

Pick-Up and Drop Off of Paper, Electronic, and other Resources for Research

We recognize that many research studies, particularly those involving families or school-age research participants, need to be able to drop off and collect materials to/from participant homes or other off-campus locations. The following guidance has been developed by the Research IMT in coordination with Environmental Health and Safety to help ensure that these activities are in line with best practices from CDC, OHA, and other relevant health authorities.

NOTE: This guidance does not cover shipping, collection, or distribution of any biohazardous materials. Please follow guidance from UO Safety and Risk Services on [Hazardous Materials Shipping](#).

Overall Safety Recommendations

1. All groups must have an approved [Research Recovery Plan](#) and, if applicable, appropriate [Travel IMT approval](#), prior to initiating distribution of materials
2. Use no-contact distribution and pick-up wherever possible.
3. Do not allow personnel with any symptom(s) consistent with COVID-19 to prepare or distribute materials.
4. Do not allow personnel who have had known close contact with an individual who has COVID-19 or symptom(s) consistent with COVID-19 to prepare or distribute packages.
5. Follow [CDC Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#).
6. Use EPA-approved disinfectants for COVID-19 ([List N](#)).
7. EH&S can provide an evaluation for any department wishing to obtain specific guidance. Contact [Steve Stuckmeyer](#) or [Adam Jones](#) to initiate.

Distribution and Pick Up of Paper-Based Materials

1. Reasonable protective measures include gloves and good hand/face hygiene (i.e., washing hands frequently, not touching one's face). Ensure that team members wash hands before and after handling materials, disinfect touch points, and follow CDC guidance (above).
2. If exchanging paper items that do not need to be urgently reviewed, team members may place them in a safe but isolated place in their home (e.g., a locked garage) for a 2-3 days before handling them.
3. If you use envelopes, select those that do not require moistening to seal.

Distribution and Pick-Up of Electronic Resources

1. Reasonable protective measures include gloves and good hand/face hygiene (i.e., washing hands frequently, not touching one's face). Ensure that team members wash hands before and after handling materials, disinfect touch points, and follow CDC guidance (above).
2. Unplug all external power sources and cables prior to cleaning
3. Avoid excessive wiping or submerging item in cleanser to avoid damage
4. Never spray cleaner directly on electronic items
5. Using a disinfecting wipe containing 70% alcohol, gently and carefully wipe the hard, nonporous surface of the item. This includes the display, touchscreen keyboard, mouse and the exterior surface of the item. If you have concerns about the cleaning product being used, please refer to the manufacturer's recommendations and warning label.
6. When using a disinfectant wipe, it is important to follow the contact time found on the label. It may be necessary to use more than one wipe to keep the surface wet for the recommended contact time.
7. Do not use bleach to disinfect computers and electronics.

Distribution and Pick-Up of Toys *(From OR Department of Education and Oregon Health Authority)*

Toys may be cleaned in a washing machine, dishwasher, or by hand.

1. If washing toys in a washing machine:
 - Use hot water and detergent.
 - Dry toys completely in a hot dryer when possible.
 - Many soft toys made of fabric, such as stuffed animals, rattles, and dress-up clothes may be washed in a washing machine. Check instructions on toy.
2. If washing toys in a dishwasher:
 - Use the proper amount of dishwasher detergent recommended by manufacturer.
 - Run toys through the complete wash and dry cycle.
 - Do not wash toys with dirty dishes, utensils, etc.
 - Some hard toys such as wood, plastic or metal may be washed in a dishwasher. Check instructions on toy.
3. If washing toys by hand, use the following process:
 - Step 1: Wash and scrub toys thoroughly with soap or detergent and warm water to remove most of the dirt, grime, and saliva. It is important to clean toys before sanitizing them because the sanitizer kills germs better on clean surfaces.
 - Step 2: Rinse toys with water to remove the dirt, soap residue, and germs to help make a clean surface.
 - Step 3: Sanitize toys. Sanitizing reduces the germs from surfaces to levels that are considered safe.
 - i. Dip the toys in a sanitizing solution, or cover the toys sufficiently with spray. Protect your skin by wearing household rubber gloves.
 - Allow toys to dry completely (i.e. overnight) or allow a 2-minute contact time before wiping toys dry with a paper towel.

Health & Safety Guidelines: When using a bleach solution for sanitizing, chlorine from the sanitizing bleach solution evaporates off the toys so no residue remains, and further rinsing is not necessary.

- Objects Intended for the Mouth:
 - i. Thermometers, pacifiers, teething toys, and similar objects must be cleaned and reusable parts sanitized between uses.
 - ii. Pacifiers may not be shared.
- Soft Surfaces
 - i. For soft (porous) surfaces, such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean and disinfect with appropriate cleaners indicated for use on these surfaces.
 - ii. If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely
 - iii. Otherwise, use products that have been approved by the EPA for use against SARS-CoV-2 that are suitable for porous surfaces: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>.