



## **RETURN TO CAMPUS PLAN**

### **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 antibody 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.

### **Graduate Education**

UMCES' graduate education, primarily exercised through the System-wide Marine Estuarine Environmental Sciences (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, and MEES instruction continues to keep pace with technological enhancements. 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 have been admitted in Fall 2020. To the extent possible, faculty teaching courses and graduate students taking classes are doing so off campus. Laboratory or field activities will be governed by the rules established within this plan. UMCES will not allow visiting postdoctoral scholars or graduate students to reside at any of its locations during this phase of the Return to Campus plan except for limited periods of pre-approved research or other activity.

## **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.

## **Research Reactivation**

In April, UMCES formed 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](#)). This committee 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 largely through teleworking plans accordingly.

## Phasing of UMCES Research

### **PHASE 0:**

Phase 0 of our reactivation plan 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. UMCES entered Phase 1 on June 15, 2020, and may revert to Phase 1 during the forthcoming academic year should conditions warrant.

### **PHASE 2:**

As community health conditions improve, UMCES has established protocols for Phase 2 research. The details of Phase 2 were developed based on the experience and lessons learned conducting research during Phase 1 and the prevailing pandemic status. During these operations, each unit will limit access to any campus building on any given day to less than 50% of normal operations. Telework is still highly encouraged whenever possible. UMCES will continue to monitor the recommendations of the Centers for Disease Control and Prevention, State of Maryland, and University System of Maryland to modify Phase 2 research as needed to help ensure the safety of its employees. UMCES entered Phase 2 on September 8, 2020.

### **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.

## General Requirement for all UMCES personnel during COVID-19

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 University System of Maryland, State of Maryland, or Centers for Disease Control and Prevention.

- Minimize time spent at your UMCES Laboratory, completing only research activities that have been approved by the Laboratory Director.
- All personnel must complete an online health screening prior to traveling to campus or field work, as required by the University System of Maryland. Employees and students are required to complete the health screening **ONLY** on days they plan to be on campus or in the field, and it must be completed **BEFORE** traveling to work. More information on health screening can be found [HERE](#).
- UMCES has established a medical phone consultation service accessible to all personnel called Fonemed. This service will be available to any student, faculty, or staff member regardless if you are coming to campus or teleworking. They will discuss your health concerns and make a recommendation for potential next steps. They will **NOT** make a formal referral but offer the type of medical follow-up that you would be responsible to make. To reach a Fonemed health consultant, please call 833-359-0171.
- 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.
- 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.
- Do not gather in groups, including during lunch and breaks.
- Use only the assigned bathrooms and indoor spaces.
- 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.

## Reactivation of Research

### Broad Guidelines for Reactivation of Research Under Phase 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.
- All UMCES employees conducting restricted laboratory and field measurements shall review the following Centers for Disease Control and Prevention website to ensure they can recognize the [symptoms associated with COVID-19](#).
- 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).
- UMCES personnel (faculty, staff, graduate students, and currently approved visiting scholars) returning to Maryland from certain states must comply with current [Maryland State Department of Health travel guidance](#) that advises self-quarantine for 14 days or until a negative COVID test result has been provided.

Test results or medical clearance must be provided to the UMCES Human Resources Director before conducting research or entering UMCES facilities. This provision applies regardless of the purpose of the travel, but if it is work-related, the individual must seek prior approval from their Unit Director. More information on Travel can be found [HERE](#).

- To ensure social distancing while travelling to field sites, individual vehicles should be used whenever possible.
- 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](#).
- 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.

### 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. [CDC Print Resources](#)
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 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, at the unit level, will be notified and UMCES continues to track.

During Phase 1 research at UMCES, the Laboratories have implemented measures to help ensure the safety of its employees while conducting limited research by:

- Installing health and safety signage throughout its campus
- Implementing advanced cleaning of common areas, entrances ,and exits throughout the day
- Developing staged scheduling of work by faculty, staff ,and students that limits usage of laboratories and building at any one time to 30% capacity and that minimizes encounters within facilities
- Implementing procedures (electronic keys, sign-in/out logs, cameras) to record employee use of buildings, laboratories, and common work areas
- Mandating that anyone on campus must wear a mask unless alone in an office or laboratory and stay at least 10' away from other personnel
- Requiring staff to monitor various health metrics (temperature, cough, loss of sense of smell/taste, shortness of breath) before coming to work and to stay home and notify their supervisor if any conditions suggests illness
- Requiring employees if they develop any of the above conditions at work to go home and notify their supervisor
- Requiring UMCES employees who are notified that they or a family member have possibly been in contact with a person who has tested positive for COVID-19 to remain at home for at least 14 days or be tested for COVID-19 and have a negative test result
- Permitting only single occupancy in vehicles used for field work

- Requiring researchers who are working alone, either in a laboratory or in the field, to contact a colleague at least twice daily to confirm that they are safe
- Continuing to maximize the use of teleworking for research, teaching, and learning activities to the full extent possible.

### **Expanded Activities in UMCES Phase 2 Research**

Under Phase 2, UMCES will maintain Phase 1 safety and cleaning procedures and protocols, expand staged scheduling to limit usage of laboratories and buildings at any one time to no more than 50% capacity, and allow the following:

- Training of graduate students and/or FRAs for new field and laboratory techniques needed for their research, while social distancing, wearing masks, and working under Phase 1 guidelines. When training cannot be accomplished while maintaining social distancing, use of more sophisticated PPE (e.g. N95 masks, face shields, gloves) may be required.
- Field work that cannot be conducted with limited number of personnel.
- More personnel (yet maintaining at least 10' apart) in UMCES service labs (i.e. analytical services, DNA sequencing, etc.) to help process the back-log of samples and keep up with new samples. Specific protocols will be developed for each lab based on the physical configuration and activity.
- Limited use of offices by faculty, staff, and students to improve work efficiency and to utilize necessary high-speed internet if connectivity at their residences is inadequate.
- Access to offices in conjunction with laboratory work when necessary.
- Students who are already on campus for pre-approved research activities and need to take a class during their allotted research time. Students will be assigned a specific location by the cognizant Lab Director or AD.
- Volunteers, unpaid interns, new visitors, or family members are not allowed on campus during Phase 2.
- Faculty and students wishing to participate in Phase 2 research must submit a request form to their Laboratory Director as described in Phase 1 research ([Appendix II](#)).

### **Additional Protocols under Phase 2 Research**

- Current UMCES Phase 1 research protocols will be maintained unless modified below, including maximum use of teleworking.
- Permission from the Unit Director is still required for UMCES personnel (faculty, staff, graduate students, and currently approved visiting scholars) to be on campus.
- All personnel must complete an online health screening prior to traveling to campus or field work, as required by the University System of Maryland. Employees and students

are required to complete the health screening ONLY on days they plan to be on campus or in the field, and it must be completed BEFORE traveling to work. More information on Health Screening can be found [HERE](#)

- UMCES personnel experiencing symptoms associated with COVID-19 must not come to campus and are encouraged to seek advice from a medical provider. If a member of the community is tested due to symptoms related to the coronavirus, they should not return to campus until they receive a negative test or medical clearance.
- UMCES personnel currently working on campus under Phase 1 research must be tested for COVID-19 between 7/1/20 and 9/18/20. They can continue to work on campus while their test results are being analyzed. Test results must be provided to the UMCES Human Resources Director ([hr@umces.edu](mailto:hr@umces.edu)). More information on Coronavirus Testing can be found [HERE](#).
- UMCES personnel not previously working on campus under Phase 1 research but wishing to return to campus for Phase 2 research must be tested for COVID-19 prior to being allowed to work on campus. A negative result or medical clearance (if the individual has previously has tested positive) is required prior to being allowed on campus. Test results or medical clearance must be provided to the UMCES Human Resources Director ([hr@umces.edu](mailto:hr@umces.edu)). More information on Coronavirus Testing can be found [HERE](#).
- UMCES personnel (faculty, staff, graduate students, and currently approved visiting scholars) returning to Maryland from certain states must comply with current [Maryland State Department of Health travel guidance](#) that advises self-quarantine for 14 days or until a negative COVID test result has been provided.

Test results or medical clearance must be provided to the UMCES Human Resources Director before conducting research or entering UMCES facilities. This provision applies regardless of the purpose of the travel, but if it is work-related, the individual must seek prior approval from their Unit Director. More information on Travel can be found [HERE](#).

- Collaborative research with staff from other USM institutions can be permitted on UMCES campuses with the approval of the Unit Director. Personnel from other USM campuses must complete their health screening questions from their home institution for the day they wish to visit UMCES and must comply with UMCES safety protocols.
- In special cases, collaborative research with scientists from non-USM institutions will be permitted with approval by the Unit Director, usually for field research and not in UMCES buildings. These collaborating scientists must conduct a health screening for the days of contact with UMCES personnel.

- To the extent possible, we ask that faculty teaching courses and graduate students taking classes do so off campus. If graduate students or faculty need a portable Wi-Fi or other technology they should put in a request to their Unit Director. However, if this is not feasible please seek prior approval from the Unit Director before coming to campus. These individuals must comply with the necessary testing and daily health screening as described above.
- Reassignments of office space may be necessary to enable reduced occupancies or where certain buildings cannot yet be reopened.
- UMCES will be flexible in applying additional protocols to respond to changing conditions and recommendations from the State of Maryland and the USM.

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.

1. 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 Director of Human Resources Lisa Ross.
2. Those not requesting special exemptions to return to work in UMCES laboratories, offices, or to conduct field work will telework until further notice.

**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*

Morgan 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 <i>not</i> 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, except restrooms will be cleaned 2-3 times per week. 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 online 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. In Phase 0, each of AL's 13 PIs 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 reinitiate 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 Plan and Guidelines**

As the AL community prepares to return to limited research, administrative and educational activities, we have established some new policies and procedures to maximize the safety of everyone who will be using the facility. Personal accountability is tantamount to preventing the spread of COVID-19. Risk management will only be successful if absolutely everyone follows the guidelines provided below.

1. Sign up in advance for access either via the Phase 2 office schedules found [here](#) or the weekly lab schedule found in [this](#) folder. Each wing and floor of the building has a separate sign up schedule, and the maximum occupancy for each schedule and time slot is 50%. Faculty, FRAs, students, staff, and tenants may sign up for no more than five (5) four-hour times slots, provided that their proposal requiring permission has been approved by the director. Additional time slots may be approved by the Director for essential personnel and FRAs on a case by case basis.
2. On days that you are about to come to the lab or go to the field, fill out the Symptom Monitoring - Personal Health Screening form that you receive daily via email. Proceed with your plans to work only if you receive a “cleared” response that day.
3. At the end of your day at the lab, fill out the [Daily Log Google Form](#) to record the rooms you were in and the people who you encountered.
4. When departing the facility for the day, please swipe your key fob at the exit swipe station. This will provide an additional source of accurate data related to the times that an individual is in the facility if we have to provide information to the Allegany County Health Department in the instance of a positive case amongst our AL community.

### **Laboratory Disinfection**

The following common areas will be cleaned daily between 7 and 9 am by support staff:

- Exterior door handles
- Bannisters/handrails
- Xerox machines
- Common microwaves
- Elevator Buttons

Restrooms will be deep cleaned 2-3 times per week at the 7-9 AM time slot.

Support staff will no longer be entering offices to empty trash. If they need to be emptied, please place your trash cans outside of office/lab doors by COB every Thursday.

Labs, private offices, and cubicles will not be disinfected by support staff. Individuals using labs and offices will be provided with cleaning products (outlined below) and be responsible for disinfecting common/high touch areas in the space(s) that they use. Be sure to follow the manufacturer's instructions when using any cleaning or disinfection products. Never combine cleaning products.

### **Personal Protective Equipment**

Face coverings are required at all times unless you are in a private office or if it is a safety hazard or medical issue. In certain instances, masks may be removed in laboratories, but that must be evaluated on a case by case basis with consideration for both the occupancy of adjacent/connected labs and the laboratory ventilation.

Disposable gloves can provide additional protection from exposure, but also [can contribute to cross contamination if not used properly](#). If you elect to wear gloves while moving through the building, avoid exposing others to hazardous chemicals by replacing your gloves before exiting any laboratories where you may have handled hazardous materials. Be sure that you understand how to appropriately wear and remove protective masks and gloves:

[How to Safely Wear and Remove Face Coverings](#)

[How to Properly Remove Disposable Gloves](#)

Hand sanitizer will be stationed at all entry and exit points to the building. Please contact Heather Johnson or Katie Kline if you do not have the Personal Protective Equipment that you need.

### **Building Access and Egress**

To minimize encounters and reduce two-way traffic, new egress patterns have been established for the building. Signs have been posted to serve as reminders. In case of an emergency, such as a fire alarm, please disregard any new egress patterns and exit the building from the closest safest exit. When meeting at the rally point, continue to wear your mask and maintain adequate social distancing.

The main (front) entrance will be used for ENTRY only. The side entrances will be used for EXIT only. The rear entrance (loading dock) will be used for ENTRY or EXIT to help facilitate field preparation.

The main lobby stairwell will be used to travel UPSTAIRS only. Side stairwells will be used to travel DOWNSTAIRS only. The rear stairwell can be used to travel UP or DOWN. To avoid excessive two-way traffic at the back of the building, please only use the rear stairwell and door for accessing the loading dock or greenhouse.

Access to the admin offices is restricted to those whose offices are located in that area. Mailboxes and Vehicle Binders are now located on the second-floor bridge. An Admin Inbox has been placed in this area for the deposit of paperwork for Admin staff, like receipts, forms, etc.

Access to most common areas has also been restricted. Only those that have been given express permission are permitted in the following spaces:

- Kitchen
- Library
- Classroom
- IVN Room
- FRA Office
- GRA Office

The maximum occupancy for all bathrooms and elevators has been restricted to one person at a time.

### **Cleaning Products**

Approved cleaning products will be provided by AL for disinfecting of labs/private offices/cubicles.

### **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 the Appalachian Laboratory 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	TOTAL
Cap	10	8	6	4	2	30

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.**

## **Phase 2: Moderate Research Restrictions**

This phase will be an expansion of the previous phase, and is intended to represent broader research activities. CBL's Phase 2 Return to Campus Plan complies with all UMCES mandates and extends all elements of the Phase 1 plan, unless modified below.

All admin staff, IT staff, all students, FRAs, ARS' and faculty **may** continue to telework.

All staff have the option of continuing to telework to ensure their own personal health or to care for family and loved ones. Please contact Lisa Rose at HR to discuss options in this eventuality.

All staff who do choose to return to campus **must** provide proof of a negative COVID-19 test by emailing the results to [HR@umces.edu](mailto:HR@umces.edu). For those who have not yet returned to campus, this must be done before you return. For staff who have returned to campus under Phase 1, the test must be conducted between July 1 and September 18. Only when your name appears on the list provided to CBL by HR at Center Administration will you be permitted to return to campus.

All staff who do choose to return to campus **must** complete the daily health screening before coming to campus. If you have any concern over your health, we ask that you stay home and consider seeking medical advice through your own general practitioner or through the Fonemed system that UMCES has stood up.

**All research staff who do choose to return to campus must be covered by a research protocol approved by the Laboratory Director (Appendix II).** The research protocol must list all staff involved in research activities, provide detailed descriptions of how infection risks will be managed and mitigated, and provide dates for all research activities. They are not open-ended commitments.

It is the personal responsibility of all who do return to campus to practice known behaviors that minimize infection risks. These include: (1) wearing masks that cover the nose and mouth must be worn at all times in all common spaces when at CBL, (2) frequent hand washing with soap or hand sanitizer, particularly after touching high touch surfaces (each building has hand sanitizer stations near entry doors), (3) maintain physical distancing between colleagues, and (4) no gathering in groups.

To address additional demands associated with the start of the academic semester students and faculty who are covered by a research protocol for that day may also teach or take classes on campus. Faculty may use their office to teach courses if that building is open. Students who are covered by an approved research protocol may use their office, if it is in an open building, or may use one of the appropriately distanced desks available in BFL 1101 or Saunders House, which is reopening under Phase 2 of CBL's Return to Campus Plan. If you do use a common access desk, please ensure you clean the desk before and after use with the materials provided.

Research buildings will continue to open at 10 a.m., following daily cleaning. Saunders House has been added to the list of open buildings. Limits on building occupancy remain in place but have been increased.

Building	BFL	Truitt	Cronin	Cory	CTL	Saunders	Total
Cap	14	12	8	8	4	6	50

Based on the need to maintain 10' distancing, no more than three people will be allowed in a single laboratory at any one time.

If access to internet at your home is limiting your capacity to work, please contact the Director or Associate Director to discuss accommodations that could be made to help.

In state-travel is approved providing it is covered by a research protocol and assuming compliance with all normal travel policies.

National travel will be considered as a part of the research protocol approval process provided that it can be demonstrated that (1) delay of research represents an insurmountable obstacle, (2) appropriate safety policies can be put in place that mitigate risk to the members of the research team and to the CBL community on your return. National travel is easier to approve if the destination is not within a state with a test positivity rate of higher than 10%.

International travel is unlikely to be approved during this phase.

If you do travel out of state, you must comply with current Maryland State Department of Health travel guidance that may require self-quarantine for 14 days or a provision of negative COVID test results three days before returning or taken promptly after returning to Maryland from certain states. Test results or medical clearance must be provided to the UMCES Human Resources Director before conducting research or entering CBL facilities. This provision applies regardless of the purpose of the travel, but if it is work-related, the individual must seek prior approval from CBL leadership. More information on Travel can be found [HERE](#).

Failure to comply with these guidelines will result in loss of research privileges at CBL.

## 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 7:00 a.m.-9:00 a.m., and then again from 12:30 p.m.-2:30 p.m. 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 KN95s, 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.

In **Phase 2**, HPL plans to use all of its buildings for research, administration and facilities support. Only those staff 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.
- All personnel must comply with the UMCES requirements of health screening, returning from travel and COVID-19 testing (<https://www.umces.edu/coronavirus>).

- Collaborative research with staff from other USM institutions and non-USM institutions may be permitted with approval of the Laboratory Director (<https://www.umces.edu/coronavirus>).
- Limited use of offices by faculty, staff and students to improve work efficiency and to utilize necessary high-speed internet if connectivity at their residences is inadequate may be permitted with approval of the Laboratory Director.
- Reassignments of office space may be necessary to enable reduced occupancies or where certain buildings cannot yet be reopened.
- Staff permitted on campus must continue to follow the **Phase 1** protocols described above with respect to PPE, building entrance and lab log sign-ins and social distancing
- 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 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.
- Phase 1 was entered only once the USM and our partners allowed this step. 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 on-line)

*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 4<sup>th</sup> Floor Microscope Room required?
- 19)** Is access to the 5<sup>th</sup> 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 personnel who are entering IMET is required by the USM .
- **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 Centers for Disease Control and Prevention [website](#) to ensure they can recognize the symptoms associated with COVID-19.
- 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, parts of 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 reopened 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

## **Phase 2 Research Reactivation Plan**

It is important that you check the requirements of your home institution and comply with those requirements. For example, UMB employees should have viewed the UMB training video and be registered in the REDCAP system for daily health monitoring. UMBC employees should be following all UMBC requirements, including completing the: required Return to On Campus Work Application, UMBC's COVID-19 Safety Training video via Blackboard, the UMBC process for daily health monitoring via the **COVID-19 Daily Symptom Monitoring Form available on MyUMBC**. UMCES employees receive an email with a daily health screening survey that must be submitted prior to entering the facility.

While remote working is still required whenever possible for all University faculty, staff and students, Phase 2 provides some flexibility for faculty to access their offices, provided there is a strong justification as to why access to their office is needed to increase efficiency or productivity. The maximum number of people permitted to work in full size research laboratories will remain at two (2) people. However, the access hours for approved researchers is increased to 6AM – 9PM, during Phase 2. It is important to be out of the building by 9PM to allow safe access by the Housekeeping Staff. Faculty have the choice of re-doing lab schedules (submit a Phase 1 modification) or leaving existing Phase 1 schedules in place, but with the end time for those working late in the day automatically extended to 9:00 PM (no new schedule needed).

Anyone accessing the laboratory is still required to be on the faculty member's lab schedule approved Phase 1 Research Activation Plan Request or the faculty member's updated lab scheduled approved on their Phase 2 Research Reactivation Request, and during their scheduled times only. Remember, this is not an administrative process put in place to inconvenience you. This is very important for all of our safety so we can know who exactly is in the building and in what spaces, in the event that one of us tests positive for COVID-19. We'll then have a record of potential contacts and know where to prioritize cleaning, instead of having to shut down all of IMET.

While we continue to strongly encourage all meetings be held via a virtual platform, such as WebEx or Zoom, we are opening some meeting rooms in the building, available for reservation under the current reservation process for the meeting room. Furniture has been removed from the meetings rooms prior to reopening them in order to meet physical distancing requirements. If more than one person is occupying the room, then all persons in the room MUST wear face coverings while in the room. Prior to exiting the room, the user of the meeting room must complete the required meeting room cleaning/disinfectant checklist. Disinfectant and paper towels will be available in the meeting rooms. We also strongly encourage you to complete meeting room cleaning/disinfectant checklist upon entry into the meeting room, as an extra precautionary measure.

The wifi in the tent area has been increased/strengthened. There are tables set up with (one) 1 chair at them on each level of the tent area. Only one person may sit at each table. These tables maybe used for eating lunch or utilizing wifi when needed. Students attending virtual classes are welcome to use a table in the tent area. We suggest using earphones in the space if you are attending a class or meeting.

As with Phase 1, IMET faculty are required to submit their request to access their office to their home institution, using their University's required process, forms, etc., in addition to submitting their request to the IMET Executive Director via the MyCC portal Phase 2 Research Reactivation: Request Access to Faculty Office Form. Once the IMET faculty member receives their respective University's approval and the IMET Executive Director's approval, then their request is considered officially approved and they may access their office effective Phase 2 of IMET's Research Reactivation Plan.

**Be cautious about starting expensive or long-term experiments. The situation could change causing us to once again have to limit access.**

**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 as UMCES enters Phase 2 to the maximum extent possible. Approval for occasional use of office is allowable with the approval of IAN leadership. Embedded employees at the Chesapeake Bay Program Office (CBPO) and Maryland Department of Natural Resources (DNR) would need to follow both the UMCES and “home office” plans before returning.

## Appendix IX: Return to Campus Plan

### Maryland Sea Grant

The Maryland Sea Grant will continue to telework as UMCES and/or University of Maryland, College Park enters Phase 2 to the maximum extent possible. Approval for occasional use of offices is allowable with the approval of the Maryland Sea Grant leadership. Maryland Sea Grant employees that have offices at other institutions (such as IMET) would need to follow both the Maryland Sea Grant and “home office” plans before returning.

Maryland Sea Grant communication experts will continue to cover stories during COVID-19 by using the following protocols:

1. All staff will drive to sites individually.
2. The participation of any interviewees, photo subjects, and extension agents will be strictly voluntary.
3. Any conversations/interviews will take place outdoors, in open air venues that are well ventilated.
4. Face masks will be worn by communications staff at all times.
5. Staff will carry additional disposable masks, gloves, alcohol-based hand sanitizer, and disinfectant wipes with them for distribution/use during their time in the field.
6. Social distancing with others, keeping a minimum of 6 feet apart, will be maintained at all times. For interviews, this will be achieved through use of a boom mic and/or wireless lavalier mics.
7. All equipment will be thoroughly wiped down using gloves and disinfectant wipes after each use.
8. Any time in the field/interacting with others will be restricted to the minimum necessary. This will be done through pre-interviews (via phone or online) and prior planning for site and equipment set-up.
9. All time in the field and contact with those outside the MDSG Communications Team will be entered [into this Google Sheet](#) for record-keeping purposes.