

# **Building Staging Plans for Laboratory Research Reactivation of Anthony Hall (ANH)**

## **Return to Work Policies and Procedures**

June 3, 2020 (**Updated July 7, 2020**)

This protocol has been developed to enable laboratory personnel to work safely in MSU laboratories and other facilities while there is still a risk of contracting SARS-CoV-2 (COVID-19) from co-workers. The overarching goal is to protect the health and safety of laboratory personnel and to minimize risk. This document is created within the context of university-level guidelines (<https://vp.research.msu.edu/coronavirus/research-reactivation>). These procedures may change as conditions warrant or require. Activities in all laboratories are limited to those that can only be done on campus. If work can be done remotely, personnel are directed to stay home. This document only applies to research within Anthony Hall (ANH), and not to other campus sites or remote locations including laboratories in the Interdisciplinary Science & Technology Building nor South Campus Farms.

### **I. Guiding Principles**

1. Necessary safety precautions dictate that activities in campus research laboratories resume using a phased process. The objective of this plan is to support the research mission of the department without jeopardizing the health and safety of faculty, staff, and students. This includes a heightened focus on those in vulnerable populations. This strategy does not represent a return to pre-COVID-19 operations.
2. All personnel must conform to all COVID-19 orders and policies established by Executive Order of the Governor of Michigan, Michigan State University, MSU Office of the Senior Vice President for Research and Innovation (OVPRI), MSU Environmental Health & Safety (EHS), MSU Campus Animal Resources (CAR), and Principal Investigators.
3. Each PI must submit a "Laboratory Plan for a Safe Return" that meets the guidelines in the Research Reactivation document from the OVPRI and all ANH-specific items herein. Each plan must be submitted and approved by the Chair of the Department of Animal Science (ANS), CANR, and EHS prior to initiating non-essential work. During the campus laboratory research reactivation process, the amount and schedule of research activity within individual laboratories must be consistent with that outlined in the approved individual laboratory research plan. Plans for laboratories that are shared by more than one PI should be coordinated to ensure consistency in the plans.
4. Activities previously approved under essential research criteria (minimal basic operations) may continue and are not restricted, but PI must submit a laboratory research plan.
5. Laboratories that are approved to reopen will do so at a limited capacity in conformity with state, university and college mandated guidelines. Precautions need to be added on top of existing lab safety protocols and the new precautions do not diminish existing protocols.
6. Only work that must be done on-site in the laboratory should be performed. All other activities should continue to be done remotely (e.g., experiment planning, manuscript writing, literature research, data analysis).
7. In the event of a local outbreak or new Executive Order, the reactivation process could be immediately suspended and University operations reverted to minimal basic operations. All researchers must have a plan to suspend research activity immediately if public health concerns dictate.
8. Students and other laboratory personnel may not be compelled to conduct research activities on campus as a condition of employment, assistantship or postdoctoral research associate support while public health orders governing individual activity remain in effect.
9. Undergraduate students should not be in the lab unless they are paid employees who are performing a critical function of the research.
10. No research or testing involving the live SARS-CoV-2 virus is allowed in Anthony Hall.

11. Daily health monitoring and reporting prior to travel to the laboratory is required. See <https://www.canr.msu.edu/ans/overview/ANS-Covid-19-Communications/health-screening-form-ans> for reporting tool and follow guidelines provided.

## **II. General Health Considerations**

1. The risk of returning to laboratory work with other colleagues includes contracting the virus causing COVID-19 from another contagious person by aerosol or contaminated surfaces. Keep in mind, a contagious person may not have symptoms.
2. All individuals should seriously consider whether they (or their family members residing with them) fall in a “high risk” category. If so, they are strongly encouraged to continue to work remotely while public health orders governing individual activity remain in effect.
3. Should someone in your research group have symptoms or test positive for COVID-19 immediately notify the Chair of ANS (Pamela Ruegg, [pruegg@msu.edu](mailto:pruegg@msu.edu)), University Physician ([uphys@msu.edu](mailto:uphys@msu.edu)), and EHS ([ehs@msu.edu](mailto:ehs@msu.edu)). The laboratory will need to be properly cleaned and disinfected. Personnel who are ill are required to stay at home. See <https://ehs.msu.edu/assets/docs/covid-positive-case-instruction.pdf> for additional details.
4. Should someone in your research group test positive for COVID-19, send all personnel home and contact the University Physician to report as much information as known at the time.
5. If any individual has safety concerns they can be reported to their principal investigator, Chair of ANS, CANR Dean, Environmental Health and Safety ([ehs.msu.edu](mailto:ehs.msu.edu) or (517) 355-0153), or the MSU Misconduct Hotline (anonymous reports can be made through the online form or by calling (800) 763-0764).
6. No food is allowed in the building. Drinking is allowed outside the laboratory using beverages that personnel bring with them from home. Drinking fountains and other sources in the building are closed.

## **III. Research Reactivation on an Individual Laboratory/Program Basis**

1. Building evaluation by IPF and EHS must be completed, and the Anthony Hall research reactivation plan (this document) must be reviewed and approved before reactivation can commence. Final approval for building readiness will come from OPB.
2. Individual laboratory research reactivation safety plans (i.e., “Laboratory Plan for a Safe Return”) must be submitted and approved by the Chair of ANS, CANR, and EHS prior to initiating non-essential research activities.
3. Appropriate personal protective equipment (PPE) including gloves, cloth masks, hand sanitizer and disinfectant must be available prior to initiating research activities. In the event that PPE, reagents or lab supplies are unavailable, laboratories must have a plan for suspending research activities.

## **IV. Specific Building Access Guidelines**

1. Activities in Anthony Hall are limited to only those research activities which must be done in campus laboratories.
2. The building will remain locked and only accessible to approved research staff with authorized key card access. Entry points to the building will be limited at all times and restricted to designated entrances with hand sanitizer stations provided by IPF. Designated entrances include (1) SE entrance by Dairy Store, (2) NE entrance at corner of S. Shaw Lane and Farm Lane, (3) Loading dock entrance, (4) South entrance on east side of auditorium, and (5) SW entrance by Meat Lab. Traffic flow will be controlled by signage requiring appropriate distancing. Personnel will be instructed to only access areas of the building where they are authorized to work as described in the individual laboratory plan.

3. Activities should be planned to maximize efficiency and minimize time in the laboratory and number of individuals required to complete research tasks.
4. All laboratory personnel must conform to all COVID-19 orders and policies established by Executive Order of the Governor of Michigan, MSU institutional policies, the OVPRI, EHS, CANR, and their lab Principal Investigator.
5. Communication of health/safety information and to notify ANH personnel of scheduled training sessions will be done electronically using existing email listservs.
6. A mandatory training session will be held via videoconference to discuss all university-wide and building-specific guidelines for research reactivation. This training session will be recorded to allow asynchronous viewing. Prior to resumption of research activity, each individual must attend the mandatory training session and complete a survey to confirm that they have read and agree to guidelines in this document and individual laboratory safety plans. In addition, all personnel must complete the EHS Covid-19 Safe Return to Laboratory Work Training (<https://ehs.msu.edu/covid-19/index.html>); course ID EHS-4950-SCO).
7. The policies for Anthony Hall will be reviewed by the ANS Safety and Health committee on a monthly basis or as state/university policies change. Any changes to the building plan will be reported to [ORA@msu.edu](mailto:ORA@msu.edu).
8. Access and presence in the building will be monitored using a building-wide self-check in Google Form which documents personnel name, lab association (PI) and location (room number(s)) that automatically logs time in and out. This form is available online through the Animal Science department web site (<https://www.canr.msu.edu/ans/overview/ANS-Covid-19-Communications/>). All ANH laboratories and shared research facilities will have sign-in sheets for personnel to log entry/use of the facility.
9. Personnel in Anthony Hall are trusted and relied upon to take personal responsibility for their safety and the safety of others. Periodic checks and reporting of overall compliance with building/laboratory safety measures and levels of building/laboratory activity will be conducted by the Animal Science Department Chair.
10. Building and laboratory access may be revoked for anyone found in violation of established policies and procedures.
11. Within the building, access is restricted to research laboratories and associated necessary infrastructure. Utilization of kitchens, offices, break rooms and desks outside of laboratory confines are prohibited. Signage will be posted to indicate all areas that are closed and/or off-limits for use.

**V. Base Personal Protective Equipment (PPE) and Sanitizing Measures**

1. Cloth masks that cover mouth and nose should be donned before entering the building, and must be worn in the building at all times. Masks have been obtained and will be provided by the department, and personnel may also bring their own mask. Laundering of cloth masks is the responsibility of the individual.
2. Frequent hand washing and avoiding touching one's face is recommended by the US Center for Disease Control ([CDC](https://www.cdc.gov)) to avoid infection and MSU follows these recommendations.
3. Designated entrances of the building will have a station with hand sanitizer. Hands must be cleaned upon entering the building using this sanitizer and washed immediately upon entering the lab using soap and water for 20 s. Hands should be washed at regular intervals during the work period to minimize the potential for infection.
4. Gloves are to be worn within the research laboratory or building only as necessitated by the specific protocol or activity.

5. Use of personal electronic devices in the building should be avoided to prevent contamination. Cell phones must be put into sealable bags and only used when necessary for research related activities or in case of emergency. Bagging does not impede function but will help prevent contamination, and bags should be discarded upon leaving the building.

**VI. Controlling Density of Workers and Visitor Access**

1. All possible work off-site should continue (e.g. experiment planning, manuscript writing, literature research, data analysis).
2. Access to Anthony Hall is prohibited beyond designated approved research and university support staff without specific prior approval from departmental/college leadership.
3. Package deliveries will be managed by MSU Logistics Central Receiving. All orders should be directed to be delivered to Stores Receiving (166 Service Rd) and addresses should include the recipient's name and Anthony Hall room number. Contact Stores Receiving at 517-884-6082 with delivery questions or concerns.
4. MSU Logistics will deliver packages to the mailroom on the first floor of Anthony Hall (Room 1290), and laboratory personnel will be notified by S. Bailey (ANS Administrative Associate) by email that they have a package in the mailroom. Laboratory personnel may pick up packages with no more than one person allowed in the mailroom at one time.
5. External service providers must follow the building safety plan described in this document. Such individuals must schedule appointments with J. Ireland (ANS Research Assistant) who will meet the authorized vendor to provide access to the building and instruct them on basic protocols of hand sanitization and wearing masks. All non-MSU employees must be authorized by the ANS Chair prior to entering the building. Vendors must sign-in to all labs/rooms they enter and will be counted toward the maximum number of people allowed in any given space.
6. Working alone in the research laboratory in procedures involving hazardous activities is prohibited.
7. Social distancing must be maintained in laboratories. Lab occupancy must be limited to ensure minimum 6 ft. radius – 113 ft<sup>2</sup> per person. The maximum occupancy will be posted on each laboratory, and individual laboratory research plans should include plans for distributing work spaces within the laboratory (e.g., one person per bench bay, offsetting bench work stations across benches). Under conditions when social distancing cannot be maintained, such as essential training or specific procedures that require more than one person, enhanced PPE measures must be employed including masks, safety glasses and face shields.
8. Time spent in the laboratory should be minimized. Personnel should go home immediately upon completion of laboratory work. Teamwork structures should be implemented to avoid assigning minor tasks to multiple team members and to consolidate efforts to minimize the number of personnel in the laboratory and in the building each day.
9. In the event that lab space is insufficient to allow for appropriate social distancing, work schedules must be instituted to reduce density (e.g.,  $\leq 4$  hour shifts).
10. Travel within the building should be minimized and personnel should stay in their lab space as much as possible.
11. Use of restrooms and elevators is restricted to one person at a time. Elevator use is discouraged unless needed.
12. Shared research specific infrastructure in ANH is listed in the following table. Entrance to these facilities is restricted to one person at a time. Sign-up/scheduling calendars are posted and disinfection materials (70% alcohol solution) are provided at each location. Areas to be cleaned include room door handles, light switches, and equipment doors and control panels. Cleaning will be performed before and after each use, and a cleaning log is posted at each location to record date of cleaning, disinfectant, and name of responsible individual.

Room Name	Room Number	Responsible Person	Room Name	Room Number	Responsible Person
Autoclave Room	B246	J. Ireland/J. Liesman	Walk-in Cooler	B250/B253	J. Roth/J. Ireland
Autoclave Room	2224	J. Ireland/J. Liesman	Walk-in Cooler	2218	J. Roth/J. Ireland
Liquid Nitrogen	B245	J. Ireland/J. Liesman	Freezer Room	B223	J. Ireland

## **VII. Shared Research Infrastructure/Common Areas: Disinfection and Access Plans**

1. In coordination with custodial services, all touch surfaces in common areas, laboratories and shared research spaces will be cleaned and disinfected a minimum of two times per shift, with heavy use areas cleaned more frequently as needed. Cleaning logs noting date of cleaning and responsible individual will be maintained at each shared space location.
2. Disinfection of common touch points will be conducted using EPA-approved disinfectant that is effective against COVID-19 and will follow disinfectant contact times, also listed on the EPA-approved list.
3. Personnel will wear appropriate PPE when using cleaning/disinfectant products, including safety glasses and chemical-compatible impervious gloves as required.
4. Disinfectants for common areas will be provided by MSU or the Animal Science Department. Disinfectant supplies will be ordered and maintained by departmental office staff (S. Bailey and R. Davenport). Laboratory managers (coordinated by J. Ireland) in each research area will monitor disinfectants in common areas and will replace or restock as needed.
5. Disinfection of all touch points on research equipment, shared computers or infrastructure (shared or laboratory-specific) shall be performed before and after use (wipe down with a 70% alcohol solution). Disinfectants for shared infrastructure will be provided by MSU or the Animal Science Department, and disinfectants for use within laboratories will be provided by the lab PI.
6. Use of shared equipment requires approval by the faculty member responsible for such equipment and is required each time it is used.
7. Laboratories with shared equipment items will establish sign-up/scheduling procedures for their equipment along with site-specific training procedures. These procedures will be communicated to personnel approved to use the shared equipment.
8. Non-biohazard trash bags will be secured and placed in the hallway outside of the laboratory to protect custodial staff.

## **VIII. Administration and Oversight**

1. The Anthony Hall building point of contact for employee concerns, questions, complaints or to report unsafe behavior is Dr. Pamela Ruegg, Chair of the Department of Animal Science, [plruegg@msu.edu](mailto:plruegg@msu.edu); cell phone: (608)332-0898.