

Campus COVID-19 Research Reconstitution

- Purpose** This document guides the actions of the CU Anschutz Medical Campus as it restarts research operations during the COVID-19 pandemic.
- Scope** This document applies to wet research laboratories and the vivarium on the CU Anschutz Medical Campus.
- Objectives** The University's objectives during research reconstitution are:
- Allow for the progressive resumption of research on the CU Anschutz Medical Campus
 - Ensure research activities are conducted in as safe a manner as possible to ensure the health and wellbeing of research personnel
- Assumptions** The following assumptions informed this document:
- Holiday building access controls remain in place. All badge activity will continue to be monitored 24 hours a day, seven days a week.
 - Those engaged in research activities are designated and registered as critical workers
 - The prioritization of which research projects to ramp up will be set at the unit/department/division level in conjunction with the COVID-19 official. Criteria to consider include whether the project addresses COVID-19, closeness to project completion, grant required deadlines, effects on contingent experiments, etc. The operationalization of prioritized projects must follow established physical distancing parameters.
 - Only work requiring a physical presence in the laboratory space/other campus resources will be conducted on campus. Research-related administrative functions will primarily continue from remote locations. All work, including writing and analysis of lab data generated, that can be done remotely, will continue to be done remotely.
 - People coming to campus should have a mask on hand in case the university cannot supply a mask. Those without masks will not be permitted entry to campus buildings. ([See mask requirements below](#)) The University may provide disposable or reusable facemasks to all personnel if supplies are available.
 - Face masks are meant to protect the larger population by reducing the amount of potentially infectious respiratory droplets in the air from asymptomatic people who may be carrying the virus. They are not intended to specifically protect the individuals wearing them from becoming ill, nor are they intended to protect researchers from hazardous research materials.
 - Employees will be identified and **invited** to return to campus by their Supervisor/ Principle Investigator in coordination with the COVID-19 official for their area.
 - Employees concerned about returning to work on campus will contact their supervisor and unit leadership

**Research
Reconstitution
Group**

The Research Reconstitution Group is chaired by the Vice Chancellor for Research and is composed of representative leadership from across the CU Anschutz Medical Campus. This group will advise and coordinate with Research Administration, Facilities, the Office of Information Technology, Environmental Health and Safety, Office of Laboratory Animal Resources, and the Police Department to ensure support services are in place for restart activities and provide input on the process overtime.

Timeline

Phase 0

Phase 1

Phase 2

Phase 3

Action
University leadership reviews and approves reconstitution of research activities
Laboratory spaces for COVID-19 research identified (OVCR) and work parameters such as sample transport protocol, physical distancing, shift work, etc. further defined via this document
Departmentally approved updates to the critical researcher and staff list will be submitted using the existing exemption request process as detailed in Vice Chancellor for Research’s March 23, 2020 communication. https://www.cuanschutz.edu/coronavirus/research-guidance/updates/additional-research-access-information All requests will be submitted 3 business days prior to the proposed restart date to ensure adequate time for the requests to be reviewed and processed. New additions to the list may be asked to submit their “COVID-19 Return to Campus” training certificate.
EHS revises campus staffing plan to support increased research activity
Facilities revises campus staffing plan to support increased research activity
OIT revises campus staffing plan to support increased research activities
OLAR begins revising campus staffing plan in anticipation of opening
Each floor/unit identifies a COVID-19 official and develop operational plan for physical distancing with research ramp up
Facilities, EHS, and researchers develop/coordinate cleaning schedule
Facilities distributes hand sanitizer stations as needed
COVID official verifies that areas confirm all sanitization supplies, PPE and protocols are available prior to re-start
Announce research reconstitution plan
EHS develops or re-implements biomedical/hazardous waste pick-up schedule
Access control points are established and tested with existing critical personnel list
Vivarium begins increased activities

Allow limited “core facility” laboratory access
Approval of physical distancing plan for each area (e.g. floor) from the COVID-19 official by research administration.
Identify resources required by researcher including supplies, Personal Protective Equipment (PPE), IT, phone, etc.
Limited laboratories initiate research for those with all needed supplies in stock and an approved COVID-19 floor plan
Adjustments are made to access control based on experience of pilot and core laboratory operational restarts
Lessons learned from research reconstitution applied to reconstitution planning for other areas
Further adaptation of plan, with increased or decreased activity and restrictions, based on the current situation and external guidance.

Return to Campus Requirements

- Employees are contacted by their supervisor and told they can return to campus in coordination with their COVID-19 official
- Before returning to work employees must complete the online training entitled “COVID-19 Return To Campus” which can be accessed via Skillsoft in the University portal. Completion of the training will be verified electronically.

Building Entry Requirements

- Buildings will remain in Holiday access mode. All badge activity will continue to be monitored 24 hours a day, seven days a week.
- All employees will have and display their CU Anschutz identification cards at all times
- Employees will wear a face mask at all times they are on campus ([See below for face mask requirements](#)). Research building access will be dictated by the current situation related to COVID-19 and external guidance. Access requirements will span a continuum:
 1. Normal (typical, pre-COVID building configuration during work days) Includes self-wellness checks
 2. Holiday access mode (H) (our current configuration 4/20/20) Includes self-wellness checks
 3. H with self-wellness checks at home (i.e. a daily log-in portal)
 4. H with on-going staffed access control & wellness check
 5. H with specified shift times, staffed access control & wellness checks
- Employees who meet the building entry requirements will be given a “wrist band of the day” which will allow them to re-enter the building if they should leave the building for meals, breaks, etc. Employees who cannot present their wrist band of the day will be required to repeat the screening process.

Note: Those staffing entry points will be provided with PPE appropriate to this task

Note: Whichever access option is in effect will be the minimum requirement. Schools and departments may choose to enact more restrictive entry requirements for their areas.

Vendors and Service Personnel

Vendor and service representatives are essential to maintain and repair the equipment upon which research depends. Vendor and service personnel will be permitted entry into campus research buildings provided they comply with the following measures:

School of Medicine

- School of Medicine labs need to follow the process outlined at: <https://som.ucdenver.edu/COVID-19/Facilities> for bringing in a vendor or service provider.

University

- Vendor and service companies must submit their COVID-19 plans to the Office of the Vice Chancellor for Research (OVCRprojects@cuanschutz.edu) prior to coming to campus
- Acquire or renew a campus access badge (if regularly on campus)
- Display their campus identification card at all times (if applicable)
- Wear a mask at all times
- Comply with all access control procedures which are in place at the time of their visit
- Vendors and service personnel without a campus access badge will be escorted at all times. Escorts will follow appropriate physical distancing protocols.

It is recommended that personnel requesting or coordinating a vendor or service visit provide advance notification about the building access requirements.

Note: If the QR code health survey is in effect, vendor and service representatives who complete the survey via their smart phone should select the department hosting the visit as their department. If they do not wish to complete the survey via QR code, they must complete a manual survey form.

Face Mask Requirements

- Employees working on campus will wear a face mask at all times
- Employees may utilize improvised face masks constructed in accordance with CDC guidance. The University may provide disposable or reusable facemasks to all personnel if supplies are available.
- Any decorations on the materials used to make the face masks will comply with the dress code standards regarding logos and appropriate work content established for other forms of dress and/or uniform standards

Note: Instructions for assembling an improvised face mask can be found at:

<https://www.youtube.com/watch?v=tPx1yqvJgf4> or <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

- The University will provide medical or N95 masks to researchers performing critical tasks and procedures for which these PPE items have historically been used in past research practice.
- Employees will regularly clean and maintain their cloth face masks
- Face masks will only be removed when manufactured Personal Protective Equipment (PPE) is required to be worn in its place for specific operational requirements
- If an employee discovers a conflict between this requirement and operational requirements, they will not begin, or will cease that operation and contact their Principle Investigator and/or Supervisor. The Principle Investigator/Supervisor will consult with Environmental Health and Safety for alternative measures before resuming that operation. (Industrial.Hygiene@ucdenver.edu)

Vivarium

In addition to the above requirements, the following steps must be taken for research in the vivarium.

- People entering the vivarium are required to follow the mask requirement established for general entry to the campus
- Surgical masks will be worn for survival surgery and all other protocols for which we have used these historically, consistent with past practice.
- Standard PPE (gown, hair bonnet, gloves for procedures) is required when entering the vivarium.

Vendors and Service Personnel

Vendors and service personnel will comply with the face mask requirements outlined above for the respective areas of their visit. Vendors and service personnel will provide their own face mask. It is recommended that University personnel requesting or coordinating a vendor or service visit provide advance notification about the face mask requirements.

Physical Distancing / Safety Requirements

All employees working on campus should, at a minimum, engage in the physical distancing and safety measures listed below. Individual floors/units will determine the best ways to educate their employees about these requirements in addition to the return to campus training. Employees who do not follow these requirements will be referred to their supervisor for remedial training and reinforcement of these requirements. If a specific unit/floor is found to be out of compliance, that area may again be closed to activity.

A COVID-19 official will be designated on each floor to ensure the combined activities of the research units on the floor do not violate the physical distancing and safety requirements listed below. The COVID-19 official may appoint one or more COVID-19 coordinators to assist them with implementation of their responsibilities. Additionally, the COVID-19 official will determine if break rooms, conference rooms etc. will be available for use and if so the number of people permitted in each large space. The COVID-19 official will submit these space designations to research administration for review and approval, prior to any increased research activity in their area. Upon approval, the COVID-19 official will create and post appropriate signage for

each space noting its status and the maximum number of people allowed to use the space and maintain adherence.

Individual laboratories will determine shift lengths and schedules of their personnel with goal of minimizing the number of people in any one room at a time. Labs are encouraged to stagger staffing and take other steps needed to have as few people in the lab as possible. Each laboratory will develop occupancy maps of their work areas that detail how many people can occupy each room or work area based on the assumption that each worker requires 120 square feet of active working space to maintain physical distancing protocols. [See example below](#). These schedules and maps will be reviewed and approved by their designated COVID-19 official and research administration prior to implementation.

- **All work that can be done remotely is required to be done remotely until further notice**
- Work space population calculations will be based on 120 square feet per person for researchers actively working in a lab or shop area.
- Maintain at least 6 feet between themselves and other individuals at all times
- Do not loiter or congregate in public areas, hallways, work areas, etc.
- Employees should carefully inspect all equipment and work areas for potential safety concerns prior to beginning work
- Clean their work areas, including high touch areas, prior to beginning their work shift and at the end of their work shift
- Clean the high touch areas of shared equipment before and after use

Note: Guidance for cleaning of laboratory spaces and equipment can be found at: <https://www.cuanschutz.edu/coronavirus/research-guidance>

- Wash their hands frequently in accordance with CDC recommendations
- Follow posted building specific elevator occupancy limitations
- Take meal breaks alone in rooms designated by the COVID-19 official in accordance with the established occupancy number for that room. Employees should clean the portions of the break area they use before and after eating. Employees who choose to leave the building for meals or breaks will be required to demonstrate they have completed the daily health screening via their sticker of the day. Those who cannot demonstrate this will be required to be screened for re-entry. (See [Building Entry Requirements](#) above)
- Laboratory and departmental meetings will be conducted by virtual means such as Zoom whenever possible. If the meeting must be conducted in person, the participants will number 10 or fewer and must maintain masking and physical distancing standards. Such in person meetings will require approval of the COVID-19 official and have strong justification.

Vivarium

In addition to the above requirements, the following steps should be taken for research in the vivarium.

- No more than two people in any common area including elevator lobbies, locker/rest rooms, garbing/degarbing area

- Must schedule through EMS work time in the vivarium to limit the number of people in procedure and housing rooms. In general, no more than two people in large housing or procedure rooms and one person in small housing and procedure rooms.
- Limited (less than 5 min) time for one additional person to be in a space that is not on the schedule to retrieve animals or supplies to take to a scheduled area.

Vendors and Service Personnel

Vendors and service personnel will comply with physical distancing and safety measures outlined above that pertain to the area of their visit. It is recommended that University personnel requesting or coordinating a vendor or service visit provide advance notification about the physical distancing and safety measures currently in place.

Personnel Movement Discipline

In an effort to limit areas needing sanitization should an employee become ill with COVID-19, all employees shall limit their movement in their work buildings the following ways:

- Follow building specific signs, posters etc. which direct movement to entry and exit points to minimize interpersonal contact
- Take the most direct route from the point of entry to their work location
- Stay within their assigned work location except to perform essential functions identified by the COVID-19 official
- Utilize the restroom facility closest to their work location whenever feasible
- When retrieving supplies or equipment employees will make every possible effort to minimize trips while safely transporting needed supplies using dollies, carts, etc. The employee will clean transportation aids immediately once they are finished using them.

Note: Guidance for cleaning of laboratory spaces and equipment can be found at: <https://www.cuanschutz.edu/coronavirus/research-guidance>

Vivarium

In addition to the above requirements, the following steps must be taken for research in the vivarium.

- Researchers are strongly encouraged to keep entries to the vivarium at a minimum and to take advantage of non-peak times such as evenings and weekends
- **Researchers will use the EMS room scheduling system to schedule both the use of housing and procedure rooms** in blocks of no more than 2 hours. The vivarium administrator will take steps to ensure equal access and must approve of exceptions to the two-hour time limit.
- Labs should schedule so that only one person per lab enters at a time. If more than one person, then each individual must be on the schedule.
- Researchers are strongly encouraged to use the breeding core to re-establish their animal numbers or designate one person who will be responsible for managing their breeding program. This will minimize the number of personnel in the vivarium.

- Human and animal health and welfare are a priority. Time will be blocked in the EMS scheduling system for OLAR staff to complete their daily activities and allow them to maintain physical distancing.

Vendors and Service Personnel

Vendors and service personnel will follow the personal movement strategies outlined above that are pertinent to the area of their visit. It is recommended that University personnel requesting or coordinating a vendor or service visit provide advance notification about the best route to the lab from the designated point of entry.

Illness Reporting

If an employee becomes symptomatic they will take the following steps:

1. Report their symptoms/illness to their supervisor/Principal Investigator
2. After notifying their supervisor/Principal Investigator seek medical care by telephone or by calling 911 if a medical emergency
3. Do **NOT** come to campus under any circumstances
4. Submit a self-report to Human Resources using the online questionnaire: (https://ucdenverdata.formstack.com/forms/covid_form_copy)
5. If the employee tests positive for COVID-19 they shall report this to their supervisor and complete a second on-line questionnaire form to update their status: (https://ucdenverdata.formstack.com/forms/covid_form_copy)
6. Do **NOT** return to campus until cleared to do so by a medical provider or occupational health

If an employee develops any of the following symptoms while on campus they will leave campus immediately and notify their supervisor/Principal Investigator:

- Fever
- Cough
- Shortness of breath
- Sore throat
- Headache
- Muscle pain
- Chills
- Repeated shaking with chills
- New loss of taste or smell

The employee's supervisor will take the following steps upon being notified of the employee's illness:

1. If the employee is on campus, direct them to immediately leave the facility
2. Instruct the employee to seek medical care
3. Confirm with the employee areas in the building beyond their work area they may have frequented within the last 48 hours
4. Emphasize the employee is not to come to campus until they are cleared to do so
5. Contact occupational health (cody.coburn@cuanschutz.edu) to notify them of the illness and the locations in the building frequented by the employee

6. If the employee reports a positive COVID-19 test result, immediately report this information to Occupational Health.

If an employee believes they were exposed to a COVID-19 positive person at work or at home they should take the following steps:

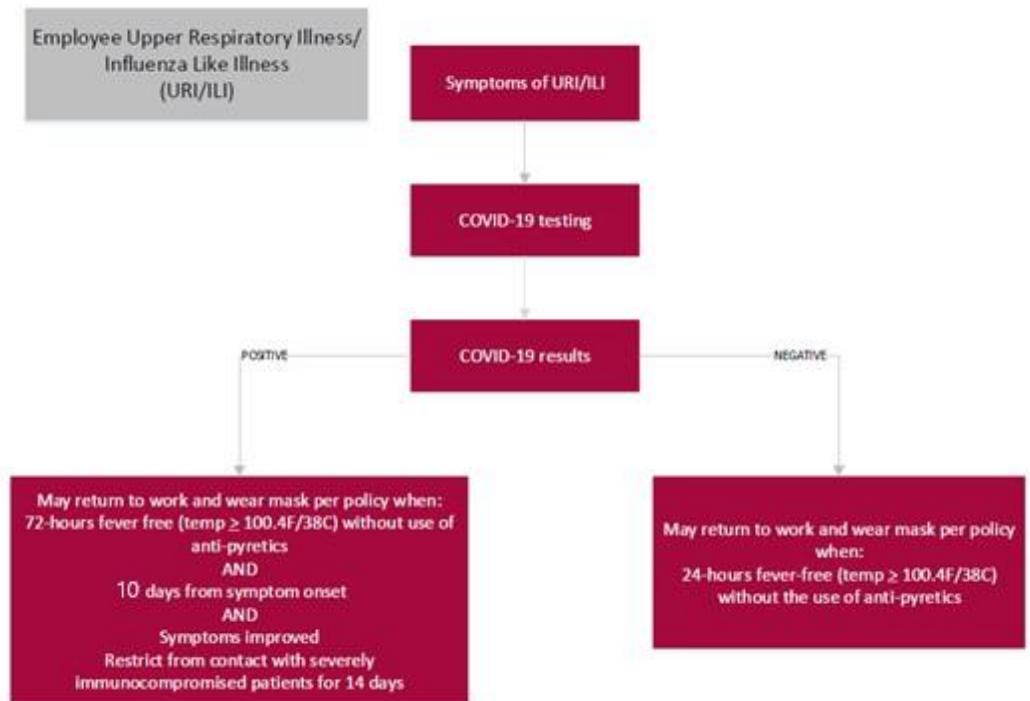
1. Report their exposure to their supervisor
2. Do **NOT** come to campus under any circumstances
3. Submit a self-report to Human Resources using the online questionnaire: (https://ucdenverdata.formstack.com/forms/covid_form_copy)

The employee’s supervisor will take the following steps upon being notified of the person’s exposure:

1. Instruct the employee **NOT** to report to campus until cleared to do so by their medical provider or occupational health.
2. Confirm with the employee areas in the building beyond their work area they may have frequented within the last 48 hours
3. Contact occupational health (cody.coburn@cuanschutz.edu) to notify them of the illness and the locations in the building frequented by the student, resident, faculty, or staff member

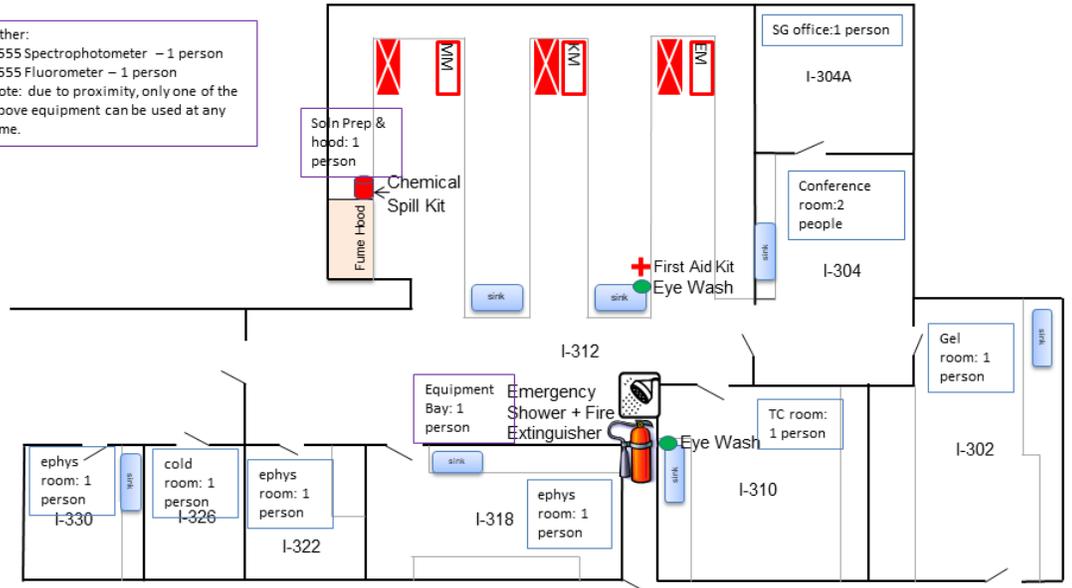
Occupational Health will follow-up with employees who test positive, (or believe they have been exposed to a COVID-19 positive person) provide appropriate guidance, and investigate to determine others who may be at risk. Multiple cases in a single location will be investigated to determine systemic issues.

Once an employee meets the following criteria they may return to campus (masks will be provided by the University):



**Occupancy
Map Example**

Other:
K555 Spectrophotometer – 1 person
K555 Fluorometer – 1 person
Note: due to proximity, only one of the
above equipment can be used at any
time.



References

Colorado Department of Public Health and Environment, Public Health Order 20-28 Safer At Home

Colorado Executive Order D 2020 39 “Ordering Workers in Critical Businesses and Critical Government Functions to Wear Non-Medical Face Coverings”