



The University of Vermont

Standard Operating Procedures for the NWCS Cereal Grain Testing Lab located in 244 Jeffords in response to COVID-19

Lab Manager: Hillary Emick. *Email:* Hillary.Emick@uvm.edu *Phone:* 802-372-7043

Supervisor: Heather Darby, Ph.D. *Email:* Heather.Darby@uvm.edu *Phone:* 802-782-6054

UVM takes the threat of the novel Coronavirus (COVID-19) very seriously and requests that all employees, partners, and producers that we work with do so as well. The Northwest Crop and Soils Cereal Grain Testing Laboratory (located at 63 Carrigan Drive, Rm 244, Burlington, VT 05405) will continue to operate and accept commercial samples as an essential service to farmers. The lab has implemented the following procedures to keep our workers and community safe and minimize the spread of COVID-19.

PRACTICES LISTED BELOW ARE REQUIRED BY EMPLOYEES WORKING IN THE LAB

- UVM staff will only go to the lab to perform Essential Work.
- Essential Work will be defined by Dr. Heather Darby under guidance and direction from the University and the state of Vermont COVID-19 response plans.
- UVM staff will otherwise telework on projects defined in weekly workplans approved by Dr. Heather Darby.
- Appropriate telework forms will be completed and filed with UVM HR.
- Staffing of the lab will be determined weekly by Lab Manager Hillary Emick and NWCS PI Heather Darby. Only staff approved or directed will work in the lab.
- Staff will have completed all safety trainings and lab trainings required by UVM and the Cereal Grain Testing Laboratory (see appendix for required trainings).
- All staff will be given a supply of gloves to wear when entering and leaving the building.
- After entering the lab, gloves will be discarded into the trash in the laboratory and hands washed thoroughly following CDC guidelines.



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- Gloves will be worn to handle all samples and complete all analysis.
- Grain samples will be picked up in room 107 and brought into the lab in room 244. Grain samples should be transferred into laboratory holding containers. Shipping boxes, containers, bags, etc should be disposed of in the trash.
- Wipe down all equipment and work surfaces (including door knobs and light switches) with 70% ethanol when entering the lab and just before leaving the lab. See link to CDC cleaning and disinfection guidelines. <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
- Hands will be washed thoroughly between tasks and before and after breaks.
- Staff will stay in the lab and avoid public areas in the building unless necessary to leave. In the event staff need to leave the lab during the work day, hands are to be washed thoroughly before leaving and after returning to the lab.
- A space in the lab, but away from analysis work surfaces, will be designated for lunch and breaks.
- Staff will follow all lab SOP's when handling and processing samples and adhere to all routine lab safety guidelines.
- Trash will be emptied by staff before leaving the lab each day.
- Lab staff will email their supervisor and the lab manager and document the hours they worked in the lab each week.
- Staff will follow UVM and CDC guidelines for COVID-19 at all times.

THE FOLLOWING STAFF HAVE BEEN APPROVED TO WORK IN THE LAB

John Bruce *Email:* jbruce@uvm.edu *Phone:* 802-989-4476

Rory Malone *Email:* Rory.Malone@uvm.edu *Phone:* 802-782-0234

Henry Blair *Email:* henry.blair.1@uvm.edu *Phone:* 917-837-0678

Sara Ziegler *Email:* sara.ziegler@uvm.edu *Phone:* 802-309-3472



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REQUIRED LABORATORY SAFETY TRAININGS

Name of Training	Required By:
<u>Laboratory Safety Roles and Responsibilities (on-line course)</u>	All lab personnel
<u>Chemical Safety in the Laboratory (online course)</u>	All lab personnel
<u>Laboratory Chemical Waste Disposal (online course)</u>	All lab personnel
<u>Laboratory Ventilation and Chemical Fume Hoods (online)</u>	All lab personnel