

**To: All Labs in JSCBB**

From: JSCBB Executive Committee (Charles Musgrave, Jim Goodrich and Leslie Leinwand)

Created by the JSCBB Re-Opening Committee (Roy Parker, Kristi Anseth, Ted Randolph, Joe Dragavon, Kristen Bjorkman, Angela Janacek, Annette Erbse)

**Note briefly:**

**There will be signs reiterating these concepts around the building.**

**Adhering to rules is essential. Failure to adhere to rules can lead to individuals having no access to the building or lab closure.**

**These building rules will be re-addressed in 2 weeks after return to update them with what we have learned.**

**Policies for the Cores and Loading Dock will follow shortly.**

**If you need a copy of RIO's "Return to Research and Creative Work Plan," you can find a link in the official campus announcement (<https://www.colorado.edu/researchinnovation/2020/05/12/phased-return-campus-research-and-creative-work-begin-may-26>).**

## **JSCBB Re-opening Plan**

With the re-opening of CU Boulder for research, the Provost and RIO have established a plan for phased return of research activities. The RIO document is for the whole campus and for all forms of research and creative work. Below are the guidelines for labs in JSCBB to reopen, following RIO's guidelines. EVERYONE, including companies renting space in JSCBB, must follow these guidelines, and our activities including mentoring and training in laboratory techniques must be adjusted to meet the requirements. The privilege of returning to research activities will be revoked for personnel who violate these procedures. Anyone who has circumstances that would limit their ability to return to lab activities at this time should work with their PI or unit head to develop appropriate possibilities for continued remote working. We encourage individuals in any high-risk group (<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>) to continue working remotely at this time. This plan will be re-evaluated and updated after two weeks based on the experiences of us returning to research.

This plan is based on three principles:

**1) Individuals will return to research in small steps, initially at 10-25% of normal lab capacity.** This may require you to prioritize projects and personnel to meet social distancing and safety guidelines.

**2) Lab personnel will interact minimally with others by socially distancing,** optimally only having possible interactions with members of their lab. This reduces transmission and facilitates contact tracing if someone does contract COVID-19. Any personnel who have come in contact with an infected individual will need to self-quarantine for 14 days.

**3) PPE and decontamination procedures will be followed to minimize any potential spread.** EVERYONE should be considered a possible asymptomatic carrier, capable of shedding infectious particles.

### **UNIVERSITY REQUIREMENTS:**

Per the *Return to Research* University guidelines from RIO, all individuals conducting research in JSCBB must:

- 1) Complete the Skillsoft training entitled "COVID-19 Awareness and Safety", which will be available on the RIO website 5 pm Friday, 5/15.
- 2) Be approved for return to research through a "Request to Return" form submitted by the PI to their department chair, which will be available on the RIO website 5 pm Friday, 5/15.
- 3) Complete a daily health questionnaire and report illness if sick.

### **SPECIFIC JSCBB GUIDELINES:**

**1) People should only be in the building to perform tasks that can only be done in JSCBB, and if they have been approved to work in the building.** Data analysis, writing, experiment planning should all be done at home.

**2) While in JSCBB, all individuals are expected to maintain physical distancing of at least 6 feet.**

**3) While in JSCBB, all individuals must wear state-recommended face masks.**

<https://covid19.colorado.gov/mask-guidance>

The only exception would be in situations where wearing a mask compromises the users due to the specific activity being conducted. In this case, appropriate PPE should be worn and social distancing maintained.

Other PPE, such as lab coats and gloves, should be used based on standard PPE guidelines including situation and facility specific PPE.

**4) Researchers will only be allowed to be present in lab bench space as designated by the CU guidelines of 10-25% of normal lab capacity.** (Lab bench space is the area of your lab excluding shared spaces such as constant temperature rooms, microscope rooms, etc.)

a) Per the University guidelines, for each laboratory, the PI, **and any PI sharing lab-space**, will be responsible for creating a plan that adheres to these guidelines (e.g. shift length, # of shifts/day, individuals/shift). In addition to the form posted on RIO, the template below (developed by MCDB) can be used to provide more easily reviewed information. **We suggest you submit these plans ASAP so they can be approved before 5/26. The one we will get from RIO will need to be adhered to, so this template at the end of this document is a starting point.**

**If you are in ChBE, please submit your plan to Charles Musgrave. If in BCHM, submit to Jim Goodrich. If you are in BioF, but your home Department is not in JSCBB (MCDB, CS, Physics), please submit to Leslie Leinwand and do not duplicate by sending to your home Dept. as well.**

b) Companies renting space in the building will be required to submit a plan for proper use of their lab space with social distancing to Angela Janacek for approval.

c) For cores, the Directors will utilize on-line sign-ups to maintain social distancing during the use of cores. Each core has its set of rules (which will come in a separate email).

d) Rooms of less than 250 sq ft (e.g. a microscope or hot room) will be limited to the use of one researcher at a time, with decontamination before and after use.

**5) Each individual working in a lab should have their own set of commonly used tools (e.g. pipettes, protective gear, pens, frequent reagents).** Their bench and equipment should be decontaminated before and after use (a squirt bottle/wipes - for equipment - with 70% ethanol is one way to decontaminate).

**6) Shared equipment in the building core facilities will be managed by on-line sign-ups and will be cleaned before and after use by the individual using the equipment.** (Detailed instructions on cores and shared equipment will be provided in a separate email.)

**7) The use of equipment in individual labs by members of other labs will be coordinated/decided on by the individual lab heads.**

**No individual can use equipment within another lab without explicit permission. And the use of that shared equipment must maintain social distancing rules.**

**8) Elevator use is limited to one person at a time.**

**9) Bathrooms should be used by one person at a time.** If occupied, please wait.

**10) Food and beverage are not permitted in lab areas and many common dining areas will be closed.** We strongly recommend individuals develop a schedule that allows them to eat and drink at home. This will not be possible in every case, so each lab should identify areas outside the lab that could be used for meals that adhere to social distancing and hygiene standards.

**11) Undergraduate researchers should not be part of Phase 1 activities unless in exceptional circumstances and with the Chair's permission.**

**12) Each lab will have a designated "COVID Monitor" to serve as an educational resource and to ensure proper social distancing and mask use are being observed.** The individual serving as the "COVID Monitor" should be designated on the PI's plan for re-opening their lab.

#### **OTHER PERTINENT INFORMATION**

**13) Individuals can enter/exit through any door opened by a Buff OneCard, use any stairwell, BUT ALWAYS MAINTAINING SOCIAL DISTANCING.** For example:

- a) Wait for individual to move through a door before approaching it.
- b) Give individuals as much space as possible in stairwells.
- c) Every individual uses their badge to let themselves into the building. Do not hold the door for others.

**14) No in-person gathering of any type should occur.** Communication between researchers should continue to occur by electronic means.

**15) In the event someone in JSCBB becomes infected, the labs they have worked in will be closed for three days and subject to cleaning. Anyone who has been in contact with that individual will undergo self-quarantine for 14 days.**

**16) We will be setting up an online anonymous hotline reporting system for individuals who want to report inappropriate behavior in the building. Details on this system will be forthcoming.**

**Possible Template to provide information (provided from MCDB)**

Bench space: <input type="text"/> sq ft or <input type="text"/> bays			Max # of researchers at one time <input type="text"/>	
Name, position EXAMPLE	Lab space EXAMPLE	Shift EXAMPLE	Brief description of work (25 or fewer words) EXAMPLE	Consequences of not working (25 or fewer words) EXAMPLE
X, grad student	Gold A140A, bay 1	9-12	Prepare RNA samples for sequencing	Failure to graduate this AY
Y, Post-doc	A140A, bay 1	1-4	Prepare tissues for microscopy	Failure to apply for fellowship
Z, grad student	A140A, bay 2	9-1 MWF	Bacterial growth assays	Failure to submit paper by 12/2020
I will maintain social distancing in shared spaces by: EXAMPLE sign up sheets for the microscope room to ensure one user at a time				
Core Facilities needed in Phase 1/essential activities: EXAMPLE Light microscopy core & the vivarium				
By submitting this form, I confirm that				
<input type="radio"/> I will follow all recommended mitigation procedures listed in this document <input type="radio"/> I will ensure that all of my lab members will do the same <input type="radio"/> I understand that privilege to perform research will be revoked for any violation				

**Use the template table to provide the following information:**

- Available bench space in your lab; this will determine the maximum number of people who can work at any given time. Lab bench space is the area of your lab excluding shared spaces such as constant temperature rooms, microscope rooms, etc. As a rule, only one person per bay will be permitted at any given time.
- If shifts are proposed, the agreed upon schedule that includes the full name, position (e.g. post-doc or grad student), and the start/end time of the shift. The idea is to not mix cohorts to contain any possible infection to a minimal number of potential contacts.
- Indicate on the lab blueprint (see example below; use blueprints you can get from Angela Janacek):
  - Lab benches and shared spaces (equipment, computers, etc.).
  - The placement of lab members (you may color-code cohorts to show their distribution). Consider rearranging lab bench assignments so that cohorts are as separated as possible.
  - Sinks for handwashing & any hand-sanitizer stations (remember that soap and water work fine)
  - The location of remote sensing thermometer for wellness check
- A description of your plan to maintain social distancing (currently 6ft) in shared spaces, for example, the use of sign-up sheets for the tissue culture room.
- The list of Core Facilities required for PHASE 1/essential activities (animal, core facilities)