

Pandemic Safety and Preparedness Plan for CMU On-Premises Research and Non-Curricular Creative Work

Version: 3.0 (7/23/2020)

General Information:

|  |  |
| --- | --- |
| Name of Plan “Owner” *Should be a faculty PI or facility manager. If there are multiple PI’s or managers associated with the plan, designate one as the “lead” and include others in the personnel list below.* ***The person named here will be the primary POC for regular reporting.*** |  |
| CMU Email of plan owner |  |
| College/School/Unit of Plan owner |  |
| Descriptive Name of plan (1 sentence) |  |

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# Background and Submission Process

## Purpose

This document and the below form are intended to gather information regarding the plans for research and non-curricular creative projects, labs and facilities that seek approval to return some portion of their work to CMU premises.

Consistent with the communications of [President Jahanian, Provost Garrett](https://www.cmu.edu/leadership/president/campus-comms/2020/2020-05-14.html) and [Vice President for Research McQuade](https://www.cmu.edu/coronavirus/news-and-communications/communications-archive/2020/may/strategy-to-return-research-activity-in-cmu-pittsburgh-facilities.html), for now **the return to Pittsburgh on-premises activities will be limited** to work that must be done in a CMU facility. We will gradually phase-in activities. This will ensure our ability to comply with university-wide, state and federal guidelines as well as minimize the health and safety risks to our community.

The leaders of every project and/or facility who wish to do research and non-curricular creative work on CMU premises must submit a plan using the below form and have it approved. Further details on exactly who should and should not complete the below form as well as the submission, review and approval process follow.

## Who should submit this form?

***Leaders of Shared Facilities:*** Those overseeing research recharge facilities, as well as spaces or facilities used by multiple research groups, who wish to open their facility for researchers to access and perform separately approved projects. In this case, the leader of the facility, or a designee, should submit a plan that is applicable to the general operations of the lab/facility and ensures that any individual project performed in the space is compliant with necessary guidelines and requirements.

***Note: Approval of a shared facility plan is not sufficient for any user(s) with access to that facility to re-start their work on premises. Specific project/activities must have a separate approved plan.***

***For example: The Bertucci Nanotechnology Laboratory needs a facility plan. A research group that uses the facility must also have plan that covers its own laboratories plus how it will use the Nanotechnology Laboratory.***

***Project Leaders and Faculty PI’s:*** Those who oversee their own laboratories and research groups should submit a plan that covers all of the facilities and personnel which they seek approval to perform on-site work at this time.

If multiple PI’s collaboratively oversee a combination of labs and spaces that is not otherwise a shared facility and all of those groups are intending to return on-site at the same time, they should coordinate a single plan that captures all of the work for which they wish to have approved in those labs and spaces.

We recognize that there are many different arrangements of “labs” and research “groups” and that the above guidance may not fit with the model for your group. If you are unsure of the best approach and how to proceed, do not hesitate to contact your [associate dean for research (ADR)](https://www.cmu.edu/coronavirus/researchers/index.html#ADR) with CC to [ovpr@andrew.cmu.edu](mailto:ovpr@andrew.cmu.edu) for guidance. (See the [researcher resources](https://www.cmu.edu/coronavirus/researchers/index.html) site for a list of ADRs if you do not know who plays that role in your college.)

***To be clear, no individual person should be conducting work on CMU premises unless that person, their work and the corresponding spaces are included and approved under a corresponding plan or combination of approved plans.***

## Who should NOT submit this plan?

This plan pertains to only research and non-curricular creative work performed on CMU premises. Additional plan formats and content are/will be required for preparing for and delivering on-premises educational and teaching activities as well as the work of administrative/operational units.

Individuals who are already approved to access campus to maintain biological or otherwise perishable samples, or to re-boot/maintain servers/equipment for off-campus work as-needed, do NOT need to complete this plan as long as their activities remain limited to those for which they were previously granted approval.

One time requests to come to campus (e.g., pick up materials to work from home) are not in scope and are governed by a separate process. Details can be found [here](https://www.cmu.edu/drbc/return-to-campus/one-time-access.html).

## Plan Submission and Approval Process

Researchers should work with their associate deans for research (ADRs) for guidance on preparing and submitting their plans. ***No unrequested plans should be submitted to the Office of the Vice President for Research (OVPR) or your dean’s office.***

Submitted plans will be reviewed by the dean, Vice President for Research (VPR) and COVID-19 coordinator. The COVID-19 coordinator will issue a decision on the appropriate next steps. Approved plan documents will be kept on file by the Office of Enterprise Risk Management.

***As university requirements evolve or change in response to changing conditions, you may be asked to revise and update your approved plan.***

*Thank you in advance for the effort in preparing the plan below and for everything you and your team are doing to continue to sustain the research and creative missions of the university while also remaining vigilant in helping to keep our community safe and healthy*.

# On Premises Research and Creative Work Plan

## General Info

[***Complete info on table on cover page***](#_Name_of_Plan)

## Justification of On-Premises Work

1. **Describe why the work described below *must* be done on-premises and cannot be done remotely.**

## Facility and Personnel Info

1. **Facility Details and Locations (Provide for ALL spaces that are needed for this project execution/facility operation, including those shared or common facilities that are typically not under the “control” of any of the personnel listed below). Add rows to the table below if needed.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Building | Room No. as identified in [CMU floorplans](https://www.cmu.edu/finance/property-space/floorplan-room/index.html) and the [CMU Space Database](https://www.cmu.edu/finance/property-space/space-inventory/index.html) \* | Name/Description | Does the lead PI/facility manager have oversight of this facility/space? (Y/N) If not, identify the relevant “owner.” | Max No. of Simultaneous Users/Occupants that will be permitted \*\* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\* Note that room numbers posted on doors do not always match the details in centrally managed databases. Common centralized facilities such as TechSpark, dFab, the Mellon Vivarium or the Scott Hall Nanofab can be referred to by general names.

\*\* Enter information for spaces/rooms that are primarily controlled by the PI. Other spaces, indicate N/A

1. **Personnel Details (Include the plan “owner”, Pandemic Safety Officer(s) and all relevant faculty supervisors in the details below. Add rows as needed.):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | AndrewID\*\* | Personnel Type (Faculty, Staff, Post-Doc, Masters Student, PhD Student etc.) | Relevant Rooms/Spaces to Access ( “ALL” if generally need access to all rooms listed above) | Approx. level of access needed (A,B,C):   1. 20 – 40+ hrs/wk 2. 5-20 hrs/wk 3. < 5 hrs/wk |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\*\* Please ensure that the info provided is the AndrewID and not an aliased email address. If someone is not CMU Affiliated, indicate affiliation and provide a contact email address.

1. **If your personnel list includes undergraduate students, please describe how their on-site participation is *critical* to the project (that is, the project cannot move forward without it) and confirm that the students are already in the Pittsburgh area.**
2. **Check the box below to acknowledge that all of the people listed above have been consulted in the planning process and understand the details of this plan and their individual roles and responsibilities.**

### Pandemic Safety Officer

You must assign a primary and backup individual to serve as a [Pandemic Safety Officer](https://www.cmu.edu/ehs/Workplace-Construction/pandemic-safety-officer.html) (PSO) within your organization or work space to ensure compliance with the Return to On-site Work [minimum requirements](https://www.cmu.edu/coronavirus/return/min-requirements.html). Pandemic Safety Officers should be faculty or staff members only. Students are not eligible to serve as a PSO.

Registration for Pandemic Safety Officer virtual classroom training is available via BioRAFT: <https://www.cmu.edu/ehs/Training/index.html>

|  |  |  |
| --- | --- | --- |
| ***PSO Name*** | ***PSO AndrewID*** | ***Date of Training Completed or Scheduled (Schedule through BioRaft system)*** |
|  |  |  |
|  |  |  |

## Project/Work Details

1. ***Short* description of the project(s) and type(s) of work to be performed:**
2. **Does your work involve human subjects (Y/N)?**

*If Yes and this plan is NOT for a shared facility – list relevant IRB Protocol(s):*

1. ***Does your work involve animal studies (Y/N)?***

*If Yes and this plan is NOT for a shared facility that houses those animals, list relevant IACUC Protocol(s):*

1. **Does the re-engagement of your work necessitate anyone from outside of CMU coming onto CMU premises, including but not limited to: human subject participants, collaborators, sponsor visits, materials/equipment delivery and set-up and/or maintenance, etc.? (If yes, describe)**
2. **Aside from standard utilities such as power, water and telecommunications, list any departmental or central services (e.g. shipping and receiving, stock rooms etc.) needed for your on-premises work and how you typically receive those services**
3. **If your request to perform research on-site is NOT for ongoing access, indicate the length or specific dates for which you are requesting approval to perform work on-site:**

## Prioritization Considerations

1. **Indicate anything else you feel is relevant for consideration by your department head, dean and the VPR as they identify the sequence of facilities that are permitted to reengage on campus.**

## Pandemic Health & Safety Compliance Plans

*The university has issued a set of* [*minimum requirements*](https://www.cmu.edu/coronavirus/return/min-requirements.html) *that must be met for any on-premises work to occur. In the sections below, you are asked to describe your plans for meeting those and other research and creative work-specific requirements in the course of your work in the above facilities and for how you will monitor and ensure compliance. You are also asked to acknowledge that everyone listed on this plan is aware of these minimum requirements.  All members of the CMU community are expected to review these requirements and are strongly encouraged to view the Returning to Campus Safely training video available on the* [*Minimum Requirements web page*](https://www.cmu.edu/coronavirus/return/min-requirements.html) *before returning to on-site activities.*

*If approaches/processes for meeting these requirements will differ across the rooms and spaces OR individual personnel listed above, please clearly describe those variations in your responses below.*

*Note that the OVPR has posted a* [*Google Doc capturing best practices*](https://docs.google.com/document/d/1DzZrq5F92e1WFMDipmtfvxYCkzHhEZ2s95yI8Wv5pwg/edit)*, lessons learned from other research groups as well as other supplemental information and guidance you may find useful in developing your specific plan. (Login to GSuite with our Andrew ID is required.)*

### Physical Distancing, scheduling and entrance/exit logging

1. **Describe how you will ensure enough space to maintain at least 6 ft (2 meters) between anyone in the spaces listed above while performing their work. Consider the presence of equipment, benches, etc. as well as pass-through hallways etc.**
2. **Describe any scheduling tools (google calendars, shared spreadsheets, signup forms etc.) you will use to control access to particular rooms and/or apparatus. Note: The use of a scheduling tool is strongly recommended for any plan that includes rooms/spaces with less than an average of 113 sq. ft per approved person accessing that space. (See the** [**CMU Space Database**](https://www.cmu.edu/finance/property-space/space-inventory/index.html) **for information on the actual square footage of the rooms listed above.)**
3. **If you intend to use pre-defined rotations or shifts, attach or provide below an example schedule that covers all of the personnel listed above.**
4. **Every lab/facility must have a process to track the actual date, time and duration that personnel spend in a space. This information may be used to facilitate response processes such as contact tracing and cleaning in the event there is a positive COVID-19 case in a lab or building. This process and system should be electronic and enabled on individually dedicated screens/devices (ie. Personal smartphone or laptop) wherever possible. If paper-based systems must be used, do not use shared/common pens. Describe how personnel will be logged in the spaces listed above.**
5. **Are there any circumstances where personnel CANNOT maintain physical distancing for short periods of time due to other safety or procedural considerations that must take precedence? (Y/N)**
6. ***If so, describe those circumstances and the risk mitigation strategies that will be employed to protect all parties involved At minimum the addition of a face shield or safety goggles in addition to the required facial coverings is recommended.***

### Anyone who is Sick Must Stay Home

1. **Please affirm by checking the box below that you and all of the personnel listed above understand and will comply with this requirement as described in the university-wide** [**minimum requirements**](https://www.cmu.edu/coronavirus/return/min-requirements.html)**.**

### On-Site Personnel Must Undergo Temperature Checks When Required

1. **The university-wide** [**minimum requirements**](https://www.cmu.edu/coronavirus/return/min-requirements.html) **describe circumstances when temperature checks may be required. Please affirm by checking the box below that you and all of the personnel listed above understand and will comply with this requirement:**

### Cloth face coverings

1. **Describe how you will meet the** [**minimum requirements**](https://www.cmu.edu/coronavirus/return/min-requirements.html) **that all personnel (those listed above and those who might temporarily enter your facility) must wear a** [**cloth face covering**](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html) **at all times. Indicate whether individuals and the facility already have the necessary supply of face coverings. (Note, if you need help procuring facial coverings, contact** [**drbc@andrew.cmu.edu**](mailto:drbc@andrew.cmu.edu) **for assistance and guidance.)**

### Personal protective equipment (PPE)

1. **Describe below any other personal protective equipment (PPE) that will be required in the facilities listed above and how you will obtain and provide that PPE. (See relevant** [**research FAQ**](https://www.cmu.edu/coronavirus/faqs/research.html) **on PPE for details on central resources available to assist in procuring PPE.)**

**Note: Gloves do not need to be worn in labs at all times unless that is part of “normal” (pre-pandemic) lab requirements. Frequent hand washing/sanitizing are the preferred strategy for preventing transmission via hands contact.**

### Individual hygiene & hand-washing

1. **Describe how you will enable listed personnel to meet the requirement to wash or sanitize hands after contacting high touch surfaces.**

### Food Handling

1. Describe how meals and breaks will be handled: specifically, what spaces will be used by personnel for eating, how will those spaces be cleaned and disinfected after use and on a regular basis and what procedures has your group developed to prevent exposure in those spaces.

*Note: it is recommended that food containers and handles are wiped with a disinfectant at each use if using communal appliances, eating occur in an area that is well ventilated and that there is no gathering of people when eating as face coverings must be removed, avoid using sugar/creamer/tea packets in containers where multiple hands must be placed to obtain the items, eliminate shared food in break areas unless individually sealed and wrapped.*

### Cleaning and sanitization consult and planning

*All labs/facilities and projects must hold a consultation with CMU Facilities Management and Campus Services (FMCS) to be advised on proper cleaning protocols as well as the roles and responsibilities of lab personnel and/or others in ensuring regular cleaning and disinfecting of active spaces. FMCS Has prepared* [*a document summarizing these consultations*](https://www.cmu.edu/research-office/communications/documents/research-return-cleaning-guidance.pdf) *and general cleaning protocols.*

1. **Briefly outline/summarize your lab/facility cleaning plan below and attach a copy of the FMCS summary and approval of your cleaning plan when you submit this plan.**

### Signage

1. ***Describe how signage will be used in the space to support any of the plans outlined above.***

Note the following resources:

* + [CDC Print Resources](https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc)
  + [CMU COVID-19 signage catalog](https://www.cmu.edu/coronavirus/assets/documents/signage-catalog.pdf): Those who preside over labs or restricted areas may either print signs from the signage catalog for use within their own space or request prints, including custom format and sizes, via email to fixit@andrew.cmu.edu. ***Researchers should NOT print and post signs in hallways or common areas overseen by departments or central offices of the university. FMCS is coordinating and executing the posting of appropriate signage throughout those spaces. If you see a need for signage in an adjacent hallway or common area, email a request to fixit@andrew.cmu.edu.***

### Human subject health and safety considerations

**If your work involves performing human subject studies on CMU premises (including remote/mobile facilities owned or controlled by CMU):**

1. **Confirm by checking the box below that you have read the relevant guidance documents for administering human subject studies:**

* [**Pandemic Safety and Preparedness Guidelines for On-Site Human Subject Research**](https://www.cmu.edu/research-office/communications/documents/on-site-hsr-guidance.pdf)
* [**COVID-19 Screening Process and Questions for Participants in On-site Research Studies**](https://www.cmu.edu/research-office/communications/documents/hsr-screening-questions.pdf)
* [**COVID-19 Related Information for Participants in On-site Research**](https://www.cmu.edu/research-office/communications/documents/hsr-informational-sheet.pdf)

1. **Describe your process for guiding subject participants to and from the study location(s), including where and how you will administer the COVID-19 screening questions:**
2. **Do you have a supply of disposable facial coverings for subject participants?**
3. **What are the approximate minimum, maximum and average number of persons (study participants AND any accompanying parents and/or caregivers) per week you anticipate coming on site for studies?**
4. **From where do you typically draw you subjects? (Examples: CMU undergraduate population, UPMC/AHN patient population, general surrounding communities, local schools, daycares and/or elderly care centers, etc.)**
5. **Do your studies typically include elderly participants or those who would be at elevated risk for COVID-19? If so, describe any special considerations/precautions that will be taken.**

1. **Do your studies involve any activity that could produce aerosols from the subject participant, such as talking loudly, singing, exercise and physical therapies or things that are expected to result in a cough or a sneeze? If so, describe the special considerations/precautions being taken.**
2. **Does your work typically involve using undergraduates as study administrators?**

# Ramp-down and/or temporary suspension of work plans

1. **You may be required to suspend activities in the spaces above due to a positive COVID-19 diagnosis that impacts your facility and/or directives from the university in response to the public health circumstances and/or state and federal mandates. Describe the steps you will take to ramp down work in the spaces described above within 24 hrs. In your description, distinguish between processes that vary based on whether the shut-down is temporary or indefinite. Consult the** [CMU Pandemic Preparedness Guide for Researchers](https://www.cmu.edu/research-office/communications/pandemic-preparedness-guide.pdf) **for guidance.**

# Regular reporting details

The leaders of every approved plan will be required to provide a weekly status report and feedback on the progress and issues encountered with their return to on-site research. Reports will be short and informal and sent to the Dean and VPR via an online form (link to be provided at a later date). Questions include:

* Summarize your current assessment of your team’s ability to adhere to your lab plan.  Cite issues or difficulties encountered.
* Describe any specific strategies, practices/procedures employed and/or general lessons learned that you may find useful for other researchers.
* What changes in current policy/procedure would improve research productivity and effectiveness?
* Please provide any additional feedback, comments and suggestions not covered above.

# Acknowledgement of Positive COVID-19 Diagnosis Response Protocols and Temporary Work Suspension

The university has posted [summaries of the steps that must and will](https://www.cmu.edu/coronavirus/health-and-wellness/index.html) be taken by individual personnel, lab/facility directors and central university services such as FMCS, Environmental Health and Safety (EHS) and University Health Services (UHS) in the event of individuals being exposed, feeling symptoms or receiving a positive COVID-19 diagnosis in a facility and building. ***These actions may require interruption or suspension of activities in a lab or neighboring facility for anywhere from 24 hrs – 14 days.***

1. **Check the box below to acknowledge that (a) you and all of the personnel listed above have read and understand the requirements and processes referenced above and (b) you recognize that your work may be adversely impacted/suspended even if the positive diagnosis is not within your particular group or facility.**

# Other Comments and Reference Documents/Attachments

If there is anything else you think is relevant to your re-engagement plan that you have not covered above please describe below or include as an attachment.

1. Comments:
2. Attachments (list with a title/filename):

***\*\*\*Reminder that you are required to attach a copy of your cleaning report/plan from FMCS and an example lab rotation/shift schedule (if relevant)\*\*\****