

Email address

gjacobs@nd.edu

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

Giselle Jacobson

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

231-342-5784

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?

Biophysics Instrumentation Core 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.**

The Chemistry Nitrogen Core Facility provides both liquid and gaseous nitrogen to research labs and other Core Facilities, which in turn allows them to conduct research and to provide services for users of their Core Facilities.

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.

For the Chemistry Nitrogen Core Facility, we will have users request times for filling large dewars. Users will bring the large dewars to 149E and leave them outside the door. Core personnel will then wipe down the dewar with 70% alcohol, fill the dewar, clean the dewar a second time with 70% alcohol and then email the user that the dewar is ready to be picked up, outside the door to 149E.

For small dewar fills, in the event that more than one lab needs to fill a dewar at the same time, tape X's will be placed on the floor in the hallway starting at a distance of 6 ft. from the community dewar and continuing down the hallway towards the lobby in intervals of 6 ft. apart.

In addition, a plexiglas shield will be erected in the reception area of the Core Facility to further protect Core Associates and users of the facility, if the need for verbal communication arises.

Only those wearing masks will be allowed entrance to the Chemistry Nitrogen Core Facility with a maximum of two people allowed in the Core Facility at any given time.

The Chemistry Nitrogen Core Facility will be in operation daily from 8:00am to 4:00pm. Only one Core Associate will be present in the Core Facility at any given time with shifts being split in four hour increments.

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=1xIlnkzG2caf5SEWKGRs8cKgcjSAGffZc>

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

Researchers will send email requests for time reservations. All requests will be approved by Core Personnel before access to the facility is granted. There will be minimal to mostly no overlap of users to the facility.

Researchers entering Stepan Chemistry Hall must daily fill out an affidavit stating that they are free of any Covid-19 symptoms, such as dry cough, shortness of breath or having difficulty breathing, fever, chills, muscle pain, sore throat, loss of taste or smell, diarrhea or headache and they do not have a temperature above 100.4 degrees.

In the Chemistry Nitrogen Core Facility, a strict adherence to the mask requirement will be enforced.

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

There will only be one Core Associate in the facility at any given time so there will be no shared lunches or combined breaks. In the event that more than one Core Associate is in the same approximate area as another associate, a distance of 6 ft will be maintained and a mask will be worn at all times.

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

Hand sanitizer will be provided at the entrance to the Core Facility. At the start and end of each shift, all hard surfaces will be cleaned with 70% alcohol. This includes the entry keypad, all the door handles, desktops, chairs and chair armrests, the phone receiver and the control pad on the copy machine. The computer monitor, keyboard and mouse along with any miscellaneous supplies on the desktop such as stapler, pens and pencils will also be wiped down. The plexiglas shield will be cleaned (both sides). In addition, on the desk, a log sheet will be kept on which all cleaning will be recorded, specifically when

(date and time), name of Core Associate and the surface that has been cleaned.

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

**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>**

**8. 9. 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?**

No.

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.)

- We will be using 70% alcohol and the surface will remain wet for one to two minutes.
- The door to the Core facility will always remain open while dewars are being filled both for ventilation purposes and so others may be able to see if any assistance is needed.
- Proper personal protective equipment will be worn at all times when filling dewars.
- Core Associates will not be permitted to remain in the Core Facility after hours.
- A check in procedure by phone, or email will be employed by the Core Associate.

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 will be necessary.

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.

Mary Prorok, Core Administrator, 574-631-9120 mprorok@nd.edu

Kevin Young, staff, cell phone 574-532-8681, kyoung@nd.edu

Dawn Verleye, staff, cell phone 269 635-1095, dverleye@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_AOtl6QcX1L_1WmYb2r0sFpkzy1k9jowrdVWhAyg/viewform

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

149E

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).

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, 5/21 Approved 5/21

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

BB, 5/21

VPR Approve/Deny

BB Approved 5/21

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

5/21, Reopen 5/27