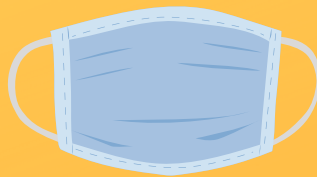


Alfred W. Bowers
Laboratory of Anthropology

COVID 19
Standard Operating Procedures

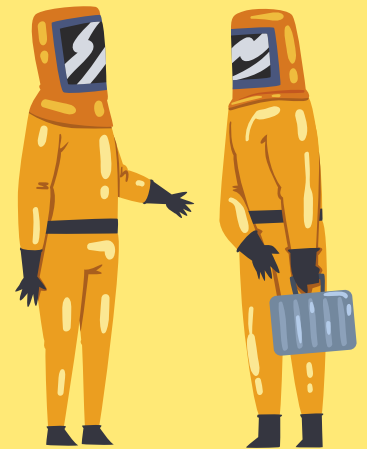
2020



The Basics & Prevention (Straight from the CDC)

Know how it spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to [spread mainly from person-to-person](#).
 - Between people who are in close contact with one another (within about 6 feet).
 - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.



Wash your hands often



- [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- It's especially important to wash:
 - Before eating or preparing food
 - Before touching your face
 - After using the restroom
 - After leaving a public place
 - After blowing your nose, coughing, or sneezing
 - After handling your mask
 - After changing a diaper
 - After caring for someone sick
 - After touching animals or pets
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Cover your mouth and nose with a mask when around others

- You could spread COVID-19 to others even if you do not feel sick.
- The mask is meant to protect other people in case you are infected.
- Everyone should wear a [mask](#) in public settings and when around people who don't live in your household, especially when other [social distancing](#) measures are difficult to maintain.
 - Masks should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- Do NOT use a mask meant for a healthcare worker. Currently, surgical masks and N95 respirators are critical supplies that should be reserved for healthcare workers and other first responders.
- Continue to keep about 6 feet between yourself and others. The mask is not a substitute for social distancing.



Cover coughs and sneezes

- **Always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

- **Clean AND disinfect [frequently touched surfaces](#) daily**. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them**. Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant**. Most common [EPA-registered household disinfectants](#) will work.



Self-Care

(Straight from the CDC)

Monitor your health

- Be alert for symptoms. Watch for fever, cough, shortness of breath, or [other symptoms](#) of COVID-19.
 - This is especially important if you are [running essential errands](#), going into the office or workplace, and in settings where it may be difficult to keep a [physical distance of 6 feet](#).
- Take your temperature if symptoms develop.
 - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow [CDC guidance](#) if symptoms develop.



Stay home when needed

- If you have or think you have [symptoms](#) or have tested positive for COVID-19, stay home and [find out what to do if you are sick](#) and find out [when you can be around others](#).
- If you are well, but you have a sick family member or recently had close contact with someone with COVID-19, notify your supervisor and follow [CDC recommended precautions](#).



Healthy ways to cope with stress

- Know [what to do if you are sick](#) and are concerned about COVID-19. Contact a health professional before you start any self-treatment for COVID-19.
- Know **where and how to get treatment** and other support services and resources, including counseling or therapy (in person or through telehealth services).
- Take care of your emotional health. [Taking care of your emotional health](#) will help you think clearly and react to the urgent needs to protect yourself and your family.
- Take breaks from watching, reading, or listening to news stories, including those on social media. Hearing about the pandemic repeatedly can be upsetting.
- Take care of your body.
 - Take deep breaths, stretch, or [meditate](#) [🔗](#).
 - [Try to eat healthy, well-balanced meals](#).
 - [Exercise regularly](#).
 - [Get plenty of sleep](#).
 - Avoid excessive [alcohol and drug use](#).
- Make time to unwind. Try to do some other activities you enjoy.
- Connect with others. Talk with people you trust about your concerns and how you are feeling.
- Connect with your community- or faith-based organizations. While social distancing measures are in place, consider connecting online, through social media, or by phone or mail.



AWBLA Specific Procedures

Staffing

- Personnel is limited to two people per work area (Main Lab & AACC)*.
- All personnel must wear a mask, gloves, and eye protection, to prevent exposure to micro particles.
- All employees/volunteers are encouraged to practice aggressive self-care. Take steps early, and often, to provide for your long term physical and mental well-being.
- If you exhibit any symptoms, report it immediately and make sure the other Lab members know there may be cause for concern.
- If you are feeling stressed, anxious, or exhausted - take a step back. Take care of yourself. We are here to support you.
- Let us know how we can make this better for you!

**We might be able to increase this based on skill level and our ability to create distanced workspaces.*



Cleaning

Our guidelines are primarily set by the CDC and are already discussed. Just be sure to wash an area/item,* and then disinfect it.

- All personal work areas will be cleaned at the beginning of a shift, after visits to the restroom or other public areas, and at the end of the work shift.
- Equipment that isn't normally used on a regular basis (staplers, hole punch, paper cutter, etc) must be cleaned immediately after use.
- Please use the attached cleaning schedule sheets. The data collected will help us understand what is being used and how often. This will help create more efficient work-flows moving forward.

**Do NOT wash or disinfect artifacts or associated documents*



Artifact Handling

- Wash and dry hands before begin working.
- Wear gloves, unless you have a medical condition that prevents it.
- Artifacts need to rest FIVE days between processing stages (cataloguing/bagging, sub-bagging, storage).
- Collections or artifacts should be labelled that they were handled during the pandemic to alert future technicians.

