Training session for Return to Work: Phase 1

Policies and Procedures for MSU Biochemistry Building
Zoom etiquette

• Use your full name so we can record who has completed training
• Mute your microphones
• Ask questions through the Zoom chat function
Purpose

• Promote safe return to work policies in light of the COVID-19 pandemic
• One of three steps that is required to gain access to the Biochemistry Building
Overview

• Biochemistry Building will be in lockdown until just before students come back in the fall
• These policies are in effect for the duration of the building lockdown
Overview

• This training will follow the guidelines listed in the Return to Work: Phase 1 Policies and Procedures for MSU Biochemistry Building document

• This video will be recorded
Restarting activities in the Biochemistry Building will require 3 steps:

1) Complete training with a Training Team member
2) Sign the Biochemistry Building agreement form, which indicates you have read the policies and procedures and understand that returning is voluntary
3) PI must have a laboratory return plan approved
Meet the Training Team:

- Nichole Daly (dalyn@msu.edu)
- Ashley Parks (clakas@msu.edu)
- Bernadette Lake (lakebe35@msu.edu)
- Dan Jones (jonesar4@msu.edu)
- Kristin Parent (kparent@msu.edu)
- Paul Fiesel (fieselpa@msu.edu)
Returning to work is voluntary

Talk to the Training Team if:
• you are being pressured to return
• you have any safety concerns

You may also contact department chair Erich Grotewold directly (grotewol@msu.edu)
Training: general guidelines

• Key access will be **limited** to faculty, staff and students who:
  – have been trained
  – have read and understand the Return to Work policies and procedures
  – return by their own will and understand the risks

• Key access may be cut off for anyone found in violation of the Biochemistry building policies and procedures
Before coming to work:

• Ingham County Health forms must be submitted online: [https://spa.msu.edu/PL/Portal/COVID19/HealthScreeningForm.aspx](https://spa.msu.edu/PL/Portal/COVID19/HealthScreeningForm.aspx)

• These forms are routinely checked with key card access.

*Stay at home if you have (or suspect you have) COVID-19 symptoms!!*

If for some reason you don’t have access to EBS, coordinate with your PI
Plan ahead

• All PIs must make individual lab plans
  • Due: as soon as convenient
  • Send to Billy Yang yangwi@msu.edu
  • Wait for approval by EHS before returning to BCH
Plan ahead

• Have your PI approve your time in lab and document this in the online health form
• Keep lab time to a minimum (only come to the building for essential functions)
Plan ahead

- Eat before you arrive and bring your own beverage
- Do NOT eat anywhere in the building
- If you need to eat, go to your car or the garden (but maintain physical distancing!)
- All drinking fountains will be closed including the refill stations
Plan ahead

• No socializing while in the building
• Avoid in-person meetings: use Zoom or Teams instead
• Minimize transport of essential items between home and work
• Disinfect items before entering and after leaving the building
Plan ahead

• Undergraduate students may only be in the building if they are paid employees performing critical research functions

• Their access to the building needs to be approved by the Chair

• External service providers must contact Nichole Daly to gain access to the building
PPE and building entry

• Sanitization stations at all entrances to the building will include:
  – **Masks** (needs to cover your mouth and nose at all times; you can bring your own)
  – **Hand sanitizer** (to be used when entering and leaving the building)
  – **Protective eyewear** (and cleaning supplies;
    • Recommended in common areas
    • Mandatory in the lab
  – Quart size **plastic bags** for cell phones (which must stay in the Ziploc while in the building)
Common areas

• Elevators and bathrooms are limited to 1 person at a time.
  – signs will be placed on elevators as reminders
  – bathrooms TBD

• Custodial will disinfect common touched surfaces twice a day (7am and 1 pm)
  – doorknobs, handrails, elevator buttons, bathroom surfaces, etc
Common areas

• Conference and classrooms will be closed (including the personal health room) until further notice
• Break rooms will also be closed until further notice
• Do NOT use the tables and chairs in the stair landings
Once you are in the building

• In the lab:
  – keep physical distances of 6ft/2m or more between co-workers
  – have 1 person clean commonly touched surfaces at the beginning and end of each shift

• If sharing equipment:
  – disinfect with 70% alcohol before and after use
  – use advanced planning and sign up sheets
  • this is the responsibility of the PI that houses the equipment
Remember: wash your hands

- Wash your hands for 20 seconds with soap and water frequently
- Avoid touching your face
Once you are in the building

• Shared research spaces should have a sign on the door indicating:
  1) maximum occupancy, and
  2) whether the room is occupied or not

• When applicable, an electronic reservation and logbook will be available
Deliveries

- All Spartan Marketplace and P-card orders should use central receiving as the delivery address:
  
  Michigan State University  
  166 Service Rd  
  **Attn:** xxxxxx  
  **Rm:** xxx Biochemistry Building  
  East Lansing, MI 48824

- Items will be moved by trained central receiving personnel to the mailbox area (2\textsuperscript{nd} floor of BCH)
- FedEx: Details for overnight packages still being worked on
Biochemistry Stockroom

- Customers are strongly encouraged to place their orders **online via email** for pickup **outside the back door**.
- A Google Spreadsheet will be created for customers to select a time slot to pick up packages and lab supplies.
Biochemistry Stockroom

• Only 1 customer may enter the store at a time. Additional customers may wait in the hallway 6 feet apart.

• A hand sanitizer station will be set up at the door for customers to use upon entering/exiting.

• All employees and customers **must** wear face masks.
Building exit strategy

• Have the designated person clean commonly touched surfaces in the lab
• Place trash and recycling bins in the hallway
• Clean protective eyewear
• Dispose of used Ziploc bags
• Use hand sanitizer as you exit the building
• Avoid transporting items home when possible
Questions?
Congrats!
Part One of your training is now complete

1) Complete training with a Training Team member.

2) Sign agreement form (Indicating that the return back to work is voluntary and that you have read the policies and procedures)

3) Have a laboratory form approved.