# **(SAMPLE) Plan for Reopening**

PI/Director

Building/Room Numbers/Locations

**Staffing:**

1. Essential personnel

(Essential personnel are defined as follows: Employees with responsibilities critical to maintaining essential lab functions including hazardous research, animal care, sample or equipment maintenance)

* Principal Investigator name and contact information
* Other designees

2. Other personnel

Some Phases may require fewer than 100% personnel – list of those who have highest priority should be provided for each Phase.

* Phase I: …
* Phase II: …
* etc.

3. Continuity of Authority

In the event that the PI is out, these are people to contact for assistance:

* PI designee #1– cell phone, email:
* PI designee #2 – cell phone, email

**Communication:**

* Details of a group/unit communications plan in case there is a Phase change
* Email notifications regularly
* Zoom or Skype meetings for meetings

**Research Priorities:**

1. List of activities and project priorities under each Phase scenario. Some Phases may require fewer than 100% staffing due to public health gathering numbers or physical distancing protocols.

2. Examples of priority experiments/activities as ramp up to normal operations proceeds: e.g. Research priority is given to XXX, YYY, ZZZ through the summer and as supplies last. Resume projects AAA, BBB when the supplies are replenished.

3. List research/activities that may be continued remotely: e.g. Research activities involving data analysis or writing, and that can be effectively managed at a remote office/home office should be continued. Follow all ITS data management protocols. For questions, contact…

**Lab facilities/operations at different risk levels:**

**1. Operation with heightened risk (Phase I).**

Labs/offices staffed during very limited hours. Limitations on gatherings (<10)

* Labs/studios/offices staffed only by essential employees, limited hours. Meetings held by videoconferencing during regular lab meeting schedule.
* Working remotely is strongly encouraged.
* Fewer than 10 individuals in any gatherings, social distancing required
* Follow General SOPs below

**2. Operation with moderate risk (Phase II).**

Labs/offices staffed during limited hours. Limitations on # of people present.

* Minimal work flow in place

i) Critical spaces that must be staffed daily:

* List spaces/activities to be staffed/monitored

ii) Non-essential spaces and critical check-ups for spaces/equipment

* List spaces to be infrequently monitored, check weekly
* General SOPs in place for minimizing community spread (see below)
* Heightened communications – Buddy system in place for specific areas (see Critical spaces). Be alert for text and email messages from PI
* Meetings and communications held by videoconferencing during regular lab meeting schedule

**3. Operation with limited risk (Phase III).**

Labs/offices staffed during business hours and some after-hours activities.

* General SOPs in place for minimizing community spread (see below)
* Particular vigilance for

i) Personal hygiene

ii) Space hygiene

iii) Social distancing

iv) Symptom monitoring (see chart above)

* Meetings with fewer than County health restrictions
* Heightened communications - Buddy system in place for laboratory/studio. Be alert for text and email messages from PI

**4. Operation as normal or Phase Out**

Labs/offices staffed during business hours and after hours. Meetings in person. Continue to follow good public health practices.

**Inventory of SOPs for Minimizing community spread:**

For example: Current SOPs in the spaces require daily surface sterilization of work spaces using 70% EtOH, and frequent hand washing. In addition, we will implement the following steps to minimize the possibility for virus transmission:

1. We will strictly enforce *access to all laboratory spaces to authorized personnel only*. All other personnel entering laboratory spaces must seek permission by either the PI or designee, first. This includes facility personnel, as well as personnel from external contractors. Exceptions are emergency situations that pose immediate risk, such as fire.

2. Occupancy of all labs that are assigned to or shared by the PI will be limited to ensure adequate distancing to 6 ft, as currently recommended by the CDC. Specifically:

a. Room XXX, Anderson Hall: 3 persons

b. YYY, Anderson Hall: 1 person (buddy system in place)

c. ZZZ, Anderson Hall: 2 persons

d. WWW, Anderson Hall: 2 persons

3. Only healthy personnel, regardless of the level of symptoms, are allowed to enter the lab spaces (see 9).

4. Upon entering any laboratory space, personnel must wash hands immediately and in accordance of CDC guidelines, before touching any surfaces.

6. Working surfaces will be sterilized with 70% Ethanol prior to assuming work and after completing work.

7. In-person activities will use at least 6 feet distancing.

8. Face masks may need to be worn in room XXX Hall if social distancing cannot be maintained. If you have not received face mask training, you must request it from EH&S: <https://www.k-state.edu/safety/covid-19/training/>

9. If sick, you should call Lafene Health Center 532-6544 (or 911 for an emergency) and not report to work. Communicate with the PI or designee.