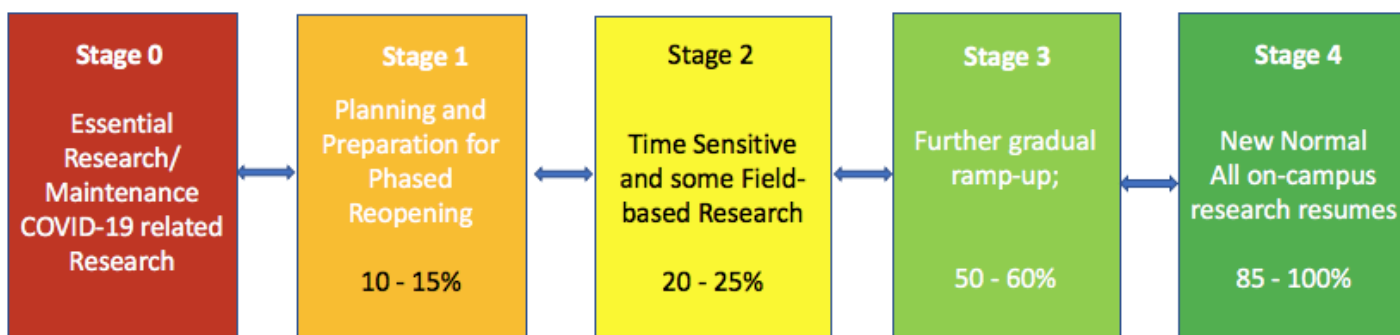


## Plan for a phased restart of experimental research at the GSOE

This document outlines a phased approach to restarting research when allowed. State guidelines have been issued and the Governor has discussed general guidelines.

<https://www.governor.ny.gov/news/amid-ongoing-covid-19-pandemic-governor-cuomo-outlines-phased-plan-re-open-new-york-starting>



## Work from home whenever possible

This document outlines procedures that attempt to strike a balance between safety and productivity. It should be considered that if a GSOE member who has had access to the building becomes positive, the School or sections of it may have to be closed again..

Each department should decide what laboratories to open first. Some guidelines are listed below.

### Stage 0: Limited access

- All laboratories are closed. Access is allowed for emergency situations only.

### Stage 1: Certain labs may be allowed to operate (< 15% Capacity)

- Individual work that requires physical presence in the lab, such as physical design and experimentation, and that can be done alone without interacting with others.
- Individual animal experiments that do not require interaction with others.
- Monitoring and management of long-term experiments by a single researcher while maintaining social distance and attending to equipment that requires maintenance that can be safely conducted by a single researcher.

### Stage 2: Broader access may be granted (20-25% Capacity)

- Work that requires multiple individuals in the lab or work that requires interaction with unknown individuals. This includes human subject experiments with proper PPE. This work could resume with the social distancing rules.
- Work that does not require a physical presence in the lab. This includes computer modeling, data analysis, writing, or administrative work that can be done remotely. This work can remain off-campus for an indefinite amount of time, but staff may be allowed, at an appropriate time, to return to the GSOE building on an agreed-upon schedule to retrieve data or material as needed, but not to work.

### Designation of labs and activities for Stage 2

The immediate need is to prepare for Stage 2, so that, when asked, a plan is in place. The Department Chairs and PIs are responsible for enforcing distancing and safety considerations for their staff. Each department should:

- Submit to the Dean's office a list of the labs to be considered for reopening and of the members authorized to use the labs.
- Designate a department representative that will be responsible for maintaining a weekly calendar that lists what lab will be used, by whom, for how long, and for what reason.
- Limit access to no more than 25% of lab personnel distributed uniformly through the labs to maximize social distance. Multiple members in a lab will only be allowed under unique needs and if social distance can be assured.
- Submit a plan for cleaning of the labs that will be accessed and of the equipment that will be used assuming that, while EHOS can assure more aggressive cleaning of shared areas, they cannot assure deep cleaning of the labs.
- Identify the appropriate PPE to serve the labs for at least 30 days. Put in place guidelines for access and monitoring of consumption and disposal of PPE.
- Train members on the proposed use of PPE and guarantee compliance.

### **Code of Conduct for Stage 2**

The departments should agree on a code of conduct that is reasonable but protects safety and the ability to access the building:

- Access is limited to the duration necessary to complete the assigned activities.
- Access should be limited to GSOE members only (and appropriate CCNY staff).
- All staff who work in the building are required to monitor for symptoms on a daily basis (temperature) and stay home if they detect any symptoms.
- If a member shows symptom, the department representative will follow steps to communicate the information so that actions consistent with City and State guidelines can be taken.
- If labs require somebody with a valid C-14 certification in addition to the person working in the lab, the department representative needs to arrange for the person with appropriate C14 certification to be within 5 minutes from the lab
- 6 feet distance is to be kept at all times in all areas.
- Staff always have to wear masks in common areas of the buildings. Frequent hand washing or disinfecting is required.
- Users of shared facilities and shared equipment will develop individual plans for disinfecting after/before use.
- Experimentation rooms that are used by several researchers will have a calendar to sign up for time and only be accessed by one staff member at the time.
- Open labs can have 1 person per bay while maintaining a minimum distance of 6 feet with the person in the neighboring bay.
- Staff should only be on-site for the duration of time necessary to complete a task.
- Open spaces are not to be used, including conference rooms, tearoom, open work areas, cubicles, cell phone room, etc. Water fountains will not be used
- Personnel cannot congregate inside the building.

### **Monitoring and loss of access during Stage 2**

It is important that all members follow rules so that access to the building is not lost. Therefore, monitoring should be put in place:

- If members of a lab or labs are found in violation of the Code of Conduct, access to the PI's lab(s) will be revoked until the GSOE can move to Stage 3.
- If a department is found in violations for three times of the Code of Contact, all the members of the department lose access to the labs until the GSOE can move to Stage 3.

### **Special considerations**

It is our shared responsibility to preserve the health of our students and staff members. Therefore, certain special and common-sense considerations are appropriate:

- Staff who live within walking distance, who can bike or drive, not requiring public transportation, may be allowed to return to work sooner, in Phase II.

- Return to work should be voluntary to allow individuals to assess their personal health risks without the need to disclose personal health information. At this time, this should not impact salaries.
- Individuals covered under Matilda's law are not allowed on campus until Stage 3.

**Stage 3: (50- 60% Capacity) Includes:**

- Expands on-site access to approved research
- Recommended Stage 3 priority research may include:
  - Additional faculty (with chair support)
  - Additional graduate students and postdoctoral research associates (with advisor/mentor support)

**Stage 4: (New Normal; 85 - 100% Capacity)** Stage 4 expands on-site access to campus approved research, with recommended priority research including undergraduate/medical students.