

Sent: 3/31/2020

Dear College Dean, Divisional Deans, and Department Chair,

I hope you and your family are doing well. I understand this has been a challenging and unprecedented time for everyone, and we really appreciate everything you're all doing to continue to achieve the University's mission.

EH&S has been provided with information from your college about the research activities that will continue during the campus closure. At this time EH&S is minimally staff, however we want to ensure you that we are still here to provide enough support to you and your faculty during this unprecedented time.

EH&S is continuing to provide the following services during this time:

- Hazardous waste pick up
- Processing of Radiation orders
- Processing Controlled Substances order
- IBC, IACUC, and RSC reviews

During this time, we are unable to schedule or perform laboratory evaluations of any kind.

However, we will be contacting your faculty to ensure that their door placards are updated and accurate in order to quickly notify you during an accidental release/unexpected safety event that may occur, gather additional information to determine the level of EH&S support for your faculty, and ensure protocols are in place in case of an accident or incident.

We will be monitoring unoccupied labs that have ramped down to ensure that no leaks, spills or hazardous conditions have been created, and to ensure that occupied labs have the support that they need from EH&S. If unsafe conditions are identified at anytime we are on campus, we will notify you and/or your faculty and leave a notice of our observations and if any mitigation activities were performed in the absence of staff.

Lastly, on behalf of UCR, EH&S wants to thank you and your faculty who have donated PPE to our health care providers during this COVID-19 emergency. For those interested in making a donation, please contact ehspublichealth@ucr.edu with the unused equipment and materials (e.g. N-95 respirators, surgical masks, surgical and isolation/protective gowns, arm sleeves, goggles, safety eye glasses, face shields, and gloves). We will also gladly take unused/excess lab coats.

As always, please don't hesitate to contact me if you have any questions or concerns.

Thank you,
Tiffany

Sent: 5/4/2020

Dear Divisional Deans and Department Chairs,

I hope you and your family are doing well, and you have adjusted, to the best of your ability, to this trying times.

I wanted to provide you a status update on EH&S support, and how we plan to continue moving forward. Please share this with your faculty and others that may find this information helpful.

EH&S will continue to provide the following services during this time:

- Hazardous waste pick up
- Processing of Radiation orders
- Processing Controlled Substances order
- IBC, IACUC, and RSC reviews
- Face covering distribution to essential personnel
- Building Safety Survey

As previously shared, EH&S conducted building surveys of all labs in April to monitor for spills, leaks, hazardous or unsafe conditions that may have arisen while labs were unoccupied, and also to provide support to those that continue to conduct research. When safety concerns were identified, EH&S notified PIs and their staff, and either resolved the concerns on behalf of the lab, or worked with Facilities Services to resolved the issues. Some of the observations that we noted include:

- unattended operating water baths
 - plumbing leaks such as from industrial cold water valve in fume hood
 - malfunctioning equipment such as glove box valve
 - unlocked doors
 - poor housekeeping - PPE, gloves, consumeables on floor, chemicals and open containers in fume hood with out of order sign
 - expired/expiring hazardous waste
 - obstructed emergency safety shower and eyewash in active labs
 - unsecured compressed gas cylinders
 - Appropriate use of PPE including eye protection and face covering in accordance to County order
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- door placards with emergency contact not updated in the last 12 months - EH&S will work with PI to update placards with current hazards and emergency contact information, and EH&S will post updated placards during campus closure. To expedite this process, please have PIs or designee update placard via econtact.ucr.edu.

Until the campus is reopened, EH&S is committed to continue conducting routine comprehensive building safety surveys. Please inform your lab personnel to expect EH&S staff members during these visit. We understand that during these trying times, campus is very desolate, and it can alarm individuals when they don't expect any one to enter the labs. To minimize the concerns, EH&S staff members will

have their IDs and business cards available, proper PPE on including face coverings, and also will state their purpose in the lab. We encourage anyone to call UCPD if they witness any suspicious activities.

Additionally, attached you will find the "Keep Yourself Healthy during COVID-19 pandemic" poster that we will be posting this week at the entrances to the building.

Lastly, on behalf of UCR, EH&S wants to thank you and your faculty for everything you have done to continue the campus mission. You are truly appreciated.

As always, please don't hesitate to contact me if you have any questions or concerns.

Sincerely,
Tiffany

Sent: 6/8/2020

Dear College Deans, Divisional Deans and Department Chairs,

I hope adjustments to this new norm have gone smoothly for you.

I'd like to provide you another update on EH&S support/activities, and how we will continue to support campus as you prepare to ramp up research. Please review this email thoroughly as there is critical information.

HMBEP Inspection and Correction

Over the last month, the City of Riverside Fire Prevention conducted an unannounced inspection of UCR's 2019-2020 Hazardous Materials Business Emergency Plan (HMBEP). In order to protect public health and safety, as well as the environment, the Business Plan Program regulates the storage and handling of hazardous materials across campus.

A significant portion of the on-site inspection was spot checking the chemical inventory in most buildings on campus. The inventory of solid and liquid containers was, for the most part, up to date, however, one major finding consistent across the entire campus was gas cylinders not added to a chemical inventory. Gas cylinders are extremely dangerous in an emergency situation, not only because of their contents, but also the potential energy they hold. We understand that compressed gases are often purchased and managed differently than other lab chemicals, and EH&S previously did not have specific guidance for adding compressed gases into inventory. Based on the findings in the inspection, EH&S has developed the [guidance for identifying and managing gas cylinders](#) in UC Chemicals inventory system.

City of Riverside Fire Prevention has given UCR a deadline of Friday, June 26, 2020 to update the chemical inventory to include compressed gases across campus and amend our HMBEP. We understand that coming out of the extended shutdown and preparing for ramp up with reduced staffing is challenging in itself, and updating chemical inventory may not be a priority; however, we are requesting labs who have personnel working to help us meet this regulatory deadline. Due to the strict timing for correction, over the next few weeks, members of the EH&S Research Safety Team will be going into lab spaces to verify and update gas cylinder inventories as we continue conducting Building Safety Surveys. Any cylinder already in inventory is one we will not have to add, so any labs that could assist with ensuring their cylinder inventory is up-to-date would be greatly appreciated.

When entering lab spaces, EH&S staff will identify themselves and follow all precautions to minimize contact with workers, including wearing of face coverings and maintaining social distancing. We will notify PIs after our visit that we entered the laboratory space and verified their compressed gas inventory to aid with contact tracing.

Please share this communication with the PIs in your department so they are aware of this critical request, have the compressed gas guidance to share with the workers in their lab, and are prepared for EH&S Research Safety staff entering their lab spaces to complete this work. If you have any questions about our [chemical inventory program](#), please contact the EH&S Chemical Inventory Specialist Kyle Soliz (kyle.soliz@ucr.edu).

EH&S Process Updates

Additionally, as research laboratories prepare for ramp up, here are some COVID-19 related updates that may provide some clarification.

Processes to remain the same:

EH&S will continue to distribute PPE, such as lab coats and safety eyewear, which are prescribed through the Laboratory Hazard Assessment Tool (LHAT) system. Questions regarding the LHAT system can be directed to ehslaboratory@ucr.edu. Departments ordering other PPE such as gloves can be purchased through regular eBuy channels.

As was shared in May, EH&S is working with PIs on updating door placards, which due to the large response is taking longer than expected. We have updated over 100 placards on campus so far, and will continue to work on the remaining placards in the coming weeks.

Additionally, EH&S will continue to critical functions related to emergency response coordination, hazardous waste collection and delivery of research materials under the purview of EH&S including radiation packages and controlled substances.

For a safety emergency such as a hazardous materials spill, injury or illness, contact UCPD (951)827-5222 or 911 on a cellular device.

Report an incident, injury, or safety concern, including COVID-19 concerns related to public health safety using the [online reporting tool](#).

Interim Processes during COVID-19 pandemic:

Face Coverings:

Face coverings to meet public health and campus requirements are available through EH&S. Information on face coverings, including how to request from EH&S, is available [here](#). The EH&S contact information regarding face coverings is ehspublichealth@ucr.edu. It is important to note that face coverings are not considered Personal Protective Equipment.

For medical supplies such as surgical masks and N95 respirators, EH&S and campus Procurement will manage the campus allocations from our medical suppliers, Medline and McKesson. The procurement of these items is currently strained by the COVID-19 outbreak, with limited resources available. In order to meet the needs of our campus, the following guidelines have been developed:

- Medical PPE is reserved as first priority for our medical providers, such as Student Health Services and UCR Health and first responders.
- Additional allocations will be prioritized based on essential activities such as COVID testing, fulfillment of emergency PPE stockpile, patient interactions, and animal care.
- N95 respirators and surgical masks are not available to purchase for meeting public health and campus face covering requirements.

Once medical supply needs are fulfilled, if there are surgical masks or N95s left from our campus medical PPE allocation they may be available to the campus to purchase. For non-medical groups, the following is the process to let EH&S know of your interest to procure these items, so we can notify you when allocations are available to non-medical groups:

For surgical masks:

- Surgical masks may be available from nonmedical suppliers on eBuy, but could have long lead times. If you do not have an urgent need and can plan purchases several months out from a nonmedical supplier on eBuy, please do so.
- If supplies are not available, please fill out the following form to notify EH&S of your intent to purchase from our medical allocation.

For N95 respirators:

- Due to constraints in supply for health care workers and first responders, N95 respirator purchasing should be limited only to areas with a verified occupational health need, rather than any voluntary uses. Click [here](#) for more information on UCR's Respiratory Protection Program.
- By requirements of Cal/OSHA, users of N95 respirators are required to be fit tested annually by EH&S Industrial Hygiene before use. This requirement will be verified by EH&S before N95 respirators can be purchased. Information about the fit testing process is available [here](#).
- If N95 respirators are needed for your work, please have the PI/supervisor fill out the following form to notify EH&S of your intent to purchase from our medical allocation.

Disinfectants and Sanitizers:

Facilities Services is leading the campus effort to purchase disinfectants and cleaning supplies, please email facilities@ucr.edu with specific questions. Hand sanitizer stations will also be provided in each building by Facilities Services. The anticipated arrival of these high demand items is July 1. If your lab is looking to purchase hand sanitizer for your lab use, you may purchase directly via your normal purchasing process.

Additional Resources:

Signs and Posters:

Signs and posters that can be used across campus are available for download on the [Coronavirus Resources](#) page (<https://ehs.ucr.edu/coronavirus/resources>). The "Keeping Yourself Healthy" poster has been posted at the entrance of each building, and the "Elevator" sign has been posted on the ground floor and inside of each elevator. More signs are available on the website. Check back periodically as new signs such as maximum occupancy, Do Not Enter, one way, etc. are under development and will be uploaded to this website when available.

Research Ramp Up Checklist:

As you prepare for ramp up of your research activities, please utilize the [Research Ramp Up Checklist](#) as a reference for safe ramp up.

As always, please don't hesitate to contact me if you have any questions or concerns.

Thank you,
Tiffany

Sent: 7/17/2020

Dear College Deans, Divisional Deans and Department Chairs,

I hope you are enjoying the summer months despite the circumstances we are in. We would like to provide you an update on EH&S support/activities as more researchers are returning to the lab.

Update and ongoing management of compressed gas cylinders in UC Chemicals

In our June 8 email, we shared that the campus was inspected by the City of Riverside Fire Prevention and had a deadline of June 26, 2020 to update our compressed gas inventory. Our Research Safety team worked with Principal Investigators (PIs) and their lab staff to comply with the City's findings. In total, we added 503 compressed gases into the inventory. Moving forward, we will continue to work with PIs and lab staff to maintain an accurate inventory of compressed gases. PIs and lab staff can maintain their inventory by following this [guidance](#) developed by EH&S. Thank you to all the PIs/labs who helped with quickly updating their compressed gas information.

EH&S Support in July/August:

During the second half of July and into August, EH&S will continue to conduct building safety walk-throughs to survey for unexpected hazardous conditions and continue to work with PIs to update door placard signs. Thus far, we have updated approximately 43% of door placards in CNAS area that were not updated in the past 12 months. Again, thank you to all the PIs/labs who have provided us/verified their emergency contact information.

NEW - In addition to the general building walkthroughs, we will be surveying all local and specialty exhaust systems (e.g. fume hoods, canopy hoods, snorkels, etc.) and emergency shower/eyewashes to verify their working conditions, ease of access and appropriate location installation. Some funding has been set aside to update eyewash/shower stations that do not meet minimum ANSI requirement and this inventory effort will aid in the prioritization of those funds. To achieve this goal, EH&S staff will enter laboratory spaces to assess the equipment, enter information into our inventory database, and adhere an inventory label. To ensure social distancing can be maintained and for the safety of your lab personnel and EH&S staff, EH&S staff will conduct the inventory survey in vacant labs or where social distancing can be maintained. For active labs, we will notify and coordinate with your department's lab safety officer prior to entry. **If you or your department have added special entry requirements, please inform us by emailing Tiffany Kwok (tiffany.kwok@ucr.edu).**

NEW - We will be monitoring for face covering use as well as laboratory PPE use. The results of the PPE spot checks will be shared with department chairs on a routine basis moving forward.

Please share this communication with your department so they are aware of our efforts.

Laboratory cleanouts – We understand that laboratory cleanouts may occur during the summer months. To reduce the financial cost of hazardous waste removal, it is important to properly label containers. Prior to cleaning out a laboratory space containing hazardous materials, please consult with EH&S Hazardous Waste team (radiobiowastepickup@ucr.edu) so they can provide guidance on proper and efficient labeling of containers.

Additional Information:

Minors in Labs:

We understand that some individuals may be experiencing child care challenges during these times, however, we would like to send a reminder of our [Visitors and Minors in Laboratories and Shop](#) policy.

Be Smart About Safety (BSAS) Funding Opportunity:

Throughout the past several years, UCOP has committed to reducing the cost of risk through the implementation of a variety of projects aimed at employee injury prevention for campus employees. The Be Smart about Safety (BSAS) program is designed to increase awareness of employee safety and reduce the number of employee injuries. If you have an idea about how to prevent employee accidents and injuries, please submit a [Be Smart About Safety \(BSAS\) Project Proposal Application](#) for an opportunity for loss prevention funds. Past examples of BSAS funded projects include Mercury (Hg) Thermometer Exchange Program, general laboratory spill kits, secondary container storage for chemicals, and personal protective equipment. Deadline for submissions is August 30, 2020. To learn more, please visit our [BSAS website](#).

COVID-19 related Updates:

EH&S has updated the main Coronavirus website (<https://ehs.ucr.edu/coronavirus>) which now has access to all the pertinent information for research areas. Please visit this site for all relevant information: <https://ehs.ucr.edu/coronavirus/research>. We are also available to join department meetings to provide updates and answer any questions. Please reach out to myself or Sheila Hedayati to arrange for a time.

Continued EH&S Support:

EH&S is continuing to provide the following services during this time:

- Hazardous waste pick up
- Processing of Radiation orders
- Processing Controlled Substances order
- IBC, IACUC, and RSC reviews
- Responding to safety concerns and incidents
- [Personal Protective Equipment \(PPE\) Fittings](#)
- N95 respirator fittings for occupational-related needs
- Drone Safety review

COVID-19 Related Services:

- Face Covering distribution – Click here to [request](#) face covering
- Posting/Distribution of campus standard signage/posters – coming soon
- COVID-19 Prevention Training online
- Responding and/or triaging public health concerns related to COVID-19
- Return to Work guidance document and template Work Site Specific Plan required for all supervisors to complete

As always, EH&S thanks you for all that you've done and continue to do to support the University's mission during this time.

If you have any questions or concerns, please don't hesitate to reach out to me.

Thanks,

Tiffany Kwok

Sent: 9/4/2020

Dear College Dean, Divisional Deans and Department Chairs,

I hope you and your family are doing well. We would like to provide more updates on EH&S support/activities for research and teaching labs.

Local and Specialty Exhaust Systems/ Emergency Shower & Eyewash Survey

In our July 17 email, we shared that EH&S will be surveying all local and specialty exhaust systems (e.g. fume hoods, canopy hoods, snorkels, etc.) and emergency shower/eyewashes to verify their working conditions, ease of access and appropriate location installation. Some funding has been set aside to update eyewash/shower stations that do not meet current ANSI requirements and this inventory effort will aid in the prioritization of those funds. Thus far, we have surveyed 134 emergency eyewash/safety showers and 401 local and specialty exhaust systems. In the upcoming months, we will continue our surveys while we conduct laboratory safety evaluations. Upon completion of the survey, EH&S will utilize the funds to update equipment, which will ensure that the equipment can be effectively used in order to provide a safe work environment.

Laboratory Safety Evaluation Program - Resuming

When the County order closed the campus in March 2020, EH&S halted the [Laboratory Safety Evaluation program](#) and temporarily transitioned to Building Safety Walk-throughs. In September, EH&S will resume the laboratory safety evaluations. To ensure social distancing can be maintained and for the safety of your lab personnel and EH&S staff, the evaluations have been separated into two components:

1. In-person laboratory evaluation – we will schedule an appointment with the PI to visit the lab during a time with minimal to no activity in order to assess the overall safety of the laboratory, active use of PPE and face coverings (if personnel are present), etc.
2. Zoom meeting – we will schedule a time with the PI or designee to review the observations identified during in-person evaluation and review any administrative items such as COVID-19 work site specific plans, SOPs, training records, protocols/plans, etc.

Upon completion of both meetings, reports will be sent to the PIs for corrective action. For your reference, we have attached a copy of the lab evaluation checklist. **If you or your department have added special entry requirements, please inform us by emailing ehslaboratory@ucr.edu.**

COVID-19 related Updates:

On August 7, 2020, California Department of Public Health (CDPH) released COVID-19 guidance for Institutions of Higher Education (IHE). The guidance specifies the need to assess risk, develop infection prevention and control efforts, ensure that all supervisors and work units review, customize and complete a prevention plan, and all employees review and sign the plans. The current Return to Campus plan, including Appendix A customizable Worksite Specific Plan template, addresses the overall CDPH requirements, however there are areas in which Supervisors/Pis must complete specific to their work environment. The campus is looking at a centralized electronic system to streamline this process, which will be announced to the campus prior to when it is released.

We understand that PIs have developed research ramp up plans and worked with their Deans and the VCRED for approval prior to continuing or resuming research; however, since the CDPH guidance was

released after a majority of the research ramp up approvals were granted, we ask that you take a moment to assess your research ramp up proposals and ensure alignment with the Return to Campus plan, and that the Appendix A- Worksite Specific Plan is completed, reviewed and signed by all lab personnel.

During the laboratory safety evaluations, EH&S will assess the Worksite Specific Plan and identify areas that are not addressed according to the CDPH IHE guidance, and will work with the PIs to minimize the gaps.

Additionally, we will continue to monitor for face covering use as well as laboratory PPE use. The results of the spot checks will be shared with department chairs on a routine basis. If face coverings are impeding on the safety eyewear effectiveness to provide protection from potential splash or impact hazards, then please schedule an appointment (<https://ehs.ucr.edu/laboratory/lhat>) with EH&S to get re-fitted for safety eyewear that will work with face coverings. Please bring face covering to the appointment.

Lastly, in August, EH&S and Facilities Services posted campus standard signage of “Keeping Yourself Healthy” and “Face Covering Required” at the building entrances. EH&S has several pre-printed signs and additional signage available for download. To view available signs, please visit this site: <https://ehs.ucr.edu/coronavirus/resources>.

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COVID-19 Related Services:

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- [Return to Work guidance document](#) and template [Work Site Specific Plan](#) required for all supervisors to complete

As always, EH&S thanks you for all that you’ve done and continue to do to support the University’s mission during this time.

If you have any questions or concerns, please don’t hesitate to reach out to me.

Thanks,
Tiffany