

Integrated research restart plan for BSB 85 wing, 6th floor, Phase II

This document provides outlines the Phase 1 research restart plan for floor 6R of the HF DeLuca Biochemical Sciences Building. Floor 6R houses the Weeks and Coyle labs. The intent of this document is to provide an integrated plan for resuming research while minimizing risk. These guidelines are meant to minimize risk while enabling us to perform work to advance our science, our career goals, and the strength of the research enterprise at UW-Madison. This will require patience, communication, common sense, and courtesy.

Key points:

- No more than nine (9) people total will work concurrently on the 6th floor at any given time. This includes faculty, graduate students, and other personnel.
- Undergraduate students with projects that cannot be carried out remotely will be allowed back into the laboratory.
- All personnel should work from home whenever they are able.
- Returning to lab is optional at this time.
- Both the Weeks and Coyle labs will have one shift per day (9 am - 5 pm).

Density of people on the 6th floor:

- The Weeks lab and Coyle lab share a contiguous space. As such, we have coordinated a schedule to minimize the density of personnel working at any one time.
- No more than 1 person per 200 sq. ft. of central lab space will be working at any time
- Personnel will maintain a distance of 6 ft from one another at all times
- Personnel will wear cloth face coverings in any shared space, including the central lab, side rooms, and break rooms

Lab	Total # allowed	Total # requested
Coyle	4	5
Weeks	5	7
Floor	9	12

Traffic flow:

- A single hallway runs along the Weeks and Coyle lab spaces and therefore must accommodate bidirectional traffic.
- Lab personnel should wear cloth face coverings that cover the nose and mouth when traveling through the hallway and stairwells and should maintain 6 ft of distance from other people.

Restrooms:

- The 6th floor has one single-occupancy restroom.
- The interior and exterior door handles will be sanitized by spraying and wiping with 70% ethanol 4 times per day. This task will be assigned to lab members on a rotating basis.
- A trash receptacle will be placed outside the restroom door. After using the restroom, lab personnel are asked to wash their hands, dry them with a paper towel, use the paper towel to open the restroom door, and discard the paper towel in the receptacle outside.
- Leave restroom unoccupied for 10 minutes between users.

Lunch room / break room:

- The lunch room / break room is limited to one occupant at a time.
- Surfaces that will be touched (dining table, refrigerator handle, microwave handle and controls) should be sanitized with 70% ethanol before and after use. This is the responsibility of each break room user.
- Shared dishes, mugs, drinking glasses, and utensils should not be used. Lab members will bring these items from home each day.

Elevators:

- Two elevators are available on the 6th floor.
- Only one occupant should ride the elevator at a time, and a cloth face covering should be worn. If lab personnel call the elevator and another rider is inside, they should wait for the next unoccupied elevator.
- Elevator buttons should be pressed with the elbow rather than the hands whenever possible.
- Gloves used for lab work should not touch any surfaces in the elevator.

Shared Weeks lab / Coyle lab equipment:

- Equipment that is used by one user for blocks of time >1 hour will be scheduled via Google Calendar. All lab members have access to calendars for equipment within our labs.
 - Akta Pure (Room 6420A):
<https://calendar.google.com/calendar/b/1?cid=d2lzYy5lZHVfMjZNDdiN2psaWRnYmpyM2Fta2doNGlwZDRAZ3JvdXAuY2FsZW5kYXluZ29vZ2xlLmNvbQ>
 - Orbitrap Exploris 480 (Room 6420B)
<https://calendar.google.com/calendar/b/1?cid=d2lzYy5lZHVfZGtiOHRscmtuYW1mMHM3NTQ0anZyNmtodWNAZ3JvdXAuY2FsZW5kYXluZ29vZ2xlLmNvbQ>

- Agilent 1260 HPLC (Room 6404B)
<https://calendar.google.com/calendar/b/1?cid=d2lzYy5lZHVfNGtrbTRrOWVpczc1cmVjb2I5ajV1dDdscW9AZ3JvdXAuY2FsZW5kYXluZ29vZ2xlLmNvbQ>
 - Room 6428 (Coyle microscope room)
<https://calendar.google.com/calendar/b/1?cid=d2lzYy5lZHVfa3ZhcjAycTBzZjlma5yYjJib2M4NnF0Y2NAZ3JvdXAuY2FsZW5kYXluZ29vZ2xlLmNvbQ>
 - Room 6402 (Tissue culture room)
<https://calendar.google.com/calendar/b/1?cid=d2lzYy5lZHVfYTA0MGYxdWRoZH MwaWo0OXFnODBkY2loNjhAZ3JvdXAuY2FsZW5kYXluZ29vZ2xlLmNvbQ>
- Walk-up equipment that is used for <1 h at a time (e.g., Nanodrop, balances, gel electrophoresis equipment) is limited to one user at a time.
 - Leave enclosed side rooms (6402, 6428 BSB) unoccupied for 10 min between users.
 - All surfaces, including keyboard, mouse, instrument controls, and benches will be sanitized before and after use by spraying with 70% ethanol and wiping.
 - The handles for lab refrigerators and freezers should be touched only with lab gloves and not with bare hands.
 - Shared pipettes will be removed from equipment areas. Lab members will use their assigned pipettes and tools whenever possible.
 - Instrument specific sanitization protocols are listed in the table below.

Instrument	Location	Sanitization Procedure
Tabletop centrifuge	6424A BSB	Wipe down controls and door with 70% ethanol before and after use. Gloves only.
Shaker/incubators	6419 BSB	Wipe down controls and door with 70% ethanol before and after use. Gloves only.
Balances	6419 BSB	Wipe down controls and door with 70% ethanol before and after use. Gloves only.
Ice machine	6419 BSB	Wipe down door and scoop with 70% ethanol before and after use. Gloves only.
Electrophoresis equipment	6424B BSB	Wipe down electrophoresis chambers and power supply controls with 70% ethanol before and after use. Gloves only.
Akta Pure FPLC	6420A BSB	Wipe down handles of refrigerated cabinet, instrument controls, keyboard, mouse, and bench before and after use with 70% ethanol. Use gloves to touch refrigerator and instrument. Do not touch keyboard and mouse with gloves used for lab work.

Nanodrop	6412B BSB	Wipe down pedestal, keyboard, mouse, and bench before and after use with 70% ethanol. Use gloves to touch instrument. Do not touch keyboard and mouse with gloves used for lab work. Use personally assigned pipets for sample loading.
HPLC	6406B	Wipe down instrument controls, keyboard, mouse, and bench before and after use with 70% ethanol. Use gloves to touch instrument. Do not touch keyboard and mouse with gloves used for lab work.
Floor centrifuge	6406A	Wipe down controls and door with 70% ethanol before and after use. Gloves only.
TC incubators	6402 BSB	Wipe down controls and door with 70% ethanol before and after use. Gloves only.
Biosafety cabinets	6402 BSB	Wipe down surfaces and sash with 70% ethanol before and after use. Gloves only.
Revolve fluorescence microscope	6402 BSB	Wipe down instrument controls and iPad with 70% ethanol before and after use. Gloves only.
Tabletop centrifuge	6402 BSB	Wipe down controls and door with 70% ethanol before and after use. Gloves only.
Microscopes	6428	Do not use eyepieces. Wipe down instrument controls with 70% ethanol before and after use. Use gloves to touch microscopes. Do not touch keyboard and mouse with gloves used for lab work.
Microcentrifuges	6406-6424; various locations	Wipe down controls and door with 70% ethanol before and after use. Gloves only.
PCR machines	6406-6424; various locations	Wipe down controls and lid with 70% ethanol before and after use. Gloves only.

Tracking lab member presence in the workplace.

Each individual who is physically present on campus will enter arrival date/time, location (building, room #) and departure time in a spreadsheet maintained on Google Drive.

Self-monitoring for COVID-19 symptoms.

All Weeks lab and Coyle lab members are expected to conduct self-monitoring each day before to reporting to work. Self-monitoring will follow the most recent WIDHS guidance: <https://www.dhs.wisconsin.gov/covid19/symptoms.htm> and include the symptoms listed below. Temperatures should be taken at least 30 minutes after eating, drinking or exercising and at least 6 hours after taking medications that may lower temperature ex. aspirin, acetaminophen (Tylenol), NSAIDs (ibuprofen/advil).

Please stay home and consider contacting your healthcare provider if you have experienced the following symptoms:

- Cough
- Shortness of breath
- Fever $\geq 100.4^{\circ}\text{F}$
- Chills
- Repeated shaking with chills
- Or two or more of the following symptoms:
 - Sore throat
 - New loss of taste or smell
 - Muscle aches
 - Headache

More detail is available in the Weeks lab and Coyle lab Infectious Disease Preparedness and Response Plans.

Returning to work is optional at this stage.

Work from home when you are able. Please only come to lab when you need to within your assigned shifts and use your time efficiently.

Supporting documents

Lab personnel should familiarize themselves with these plans before coming to work.

- Weeks lab members:
 - Weeks lab Continuity of Operations Plan
 - Weeks lab Infectious Disease Preparedness and Response Plan
- Coyle lab members:
 - Coyle lab Continuity of Operations Plan
 - Coyle lab Infectious Disease Preparedness and Response Plan