

Return to Work: Policies and Procedures for Giltner Hall

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This protocol will enable reactivation of Giltner Hall so that personnel can conduct maintenance work, bench work and work with animals, plants, cells, bacteria, and other microbes safely in Giltner Hall while there is still a risk of contracting COVID-19 from other people in the building. This document coincides with [university-level guidelines](#). The protocol should be considered phase 1 of a staged return to work procedure following COVID-19 and can change as conditions warrant. Activities in Giltner Hall laboratories and offices are limited to activities that can only be done on campus; if work can be done at home, stay home.

Return to research is predicated on: 1) completion of building infrastructure review conducted by Infrastructure, Facilities and Planning (IPF), 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.

Nobody is compelled to come to work in the laboratories during phase 1. This is particularly true for individuals that are members of a vulnerable population. Retaliation against individuals who stay at home or who leave work when they perceive unsafe conditions is prohibited. Those that retaliate against these individuals will have building access denied.

This document does not apply to research field sites on campus or remote locations. Separate guidelines and policies for other sites will need to be developed in coordination with the appropriate facility administrators.

Giltner Hall is occupied by personnel from multiple departments and programs (IBIO, NEU, ENT, FW, KIN, EES, PSY), EHS personnel, RTSF personnel and occasional users of shared equipment and facilities. The guidelines below apply to anybody that will enter the building during phase 1. IPF will provide hand sanitizing supplies at each of three entry doors. Faculty are responsible for providing PPE and sanitizing supplies for their own laboratories. Departments are responsible for providing PPE for shared facilities (autoclave room, for example).

I. The guiding principles of these Policies and Procedures include the following:

Giltner Hall has remained minimally operational during the shutdown, with delicate equipment monitored and repaired as needed by essential personnel, and the building is ready for resumption of work. It is understood that the bathrooms and common areas are cleaned daily by the janitorial staff in addition to measures described below upon return to work in phase 1.

The risk of going back to work in the lab with other colleagues includes contracting the virus causing COVID-19 from another contagious person by aerosol or contaminated surfaces. Keep in mind, a contagious person may not have symptoms.

Precautions need to be added on top of existing lab safety protocols and the new precautions do not diminish them.

Training on new policies and procedures is required for all those returning to work and building access may not be granted until training has been documented (see Section V). Everyone must acknowledge reading this document with these new guidelines.

This protocol remains binding until the State of Michigan and/or MSU changes policies or other circumstances allow or require modifications. Protocol changes will be widely distributed to all building occupants and their supervisors by email and postings will be made at the entrances of the building.

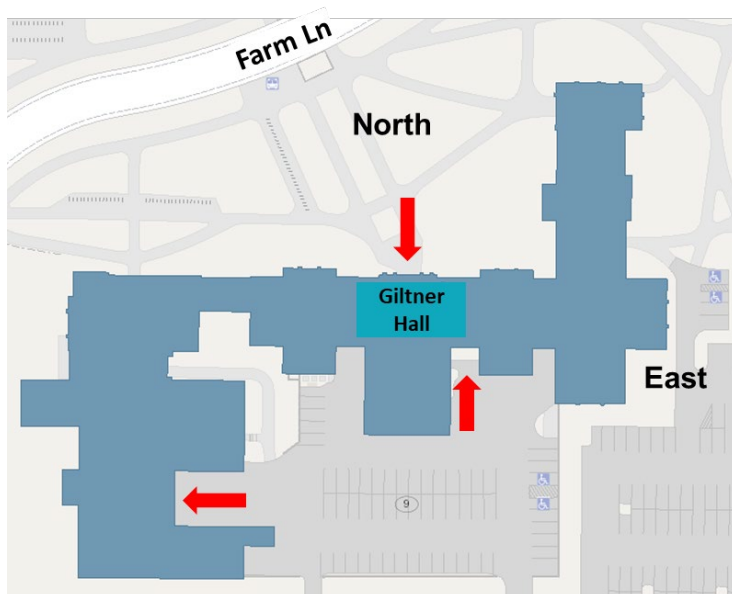
Additional training requirements must align with MSU policies.

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. (Tel: 517-353-8933; email: uphys@msu.edu)

II. Building access

Key card access will be limited to only those faculty, staff, and students who have been trained in the *Return to Work Post COVID-19* policies and procedures in this document, acknowledge that they return to work by their own will, and understand the risks associated with this. During phase 1, this includes visitors (See Section VI). Key card access may be cut off for anyone found in violation of *Return to Work Post-COVID-19* policies and procedures. There are three keycard required entrances to Giltner Hall during research re-start (see arrows below).



III. Base Personal Protective Equipment (PPE)

The protocol begins at entrances to the building. If you expect to come in close contact with someone before entering the building it is recommended that you wear a mask when getting out of the car.

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. All entrances of the building will have a station with hand sanitizer.

Hands must be cleaned upon entering the building using this sanitizer and washed first thing when entering your lab space using soap and water for 20 s. If your lab space does not have a sink, using hand sanitizer immediately upon entry to your lab space is also sufficient. Hands should be washed at regular intervals during the work period to minimize the potential infection.

Masks that cover your mouth and nose must be worn in common areas of the building or in areas that are shared with other individuals. (Masks will be provided; you can also bring your own mask).

Safety glasses (or your own glasses) are recommended (but are not mandatory) inside the building but are mandatory where they were required in the past. All glasses should be cleaned when entering and exiting the building. Cleaning materials will be provided at the entrances.

Cell phones should not be shared and staff should wash their hands before using their cell phones.

IV. General Practices

Stay home if you have an elevated temperature or other COVID-19 symptoms as described in the health screening form (see link below).

Face coverings will be required for everyone (faculty, staff, students, contractors, suppliers, vendors and visitors) while on campus, either indoors or outdoors. Details of the university face covering policy can be found here: (<https://msu.edu/coronavirus/assets/pdfs/KeepingMSU-safe.pdf>)

[MSU Work Alone Policy](#) must be followed. Attention must also be paid to personal safety if someone is working in a sparsely populated building.

[Online training course in Ability](#) is required for everyone entering the building. Other training to be provided should be described (especially about disinfection and physical distancing) and documented. There should be a building-wide or every laboratory discussion of the building plan.

Until otherwise indicated, prior to entering Giltner Hall everyone must complete the MSU Health Screening form and also the sign-in/sign-out form. Both forms are available [here](#).

During phase 1, no eating anywhere in the building is allowed. You can eat if necessary, in your car or on the grass in the front of the building if social distancing is maintained. The shared lunchrooms, microwaves, food fridges etc. will not be available.

Drinking is allowed using beverages that you bring with you from home. Drinking fountains are closed including the refill stations. Exceptions because of health conditions will be considered by special request to the researcher's unit Chair.

Undergraduate students should not be in the building unless they are paid employees who are performing a critical research function. Their presence in the building needs to be approved by the unit Chair or Director, in addition to meeting all the other necessary requirements.

It is mandatory that a mask be worn upon entrance into the building.

Wear gloves only at times you would usually wear gloves in the lab according to EHS recommendations. MSU EHS has determined wearing gloves in common spaces may increase the risk of spreading the virus. It is best to use frequent hand washing for 20 s with soap and warm water and avoiding touching one's face as [recommended by the CDC](#).

Wash your hands with soap and warm water before leaving the bathroom. Use a paper towel to open the door to exit the bathroom. Only one person can occupy the bathroom at any given time.

Each lab should designate a person to clean common touch surfaces in the lab at least twice per shift, including doorknobs, light switches, faucets, general use equipment.

V. Training Team

A training team that includes one representative of each unit in Giltner Hall will hold a virtual townhall that will provide information and answer questions about building policies and procedures, understanding the laboratory and building plans, scenario training, who is responsible for disinfection, decontamination protocols and daily staffing. Key card building access will be contingent on having taken a group orientation session with the Training Team via video conference.

As necessary, a member of the training team will be available on-site to provide additional training, when required. Members of the Training Team will also be involved in the review of laboratory plans for safe return to research by PIs.

VI. Non-laboratory personnel

During phase 1, clerical staff that can work from home should continue to do so.

File the MSU COVID-19 [Workplace Health Screening Form](#) before going to the building: Facility coordinators and other non-laboratory personnel that must be on site must keep physical distances of 6 ft or more between co-workers at all times.

Stores-Logistics distribution currently has access to Giltner Halls southside entries. Deliveries go directly to the mailroom #106, there are no room to room deliveries.

Giltner staff will be responsible for checking the mail room for their shipments during the day (they can also track parcel whereabouts via the carrier's website and Stores-Logistics website, see below).

Upon receipt at central receiving, the parcel is processed and placed into the university tracking system, U-Track. U-Track is found on our home page, <https://usd.msu.edu> > Logistics > U-Track. Either the carrier's tracking number or a reference number, i.e. PO, REQ is entered into the appropriate field for tracking purposes. <https://usd.msu.edu/logistics/u-track/index.html>.

When FedEx and UPS deliveries are ordered, the person(s) ordering items divert delivery to MSU central receiving at 166 Service Road (Airgas must continue to deliver direct to buildings as we will not accept cylinder deliveries). The recipient name and building name should be part of the ship-to address as well as the PO reference number, i.e. John Smith, Giltner Hall 166 Service Road East Lansing, MI 48824.

Stores personnel completes the COVID19 Workplace Health form each morning upon arrival and is asked to wear face covering when on campus. Signs will be posted at central receiving requiring all delivery drivers wear face coverings and our staff is charged with ensuring 3rd party persons face coverings are worn at all times within our building.

External contractors and vendor repair personnel need to follow the building safety plan described in this document. MSU approved outside contractors will be met by a building manager upon appointment by phone or email at the west building entrance door, instructed about the basic protocol of hand sanitizing and wearing masks, etc. and provided with a mask as necessary. Wing managers 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.

MSU visitors wishing to use Giltner Hall facilities or equipment must be subjected to the same training as other members of the building. Access to the building will be granted only after the appropriate training has been completed.

Any visitors must be counted towards the maximum number of people in any given space.

Everybody in the building must wear relevant PPE at all times (see above).

VII. Laboratory personnel

To prevent new virus infections, **awareness is key:**

Maintain physical distances of 6 ft or more between co-workers at all times and no more than one person per bay/office.

Maintain physical distances between all people coming to and from work. Monitor your health daily (temperature, etc.). If you have any symptoms do not come to work.

Wear relevant PPE at all times (See above)

Each person must enter the building using their own key card to provide a record of people in the building at any given time. This information will help contact tracing if necessary.

Each lab must have a digital log of who is working each day in the lab to allow for contact tracing if needed. A template is currently being developed and will be made available to all PIs.

File the [daily health report](#) before going to the building.

Minimize the transport of items between work and home.

Leave most personal items at home—transport only essential items between work and home (e.g., water, key card, wallet, phone).

Avoid bringing your desktop or laptop computer to work. Similarly, if your computer is already at work, avoid bringing it home. If you need to bring it, disinfect it. Similarly, disinfect a shared computer in the lab before and after use.

Headsets and earbuds should not be used in the building.

VIII. Laboratory practices

Minimize time in the building.

Anything that can be done at home, you should do at home.

Only go to the building if you are doing work that must be done at the laboratory.

Computational research should be done from home. Whenever possible, PIs should interact regularly with their personnel in a manner that maximizes the safety of all parties, while maintaining optimal communications and support.

If you finish your tasks before the end of the shift—go home. If your task for the day is minor, ask a colleague who needs to go to the building to complete the task for you (be reasonable).

Be good teammates and help each other out by completing simple tasks for others so they don't have to come in.

Have a clear plan for the day and write up protocols for the day's work before coming to the building—only be in the building to execute the task.

If you bring notes, protocols or other paper items from home, leave them in the lab if possible—minimize what you bring to and from the lab.

As much as possible, put all data in the cloud for accessing later at home.

Don't spend time socializing in the building.

SARS-Cov-2 related research is not permitted in Giltner Hall.

Eating is not permitted in Giltner Hall at this time.

Time shifts

Social distancing requires that we limit the number of people working in individual laboratories and common spaces during phase 1 of the return to work plan.

Each PI is responsible for setting 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. The lab should have a digital attendance log (to avoid sharing pens and paper) for each day (see above).

The number of people per space should be determined by each lab and should be capped at a small number per laboratory space (following distancing guidelines using a minimum area of 6 foot radius to estimate space required approximately 150 sq. ft. per person for lab space because of moving around, and no more than one person per bench bay; and one person per office).

Minimize travel within the building—stay in your lab space as long as possible.

Guidelines for spacing of people in labs — 6-foot minimum at all times, not more than one person per bench bay, not more than one person per office. Have a designated person clean common touch surfaces in the lab at the beginning of each shift, including doorknobs, light switches, faucets, general use equipment.

Common surfaces will be disinfected by assigned personnel at regular 5-hour schedules, (e.g., 8 am; 1 pm; 6 pm) using [CDC recommended protocols](#)

Work in labs and office space

Frequently wash your hands with soap and warm water for 20 s. Avoid touching your face.

Always wear a mask in labs, offices and common areas such as hallways, staircases, elevators, and auxiliary spaces (autoclave room, tissue culture rooms for example) - label the mask with your name and take it home with you.

Leave glasses and mask on when using all equipment including microscopes.

Wash your hands for 20 s with soap and warm water after restroom use. Remember to open the door using a paper towel.

Avoid in person meetings and use Zoom or Microsoft Teams. Conference and classrooms rooms will be closed.

Use of the elevator is discouraged. For those that need to use it, the elevators should be used by one person at the time. Appropriate signs will be placed as reminders by the individual wing managers.

Laboratory equipment

Disinfect all equipment including shared computers before and after use using 70% ethanol. Apply and maintain wet for 5 minutes. Ensure wet contact time is accomplished as ethanol evaporates.

Laboratory bench and other surfaces should be wiped down with a 70% ethanol alcohol solution before and after laboratory bench use. The ethanol solution should remain in contact with the bench top for 5 minutes.

Disinfect all handheld devices (e.g. pens, pencils, pipettors using a 70% ethanol solution).

Shared research spaces and equipment

Shared research spaces (tissue culture rooms, autoclave rooms, etc) will be subjected to the same physical distancing restrictions as other spaces – maximum one person per 150 sq ft of space and a minimum of 6 ft between individuals at all times.

When applicable, an electronic reservation and logbook will be available for shared research spaces.

There is only one shared space in Giltner Hall (Room 262, Autoclave Room). Only one researcher can occupy this room at a time. A sign on the entry door will indicate that the room is occupied and others wanting to use the room will need to wait until the room has been vacated.

Shared equipment in individual labs will be accessible by appointment with the PI or appointed person, and the visitor needs to complete the digital attendance log of the lab.

Monitoring to ensure compliance

While policing each other is not in the culture of Giltner Hall, compliance will be monitored periodically by the wing managers and unit Chairs or Directors by walking through the labs and building (with the appropriate PPE). Attention will focus on:

- i. Ensuring appropriate physical distance is maintained in all spaces

- ii. Ensuring that lab occupancy does not exceed what was agreed upon
- iii. Ensuring the use of PPE
- iv. Ensuring that everybody in the building has gone through the training

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.

Preparedness for ramp-down as necessary

Each lab should have in place a procedure in place to ramp down research activities again, if required. Such a plan should include a list of essential personnel and duties that will need to continue to go to the building.

Questions or concerns about this document, and reports of unsafe behaviors can be directed to wing managers and unit Chairs or Directors.

Helpful links

- Cloth mask guidance: https://ehs.msu.edu/_assets/docs/fact-sheets/cloth-face-coveringfact-sheet.pdf
- OSHA guidance on preparing workplaces: <https://ehs.msu.edu/news/2020-04-19-osh.html>
- COVID-19 Cleaning guidelines: <https://ehs.msu.edu/news/2020-03-19-covid-19-cleaning.html>
- CDC poster and communication materials: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>
- CDC Communities, Schools and Workplaces: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>
- CDC Reopening Document: https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf