



**'Return to Campus' Plan for the
University of Maryland Center for Environmental Science
June 1, 2020**

**Graduate Education and
Phased Reactivation of Research**

The [University of Maryland Center for Environmental Science](#) (UMCES) is a leading research and educational institution working to understand and manage the world's resources, particularly the Chesapeake Bay. From a network of laboratories and sites located across the state, our scientists provide sound advice to help state and national leaders manage the environment and prepare future scientists to meet the global challenges of the 21st century.

The health and welfare of the UMCES community remains an institutional priority. As with all safety issues at UMCES, ensuring safety is everyone's responsibility. If anyone sees a potential flaw or better and more efficient ways of managing the potential spread of the coronavirus, please contact your supervisor or Facilities Manager.

The plans for UMCES' *Return to Campus* may change quickly based on a number of factors including: changes in health-related laws or regulations by federal, state, and/or local governments; health monitoring methods and guidelines; infection rates of coronavirus within Maryland or specific regions of the state; large-scale availability of accurate coronavirus testing; availability of personal protective equipment; advancements in contact tracing; validated anti-body testing and vaccine availability.

The UMCES *Committee on the Return to Campus During Coronavirus* will remain active and are prepared to convene at short notice as the conditions evolve, protocols change and technologies emerge that can enhance the safety of personnel while facilitating a phased reactivation of laboratory and field activities. Should significant changes to the UMCES plan occur, the community will be notified soon thereafter.

UMCES Graduate Education

UMCES graduate education, primarily exercised through the System-wide MEES program, began its transition to the online environment over 25 years ago. UMCES was one of the original pioneers of the USM Interactive Video System (IVN), which allowed synchronous delivery of lectures from individual UMCES laboratories throughout the USM. Online Learning Management Systems were also adopted, starting with web pages maintained on local servers. Through the years as technology has advanced and evolved, UMCES online instruction has adapted to take advantage of new hardware and software platforms.

UMCES remains committed to expanding and enhancing the student learning experience and will continue to provide online instruction in the Fall of 2020. Graduate students working on laboratory and field research will follow the guidelines set forth in the phased reactivation of research activities.

New graduate students will be admitted in Fall 2020. Some students may start their graduate experience through telework depending on the level of community spread of the coronavirus in the state or country they are coming from as well as the nature of their research and education plans for the Fall 2020 developed with their major adviser. However, all laboratory or field activities will be governed by the rules established within this plan. UMCES will not allow new visiting graduate students or scholars to reside at any of its locations during this phased plan.

UMCES Administration

UMCES administration continues to function effectively and efficiently under a combination of telework and essential designated personnel being on site as necessary for some approved duties. There are no new changes in administrative management proposed at the current time.

UMCES Research Reactivation

In April, UMCES formed an UMCES Committee on the Return to Campus During Coronavirus (Committee) comprising faculty, faculty research assistants, graduate students, facility staff and administrators to develop criteria and protocols to plan and implement a phased reactivation of research ([Appendix I](#)) and will continue to provide guidance over the coming months. This general plan for phased reactivation of research applies to all the UMCES facilities. Owing to the unique infrastructure and types of research at the four UMCES research facilities ([Appalachian Laboratory](#), [Chesapeake Biological Laboratory](#), [Horn Point Laboratory](#), and the [Institute of Marine and Environmental Technology](#)) and two other units ([Integration and Application Network](#) and [Maryland Sea Grant](#)) each will develop their own specific plan for phased reactivation of research within this institutional framework which also complies with the overall USM guidelines. The four Laboratory plans are part of this document and will be updated by the Unit leadership, UMCES' Coronavirus Coordinator, and Committee as necessary. Maryland Sea Grant and the Integration and Application Network will continue teleworking until UMCES moves into Phase 2 and then develop plans accordingly.

Proposed Phasing of UMCES Research:

Phase 0 - UMCES is engaged in Phase 0 of our reactivation plan which involves preparation for the resumption of limited research activities at the UMCES locations. In Phase 0, a PI may designate to the cognizant Laboratory Director one person per faculty to be allowed to return to the PI's lab, on a written schedule and approval by the Laboratory Director. No new research activities are authorized. The designated person may check the PI's laboratory for personal protective equipment, check instruments, take an inventory and order supplies that will be needed during Phase 1, and consider how social distancing can best be achieved within that space, including posting appropriate signage.

Phase 1 - Phase 1 envisions limited research restarting with significant restrictions to allow social distancing, physical barriers, health screening, enhanced cleaning and monitoring the activities of personnel on our campuses. See subsequent sections of this document: ***Broad Guidelines for Reactivation of UMCES Critical Research; and Implementation of Phased UMCES Research*** for restrictions and protocols. We anticipate entering Phase 1 in June, 2020.

Phase 2 - As community conditions continue to improve, UMCES will move to Phase 2. The details of Phase 2 will be developed based on the experience and lessons learned conducting research during Phase 1 and the prevailing pandemic status.

Phase 3 - As community conditions continue to improve, UMCES may develop a Phase 3. If so, details of Phase 3 will be developed based on the experiences while in prior phases and the prevailing pandemic status.

Broad Guidelines for Reactivation of Research Under Phase 1:

1. Only laboratory, office and field research, as agreed by Faculty and their Laboratory Director, shall be allowed to be undertaken. Faculty must submit a detailed research plan which includes information on research activities, locations, days, times, safety and cleaning protocols ([Appendix II](#)). Only UMCES employees will be allowed to perform critical laboratory and field research. Failure to follow these standard procedures will result in revocation of research privileges. Approved research plans will be submitted to the UMCES coronavirus response coordinator.
2. All UMCES employees conducting restricted laboratory and field measurements shall review the following Center for Disease Control and Prevention website to ensure they can recognize the symptoms associated with COVID-19.
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
3. Social distancing, use of masks, and the best hygiene procedures must be applied when in the presence of colleagues or in common areas (hallways, bathrooms, shared laboratory space).
4. UMCES personnel (faculty, staff, graduate students, and currently approved visiting scholars) returning to Maryland from outside of the region (MD, DC, VA, DE, PA, WV) should self-quarantine for 14 days before conducting research at or entering UMCES facilities. No new visiting researchers, with the exclusion of new graduate students, should be invited to UMCES facilities until further notice.
5. To ensure social distancing while travelling to field sites, individual vehicles should be used whenever possible.
6. Enhanced cleaning – shared and high-contact areas will be cleaned by maintenance personnel or cleaning contractors; laboratory, vehicle and boat surfaces in contact with researchers will be cleaned by scientists before/after their work as described in [Appendix III](#) and in their approved research plan [Appendix II](#).
7. Laboratories will use the UMCES forms to track who is using various offices, laboratories and general facilities and when. This tracking system may change as technologies are evaluated and introduced to USM institutions.

These limited research activities would only be conducted under maximum safety precautions with the understanding that any research work at the laboratory or the field on their free volition and participation will not be required by their supervisor.

8. If UMCES students, staff and faculty do not feel safe returning to work or cannot return to work because of family obligations (such as child or elder care) or are at a higher risk of developing a severe case of COVID-19, they should contact Lisa Ross, Director of UMCES Human Resources.

9. Those not requesting special exemptions to return to work in UMCES laboratories, offices or to conduct field work will telework until further notice

Implementation of Phase 1 Research:

1. Faculty shall submit for their lab groups (faculty, graduate students, post-docs, existing visiting scholars and FRAs) a request to their Laboratory Director specifying what is to be done/where/when/how long; to establish if research is critical and can be conducted using social distancing and hygiene requirements ([Appendix II](#)).
2. UMCES Laboratories will develop plans for repeated cleaning of common areas, entrance/exits by maintenance staff while researchers will be responsible for cleaning their laboratories and field equipment as described in [Appendix III](#).
3. UMCES Laboratories will develop staged scheduling for shared lab space, ensuring that the safe capacity of a building is not exceeded (Google Calendar/sign-up sheets).
4. Laboratories will put up the appropriate signage for health and safety procedures (<https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>)
5. The UMCES Laboratories will use a common form and record all employee visits to campus including the days, times, lab, office, common areas, field equipment and boats/car used. The Laboratories will also record all vendor and contractor visits.
6. In the event that an UMCES employee tests positive for coronavirus, they will be required to self-isolate immediately and notify the Director of Human Resources, Lisa Ross. UMCES will assist in identifying contacts as requested by state or local health authorities. Any building on campus occupied by the infected person will be subject to advanced cleaning and/or immediate closure. The UMCES community will be notified.

Required for all UMCES researchers and staff during the COVID-19 recovery period:

UMCES is committed to a collegial and safe working environment. The success of this phased return to campus is dependent on everyone taking responsibility for their own safety and for those around them. This is an integral part of the UMCES culture but now is the time to be extra vigilant. The coronavirus pandemic remains a rapidly evolving situation and these rules are subject to change at any time based on the effectiveness of the measures as well as updated guidance from USM, State of Maryland, or CDC.

- Minimize time spent at your UMCES Laboratory, completing only research activities that have been approved by the Laboratory Director.
- Before going in the field or to an UMCES Laboratory self-check for symptoms, including taking your temperature for fever, cough, loss of sense of smell/taste and shortness of breath. If you have any of these symptoms or a fever of 100.4 degrees or higher, stay home and notify your supervisor.
- Notify your supervisor and go home immediately if symptoms arise during the workday.

- Notify your supervisor and follow CDC recommended precautions if there is someone at your home who tests positive for the coronavirus, or if you have other potential exposure to the coronavirus. Do **not** enter an UMCES facility during this period of time without consultation with a health professional and the Laboratory Director.
- Comply with any health screenings recommended by the CDC, State of Maryland, USM, and UMCES.
- Keep a daily record of individuals with whom you have been in contact.
- Avoid close contact, staying at least six feet away from others both indoors and outdoors; with only one person present for prolonged periods in a room if at all possible; and, avoid working downwind of others when outdoors.
- Maintain your personal hygiene by washing hands for at least 20 seconds; using hand sanitizer; covering your coughs and sneezes; avoiding touching your eyes, nose, and mouth; and other best practices.
- Follow instructions on cleaning checklists, use the provided disinfectants, and record cleaning activities on logs in your lab (Google Docs or log).
- Wipe down all surfaces touched in vehicles and boats before and after you use them.
- Wear your face mask when you are around others or in spaces used by others.
- Wear your gloves when possible and safe.
- Avoid sharing offices, equipment, and vehicles and use only those assigned.
- No gathering in groups, including during lunch and breaks.
- Use only the assigned bathrooms and indoor spaces.
- Academic and business meetings are not allowed on campuses until further notice.
- Continue to use best practices when alone in the field or at a Laboratory, by ensuring that a colleague knows when and where you are going and your expected return.
- Direct requests for permission to conduct field or lab research to the Laboratory Director at least one week in advance and use only the assigned bathrooms and indoor spaces.

Thank you for keeping our community safe and your commitment in helping the UMCES research enterprise begin its rebound. Failure to follow these standard procedures may result in revocation of research privileges

Appendix I: UMCES Committee on the Return to Campus During Coronavirus

Dr. Michael Roman, Chair
Director, Horn Point Laboratory

Stephanie Alexander
Senior Faculty Research Assistant, Horn Point Laboratory

Jerry Frank
Senior Faculty Research Assistant, Chesapeake Biological Laboratory

Christina Goethel
Chair, Graduate Student Council, Chesapeake Biological Laboratory

Dr. Michael Gonsior
Associate Professor, Chesapeake Biological Laboratory

Stacy Hutchinson
Associate Director for Administration, Chesapeake Biological Laboratory

Jeff Miley
Facilities Manager, Horn Point Laboratory

Dr. Fredrika Moser
Director, Maryland Sea Grant

Dr. Dave Nelson
Associate Professor, Appalachian Laboratory

Dr. Cindy Palinkas
Associate Professor, Horn Point Laboratory

Dr. Al Place
Professor, Institute of Marine and Environmental Technology

Megan Ross
Graduate Student, Horn Point Laboratory

Daniela Tizabi
Graduate Student, Institute of Marine and Environmental Technology

Dr. Mike Wilberg
Chair, Faculty Senate; Professor, Chesapeake Biological Laboratory

Appendix II: Request to Conduct Critical Research During the Phased Reactivation Period

During Phase 1, the following form must be used by all Faculty and Analytical Service Facility Managers who wish to resume laboratory and field research.

- The lead faculty member is responsible for submitting this form to the Laboratory Director for anyone who works within their lab (students, FRA's, post-docs, etc).
- Use one form for each project requested
- Please allow 1 week for review by the Laboratory Director in advance of reactivating research activities.

1) Name:

2) Description of Research:

3) Staff involved:

Name	Confirmation that staff have been given option not to conduct work

4) UMCES Facilities to be used:

Location/ Vessel/ Vehicle	Day	Time

5) Details of personnel protection gear and social distancing practices.

6) Cleaning practices to be employed to ensure safety.

7) Provide a description of expected contact with other individuals, either within UMCES or with other collaborators or the public. If some sort of contact is expected, give an explanation of how social distancing will be achieved

Appendix III: Standard Operating Procedures (SOP) for Enhanced Cleaning and Sanitizing

Overview

The goal and intent of the facilities department is to establish and execute a plan of enhanced cleaning and sanitizing in response to the coronavirus pandemic.

Purpose and Scope

The purpose of this SOP is to summarize the procedures for effective cleaning and sanitizing to provide for resuming phased reactivation of research operations. This SOP outlines the responsibilities of the facilities staff during implementation of enhanced cleaning and sanitizing operations. The scope of this document may not include every aspect of the process. However, it will highlight the basic tasks.

Prerequisites

Training will be provided by the maintenance supervisor in the proper use of materials, methods and PPE required to perform these procedures.

Responsibilities

All Facilities staff performing cleaning and sanitizing are responsible for executing the procedures contained in this SOP. The facilities manager and maintenance supervisor are responsible for ensuring all staff have received the needed training and provided with the proper PPE. The facilities manager and maintenance supervisor are also responsible for reviewing this SOP and updating procedures as needed.

Procedures for Facilities Staff

Identify high touch surfaces by building, and by space in the general areas (excludes internal laboratories & offices which are the responsibility of the faculty and research team.) i.e.; Doorknobs, handles, tables, light switches, toilets, faucets, sinks, stall doors, trash cans and keyboards.

All cleaning, as identified on the building checklist is to be completed every day. Turn completed checklists in to the Facilities Manager each day.

Sign off with date/time/name following cleaning of each area on posted document in common areas of each building (restrooms, classrooms, conference rooms). Use your own pen (carry one with you at all times)

Clean high touch surfaces with soap and water prior to sanitizing.

Sanitize the surface with appropriate solution of either diluted bleach, diluted alcohol or other EPA approved disinfectant. Leave solution on the surface for 1 minute before wiping dry with a clean microfiber towel or disposable wipe.

Diluted bleach solution= ⅓ cup bleach to 1 gallon of water.

Alcohol solution= solution of at least 70% alcohol

DO NOT MIX CLEANING OR SANITIZING CHEMICALS

Mop bathroom floors with peroxide cleaner solution dispensed from the BISM dispenser.

Mop all other hard floor surfaces with neutral cleaner from the BISM dispenser.

Clean soft surfaces such as chairs and carpet with appropriate cleaner for that surface.

Launder cleaning towels daily. Wear disposable gloves when handling cleaning towels, do not shake dirty laundry items and wash in hot water and bleach. Spray laundry hampers with Lysol daily.

Personal Safety and PPE

Wash hands both prior to and after cleaning procedures.

Wear disposable gloves at all times during cleaning operations and change gloves following cleaning of each area,

Wear eye protection when spraying bleach and alcohol solutions.

Offices & Laboratories

Offices and Laboratories will be maintained by the individual/lab employees including removal of trash. Facilities employees should **NOT** enter individual offices or labs. Only common areas in buildings will be sanitized by Facilities Staff. ***Lab personnel should follow the similar cleaning procedures should they have more than one person who works within the same space.***

Common Use Lab Spaces and Equipment

Common use Laboratories and Scientific Equipment will be cleaned by the user before and after each use.

References

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Appendix IV: Return to Campus Plan

Appalachian Laboratory

This plan for the phased reactivation of field and lab research of the UMCES Appalachian Laboratory (AL) ensures a careful reactivation while safeguarding the safety of our students, staff, faculty, families and the wider community. A statement of cooperation with Frostburg State University is appended at the end of this document.

Graduate Education

MEES Courses taught by UMCES faculty will continue to be taught on-line for the Fall 2020 Semester. (See the UMCES Plan for additional details). Committee meetings for graduate students will continue to be held virtually. Individual meetings between faculty and students should continue to be virtual.

Essential Preparation

Our building has been largely unoccupied since March 13, 2020 with the exception of essential personnel. Daily inspections and routine maintenance have continued to take place. We have and will continue to regularly wipe down all high touch common areas used by essential personnel. There would be little preparation necessary to begin Phase 0 and Phase 1.

Phase 0: Planning for Phase 1

See the UMCES Plan for additional details. UMCES is currently engaged in Phase 0 of its reactivation plan which involves preparation for the resumption of limited research activities at AL. In Phase 0, each of AL's 13 PI's may designate to the Laboratory Director one person per lab to be allowed to return to their lab to ensure adequate personal protective equipment, check instruments, take an inventory and order supplies that will be needed for Phase 1. Katie Kline, our safety officer and lab manager was assigned essential personnel status and has kept the water chemistry laboratory rooms in good order. The only other two relevant laboratory rooms where Phase I research will likely occur are the genomics and stable isotope laboratories, and the responsible faculty member has already indicated that he does not need access to those rooms now and that he is ready to begin work there once we move into phase I. If other needs arise during phase 0, they will be governed by the UMCES plan.

Signage required by the UMCES plan will be put up throughout the building during this phase.

Phase 1: Limited access to research facilities

See the UMCES Plan for additional details. This phase is intended to reinstate critical research where it can be done with appropriate safety precautions. In this phase, we will reopen the greenhouse and principal research labs only: Water Chemistry – 316, 336 and 337), CASIF (232), Genomics (324) and associated supporting rooms (clean room, field hydrology, gas lab, soil and plant labs). Those who have been granted access should remain in the building only when tasks required presence on site and should still continue to do tasks like data analysis and writing at home.

All staff who have permission to enter the building may do so only when free of illness symptoms, as outlined in detail in the UMCES plan.

Permission to begin activities in these laboratories will be granted by the Director, following review of a submitted form, as described in [Appendix II](#) of the UMCES plan.

All non-essential admin staff, IT staff, students, FRAs, ARSs, visiting scholars, DNR and NPS tenants, and faculty not directly involved in laboratory or field research will continue to telework. Swipe key /fob access will remain off for any individual not requiring access to these research labs.

All staff have the option of continuing to telework to ensure their own personal health or to care for family. No-one will be required to return to work.

The facilities manager, with assistance from other essential staff when needed, will clean all common use areas in the facility from 7 a.m. – 9 a.m. This will include bathrooms, doors, hallways and other common areas. Laboratory areas will not be cleaned – it is the responsibility of the research staff to wipe down common areas in laboratory rooms with disinfecting products provided by AL as well as their own personal spaces.

The building will open at 9 am and remain open until 10 pm to facilitate staggering of occupants in the building.

All building occupants will be required to wear face masks unless these pose a safety risk. Each lab member will be provided 2 face masks upon return to work, although they may continue to use their own personal masks if they wish. The front entrance will be used as a point of entry and the side doors will be a point of exit. Both entry and exit will be allowed through the loading dock door. Hand sanitizer will be placed at entry and exit doors and should be used prior to touching any doorknobs or other high touch items and when exiting the building.

Social distancing will be maintained at all times. There will be no gathering in common areas for meetings or lunches. No shared coffee pots will be permitted. Staff with permission to work in the building must receive permission from the facilities manager to bring in approved electric appliances such as coffee or tea pots. A limited number of microwaves will be made available in open common spaces, and the users will be responsible for wiping down those surfaces before and after use. There will be no common-use refrigerators to store food, so staff should bring personal thermos boxes if they need to keep food cool temporarily.

There should be no meetings in private offices. Group meetings will be discouraged, but should they be essential, there will be strict limits on capacity in each room, which will be managed through a google form sign up procedure. Individuals will also be required to document times of arrival and departure, what other rooms they have entered, and any other staff with whom they may have encountered in a room.

Limited field work may be approved if social distancing and personal safety can be maintained. All vehicle interiors will be wiped down between uses. Business staff will coordinate transfers of vehicle folders and keys in a manner that minimizes personal contact. Travel must comply with any present or future restrictions put in place by UMCES, USM, or the Governor.

Orders and deliveries will recommence. Contactless delivery methods will be implemented with items (including samples) being left in the vestibule or on the dock.

Phases 2 and 3 will be developed as UMCES develops its plans accordingly

Cooperation with Frostburg State University

The following agreement has been reached between AL and FSU:

The University of Maryland Center for Environmental Science's ("UMCES") Appalachian Laboratory (AL) sits adjacent to FSU's campus. As such, FSU and AL have been encouraged by the Regents to coordinate their Fall 2020 Reactivation plans which are to be submitted to the USM. Appalachian Lab is filing its Reactivation plan as part of the UMCES plan. Nonetheless, FSU and AL ("together the "Parties") have agreed to coordinate on certain issues set forth more fully below.

The Parties agree to compose a list of their students that participate in programs, learning, internships, etc. on one another's campus. If one institution becomes aware of the possible exposure of one of its faculty, staff or students, it agrees to notify the Allegany County Health Department so the other institution will be notified. Additionally, FSU will provide assistance to Appalachian Lab where it is able in such areas as disinfectant and bulk purchases, the Brady Health Center, the Counseling and Psychological Services center and other resources as needed.

Appendix V: Return to Campus Plan

Chesapeake Biological Laboratory

UMCES has submitted a “Return to Campus” plan that provides guidance on how to re-engage with academic, administrative and research activities as we emerge from the severe restrictions on research that have been in place since March 13, 2020. The UMCES Return to Campus Plan serves as overall guidance under which plans to implement the “Return to Campus” specific to each laboratory can be developed.

This document is our plan for the phased re-activation of research at CBL that complies with the UMCES ‘Return to Campus’ Plan. This plan ensures a careful reactivation of field and lab research while safeguarding the safety of our students, staff, faculty, families and the wider community. **All personnel working at CBL must follow this guidance. This is your personal responsibility and helps to ensure your safety AND also the safety of all your colleagues.**

Phase 0: Preparation

CBL has already initiated the Phase 0 element of our ‘Return to Campus’ plan. Our buildings have been largely unoccupied for 10 weeks. Daily inspections have occurred, but routine maintenance, such as A/C filters, flushing of water systems, etc. have not occurred. Our facilities team require two full days to reopen the core research buildings

With the approval of the CBL Director, each PI with field and laboratory research programs may designate single individuals to return to CBL on a specific schedule to check and order personal protective equipment, restart instruments, check inventory and order supplies that will be needed when research restarts. We will provide access to a spreadsheet for each research building that will enable people to schedule which individual from each lab will be in the building on each day of the Phase 0 plan. At least 24 hr. notification of people accessing the research buildings during Phase 0 so that swipe cards can be activated. Swipe cards will only be activated for the time period requested on the sign-up sheet.

Orders and deliveries may recommence.

Phase 1: Limited access to research facilities

CBL will comply with the broad guidelines contained with the Reactivation of Research under phase 1 of the UMCES ‘Return to Campus’ plan.

No date has yet been set for entry into Phase 1. Phase 1 entails restarting of limited research with significant restrictions to allow social distancing, physical barriers, health screening, enhanced cleaning and monitoring the activities of personnel working in CBL laboratories.

All staff have the option of continuing to telework to ensure their own personal health, to care for family. No-one will be required to return to work. We will give instructions on how this will be handled administratively.

Under Phase 1, CBL will reopen the principal research buildings only: BFL, Truitt, Cronin, Corey and CTL. Swipe key access will remain blocked for all other buildings. There will be no access to Mansueti. Mail will be delivered to boxes outside of offices.

A cleaning team from our facilities staff will clean all common use areas in the five research buildings from 6- 10 am. This will include bathrooms, doors, hallways and other common areas. Initially only one pair of bathrooms will be open in each building. Facilities staff will not clean laboratory areas, or individual offices.

Laboratory buildings will open at 10 am and remain open until 10 pm.

All research must be approved by the laboratory director. PI's must send requests for researcher access to research laboratories under Phase 1 to the CBL Director at least one week in advance. All required documentation must be submitted for consideration. Work must be planned and coordinated to be sure that no equipment is shared without thorough disinfection between uses.

All researchers will be required to wear examination gloves, and face masks unless these pose a safety risk. We will provide examination gloves and face masks at doorways. Only one entry doorway per building will be active to ensure staff have to walk past gloves and hand sanitizer – placed by doors, so they put on gloves before they touch handles. Social distancing will be maintained at all times. There will be no gathering in common areas for meetings or lunches.

There will be strict limits on capacity in buildings that will be managed through a google sheet sign up procedure, with a separate sheet for each building. This phase is intended to restart research: it is not intended for staff to routinely re-occupy office spaces. Building capacities are a balance of the number of people per lab to ensure laboratory safety and an upper limit to limit risk of community spread.

Building	BFL	Truitt	Cronin	Corey	CTL
Cap	10	8	6	4	2

This is a max of 30 researchers on campus at any one time. CBL has established two 6 hour shifts each day. Please do not simply sign up for every day as it may limit access to your colleagues

Swipe key logs will be compared to research plans and sign-up procedures to provide additional record keeping of who is present on campus, should contact tracing be necessary.

Researchers will be responsible for cleaning their own research space, and cleaning supplies will be provided.

Appendix VI: Return to Campus Plan

Horn Point Laboratory

UMCES has prepared a “Return to Campus” plan that provides guidance on how to re-engage with academic, administrative and research activities as we emerge from the severe restrictions on research that have been in place since March 13, 2020. The UMCES Return to Campus Plan serves as overall guidance within which plans to implement the “Return to Campus” specific to each UMCES Laboratory can be developed.

This document contains the plans for phased reopening of the Horn Point Laboratory (HPL) research activities. This plan ensures a careful reactivation of field and lab research while safeguarding the safety of our students, staff, faculty, families and the wider community. **All personnel working at HPL must follow this guidance. This is your personal responsibility and helps to ensure your safety AND also the safety of all your colleagues.**

Phase 0 – HPL is engaged in Phase 0 of our reopening plan which involves preparation for the resumption of limited research activities at the UMCES Laboratories. In Phase 0, a PI may designate to the Laboratory Director one person per lab to be allowed to return to the PI's laboratory, on approval by the Laboratory Director. No new research activities are authorized. The designated person may check the PI's laboratory for personal protective equipment, check instruments, take an inventory and order supplies that will be needed during Phase 1, and consider how social distancing can best be achieved in that laboratory, including posting appropriate signage.

The HPL campus has been unoccupied for 10 weeks, except the operations of the Oyster Hatchery and essential business office and maintenance department staff members. During this time, daily inspections and critical routine maintenance have been upheld, but there has been no cleaning of buildings, disinfections of common use areas, or routine maintenance (i.e., flushing of water lines, A/C filter changes, etc.). To prepare for a reopening of any building in which research would be actively taking place, our Facilities teams would require at least two full days of work to prepare the buildings. Orders and deliveries will recommence. The HPL Housekeeping Staff will return to work.

Phase 1 – HPL will comply with the broad guidelines contained with the Reactivation of Research under Phase 1 of the UMCES ‘Return to Campus’ plan. Phase 1 entails restarting of limited research with significant restrictions to allow social distancing, physical barriers, health screening, enhanced cleaning and monitoring the activities of personnel working in HPL laboratories. No date has yet been set for entry into Phase 1.

All staff have the option of continuing to telework to ensure their own personal health, to care for family. No-one will be required to return to work. We will give instructions on how this will be handled administratively.

In **Phase 1**, HPL plans to reopen The Coastal Sciences building, Aquaculture and Restoration Ecology (AREL) building, the Analytical Services Lab in Morris Marine and increase operations in the Oyster Hatchery. Associated support rooms to these particular PIs, such as microscope rooms, autoclave chambers, or environmental chambers, will also be effectively considered reactivated. Only those who have been granted prior access by the Lab Director should return to campus, and they should refrain

from traversing buildings and staying as close to their assigned labs/areas/offices as possible. Those who have been granted access should remain in the building only when tasks require a physical presence onsite and should still continue to work from home with tasks such as writing and data analysis. All research must be pre-authorized by the Director. Limited field work may be approved if social distancing and personal safety can be maintained.

- Any non-essential admin staff, students, FRAs, GRAs and faculty not directly involved in laboratory or field research will continue to telework.
- All staff have the option of continuing to telework to ensure their own personal health, to care for family members. No-one will be required to return to work. No staff member who has an elevated fever, cough, shortness of breath, or other signs of infection-or who has a family member showing such signs-shall return to work.
- Facilities staff will clean/disinfect all common use areas in reactivated buildings from 7:00AM-9:00AM, and then again from 12:30PM-2:30PM. Staff members will be assigned to certain buildings to assist in contact tracing efforts. Cleaning/disinfecting of areas will include bathrooms, doors, switch plates, hallways, the AREL elevator, etc. Facilities staff will have checklists that they will need to turn in to the Environmental Health and Safety Office every day signing off on having cleaned their building, and there will also be "Cleaning Logs" in place in common areas such as bathrooms and lobbies for public freedom of information and peace of mind. Personal laboratories and offices will not be cleaned/disinfected-these will be the responsibility of the research staff using them. All vehicle interiors will be wiped down between by the user. Disinfecting products will be provided for labs and offices. General guidelines for how to properly disinfect will be drafted and given to all labs and staff.
- Everyone entering a building will be required to wear a face covering, unless these pose a safety risk to the individual by ADA guidelines. HPL will not at this time be able to provide surgical masks, N95, or KN95's, as these are delegated for front line medical workers. Face coverings consist of cloth masks, paper masks, scarfs or bandanas, and must cover the mouth and nose. Masks will not need to be worn if someone is occupying their private office and has their door closed. Social distancing will be maintained at all times.
- Only certain doors for each building will be used for access, and in regards to the AREL building one stairwell will be used to go up and another to return down. These doors will be chosen in regards to their proximity to existing closed circuit monitoring, in the event that a contact tracing investigation needs to occur. These cameras will not be actively monitored, but footage will be pulled if needed. Before returning to campus, any researcher or staff will know of which doors they are to use for access.
- Hand sanitizer will be placed by access doors to each building, and should be used prior to and after using doorknobs. Paper towels or tissues will also be available for anyone wishing to use them as a barrier to touching a door knob directly.
- There will be no gathering in meeting rooms, conference rooms, classrooms, or any other general sitting area until further notice for any reason. Gatherings for meetings should continue to be held virtually, and lunches should be held privately in personal offices or with appropriate social distancing in break rooms.
- Strict limits on building capacity, as well as each room/laboratory will be in place. Each PI will be expected to maintain his/her own laboratory's occupancy log either via paper or electronic

format. Individuals will be expected to document the date, time of arrival, and time of departure for said room. There should be no more than two (2) occupants in a single laboratory area, provided there is enough space to feasibly socially distance. There will also be a sign-up procedure implemented for any common use areas, likely electronically via a Google Form tracker, but ultimately will be left up to the responsible PIs discretion. These will become integral in contact tracing investigations and are vitally necessary documentations.

- Each person returning to campus will be expected to keep a personal log of whom they come into contact with in the course of a day, even if only in brief passing. These will be kept personal unless needed for contact tracing investigations.
- Before buildings are reopened, signs will be posted in every bathroom on proper handwashing techniques, signs stating requirements of face coverings on allowed access doors, as well as COVID-19 FAQ signs in common areas.
- In-state travel to field sites may be approved at the discretion of the Director.
- There will be no volunteer, non-staff members on campus without approval of the Lab Director.

Appendix VII: Return to Campus Plan

Institute of Marine and Environmental Technology

Our aim is to allow an incremental resumption of research activities at IMET while maintaining the safety and health of all IMET people and our community. Because IMET is a partnership between UMB, UMBC and UMCES, all personnel working at IMET should also monitor and follow the instructions from their home institution as well as the University System of Maryland. This document complements those instructions to provide guidance that is specific for IMET. All personnel working at IMET must follow this guidance. This is your personal responsibility and helps to ensure your safety AND also the safety of all your colleagues.

Conditions for all IMET researchers during the COVID-19 recovery period:

- The term “Researchers” includes PIs, Postdocs, graduate students and technicians.
- IMET is now moving into Phase 0 of our reopening plan which involves preparation for resumption of limited research activities.
- In Phase 0, a PI may designate to the Executive Director one person per laboratory to be allowed to return to the PI's laboratory, on approval by the Executive Director. No research activities are authorized. The designated person may check the PI's laboratory for PPE, check equipment, take an inventory and order supplies that will be needed during Phase 1, and consider how social distancing can best be achieved in that laboratory, including posting appropriate signage. If a person designated as “essential” is already working in a laboratory, entry must be coordinated to ensure that there is only one person at a time in a laboratory.
- The PI must file a research plan to be approved by the IMET Executive director. This plan is to be filed on-line in the CC Portal. The plan is included below for your information.
- We will enter Phase 1 only once the USM and our partners allow this step. No date has yet been set for entry into Phase 1. Phase 1 entails restarting of limited research with significant restrictions to allow social distancing, physical barriers, health screening, enhanced cleaning and monitoring the activities of personnel working in IMET laboratories.

IMET: Request to Conduct Research During COVID-19 Recovery Period

(to be completed online)

Faculty PIs must complete this form for their laboratory (separate forms for each laboratory if the researcher has more than one Laboratory module), listing researchers in their group for whom access to each laboratory is requested.

8) Name:

9) Description of Research Activities (250 words or less):

10) Researcher/student for whom research activity access is requested:

Name	Confirmation that each person has been given option not to be at work on site

11) IMET Facilities to be used:

Name	Laboratory/Room #	Day	Time (between 6:00 am and 7:00 pm)

Note: A maximum of two (2) people may work at one time (“per shift”) in a full-size research laboratory module

12) Floorplan of laboratory illustrating that social distancing of 200 sq ft and 10 ft of distance can be maintained if two people are present in the laboratory. Max two people per lab at any time (to be provided by facilities and kept on file). Location of hand sanitizer/soap to be marked at hand-washing stations.

13) PPE availability. List masks available in your lab. Masks to be worn if two people are present in lab and whenever outside the laboratory.

- 14)** Laboratory notebook to monitor daily lab activities and to record daily health screenings of personnel. Temperature to be recorded on lab entry. Arrangements are being made for remote temperature sensor availability.
- 15)** Is access to BAS Lab required for equipment use? (samples to be run by the BASLab can be dropped off outside the BASLab)
- 16)** Is access to ARC required?
- 17)** Is access to the ZF facility required?
- 18)** Is access to the 4th Floor Microscope Room required?
- 19)** Is access to the 5th Floor Microscope Room required?
- 20)** Is access to the scale-up facility required?
- 21)** Is access to the Chemistry Analytical Services Laboratory required?
- 22)** How will standard safety practices be balanced against health concerns?
- 23)** Details of personnel protection gear and social distancing practices.
- 24)** Cleaning practices to be employed by researcher to ensure safety.

Broad Guidelines for Reactivation of Research Under Phase 1:

- Entry into Phase 1. PI's must send requests for researcher access to laboratories under Phase 0 (above) to the IMET Executive Director at least one week in advance. All required documentation must be submitted for consideration. IMET Partner Institutions will provide the IMET Executive Director with institution-specific surveys, questionnaires and other documentation related to an IMET faculty member's plan for reopening their research laboratory. Keep in mind, IMET researchers should continue to work from home whenever possible. IMET staff should continue to work from home unless deemed "essential staff".
- Permission for fieldwork activities will be considered by the IMET Executive Director on a case-by-case basis and must be compliant with guidelines of the PI's home institution.
- Testing of all lab personnel at UMB may be required prior to gaining access to labs. IMET will work on scheduling testing times. These details are still being developed.
- **Minimize time spent at IMET, working only on research activities that have been approved by your PI and the IMET Executive Director.**
- Self-check for symptoms, including taking your temperature for fever, cough, loss of sense of smell/taste and shortness of breath. If you have any of these symptoms or a fever of 100.4°F or higher, stay home and notify your supervisor and the IMET Executive Director. Go home immediately if symptoms arise during the workday. All IMET employees shall review the following Center for Disease Control and Prevention website to ensure they can recognize the symptoms associated with COVID-19.
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Notify your supervisor and stay home when sick. Report your illness to your respective University, if applicable. Notify your supervisor and follow CDC recommended precautions if there is a sick person at your home with COVID-19, or if you have other potential exposure to COVID-19.
- Comply with any health screenings recommended by the CDC, State of MD, and USM, including being tested for COVID-19 according to USM guidance and test availability.
- Be cautious about starting expensive or long-term experiments. The situation could change causing us to once again have to limit access. If anyone who has been in the building is diagnosed with COVID-19, the building may have to be immediately closed for deep cleaning that could take 48-72 hours.

Working in Research Laboratory Space – Procedures and Requirements

- The BASLab will reopen in Phase 1 with priority access given to Sabeena Nazar. Researcher use of equipment in BASLab requires advance scheduling and approval by Sabeena.

- The ARC staff continue normal operations under Phase 1. Researchers requiring access to ARC must schedule this access with Steven Rodgers or Chris Tollini. In addition to the use of masks, use of face-shields is recommended in ARC because of the potential of splashing. All investigators should work individually in ARC, not in pairs. If this is not practical and a procedure requires two people working in proximity with each other, send details to Steve Rodgers and Chris Tollini. If no alternative plan can be made, a detailed safety plan must be submitted and approved by ARC Director Yoni Zohar. Access to the ZF Facility is limited to one person at a time. Please contact Dr. Brent Whitaker to schedule access to the ZF Facility.
- Access by service technicians for equipment must be scheduled in coordination with Matt Moore. The PI should contact Matt Moore and a time will be arranged during which no other personnel are present in the area in which the service technician is to work.

Upon approval by the Executive Director of the PI's request for reopening their research laboratory, the following procedures and requirements apply:

- It is strongly encouraged that only one (1) person occupy each full size research laboratory module (i.e. single laboratory). However, a maximum of two (2) people may work at one time ("per shift") in a full-size research laboratory module if necessary and must be at opposite ends of the laboratory, working on benches at least 10 ft apart. Shift times must fall between 6:00 am and 7:00 pm to allow for the housekeeping activities. PIs should designate their own laboratory shift times within this time window.
- PIs are responsible for developing a schedule for their own laboratories and designating who will be working during each shift on each day. Schedules will be maintained in a Google calendar and shared with the PI's Administrator, the Executive Director and CC Operations/Facilities Maintenance.
- Daily occupancy logs will be required. More details will follow on this as they become available. A daily record of individuals with whom you have been in contact while at IMET, your arrival time, departure time and similar information will be required on the occupancy log. The use of a remote temperature sensor and recording of your temperature may also be required by the USM (TBA). The use of wearables for possible contact tracing by all personnel is being developed by the USM-details to follow.
- In cases where two researchers are present in a single full-size research laboratory module, experiments must be planned and coordinated between the two researchers to be sure that no equipment is shared without thorough disinfection between uses. The two researchers must maintain social distancing of 10 ft.
- Researchers will be responsible for sanitizing all work surfaces and equipment used during their shift. Housekeeping will continue to sanitize door knobs, sink taps, trash can handles etc. Follow instructions on cleaning checklists, use the provided disinfectants, and clean working surfaces and door handles etc. on entering and leaving rooms.

Columbus Center Building Rules and Requirements:

- Maintain your personal hygiene by your washing hands, using hand sanitizer, covering your coughs and sneezes, and avoiding touching your eyes, nose, and mouth.
- Wear a face mask at all times in the Columbus Center, unless you are alone in an office or laboratory. Face masks are available at the Pratt Street Security Desk.
- Avoid close contact, staying at least ten feet away from others while in the Columbus Center; with only one person present for prolonged periods in a room, except well-spaced in full-size laboratory modules.
- Sharing offices, equipment, and microscope rooms is not permitted. Do not enter a room if room is already occupied. Sharing of office space, small rooms and equipment is not permitted.
- Only one (1) person may occupy the passenger elevators at a time. For the freight elevator, two (2) people max may occupy the elevator and are required to social distance and face opposite directions toward the wall of the freight elevator.
- No gathering in groups. All meeting rooms, conference rooms, lunch rooms, lounges and sitting areas are closed until further notice. You are encouraged to eat outside or in your office space

Thank you for keeping our community safe and your commitment in helping the IMET research enterprise begin its rebound. Failure to follow these standard procedures may result in revocation of research privileges and building access.

Appendix VIII: Return to Campus Plan

Integration and Application Network

The Integration and Application Network (IAN) will continue to telework until UMCES enters Phase 2 at which time it will have drafted a *Return to Campus Plan* that also considers the reactivation office plans for embedded employees at the Chesapeake Bay Program Office (CBPO) and Maryland Department of Natural Resources (DNR). IAN employees have offices at CBPO and DNR would need to follow both the Maryland Sea Grant and “home office” plans before returning.

Appendix IX: Return to Campus Plan

Maryland Sea Grant

The Maryland Sea Grant will continue to telework until UMCES and/or University of Maryland, College Park enters Phase 2 at which time it will have drafted a *Return to Campus Plan* that considers both institutional plans. Maryland Sea Grant employees have offices at other institutions (such as Morgan State University) would need to follow both the Maryland Sea Grant and “home office” plans before returning.