Email address

Stephens.49@nd.edu

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

Melissa Stephens

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

269-930-1356

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?

Genomics & Bioinformatics Core Facility

5. Which building are you located in?

Galvin Life Sciences Center

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

019

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 requesting re-opening of the Genomics & Bioinformatics Core Facility (GBCF) as our services are a critical resource to the research labs that will be resuming operations on campus. The GBCF provides a critical data collection component for numerous programs in the Notre Dame research community. Many extramurally funded projects require access to DNA and RNA manipulation and next-generation sequencing. We request permission to re-open immediately which is prior to the opening of Galvin Life Sciences currently scheduled for June 8th. Initially, we plan to resume several ongoing projects that were halted mid-stream with the closure of the facility. The reasoning for this is twofold. Some of these samples were left in a state that is unstable and not suitable for long-term storage. Continued delays may lead to degradation of these samples beyond the point of usability significantly compromising these projects. In addition, these projects are in various stages of completion and need to be moved forward so that we do not experience a long backlog of projects once research labs become operational. In the initial phase of re-opening, the GBCF will operate at a limited capacity so any significant delay could contribute to a backlog that would impact our ability to provide timely service. One potential result could be the loss of projects and samples that would be detrimental both to our facility operation and our research lab clients. Only after Galvin enters Phase 2 reopening will we begin to accept new samples.

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** personnel can limit **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 GBCF is configured in 3+ bays allowing up to 4 people to work while maintaining appropriate physical spacing. The 25% and 50% occupancy requirement can be met with up to two and four personnel in the lab respectively. Two personnel are required to perform the majority of the lab work at a reasonable pace.

- These staff will have designated lab benches occupying separate bays.
- To ensure that all staff can maintain physical distance, a secondary office space will be set-up in one of the adjoining rooms in the lab so that each staff member has an individual space for any necessary deskwork and breaks.
- Meetings will be conducted via web conferencing.
- Use of shared equipment in the lab will be coordinated with the two personnel so that use does not overlap.
- This timing and spacing will be achieved through virtual project planning meetings as well as through regular verbal communication in the lab.
- Any meals or drinks will be brought from home so that personnel can limit interaction with others and will not need to leave the lab once they are there.
- Personnel will wear a facemask at all times inside and outside of the lab.
- The two personnel will carry out all assigned lab work, but working hours will be staggered when possible.

There will be no outside access for users to the facility. The GBCF is not a user facility so we can enforce separation between the core staff and the research staff in the Galvin Life Sciences building.

- We will accept new samples for processing by scheduling drop off times with our users who will place their samples in a designated cooler outside the door.
- Drop off times will be limited and staggered to reduce risk of students and staff coming into contact with each other at the door.
- Deliveries to the lab including sequencing kits can be placed on a shipment schedule so that contact is reduced with shipping/receiving.
- Trash containers will be placed outside of the lab so custodial services can dispose of it without entering the lab.

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=1gU9JoS--tVVq3NFc9EC40_VU4YGPVsDk

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

A check in will be in effect starting June 8th outside of the building where employees need to sign in and do a self-assessment of health daily. Until that is in place, a sign in sheet will be placed inside the lab that will ask personnel to designate their check in and check out times each day as well as have them check a box that they are symptom free and have not been in contact with anyone who is known to have tested positive for the virus. We will request that employees take their temperature daily as well.

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

Any meals or drinks will be brought from home so that personnel can limit interaction with others and will not need to leave the lab once they are there. Leftover food or personal belongings will be removed when personnel leave the space. Individual office space will be utilized for all breaks.

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 commonly touched surfaces and shared lab equipment will be performed by lab personnel at the start and end of each day using 70% isopropanol, a 10% bleach solution, or UV sterilization when possible. This will include

- Door handles
- Table tops, benchtops, and all work surfaces
- Monitors, keyboards, and mice
- Shared instruments, equipment, or tools after use
- The sample collection cooler outside of the laboratory door will be disinfected at the beginning and end of the day and immediately following the deposition of any new samples

Personnel will wash hands before entering and leaving the research space
All personal belongings or food brought from home will be removed daily
Appropriate PPE will be worn at all times during laboratory procedures

7. Do you require a specific core facility to be opened in order to reopen your lab? No

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

n/a

8. If you selected a core facility (ies) in the previous question, please fill out the following form:

n/a

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.)

Large non sensitive surfaces such as door handles, tabletops, and benchtops will be disinfected with a 10% bleach solution daily for a minimum of 10 minutes and allowed to air dry. UV sterilization will be used when possible on small shared equipment and supplies for 30 minutes. For all other larger sensitive equipment, a 70% Isopropanol solution will be used for disinfection on commonly touched surfaces for a minimum of 1 minute . There will be no additional contact with chemical or physical hazards in the lab so no additional safety measures are required as a result of working alone in the facility.

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.

No changes are necessary from the original ramp down plan. The plan will be followed as specified previously.

3. Which building are you located in?

Galvin Life Sciences Center

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.

Michael Pfrender, Faculty
mpfrende@nd.edu
574-849-5614

Melissa Stephens, Staff
Stephens.49@nd.edu
269-930-1356

Brent Harker, Staff
bharker@nd.edu
574-520-3649

Joseph Sarro, Staff
jsarro@nd.edu
646-279-3941

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

n/a

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

n/a

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

019

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

No

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

Melanie DeFord (NDR)

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

Approved

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

Notre Dame Research

Send to RMS (Include name of reviewer request was sent to, date/time email was sent,

and their Approval/Denial)

EK, 5/28 Approved 5/29

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

BB, 5/29

VPR Approve/Deny

BB approved 5/29

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

5/30, Reopen 6/1