

# ANTHONY HALL BUILDING SAFETY POLICIES

## August 2020

### Training Requirements

1. EHS training
  - a. All laboratory personnel who are authorized to work in Anthony Hall (i.e., listed on an approved ILP) should complete the [COVID-19 Safe Return to Laboratory Work \(https://bit.ly/EHS-4950-SCO\)](https://bit.ly/EHS-4950-SCO) training. Any other building occupants authorized to spend time in Anthony Hall should complete the [COVID-19 Safe Return to Work \(https://bit.ly/EHS-4951-SCO\)](https://bit.ly/EHS-4951-SCO) training.
2. Anthony Hall building-specific training (training sessions will be announced, contact Cathy Ernst [ernstc@msu.edu](mailto:ernstc@msu.edu))
3. Laboratory-specific training as outlined in PI Individual Laboratory Plans
4. We are required to verify that training is completed so attendance of building training will be recorded, and EHS certificates of completion should be forwarded to Karla Macelli ([macellik@msu.edu](mailto:macellik@msu.edu)) for filing.

### Food and Drink Policy

1. 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.
2. Food should be consumed outside the building when possible.
3. Food may be consumed in the building only in personal offices or in room 2315 (staff break room) with food that personnel bring with them from home. Food must be for an individual's own consumption and no sharing of food is allowed. Personnel should also bring and remove all personal eating supplies (napkins, flatware, etc.). Refrigerators and microwave ovens may be used if necessary, and must be disinfected before and after use with 70% ethanol solution (maintained wet for 5 min).
4. Users of room 2315 must adhere to the following guidelines.
  - a. Masks must be worn in 2315 when not eating.
  - b. Time spent in room 2315 should be restricted to only the time required for eating. A maximum of 3 people will be allowed in 2315 at the same time and should be spaced as far apart as possible. The maximum occupancy is posted on the 2315 entry doors. Lunch or break times in 2315 must be schedule ahead of time and recorded using a shared Google Form accessed by scanning the QR code posted on the 2315 door.
  - c. Users of 2315 must disinfect common touch points (tables, chairs, door handles, light switches, faucets, refrigerator, microwave) before and after use with 70% ethanol solution (maintain wet for 5 min). Disinfectant solution is available in room 2315.

### Compliance Monitoring

1. All Anthony Hall building occupants are expected to adhere to the [MSU Community Compact \(https://msu.edu/together-we-will/msu-community-compact/\)](https://msu.edu/together-we-will/msu-community-compact/).
2. Compliance will be periodically monitored by Dr. Pamela Ruegg ([plruegg@msu.edu](mailto:plruegg@msu.edu)) and Dr. Cathy Ernst ([ernstc@msu.edu](mailto:ernstc@msu.edu)).

### **Communication Plan**

1. Communication to all Anthony Hall personnel is done through email listservs and through announcements in the weekly Animal Science department newsletter.

### **Visitor Policy**

1. Nonessential visitors are not allowed to enter Anthony Hall.
2. External service providers must have their own safety plan approved by EHS, and they must follow guidelines outlined in the MSU Building Safety Information Plan. Such individuals must schedule appointments with the appropriate MSU staff contact who will meet the authorized vendor to provide access to the building and instruct them on basic protocols of hand sanitization and wearing masks.
  - a. All non-MSU employees must be authorized by the ANS Chair prior to entering the building.
  - b. Service providers will be counted toward the maximum number of people allowed in any given space.

### **Ramping Down**

1. In the event of a local outbreak or new Executive Order, research activity could be immediately suspended. All Anthony Hall researchers must have a plan to suspend research activity immediately if public health concerns or lack of necessary supplies (i.e., disinfectant, hand sanitizer, etc.) dictate, and ramp down plans should be documented in the Individual Laboratory Plan.

### **Building Point-of-Contact**

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.