University of Michigan Plan For Laboratory and Studio Research Reactivation

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A. University Comprehensive Plan
   1. Guiding principles
   2. Plan for Onboarding Buildings and adding Workforce Capacity
      a. Consideration for Ramp-up Phase and Waves
      b. Principles for Choosing Building Considerations for Pilot Wave
   3. Performance metrics

B. Preparing the Laboratory Workplace and Researcher for Safer Research Work
   1. Facilities checklist
      a. Supply chain of PPE and disinfectant - timing
   2. PI Safety Plan
      a. EHS lab safety checklist
   3. Training module for return to safe lab work
   4. Return to work attestation (linked or appendix)
   5. School approval process and documentation
      a. Provide access to or upload to Mbox / Google Drive by school by building
      b. Documentation of the prioritization by school for return to research

C. U-M Re-engagement Guidelines

D. Monitoring Success of Research Engagement
   1. Policy on lab researcher testing and Contact Tracing
   2. Daily reports and aggregate weekly report
   3. Weekly communication to research community
   4. Compliance hotline

E. Culture of Safety
A. University Comprehensive Plan


1. Guiding Principles
2. Prioritization for Buildings and Waves
   a. Consideration for Ramp-up Phase and Waves
   b. Principles for Choosing Building Considerations for Pilot Wave
3. Performance Metrics
A-1. Guiding principles for ramping up laboratory and studio research:

a. The safety of the workforce and everyone associated with its return, including members of surrounding communities, is the leading priority.

b. Planning recognizes the diversity of types of research across campus is a strength and critical to our research enterprise and mission.

c. Planning recognizes that for safety and feasibility, all laboratory and studio research will not reopen at the same time and we will need a stepped approach to reopening.

d. A required component of planning will be reversibility, in case a recurrence of COVID-19 forces another contraction of research activity.

e. Laboratories, including shared facilities, must carefully prepare equipment and materials for occupancy after a long period of dormancy and may require additional time or planning.

f. Planning will be as transparent as possible, to permit individual faculty to make plans that conserve their time and effort.

g. Graduate students may not be compelled to conduct research activities on campus as a condition of assistantship or postdoctoral research associate support, while public health orders governing individual activity remain in effect.

h. OVPR administrative review of school/college/unit staging plans in concurrence with their approvals of PI safety plans will occur to ensure coordination, effectiveness and compliance in health and safety.
A-2. Comprehensive plan for onboarding buildings & adding workforce capacity

### RAMP UP PHASE

**Pilot Wave**
~May 21st

- 8 Pilot Buildings
- 6 schools
- 30% of workforce
- One Shift

- Art and Architecture Building
- Biomedical Science Research Building
- Chemistry Building
- Electrical Engineering and Computer Science Building
- G.G. Brown Building
- Life Sciences Institute Building
- North University Building
- Pharmacy Building

**Wave 2**

- 8 Pilot Buildings
- Evaluation of adding shift work

- ~20 Wave 2 Buildings all schools
- 30% of workforce
- One Shift

**Wave 3**

- 8 Pilot Buildings
- Evaluation of adding shift work

- ~20 Buildings
- Evaluation of adding shift work

- ~20 Wave 3 Buildings
- 30% of workforce
- One Shift

**Wave 4**

- 8 Pilot Buildings
- Evaluation of adding shift work

- ~20 Buildings
- Evaluation of adding shift work

- Remaining Buildings
- 30% of workforce
- One Shift

- TBD++

**Goal…Next Steps/Phase**

- Most Research Buildings Open with 80% of workforce back operating with social distancing guidelines

- Next steps/phase increase to 100% of workforce socially distanced with creative shift practices over next phase

- +++earliest is July to move from 80% to 100% social distance workforce capacity

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All buildings can only have up to 30% occupancy at any time. “Shifts” = set cohort of people / time slot = reduces # of transitions in and out of building.
A-2a. Consideration for Ramp-up Phase and Waves

- End of Ramp-up Phase will not yet be at pre-COVID research levels.

- Timing between Waves is dependent on performance metrics. Moving to next Wave is at level of building metrics, not lab or school.

- Shifts = minimum of 8 hours / time slot = 1 shift - reduces # of transitions in and out of building.

- Prefer alternate days (M, T, W then Th, F, Sat) / no buddy swap before 8 hours.
  - No Shift work in first Wave of any building.

- Workforce = socially distanced laboratory research & studio staff / headcount who cannot work remotely.

- “100% workforce” is maximum within social distance guidelines.

- Waves 3 and 4 will need additional weeks to ramp-up to 80%.

- OVPR is working with Dearborn and Flint to identify the Waves in which they may be able to ramp-up.

- All plans should consider need to revert to earlier waves depending on external community virus factors.
A-2b. Principles for Choosing Building Considerations in Pilot Wave

- During this first Wave Phase, we need to balance different disciplines and types of research spaces to identify the various challenges across our large research enterprise.

- Prioritize buildings where little work is dependent on facilities in other buildings (e.g., animal housing, core labs, etc.).

- Prioritize schools with the largest research footprint as they will need all 4 Waves to engage their large workforce.

- Identify buildings that primarily house faculty from a single school in order to minimize early miscommunication.

- Consideration of cores and vivarium issues that need to be in place for later Waves success.

- Limit to a few buildings first, given bandwidth issues for facilities staff, training for greeters, supplies, etc. and needs to ramp-up custodial workforce.
A-3. Performance Metrics to Move to Next Wave

Building level Metrics that would call for pause of building:

- Evidence of community transmission or multiple cases in one building.

Metrics that could guide us for success to advance to next Waves:

- Minimal wait times at entry points.
- Periodic spot checks across labs confirm >6 ft distance.
- Periodic spot check across labs confirms masks are being worn.
- Audit of building lab occupancy finds peak occupancy <30-40% of social distancing max capacity.
- Minimal reports of problems from DPSS, facilities personnel, faculty, staff and hotline.
- Consistent availability of disinfection supplies, PPE, gloves, sanitizer, and custodial support.

Illness that would guide Campus-wide Lab shutdown:

- If there are 3 new cases per day of COVID-19 on campus for 5 days consecutively, we return to only essential and critical research only.
B. Preparing the laboratory workplace and researcher for safer research work

1. Facilities checklist
   a. Supply chain of PPE and disinfectant - timing

2. EHS lab safety checklist

3. PI safety plan

4. Training module for return to safe lab work

5. Return to work attestation (linked)

6. School approval process and documentation
   a. Provide access to or upload to Mbox / Google Drive by school by building
   b. Documentation of the prioritization by school for return to research
In order to safely assure your building is ready for operations during your designated Wave, please complete the checklist below and return this document to UMOR (nsitek@umich.edu). Buildings operations will be given a green light after a completed checklist is on file with UMOR.

- Laboratory safety plans have been verified and approved for the researchers returning to work.
- Training modules for all lab personnel returning to work have been completed.
- MCARD Access is in place for lab personnel and critical/essential employees approved to return to work in this building. Access has been removed for all others not approved to return to work.
- Single entry point has been secured and your facilities staff and DPSS are ready to start
- Researchers returning to work have been notified of dedicated entry point and what time to enter
- Proper signage has been posted in research labs and common spaces.
- Common spaces have been modified or closed.
- Proper PPE is available for all personnel has been received from central procurement and has been distributed to the building.
- Cleaning solutions/hand sanitizer/washing stations are available to all personnel.
- Sufficient custodial staff has been confirmed with your buildings facilities team.
B-1a. Supply chain management

There are limited supplies and increased need for some critical items.

- UMOR will work with Central Procurement to obtain PPE and disinfectant sufficient through Wave 4 of Ramp-up Phase.
  - Cloth masks will be supplied to all researchers.
    - May also bring your own from home.
  - Disinfectant is currently being supplied by Pharmacy internal compounding.
    - Procurement is working to obtain further supply.
  - Hand sanitizer
    - Will be supplied centrally for the intake procedure / greeter area.
    - In labs-handwashing is sufficient - use proper protocols.
      - Handwashing link to proper procedure
B-2. EHS lab safety checklist

- Each Lab should review this checklist for safety equipment and lab restart after period of being idle:

Each PI should work with their school process to create a Lab Safety Plan that accounts for the State of Michigan COVID regulations.

Sample plans:

- Medical School
  - Laboratory Safety & Hygiene Plan for Reactivation of Wet/Bench Research Laboratories (For Reference)
- College of Engineering
  - Sample Plan
- Other schools, please contact your school leadership
B-4. Lab personnel return to work training

Faculty, Staff, Grad Students and Postdoctoral researchers are required to complete a return to safe lab work training module-

- COVID 19: Working Safely in U-M Research Areas
- Return to Work attestation will be found at the end of the training module.
  - Found on next slide

- Note that State of Michigan regulations suspend all visiting scholars and undergraduate students until further notice
  - visiting scholars definition: pending OGC final analysis
B-5. Return to Work Attestation - Found at end of training module

“By submitting the certification of completion for this training module to my school/college/unit, I acknowledge and agree to the following as a condition of my return to in-person work:

- I have read and understand all of the guidelines for returning to in-person work in a limited capacity.
- I will follow and comply with the guidelines for returning to in-person work once I am allowed to return to in-person work by my school/college/unit, which determination will be made in the context of evolving CDC and State of Michigan guidelines, regulations, and orders.
- Once I am allowed to return to in-person work, I agree to only be present in-person in the laboratory or research space to conduct work that cannot be done remotely. I further understand that all work, including routine or other office work, that does not require physical access to the equipment in the research space must continue to be done remotely.
- If I am found not to be complying with the guidelines for returning to in-person work, which include the agreements made in this certification, my authorization to perform in-person work may be revoked.
- I agree that if I test positive or have symptoms for COVID-19, I will notify Occupational Health Services Hotline (734-764-8021) immediately.
- I agree that if I test positive for or have symptoms of COVID-19, I will not report to the workplace and will notify my supervisor of my absence.
- I agree that I will cooperate with and participate in any contact tracing process used by U-M or my school/college/unit if requested.”
B-6. School process for documentation with UMOR & communication to researchers

- Safety plans of all labs
  - Shared with UMOR and EHS / provide access to or upload to Mbox / Google Drive by school by building.

- Given that all research cannot resume at once, each school has created prioritization of individual labs return to research for their discipline.
  - Each school will communicate their plan for transparent communication to all researchers in the school / unit on process for gradual ramp-up.
C. U-M Re-engagement Guidelines

Includes all components below and is found at this link:

https://research.umich.edu/covid-19/research-reengagement

- Guiding principles for ramping up laboratory and studio research
- Guidelines for entrance into any U-M laboratory building with research operations
- Guidelines for individuals returning to work
- Guidelines for preparing the workspace and operating a safe laboratory/studio
- Creating a culture and opportunity for continuous improvement of lab and health safety
D. Monitoring success of research engagement

Policy on Lab Researcher Testing and Contact Tracing - [LINK]

Daily reports and aggregate weekly report:

1. Number of people screened into building
2. Number of people positive with screening questions
3. Number of people with failed temperature check
4. Longest wait time
5. Number of lab spaces visited by EHS
6. Number of personnel not maintaining distancing requirements (>6ft)
7. Number of personnel not wearing masks
8. Examination of equipment/workstation logs note disinfection occurring 2 x / day as required by State
9. Contact tracing report out/update
10. Daily report of COVID-19 cases for research personnel to OVPR

OVPR will provide de-identified daily illness reports by building to research dean leadership and facility managers by building.

Aggregate reports will be provided to the research community (to protect privacy).
E. Culture of Safety

The health and safety of our workplace is critical. If you see or feel someone is not following appropriate guidance for maintaining a lab space, we encourage constructive feedback in the labs between personnel.

We are all beginning to work and research in a new way. There are many new regulations. If you see something that looks unsafe, such as a coworker forgetting to wear a mask or wash hands, it is appropriate to politely remind them.

If you are reminded, be thankful that your colleagues care about you and their workplace safety.

In addition, anonymous concerns can be directed to:

- **U-M compliance hotline.** [https://compliance.umich.edu/report-a-concern/](https://compliance.umich.edu/report-a-concern/)
- Or your associate dean for research or school leadership.