

**Physics Research Building**  
**Stages 1 thru 3 – Reopening Plan**

## 1.0 Purpose

This Document defines the process of reopening the Physics Research Building (PRB) within the allowable constraints of Stage 1, Stage 2, and Stage 3 University protocols described in the Research Recovery Task Force Report.

## 2.0 Occupant Groups

To sustain building operations, to continue various construction and maintenance activities, to facilitate office item retrievals, and to maintain critical research and equipment, various groups require access to the PRB during Stages 1 thru 3 as follows:

Group A: University Essential Employees: Public Safety, Shipping/Receiving, FOD (custodians, maintenance, building automation, zone leadership, etc.)

Group B: Construction Contractors: OSU Energy Partners (Engie) and related subcontractors (Ecosystems, TP Mechanical, BCI, SME, multi-others)

Group C: Physics Department Essential Employees:

- Stage 1
  - Lab inspections personnel including Kagan, Pelekhov, Daskalova, Reed, Davids.
  - Lab emergency / flood response personnel including Gupta, Corbett.
  - ATLAS durability testing personnel incl. Tora
- Stage 2
  - All of Stage 1 personnel.
  - Research personnel approved for Stage 2.
- Stage 3
  - All of Stage 1 and Stage 2 personnel.
  - Research personnel approved for Stage 3.

Group D: Physics Department Single Entry:

- Stage 1
  - Very infrequent occurrences, approved by Chair on case-by-case basis, use of external drop box in lieu of entry.
- Stage 2
  - Approved in blocks by ASC sign-up spreadsheet registry.
- Stage 3
  - Approved in blocks by ASC sign-up spreadsheet registry.

## 3.0 Building Access

During Stages 1 thru 3, the PRB will remain locked. Access will be by BuckID swipe card and will be limited to Group A, B, C, and D personnel with current swipe card entry permissions. Access logs showing date and time of each swipe card entry will be used for cross-checking actual versus approved entries.

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Typical access hours for Group A and B are M-F 7:00 am to 4:00 pm with occasional weekend presence.

Typical access hours for Group C and D will have wide variance and may extend to 24/7 conditions when research needs so require.

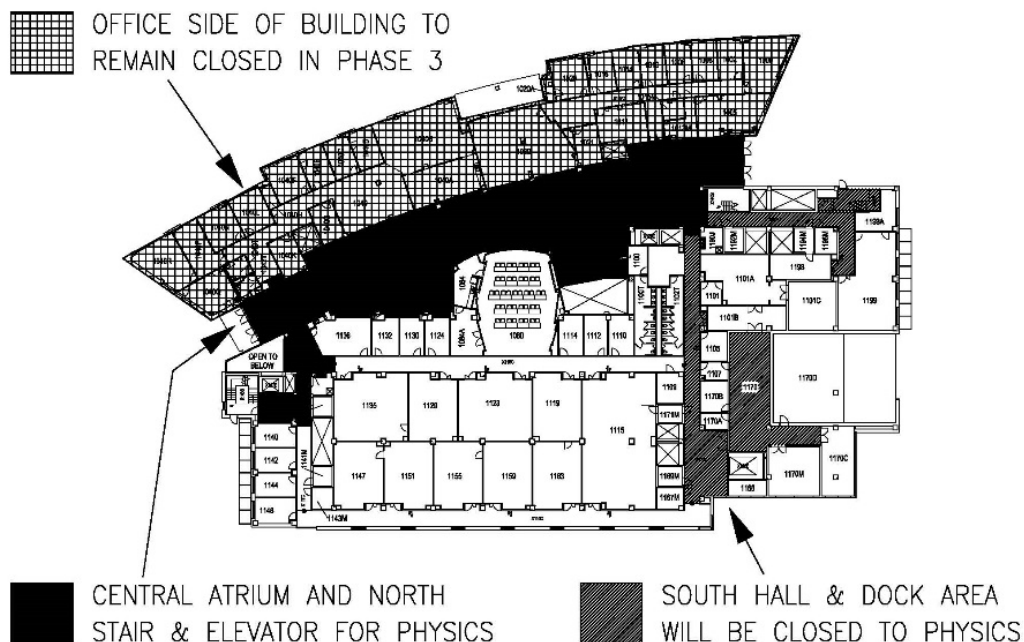
## 4.0 Traffic Flow Fundamentals

With the large number of occupant groups and the increasing total numbers of building entries, certain traffic flow fundamentals are required.

Group A and B: Personnel engaged in activities that are largely, but not exclusively, located in the basement main mechanical room. These groups generally work M-F from approximately 7:00 am to 4:00 pm and enter the building from the loading dock. Consequently, the loading dock and south-end hallway leading to and including the south stair tower will be designated as the primary routes to be used by these groups.

Group C and D: Personnel accessing multiple floors and working in individual labs on an on-going basis or making a single-entry retrieval of office items. These groups may need access on any day and at any time. The main atrium entrances, with strong preference for the north entrance, will be designated as the primary entry routes for this group. The north and atrium middle stair tower will be used to gain access to the various floors. When stairs cannot be used, the north passenger elevator will serve this group with south cab passenger elevator serving as a back-up. These groups will be prohibited from entering through the loading dock.

The floor plan shown below indicates the various traffic pattern zones and shows the office side in unused and semi-closed status during Stages 1 thru 3.



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## 5.0 Entry Protocols – All Groups

All personnel in each of the defined groups are expected to act according to well-known pandemic procedures of social distancing, enhanced hand-wash and general hygiene, wearing of masks, and in case of illness seeking medical advice and staying at home.

All personnel in each of the defined groups are expected to (a) conduct a daily health check including verification that temperature measurement is <100 Deg F, (b) assessment of symptoms, (c) maintain awareness of contact with or exposure to persons with illness, and (d) stay away from work if any of these conditions are present.

## 6.0 Enhanced Entry Protocols – Group C and D

This plan anticipates that there will be violations of preferred protocols by Group A and Group B personnel and acknowledges that these groups are not under the direct administrative control of the Physics Department and cannot be predictably compelled by Physics toward specific actions or practices.

As a result, Group C and Group D personnel must maintain high vigilance regarding their own personal safety and maintain high situational awareness of the behavior and presence of others. These groups should, to the highest practical extent, control the variables they can control and avoid the variables they cannot control.

Additional and more specific practices and protocols for Group C and Group D personnel are shown in the sections that follow.

### 6.1 General Principles for Access

In order to create a safe and orderly system of entrance and exit we propose to extend and expand on the protocols used in Stage 1 which worked very well.

a) Access Protocol: Stage 1 access was based on a fixed schedule, an e-mail notification that a person is arriving and a daily health check. Individuals who do not feel well should NOT be accessing the PRB and are advised to contact OSU health services and stay at home. All people who accessed the PRB in Stage 1 were asked to use their individual swipe card so individual arrival could be confirmed. We propose to adopt the same methodology in Stage 2.

b) Access Requirements: As in Stage 1, individuals entering the PRB are to perform a before-entering health check. The purpose of this health check is to make sure those entering the PRB have temperature < 100F, no symptoms and no known exposure. Once OSU EHS creates a Corona Virus Safety class, taking and passing the Safety class will be required for PRB access. As in Stage 1, individuals entering the PRB will be required to wear a face mask and gloves. It is recommended that the face mask be changed at 4 hr intervals.

c) Movement Protocol: All Group C personnel should enter the PRB via the North entrance. If the North elevator is used access is restricted to one person in the elevator.

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The North staircase and North elevator are designated as up and the Atrium staircase and South elevator are designated as down. Personnel should enter the PRB and go directly to their lab. Work in your lab or labs until you are ready to leave. Use of the restroom is restricted to one person at a time. All meetings in the PRB are prohibited in Stage 2 and Stage 3.

d) Visitor Protocol: In Stage 3 a certain number of visiting collaborators, shared facility users, and lab equipment repair personnel may be allowed into the PRB. Advance notice of 1 week is required that they are coming. Visitors are also required to follow the Access Protocol including email notification and health check before arrival.

## 6.2 Continuation of Existing Practices

Near past and existing PRB entry practices have been functioning well and form the basis of many of the protocols described in the plan.

## 6.3 On-Site Scheduling

Clarity regarding on-site activity is important at the lab level and at the building level. To achieve this clarity, all lab plans must include a Group C personnel schedule that defines who will be in the building, in what location, for how long of a duration, doing what activities, and with any highlighted risks. It is acknowledged and understood that some research activities cannot be predicted or adapted to a specific schedule. However, such instances still can be and must be described by ranges or other variable descriptors.

## 6.4 Building Entry

Under Stage 1 and the early transitional state of Stage 2, occupants precede each entry with an e-mail declaring their site visit plan and attesting their clear health status. The general format for this e-mail followed the guidance provided from the College.

Under Stage 3, each lab will maintain a Health Check Tracker sheet in accordance with the template provided by the College. Lab occupants will log each entry in the locally maintained tracking spreadsheet.

In the event a lab occupant does not have access to a thermometer to perform the necessary health check, an arrival station with the single I/R non-contacting thermometer provided by the University is available in room 1136.

## 6.5 On-site Fundamentals

- In case of illness – STAY HOME.
- Masks must be worn in PRB when moving about or when in an area with other persons. *(If possible, change masks after 4 hrs. of use – CERN Standard)*

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- Maintain social distance of minimum 6 ft.
- Use the north stair tower for up direction travel and the atrium stair tower for down direction travel.
- Hallways remain bi-directional, but when approaching another person, it is advised to communicate and to pause in lab cubby to allow passage before proceeding past one another.
- Restrooms are single occupancy use and one should announce entry intentions at door before proceeding in.
- Elevators are single occupancy use only and should be avoided to the highest practical extent.
- Upon entry, proceed to your designated area and remain there as much as practical.
- Do not congregate with others in common areas or in labs.
- Gloves must be worn on-site.
- Eye-covering is preferred when possible and practical but not required.
- Hand-shaking and close contact is not allowed.
- Cleaning workspace and related tools, keyboards, phones, and machines is the responsibility of the user.
- It is recommended to clean workspace and related tools, keyboards, phones, machines with alcohol-based liquids before using.
- Clean hands before entering the PRB (e.g. when at home) and after leaving the PRB (i.e. when back at home)
- Working together closer than 6 ft may be necessary in some cases and requires careful consideration within the individual lab plans for handling such conditions.
- Careful consideration within individual lab plans should be given to the amount of time workers must spend together in shared areas. Strategies to limit this time to the maximum practical extent (ideally less than 30 minutes) should be employed where possible
- Careful consideration within individual lab plans should be given to minimizing occupant density which is the amount of space available in a lab divided by the number of workers present. A target value of 500 sq. ft. per person is recommended in the very early Stages of Stage 3 with a minimum allowable value of 150 sq. ft. per person after individual lab protocols are evaluated and judged adequate.

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## 6.6 Training Requirement

Completion of the OSU Covid-19 Safety course is a strict precondition to being approved for entry to PRB in Stages 2 and 3. Course is titled *"Returning to Campus Research Labs and Studios"* and is available in BuckeyeLearn.

## 6.7 Vacancy During Planned Maintenance or Unplanned Outages

During planned air system maintenance, all labs must be vacated. Maintain awareness of air flow in labs while working and vacate the lab if air flow ceases or if a fume hood alarm goes off. Check hall differential pressure gauges near lab doors to see where a room is under normal conditions as a comparison to verify abnormal conditions.

Normal facility messaging practice will continue to the extent possible but may have service interval interruptions or inconsistencies due to personnel resource limitations.

## 6.8 Visitors *(incl. Collaborators, Shared-Facility Users, Lab Equipment Repair Technicians)*

In Stage 3 and on a case-by-case basis, a certain number of visiting collaborators, shared-facility users, and lab equipment repair personnel may be allowed into the PRB.

Visitor access should be limited to the maximum practical extent and for satisfying of critical needs. Visitors must submit advance notice 1 week prior to arrival.

## 7.0 ASC Machine Shop

The ASC Machine Shop administrative reports under the Chemistry Department and details of its reopening are therefore outside the scope of this document.

It is expected that high interest will exist across many ASC departments in the resumption of activities from the machine shop and it is further noted that Physics has current, time-sensitive, and important needs that were being supported by the ASC Machine Shop prior to shut down.

Department leadership will communicate this need and interest to College leadership.

## 8.0 Shipping and Receiving

Within certain identified constraints, the University Shipping and Receiving group has remained open during the shutdown. Labs needing shipments or receiving support should work with their assigned administrative support person to develop suitable plans for such activities during Stages 1 thru 3.

There are no on-site department personnel resources specifically assigned or available for shipping and receiving so labs should be prepared to be self-sufficient to the highest practical extent.

## **9.0 Hazardous Waste Pickups**

Hazardous waste pickup services remain available but with reduced service levels.

For small quantities of materials labs should schedule pickups as they normally do and utilize the clean water room 1169M as a touchless transfer of materials. Check the room for the presence of other chemicals or pickup items before submitting your request to avoid excessive accumulations of material in this very small area.