Marshall University Laboratory Transition Phases

Guidelines must adhere to Centers for Disease Control and Prevention (CDC) and Cabell County and the City of Huntington Business and Economic Community Transition guidelines.

General Guiding Principles

- No researcher should feel they are being compelled to work during periods of broad shelter at home orders. Any researcher who feels uncomfortable about their work situation can report anonymously any concerns that they may have to the Marshall University COVID-19 response. https://www.marshall.edu/safety/safety-issues/report-a-safety-concern/

- PI in conjunction with Chair and/or Dean must develop a plan using the attached form for each specific laboratory and must be approved by the Marshall University COVID-19 response team. A copy of the approved form for each laboratory must be kept at the specific laboratory. The respective Dean’s office and research executives should also have a copy of all forms from their College or School.

- The PI is responsible for compliance of all University COVID-19 safety requirements within their designated area.

- All individuals working in the laboratory must review the required Marshall University COVID-19 online training which includes but is not limited to:
  - Required door signage outside the door (MU Covid-19 Training Post – page 7)
  - Appropriate personal protective equipment
  - Disinfecting and cleaning the laboratory
  - COVID-19 symptoms
  - Self-isolation requirements
  - Avoid touching eyes, nose, and mouth, personal protective equipment, and disinfecting surfaces
  - Hand-washing etiquette
  - Social distancing guidelines
  - PPE
General Guiding Principles (Continued)

- All laboratory personnel must sign a waiver indicating they have completed the required training and are aware of the potential COVID-19 risks in coming back to work in the laboratory.

- Laboratory Occupancy is a function of size, shape and usage with a specific plan approved by the University for each Laboratory. Laboratories smaller than of 300 ft² should have no more than 1 person at any one time. It is recommended to utilize shifts to minimize the number of people in the laboratory as appropriate.

- Sick workers must stay at home.

- Appropriate facial coverings must be used while in the laboratory. Other personal protective equipment must be used as appropriate to the specific research being conducted. Cloth masks can be worn if N-95s are not available and are acceptable at any time when 6-foot separations are being maintained, or when encounters with less than 6 feet of separation are brief.

- Hand sanitizer stations must be available near laboratories upon leaving.

- No congregating in hallways, offices with more than two individuals, and any common areas outside laboratories unless social distancing can be maintained.

- All computers, phones or electronic devices used in the laboratory must be disinfected prior to leaving the laboratory.

- Reuse of PPE
  Refer to the CDC’s website Strategies to Optimize the Supply of PPE and Equipment

- Cloth mask reuse: The CDC recommends routinely washing cloth face coverings in a washing machine, depending on the frequency of use. When the mask is removed, fold it in half to contain the inner secretions and deposit it into a sealable plastic bag or dedicated laundry bag. Use detergent and hot water when washing cloth masks, and dry them on a hot cycle.

- Lab coats: Follow current lab protocols for appropriate BSL level work. If possible, more frequent laundering will be beneficial.

- Common or shared scientific facilities like the genomics and microscopy core areas will be restricted during phases 0-4. Any activities in common areas like flow cytometry, microscopy and genomics will need to be approved by the core facility director. Scheduling is by phone or e-mail only; no walk-ins will be permitted. This can be handled with a posted schedule or an online calendar or similar.
Marshall University Phases during COVID-19

Phase 0:
Preparatory – can be mostly accomplished off-site. The Principal Investigator (PI) or her/his designees are permitted to purchase supplies needed for re-starting research activities. Supplies should include PPE, sanitizers and disinfectants necessary to comply with research guidelines listed above and in subsequent research phases. Starting Phase 0 will require sufficient on-site university operations to reliably order and receive supplies.

Phase 1 (May 26)
Preparatory – requires on-campus activity. The PI or her/his designee working alone is permitted to work in the PI’s assigned laboratory spaces to start required cultures, re-start and/or recalibrate essential equipment, inventory research supplies, and make additional orders for the purpose of being ready to move to phase 2. Designees for this phase may include technicians, post-doctoral associates, or senior graduate students. Undergraduate students or beginning graduate students should not be assigned responsibility for Phase 1 work.

Phase 1 must also include a thorough cleaning and disinfection of laboratory spaces. In preparation for bringing additional personnel to campus, each research laboratory must post laboratory occupancy limits and safe research guidelines at each entry/exit point. In research spaces with more than one door, dedicated entry and exit points must be clearly marked. Hand sanitizer, gloves, masks, and clean lab coats must be provided near entry points. Glove, gown and mask disposal stations (or storage for lab coats and masks to be washed) and hand sanitizing stations must be established near exit points.

During Phase 1, the university will provide online training modules on the safe conduct of research during an infectious disease pandemic. Completion of the training will result in a campus-level certification, which will be required to return to research work on campus.

Any person experiencing fever, dry cough, or loss of taste or smell is restricted from returning to campus. Any person on campus showing these symptoms should be sent home by her/his supervisor.

Phase 2 (June 8)
Research Restart – requires on-campus activity, limited personnel. Experienced research personnel (i.e. those that do not require individual training on equipment or experimental techniques), who have completed the campus-wide pandemic safety training, are permitted to return to work in research laboratories.

Gloves, masks, and lab coats (except for those cases in which a lab coat is deemed to be hazardous) will be required at all times in research laboratories. As a general guideline, only one person at a time is allowed in spaces of 300 ft² or less; two or fewer people are permitted to work, while maintaining at least 6 feet of separation, in spaces of 300 to 1,000 ft²; for lab spaces larger than 1000 square feet please contact the MU EH&S Office for guidance.
All researchers must disinfect work areas, and the surfaces of equipment, before and after work. PPE must be discarded, or properly stored if to be washed, upon leaving the work area. While outside research labs, all research personnel must comply with policies and procedures in place for safe behavior on campus.

Any person experiencing fever, dry cough, or loss of taste or smell is restricted from returning to campus. Any person on campus showing these symptoms should be sent home by her/his supervisor.

**Phase 3 (June 22)**

Research Activity on Campus – relaxed personnel restrictions. Junior research personnel and research trainees are permitted to return to, or join, research teams. All guidelines in place for Phase 2 are still in force; however, personnel can work within 6 feet of each other as required for specific technical training. The use of properly-fitting N95 masks is required for personnel training within 6 feet, and the duration of the training must be no longer than 10 minutes in any hour. Laboratory PIs will be responsible for monitoring lab training and enforcing PPE and time limit requirements.

Laboratory meetings outside of research areas may be held using the policies and procedures in place for campus class meetings.

Any person experiencing fever, dry cough, or loss of taste or smell is restricted from returning to campus. Any person on campus showing these symptoms should be sent home by her/his supervisor.

**Phase 4 (July 6)**

Research Activity on Campus – relaxed training restrictions. Full research teams are permitted to work on campus. Masks and gloves are required when research and/or training requires personnel to work within 6 feet of each other. Restrictions on the time that proximity can be maintained are removed.

Signage on room capacity may be removed. Pre- and post-work disinfection, hand sanitizer stations, and disposal stations for PPE are still required.

Any person experiencing fever, dry cough, or loss of taste or smell is restricted from returning to campus. Any person on campus showing these symptoms should be sent home by her/his supervisor.

**Phase 5 (To be determined)**

Research Activity on Campus – no restrictions. Full research activity on campus is permitted. Safety procedures are determined by the hazards associated with the research. No additional policies or procedures are in place due to excess risk of infectious disease transmission.

Any person experiencing fever, dry cough, or loss of taste or smell is restricted from returning to campus. Any person on campus showing these symptoms should be sent home by her/his supervisor.

Marshall University Training and Guidance for Researchers and Research Laboratories
- Online Training with documentation of completion
- Individual waiver for working in the specific laboratory
- Guidance for Researchers on the personal protective equipment.
Marshall University COVID-19
Research Laboratory Opening Request
Please complete one form for each laboratory request.

Faculty Member’s Name: _______________________________________________________________

Date: _______________________________________________________________________________

Faculty Member’s Department: __________________________________________________________

Faculty Member’s College/School: ________________________________________________________

Faculty Member’s E-mail: __________________________________________________________________

Faculty Member’s Office Number and Phone Number: ________________________________________

Building where Laboratory is: ____________________________________________________________

Laboratory Room Number: ________________________________________________________________

Laboratory Size (ft²): ___________________________________________________________________

Number of proposed individuals in the laboratory per day (such as number of hours per person – shifts and number of hours):
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Individuals who will have access to the laboratory (only faculty, graduate students: Full Name and Marshall ID Number Required)

1. _______________________________________________________________________________

2. _______________________________________________________________________________

3. _______________________________________________________________________________

4. _______________________________________________________________________________

5. _______________________________________________________________________________

6. _______________________________________________________________________________
Description of General Laboratory Activities (such as molecular biology, analytical, chemical, biochemical, animal studies, microscopy, cell culture):

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Proposed Personal Protective Equipment to be used in the Laboratory (minimum N95 mask or appropriate facial covering, must follow Marshall University Good Laboratory Safety Practices):

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Approvals:

__________________________________   ___________________________
Faculty Member (Printed)     Faculty Member Signature/Date

__________________________________   ___________________________
Dean (Printed)        Dean Signature/Date

__________________________________   ___________________________
MU Approval Name (Printed)      MU Approval Signature/Date
MU Covid-19 Training Post

(To be displayed on the lab door.)

The following individuals will be working in this lab beginning on the date indicated below. By signing, the individual acknowledges review of the Marshall University Covid-19 training offered on Blackboard and understands their actions play a role in mitigating risk of exposure for themselves and others and will follow all of the recommendations to the best of their ability.

Room/Lab Number: ________________

<table>
<thead>
<tr>
<th>Name/Title</th>
<th>Returning work date</th>
<th>Date Completed MU Covid-19 Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>