

# Return to Work Training for Resumption of Limited Research Activities in CIPS

July 16, 2020 – 7am

July 16, 2020 – 4pm

## Outline:

1. Overall goal of the training and protocols.
2. Brief overview of the process and timeline to date.
3. Review of building and individual PI protocols/procedures.

Please mute your microphones, and possibly stop video to minimize bandwidth usage

Questions or comments: Please use the “Raise Hand” function in Zoom

This session is being recorded (including the “Chat” comments)

**Goal:** Provide a safe and healthy work environment for the resumption of limited research activities in accordance with Gov. Whitmer's directives, MSU administration guidelines, and best practices identified by the CIPS Return to Work/SOP committee ( B. Horgan, B. Ravlin, S. Flegler, R. Hammerschmidt).

**'Training' is mandatory:** This and any subsequent sessions are a required component for all PIs and individuals before they can return to work under the approved building and individual PI protocols. Attendance is taken and crossed checked with individual PI personnel lists on their approved protocols.

Prior to resumption of research activity, each, individual must confirm electronically that they have read and agree to the guidelines described in the approved CIPS Building Plan and individual Laboratory safety Plans ([https://msu.co1.qualtrics.com/jfe/form/SV\\_6Kn8Uf62AbVPFzL](https://msu.co1.qualtrics.com/jfe/form/SV_6Kn8Uf62AbVPFzL)).

Last Name, First Name

Department

Entomology

Plant, Soil and Microbial Sciences

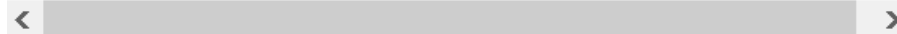
Center for Advanced Microscopy



I confirm that I have read and agree to the guidelines in the Return to Work Policies and Procedures for the Center for Integrated Plant Systems Building, and to the individual laboratory safety plan of my research group.

Yes, I confirm.

No, I do not confirm.



Date of confirmation (today's date)

	Month	Day	Year
Please Select:	<input type="text"/>	<input type="text"/>	2020



We are now in the process of allowing resumption of research experiments under conditions that maintain social distancing and avoid infection.

**Three-stage review and approval process:**

1. CIPS certified by IPF
2. Preparation, review and approval of overall building policies/procedures.
  - ENT/PSM/CAM joint committee developed an overall plan for the building.
    - Draft building plan was reviewed by CANR and revised.
    - CANR approved our building plan and submitted it to OSVPRI for review.
    - ORA/EHS requested revisions (e.g., addition/specific disinfection information)
    - CANR submitted our revised building plan to ORA/EHS
    - ORA/EHS reviewed and approved the revised building plan
3. Preparation, review and approval of individual Laboratory Plans
  - PIs are asked to prepare individual plans using a template provided by the OSVPRI and EHS.
    - Individual lab plans are reviewed by chair and revised as needed.
    - Plans from each unit are submitted to CANR in batches for review and approval by G. Smith.
    - CANR submits plans to ORA/EHS for review (revision) and approval.

**Research reactivation on an individual laboratory/program basis will be contingent upon:**

1. Building readiness approval by the Office of Planning and Budgets.
2. Building evaluation by Infrastructure Planning and Facilities (IPF) and Environmental Health and Safety (EHS) must be completed before building re-entry and research reactivation can commence.
3. The building re-entry plan being developed collaboratively and approved by leadership from Department of Entomology (ENT), Department of Plant, Soil and Microbial Sciences (PSM) and the Center for Advanced Microscopy (CAM)
4. Review/approval of a building re-entry/research reactivation safety plan by CANR, the OSVPRI and EHS.
5. Completion and approval of individual laboratory research reactivation safety plans by Department Chairperson, CANR and EHS.
6. Availability of appropriate PPE (e.g. gloves, cloth masks), hand sanitizer and equipment/surface disinfectant. **In the event PPE or lab/equipment disinfectant supplies become unavailable, laboratories must have a plan for pausing/suspending research activities.**

**General Principles:** *(the short list)*

1. Cleaning and disinfection must happen a **minimum of two times per shift** for common areas, laboratories and shared research spaces. Furthermore, all shared equipment (in laboratories and shared spaces) must be cleaned before and after each use.
2. Laboratory activities previously approved under essential research criteria (minimal basic operations) may continue, but an individual Laboratory Plan must still be submitted by the PI for approval by the Department, College, EHS and/or OSVPRI.
3. All possible work off-site should continue (e.g. experiment planning, literature research, data analysis, manuscript writing). Activities in CIPS are limited to those that can be accomplished only on campus.
4. Students, research associates and technicians 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. This is also true for individuals whom are in a high-risk health category – please contact the Chairperson of ENT or PSM or the Director of CAM
5. Furthermore, there will be no retaliation toward individuals who choose to leave the building or stay home because they are at particular risk of infecting others with the virus.
6. No food will be allowed in the building. Drinking is allowed outside the laboratory using beverages that personnel bring with them from home.

### **General health considerations:**

1. Daily health monitoring and reporting prior to travel to the laboratory is required. See [https://msu.co1.qualtrics.com/jfe/form/SV\\_3OTGcFjV97W6FAV](https://msu.co1.qualtrics.com/jfe/form/SV_3OTGcFjV97W6FAV) for the reporting tool and guidelines provided.
2. The risk of going back to work in the laboratory with other colleagues includes contracting the virus causing COVID-19 from another contagious person by aerosol or contaminated work surfaces. Keep in mind, a contagious person may not have symptoms. Always follow current Centers for Disease Control and Prevention guidelines and recommendations ([CDC](#)).
3. 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 engage in research and other scholarly work at home while public health orders governing individual activity remain in effect.
4. Should a building occupant have symptoms or test positive for COVID-19, EHS (517-355-0153/[ehs@msu.edu](mailto:ehs@msu.edu)), the Office of the University Physician (517-353-8933/[uphys@msu.edu](mailto:uphys@msu.edu)) and the Chairpersons of ENT ([ravlin@msu.edu](mailto:ravlin@msu.edu)/517-355-4665), PSM ([horganb@msu.edu](mailto:horganb@msu.edu) / 517-353-0121) and/or the Director of CAM ([flegler@msu.edu](mailto:flegler@msu.edu)/ 517-353-8798) must be notified immediately.

➔ When someone in your research group tests positive for COVID-19, send all personnel home and the PI must contact the University Physician to report as much information as is known.



**Specific building access guidelines:** *(another short list)*

1. 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).
2. Entrance to CIPS will be limited to three sets of doors: the main entrance (doors 1 and 2), by the loading dock (door 24) and at the south end of the head house (door 6). Put face masks on before entering the building and use hand sanitizer immediately upon entering. **Disinfect cell phones or place in the plastic zip lock bag provided at the entrance and reapply hand sanitizer.** Then, once in the laboratory, wash hands with soap and water for at least 20 seconds.
3. Activities should be planned to maximize efficiency and minimize to the extent possible time in the building and number of individuals required to complete daily research tasks.
4. Access and presence in the building will be monitored using a building-wide online system, which will record personnel name, lab association (PI) and location (room number), and automatically logs time-in and -out. The online method can be accessed at: <https://cips.msu.edu/covid>.
5. Building and laboratory access may be revoked for anyone found in violation of established policies and procedures. Report violations or unsafe work conditions to the Department Chairpersons.
6. Within the building, access is restricted to research laboratories and associated necessary infrastructure. Utilization of the conference room (101A) is prohibited. Non-essential use/occupancy of all individual offices and shared offices and desks is also prohibited. All research activities that can be effectively accomplished remotely or at home must be performed away from the CIPS Building.

**Base personal protective equipment (PPE) and sanitizing measures:**

1. Signs emphasizing the importance of personal safety and good hygiene, and the procedures to follow, have been placed at entrances and conspicuous locations on all floors.
2. Cloth masks that cover mouth and nose must be worn at all times in the public spaces in CIPS. (*MSU defines public spaces as “any enclosed space in which two or more people occupy at the same time.” You do not have to wear a mask if you are the only person in a room and the door is shut*). Consider the use of face shields when workers cannot consistently maintain six feet of separation from other individuals in the workplace.
3. Frequent hand washing and avoiding touching one’s face is recommended by the US Center for Disease Control ([CDC](#)) to avoid infection and MSU follows these recommendations.
4. Gloves are only to be worn within the building or research laboratory as necessitated by the specific research protocol, and when disinfecting. Hands should be washed at regular intervals during the work period to minimize the potential for infection.
5. Eye protection should be worn in accordance with normal EHS lab safety procedures, and when disinfecting equipment/surfaces. Note that eye protection is recommended as PPE for COVID-19 protection. Extra safety glasses will be available and must not be shared with other personnel. All glasses worn should be cleaned with soap and water at the end of the work shift.
6. Cell phones, used only for research-related activities and emergency situations, must be cleaned (e.g., wipe a 70% alcohol solution) when entering and leaving the lab. Alternatively, phones can be contained in sealable plastic bags, which should be discarded when leaving the building.

### **Controlling density of workers and visitor access:**

1. **Deliveries:** Packages/mail will be left on the loading dock of the CIPS Building. Instructions for delivery personnel (MSU, UPS, FedEx etc.) are posted on the door at the loading dock. Assigned personnel from ENT/PSM/CAM will check the area at least once a day (M-F), and distribute packages to the first-floor mailbox area by Room 107. USPS/Campus mail will be distributed to individual mailboxes twice a week by PSM staff. It is the responsibility of those ordering/expecting packages to retrieve their items. It is each PI's responsibility to coordinate the delivery of items too large to fit by the mailbox area, or too bulky for a single individual to move from the loading dock. All outgoing mail or packages should be labeled with the sender's name and be left in the designated area by the mailboxes) for pick-up. This delivery plan has been confirmed with Susan Fennell (fennell@msu.edu) at University Services.
2. **Non-resident MSU employees:** Anyone without keycard access to the CIPS Building or core facilities (i.e., growth chambers) should contact the Facility Manager to receive a copy of the new policies and procedures and to schedule a time to visit the facility. The facility staff will arrange for access to the building and facility. All visitors are expected to adhere to the policy and procedures in this document while in the building.
3. **CAM Access:** Anyone without keycard access to the CAM should contact the CAM Director Manager (Stan Flegler) to receive a copy of the new policies and procedures and to schedule a time to visit the facility. All visitors are expected to adhere to the policy and procedures in this document while in the facility.
4. **External Contractors and Repair Personnel:** External service providers need to follow the building safety plan described in this document. MSU approved outside contractors will be met by CIPS personnel upon appointment by phone or email at a building entrance door, instructed about the basic protocol of hand sanitizing and wearing masks, etc. and provided with a mask as necessary. CIPS personnel will accompany outside contractors to their designated work area. The work area needs to be cleared of lab personnel to maintain social distancing of 6 feet.

**Controlling density of workers and visitor access: (cont.)**

4. Working alone in the research laboratory with procedures involving hazardous materials is prohibited.
5. **Maintain social distancing within laboratories**; limit lab occupancy to ensure no crowding (6ft. radius – 113 ft<sup>2</sup>; e.g. one person per bench bay, offsetting work-stations diagonally across benches). Maximum occupancies will be posted at the entrance to each laboratory room.
6. Minimize time spent in the laboratory.
7. Leave the building immediately upon completion of tasks.
8. Implement teamwork: avoid assigning minor tasks to multiple team members and consolidate efforts to minimize number of personnel in the laboratory/building per day.
9. In the event lab space is insufficient to allow for appropriate social distancing, **institute work schedules to reduce density** (e.g.,  $\leq 4$  h shifts).
10. Minimize travel within the building—try to stay in your lab space as much as possible.
11. Use of restrooms and elevators is restricted to one person at a time.

## **Shared research infrastructure/common areas: access and disinfection plans**

1. Custodial services will be responsible for cleaning common areas and high touch areas in the building, including door handles, handrails, light switches, elevator buttons, and bathrooms.
2. Disinfection will be conducted using [EPA-approved disinfectant that is effective against COVID-19](#) and will follow required 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. Non-biohazard trash bags will be secured and placed in the hallway outside of the laboratory to protect custodial staff.
5. At the beginning and end of each shift/day a designated employee in each research group will walk through their laboratory space/s and disinfect common touch surfaces such as door handles, faucets and light switches, etc. using a CDC-/EPA-approved disinfectant solution (e.g., 70% ethanol and at least 5 minute dwell time). Cleaning and sanitation are everyone's responsibility.

**Shared research infrastructure/common areas: access and disinfection plans** (cont.)

6. Use of shared equipment requires approval by the faculty member responsible for such equipment. The PI/laboratory responsible for the shared equipment item/s will establish sign-up/scheduling procedures for their equipment along with disinfection procedures (i.e., before and after each use employing a **CDC-approved disinfectant** solution like 70% ethanol or 1000 ppm hypochlorite and EPA-recommended dwell times). Disinfection of each shared equipment will be documented by use of an electronic log (i.e., recording date, time, employee and disinfectant used). These procedures will be communicated to personnel approved to use the shared equipment.
7. Entrance to Room 109 (growth chambers, incubators, cold rooms) is restricted to one person at a time. All users will clean the equipment and surfaces they touch (e.g., doors, control panels, valves, door knobs, light switches, faucets, counters, etc.) before and after each use. In addition, the Building Committee will assign cleaning/disinfection responsibilities for these rooms (e.g., twice daily). A cleaning log will be maintained to document these efforts.
8. Entrance to the spray room (110) and common-use autoclave (111) is restricted to one person at a time. All users will clean the equipment and surfaces they touch before and after each use.
9. In coordination with custodial services, clean all touch surfaces on research floors two times per day. More heavily used areas should be cleaned more frequently as needed.

### **Administration and Oversight**

1. The Department Chairpersons and the PIs are responsible for compliance with the rules in this document. However, we are all in this together and need to work together. If you see non-compliance, say something to the person. If any individual has safety concerns they can be reported to their principal investigator, Chair of PSM or ENT, Director of CAM, CANR Dean, [Environmental Health and Safety](https://ehs.msu.edu) at ehs.msu.edu or (517) 355-0153, or the [MSU Misconduct Hotline](https://www.msu.edu/misconduct) - anonymous reports can be made through an online form or by calling (800) 763-0764.
2. Questions about the content of this document, or its interpretation, and concerns about compliance with these requirements (including reporting unsafe behavior) should be directed to the ENT Chairperson (B. Ravlin, [ravlin@msu.edu](mailto:ravlin@msu.edu)/517-355-4665), PSM Chairperson B. Horgan, ([horganb@msu.edu](mailto:horganb@msu.edu) / 517-353-0121) and/or CAM Director (S. Flegler, [flegler@msu.edu](mailto:flegler@msu.edu)/ 517-353-8798) must be notified immediately

### **For PIs/Laboratory Plans:**

- Determine the number of people that can safely occupy the laboratory or office following distancing guidelines. Use a minimum area of a 6-foot radius to estimate number of people allowed in each space (e.g., one person per bench bay, offsetting bench workstations across benches, one person per office).
- All employees authorized to resume work must be given written permission to do so (this can be done via email).
- Set up a weekly on-line schedule for each lab, team or group where people sign up to work in specific lab spaces during specific days or shifts to comply with safe occupancy levels established in the previous calculation.
- Remind all lab personnel to use the self-check-in/out system available at <https://cips.msu.edu/covid> when they enter and exit the building.
- Establish a system for disinfecting common work areas and equipment.
- Establish protocols for situations specific to your group. For example, include procedures for providing access to essential maintenance personnel or researchers from other laboratories that need to access shared equipment in your laboratory.
- Create a timely plan to address any overdue preventive maintenance, waste disposal, safety re-training, software updates, etc., resulting from the switch to essential operations.
- Ensure that your group continues to comply with procedures described in this document and your own laboratory procedures.



# Summary

- Complete CIPS return to work training certification
  - [https://msu.co1.qualtrics.com/jfe/form/SV\\_6Kn8Uf62AbVPFzL](https://msu.co1.qualtrics.com/jfe/form/SV_6Kn8Uf62AbVPFzL)
- Complete EHS “COVID-19 safe return to lab” training
  - <https://ehs.msu.edu/covid-19/index.html>
- Apply for Lab Reactivation (dept, college and EHS approval required)
- Before entry into CIPS
  - Daily self health assessment - [https://msu.co1.qualtrics.com/jfe/form/SV\\_3OTGcFjV97W6FAV](https://msu.co1.qualtrics.com/jfe/form/SV_3OTGcFjV97W6FAV)
  - Building access monitoring - <https://cips.msu.edu/covid>
  - Be safe – masks, hygiene, limited hours, social distancing, see something then say something.