



Research in the COVID-19 environment

An employee handbook

Updated October 2021



Scripps Research

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Note: The protocols/contact information are primarily for the La Jolla campus. Questions specific to the Florida campus can be directed to covid19fl@scripps.edu.

As Scripps Research continues its on-campus research activities in compliance with applicable governmental orders, it does so with the utmost caution and within a strict framework of operational, safety and hygiene practices. We will continue to closely review and modify these policies.

The overarching goal at Scripps Research is to create and maintain a campus environment of enhanced safety and stringent hygiene that preserves the health of all personnel while supporting important scientific research. To succeed, we need everyone to adhere to the guidelines in this COVID-19 Handbook. Please take the time to familiarize yourself with all of these contents as you are expected to comply with them as a condition of your employment.

If you have questions that are not answered here, please reach out to covid19@scripps.edu. We also need your help in monitoring compliance while people adjust to a “new normal.” Please report any concerns or violations of these policies that you observe to covid19@scripps.edu or, if you prefer, to the institute’s **Anonymous Reporting Hotline** at <http://scrippsresearch.ethicspoint.com> or by calling 1-866-493-1847.

Should there be any escalated risk on campus that threatens the health of our community, we will take appropriate and immediate responsive action.

Community Health & Safety Protocols

Scripps Research has consulted public health policies and practices being implemented at peer institutions in developing the protocols in this handbook.

On Campus

COVID-19 Vaccination Status

- All individuals on the Scripps Research campus must be fully vaccinated with limited exceptions for approved religious or medical reasons.
- Individuals are considered fully vaccinated two weeks after receiving the second dose of the Pfizer or Moderna vaccine, or the single dose of the Johnson & Johnson vaccine.

COVID-19 Safety

- While interacting with others on campus, individuals must wear a mask and be socially distanced at all times.

Social distancing

- All personnel are expected to practice social distancing measures.
- Maintain a 6-foot distance between individuals at all times.
 - Strictly avoid shaking hands and other close physical contact.
- Limit use of common areas; congregating is prohibited.
- Employees must maintain a 6-foot distance from others while taking breaks and meals; you are encouraged to take breaks and meals off campus.
- Meetings are permitted, subject to social distancing requirements and the availability of adequately sized meeting space.
 - Book meetings through Rendezvous (via Hot Links >> Azure SSO on the intranet homepage).
- A detailed institute policy on social distancing can be found in the addenda.

On Campus

Health questionnaire

- Personnel who have had a known exposure or are experiencing symptoms should not come to campus and complete the Daily COVID Certification in RedCap.

Temperature checks

- No one with a temperature of 100° or higher is permitted on campus.
- Self-service temperature screening kiosks are available in many building lobbies.

Masks

- A mask must be worn in shared spaces on campus at all times.
 - Masks may be removed while individual is alone in an isolated office or other enclosed space with the door closed.
 - Masks may be removed briefly to eat or drink.
- Employees must not report to work without a mask and are encouraged to bring multiple masks to work should a replacement be needed.
- While some N95 masks are acceptable, an N95 mask *with an exhalation valve* is not an approved face covering.
- Face shields may not be worn in place of a mask
- Guidelines for cleaning/decontaminating masks:
 - Cloth or non-disposable masks should be routinely cleaned and disinfected in a washing machine.
 - A handheld steamer can be used to disinfect a cloth mask.
- A detailed institute policy on masks, as well as Face Covering Guidance, can be found in the addenda.

On Campus

SARS-CoV-2 screening

- While the SARS-CoV-2 screening program operates on both the La Jolla and Florida campuses, some differences exist, including campus-specific scheduling platforms and email addresses. Please check the "SARS-CoV-2 Screening Updates" on the intranet for current information.
- On-campus screening is available for those who are required to participate. Check intranet or contact covid19@scripps.edu for current location and schedule. Most fully vaccinated personnel are not required to participate in screening; voluntary participation is permitted.
- This screening program is not available to family members or any individuals outside the Scripps Research community.
- Please bring your Scripps Research ID badge to the screening site.
 - You will scan your badge and receive an anonymized barcoded vial.
 - You will provide a saliva sample within a discrete, hygienic station, then deposit the vial at a designated container.
 -

SARS-CoV-2 screening

- If you feel unwell and suspect your symptoms may be linked to COVID-19, DO NOT come onto campus to be screened.
 - Contact your healthcare provider or go to your area's COVID-19 testing sites: [San Diego County testing sites](#). [Palm Beach County testing sites](#).
 - Notify covid19@scripps.edu or complete Health Questionnaire in RedCap if you suspect your symptoms are related to COVID-19 or if you may have had contact with someone suspected of having COVID-19.

On Campus

SARS-CoV-2 screening (continued)

- Each anonymized sample will be screened at the institute for SARS-CoV-2 virus using EUA-approved assays. Samples in La Jolla will generally be processed within 24-48 hours; samples in Jupiter may take a few days. Personnel may continue to go about their duties on campus during this time.
- You will **only be contacted** if you have a positive screening result.
 - Upon such notification of a positive screening result, you will be required to self-quarantine and directed to obtain a confirmatory diagnostic test.
 - The confirmatory test will be directly funded by Scripps Research
 - You will be contacted following the result of this confirmatory test to discuss applicable next steps, which may include contact tracing.

For more information, please refer to the COVID-19 Prevention and Detection Policy in the addenda and FAQs for the Scripps Research SARS-CoV-2 Screening and Testing Program on the COVID-19 intranet site.

Personal hygiene

- All personnel are expected to practice good hygiene.
- Employees are encouraged to wash their hands regularly with soap and water or with an alcohol-based hand sanitizer.
 - Visit this site for details: <https://www.cdc.gov/handwashing/>
- Avoid touching your eyes, nose or mouth.
- Your mouth and nose must be covered when you cough or sneeze.

To support an environment of enhanced safety and stringent hygiene, the institute has made a number of modifications to campus facilities and amplified sanitizing protocols.

Modifications to campus facilities

- Hands-free door opening solutions have been implemented in most bathrooms and at the entrances to common areas.
- All faucets have been replaced with hands-free solutions.

Enhanced sanitizing protocols

- The cleaning of common areas has been significantly increased with dedicated staff assigned to clean high density areas hourly.
- Hand sanitizer, ethanol and sanitizing spray are being aggressively stocked in common areas; these are for use **at the institute** and may not be removed for any purpose.
- Laboratories will receive deep cleans nightly between 6:00 p.m. and 2:00 a.m.
- Sanitizing sprays and/or wipes are being provided to all labs for sanitizing desks, shared instruments and common touch surfaces throughout the day.
- Offices are now cleaned by default & occupants may opt out on request.
- Place your office trash and recycling items outside of your office or cube.
- Extra sanitizing supplies are available on demand via **evs@scripps.edu**.

In the Lab

Reduced density

- The density of personnel on campus may be reduced from normal levels to accommodate social distancing if conditions require.

Essential personnel

- Essential personnel are those researchers who require laboratory access to carry out their work or other personnel designated as essential to support continuing operations. They may be required to continue duties during a campus shutdown.
- In the event of a full or partial shutdown related to an outbreak or government mandate, each lab must provide a list with each essential lab member's full name, title, room location and, if appropriate, work shift.
- Each lab has a designated COVID-19 Coordinator to help oversee new policies and procedures and serve as liaison to institute leadership.

Social distancing

- Lab members must endeavor to maintain a 6-foot distance between other lab members at all times.
- The vigilant use of face coverings will allow this distance requirement to be safely relaxed *briefly*; e.g., when passing someone in a corridor.

Hygiene and sanitizing protocols

- Hand sanitizers, EtOH (70% ethanol) spray or hand soap are to be placed throughout the lab and beside shared equipment.
- Sanitizing wipes and/or spray will be supplied to all labs and offices by request; contact **evs@scripps.edu**.

In the Lab

Training lab members

- To safely train a lab member at the bench, you may both need to elevate your PPE; e.g., wear a mask, gloves *and* a face shield.
- Do your best to maintain a physical distance whenever possible.
- Use good judgment with regard to safety throughout the training.

Lab protective equipment

- Face coverings must be worn in the lab at all times. While some N95 masks are acceptable, an N95 mask *with an exhalation valve* is not an approved face covering.
- If you would like to explore alternative face coverings for specialized work, contact Environmental Health and Safety (EHS) at askehs@scripps.edu to evaluate possibilities.
- Lab coats are encouraged:
 - Two lab coats will continue to be assigned to each individual and washed weekly.

Shared equipment

- Each lab is following its own plan for safely sharing equipment within the lab or with other labs.

Coordination of neighboring labs

- If applicable, each lab is also following a plan for safely coordinating research with contiguous or adjacent labs.

Compliance

- EHS personnel may conduct audits of common areas, labs and administrative offices to guide best practices and ensure compliance with social distancing and hygiene mandates.
- We need everyone to comply with these health and safety protocols.
 - If you see something, say something.
 - **Email covid19@scripps.edu or call the institute's Anonymous Reporting Hotline at 1-866-493-1847 to report concerns or violations.**
 - > Be detailed in your statement. Information will be treated discreetly in the interest of privacy but without details we cannot take corrective actions.

Working from home

Expectations

- Each department or lab can determine appropriate hybrid or remote work arrangements for individual personnel.
- Unless alternate arrangements are made, employees working remotely are expected to:
 - Remain accessible during established work hours.
 - Check in with supervisor to discuss status and open issues.
 - Be available for video/teleconferences as needed.
 - Take meal and rest breaks as required by institute policy and applicable law.
 - Obtain supervisor approval to use paid time off or other leave.

Meetings, Visitors & Travel

Limiting face-to-face interactions with other people can help protect Scripps Research employees from being exposed to COVID-19. The institute asks that employees avoid travel and crowds as much as possible in the coming months.

Meetings & Events

- Institute events are limited. For guidance and/or approval on planning an event, please contact covid19@scripps.edu.
- Meetings are permitted, subject to social distancing requirements and the availability of adequately sized meeting space.
 - Book meetings through Rendezvous (via Hot Links >> Azure SSO on the intranet homepage).
- A detailed institute policy on social distancing can be found in the addenda.

Visitors

- All visitors must have a host who is responsible for ensuring they are fully vaccinated and follow proper safety procedures while on campus.
- On the La Jolla campus, visitors must be pre-registered by their host (e.g., a lab administrator) via Envoy. Every Scripps Research employee is already entered in the Envoy system but you must visit the Envoy website to **setup your own account** and begin pre-registering your visitors.
- When you send your visitor an invite email, they will receive a QR code on their mobile device which they can scan at the Envoy iPad inside our building's lobby. They will also answer a few questions about their vaccination status, health and recent travel.
- Envoy will notify you of your visitor's arrival so you can proceed to the lobby to greet them.
- If you forget to pre-register your visitor, upon arrival your visitor can self-register by inputting your name and their name on the Envoy iPad. You will be notified of their arrival and can proceed to the lobby.

Visitors (continued)

- Visitors must be fully vaccinated, wear a face mask at all times and practice social distancing. Visitors *do not* participate in SARS-CoV-2 screening.
- To uphold head count accuracy and allow for any contact tracing, please sign out your visitors on the Envoy system when they leave. Alternatively, you can ask your visitor to sign out by clicking the “Sign out” button on the Envoy iPad.
- You can find more information about Envoy, and learn about the system’s other capabilities, by visiting the [Envoy Help Center](#).
- If you or your visitor have any questions, please contact Security at secure@scripps.edu or (858) 784-2000.

Travel

- If you are returning from international travel you must quarantine and complete return-to-work screen or test. The screen or diagnostic test can be no sooner than the 3rd day after return from travel. You may return to work after receiving a negative screen or test result. Email covidtravel@scripps.edu prior to departure to arrange your return-to-work screen.

Business Travel

Business travel is discouraged and it is strongly recommend to any conference virtually. However, approval of business-related travel is at the discretion of the traveler’s supervisor, and must consider business impacts of post-travel quarantine.

An institute policy on travel can be found in the COVID-19 Prevention and Detection Policy in the addenda.

COVID-19 Sick & Leave Protocols

More than anything else, Scripps Research wants to protect the health of our community. Additionally, we want to address any personal concerns or work difficulties you may be experiencing as a result of the COVID-19 pandemic. Outlined here are institute policies for individual situations.

COVID Leave

- Employees who accrue PPL and ESL are eligible to receive up to 100 hours paid administrative leave in order to cope with the impacts of the COVID-19 pandemic.
- COVID Leave may only be used for the following reasons related to COVID-19:
 - Employee is unable to work because the employee or a family member has a COVID-19-related illness and the employee's job cannot be done remotely.
 - Employee is unable to work because the employee has been directed (by a healthcare provider, government agency or Scripps Research policy) not to come to work for COVID-19-related reasons (such as recent travel or other potential exposure) and the employee's job cannot be done remotely.
 - Employee is unable to work because of a COVID-19-related school/daycare closure that requires the employee to be at home with a child or dependent.
 - Additional circumstances may be considered on a case-by-case basis by contacting Human Resources.
- The COVID Leave allocation above has been renewed for use from January 1, 2021 through December 31, 2021.
- Employees may still use accrued PPL/ESL in order to address their own illness or the serious medical condition of a family member unrelated to COVID-19.
- Paid administrative leave under this policy may be used prior to usage of other accrued PPL and ESL.

If You Get Sick

- Employees experiencing symptoms (including self-diagnosed symptoms) of COVID-19 are asked to alert their supervisor and self-quarantine until symptoms have resolved for at least 24 hours. The CDC lists symptoms of COVID-19 as:
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever
 - Chills
 - Muscle or body aches
 - Headache
 - Sore throat
 - New loss of taste or smell
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - Persistent pain or pressure in chest
 - New confusion
 - Inability to wake or stay awake
 - Bluish lips or face
- This list does not include all possible symptoms. Please contact your medical provider for symptoms that are severe or concerning to you. This list will be updated in accordance with the CDC guidance.
- Anyone with a temperature over 100.0 is not permitted access to Scripps Research buildings.
- *A detailed institute policy on COVID-19 sick leave can be found in the addenda.*

If You Have Direct Contact with Someone Who is Sick

- Personnel having direct contact with an individual who is confirmed or is suspected to be COVID-19 positive must alert their supervisor and/or covid19@scripps.edu and may be required to self-quarantine.
- *A detailed institute policy on COVID-19 sick leave can be found in the addenda.*



Scripps Research Addenda

[COVID-19 Social Distancing Policy](#)

[COVID-19 Mask Policy](#)

[COVID-19 Remote Work Policy](#)

[COVID-19 Sick & Leave Policy](#)

[COVID-19 Prevention & Detection Policy](#)

[Face Covering Guidance](#)