

## **Operations policy for the Biology Dept. COV-19 Phase I reopening**

**Part I, a-i: universal policies:** Practiced by all individuals carrying out research in the Biology department, regardless of building location and/or research discipline.

a. **Health check:** Daily online health screening must be done by all individuals before entering the buildings.

b. **Face covering:** A face mask will be worn at all times when inside buildings.

c. **Gloves:** Gloves must be worn inside labs at all times and when using shared equipment/reagents. If someone wishes to also wear gloves outside of the lab in common areas including stairwells, hallways and bathrooms, the same pair of gloves cannot be worn as those that were used inside the lab. If you choose to wear gloves outside the lab, they must be changed when transitioning between lab and outside of the lab.

d. **Disinfecting:** Everyone must commit to disinfecting their hands with hand sanitizer, which will be provided, just prior to entering the lab. Immediately upon entering the lab, everyone must also wash their hands, and continue to do so on a regular basis while in the lab. Shared research spaces and high touch surfaces should be disinfected with disinfectant or disinfecting wipes before you leave the lab. Shared research equipment should be disinfected before and after use. Workstations should be cleaned and disinfected upon arrival and departure.

e. **Distancing:** Everyone will practice social distancing in the lab keeping 6 feet apart when walking and 9 feet or 250 square feet apart when working. When outside the lab, in the hallway or in the stairwell, everyone will again practice social distancing and if necessary, wait in order to pass or climb the stairs. Only one person at time should be in the elevator or in the bathrooms.

f. **Check in/out:** You must sign in and out on the departmental attendance record. This will help in planning access to shared equipment and for COV-19 contact tracing. In addition, with this electronic document, we can ensure that at least 2 people are in a building at any one time. Note, to minimize density and virus exposure, any work that can be done at home (eg. meetings, reading, writing, etc.), must be done at home.

g. **Lab schedules:** Every lab will keep their own electronic record of their lab occupancy, shared research spaces, and scheduling for their lab members. Anyone entering a lab space must sign up before entering that space.

h. **Reporting concerns:** Violations or concerns of unsafe practices should be reported to the PI or the Chair ([droach@virginia.edu](mailto:droach@virginia.edu)). Anonymous reporting of unsafe practices or other concerns can be made through the anonymous feedback link on the **Biology All Collab** page.

i. **Reporting COVID:** Anyone experiencing COV-19 symptoms must report immediately to their PI, who will then report to the Chair. Additionally, anyone who has come in contact with someone who has tested positive for COV-19 or is a presumptive positive case must immediately contact their PI who will report it to the chair. In both of these instances, the person will be asked to self isolate for the time recommended by the CDC. The Biology community will be informed if there are any confirmed cases (without identification of the individual infected). Individuals who may have been exposed will be informed, and the University will assist in a thorough cleaning of any research spaces.