Version: 5-26-2020

**Research Resumption Plan - College of Agriculture and Life Sciences**

**Overview**

**This document is a form for CALS Principal Investigators (PIs) that intend to resume research for Spring/Summer 2020. Please return your draft Resumption of Research plans to Guy Roberts (**[**guy.roberts@uvm.edu**](mailto:guy.roberts@uvm.edu)**) for a completeness review. Once finalized, they’ll be submitted to Jean Harvey for her approval. From there, the VP of Research must approve and then Physical Plant gives final approval after ensuring that your workspace is ready to reoccupy.**

**PIs may use this document or Risk Management’s** [**Research Resumption Plan Template**](https://www.uvm.edu/riskmanagement/covid-19-laboratory-information) **on UVM’s “COVID-19 for Laboratories” website. Please follow and/or fill the dark orange text with responses that meet your specific needs.**

**Research Group: (PI Name)**

**Department: (Department Name)**

*\*Indicate in the right-hand column whether lab personnel have completed UVM’s VOSHA training for Covid-1 Awareness (to find the training, log into Blackboard and do an Organization search for “VOSHA”):*

|  |  |  |  |
| --- | --- | --- | --- |
| *Personnel:* |  | *Email Address:* | *VOSHA Cert.\** |
| PI: | PI Name |  |  |
| Lab Safety Officer: | Personnel Name |  |  |
| Lab team: | Personnel Name |  |  |
|  | Personnel Name |  |  |
|  | Personnel Name |  |  |
|  | Personnel Name |  |  |

**Rationale for Returning to Campus:**

This research group is operating under the following *time-sensitive* funding sources and/or is applying for the following funding: (please *either* list grants and/or grant applications that require your Laboratory personnel’s efforts or briefly describe (1-2 sentences) the type of work that will be conducted in your lab over the upcoming months, whichever is easier.)

|  |  |  |
| --- | --- | --- |
| ***Grant Title:*** |  | |
| Funding Source: |  | |
| Funded Personnel: | Name: | Role: |
|  |  |  |
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|  |  |  |
| --- | --- | --- |
| ***Grant Title:*** |  | |
| Funding Source: |  | |
| Funded Personnel: | Name: | Role: |
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**Screening for Lab Worker Symptoms**

(PI name) will ensure that lab personnel have verified their lack of symptoms prior to entering the lab for their workshift and maintain health status records as part of UVM’s Case Tracking system. A SAMPLE symptoms checklist can be found here:

https://www.uvm.edu/sites/default/files/UVM-Risk-Management-and-Safety/COVID\_symptoms\_questions\_5.25.20\_final.pdf

* Lab personnel are required to conduct a daily temperature check before entering the worksite (e.g., at home before leaving for work). *Lab workers with a temperature above 100.4° F are required to stay at home.*
* Each lab worker is required to register their symptoms before coming into lab
  + Personnel should register online before leaving their homes if possible.
  + The Health Status Register will be checked against the lab schedule (see below) on a daily basis by (PI’s or designated supervisor’s name).
* (PI Name) is monitoring the health status of personnel to reduce possibility of exposure to coronavirus and facilitate case tracking. The symptom monitoring sheet below is located in the following online location and is accessible to all members of the research group:
  + Please provide location of the Sharepoint, OneDrive, MS Teams, GoogleDoc file where the Health Status Spreadsheet is stored.
  + Please use the spreadsheet below as a template for collecting this information.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| COVID-19 Health Status | | |  |  |  |  |  |  |  |
| Research Group: | |  |  |  |  |  |  |  |  |
|  |  |  | **Symptoms:** | *\*\* If you have a fever of 100.4 or higher, you are required to stay home.* | | | | | |
| Date | Last Name | First Name | *Fever\*\** | *Cough* | *Difficulty Breathing* | *Chills* | *Muscle Pain* | *Sore Throat* | *New loss of taste or smell* |
|  |  |  | *n/y* | *n/y* | *n/y* | *n/y* | *n/y* | *n/y* | *n/y* |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

* Signage (“Register your health status daily before entering the lab”) shall be posted at the entrance of the laboratory rooms.
* **Lab personnel either diagnosed with COVID-19 or who have symptoms of COVID-19 must stay home. Any lab personnel who develops symptoms during the workday shall return home immediately.** 
  + **All lab personnel must be made aware of and trained to use the online** [COVID-19 Employee Tracking Form](https://www.uvm.edu/emergency/forms/covid-19-employee-tracking-form)
* Lab members with confirmed cases of COVID-19 shall notify (PI name) as soon as possible.
  + (PI name) will inform research group members of their possible exposure to COVID-19 in the workplace, but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
  + The PI will also inform their Chair, (Department Chair’s name) and the Dean as well as Francis Churchill (University Designated Safety Officer) by email.

**Physical/Social Distancing**

* All personnel are required to read and follow the UVM Risk Management and Safety ***“Lab Space Planning and Scheduling Guideline”:***

<https://www.uvm.edu/sites/default/files/UVM-Risk-Management-and-Safety/LabSpacePlanning_and_DistancingGuideline_5_15_20.pdf>

* ***All rooms shall be evaluated for 6’ physical distancing to determine a maximum staffing capacity (see table below)***
* ***Maximum room capacities will be posted on room doors.***
* ***All workspaces shall have a 6’ radius marked out with tape on benches and floors.***
* The (PI Name) Research Space includes: (please use the table below to list labs, equipment rooms, break rooms, office spaces)

|  |  |  |
| --- | --- | --- |
| Building /Room # | Room name/purpose | Max Staff # |
|  |  |  |
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**Scheduling Staff to Support Physical Distancing:**

* Lab personnel are required to read and follow the UVM Risk Management and Safety **“Lab Space Planning and Scheduling Guideline”** 
  + (PI Name) will work with the research group to determine whether a lab schedule is needed to avoid exceeding a lab room’s capacity.
    - Please describe whether the number of lab members exceeds the maximum room capacities.
* Room capacity will be posted on room doors.
  + Visitors are required to provide advanced notice (1-2 days, or other) to enter research spaces.
  + Lab visitors (approved vendors or contractors) must also observe room capacities.
* On a frequent basis, (PI name) will discuss and review with the lab team emerging pandemic policies, regulations, and compliance. When new guidance or critical information is discussed, the PI will distribute a sign-off sheet to verify that lab members have received and understand this new information.

**Other Social Distancing Measures: *(PIs, please adapt to your particular laboratory activities)***

* Personnel who can work from home should continue to work remotely.
* Lab personnel must maintain a distance of 6 feet from other individuals throughout UVM facilities.
* Lab meetings will be scheduled as virtual events (MS Teams), or held outdoors if the weather permits.
* While in Terrill, congregation of lab personnel is not permitted.
* During weekly lab meetings, the needs of lab usage will be assessed and discussed to observe room capacities.
  + Lab documents will be posted online with access to all lab personnel via (please specify Sharepoint, OneDrive, Teams)

**Laboratory Housekeeping/Cleaning, PPE and Hygiene**

***Cleaning and Disinfection of Laboratory Workspaces***

* All Lab personnel are required to read and follow the UVM Risk Management and Safety **“Disinfection Guidance for Laboratories and Research Spaces”**:

<https://www.uvm.edu/sites/default/files/UVM-Risk-Management-and-Safety/Disinfection_Guidance_for_Laboratories_and_Research_Spaces_5.15.20.pdf>

* Lab personnel must clean and disinfect their work surfaces before and after use:
  + First, clean surfaces using a detergent-containing cleaner.
  + Second, swab down surfaces with a 70% alcohol-containing solution\* and keep dampened for at least 1 minute to ensure anti-viral effectiveness.

\* Such as the WHO ethanol-based disinfectant: <https://www.ncbi.nlm.nih.gov/books/NBK144054/>)

***Cleaning and Disinfection of Shared Spaces***

* Lab personnel must clean and disinfect commonly contacted areas/surfaces:

Including:

* + Bench space around common equipment,
  + Tabletops, chairs and other frequently touched surfaces,
  + trash receptacle lids/handles,
  + door handles,
  + keypads, tool handles, knobs, switches,
  + telephones,
  + other shared equipment
* Shared equipment including (pipettors, pH meters, balances, analytical instruments, etc.) will be cleaned and disinfected before, during and after use.

***PPE and Hygiene***

**Face Coverings:**

* All Lab personnel are required to read and follow the **“University of Vermont Guidance on Face Coverings”**:  
  <https://www.uvm.edu/sites/default/files/Physical-Plant-Department/UVM_Guidance_on_Face_Coverings_4.27.2020.pdf>

All lab personnel must wear a cloth face covering to cover mouth and nose while:

* in the halls, rest rooms, and other common rooms within (Building/space name)
* in the presence of other people when working in the lab.
* Please specify how personnel will be supplied with face coverings (cloth are allowed on campus. Example: “Personnel will provide their own two-ply cloth face coverings”.
* **Cloth face coverings must be laundered daily.**
* All lab members shall follow good respiratory etiquette, including covering coughs and sneezes.

**Gloves:**

* Lab personnel shall continue to wear appropriate gloves in their workspace, as specified in the lab’s Chemical Use Planning Forms; these should reflect the required controls to be used based on a risk assessment, however:

***Gloves may be a vector for spread of Covid-19 unless used properly and are not recommended as a defense against Covid-19.***

* + Gloves must be removed when leaving laboratories and work areas.

**Hand Washing / Hand Sanitizers:**

* Lab personnel are required to engage in frequent hand washing with lathering soap and water or hand sanitizer with a minimum of 60% alcohol for 20 seconds, as recommended by the CDC.
* Hand washing is required upon entering and leaving the lab (every time).
* Lab personnel will have access to soap and water and an anti-microbial hand sanitizer throughout the workday.
* Handwashing signs (reminders) will be posted in the lab and on lab doors.
* Avoid sharing personal office items, phones, computers, or desks.

**Ramp-down to Essential Activities**

* All staff are required to read and follow the UVM Risk Management and Safety **“Guidelines for Ramping Down Lab Work”:**

<https://www.uvm.edu/sites/default/files/UVM-Risk-Management-and-Safety/guidelines_for_ramping_down_lab_work.pdf>

* The following activities would continue to be supported If required to ramp down due to a subsequent outbreak:
  + Please list essential activities
* The following lab personnel are required to support essential activities:

(Please list staff needed to support Essential Activities in the table below)

|  |  |  |  |
| --- | --- | --- | --- |
| **Essential Staff (Last name, First name)** | | **Email Address** | **Schedule** |
|  |  |  |  |
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**Laboratory Personnel Review:**

As a member of the (PI Name) Research Group, I have read and understand the above Resumption of Research Plan and have completed the Online UVM VOSHA COVID-19 training.

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| --- | --- | --- |
| **Name** | **Signature** | **Date** |
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