

Floor integration plan: Third and Fourth floors, Biochemical Sciences Building

Overview

- Only graduate students, postdocs, research interns and staff are allowed in BSB
- No more than 13 people total will work concurrently on the 3rd floor BSB at any given time.
- No more than 4 people total will work concurrently on the 4th floor BSB at any given time.
- All other personnel should work from home unless they are carrying out wet-lab experimental research.

(1) Population density

3rd floor	Total # allowed	Total # requested at a given time (range, depending on shift)
Record	6	19
Venturelli	12	14
Romero	7	11
	25	44

4th floor	Total # allowed	Total # requested at a given time (range, depending on shift)
Venturelli	2	5
Romero	4	0
	6	5

Number of people per floor for each shift:

Record shift schedule: 9AM-5PM

Venturelli shift schedule: 7AM-2PM, 3PM-10PM; 8AM-6PM

Romero shift schedule: 7AM-2PM; 3PM-10PM; 9AM-9PM

BSB3

Shift	M	Tu	W	Th	F	Sa	Su
1 Morning	21	21	21	21	21	1	1
2 Afternoon	21	21	21	21	21	1	1

BSB4

Shift	M	Tu	W	Th	F	Sa	Su
1 Morning	6	6	6	6	6	0	0
2 Afternoon	6	6	6	6	6	0	0

(2) Minimizing contamination of common surfaces, minimizing interactions in common spaces:

The following procedures will be used to minimize interactions in common spaces such as hallways, equipment corridors, and bathrooms.

All lab members instructed to:

- Protect the physical and emotional health and safety of the campus workforce.
- Self-monitor for symptoms and not work if symptoms are present in themselves or a family member/roommate.
- Limit their on-site presence to essential laboratory research activities only
- Wash hands regularly, including when entering and exiting a workspace
- Cover coughs or sneezes, avoid touching their face
- Wear face masks according to campus guidelines and in common spaces including but not limited to the lunchroom (when not eating), hallways, bathrooms, and shared cold rooms and autoclave areas. Wear face masks whenever in the same room as any other individual.
- Practice social distancing (6 feet) in common spaces, including hallways, as well as when moving between workspaces.
- Maintain maximum workspace density of 350 square feet/person
- Disinfect items and workspaces after use, as appropriate
- Bathroom occupancy will be limited to 1 user at a time, waiting 10 minutes between users is encouraged
 - Each bathroom will have a box of gloves above the sink, an occupied/unoccupied sign on the outer door, and a timer on the outer door. Change the sign to occupied when entering the bathroom. When leaving the bathroom, after washing hands, wear a glove to open the door, change sign to unoccupied, and set timer for 10 minutes. Then discard glove.
- Water fountains are not to be used. Everyone should bring water from home.
- Eating meals outside of work (at home before or after a shift begins) is encouraged
- Lunchroom occupancy is no more than two people and they must maintain social distancing, use their breaks efficiently, and disinfect common touch surfaces after use
 - Common use items such as dishes, glassware, and utensils should not be used. Food items, such as condiments, in the refrigerator should not be shared.
 - Rinsing dishes in the sink is fine, but most washing should be done at home.
 - All food items placed in the refrigerator should be used within the same day or removed at the end of the day. Each individual's items should be within some type of container, such as a lunch box or bag.
 - All used surfaces should be sanitized with at least 60% ethanol before and after use
- Respectfully remind colleagues of policies

(3) Minimizing inter-lab interactions

- Doors to laboratories including those between connecting workspaces and office doors will remain closed
- Staff will be reminded to take the shortest path when traveling through workspaces and common areas and not to congregate in common areas including break rooms.
- The laboratories will take on a rotating weekly schedule where one person from each shift will be responsible for:
 - Sanitizing door handles to bathrooms and shared entrances (main glass stairwell, stairwell near bathrooms, stairwell near 3266), elevator buttons, and all kitchen area surfaces with at least 60% ethanol, at the end of each shift
 - The rotation will be: Record, Venturelli, Romero, beginning with the Record Lab for the week of 6/9/20

(4) Sign-up for shared equipment rooms and the lunchroom will be on google calendar. Only one person can occupy a shared equipment room. Two people can occupy the lunchroom. Occupancies of these common rooms must be spaced with 10-minute intervals between occupancies.

- All labs on the floor will have access to a calendar for the lunch room where 10 minute intervals of lunch room use can be reserved up to a week in advance.

The laboratories are home to several shared pieces of departmental equipment (e.g. Biochemistry/BMC BD Fortessa flow cytometer) that are listed on the departmental equipment website. This equipment will not be open to outside users without first scheduling with floor PIs (Venturelli, Romero). Signs will be posted outside laboratory doors with explanatory language.

Sign-up for shared equipment including the autoclave, shakers, and centrifuge, flow cytometer will also be on google calendar.

All surfaces, including keyboard, mouse, instrument controls, and benches will be sanitized before and after use by spraying with 70% ethanol and wiping.

Instrument	Location	Sanitization procedure
Autoclave	3 rd floor BSB hallway	Wipe down before/after use
Sonicator	BSB 3241	Wipe down control panel, door handle before/after use. Gloves only.
Shaker/incubator	BSB 3241	Wipe down control panel, door handle before/after use. Gloves only.
Scintillation Counter	3 rd floor BSB hallway	Wipe down computer before/after use. Gloves only.
PrepCentrifuge	3 rd floor BSB hallway	Wipe down control panel, door handle before/after use. Gloves only
TapeStation	3211	Wipe down control panel, door handle before/after use. Gloves only.
Illumina MiSeq	3211	Wipe down control panel, door handle before/after use. Gloves only.
LC-MS	3211	Wipe down control panel, door handle before/after use. Gloves only
Biochemistry/BMC Flow cytometer	3242	Wipe down computer before/after use. Gloves only.