

# Return to Research – Photonics Center

06/02/2020

**Boston University** Photonics Center Building



# Agenda

Ground Rules

Training

Entering/Exiting the Building

Elevators & Stairs

Corridors, Restrooms, Kitchens & Interactive Spaces

Lab Cleaning

Packages & Mail

Violations

Ramp-Down Procedures

Contacts & Resources

## Ground Rules

- Guidance is being driven by a variety of stakeholders including:
  - Environmental Health & Safety (EH&S)
  - Campus Planning & Operations (CP&O)
  - Office of Research
  - Medical Advisory Group
  - BUPD
  - Marketing & Communications
- All personnel are expected to use common sense, honesty, and compassion when coming to campus.
- Any guidance is subject to change at any time based on University, State, City, or Federal instructions.

## Ground Rules

- Face coverings are required when working indoors.
  - Personnel must use their own face coverings to commute to campus and entering the building.
  - Once outside the labs, personal face coverings must be removed and replaced with lab specific face coverings.
  - Only exception is when working alone in a private office which is assigned to them with the door shut.
- Gloves are not recommended unless required for lab work or collecting packages.
- Maintain minimum of 6' distance whenever possible.
- Wash hands or use hand sanitizing stations frequently.
- Follow posted directional or instructional signage.

# GOLDEN RULE

- If you do not have to be on campus, do not come to campus!



# Training

- All employees are expected to review the following guidance regarding social distancing and hygiene when working in the lab:

<https://www.bu.edu/researchsupport/files/2020/05/Social-Distancing-in-the-Laboratory-Training.pdf>

- This meets the requirement by the state indicating all employees must receive training.
- A more comprehensive training, app, symptom checklist process will be announced later in the summer.

# Entering & Exiting

- Identified Entrances
  - Card swipe doors are labeled "Entrance Only"
  - Swipe in, do not hold the door open for someone behind you, move to the next set of doors, then the person behind you can swipe in
- Identified Exits
  - Doors on the far end of the card swipe door is labeled "Exit Only"
  - Exit, do not hold the door open for someone behind you, move to the next set of doors, then the person behind you can exit
- Freight elevator and loading dock entrances are restricted to Photonics staff, third party contractors, package deliveries, and facilities.
- In case of an emergency evacuation, the above recommendations do not apply.

## Elevators & Stairs

- Passenger elevators are limited to one person at a time
- 6' Distances will be marked in the lobby to queue for elevators.
- When possible, do not use hands or fingers to press buttons. Recommend using elbows, pens/pencils, or other device. Do not use metal keys as they will damage the buttons.
- Freight elevator use should be limited to transporting chemicals or large packages/crates and should be coordinated with facilities
- West stairs are marked “Stairs Up”
- East stairs are marked “Stairs Down”
- Custodial staff will be wiping down elevator buttons regularly. Please respect their time and do not enter elevator during cleaning.



# Corridors, Restrooms, Kitchens & Interactive Spaces

- The 2<sup>nd</sup> floor of the Photonics Building is one-way. Enter at the card swipe, proceed down the hall on the Babbitt Street side of the building to the elevator queue line or further around the rotunda. Exit from the elevator to the Mass Pike side of the corridor directly to the outside.
- Restrooms are single occupancy. Knock before entering.
- Kitchens are closed. If you need a lunch, a cold, no-prep lunch brought from home is highly recommended.
- Water bubblers and fountains are currently disabled. Touchless, automatic water bottle fill stations on the first and second floors should be used
- West & East End open areas have had furniture removed and are single occupancy only.

# Lab Cleaning

- Labs are responsible for wiping down their work stations, shared equipment, high touch areas, etc. within the lab.
- Labs have been provided with a dustpan/broom combination for general floor cleaning
- Labs must put full trash cans and/or recycle bins into hallway for removal.
- Custodial has been instructed to NOT enter lab space with the following exceptions:
  - Emergency spill (non-hazardous) situations.
- Cardboard boxes should be broken down and placed in recycle bins in freight elevator lobbies.
- Sharps and biohazardous and chemical waste pickup procedure will not change. Waste created in the wipe-down process is not considered biohazardous.
- If additional lab cleaning is required, please contact Helen Fawcett ([hfawcett@bu.edu](mailto:hfawcett@bu.edu)) to coordinate.

## Shared Labs

- All shared lab in the Photonics Center (MSE Core, FTF, PML) will follow the same protocol, OPF's is slightly different.
- Once approved by the Office of Research, shared lab users will be informed of the new protocols.
- The first week of opening, all shared labs will be staffed by the lab managers only as equipment is coming back online. Beginning the following week, approved users of lab groups will be allowed to access shared labs
- Super users of lab groups will be identified during the first week of research start up

## Packages & Mail

- Package receiving Room 103B will continue to be used for all Photonics and ECE packages. Please be sure to put the room number, 103B, on your mailing address information to provide to the vendors.
- Faculty, graduate students, researchers from the labs, and BIC employees are all responsible for locating and picking up their own packages. There will not be a notification system in place. Enter the key code for access to the mailroom and follow EHS's protocol: <http://www.bu.edu/ehs/files/2020/05/COVID-19-Precautions-During-Handling-and-Receiving-Packages.pdf>
- Once a week, a Photonics staff member will check the package room and place boxes outside the lab that have not been picked up.
- For large loading dock deliveries, labs should coordinate with Yvonne Cancino ([YCancino@bu.edu](mailto:YCancino@bu.edu))

# Violations

- Violations to written, posted, or communicated protocols can be reported by anyone at any time.
- The guidelines set forth are considered an extension of lab safety protocols which are governed by EH&S.
- Steps for resolving/reporting issues:
  1. Politely remind the individual of the proper protocol. If there is a misunderstanding or disagreement, please reach out to Helen Fawcett ([hfawcett@bu.edu](mailto:hfawcett@bu.edu)).
  2. Report the violation to the PI.
  3. If the PI is not known, contact EH&S lab safety coordinator, Juli Foisy ([jfoisy@bu.edu](mailto:jfoisy@bu.edu))
  4. Should EH&S not respond, please contact Helen Fawcett ([hfawcett@bu.edu](mailto:hfawcett@bu.edu)).
- Do NOT call BUPD

# Ramp-Down Plans

- From the [Research Recovery Toolkit](#):
  - Anticipate the possibility of illness on your team. Ensure all lab members who return to the lab are aware of their reporting obligation in the event one of them either contracts COVID-19 or comes into close contact with someone who has tested positive:
  - **Students** should contact Student Health Services (SHS) through the student portal
  - **Employees** should contact the BU Occupational Health Center (BUOHC) via its COVID Hotline: 617-358-4990
- Should there be a concern of an individual who has tested positive, BUOHC or SHS will dictate the proper cleaning procedures, as well as any limitations on operations or occupancy.
- Please ensure lab members keep a log of when they were in the labs and/or to adhere to any schedule the lab has determined as part of their Return to Research plan.
- In the event of a building-wide shut down, it is the responsibility of the Building Coordinator, Helen Fawcett ([hfawcett@bu.edu](mailto:hfawcett@bu.edu)) to ensure each lab follows their Ramp-Down protocols as well as secure/restrict any access to common spaces.

# Contacts & Resources

- Your Building Coordinators
  - Primary: Helen Fawcett, [hfawcett@bu.edu](mailto:hfawcett@bu.edu), 857-753-1719
  - Secondary: Cara Ellis McCarthy, [cellis@bu.edu](mailto:cellis@bu.edu), 617-358-4257
- Office of Research Recovery Toolkit  
<https://www.bu.edu/researchsupport/tools-services/research-recovery-toolkit/>
- Campus Planning & Operations Return to Campus Advisory Services  
<http://www.bu.edu/cpo/tools-resources/return-to-campus/>
- Environmental Health & Safety COVID-19 Resources  
<http://www.bu.edu/ehs/ehs-topics/ehs-covid-19-resources/>
- Primary point of contact for the Office of Research and related questions is [Kevin Gonzales](#).
- Primary points of contacts for Campus Planning & Operations and related questions are [Rene Fielding](#) and [Gregg Snyder](#).
- Primary point of contact for Environmental Health & Safety will be [Bob Whitfield](#), along with [Ron Morales](#) for research areas; and [Thom Gorham](#) for administrative, ancillary, and academic areas.