

Strategy for Research Reactivation of Life Sciences B wing (LSB)
Initiating work that did not meet early criteria for essential activities.

1. General Guidelines

- 1.1. The objective of this Plan is to support educational and research missions of departments 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 normal (pre-COVID-19) operations.**
- 1.2. No one will be compelled to work in the laboratory, particularly those that are members of vulnerable populations.
- 1.3. An individual who stays home or who leaves work when they are at a particular risk of infecting others with COVID-19 will not be disciplined or otherwise retaliated against.
- 1.4. The reactivation plan and required training will be clearly communicated with all personnel throughout LSB. All guidelines will be discussed in mandatory department/unit Zoom meetings. The powerpoint document used for this training will be available electronically and distributed to all LSB personnel. Each individual must confirm by a Survey Monkey Poll (link to be provided later) that they have attended this mandatory training and read and understand these guidelines.
- 1.5. The Ability online training course is required for everyone prior to entering the Building. Other training sessions will be required about proper disinfection and cleaning and physical distancing. Each training session must be documented.
- 1.6. All personnel must conform to all COVID-19 orders and policies established by Executive Order of the Governor of Michigan, Ingham County Health Commission, 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), MSU Department of Pharmacology and Toxicology, and Principal Investigator(s).
- 1.7. Each lab must submit a *“Laboratory Plan for a Safe Return”* that meets the guidelines set out in the Research Reactivation Document from OVPRI and all LSB-specific items herein. Each plan must be submitted and approved by the Department Chair, administrating College(s), and EHS and ORA prior to initiating non-essential work.
- 1.8. In the event of a local outbreak, new Executive Order, or the inability to obtain the required PPE, research operations will be suspended in LSB an return to Minimal Basic Operations as described previously. All labs will activate the plan in their Laboratory Plan for a Safe Return within 48 hours.
- 1.9. Policing each other is not in the culture of the LSB. We rely on individuals taking personal responsibility for their safety and the safety of others. At the same time, compliance will be monitored periodically by the LSB and EHS staff.
- 1.10. Minor violations will be communicated to the individuals in writing with copy to the PI. Repetitive offenders will be asked to take the training again before being allowed back into the Building.
- 1.11. MSU Work Alone Policy must be followed. Attention must be paid to personal safety. Notify Heather Defejter-Rupp (517-749-3036 Life Sciences Building Manager) if you are working alone or need their assistance.
- 1.12. Anyone with safety concerns should contact a the appropriate member of the building leadership team (see point 4 below), EHS, or Internal Audit.
- 1.13. Key card access may be cut off for anyone found in violation of established policies and procedures.

2. Reducing Density of Workers and Visitors

- 2.1. No one, including administrative personnel, should be coming to the building to perform work that can be done at home. All employees must plan their time in the building to the minimum amount possible. Offices and desk space should only be used as a place to wait/work while required experimental processes are being conducted. Work that should continue off-site includes, but is not limited to: experiment planning, manuscript writing, literature research, and/or data analysis.

- 2.2. Limited building entry and exit points need are required per the Governor's Executive Order 2020-97. All LSB employees may only enter and exit through the Northwest entrance on Bogue Stree or the Southeast entrance on Woodlot Dr.
 - 2.3. Visitors must not enter the building without official business to conduct. External contractors and vendor repair personnel need to follow the approved LSB safety plan.
 - 2.4. All mail and package deliveries will be redirected through University Stores. With written exception from the LSB building steering committee, laboratories that require expedited delivery may arrange to pick up packages from shippers at an outside door.
 - 2.5. Electronic communication will be used to coordinate administrative functions. This includes arranging pick-up for packages and keys, and for requesting ID access.
 - 2.6. A common electronic calendar will be used to monitor time spent in the building and to schedule shared common areas, shared research space and shared equipment. The person(s) responsible for the calendar will be Heather Defeijter-Rupp, under the supervision of Dr. Richard Neubig, in the Department of Pharmacology and Toxicology.
 - 2.7. Non-standard work schedules (e.g. morning/evening shifts, spread concurrent workers among different lab rooms) will be implemented to reduce personnel density as much as possible.
 - 2.8. To maintain a minimal 6-foot (116 ft²) social distance, no more than 1 person per 300 ft² is allowed in a laboratory. Generally, this will limit the maximum occupancy to 2-3 people per laboratory. In addition, MSU Work Alone Policy must be followed. Attention must be paid to personal safety if someone is working in a sparsely populated building.
 - 2.9. Use of conference rooms and classrooms will be restricted. All meetings will be conducted using Zoom.
 - 2.10. The current policy requiring swipe-in entry will be continued. Lab access and use is limited to to faculty, staff, postdocs, and graduate/medical students. No unpaid undergraduate students and non-essential visiting scholars are allowed in the building.
3. **Limiting Infection Exposure and Managing Risk**
- 3.1. Anyone who has symptoms suggestive of a viral infection (temperature $\geq 100.4^{\circ}\text{F}$ and/or any known symptoms of COVID-19) must stay at home.
 - 3.2. A positive COVID-19 test must be reported to the University Physician, the Chair/Unit Administrator and EHS to ensure appropriate building and lab cleaning and disinfection and/or contact tracing.
 - 3.3. 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. It is important to maintain the privacy and confidentiality of information.
 - 3.4. An MSU/Ingham County Health Survey must be completed online prior to entering LSB every day.
 - 3.5. All personnel will engage in frequent hand washing (>20 seconds with soap/detergent or use of hand sanitizer with at least 70% alcohol), keep unwashed hands away from mouth, nose and eyes, and cover coughs and sneezes appropriately. Further guidance is available through the CDC's Guidelines on COVID-19 Prevention.
 - 3.6. Cloth masks must be worn in LSB in common areas, laboratories, and shared spaces. If a person is in their office alone, the mask can be removed if the door is closed. For further guidance regarding appropriate and effective masks, see Guidelines for Cloth Face Coverings. Cloth masks will be provided by the various departments in LSB.
 - 3.7. Use of land-line telephones, shared lab equipment, and common spaces (e.g. tables at ends of the halls) will be minimized. Shared equipment must be sanitized between uses, even if gloves were worn. Should any use of common areas be necessary, social distancing and disinfection protocols must be maintained. For more information on disinfectant use, see the EPA's Guidance on Effective Disinfectants Against SARS-CoV2.
 - 3.8. A strong recommendation is to place cell phones in a zip-lock bag upon entry into LSB and only be used in case of emergency or absolute necessity. If a cell phone is used in a laboratory, it should be sanitized and re-bagged before exiting LSB.

- 3.9. Use of water coolers, coffee/tea service and communal appliances (e.g., refrigerators, microwaves, and coffee machines) is suspended.
- 3.10. Most kitchen areas, breakrooms, and conference rooms where people cluster together will be closed. Microwaves, coffee machines and water fountains should be not be used.
- 3.11. Eating inside LSB is discouraged and eating outside of the building is always preferable when possible. However, the following will be permitted.
 - 3.11.1. Food may be consumed in private offices when the occupant is alone.
 - 3.11.2. One conference room will be made available for eating with appropriate safeguards for social distancing. Room B408 (369 sq ft) will be made available for people to eat food. There will be three seats provided at least 6 feet apart with spots clearly marked. Breaks and meals can not be social events
 - 3.11.2.1. The room will be open 8am-5pm.
 - 3.11.2.2. Time in the shared space for eating must be scheduled in advance. Outside the door, a sign-in sheet will be provided for reservations and to document the name of the persons and sign-in and sign-out times.
 - 3.11.2.3. Masks must be worn when in the room but not eating. Time in the room must be minimized with a maximum of 20 minutes allowed.
 - 3.11.2.4. We will provide sanitation wipes (3 min) or 70% ethanol (5 min) which must be used before and after eating.
 - 3.11.2.5. We will check the space frequently to make sure people are removing trash and also adhering to the occupancy rule.
 - 3.11.3. Snacks and community food to share should not be brought to work during this pandemic period.
- 3.12. Transport of items between work and home, especially computers and tablets, must be minimized. Keyboards, touch screens, and item exteriors must be sanitized before entering and exiting LSB if transport home is necessary. Further guidance regarding sanitizing electronic devices can be found on [*the CDC's website*](#).
- 3.13. All BSL-2 practices implemented prior to the suspension of normal operations, including use of personal protective equipment (PPE), should continue in all BSL-2 laboratories. Cleaning and disinfection must happen a minimum of two times per shift for common areas, laboratories and shared research spaces.
- 3.14. All shared equipment in laboratories and shared spaces must be cleaned before and after use. In common areas, lab benches, door handles, light switches, pipettors, tissue culture hoods and chairs will be disinfected or with PortionPac or 70% ethanol. Disinfectants will be used according to established EPA guidelines (apply and keep wet for 5 min for 70% ethanol and PortionPac). Sani-cloths (apply and keep wet for 3 min) will be used to clean shared equipment (power switches on equipment, microscope parts or other equipment that cannot be sprayed with a liquid disinfectant).
- 3.15. Cleaning logs noting the date of cleaning and responsible individual should be maintained for each shared lab, common space, or shared pieces of equipment or instruments.
- 3.16. All laboratory equipment and handheld devices (e.g. pens, pencils, pipettors) must be disinfected before and after use using an EPA-approved disinfectant solution as described above. For more information, see the [*EPA's Guidance on Effective Disinfectants Against SARS-CoV2*](#).
- 3.17. Working with custodial services, all "touch" surfaces (door handles, elevator buttons, keypads, etc.) and core facilities will be cleaned at the beginning and end of each day. Heavy-use areas will be cleaned more frequently if needed. LSB will continue to follow the same plans trash custodial plans prior to the *Reactivation of Research*.
- 3.18. At the end of the day, trash bags should be tied off and placed in the hallway for easy removal by custodial staff.
- 3.19. Existing email lists and signs posted in the common areas will be used to rapidly communicate with everyone in the building. Department and building-wide Zoom forums and meetings will occur regularly to share

expectations, answer questions, and discuss any special concerns. These meetings will be open to all appropriate faculty, staff, students, and laboratory personnel.

3.20. In Pharm/Tox Core Facilities, standard operating procedures for instrument scheduling, use, and disinfection will be followed. These include, and are not limited to:

3.20.1. All use of Pharm/Tox Core Facilities must be [scheduled in iLab](#) without exception.

3.20.2. All policies and procedures outlined above also apply to Pharm/Tox Core Facilities, especially with regard to social distancing and sanitation/cleaning.

3.20.3. Adherence to these guidelines will be monitored by the Core Director, and access may be terminated for anyone found in violation.

4. Contact Information

- 4.1. Anyone with safety concerns should contact the building leadership, EHS, or Internal Audit.
- 4.2. Each unit has appointed a contact for employee concerns, questions, complaints or to report non-compliance or unsafe behavior.
 - 4.2.1. Pharmacology and Toxicology and Life Sciences B-Wing overall
Richard Neubig RNeubig@msu.edu mobile: 734 678-6688
 - 4.2.2. Pediatrics
Chad LaRue laruech1@msu.edu mobile: 734 395-4200
B. Keith English englis94@msu.edu mobile: 901 219-4472
 - 4.2.3. Medicine
Lou Candiotti candiott@msu.edu mobile: 517-432-9123
Chief Department Administrator