

## **Photonics Center Building Re-Opening for Research Activities Guidelines, 06/02/20**

Photonics Center Building research activities will be phased in according to the Research Recovery Plan outlined by the Office of Research. Labs returning to work must submit plans in the form of an online survey and a written document on how to ramp-up their research activities. The initial goal is to resume operations to no more than 30% of normal lab capacity. Further information can be found at the Research Recovery Toolkit website:

<https://www.bu.edu/researchsupport/tools-services/research-recovery-toolkit/>

As part of this plan, each research unit is assigned a Building Coordinator (BC). For the Photonics Center Building, Helen Fawcett has been designated in this role. The BC will be charged with coordinating the use of common spaces, including entrances, elevators, stairwells, kitchens, etc. The BC will work with Facilities, Custodial, Campus Planning & Operations, and third-party vendors (including package delivery vendors) to facilitate safe ramp-up of operations. Custodial services will provide cleaning service for common spaces, and will remove trash placed in the hallway outside of labs. They will NOT clean individual labs, except for the once/week disinfecting of the floors. If the laboratory needs to be cleaned by custodial services, the PI should contact the BC who will facilitate this with the PI and Facilities to coordinate an appropriate schedule for that cleaning. The Building Coordinator will also have the authority to close or restrict access to any shared spaces in the building.

### Responsibilities of the Building Coordinator

- Identify ingress/egress plans as well as building access methods (key, card swipes, remote entry) and operating hours
- Be familiar with each lab's ramping up plan and ensure each lab is following the guidance laid out in that plan, including adherence to proper PPE, physical distancing, and scheduling
- Develop a plan for package acceptance during regular business hours
- Adjust card access/security protocols as needed during ramp-up
- Create a communication plan to occupants for any changes in protocols or emergency situations
- Manage the ramp-up of shared Center facilities
- Create a contingency plan in the event of Building Coordinator illness or inability to perform duties

### Responsibilities of PIs in labs participating in research ramp-up

- Ensure compliance within his/her lab with the approved Research Plan for the lab
- Ensure compliance of his/her research staff and graduate students with the "Photonics Center Research Laboratory Ramp-Up Phase 1 Protocols"
- Ensure adequate PPE availability for all personnel
- Ensure proper use of PPE and physical distancing within their lab spaces

- Oversee routine cleaning of lab space, including sweeping, and wiping down high touch surfaces such as door handles, keyboards, and shared equipment inside the lab
- Place trash and recycling bins in hallway daily

#### Responsibilities of the Building Custodial Staff

- Continuous daily disinfecting of all common areas, lab and office doors and handles (outside only), and restrooms with Hydrogen Peroxide Wet Vapor spray per Facilities guidelines.
- Empty trash and recycle bins placed outside lab or office area
- Custodial staff will NOT enter any lab spaces, unless authorized by the Building Coordinator, except for once/week, when they will decontaminate floors with Facilities required disinfectant protocol. This will be done after 9 pm, date TBD and will be communicated by the Building Coordinator.
- Custodial staff will provide paper towel and soap refills, if lab personnel leave a note on the lab door requesting these items.

#### **Photonics Center Research Laboratory Ramp-Up Phase 1 Protocols:**

1. Within reason, any work that can be done remotely should continue to be done remotely.
2. All undergraduate engagement in research should continue to be exclusively remote.
3. All personnel should wear masks while in any of the common spaces in the building. Also available but not required are disposable gloves and lab coats, which should be worn as needed.
4. The Photonics Center has a limited supply of masks, gloves and lab coats that will be available free of charge to members of our community. Available PPE can be obtained directly from Helen Fawcett [hfawcett@bu.edu](mailto:hfawcett@bu.edu). Each lab PI is responsible for ensuring that all participating personnel in the lab have the necessary PPE and that they use it correctly.
5. All personnel should wash hands regularly with soap and water.
6. All personnel should wipe down contacted surfaces, tabletops, and door handles inside the labs with chlorine or hydrogen peroxide wipes or with paper towels and disinfectant spray.
7. All labs are responsible for sweeping and cleaning any debris in the lab, and putting it in appropriate containers (trash, biohazard waste, or EHS sharps containers).
8. Trash and recycle bins should be placed outside the lab door at the end of each day.
9. Place a note on the door of the lab if paper towel or soap refills are required, and custodial staff will leave it for your lab the next day.
10. Lab occupancy should be planned by the PI to ensure a minimum of six feet of separation of personnel at all times.
11. Graduate student multi-occupant offices will be closed, except for storage and retrieval of personal items.
12. Only one person will be allowed in any office at any time.
13. In single-occupant, non-common areas separated by a closed door, personnel will be allowed to remove PPE.

14. All kitchen areas are closed
15. Public water bottle automatic refill stations are available on the first and second floors of the Photonics Center.
16. Additional rules for use of shared laboratories will be posted at the entrances to those spaces, and will be disseminated via email by Building Coordinator Helen Fawcett [hfawcett@bu.edu](mailto:hfawcett@bu.edu). In the shared labs, we anticipate that the ramp-up phase will include significant changes in normal protocols for scheduling, gowning, and occupancy.
17. Conference rooms will be closed.
18. Restrooms should be considered single-occupancy.
19. Elevator usage should be limited to one person per cab.