

Biotechnology Building

General Building Operating Procedures (outside the lab)

Biotech Building policies and guidelines:

Before coming to work each day - You must complete a Daily Health Check, which will be automatically sent to you after you've been approved to enter campus, before returning to work each day (see below for details). If there are any signs of illness, you may not come to work. Please keep records of your temperature and symptoms daily.

Entering and Exiting the Biotech Building - Masks must be worn at all times except when eating or when alone in a locked room.

-The loading dock is a very high traffic area, so during normal work hours, you may only enter and exit the building through the west side ground floor doors and the first floor east side doors. Do not use the loading dock or "vending machine" doors during normal work hours.

-The outside building doors will be unlocked during normal work hours.

-The ID card access doors providing entrance into the research spaces will be locked until further notice: devise a system to keep your ID card with you at all times, so you don't get locked out.

Hallways – On floors 2-4, one-way traffic patterns are indicated by signs. In the unmarked hallways, please follow driving rule: stay to the right.

Eating in Biotech Building – Although we still encourage everyone to eat outside, as the best way to ensure your safety and those around you, eating inside the Biotechnology Building will now be allowed under the following conditions:

-Eating will be restricted to one person/room, including the X02 and X71 meeting rooms, faculty offices, and laboratory A rooms as allowed by lab policies.

-Eating is still prohibited in the lounge areas by the central stairwell.

-A time limit of 15 minutes eating time/person will be imposed until further notice.

-You must disinfect the eating area when you are done using approved methods.

-Trash is carry in, carry out. You must securely bag and seal your trash before depositing into trash bins. This is for the safety of the custodial staff.

-Spray bottles with disinfectant and paper towels will be provided in the X02 and X71 meeting rooms.

-If we find chronic violations of the eating policies, e.g., open containers or loose food items are found in the trash containers, the indoor eating policy will be rescinded.

Stairwells – The central stairwell connecting floors 2-4 is designated as "up stairway ONLY". The peripheral stairwells on the northeast and southwest ends of the building are designated as "down stairway ONLY" Please pay attention to signage!

Elevators – Avoid if possible. Currently, the service elevator is the only one functioning. If you must use it, occupancy is limited to 2 people! Avoid touching "high touch surfaces" if possible, or carry wipes with you.

Bathrooms –One person at a time, except under emergency situations. Please put a post-it note on the door indicating “OCCUPIED”, and remove it when you are finished.

Conference Rooms (e.g., 202, 271) - These rooms are closed to meetings but can be occupied by one person at a time. Be sure to disinfect on your way in and out.

Ear buds / head phones – To make this plan work, we need to be able to communicate with each other. Please limit your earbuds/headphones to one ear.

Signage – Please pay attention for signage around the building until these rules become second nature!

Enforcement

Verification – Steve Sparling will monitor door access to the research areas, and reports will be sent to faculty on a regular basis to identify individuals who are not approved to return. Steve will also walk through the building at various times to ensure we are in compliance with our reactivation plans.

If you see someone not in compliance with building policies:

- Talk to the individual – We all want the same thing: ability to return to work safely. Please feel comfortable talking directly but respectfully with other individuals if there are concerns about their compliance.
- Talk to PI or supervisor of that individual to try to resolve issue. Please feel free to talk with Steve Sparling as well.
- If you are uncomfortable talking to those individuals, talk to your PI, the MBG Chair, or member of the Research Reactivation Committee.
- University Hotline <https://audit.cornell.edu/services/ethical-%20conduct-and-compliance-hotline/>
 - Contact EthicsPoint directly by dialing toll-free 1-866-293-3077

Sanctioning:

The University, College and the Department are very serious about the importance about keeping each other safe. Offenders will lose building access or, for a more minor violation, will receive verbal or written warning the first time and will lose building access for a repeat violation.

Biotech Building Shared Space and Equipment:

Cold and Warm Rooms:

- Occupancy limited to 1 person at a time. Look through the window to ensure the room is empty, before entering.
- Be sure to disinfect on your way in and out.

Autoclaves:

- Occupancy limited to 1 person at a time. Look through the window to ensure the room is empty. We will not have a sign-up process for the autoclaves: they will be first-come, first served as per usual. Be sure to disinfect on your way in and out.
- 4th floor autoclave room; stay out of Jonn Robbin's dishwashing space.

Ice Machines:

- There will no longer be a shared scoop; please bring your own.

Institute of Biotechnology:

- Please obey the 1st floor signage and policies provided to you by the BRC for sample drop-off.

Additional Comments

The purpose of these instructions is to inform all returning workers to the Biotechnology Building of the policies and guidelines to be employed during Phase 1 reactivation following the COVID-19 shutdown.

The policies and guidelines were drafted by a combined Research and Reactivation Committee composed of members of the Department of MBG, the Biotechnology Institute, and the Division of Nutritional Sciences. Some of the policies provided here are specific to the Biotechnology Building, are intended to create a safe environment for all workers in the building, and to minimize the risk of spreading SARS-CoV-2 infection.

The policies here are meant to supplement, not supersede, any of those provided to you in the Provost's Research Reactivation Report.

We recognize that reopening of the Biotechnology Building will require compromises to the normal way of doing research. We also acknowledge that reactivation policies will evolve with the changing situations in the university, state, and nation. Thus, we hope that some of the policies provided here will be relaxed as we move from Phase 1 reactivation to other phases.

Our primary goal is to ensure the safety and health of all workers returning to the Biotechnology Building

Three guiding principles: Respect, Safety and Flexibility

Employee Mandatory Daily Health Screening Assessment

When an employee arrives at work for their scheduled shift, they are representing to their supervisor and co-workers that they are not ill/sick, are fever-free, have not had known close contact with a person diagnosed with COVID-19, and they have not been asked to self-isolate or quarantine by a public health authority or by their personal healthcare provider. Additional information can be found here:

<https://ehs.cornell.edu/campus-health-safety/occupational-health/covid-19/employee-health-protection-procedure>

All employees must complete the Daily Health Check before coming to work.

Employees are expected to ask themselves the following questions in their self-monitoring health assessment:

1. Am I experiencing any of the following symptoms, Cough, Shortness of Breath or difficulty breathing, Fever, Chills, Muscle Pain, Sore Throat, Loss of Taste or Smell
 - Or other less common symptoms including gastrointestinal symptoms like nausea, vomiting, or diarrhea.
2. Have I had close contact with an individual diagnosed with COVID -19?
 - If an employee answers “Yes” to any of these questions, it is expected the employee will notify their supervisor and then consult with their personal healthcare provider prior to returning to work.
3. Employees are expected to repeat this procedure prior to each shift until instructed by their supervisor to discontinue.
 - If an employee begins to feel ill/sick or experiences symptoms at work, they should immediately distance themselves from co-workers, contact their supervisor, leave work, and seek medical attention if necessary.

Definitions:

Close Contact means:

1. Being within approximately 6 feet, of a person with COVID-19 for a prolonged period of time (such as sitting within 6 feet of the person in a room or vehicle); or
2. Having unprotected direct contact with infectious secretions or excretions of the person with COVID-19 (e.g., being coughed on, touched a used tissues with a bare hand). [CDC: Public Health Recommendation for Community-Related Exposure.](#)