APPENDIX A: Guidelines for Phases 1-3

These guidelines should be viewed as minimum standards. The University may adopt more stringent guidelines to protect researchers. Please note that guidelines may otherwise evolve as Notre Dame releases additional information.

- 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 will sign and date a document indicating they are not experiencing any COVID-19 symptoms that day (see Appendix G). These documents will be collected by the building manager and compared to the swipe card access for the day. Anyone not completing the document will be asked to leave the building. This requirement is expected to be superseded in the future by a health survey mobile app.
- Personnel must follow the guidance shown in Appendix I 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- Face masks should be worn in the building at all times, unless superseded by other lab requirements for personal protective equipment (PPE), and adhere to CDC hygiene guidelines (e.g., hand washing, etc.).
- A six-foot distance should be maintained, whenever possible.
- Meetings should be conducted remotely.
- Group spaces (e.g., kitchenettes, social areas, etc.) should remain closed. 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 a single passenger.
• Buildings should designate up and down stairways.
• Restrooms should be single-use, with signage on the entry door.
• Consult the Resumption of Research Checklist (Appendix J) 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.
• Use of a core facility will be approved using the Request for Use Form (Appendix C).
• 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.