

1.0 Purpose

This Document defines processes considered to be baseline and common to the reopening of any Physics lab within the allowable constraints of Stage 1, Stage 2, and Stage 3 University protocols described in the Research Recovery Task Force Report.

This document is considered an extension of the Physics Research Building Stages 1 thru 3 Reopening Plan (*PRB Reopening Plan*) that covers broader details related to the overall facility and is further considered an integral part and front matter to each of the individual lab reopening plans. ("*Group Name*" *Lab Reopening Plan*)

2.0 Applicability

This document applies exclusively to Stage 3 operations and to actions occurring on the lab side of the building where both labs and offices are served by 100% outside air. Per the *PRB Reopening Plan* the office side remains closed and is considered off limits.

3.0 Core Principles

This plan is designed to satisfy the following core principles:

- Preserve the health and safety of our research groups
- Provide research opportunities that will minimize negative consequences on group members progress to degree and scientific careers
- Implement processes that minimize risk to our community for the spread of Covid-19
- Uphold the reputation of our groups and the Department of Physics as responsible partners in risk management and mitigation under pandemic conditions

4.0 Roles and Responsibilities

Satisfying the core principles and reopening safety requires specific action as follows:

From the PI

- Respond promptly and responsibly to all guidance provided by the federal government (CDC, FEMA), the state of Ohio, the University, OR, ASC, the Department of Physics, and shared facilities and the labs of collaborators
- Develop a plan for reopening and operating the labs under appropriate COVID-19 response conditions and the guidance referenced herein.

From all Group Members

- Dynamically monitor and modify processes as supervisory guidance evolves and as direct experience reveals lab-specific problems and opportunities to improve.

5.0 Building Entry and Exit Protocol

As reopening occurs across the various stages, the number of persons within the PRB at any given time increases. Stage 1 and Stage 2 occupancy was very low and entry tracking was done manually at the department level. Under Stage 3, occupancy increases beyond the capacity of a manual system and a lab-specific and lab-controlled movement and tracking protocol is necessary.

Because the Department requires ongoing and real-time awareness of building occupancy, and because it must record and track the entry of lab workers, each group member entering the building must follow the steps below.

5.1 Log arrival of each visit:

- Each lab will maintain a copy of the **Health Check Tracker** for their group.
- Each individual will interact with this digital tool to log their daily arrival and conditions.

HEALTH CHECK TRACKER - For supervisors to log information about their direct reports who report to campus facilities						
	Day of Week	In Office Date	In Office Time	Temperature Below 100?	Any Other COVID Symptoms/Risks? (Cough, shortness of breath, exposure to someone with confirmed COVID?)	Attest to Wearing Face Covering/Mask?
Example: Joe King	Monday	5/18/2020	11-4	Yes	No	Yes

5.2 Prior to Arrival:

- Measure temperature and verify it is < 100 Deg F
- Assess overall health and determine if any virus-related symptoms exist
- Assess recent activities and determine if contact with illness in others has occurred
- Complete entry log-in process described in section 5.1 above.

5.3 Upon Arrival:

- Briskly and with intention and situational awareness travel to lab destination
- Remain in lab during working time to the highest practical extent

5.3 Prior to Departure:

- Execute individual lab cleaning and departure procedure

5.4 Upon Departure:

- Briskly and with intention and situational awareness travel to designated exit point

6.0 Lab Scheduling

Detailed work schedules will vary by lab group and will be described in the individual lab reopening plans. It is expected that scheduling will be done by some groups using digital platforms such as Google Calendar, Slack, or MS-Teams, and by other groups using non-digital or spreadsheet tools. As long as work schedules are clearly understood within the group, any means of scheduling is acceptable.

Physics Department
Stage 3 – Baseline Lab Reopening Plan

7.0 Lab SOPs

All existing SOPs filed with EHS in place for labs will remain in use during reopening.

Creation of any enhanced operating instructions will be filed with the Physics Department Safety and Infrastructure Committee.