

# **Safe Return to Work Policy for the BPS Building Strategy for Research Reactivation in BPS**

## **PHASE I**

**Plan Approved 6/2/20**

**Zoom Presentation 6/10/20**

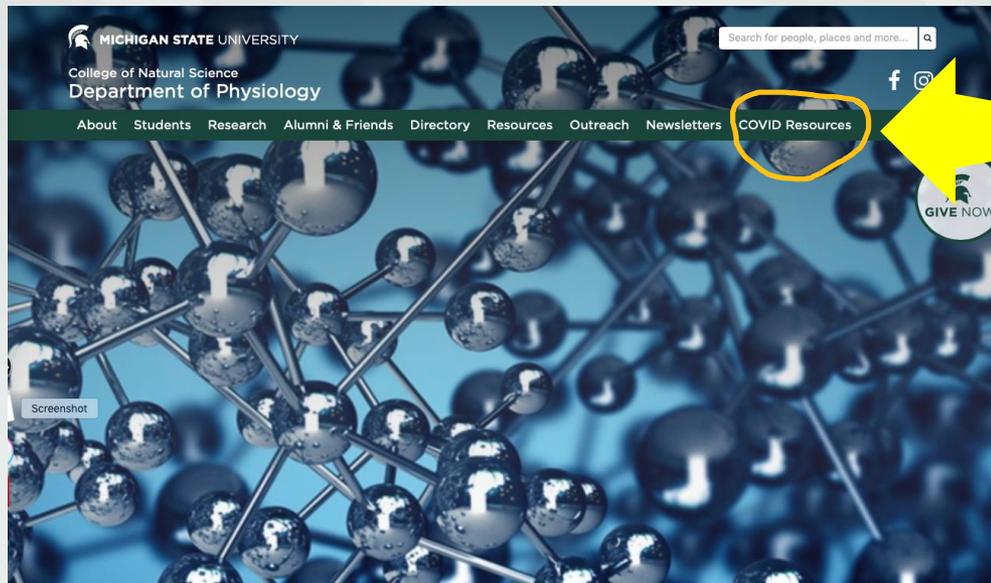
## **Reactivating Research Plan**

- **Working off-site must continue as much as possible.**  
This is **Phase 1**, if work can be done at home, it must be done remotely.  
(e.g. experiment planning, manuscript writing, literature research).
  
- **Reduce density of people to promote distancing within the workspace.**
  
- Initial Research priorities will focus on experiments that can be suspended in a timely manner  
Laboratories must be prepared for rapid ramping down of research in case of Executive Order.
  
- Laboratory staff limited 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.

## Prior to Starting Research Programs

- Laboratory guidelines and procedures must be approved by chair/Assoc Dean/EHS.
- All personnel must complete EHS COVID training prior to returning to work.
  - <https://ora.msu.edu/train/>
- All personnel must read and be familiar with BPS Post-COVID Return guidelines.
  - [https://physiology.natsci.msu.edu/sites/\\_physiology/assets/File/BPS%20Post%20Covid%20Return\\_final.pdf](https://physiology.natsci.msu.edu/sites/_physiology/assets/File/BPS%20Post%20Covid%20Return_final.pdf)

(PSL website under **COVID Resources**)



## *Prior to Entering BPS (each time you come to campus)*

- Completion of **MSU Health Screening form** by every MSU personnel prior to entering BPS.
  - <https://spa.msu.edu/PL/Portal/COVID19/HealthScreeningForm.aspx>  
PSL website under COVID Resources
  
- All personnel must complete the online **BPS *check in and check out online form*** prior to arriving and after leaving BPS.
  - <https://forms.gle/yWcxGTJULkXy7g3n6>  
PSL website under COVID Resources
  
- Each laboratory will maintain a log for when when personnel are present in the laboratories.  
maintained by laboratory

## Common Areas of BPS

- Masks are required in common areas and research labs (cloth masks will suffice).
  - *Exception:* PPE and other BSL-2 practices in research laboratories as required prior to COVID.
- Maintain Social Distancing.
- Pay attention to signage in building.
  - Additional custom signage within labs is encouraged.
- Gloves discouraged in common areas of the building.

## Common Areas of BPS

- Restrict use of common breakroom space:

### WHEN USING:

- Maintain appropriate social distancing.
- Disinfect areas of use prior to, and after use.
- Limit use of common refrigerators, microwaves, etc.
  - Disinfect touch surfaces before and after use.
  - *Disinfectants will be available in the common use areas.*

## Monitoring Plan

- Individual PIs will be responsible for monitoring adherence to guidelines within their laboratories.
- Individual labs will maintain log of personnel within the specific laboratories (time in/time out of laboratory).
- Emphasis is on personal responsibility;
  - persistent violations must be reported to chairperson.
- 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 1<sup>st</sup> floor BPS (1104) will serve as single point receiving.
  - The loading dock door will remain unlocked during business hours.
  - Perishable items will be delivered to laboratories.
  - Non-perishable items will be available for pickup @ BPS 1104
- 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.).

## Research Reduction Plan

- Research priorities should 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.

## COVID-19 positive case

- 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
    1. Department Chair ([coxcllee@msu.edu](mailto:coxcllee@msu.edu))
    2. EHS (517-355-0153)
    3. University Physician (517-353-8933).
  - The laboratory in which that person works will need to be cleaned and disinfected.
  - Persons working in the same group as the infected worker should be sent home for potential quarantine.
  - Ingham County in conjunction with University Physician will conduct contact tracing to determine next steps.

## *Shared Laboratory Equipment*

- If shared equipment is in individual laboratory, the PI of the laboratory will include SOP in Laboratory Plan.
- Online calendars to schedule use of common equipment and facilitate collaborations with limited personnel.
- Disinfect common touch areas of common equipment before and after use with appropriate commercial germicide.
- If shared equipment is in common laboratory space, the Unit Administrator will include SOP with respect to the equipment.

## **Shared spaces not assigned to specific labs**

(e.g., 3133/4133/5133/6133 BPS)

Disinfecting requirements will be posted - with disinfectant available onsite - so users can clean the room prior to and after use.

## Additional Information

- Currently, custodial staff will not be cleaning within laboratories.
- Custodial services will continue as pre-COVID with additional disinfection of high touch areas.
- Each lab is given a spray bottle with disinfectant. Additional disinfectant is in large drum in the autoclave room on each floor.  
*(contact Melissa if supply runs low).*
- Guidelines pertain to starting research programs again.
  - If need to pick up item in office (brief building visit), you must fill out online Health Survey.
- Cloth masks (1/person) are available in BPS 1104 between 9-12, 1-3.
  - Expect that most people will use their own masks.

# Questions?

## *Useful Links:*

[BPS Post-COVID Return Guidelines](#)

[MSU Health Screening Form](#)

[BPS Check in/Check out form](#)

[EHS COVID Training](#)

[CDC Approved Disinfectants](#)