

# Biotechnology Building

## General Building Operating Procedures (outside the lab)

### 11/12/20

#### Biotech Building policies and guidelines:

An extensive resource on Cornell's COVID-19 policies can be found here: <https://covid.cornell.edu/>

**Before coming to work each day** - You must complete a Daily Check before returning to work each day (see below for details). If there are any signs of illness, you may not come to work.

**Surveillance Testing** – You must participate in the Cornell Surveillance Testing program.

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

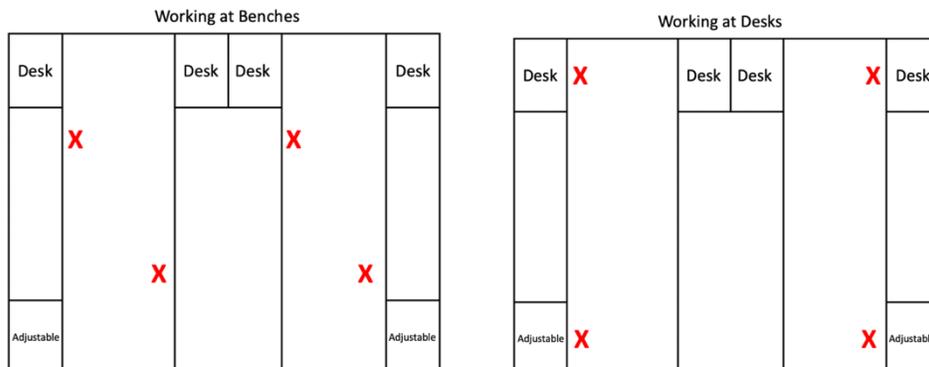
-The loading dock entrances may be used at this time. However, due to in-person courses being taught in G10, the main entrance on the west side of the building (by the revolving door) is to be used to enter only; exit the building through the other west side ground floor doors or the first floor east side doors.

-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.

**Physical Distancing** – You must adhere to the 6-foot spacing rule. When in the hallways or stairwells, please provide as much space as possible when passing others.

**Density in laboratories** – Current university policy allows for 50% pre-COVID-19 occupancy density in buildings, if 6 foot spacing can be maintained. Thus, **with the approval of the PI and in agreement with the lab members**, two people/bay will now be permitted. At no time should two people occupy adjacent desks within one lab bay. As a reminder, MBG labs have adjustable tables on the ends of certain benches, which can be used as desks. Below are two diagrams showing how to accommodate 2 people/bay while maintaining 6 foot spacing (other arrangements are possible, e.g., within one bay, one person working at a desk, while the other is at the bench).



**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.

**Elevators** – Avoid if possible. Occupancy is limited to 2 people/elevator. 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.
- For non-emergency reporting of behaviors involving student(s), organizations or employee(s) that do not promote a healthy and safe community during the pandemic caused by covid-19, use the following website: [https://cm.maxient.com/reportingform.php?CornellUniv&layout\\_id=80](https://cm.maxient.com/reportingform.php?CornellUniv&layout_id=80)

### **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.
- 4<sup>th</sup> 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 1<sup>st</sup> 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 workers in the Biotechnology Building of the policies and guidelines to be employed during COVID-19 restrictions.

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 or Cornell University.

We recognize that utilizing 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. Please stay informed of current policies.

**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 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.](#)