

Geochemistry and MacMillan Building Guidelines & Policies COVID-19, Stage 2

In addition to the policies outlined below, all personnel permitted to enter the Geochemistry and MacMillan spaces must follow all guidelines recommended by the state of [Rhode Island](#) and [Brown University](#). Research groups should consult [OVPR's page](#) or [UHR's page](#) regarding key documents needed to resume research and returning to campus. Additional documents include [Resuming Research Guidelines](#) and the [Research Ramp-up Checklist](#), and EHS has put together a helpful [FAQ Response](#).

Everyone must follow social distancing guidelines and take them seriously. Corrective actions will be taken if personnel returning to campus do not comply with the University's *Return-to-Campus Guidelines*, up to, and including termination. **Report behaviors inconsistent or in violation** with these guidelines **to the department chair, a supervisor, EHS, or other University official.** **Anonymous reporting** may be done utilizing Brown's *Anonymous Reporting Hotline* (<https://compliance.brown.edu/reporting-concerns>).

Personnel should monitor their health (at least) daily before arriving. Brown has partnered with the third-party vendor, Verily, for a web-based system for symptom tracking. This should be completed daily (<https://healthy.verily.com/>). If you feel ill, you should not report to work. If you become ill and experience symptoms associated with COVID-19 contact your medical provider. *All personnel should keep a daily journal of interactions* (people, places visited) to facilitate effective contact tracing. Additional details can be found here: <https://healthy.brown.edu/testing-tracing>. Verily will also coordinate your COVID testing, depending on your access needs.

Face coverings are required while in the building, with the exception of designated reservable break rooms or working alone (refer to [EHS guidance on face coverings](#)).

Personnel are expected to *keep their time on campus to a minimum*. Work which can be carried out remotely (e.g. meetings, computation, data analysis, writing) should be continued in this way, but you should access campus as needed to perform your research and other work, with appropriate approvals.

In case of any building issues, chemistry personnel should contact Alfred Tente (alfred_tente@brown.edu) and DEEPS personnel should contact Dave Murray (david_murray@brown.edu). Environmental Health & Safety (EHS) can be reached for non-emergencies (3-3353), and emergencies (3-4111).

As a general reminder, everyone should:

- ❑ **Wear standard PPE** in lab spaces. This includes **lab coats, goggles, and gloves**. Gloves should be removed to prevent chemical contamination when touching door handles, instruments, computer accessories, and in shared spaces when not handling chemicals (hallways, shared facilities). Lab coats should not be worn in break rooms or bathrooms.
- ❑ **Use disinfectant wipes or sprays** to clean high touch surfaces between use.
- ❑ **Wash their hands** or apply hand sanitizer regularly.
- ❑ **Observe entrance/exit procedures** and maintain proper distance when in corridors or entering rooms.

Note: Only researchers and staff that have been approved and complete their required training will be allowed to work in Geochemistry or MacMillan during Stage 2. Faculty who are working remotely that need to pick up materials from their office must follow the [University COVID-19 Workplace Safety Policies](#) and our building policies.

Building Access:

1. Buildings will operate under **card-access only**, with **specific entrance and exit points** to help reduce possible transmission of COVID-19. Building diagrams with entrance and exit points provided as [GC-MM access](#).
 - a. **Entrances:**
 - i. **MacMillan:** Thayer Street & Courtyard (ADA entrances)
 - ii. **Geochemistry:** George Street

- b. **Exits:**
 - i. **MacMillan:** North (Manning Walkway, facing Science library)
 - ii. **Geochemistry:** Brook Street

Note: The MacMillan entrances (Thayer Street & Courtyard) can serve as entrances and exits for any personnel with accessibility needs, and there is an accessible exit next to the MacMillan exit.

Note: Facilities personnel are allowed to enter or exit at any portion, but otherwise must follow all directional stair-well guidance while in the building.

- c. **In the case of an emergency evacuation, all hallways, stairwells, and access points are exits.** All personnel should exit to the established evacuation points and socially distance.
2. A list of authorized personnel, who **must and want** to be present in the labs to perform essential experiments or duties, shall be provided by each PI and facility director. Please see additional guidance on lab scheduling in the **Lab Safety and Scheduling** section.

Building Flow and Usage:

3. **Elevator usage is restricted to a single occupant, and required use only.** This could include the transport of chemicals, supplies, heavy materials, and any personnel with accessibility needs.
- Note:** If you use the elevator to drop off something to the loading dock, you can use it to return to your floor (otherwise you would have to exit and re-enter the building again).
4. **All bathrooms will be single occupancy.** If the desired bathroom is occupied, the user can wait at designated floor markings separated by 6 feet until the bathroom is free.
5. **All stairwells are uni-directional**
- a. **MacMillan** (Thayer; Ground → 1st) – Up
 - b. **MacMillan** (Southwest, George/Thayer; 1st → 2nd) – Up
 - c. **MacMillan** (North, Science Library; 3rd → 1st) – Down
 - d. **Geochemistry/MacMillan** (George Street)
 - i. Ground → 0th – Down
 - ii. Ground → 4th – Up
 - e. **Geochemistry**, internal (2nd → 4th) – Up
 - f. **Geochemistry** (Northeast, Brook Street)
 - i. 0th → Ground – Up
 - ii. 4th → Ground – Down

Note: Entrance from the loading dock and the external staircase (Ground → 1st; Brook Street) will be limited to delivery or facilities maintenance personnel only.

6. **All hallways will be two-way, with personnel keeping to the right (similar to U.S. road traffic).**
Passing in the hallway is limited to opposing traffic only. Social distancing should be practiced at all times, which could include moving briefly into an alcove when opposing traffic needs to pass.
7. **Please be mindful of any high-traffic times.** This might include hallways at the start/finish of usual classroom times Monday – Friday. Classroom schedules will be circulated when they are available.

PPE, Disinfectant, and Cleaning:

8. All personnel approved to work in Geochemistry and MacMillan buildings will be provided with 3 reusable and washable face coverings by the University. These will initially be distributed to corresponding labs by building staff.
9. All labs and common areas will be supplied with disinfectant and cleaning supplies. Disinfectant, cleaning supplies, and PPE will be available through the strategic sourcing department and EHS. **Please contact Eric Friedfeld (eric.friedfeld@brown.edu) or David Murray (David.Murray@Brown.edu) to request additional materials.**
- a. Each lab space will be provided with (at least) one spray bottle and paper towels. Refills will be coordinated with EHS and distributed through the stockroom.

10. Custodial staff will be in Geochemistry and MacMillan, Monday through Friday. During these times, staff will make rounds of the building to restock hand soap dispensers and clean high touch points in general areas (bathrooms, door handles, common spaces).
- If soap or paper towels need to be restocked, you can call the 24/7 service response center at 863-7800.
11. **Users will be expected to clean high-use shared spaces and all labs.** These need to be cleaned before and after every new user.
12. **Gloves used in lab spaces need to be removed before leaving lab spaces**
- Wearing gloves used for lab work could introduce chemical contamination in common spaces
 - Gloves are no substitute for good hygiene, and can still transfer virus from surfaces.
13. **Personnel should wash their hands frequently**, especially after blowing one's nose, coughing, or sneezing, and before eating or touching one's face.

Shared Facilities:

14. **Only trained and approved users will be able to use these facilities.**
15. Each shared facility (e.g. Stockroom, machine shop, core-facilities) has developed its separate plan of operation and modified configuration to allow for social distancing and occupancy limits.
16. Scheduled use of facilities will be required to allow for equitable access and to ensure adherence to occupancy limits. *Please refer to the shared facility guidelines for specific details on scheduling.*
- Note: Liquid nitrogen will now be housed in GC-213A** (front entrance of the Machine Shop). Please reserve a time on the [calendar](#) and refer to the Stockroom guidelines for more details.
17. Facility staff in-person hours and training will be limited during these times. Please consult their working plans for specific hours.

Facility (<u>See these for scheduling links!</u>)	Essential Personnel
Stockroom	Allen Sylvia
Machine Shop	Tom Kiefer, Randy Goulet, and Ken Talbot
Electronics Shop	Alfred Tente
NMR	Russel Hopson
MS	Tun-Li Shen
NanoTools	Hector Garces
Env Chem	David Murray and Joseph Orchardo

Note: Other shared facilities, such as the Organic Geochemistry, Microprobe, and ICP-MS facility should contact the facility PIs to obtain access.

Break rooms:

18. **Meeting or congregating is strictly disallowed**, and spaces will strictly adhere to occupancy limits and social distancing requirements. Time spent within Geochemistry/MacMillan should be kept to a minimum.
19. **Select conference rooms and classrooms can be reserved through a viewable Google Calendar (links below) in 30-minute blocks for eating/drinking.**

All spaces must be thoroughly cleaned by the reservee before and after use.

- No person shall reserve more than a 30 min block during the hours of 11 am – 2 pm and 5 – 8 pm.

- b. Each reservation spot is for one person (*maximum*). Currently, only GC-349 and GC-351 are approved for two people (e.g. one reservation for GC-349 and one for GC-349A).
- c. Per University policy, the use of shared refrigerators, coffee machines, and microwave ovens **are now allowed**. Please follow University guidance for usage:
- No congregating, and room densities should be followed.
 - Masks are required except when eating in approved locations.
 - Social distancing should be maintained.
 - Users must disinfect the appliances and any areas used for eating after use.
 - Users must stay in the kitchen area with their food or drink while waiting for it to finish heating or brewing.

MM-106	MM-212		
GC-246	GC-449		
GC-349A	GC-349	GC-351A	GC-351

Note: GC-029, -109, and -109 are available for reservation by contacting [Patricia Davey@brown.edu](mailto:Patricia_Davey@brown.edu), [Lisa Sheehan@brown.edu](mailto:Lisa_Sheehan@brown.edu), or [Gloria Correra@brown.edu](mailto:Gloria_Correra@brown.edu)

20. The 4th Floor Terrace can be accessed in a drop-in manner, where the maximum occupancy is 2 people. Users are asked to be respectful of others, and expected to adhere to all building policies.
21. [Following guidance from the CDC](#), personnel are strongly encouraged to disinfect handles and faucets before their use. Remember to run water prior to filling water bottles with disinfected faucets to ensure that you're not drinking water contaminated with disinfectant. Drinking fountains will not be used at this time.

Lab Safety & Scheduling:

22. Environmental Health & Safety (EHS) can be reached for non-emergencies (3-3353), and emergencies (3-4111).
23. As always, all personnel should follow appropriate safety practices when working with hazardous chemicals.
- Wear standard PPE!** This includes lab coats, goggles, and gloves. Gloves should be removed to prevent chemical contamination when touching door handles, instruments, computer accessories, and in shared spaces when not handling chemicals (hallways, shared facilities). Lab coats should not be worn in break rooms or bathrooms.
 - Personnel working in gloveboxes need to wear lab coats, goggles, and gloves. They should also disinfect surfaces (e.g. windows, antechamber handles, etc...) between users.
 - Standard operating procedures should be updated, and additional potential safety hazards arising from current operating conditions (e.g. low population densities, unattended processes) should be identified.
 - Lab start-up and shut-down reminders should be posted in lab spaces, and check-off sheets or log books are strongly encouraged (paper or electronic)
 - The use of **reaction or process safety cards** to help alert users of particular hazards are **highly encouraged**. Laminated copies can be made available in the Chemistry Stockroom, and the [editable word document](#) is available. **Note:** Open with Word for proper formatting.
 - Personnel that are performing procedures with pyrophoric chemicals may consider the use of a face-shield or flame-resistant face-covering, in addition to a flame-resistant safety coat.
24. Hazardous waste will continue to be managed by Triumvirate, and regular weekly waste collections have resumed. Pick-ups can also be requested [here](#).

25. PIs and research groups will be required to submit requests for reopening labs, which will need approval from the department chair, a building sub-group, and EHS/OVPR. Please refer to the [OVPR webpage](#) for more information on these requests, and also refer to the EHS - [Research Ramp-up Checklist](#).

Note: Requests for additional personnel that weren't captured in your original submission require addenda. Requests will be reviewed weekly by building committees, EHS, and OVPR.

26. PIs and research groups will need to maintain scheduling for specific lab spaces (e.g. Google Calendar).

a. Calendars need to be accessible to all members of the research group, as well as department and managers (e.g. *Chemistry*: Lai-Sheng Wang, Sheila Quigley, Al Tente, *DEEPS*: Jim Russell, Dina Egge, Dave Murray, Joe Boesenberg).

b. **Individual in-person experimental working schedules:**

i. Should prioritize the safety and well-being of researchers

ii. Should be staggered, and include time considerations required for cleaning before and after use

iii. Reduce scenarios which would lead to 'working alone', while keeping the number of people working in an area to a minimum

27. Whenever possible, working alone should be discouraged. When such situations are unavoidable, additional approval is required for proposed scheduling and researchers should:

a. Establish clear check-in and check-out procedures with a designated point of contact. Examples may include the use of:

i. group text messaging (e.g. Slack, GroupMe, etc...)

ii. specific apps (e.g. Guardian, FallSafety, etc...)

b. Coordinate hours with adjacent labs and establish regular check-ins.

c. Avoid hazardous procedures or activities. Laboratory Supervisors will need to review the above authorizations, protocols, and procedures with their lab members and document which protocols cannot be performed alone.

28. Personnel who need to change their access status (essential, essential limited, etc.) should contact their department administrator.

a. As a reminder, **personnel with "essential limited" access** (i.e. infrequent access to obtain mail or materials from their office or lab), should come to campus no more than once a week not perform work on campus. Please try to schedule visits during low-density times (outside of scheduled class hours), and coordinate this with your department chair or administrator.