

## Molecular and Cellular Biochemistry Department Restart Plan

Updated July 28, 2020

The following rules are designed to provide guidance for the restart of operations for MCB, both prior to and following, the start of the Fall Semester. The situation with COVID-19 is ongoing and evolving. Reflecting this, these rules will be modified in accordance with changes in campus and College policies ( <https://coronavirus.iu.edu> ). All individuals working in the building need to complete the Community Responsibility Agreement at <https://iu-cra.eas.iu.edu/online>

### Reporting confirmed or suspected COVID-19 cases

**The following are Preliminary Guidelines from PSIA – a formal announcement is expected soon**

Anyone who tests positive, becomes symptomatic, and/or has a possible exposure should report to [avppsia@iu.edu](mailto:avppsia@iu.edu) . EHS members will be monitoring this email closely from 9am-7pm every day.

The affected person should also use the IU Virtual Screening app. Lastly, they also need to fill out this form: <https://psia-fireform.eas.iu.edu/online/form/index/007>. Reporting via email and filling out that form can be done by the individual or by a supervisor on behalf of the individual.

Once PSIA is aware of someone's situation, be they a confirmed positive or not, they will directly reach out to them. PSIA will ask people where they have been in the last 72 hours (the maximum amount of time that studies are showing the virus can live on surfaces).

PSIA will issue appropriate guidance and conduct contact/location tracing for the relevant period (48 hours before becoming symptomatic). PSIA will issue exposure notifications to relevant people who they deem close contacts after speaking to the individual. **Please do not disclose someone's medical status to others.**

### General Simon Hall Usage Rules

These rules will be effective from July 1, 2020. Individual research groups and core facilities, such as PBIF, EM Center and CAF may have their own additional rules.

1. All personnel must follow room-specific instructions when working in a space.
2. No food preparation or food consumption is allowed in laboratories or in any in communal areas inside the building. The balcony outside SI 101 will be available between the hours of noon and 2pm for socially distanced eating when weather permits. Eating and drinking are also permitted in private offices.
3. All meeting rooms are currently closed. Lab meetings should be conducted by Zoom. Limited access to the meeting rooms will be permitted following the start of the Fall Semester (August 24). For details, see below.

4. The front office will be locked. For details of access arrangements, see below.
5. Face masks must be worn in all locations in Simon Hall with the exception of single person-occupancy offices. Vented masks must not be used.
  - a. Disposable masks are available in the biology and chemistry stock rooms.
  - b. Clean gloves may be worn in hallways. Use of a towel or glove on door handles is suggested.
6. Obey all maximum occupancy signs for all spaces
7. Restrooms will be single person occupancy – make sure you knock on the door and wait for any reply before entering.
8. Maintain 6' distance in hallways and stairwells.
  - a. Only 1 person on any single flight of stairs at a time.
  - b. Move to far corner of a landing to allow a person to pass
  - c. The east stairwell in Simon Hall is for ascent only, the west stairwell is for descent only.
9. Only 1 person in the passenger elevator at a time.  
2 people maximum in the large freight elevator - if occupied by 2 people they should stand at opposite corners of the car. Use of a towel or glove on elevator buttons is recommended
10. No visitors allowed until further notice. Contractors must be cleared by the Building Manager before they arrive on site.
11. Office hours for students should be held remotely
12. Undergraduates will only be permitted to work in research labs with prior approval from the Vice President for Research ( vpr@iu.edu )

#### **What should I do if I think I have COVID-19?**

Please stay home and call your primary health care provider or your IU campus health center if, in the past 14 days, you:

\* Have a new cough, fever, shortness of breath, sore throat, vomiting, diarrhea, or muscle aches. The CDC recently added symptoms to watch for that may come with the disease: chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell. When you call, please inform your primary health care provider or campus health center of your symptoms and recent travel or potential exposure before going to the health facility.

#### **What should I do if I have COVID-19?**

If you test positive or are diagnosed with COVID-19 by your care provider, stay home and follow their instructions for isolation, inform your supervisor or department of the diagnosis, as well as any of your close contacts. (Close contacts are people you have been within six feet of for several minutes while you were sick, or in the 48 hours before you were sick.) Close contacts should then self-quarantine for 14 days and monitor their health.

#### **Front Office and Staff availability**

Staff are encouraged to work from home whenever this is feasible., However, it is recognized that the front office will need to be staffed to allow access to xeroxing, scanning and printing facilities and for in-person requests.

The operating hours of the front office will be Monday – Friday 8:00 am – 2:00 pm.

Contact staff ahead of time to arrange access to the front office.

Steven Watkins – [sioffice@indiana.edu](mailto:sioffice@indiana.edu); 855-9749

John Morrow – [morrow@indiana.edu](mailto:morrow@indiana.edu); 812-320-3314

Suzanne Schwartz – [suschar@indiana.edu](mailto:suschar@indiana.edu) ; 856-0192

In addition, Mary Schreiber-Dooley and Jill Campbell will mostly be working remotely, their contact details are

Mary Schreiber-Dooley – [mschrei@indiana.edu](mailto:mschrei@indiana.edu); 855-4696

Jill Campbell – [jiscamb@indiana.edu](mailto:jiscamb@indiana.edu); 856-1301

### **Conference Rooms**

Following the start of the semester, the conference rooms (030, 216A and 320E) will be available for use as studios for presenting or recording remote teaching by faculty and Als. At most, two people are permitted per meeting room.

Room booking and access should be arranged with Steven Watkins [sioffice@indiana.edu](mailto:sioffice@indiana.edu); 855-9749

Users must:

- Clean your area upon arrival.
- If more than sole-occupancy, wear a mask.
- If more than sole-occupancy, maintain social distancing.
- Clean your area again at departure, using a sanitizing cleaner on contacted surfaces.

### **Additional resources**

<https://coronavirus.iu.edu>

<https://coronavirus.iu.edu/restart-report/#employee-certification>

COVID Care and Testing

<https://coronavirus.iu.edu/testing-sites/index.html>

FAQs about IU's response to coronavirus.

<https://coronavirus.iu.edu/faq/index.html>

Reporting COVID-19 cases (confirmed or suspected)

- 1) Report to [avppsia@iu.edu](mailto:avppsia@iu.edu)
- 2) Use the IU Health Visits App
- 3) Fill out form at <https://psia-fireform.eas.iu.edu/online/form/index/007>