

Marshall University JCESOM Research Laboratory Re-Opening Plan

Guidelines must adhere to CDC Guidelines and Cabell County and the City of Huntington Business and Economic Community Transition Guidelines.

General Guiding Principles

- No researcher should feel they are being compelled to work during periods of broad shelter at home orders. Any researcher who feels uncomfortable about their work situation can report anonymously any concerns that they may have to the Marshall University COVID-19 response. <https://www.marshall.edu/safety/safety-issues/report-a-safety-concern/>
- PI in conjunction with Chair and/or Dean must develop a plan using the attached form for each specific laboratory and must be approved by the Marshall University COVID-19 response team. A copy of the approved form for each laboratory must be kept at the specific laboratory. The respective Dean's office and research executives should also have a copy of all forms from their College or School.
- The PI is responsible for compliance of all University COVID-19 safety requirements within their designated area.
- All individuals working in the laboratory must review the required Marshall University COVID-19 online training which includes but is not limited to:
 - Required door signage outside the door (MU Covid-19 Training Post – page 7)
 - Appropriate personal protective equipment
 - Disinfecting and cleaning the laboratory
 - COVID-19 symptoms
 - Self-isolation requirements
 - Avoid touching eyes, nose, and mouth, personal protective equipment, and disinfecting surfaces
 - Hand-washing etiquette
 - Social distancing guidelines
 - PPE

General Guiding Principles (Continued)

- All laboratory personnel must sign a waiver indicating they have completed the required training and are aware of the potential COVID-19 risks in coming back to work in the laboratory.
- Laboratory Occupancy is a function of size, shape and usage with a specific plan approved by the University for each Laboratory. Laboratories smaller than of 300 ft² should have no more than 1 person at any one time. It is recommended to utilize shifts to minimize the number of people in the laboratory as appropriate.
- Sick workers must stay at home.
- Appropriate facial coverings must be used while in the laboratory. Other personal protective equipment must be used as appropriate to the specific research being conducted. Cloth masks can be worn if N-95's are not available and is acceptable at any time when 6-foot separations are being maintained, or when encounters with less than 6 feet of separation are brief
- Hand sanitizer stations must be available near laboratories upon leaving.
- No congregating in hallways, offices with more than two individuals, and any common areas outside laboratories unless social distancing can be maintained.
- All computers, phones or electronic devices used in the laboratory must be disinfected prior to leaving the laboratory
- Reuse of PPE
Refer to the CDC's website Strategies to Optimize the Supply of PPE and Equipment
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/index.html>
- Cloth mask reuse: The CDC recommends routinely washing cloth face coverings in a washing machine, depending on the frequency of use. When the mask is removed, fold it in half to contain the inner secretions and deposit it into a sealable plastic bag or dedicated laundry bag.
- Lab coats: Follow current lab protocols for appropriate BSL level work. *If possible*, more frequent laundering will be beneficial.
- The Biotech Center Laundry will wash and dry reusable lab coats and masks. Please review the attached laundry protocol.

- Common or shared scientific facilities like the genomics and microscopy core areas will be restricted during phases 0-4. Any activities in common areas like flow cytometry, microscopy and genomics will need to be approved by the core facility director. Scheduling by phone or email only, no walk-ins will be permitted. This can be handled with a posted schedule or an online calendar or similar.

Marshall University JCESOM Research Lab Phases during COVID-19

The PI of each laboratory must have written approval from their departmental chair (Dr. Rankin or Dr. Sundaram) to enable their laboratories to move to the next phase. Further, each phase must be at least one week of duration. Progression through phases will be recorded by each department. Failure to comply with re-opening requirements may result in lab closure.

For phases 1, 2, 3 and 4, complete a Research Laboratory Opening Request, a Covid-19 training form and a phase checklist (see attached).

Phase 0:

Preparatory – can be mostly accomplished off-site. The Principal Investigator (PI) or her/his designees are permitted to purchase supplies needed for re-starting research activities. Supplies should include PPE, sanitizers and disinfectants necessary to comply with research guidelines listed above and in subsequent research phases. Starting Phase 0 will require sufficient on-site university operations to reliably order and receive supplies.

Phase 1: May 26

Preparatory – requires on-campus activity. The PI or her/his designee working alone is permitted to work in the PI's assigned laboratory spaces to start required cultures, re-start and/or recalibrate essential equipment, inventory research supplies, and make additional orders for the purpose of being ready to move to phase 2. Designees for this phase may include technicians or postdoctoral associates.

Phase 1 must include a thorough cleaning and disinfection of laboratory spaces. In preparation for bringing additional personnel to campus, each research laboratory must post laboratory occupancy limits and safe research guidelines at each entry/exit point. In research spaces with more than one door, dedicated entry and exit points must be clearly marked. Hand sanitizer, gloves, masks, and clean lab coats must be provided near entry points. Glove, gown and mask disposal stations (or storage for lab coats and masks to be washed) and hand sanitizing stations must be established near exit points.

During Phase 1, the university will provide online training modules to individuals on the safe conduct of research during an infectious disease pandemic. Completion of the training will result in a campus-level certification, which will be required to return to research work on campus.

Any person experiencing fever, dry cough, or loss of taste or smell is restricted from returning to campus. Any person on campus showing these symptoms should be sent home by her/his supervisor.

Phase 2: June 8

Research Restart – requires on-campus activity, limited personnel. Experienced research personnel (i.e. those that do not require individual training on equipment or experimental techniques), who have completed the campus-wide pandemic safety training, are permitted to return to work in research laboratories. No graduate students can be involved during phase 2.

Gloves, masks, and lab coats (except for those cases in which a lab coat is deemed to be hazardous) will be required at all times in research laboratories. As a general guideline, only one person at a time is allowed in spaces of 300 ft² or less; two or fewer people are permitted to work, while maintaining at least six feet of separation, in spaces of 300 to 1,000 ft²; for lab spaces larger than 1000 ft², contact the MU EH&S Office for guidance. Door signs must indicate lab maximum capacity at any given time.

All researchers must disinfect work areas, and the surfaces of equipment, before and after work. PPE must be discarded, or properly stored if to be washed, upon leaving the work area. While outside research labs, all research personnel must comply with policies and procedures in place for safe behavior on campus.

Any person experiencing fever, dry cough, or loss of taste or smell is restricted from returning to campus. Any person on campus showing these symptoms should be sent home by her/his supervisor.

Phase 3: June 22

Research Activity on Campus – relaxed personnel restrictions. Junior research personnel and research trainees are permitted to return to, or join, research teams.

Phase 3: July 6th for senior graduate student return, August 21st for junior and new graduate student return. Start date for all other:

Research Activity on Campus – relaxed personnel restrictions. The return of graduate students to the laboratory is dependent on the return of a fully staffed Office of Research and Graduate Education (ORGE). Prior to the return to the laboratories, students will have a mandatory building specific onsite safety orientation. Senior graduate students may return to the laboratory from July 6th onwards, providing all requirements have been met for phases 0-2. However, the Mentor or another designated faculty member must be on site at all times while the graduate student is on campus. The ORGE will require a written document from the mentor/designated faculty member stating that they agree to supervise the student. New graduate students, and second year graduate students will be allowed to return on August 21st for onsite safety orientations prior to commencing laboratory work on August 24th.

Observed failure of graduate students and / or mentor to maintain the guidelines will result in a written warning from the ORGE, subsequent transgressions could result in revocation

of student's access to the laboratories until Phase 5, and may lead to a non-credit grade in BMR882.

All guidelines in place for Phase 2 are still in force; however, personnel can work within 6 feet of each other as required for specific technical training. The use of properly-fitting N95 masks is required for personnel training within six feet, and the duration of the training must be no longer than 10 minutes in any hour. Laboratory PIs will be responsible for monitoring lab training and enforcing PPE and time limit requirements.

Laboratory meetings outside of research areas may be held using the policies and procedures in place for campus class meetings.

Any person experiencing fever, dry cough, or loss of taste or smell is restricted from returning to campus. Any person on campus showing these symptoms should be sent home by her/his supervisor.

Phase 4: July 6

Research Activity on Campus – relaxed training restrictions. Full research teams are permitted to work on campus. Masks and gloves are required when research and/or training requires personnel to work within six feet of each other. Restrictions on the time that proximity can be maintained are removed.

Signage on room capacity may be removed. Pre- and post-work disinfection, hand sanitizer stations, and disposal stations for PPE are still required.

Any person experiencing fever, dry cough, or loss of taste or smell is restricted from returning to campus. Any person on campus showing these symptoms should be sent home by her/his supervisor.

Phase 5 (To be determined)

Research Activity on Campus – no restrictions. Full research activity on campus is permitted. Safety procedures are determined by the hazards associated with the research. No additional policies or procedures are in place due to excess risk of infectious disease transmission.

Any person experiencing fever, dry cough, or loss of taste or smell is restricted from returning to campus. Any person on campus showing these symptoms should be sent home by her/his supervisor.

Marshall University Training and Guidance for Researchers and Research Laboratories

- Online Training with documentation of completion
- Individual waiver for working in the specific laboratory
- Guidance for Researchers on the personal protective equipment.

Biotech Center Protocol for Laundering Lab Coats and Masks

1. Using permanent marker, owners will label each lab coat and each mask with lab room number, and initials.
2. Remove all items from lab coat pockets, and turn sleeves right-side out.
3. Put all items to be laundered into an orange bag, but do not use autoclave tape to close the bag. Label the bag with your lab room number, and contents (number of coats and masks).
4. Place the full orange bag on the metal counter in Room 119 BBSC – not in the locked gray bin. Notify Julia Schreiber in person or by email, text message or phone call that your items are ready for laundry.
5. Julia Schreiber will wear gloves and a surgical mask when handling dirty laundry.
6. White lab coats only will be soaked in a bleach solution for several hours to remove stains.
7. Lab coats and masks will be laundered using the appropriate amount of detergent for the size of the load, but no bleach added, with a hot water wash and hot water rinse. Items will then be dried at hot temperature setting.
8. The empty orange bag will be folded flat. Folded lab coats will be laid on it, and the masks on top of them. All items will be returned to the lab, or, if the lab is locked, Julia will send an email to notify the lab that their items are ready to be picked up from Room 121 BBSC.

**Marshall University COVID-19
Research Laboratory Opening Request
Please complete one form for each laboratory request.
Indicate Phase: _____
Submit to your Department Chair**

Faculty Member's Name: _____

Date: _____

Faculty Member's Department: _____

Faculty Member's College/School _____

Faculty Member's E-mail: _____

Faculty Member's Office Number and Phone Number: _____

Building where Laboratory is: _____

Laboratory Room Number: _____

Laboratory Size (ft²): _____

Number of proposed individuals in the laboratory per day (such as number of hours per person – shifts and number of hours):

Individuals who will have access to the laboratory (only faculty, graduate students: Full Name and Marshall ID Number Required)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Description of General Laboratory Activities (such as molecular biology, analytical, chemical, biochemical, animal studies, microscopy, cell culture):

Proposed Personal Protective Equipment to be used in the Laboratory (minimum N95 mask or appropriate facial covering, must follow Marshall University Good Laboratory Safety Practices):

Approvals:

Faculty Member (Printed)

Faculty Member Signature/Date

Dean (Printed)

Dean Signature/Date

MU Approval Name (Printed)

MU Approval Signature/Date

**Marshall University COVID-19
Research Student Biotech Building Safety Orientation**

Student's Name: _____ 901#: _____

Date: _____

Student's E-mail: _____

Faculty Mentor's Name: _____

Faculty Member's College/School _____

Faculty Member's E-mail: _____

Faculty Member's Office Number and Phone Number: _____

I attest that I have received the safety orientation training, and understand the required safety measures for the Biotech building

Student Name (Printed)

Signature/ Date

Trainer Name (Printed)

Signature/ Date

Please return form to Dr. Egleton

MU Covid-19 Training Post

(To be displayed on the lab door)

The following individuals will be working in this lab beginning on the date indicated below. By signing, the individual acknowledges review of the Marshall University Covid-19 training offered on Blackboard and understands their actions play a role in mitigating risk of exposure for themselves and others and will follow all of the recommendations to the best of their ability.

Room/Lab Number: _____

Name/Title	Returning work date	Completed MU Covid-19 Training? Y/N
1.		
2.		
3.		
4.		
5.		
6.		