

Email address

ilightca@nd.edu

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

Ian Lightcap

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

574-229-2936

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?

Materials Characterization Facility

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.

Instrumentation must be brought on-line systematically. The Molecular Structure Facility is a research core, fundamental to significant research efforts across the campus

2. Provide a plan for how physical distancing will be implemented in your laboratory, and 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 facility will be limiting the number of active users, beyond the manager, to one individual at any given time. Instrument scheduling will be strictly adhered to. A supplemental plan has already been developed to cover these contingencies.

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=1Z-koxO9ZplJJqn5qy4AeuQNa3uYadkUO>

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

Logbooks will be maintained of users arrival and departure day/times. This will be part of the facility protocol. Included in this logbook will be a record of sanitation activities within the facility by the manager and users. For the interim, the facility manager will be the sole instrument user in the facility. All samples will be submitted to the facility manager to operate. Additional guidelines have been developed specifically for the operation of the MSF and will be posted and adhered to by all users.

Sample submission times will be limited as follows:

Mondays	10 am – 3 pm
Tuesdays	9 am – noon; 2 – 5 pm
Wednesdays	10 am – 2 pm
Thursdays	9 am – noon
Fridays	9 am – noon

There will be no after hours use of the facility; except for automated data collection. There will be no data collection performed on weekends. To eliminate this possibility, instruments will be physically locked at the close of business each day.

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

There is no eating/drinking in the facility. I will only take breaks in my personal office. I am the sole, long-term occupant of the facility.

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)

Disinfectants and cleaning wipes are already present in the facility. Disinfectants to be used include: CLOROX wipes, Lysol Wipes, Purell Hand Sanitizer, CLOROX bleach solution as recommended to the CDC. Users/managers will wear face covering when another individual is present in the facility. Touch surfaces will be wiped down immediately following a user. Door handles and general surfaces will be cleaned/disinfected at least twice daily. Microscope surfaces will be disinfected after each user. Touch surfaces on instrumentation will be disinfected after each user. Hand washing will be required. This information will be posted throughout the facility.

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>

Chemistry Nitrogen Core Facility, Molecular Structure

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.)

A protocol has been outlined and developed to reduce the user density in the facility. The core manager will be present, and only one other active user will be allowed in the facility at any given time during regular work hours. Social distancing and self-care rules will apply (face-masks, gloves, cleaning). The MSF already has protocols in place for instrument use. These will be adhered to.

Surfaces in the MSF will be appropriately cleaned on a daily basis (or more if needed depending on use). Microscopes will be cleaned and disinfected immediately following use. Touch surfaces on instrumentation (door handles) and sample manipulation tools will be disinfected after each use. This will be logged. Disinfectants to be used include: CLOROX wipes, Lysol Wipes; CLOROX bleach solution (1:50 dilution per CDC guidelines). Hand sanitizer (at least 60% ethanol, Purell) and biocidal hand soap will be available in the facility. Users are expected to follow Federal, State and University guidelines for personal hygiene. Wipe down times will follow those suggested by the CDC, per CDC guidelines for non-critical surfaces, disinfectant contact time will be 1 minute or longer (<https://www.cdc.gov/infectioncontrol/guidelines/disinfection/index.html> section 5.k. "However, many scientific studies have demonstrated the efficacy of hospital disinfectants against pathogens with a contact time of at least 1 minute."). While this is a recommendation for healthcare services, it will be appropriate for a research 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 to previous ramp-down procedure.

3. Which building are you located in?

Stepan Chemistry 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.

Allen Oliver, Facility Manager, aoliver2@nd.edu, cell: 574 292 6336

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_AOtl6QcX1L_1WmYb2r0sFpkzy1k9jowrdVVhAyg/viewform

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

149

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

Has the Lab Schedule been received, Y/N?

Y

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

Approve

Department (Designate Who Submission was Sent to i.e. Dean, Chair, or designee and confirm date/time of issue by email, and their Approval/Denial)

N/A

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

College of Science

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

N/A

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

EK, 5/19, Approved 5/20

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

BB, 5/20

VPR Approve/Deny

BB Approved 5/21

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

5/21, Reopen 5/27