

Guidelines for Phases 1-3

- Only personnel with a need to access physical locations to advance research should be on-site. Even those personnel should minimize time on campus. All others should remain off-site to help maintain physical distancing.
- Personnel should not come to campus if they have any [symptoms](#) of COVID-19.
- Personnel are required to complete a daily health check using the [online Return to Campus Advisor tool](#). The daily health check takes less than two minutes to complete and will help you determine whether you present symptoms that require isolation or further assessment.
- Personnel must follow the guidance shown [here](#) for self-isolation if exposed to COVID-19.
- Face masks should be worn in the building at all times, unless superseded by other lab requirements for personal protective equipment (PPE), and adhere to [CDC hygiene guidelines](#) (e.g., hand washing, etc.).
 - Individuals working with flammable materials are not required to wear a mask while working at a negative pressure hood. When leaving the area of the hood, please resume wearing a cloth mask. A flame retardant mask is encouraged.
- A six-foot distance should be maintained, whenever possible.
- Meetings should be conducted remotely.
- Group spaces (e.g., social areas) should remain closed. The use of kitchenettes to store and heat meals is allowed. All kitchenette surfaces touched must be disinfected upon departure. Permission to use desks and other non-laboratory/studio/core facility spaces must be approved and should be a part of the plan to reopen the lab/studio/core facility.
- Maximum occupancy signage must be prominently posted on each research space, indicating the maximum number of people for that space in the current phase of reopening.

- Laboratories, studios, and core facilities with limited space that cannot ensure six-foot physical distancing requirements or appropriate PPE must remain off-limits.
- Routinely and regularly disinfect common contact sites (e.g., keyboards, door handles, multi-user equipment, etc.). Workspaces should be disinfected/cleaned at the beginning and end of a work period.
- Elevator use, other than those with a physical need, is highly discouraged and limited to two passengers.
- Buildings should designate up and down stairways.
- Restrooms should be single-use, with signage on the entry door.
- Consult the [Resumption of Research Checklist](#) regarding the reopening of research spaces.
- Research Directors have the responsibility to train their research team members in these processes and procedures and ensure that guidelines and University directives are followed.
- As training materials and protocols are made available from central University offices, these processes may supersede examples listed in this plan. Laboratories and studios will be expected to maintain flexibility and adhere to the latest information provided.