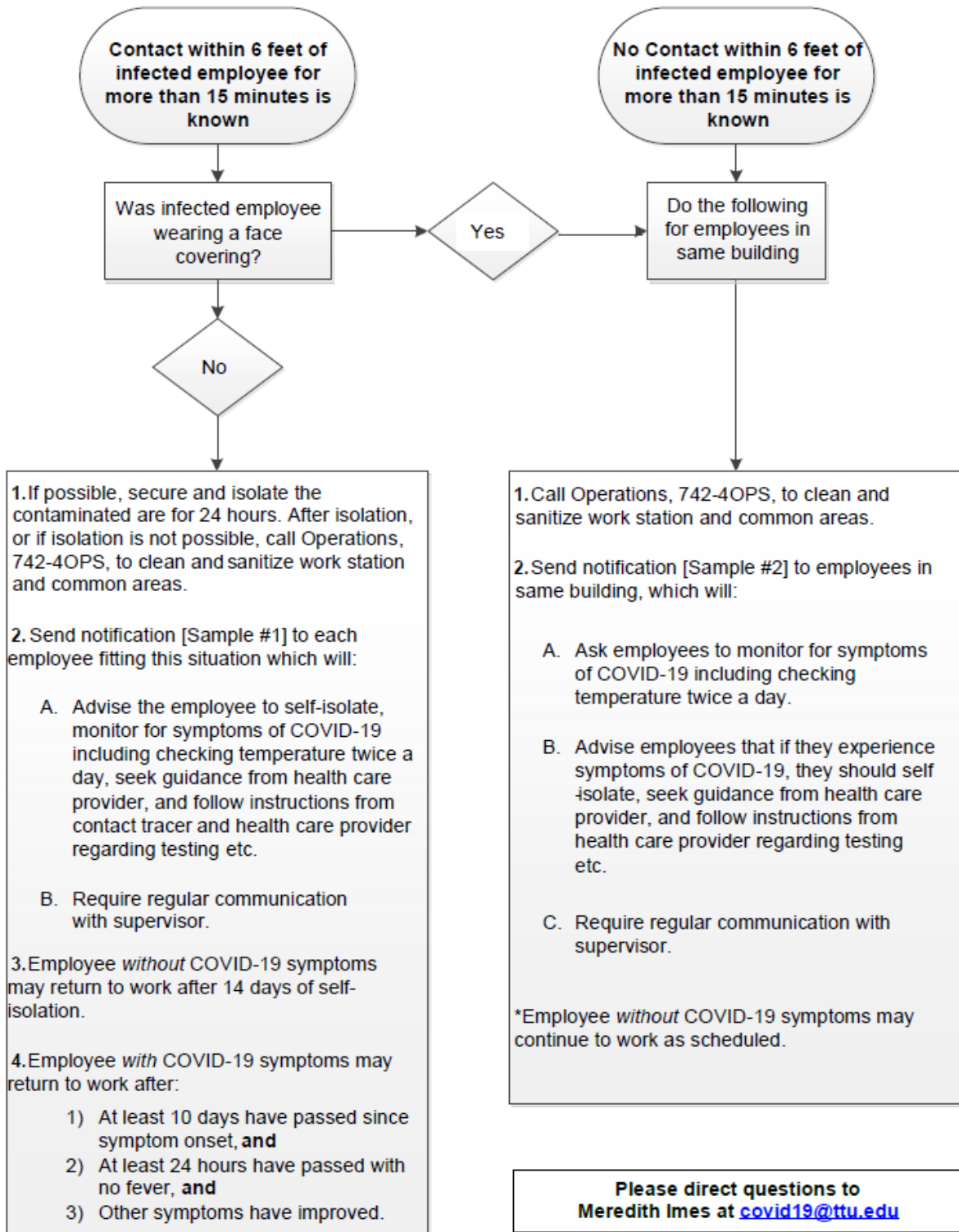
- PPE worn as a preventative measure and not used with participants who are at increased risk of infection due to screening should use the normal disposal in the laboratory (not biohazard safety bags) with additional controls for those disposing of the waste or one could say black bag it.
- The controls would be that laboratory personnel donning a mask and gloves tie off waste bags and take them to the dumpster rather than custodial personnel.
- If you have any further questions, please contact Rebecca Maloney at EH&S.

## **Appendix A – COVID-19 Positive Employee Test Notification and Protocol**

Downloaded from

<https://www.depts.ttu.edu/operations/Documents/docs/COVID19positivetestdecisiontree.pdf> on August 3, 2020.

## COVID-19 Positive Employee Test Notification and Protocol



## Sample Notifications to Employees

### Sample #1

#### **Employee Tests Positive – Contact within 6 feet of unmasked infected employee for more than 15 minutes is known**

We were made aware that an employee in \_\_\_\_\_ department recently tested positive for COVID-19 and you have been identified as one who may have had contact within 6 feet of the employee. The CDC and health department protocols including those for contact tracing are being conducted, and you may be contacted by a contact tracer with further instructions. We will have the employee's workstation and the shared common spaces they used cleaned and sanitized and will follow appropriate CDC guidelines to limit further spread and maintain a safe working environment.

We ask that you self-isolate, monitor yourself for symptoms of COVID-19 including checking your temperature twice a day, seek guidance from a health care provider, and follow the instructions from your health care provider and the contact tracer regarding testing and treatment.

Please note that you will not be allowed to return to work until you:

- Are symptom free and have self-isolated for 14 days.

In the event that you have COVID-19 symptoms, you will not be allowed to return to work until after the following:

- 1) 3 days with no fever, **and**
- 2) respiratory symptoms have improved, **and**
- 3) 10 days since symptoms first appeared.

For questions with regard to leave that may be applicable to your absence from work, please contact the department of human resources.

Please remain in regular communication with your supervisor and let us know if you have any questions or concerns. We will continue to monitor this situation and provide support and updates as necessary. Your health and the health of the University community remain our top priority.

### Sample #2

#### **Employee in Building Tests Positive – No Contact within 6 feet of unmasked infected employee for more than 15 minutes is known.**

We were made aware that an employee in \_\_\_\_\_ department [List building location if large building] recently tested positive for COVID-19. The CDC and health department protocols including those for contact tracing are being conducted and you may be contacted by a contact tracer with further instructions. We will have the employee's workstation and the shared common spaces they used cleaned and sanitized and will follow appropriate CDC guidelines to limit further spread and maintain a safe working environment.

Out of an abundance of caution, we wanted to provide you this notification. You should continue to report to work during your regular schedule; however, we ask that you monitor yourself for symptoms of COVID-19 including checking your temperature twice a day.

If you experience symptoms of COVID-19, you should self-isolate, seek guidance from a health care provider, and follow instructions from your health care provider regarding testing and treatment.

Please remain in regular communication with your supervisor and let us know if you have any questions or concerns. We will continue to monitor this situation and provide support and updates as necessary. Your health and the health of the University community remain our top priority.

**Sample #3**

**An individual in employee's household tests positive.**

We were made aware that an employee in \_\_\_\_\_ department [List building location if large building] may have been exposed to a known COVID-19 case. The CDC and health department protocols including those for contact tracing are being conducted and you may be contacted by a contact tracer with further instructions.

Out of an abundance of caution, we wanted to provide you this notification. You should continue to report to work during your regular schedule; however, we ask that you monitor yourself for symptoms of COVID-19 including checking your temperature twice a day.

If you experience symptoms of COVID-19, you should self-isolate, seek guidance from a health care provider, and follow instructions from your health care provider regarding testing and treatment.

Please remain in regular communication with your supervisor and let us know if you have any questions or concerns. We will continue to monitor this situation and provide support and updates as necessary. Your health and the health of the University community remain our top priority.