Stanford Biology Return to Research:
Stage 2 guidelines for researchers in Bass Biology and Gilbert Buildings

Research in the Biology Department advanced to Stage 2 on 6/22/20. For PIs and research personnel who have already been approved for Stage 1 work, the following Stanford Operating Procedure (SOP) must be adopted to allow personnel density to increase to Stage 2 guidelines, i.e. 1 personnel/250 sq feet of laboratory space/shift. Once you have read these policies, you must submit detailed personnel plans for your specific lab space, discuss them with your research group, and submit them to the Department for approval (see below).

Overall guiding principles for return to research at all stages:
- Safety of the Biology Community is the highest priority.
- All personnel must work remotely when possible.
- No personnel can be required to come to campus if they are uncomfortable with the risk.

Laboratory Work guidelines for Personnel
- Before coming to campus personnel will monitor themselves for signs and symptoms and complete Health Check daily before coming to work. If sick, they should not come to work.
- Personnel will enter entry and exit times into the Biology Lab Access Schedule online form. Note that this may be done in advance of actual building occupancy and should indicate, if necessary, multiple building location that will be visited.
- Personnel should carry a copy of the letter authorizing them to work on campus.
- Use of major shared equipment/facilities accessed by research personnel should be coordinated via a shared calendar to ensure that personnel do not overlap between labs. Each PI/Lab is responsible for setting these up and sharing access information to all users of the equipment/facility.
- Face coverings must be worn inside buildings at all times.
- Bathrooms should be occupied by only 1 person at a time.
- Elevators should be occupied by only 1 person at a time.
- Where indicated, travel may be one-way, for example on staircases.

Maintaining Personnel Safety
- Faculty are discouraged from routinely scheduling work between 10pm-6am as these times frequently correspond with higher rates of injury and exposure, and campus safety personnel are less available at those times.
- Personnel may frequently be working outside of ‘standard’ work hours during Stage 2, but cannot be required to work late at night, or under any condition that makes them feel unsafe.
- Personnel that are concerned for their personal safety under conditions of reduced population density in building or on campus should consult Stanford guidance on working alone and consider instituting a virtual buddy system with established check in times.

Faculty: Submission and approval process for Stage 2 personnel plans:
- Each faculty member must edit her/his Lab Continuity Smartsheets entries to indicate an overview of proposed Stage 2 activities, i.e. key personnel that will engage in these activities and plans to maintain maximum required personnel density.
• In Stage 2, research personnel density may not exceed 1 personnel/250 sq feet of laboratory space/shift. This ratio is applied to the main lab area where researchers are working at benches and desks. Support space rooms are not included in this calculation for how many researchers that are allowable in the lab.

• Along with the maximum number permissible, consideration to the layout with respect to the 6-foot proximity guideline needs to be assessed.

• Please review the following documents: Biology Department Covid Reference Documents which provides annotated building plans for each lab, and the Covid Stages excel file, which provides the space calculations associated for all faculty members labs.

• Develop an occupancy plan for your lab. In most labs a max 50% occupancy can be achieved at any time. For reference, you may consult these. examples: Bergmann & Luo Lab Plan for Stage 2

• When your plan is complete please email it to Kwame Akan, Dr. Martha Cyert and Dr. Tim Stearns.

• Also, each faculty member must edit her/his Lab Continuity Smartsheets entries to indicate an overview of proposed Stage 2 activities, i.e. key personnel that will engage in these activities and plans to maintain maximum required personnel density.

• Detailed Stage 2 personnel plans will be submitted reviewed and approved by the Department Chair, and must also be approved by H&S Deans office. Only personnel approved for these or essential research activities will be given building access.

  - Faculty members and any research personnel that will be doing work in Bass or Gilbert must complete the online course: EHS-2470 COVID-19 Hygiene Best Practices before beginning work.

  - Each faculty member must verify that her/his lab and lab personnel have adequate access to PPE and cleaning supplies.

• Biology Dept. will supply alcohol and spray bottles required for disinfection, and has distributed these to each lab. Lab personnel are responsible for filling bottles with 70% alcohol solutions and carrying out appropriate cleaning/disinfection of lab surfaces.

• Biology Dept. has supplied cloth face masks (1 per person) for each lab.

Overall, these procedures, while cumbersome and in many ways not ideal, are designed with an abundance of caution to keep all of us safe, while also allowing us to move forward, in a limited way, towards achieving our research goals.

For an overview of the university’s plan for a return to research, the Research Recovery Handbook (https://ehs.stanford.edu/returntoresearch), provides a broad framework and guidance to support a phased recovery of Stanford research activities. See also the Cardinal Recovery website for answers to most FAQs.