

**Safe Return to Work Policy for the BPS Building
Strategy for Research Reactivation in BPS
*Initiating work that did not meet early criteria for essential activities.***

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Introduction

The BPS Building Plan for Research Reactivation was developed through several meetings among the department chairs, with input from Faculty Advisory Committees of individual departments, the BPS Building Manager and key research staff members. Eric Hegg, Associate Dean for Research for CNS was also consulted.

The Plan addresses each line item and general point of the OVPRI Checklist distributed on 28 May 2020 (checklist attached as an appendix item) and aligns with individual **Laboratory Plans for Safe Return** provided by investigators within the BPS departments.

Overall General Guidelines

- Focus on health and safety of faculty, staff, and students with heightened focus on those in vulnerable populations.
- Support educational and research missions of departments without jeopardizing health and safety.
- Clear communication and training of all personnel throughout BPS regarding the reactivation plan.
- As instructed in the “[Research Reactivation](#)” Document from the OVPRI, each lab should have a “Laboratory Plan for a Safe Return” that meets the guidelines set out in that document as well as BPS-specific items herein. This will be developed from a template provided by the University.
- The MSU Office of Regulatory Affairs [online training course](#) must be completed before returning to work – Each Unit will reinforce this training through mandatory training sessions.
- Individuals have a right to stay home to work, or leave work when they are at particular risk of infecting others with COVID-19, without concern for negative repercussions.

- Health and wellness guidance for staff and other building personnel is available through the University Physician Office [Employee Assistance program](#).
- Anyone with safety concerns should contact the **building leadership** or **EHS (517-355-0153)**.
- Final approval of building readiness comes from OPB.
- The general chain of responsibility is: OVPRI > Deans > Chairs > PIs > employees.
- Laboratory plans must be approved before research may be permitted to start.

Reactivating Research Plan

- **Working off-site must continue as much as possible, as indicated by the Governor's executive order; if work can be done at home, it must be done remotely.** – (e.g. experiment planning, manuscript writing, literature research).
- Initial research priorities will focus on experiments that in case of Executive order can be suspended in a timely manner—Laboratories must be prepared for rapid ramping down of research in case of Executive Order (these are documented in individual laboratory plans).
- Limit laboratory usage to faculty/staff/postdocs/grad students except in exceptional cases. No family members or other visitors are allowed in BPS.
 - (undergraduate workers only with approval by chair)
- Building activities and research labs are prepared to close down within 24 hours if required by the state. Chairs will coordinate communication within their respective departments. Melissa Parsons will ensure rapid shutdown of common rooms (e.g., autoclaves/dishwashers/cold rooms).

Building Guidance Plan

Reducing density of workers and visitors

- **If work can be done remotely, then it must be done remotely.**
- Limit public access to BPS. All doors on 1st floor and access to upper floors will continue current policy of swipe-in entry/elevator/research floor access.
 - Exceptions:
 - 1) Exterior door by loading dock will remain unlocked during business hours for deliveries and third-party servicers (equipment technicians, vending machine technician, etc.). Third party servicers will log into the BPS receiving (BPS 1104).
 - 2) BPS machine shop- specific visitors to this shop would log in and not be permitted to rest of BPS.
- Institute work schedules to reduce density – morning/evening shifts, spread concurrent workers among different lab rooms as much as possible. Must keep minimum lab populations to maintain distancing throughout the shift
 - Considering the diversity of research of MMG, PA, and PSL, individual PIs within their individual Laboratory Plans must provide details.
- Maintain social distancing within laboratories; limit lab occupancy to ensure no crowding.
 - 6-foot distancing (labs should consider using floor markings to indicate appropriate spacing).
- Limit lab usage to faculty/staff/postdocs/grad students except in exceptional cases
 - (no undergraduate workers without approval by chair).

- Limit use of BPS student offices to avoid crowding (used to store personal belongings when in building).
 - There should be no reason to spend significant time within the office; work that can be done in the office can be done at home.
- Meetings will continue to be done remotely; no conference room usage for groups of people.
- BPS North Stairwell reserved for 'up' travel only/BPS South Stairwell reserved for 'down' travel only - signs placed on each stairwell door so indicating. (Signs note exception for cases of fire alarm).

Limiting infection exposure and managing risk

- All researchers must complete MSU Office of Regulatory Affairs [online COVID-19 training course](#) before returning to work.
- [MSU Health Screening form](#) must be completed every day for every MSU personnel entering BPS (weekly reports can be obtained by unit administrator). This should be done prior to entering the building.
- All researchers doing research in BPS will utilize the [online BPS form](#) to *check in* and *check out* of the building. In addition, each lab will log when personnel are present in the laboratories.
- Frequent hand washing should continue.
- Masks are required in research labs and in common areas of the building (cloth masks will suffice). Masks will be provided by BPS Building Operations staff if needed.
 - PPE and other BSL-2 practices in research laboratories as required prior to COVID.
 - Gloves are discouraged in common areas of the building.
- Trash bags must be secured and placed in hallway to protect custodial staff.
- Suspend water coolers and communal coffee/tea service; water fountains will be unavailable.
- **Shared spaces in BPS that are not assigned to specific labs**
 - **3133/4133/5133/6133 BPS** - autoclave rooms, dishwashing rooms
 - These rooms will be regularly monitored by Building Manager Melissa Parsons and the respective Department Chairs to ensure population density is maintained appropriately low
 - Disinfecting requirements will be posted - with disinfectant available onsite - so users can clean the room prior to and after use.
- Restrict common breakroom space
 - The expectation is that these rooms will not be in high use.
 - Maintain appropriate social distancing, disinfection protocols, stringent room occupancy limits, etc.
 - Disinfect common use surfaces before and after use with commercial germicide (used by custodians), 70% ethanol, or 10% bleach.
 - Avoid use of common refrigerators, microwaves, etc, unless required by dietary/medical restrictions
 - If used, disinfect touch surfaces before and after use with commercial germicide (used by custodians) or 10% bleach (will be present in common space).
- Minimize shared use of phones, lab equipment, etc.
- Should a research worker have symptoms or test positive for COVID-19, the following actions should be taken:

- Immediately notify the relevant Department Chair, EHS (517-355-0153), and the University Physician (517-353-8933).
- The laboratory in which that person works will need to be cleaned and disinfected.
- **Personnel who are ill are required to stay at home. Persons working in the same group as the infected worker should be sent home.**

Guiding Principles for Shared Laboratory Equipment

- Use online calendars to schedule use of common equipment and to facilitate collaborations with limited personnel.
- Disinfect touch areas of common equipment before and after use with appropriate commercial germicide ([CDC approved disinfectants](#)) in order to avoid damage to equipment.
- If shared equipment is in individual laboratory, the PI of the laboratory will include SOP in Laboratory Plan.
- If shared equipment is in common laboratory space, the Unit Administrator will include SOP with respect to the equipment.

Monitoring Plan

- Individual PIs will be responsible for monitoring adherence to guidelines within their laboratories.
- Checklists with criteria for cleaning will be maintained by labs and building manager.
- All researchers in BPS will utilize online form to check in and check out of BPS, and individual labs will have an additional log of personnel within the specific laboratories.
- Emphasis is on personal responsibility; however, persistent violations must be reported to appropriate unit administrator (or appointee).
- Unit administrators (or appointees) will make routine (daily) walkthroughs of common areas to monitor compliance to building guidelines.

Deliveries Plan

- First floor delivery office on 1st floor BPS (1104) will serve as single point receiving.
 - Delivery to 1104 BPS will be coordinated with Susan Fennell (fennell@msu.edu) at University Services. The loading dock door will remain unlocked during business hours.
- Redirect FED EX, UPS and US MAIL to go through University stores
 - Use email as much as possible to arrange pick up for packages, key pick up and ID access in order to limit face-to-face interactions.

External Service Providers

- External service providers, who do not have card access to BPS will schedule visits in advance. They will check in at BPS receiving office (BPS 1104) when entering the building.
- Service technicians and vendors will comply with building protocol (i.e., mask, social distancing, etc.). However, if parent company has additional restrictions, they will abide by their company's requirements.

Training Plan

- Departments will provide training and share expectations to all members of their department via video conferencing (e.g., Zoom) and electronic communication (Teams/email).
 - These events will include time for questions and discussion of special concerns.
- PIs will be responsible for providing lab specific SOPs and training to their individual laboratories.
- Training protocols will be shared across the BPS units to ensure consistency.

Research Reduction Plan

- Research priorities will focus on completion of time-sensitive research projects and “short-term” projects in case a new Executive Order is issued.
- Building operations could revert back to plans initiated in March 2020 with only essential work allowed. If so, that would displace this current Building Plan.
- In case that a faculty/staff or other personnel whose has been in the building tests positive for SARS-CoV2, we will follow [Governor’s Executive Order \(2020-90\)](#):
 - Immediately notify the relevant Department Chair, EHS (517-355-0153), and the University Physician (517-353-8933).
 - The laboratory in which that person works will need to be cleaned and disinfected.
 - Personnel who are ill are required to stay at home. Persons working in the same group as the infected worker should be sent home.

Communications Plan

- Electronic building communications will primarily be distributed via the Unit Administrator (or appointee).
 - Communication plan will be used to disseminate health/safety information.
- The Chair of each department - or a designee - is the local point of contact for employee concerns, questions, or complaints, or to report unsafe behavior. **Building Chairs will meet weekly to audit compliance with building safety measures.**
- Signs posted in building reminding people of Social Distancing, Using Face Coverings, and Frequent Hand Washing. Online calendars will be used to schedule use of common equipment and to facilitate collaborations with limited personnel.
- Department-wide Zoom meetings to discuss expectations.
 - Forums to allow questions and discussion of special concerns.

Appendix

Building plan checklist – Biomedical & Physical Sciences

Section	Done	Objective	Citation
Administrative	x	Delineate chain of command SVPRI > Deans > Chairs > PIs > employees	EO91 - 1
Administrative	x	Ensure those who are at risk are not retaliated against	EO91 - 1
Administrative	x	Unit point of contact for employee concerns, questions, or complaints	MSU
Administrative	x	Contact information for Internal Audit to report unsafe behaviors	MSU
Administrative	x	Acknowledge final approval of building readiness comes from OPB	MSU
Administrative	na	Coordinate repairs, construction and remodeling projects within building	MSU
Administrative	x	Review of Lab Plans before permitting return	MSU
Compliance	na	Prohibit working alone with high hazard equipment/substances	MSU
Disinfection	x	Plan for disinfection of high-touch surfaces, including providing disinfectants	EO91 - 1
Disinfection	x	Protocols for disinfecting shared lab tools and equipment	EO91-5
Disinfection	x	Wipe down of work stations BID	EO91-5
Disinfection	x	Secure trash bags and place in hallway to protect custodial staff	MSU
Disinfection	x	Checklists for cleaning criteria	EO91-5
PPE	x	Shutdown plan if PPE, reagents and lab supplies are unavailable or outbreak	MSU
PPE	x	Plan for cloth face masks and wear when on MSU campus	EO91 - 1
PPE	x	Lab supply ordering, receiving and delivering	MSU
Public Health	x	Contact MSU EHS and UPhys in event of COVID positive employee	EO91 - 1
Public Health	x	Complete the health screening before entering building	EO91-5
Public Health	x	Send any potentially exposed co-workers home if there is a positive case	EO91-5
Public Health	x	Post signs about the importance of personal hygiene	EO91-7
Public Health	x	Health and wellness plan for building managers, clerical staff, clerks, etc.	MSU
Public Health	x	Planning for curtailment in case of uptick in local or regional COVID cases	MSU
Recordkeeping	x	Communication plan to disseminate health/safety information	MSU
Recordkeeping	x	Recordkeeping of in-person training and Building/Lab plans	EO91-9
Recordkeeping	x	Recordkeeping of health screenings	EO91-9
Recordkeeping	x	Recordkeeping of COVID positive cases	EO91-9

Social Distancing	x	Restrict business travel	EO91 - 1
Social Distancing	x	identify 6 feet minimum distance, possibly using signs, physical barriers	EO91 - 1
Social Distancing	x	Promote remote work to the fullest extent possible	EO91 - 1
Social Distancing	x	Identify entry points & card key restrictions to limit access	EO91-5
Social Distancing	x	Prohibit visiting scholars and undergraduates	EO91-5
Social Distancing	x	Limits on the number of employees permitted per lab space	EO91-5
Social Distancing	x	Close open workspaces, breakrooms, cafeterias and conference rooms	EO91-5
Social Distancing	x	Possible use of floor tape to demarcate one way traffic flow	EO91-5
Social Distancing	x	Require all office and dry lab work to be conducted remotely	EO91-5
Social Distancing	x	Use of central logs to show who has been in the labs for contact tracing	EO91-5
Social Distancing	x	Outline use of staggered start times, rotational schedules, etc.	EO91-7
Social Distancing	x	Prohibit social gatherings and meetings	EO91-7
Social Distancing	x	Temporary space reassignments to maintain social distancing	MSU
Social Distancing	x	Coordination and scheduling of specialty research equipment	MSU
Social Distancing	x	Identify shared spaces in building (autoclaves, microscope rooms, etc)	MSU
Training	x	Require online COVID-19 training for all employees	EO91 - 1
Training	x	Require signatures on all building and lab plans	EO91-1

Additional Items to be Included in the Building Plan not on the checklist that should be included in the plan:

1. The University Physician has developed a process for what to do when someone develops COVID-19 related symptoms or tests positive for COVID-19. Here is the process:
 - Should someone in your research group have symptoms or test positive for COVID-19 immediately notify your Chair/Unit Administrator, University Physician and EHS. The laboratory will need to be properly cleaned and disinfected. Personnel who are ill are required to stay at home.
 - 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.
2. A list of all the shared rooms and room numbers should be included. The name of the room (e.g., Molecular Core, Microscopy, Growth Chamber rooms, Animal Surgeries), the room number, and how the room is used should be provided. This information will help us understand the extent of the use of the room in the Laboratory Plans.
3. Building Contacts should be included: name, email address, cell phone number
4. A required online training course has been developed and is located in Ability. The course must be completed before returning to work.
5. A clear statement about non-retaliation for individuals who stay home or who leave work when they are at particular risk of infecting others with COVID-19.

6. A statement should be included that anyone with safety concerns should contact the building leadership, EHS, or Internal Audit.

Memorandum

To: C. Lee Cox, Ph.D.
Victor DiRita, Ph.D.
Stephen Zepf, Ph.D.
Eric Hegg, Ph.D.

From: Joseph R. Haywood, Ph.D.

Subject: Building Plan for Biomedical and Physical Sciences Building

Thank you for your prompt responses to the issues raised during the review of the building plan for the Biomedical and Physical Sciences Building.

Your building plan has been approved by EHS/ORA.

We want to remind you that the Building Plan is only one part of the process to getting back to work. The return to research is predicated on: 1) completion of building infrastructure review conducted by IPF and Facilities and Planning, 2) approval of the Building Plan, and 3) approval of individual Laboratory Plans. While the building can open without all the Laboratory Plans approved, no investigator can start work without individual approval. ORA will be contacted by IPF and Facilities and Planning when the buildings are ready.