

# DEPARTMENT OF BIOLOGY POLICY FOR RESUMING RESEARCH

29 May 2020

Any laboratories planning to restart on or after June 1, 2020 are expected to comply with all aspects of the guidelines released by Vice Provost for Research Fred Cate on May 26th, 2020, including social distancing, use of PPE, frequent surface cleaning, etc. Let us know if you are having difficulty in securing the necessary supplies. Shared user ("core") facilities will have their own specific guidelines which must be followed. The department will be restricting occupancy of shared space, which you and your group will need to observe. Please be sure these expectations have been received by all your group members.

Because of the evolving nature of the COVID pandemic and the University's response to it, all researchers must also adhere to future policies and guidelines issued by the University, College, and the Department of Biology.

Additional guidelines regarding IU Research Restart can be found at the Office of the Vice President for Research webpage: <https://research.iu.edu/coronavirus/research-restart-guidelines.html>

## Access to Biology Facilities

Jordan, Myers and Simon Halls will remain locked during the summer, keys and/or Crimson cards will be required to gain access to these buildings. The essential personnel letters issued in March, however, are no longer necessary.

## Laboratories, Centers and Core Facilities

PIs/Directors, are responsible for enforcement of the following principles. Expectations should be clearly communicated to all laboratory personnel. Posting of signage in your laboratories is recommended. All researchers will:

1. **Wear a mask.** Masks should be worn in areas where interpersonal interaction cannot be completely avoided. This includes, but is not limited to, laboratories, equipment rooms, hallways, elevators, restrooms, shared offices, conference rooms, and lunch areas. Disposable masks are available in the biology stock room. All personnel are welcome to wear their own re-usable cloth masks as well.
2. **Maintain social distancing.** Researchers must maintain > 6 ft. linear distance between colleagues.
3. **Wash your hands frequently.** Soaps and hand sanitizers are strong deterrents against viral transmission and should be employed as frequently as possible.
4. **Avoid touching your face.** Viral entry into the body can be reduced markedly by avoiding facial contact with infected hands. Minimizing face-hands contact will minimize opportunities for infection.
5. **Stay home if you feel sick.** COVID-19 symptoms should be reported to the PI. Researchers should take their temperature each day before coming to lab. If you have come into contact with an infected person, you should not come in and call IU Health for guidance on testing

and/or quarantining. Use of a pulse oximeter to track blood oxygen level is another good way to track potential symptoms

6. ***Engage in cleaning/sanitizing of personal research work spaces twice daily***, once prior to starting work and again after work is completed.
7. ***Conduct handwashing as frequently as possible***, especially following contact with public surfaces (e.g., elevator buttons, hand railings, door handles).
8. ***Clean shared equipment twice per use; once upon arrival, once at departure.***
9. ***High-risk personnel should stay home at this time.*** Research personnel in the high-risk categories as defined by the CDC should remain off campus at this time.
10. ***Research that can be conducted remotely should be.*** Only come to the laboratory to execute experiments or perform functions that cannot be accomplished remotely.
11. ***Limit elevators to only one person at a time***
12. ***Complete all COVID-19 transmission training required by the University.***

Use of a towel or clean glove on door handles is suggested.

Please do not enter labs other than your own without prior permission from the PI of that lab (or a designate).

To reduce unnecessary traffic, please limit your movement to the rooms/areas required for your research.

All labs and centers are expected to have a communication plan and shared with your research team in the case of illness or the need for quarantine.

### **Conference Rooms**

Until further notice, Jordan and Myers conference rooms should not be used meetings. They can be used for eating or quiet work. Please obey all maximum occupancy signs for all spaces. Occupants of Simon Hall, which serves as a multidisciplinary science building, should follow the guidelines for conference rooms put in place for that building.

Use of a towel or clean glove on door handles is suggested.

Please do not enter other labs without prior permission from the PI of that lab (or a designate).

All labs and centers are expected to have a communication plan and shared with your research team in the case of illness or the need for quarantine.

Users must:

- Clean your area upon arrival.
- Wear a mask when not eating/drinking.
- Maintain social distancing. Depending on where people sit in the room, the max. occupancy may be less than the number posted.
- Clean your area again at departure.

## **Biology Stockroom**

Beginning June 1, the stockroom will be open from 12pm-4pm each day.

When visiting the stockroom:

- A mask must be worn at all times.
- Maintain social distancing. Marks have been placed on the floor to help maintain social distance during check out.
- One person per aisle. If there is a person in the aisle you wish to visit, please wait in a vacant aisle until they leave. If most aisles are occupied, please wait in the hall outside the stockroom until people leave.
- Do not enter the Service Center area unless you have made an appointment in advance.

## **Restrooms**

Many restrooms will have reduced occupancy signs posted. To promote social distancing, some fixtures have been cordoned off. Please do not use them.

Users must:

- Wear a mask.
- Maintain social distancing.
- Wash hands thoroughly.

## **Biology Staff**

Most biology staff will continue to work remotely, with only a small group of essential employees continuing to work, at least in part, in Biology buildings. Sometime later in the summer or the fall (still yet to be determined by the University) some offices may be staffed with increased hours or accessibility. We ask that you continue to manage your interactions with staff via email, phone, or zoom as necessary. If face-to-face interactions are necessary, please adhere to new standard norms (i.e., wearing a mask, social distancing, etc.). All individuals working remotely will have email access and phone access during working hours. Unit heads should continue to be as flexible as possible, considering the nature of the work and whether the necessary tools and technology are available to allow employees to fully perform their job duties away from campus as well as consideration if they (or people they resided with) are in a comprised group (e.g., autoimmune diseases, age, other health concerns, etc.)

If you physically work on campus, speak with your supervisor about other measures to reduce risk, such as reducing physical paperwork by using email or scanning of documents instead, keeping a skeleton crew in the office but working from home on alternate days, shifting to more email-based work, keeping the door closed to walk-ins (appointment only), stocking the office with hand sanitizer or Clorox wipes, working at another desk farther from others, etc.

We strongly encourage you to correspond with staff via group email accounts when possible and appropriate as this will ensure that someone responds to your request in a timely manner. Staff are committed to maintaining service levels to the best of their ability given current circumstances, though we ask for patience and cooperation.