

# **Old Agriculture Building**

## **Standard Operating Procedures**

**Level 3 / July 2020**

### **Old Agriculture Building access**

- 1.1. Staff and students with active permits and who submitted Indemnity Declaration forms may book laboratory space on the shared “*CFS booking schedule July 2020*” Google Sheet to do analyses in the laboratories on specific days. Staff may book space to work in their offices on the “Staff office bookings” sheet, supplying the room number(s) that they will access. Booking is required to control the number of persons that access the Department on a specific day.
- 1.2. Students are not allowed to come to the Department to just work in an office space, you may only access the Department on a specific day if you have a lab booking to actively work / do research in laboratories. Please adhere to the time slot that you booked for. After hours and weekend work is not allowed.
- 1.3. All staff and students must daily, before the campus is accessed, complete the Higher Health HealthCheck via [healthcheck.higherhealth.ac.za](http://healthcheck.higherhealth.ac.za) / WhatsApp “Hi” to 060 011 0000 / dial \*134\*832\*2# . Please email a print screen of the HealthCheck Self-Assessment Receipt to [cfs.healthcheck@up.ac.za](mailto:cfs.healthcheck@up.ac.za) - type your name in the subject line along with the Risk Level as per the receipt, e.g. Nandi Dersley, Low.
- 1.4. Once the building is entered staff and students must WhatsApp their name and IN to the Old Agric Access group.

- 1.5. In addition to this, staff and students must type their names in the “*Attendance Record*” (the first sheet of the “*CFS booking schedule July 2020*” Google sheet) every day they access the building, before 15:00 on the day. It is very important that this sheet is complete as this information is shared with NAS for contact tracing purposes.
- 1.6. Non-UP persons must be issued with a “Visitor Letter” or “Delivery Letter” by staff before they can access the campus, using the templates on the Departments shared drive, COVID-19 Back to work folder. This letter must also be sent to [chris.colyn@up.ac.za](mailto:chris.colyn@up.ac.za). They may only access the building via the front door 2-2, where they must complete the access register file (Name, ID number, Company Name, Cell number, Reason for entry). This detail must be recorded by Professional Staff on duty in the “*Checks and Deliveries*” sheet in the “*Copy Level 3 - access\_schedules\_attendance ...*” Google Sheet.

## **2. Access to laboratories and general areas**

- 2.1. No access is allowed to the upper floor (3<sup>rd</sup> level) of the Old Agriculture Building with the exception of staff who have offices on this floor.
- 2.2. Card controlled/code lock doors of labs in active use to stand open to limit frequent touchpoints.
- 2.3. The entrance doors to the Ladies and Gents toilet facilities will stand open to limit frequent touchpoints.
- 2.4. “Maximum safe number,” notices to be displayed on all lab/general area doors where staff and students are allowed.

Name	Room #	33% Capacity	50% Capacity	100% Capacity
		# per lab	# per lab	# per lab
Sensory Preparation Lab	2-4	1	2	4
Sensory Evaluation Lab	2-6	0	5	10
Experimental Lab	2-8	3	6	11
Seminar Room	2-24	3	4	8
PG/Postdoc office	2-32	2	3	6
Grain Science Lab	2-37	2	3	6
Wet Chemistry Lab	2-37.2	3	4	8
Office Space	2-37.3	3	5	9
Microbiology Lab	2-38	2	3	6
Office Space	2-38	1	2	3
Pathogens Lab	2-38.1	1	2	2
Sterilization Room	2-38.2	1	1	2
Tea kitchen	2-40	1	2	3
Student Lab	2-43	4	6	12
Pilot Plant	2-46	4	6	12
Dry Milling Room	2-47.1	1	1	2
Extrusion Room	2-47.3	1	2	3
Food Research Lab	2-47.4	4	5	10
Cell Culture Lab	2-47.6	1	1	1

### 3. Immediate measures to avoid/reduce transmission

3.1. Procedure regarding a positive COVID-19 result or exposure to an infected person:

- 3.1.1. Students or staff who know that they had close contact with an infected individual or suspect that they may have the COVID-19 disease are not allowed to enter the Old Agriculture Building. Close contact is defined as having been within 1.5 m of an affected individual for more than 10 minutes, 48 hours before his/her symptoms started, and those who shared office spaces, laboratory spaces, bathrooms and kitchens with the infected individual 48 hours before his/her symptoms started.
- 3.1.2. If at any stage any member of the University suspects that they may have been exposed, or feels ill with COVID-19 related symptoms, they are advised to isolate themselves and to contact a medical doctor or the 24-hour Operational Management and Crisis Centre on 0800 0064 28 or 012 420 2310 before going to medical centres. He/she should also notify Prof Elna Buys and his/her line manager or supervisor of the illness.
- 3.1.3. Students or staff who feel they have been exposed and then develop flu-like symptoms while working in the Department should immediately self-isolate and inform Prof Elna Buys and their line manager. Should the person develop symptoms of acute respiratory infection the person must be separated at least 2 m from other persons and the 24-hour Operational Management Call Centre must be contacted at 0800 0064 28 or 012 420 2310 for advice on how to proceed. At no time should any UP member attempt to transport the ill person in his/her private vehicle.
- 3.1.4. If you test positive for COVID-19, and you have been on campus in the last 14 days, you have to inform Prof Elna Buys and your line manager or supervisor.
- 3.1.5. Once a positive result is confirmed, or direct contact with a known positive is reported, contact tracing must commence and a preliminary report should be

compiled by the HoD/Director with assistance from the direct line manager. All confirmed COVID-19 case reports require a NAS reference number - contact the Faculty Manager for the reference number. Reports must be submitted to the UP COVID co-ordinator Ms Bes Liebenberg (bes@up.ac.za), copied to Ms Jessika Samuels (jessika.samuels@up.ac.za).

3.1.6. All areas possibly contaminated by coronavirus must be locked down. No UP staff or students may enter these areas. Ms Katrien Steyn (u01243306@up.ac.za/083 636 1409) to arrange a decontamination team to come to the site.

3.2. Students and staff must leave the building as soon as they have finished their lab work for the day.

3.3. Individuals who access the building should practice personal hygiene measures and regulations:

3.3.1. Everybody must wear a face mask and/or a face shield inside the building.

3.3.1.1. Two reusable 3-ply fabric face masks will be provided for each staff member or PG student returning to the labs. These masks must be washed and ironed daily (ironing assists with decontamination).

3.3.1.2. A face shield will be provided for each staff member or PG student returning to the labs. This must be cleaned daily by washing with hot water and soap.

3.3.2. Hand sanitiser to be available and utilised at building entrances by all individuals who access the building.

- 3.3.3. A regular 20-seconds hand washing procedure is to be promoted as the best method of decontamination. Sufficient disinfectant hand-wash soap to be available in the toilet facilities and food processing areas.
- 3.3.4. Staff and PG students to be supplied with personal bottles (100 ml) of hand sanitiser that can be refilled as needed from the refill station by the front door. This must at all times be carried with you in the Department and used whenever you need to sanitise your hands.
- 3.3.5. A spray bottle of sanitiser for surface disinfecting to be made available in every actively used lab and general areas like tea kitchen/tea room. The spray bottle must be returned directly after use to the designated place in the lab.
- 3.3.6. Disinfection of shared touchpoints and work surfaces:
- 3.3.6.1. PG students and employees are encouraged to use the disinfection method as per Section 3.3.7.
- 3.3.6.2. The cleaning personnel to assist with regular disinfection of the frequent touchpoints (doorknobs, taps, etc.) and general surfaces (as per their cleaning contract and as often as possible) and lab floors.
- 3.3.7. Surface disinfecting method:
- It is recommended that disposable gloves be worn when disinfecting surfaces. This must be disposed of in the bins marked for glove disposal.
- 3.3.7.1. The work surfaces and equipment can be cleaned using either 70% alcohol (preferably), 0.1% Sodium hypochlorite (household bleach: read product label to determine the concentration and dilute accordingly) or 0.5% hydrogen peroxide in spray bottles and the paper towels provided in each work area.

Large surfaces like benchtops can be sprayed directly and then wiped for 30 seconds. For equipment or smaller surfaces, spray the disinfectant solution onto a paper towel (it must only be moist) and then wipe the required area for 30 seconds.

3.3.7.2. Keyboards, mice, touch screens, etc. must be cleaned with disinfecting wipes (if available) or by spraying 70% alcohol onto a paper towel to moisten it (the towel must not be dripping wet), then proceed to wipe the keyboard or mouse. Do not use non-alcohol sanitisers for this purpose.

3.3.8. Professional staff will at regular intervals check that social distancing is maintained in the labs and that regulations, e.g. the wearing of face masks, are followed.

3.3.9. Delivery of research material:

3.3.9.1. Delivery persons must be issued with a “Delivery Letter” before they can access the campus, and this letter must also be sent to [chris.colyn@up.ac.za](mailto:chris.colyn@up.ac.za) (ref 1.6).

3.3.9.2. Delivery persons to sign the access register by the front entrance (ref 1.6).

3.3.9.3. Delivery persons to be issued with a disposable face mask before entering the building if he/she is not wearing a face mask.

3.3.9.4. Hands to be sanitised before and after receiving and signing for delivery.

3.3.9.5. Boxes with received goods to be sprayed with 70% alcohol on receipt/before opening.

#### **4. Specific procedure for tea kitchens / staff tea room**

4.1. Hands must be sanitized every time before you enter these areas.

- 4.2. Spray and wipe down surfaces before and after use.
- 4.3. Do not leave teaspoons in e.g. coffee and sugar containers.
- 4.4. Please be extra vigilant to avoid making these common areas points from which the corona virus is spread.
- 4.5. Professional staff to also sanitise these areas daily.

## **5. Specific procedure for IT lab 2-20**

- 5.1.1. Students must sanitize hands before entering.
- 5.1.2. Each student must take a disinfecting wipe (if available) or piece of paper towel sprayed with sanitizer and wipe down workstation, keyboard, screen, chair arm rests and Tuksprint printer pad before use. Wipes or paper towel must be discarded in the bin specifically provided for this purpose.

## **6. Specific Food Science labs procedures**

- 6.1.1. Protective clothing in labs:
  - 6.1.1.1. Face masks and/or face shields must always be worn (ref 3.5.1).
  - 6.1.1.2. PG students/staff to disinfect their workstations, shared equipment, handles of trolleys and baskets before every usage.
  - 6.1.1.3. The standard lab PPE (clean lab coat and safety shoes) must still be worn.
  - 6.1.1.4. Disposable gloves only to be worn if required as PPE for the research being conducted, as frequent hand washing and the use of hand sanitiser is deemed to be sufficient to disinfect hands.
  - 6.1.1.5. In cases where social distancing cannot be maintained, e.g. when a staff member explains a procedure to a student, both parties need to wear face masks and face shields.