

## COVID-19 Operating Practices

Boston Bioskills Lab has established a set of requirements that must be followed to ensure the health and safety of all guests and staff. These practices will be updated as needed based on CDC guidelines for best practice, social distancing, PPE and increased disinfecting requirements to our already thorough cleaning/sanitizing protocols.

### **1. Lab Occupancy/Registration**

- a. We will utilize our entire facility as needed for events to ensure guests are able to practice safe social distancing in the lab spaces, conference rooms and/or auditorium.
- b. Expected number of attendees and stations will be reviewed prior to the event to ensure proper spacing/distancing is followed. *As of November 2020, we need to limit the overall attendees to events to 25 people at any one time; this can mean 25 people in morning rotation and a different 25 people in afternoon session (BBL needs cleaning/disinfecting time between groups of people).* All attendees in our OR Lab will be protected with full PPE.
- c. Multiple entrances/check-in areas will be utilized as needed to allow for efficient registration while maintaining distance.
- d. Masks are required at all times when in the facility when social distancing cannot be maintained.
- e. Upon entering the facility, all guests and employees will be asked to complete a questionnaire confirming that they are symptom free, have been symptom free for 14 days with no known exposure to COVID-19. Symptoms include fever, cough and shortness of breath. Temperatures will also be checked before entering and anyone with a fever will not be permitted to enter the facility. We will also have questionnaires available in advance of events to allow for pre-screening.
- f. As of August 1, 2020, per the guidance from the Commonwealth of Massachusetts and the State of Rhode Island, all guests entering Boston BioSkills (either Boston, MA or Providence, RI facilities) from states deemed “higher risk” should have received a negative test result for COVID-19 on a specimen taken no longer than 72 hours prior to their arrival. Please reference the state websites for Massachusetts and Rhode Island for the most up-to-date list of higher risk and lower risk states. Guests from low risk states do not have to have a negative COVID-19 test; all other guests from other areas are expected to comply with the policy.
- g. Staggered locker room entrance will be required so we are recommending allowing additional time on agendas for changing into scrubs and preparing to enter the lab areas.
- h. Seating in conference rooms and auditorium will be staggered and spaced to allow for appropriate distancing throughout didactic lecture and meals. Additional meeting spaces will be opened up as needed for events with a high number of attendees.
- i. Spacing signage and station areas will be clearly marked throughout the facility.

### **2. Employee Screening**

- a. All employees will be screened prior to being approved to work every shift. Employees will need to be symptom free at the time of their shift, for 14 days prior



and their temperature will also be documented. Any employees with symptoms, exposure or fever will not be permitted to work.

**3. PPE**

- a. BBL will provide appropriate PPE for staff and guests to carry out their event safely.
- b. Agendas will be reviewed in advance. We may ask that sessions requiring multiple changes be revised in order to limit PPE changes.
- c. Masks need to be worn at all times when social distancing cannot be maintained. Masks should also be worn in public areas, including bathrooms, stairwells and elevators.
- d. All PPE needs to be disposed of in designated waste bins.

**4. Tissue**

- a. Tissue will be obtained from an AATB certified tissue bank.
- b. All donors will have a negative COVID-19 test result.
- c. In addition to testing, risk assessments are performed on donors screening against any donors that are confirmed positive for SARS-CoV-2 or showing a symptom of COVID-19 within 28 days without an alternative diagnosis. There is also screening against those who have had certain types of travel within 28 days.
- d. Universal precautions should always be used when handling any human specimens.

**5. Cleaning/Disinfecting**

- a. All stations, floors, tables, lights, instrumentation, conference room/auditorium chairs and tables will be disinfected prior to the event, in between sessions and post-event cleanup.
- b. Additional staff will be on site throughout events to frequently clean and disinfect frequently touched surfaces in the facility, including door handles, cabinet handles, counter surfaces, and other highly touched/used surfaces.
- c. All instrumentation will be disinfected post-lab prior to leaving the facility.
- d. Any shared office equipment for employees, such as computers, laptops, printers, phones, etc. will be disinfected before and after each use.
- e. Multiple hand washing and hand sanitizing stations are available through the facility.

**6. Catering**

- a. Buffet style catering will not be permitted at this time. Individual boxed/prepared meals are recommended. We understand that this may increase costs and we will work with our vendors to ensure best pricing.
- b. Multiple areas will be setup with food and beverage options as needed in larger events. Staff will direct guests to areas that are less congested to avoid any crowding while in line for meals.

**7. Restricted Access**

- a. Only registered lab attendees and staff will be permitted access to the lab. Visitors will not be permitted.
- b. Our entrance will remain locked to prevent accidental outside access. Staff will be available to open entrances for anyone arriving after designated registration times.



- c. Vendors, such as delivery companies and caterers will be required to wear masks before entering. Vendors will only be permitted limited access to designated areas under staff direction.

*Note: The practices outlined above are a reflection of the latest guidance as of November 1, 2020. Boston BioSkills Lab will continue to update and modify these protocols based upon latest input and guidance from organizations such as the Center for Disease Control, Commonwealth of Massachusetts Health & Human Services, and local Board of Health.*