

INSTITUTIONAL PLAN FOR PREVENTION  
AND REDUCTION OF RISKS | COVID-19

IT IS TIME  
TO TAKE **RE  
SPON  
SI  
BLE**

ATTITUDE

**GUIDELINES FOR RESEARCH ACTIVITIES**

Last updated: Jul 23, 2020



**PUCRS**



The purpose of this document is to present to the scientific community the guidelines for the development of research activities in the facilities of PUCRS or in research environments / areas that are open to people.

This document is a complementation to the Institutional Plan for Prevention and Reduction of Risks | Covid-19 and is similarly organized in four pillars:

# 01

**PERSONAL  
PROTECTION EQUIPMENT  
(PPE)**

# 02

**INSTRUCTIONS  
FOR CLEANING AND DISINFECTION**

# 03

**ORGANIZATION  
OF WORK**

# 04

**MONITORING  
STAFF'S HEALTH**

The following protocols may be altered as new directives may be implemented. We are responsible for both the application and success of the Institutional Plan for Prevention and Reduction of Risks | Covid-19, and the specifications of research activities.

The specific biosafety recommendations for each type / nature of research activity (for example, laboratory NB3 and the like) must be complied with.

Activities will only be resumed, in accordance with the instructions presented herein, with the authorization of the competent regulatory bodies and PUCRS.

# 01

## PERSONAL PROTECTION EQUIPMENT (PPE)

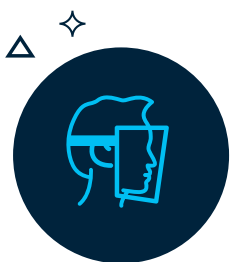


Researchers must wear masks at the university. 2 (two) cloth face masks will be provided to all staff for exclusive and personal use. Sharing will be prohibited. Staff may also wear masks similar to those provided by PUCRS. For the sake of health of the University Community, everyone must comply with official regulations on the use of masks in public areas.



### Make sure you wear the masks correctly:

- 01** - Make sure the mask fits to cover your nose.
- 02** - Make sure all sides are covered.
- 03** - Touch only the bands or ties.



In the research laboratories and surrounding areas, in addition to the mask, you must wear a face shield. This item is mandatory as people are constantly moving during the conduction of experiments and related activities. The face shields will be provided by PUCRS for individual use (a name tag must be displayed) and must not be worn outside of the premises of each laboratory. Face shields must not be worn during the conduction of activities other than those associated with the research per se.



An online course on the instructions for use and maintenance of PPE will be delivered by CAPLAB. This course is mandatory for all researchers resuming their activities on-site.

## 02

### INSTRUCTIONS FOR CLEANING AND DISINFECTION

- In addition to the standard cleaning procedures adopted by the University, users must sanitize door knobs, telephones, keyboards, computer mice and other equipment that users come into physical contact with, at least at the beginning and at the end of each work day.
- Cabinets must be disinfected with 70% isopropyl alcohol or similar sanitizer frequently or whenever necessary. If parts of a cabinet are to be used by more than one researcher, they must properly disinfected with 70% isopropyl alcohol or equivalent sanitizer.
- Glass pipettes and similar materials must not be in contact with your mouth.
- Automatic pipettes must be handled with disposable gloves. Also, they must be disinfected with 70% isopropyl alcohol or equivalent sanitizer before and after use. Pipettes must not be shared by different researchers before proper disinfection.



- All other materials of common use at the laboratories, requiring handling / physical contact with researchers, must be properly disinfected with 70% isopropyl alcohol before and after use.
- The face shields described in 1 must be disinfected with 70% isopropyl alcohol, or similar disinfectant, by researchers before and after use.



### Signage

The maximum occupancy of each research laboratory must be indicated according to the guidelines of the Institutional Plan. Similar procedures will apply for all internal areas within laboratories.

### Revision of layouts and methods

Laboratory coordinators must review layouts and working methods and adjust them to ensure social distancing between researchers, in line with the Institutional Plan.

### Seminars and presentations

No seminars or presentations are to be held inside the laboratories. Virtual platforms, such as Zoom and others, must be used for these purposes, even if the people involved are on Campus.

### Return-to-work criteria

The following staff members must not return to work: Undergraduate research students, PEGA and other interns must not return to work in laboratories before the on-site undergraduate classes are resumed.

### Number of people and limitations in laboratories

Existing state and municipal decrees must be observed for the development of research activities. In addition, all the protection and risk minimization measures stated in the Institutional Plan and its specific addenda, must be observed.

## Number of people in the facilities

---

The number of people coming and going to research laboratories must not exceed the number established by existing state and municipal decrees, as well as the institutional guidelines applicable to each case.

## Course on PPE

---

Researchers will only be able to work in the research facilities after completion of a course on PPE promoted by CAPLAB.

## Term of consent to Covid-19 research project

---

All researchers involved in research with manipulation of the SARS-CoV2 virus and / or potentially infected biological material must sign the “Term of Consent to Covid-19 Research Project”. Researchers who fail to sign the aforementioned document will not be allowed to continue with their research. Laboratory coordinators will be responsible for ensuring that all researchers sign the document.

## Time sheets

---

Everyone coming to the laboratories must sign a time sheet informing the time they checked in and checked out.

## Social distancing

---

Simultaneous experiments cannot be conducted within the same laboratory. The social distancing guidelines stated in the Institutional Plan must be followed.

## Fans and air conditioners

---

Fans and / or air conditioners must be turned off. If you cannot turn off the air conditioner, please keep it at a low setting. Natural ventilation must be used as much as possible, as windows must be open.

## Telephones and headphones

---

The use / handling of cell phones and / or headphones at the premises of the laboratory is prohibited.

## Wounds and injuries

---

Researchers who have wounds / injuries on their skin will not be allowed to carry out experiments until the wounds / injuries have completely healed.

## Food and precaution in relaxation areas

---

As usual, the consumption of beverages and food inside the laboratory is prohibited, unless a dedicated area is available. In this case, the cleaning procedures must be reinforced. Sharing utensils will not be allowed and all measures of respiratory etiquette and social distancing must be observed.

## Breaks

---

Researchers having a break from work must observe the social distancing measures.

## Field research

---

Field research must follow the specific regulations and recommendations for each case, as well as the guidelines stated in the Institutional Plan for Prevention and Reduction of Risks | Covid-19.

## Working from home

---

All researchers whose projects do not require direct involvement with laboratory experiments and / or field collections should continue working from home.





# 04

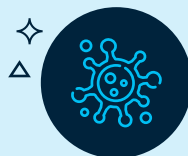
## MONITORING STAFF'S HEALTH



The staff's health will be monitored according to the guidelines of the Institutional Plan.



Each laboratory coordinator will be responsible for ensuring and overseeing compliance with all safety recommendations.



“All graduate students must be attentive to signs and symptoms of SARS-CoV2 infection (sore throat, cough, fever, shortness of breath, etc.). Any student experiencing symptoms should inform the Laboratory Coordinator and the Main Office of their School so that appropriate procedures and measures are taken. The Student Guide for Suspected / Confirmed Cases is available in the COVID-19 Risk Management Course | Experimental Research Activities promoted by CAPLAB on Moodle.

**Laboratories that do not comply with institutional requirements  
may be closed by SESMT and / or by institutional managers**

For more information, go to:

**PROPEQS - OFFICE FOR RESEARCH**

[dir.pesquisa@pucrs.br](mailto:dir.pesquisa@pucrs.br)

**SESMT - OCCUPATIONAL SAFETY**

[sesmt@pucrs.br](mailto:sesmt@pucrs.br)