

Email address

fcastell@nd.edu

1. What is your name (First, Last)?

Francis J. Castellino

2. What is your cell phone number (include area code)?

574-532-4580

3. Which College, School, or Organization is your primary affiliation?

Notre Dame Research

4. Which specific laboratory, studio, or core facility are you affiliated with?

W.M. Keck Center for Transgene Research

Request to Reopen**1. Indicate the rationale for reopening your laboratory, studio, or core facility (i.e., indicate why your research requires physical access to campus facilities) and source(s) of funding.**

We are conducting federally funded (NIH-HL013423) experimental research. This is laboratory based research, thus access to the laboratories is required.

2. Provide a plan for how physical distancing will be implemented in your laboratory, will be brought from studio, core facility, office, and team spaces. Address the six-foot interpersonal spacing home so that and nominal occupancy requirements for Phases 2 and 3 as they relate to all activities to be undertaken (e.g., microscopes, tissue cultures, small control rooms, etc.). Indicate how your interaction with others will manage working hours and/or shifts. For core facilities, also indicate how you will and will not need to manage user access to maintain appropriate physical distancing.

The Castellino lab personnel consist of one teaching and research faculty professor, one research professor, three graduate students, three postdoctoral fellows, five research staff, and one part-time administrative assistant who will continue to work from home for 80% of her time (there are 11 personnel active in bench work). We occupy the entire 2nd floor of Raclin Carmichael Hall (~ 11,000 sq. ft.). A number of the labs are small specialty labs (max. capacity of 2-3 people) and the Main lab has a maximum capacity of approximately 9 personnel. Two of the research personnel do not use the main lab and there is never a time that the other nine are in the lab at the same time. Many are in one of the instrument rooms where we will impose a limit of one at any given time.

Personnel will sign a Wellness Certificate upon entering the facility and this will be handed to Teresa Brito-Robinson and then to the building manager on a daily basis.

Active bench work in the main lab will consist of at most 4 persons per time point. Aisles in the main lab will be unidirectional (marked by floor arrows) and one door in the lab will be marked as entrance and the other door as exit.

While in the building and any other buildings on campus, face masks will be worn. All other PPE requirements for lab work already in place (lab coats, safety masks, gloves, closed toe shoes, proper leg covering) will be enforced. Frequent handwashing will be encouraged where faucets are available otherwise hand sanitizers will be stationed in lab and office spaces without faucets.

Maximum occupancy signage will be prominently posted on each research space. The smaller research labs will have a max occupancy of 1. Additionally, restrooms will have a max occupancy of 1 with a double sided sign (vacant/in use) on the outside door. Entrance to the second floor of Raclin Carmichael will be through the South stairwell and exit through the West stairwell. They will be labeled up and down on the outside door. Elevator use will be highly discouraged, other than those with a physical need, i.e., bringing up liquid nitrogen tanks or deliveries, and will be limited to a single passenger.

Most individuals have personal offices or an isolated section of a large room separated by walls. All individuals are spaced > 6 ft apart. The only shared office space is between a husband and wife but the space between their part of the office is at least 6 ft apart.

All of these safety features have been presented to lab personnel during a zoom conference call and they will receive a copy of it as well.

3. All requests must include a schedule such that Building Managers and other support services know which research personnel should be in the building/research space at any given time. Please complete the draft schedule in Appendix D, which can be downloaded here, https://research.nd.edu/assets/388931/fullsize/appendix_d_lab_ramp_up_schedule_f01.xlsx, and upload part of your response with your lab/core facility name saved as the file name. The schedule should cover a two-week interval. While this schedule serves as an initial planning tool, faculty are encouraged to utilize their preferred scheduling means (e.g. Google Sheets, Calendars, etc.) moving forward:

https://drive.google.com/open?id=1dlwMyb_xgt_5tqa2rJAWOwtpM8xH33uP,
https://drive.google.com/open?id=1NPAVb-Ac33rIOBIVfa8v_LsQ7G3Kjqoo

4. What is your plan for logging researchers' arrival and departure within laboratory/studio/core facility spaces and their self-assessment of their health?

Log in for arrival and departure of lab personnel will be recorded on a shared group Google sheet which will be monitored by our safety officer, Teresa Brito-Robinson. Upon entering the facility, lab personnel will sign a certificate of Wellness (Appendix G). This document will be given to the building manager.

5. How will your personnel maintain physical distancing for breaks, lunches, etc.?

Lab personnel have office space with sufficient distancing between each other. They will be encouraged to either leave the lab or have their lunch/break in their offices.

6. Describe your procedures to clean and sanitize shared items, equipment, and work surfaces

prior to use by others (see Hygiene Plan as a minimum example:

https://research.nd.edu/assets/388928/fullsize/appendix_h_example_hygiene_plan_f01.pdf)

Disinfection of hard surfaces and commonly touched surfaces with a 70% ethyl alcohol content disinfect or RO RCT from building services and diluted according to the manufacturer's recommendation. Disinfectant will remain in contact with the surface for ~ 3 min. This will be performed by research personnel at the start and end of their experiments at that site. Sites of disinfection include but are not limited to: door handles and surfaces, badge readers, table top, bench tops, and all work surfaces, chairs and arm chairs in labs and offices, monitors, keyboards, and mice on office computers and lab equipment.

A log will be posted at each research space (individual rooms) to record the date/time it was last cleaned.

Personnel will wash hands before entering the research space and upon leaving. Personal belongings should not be brought in the research space unless essential, i.e., lap top computer.

Shared instruments, equipment, or tools will be wiped down before switching to other users.

Personnel will wash hands before leaving the research space or use hand sanitizer if there is no faucet in that space.

7. Do you require a specific core facility to be opened in order to reopen your lab?

Yes

8. If yes, identify the research core facility (ies) or other support services that are essential for lab reopening. The full list of core facilities can be found here:

<https://research.nd.edu/our-research/facilities-and-resources>

Freimann Life Science Center, Genomics and Bioinformatics Core Facility, Integrated Imaging Facility, Mass Spectrometry and Proteomics Core Facility

8. If you selected a core facility(ies) in the previous question, please fill out the following form (one for each core facility) to request the use of the core facility(ies):

https://docs.google.com/forms/d/e/1FAIpQLSfLN1CZJ7_AOtl6QcX1L_1WmYb2r0sFpkzy1k9jowrdVVhAyg/viewform. Will you complete this form?

Yes

Safety and Research Team

1. The lab/studio/core facility reopening plan will be presented to Risk Management and Safety to ensure the reopening is feasible and safe given the reduced status of University operations. Therefore, please address any safety measures or changes that

need to be adopted to allow for a reduced density in the laboratory, studio, or core facility. Please specifically detail plans for disinfecting, including what will be used, the concentration and contact time. Provide information about general safety resulting from the plan (e.g. how will you deal with working alone, etc.)

Disinfecting the surface at work station and equipment will consist of utilizing a solution containing 70% alcohol and wiping the surface for ~ 3 min. The surface will then be allowed to air dry (~4 min). Alternatively, 40 RCT solution from building surfaces will be used and diluted per manufacturer's guidance.

We do not anticipate personnel to be working alone after normal hours. If necessary, we will identify those personnel (most likely Zhong Liang) and they will have to read a working alone policy and sign a waiver form. Additionally, they will be required to contact someone when they arrive and when they depart the laboratory.

2. Please review your previous ramp-down plan. In the event of a return to Phase 1 (hibernation), are there any changes necessary? Please list those changes here.

We can ramp down if necessary within 24 hr. The same approved essential personnel will be needed.

3. Which building are you located in?

Raclin-Carmichael Hall

4. Identify your research personnel (or core personnel for the core facilities), including yourself, below. Include their names, status (For example, faculty, staff, postdoc, graduate student), emails, and cell phone numbers) Note that in Phase 2, all graduate students and postdoctoral scholars on the list will be asked through an independent method to sign an opt-in form before they will be allowed to participate.

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Victoria A. Ploplis, vploplis@nd.edu 574-274-0418 (PI)
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Mary Drummond, 574-257-0986 mdrummo1@nd.edu (administrative assistant)
Kritika Singh, 515-203-9155 ksingh2@nd.edu (postdoctoral fellow)
Teresa Brito-Robinson, 574-229-8193 tbritorio@nd.edu (staff)
Zhong Liang, 574-400-9218 zlinag@nd.edu (staff)
Juan Fu, 574-440-9866 jfu@nd.edu (staff)

Jermilia Charles, 515-451-5140 jcharles@nd.edu

4. Is there anything else we should be aware of?

No

5. If you selected a core facility(ies), please complete the core facility request form, which can be found in Appendix C here:

https://docs.google.com/forms/d/e/1FAIpQLSfLN1CZJ7_AOtI6QcX1L_1WmYb2r0sFpkzy1k9jowrdVVhAyg/viewform

6. What room number(s) is your lab/studio/core facility located in?

N/A

7. Do you require a specific core facility to be opened in order to reopen your lab?

Yes

Owner (Self-ID by College/School or NDR)

Melanie DeFord, NDR

Initial Owner Review: Approve/Deny (If denied, mark why).

3. Which College, School, or Organization is your primary affiliation?

Notre Dame Research

Grad School (include name trainee names were sent to and date/time email was sent)

Approved

Send to RMS (Include name of reviewer request was sent to, date/time email was sent, and their Approval/Denial)

EK, 5/28

If approved, send to VPR (include date/time)

VPR Approve/Deny

Assigned Reopen Date and Building Manager Notified (include date/time of notification)