Stanford Biology Return to Research:
Stage 1 guidelines for researchers in Bass Biology and Gilbert Buildings

Research in the Biology Department has advanced to Stage 1 as of 6/1/20. According to the Stanford Research Recovery Handbook, during Stage 1, the research activities initiated in Stage 0, i.e. Essential Research Functions and Minimum Basic Research Operations, will continue. “The goal in Stage 1 is to allow preparations for Stage 2 research while limiting population density in labs, in buildings, and on campus. In Stage 1, a small number of researchers will prepare labs and units for a gradual return to work in Stage 2 and b) prepare to train the next group that will be coming in to work. In Stage 1, we will cap the limit on personnel at two (2) per faculty member per shift.”

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.

During Stage 1, safety will be maximized and access limited in the following fashion:

**Laboratory Work and Personnel Density**

- 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.
- Personnel must adhere to the policies in the [Biology Stage 1 Checklist](#).
- Personnel should carry a copy of the letter authorizing them to work on campus.
- Research Recovery handbook states “In Stage 1, researchers may extend the types of research beyond Essential Research Functions, COVID-19-related work and Minimum Basic Research Operations, but they may not exceed the workforce limit of 2 personnel per PI per shift.”
- The **2 personnel per PI per shift limit includes all personnel**, i.e. those carrying out essential research functions, and Minimum Basic Research Operations, even if these personnel are working in different rooms/locations. The intent is to limit the total number of researchers working on campus.
- Faculty members who are accessing their offices but not laboratory spaces are not included in the 2 people/perPI/per shift limit.
- A small number of Department Support Personnel including laboratory assistants and animal or plant care specialists who do not enter laboratory spaces will not be included in the 2 person per PI per shift limit.
• Adequate time should be scheduled in between shifts to allow personnel to clean and disinfect their workspaces.

• No more than 1 person can be present at any time in a room smaller than 250 square feet (these rooms will be identified by signs).

• When two people are working in the same room, they should be situated ≥ 6-feet apart. Pairs of researchers should not occupy work spaces directly opposite one another at the same time if the distance between those work spaces is less than 6 feet.

• To minimize the potential for transmission of virus, every effort must be made to avoid moving people between shifts, i.e. ideally researchers would be consistently paired together for work.

• Use of any shared equipment/facilities accessed by research personnel must 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 1, 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.

**Approval process for entering into Stage 1:**

• Each PI must e-sign the Lab Level Pre-Start Safety Checklist, and Faculty Acknowledgement of Required COVID-19 Safety Procedures forms (if they did not already submit them for Stage 0) and email the completed forms to Bettye Price (bprice@stanford.edu) and Sonam Desai (sonamd@stanford.edu).

• Lab personnel must e-sign and submit Research Personnel Acknowledgement of Required COVID-19 Related Safety Procedures form (if they did not already submit them for Stage 0). Faculty members should distribute this form to relevant personnel (including the faculty
member if she/he will be carrying out Stage 1 functions) and email completed forms to Bettye Price (bprice@stanford.edu) and Sonam Desai (sonamd@stanford.edu).

- Each person authorized to work in Bass or Gilbert will receive a letter from the Department authorizing them to work on campus (if they did not already receive one for Stage 0).
- 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 is distributing 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. will supply cloth face masks (1 per person) to each lab.
- Each faculty member must edit her/his **Lab Continuity Smartsheets** entries to indicate an overview of proposed Stage 1 activities and key personnel that will engage in these activities. (see below for details)
- Stage 1 plans will be reviewed for possible approval 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.

For Faculty entering information into ‘Smartsheets’:

a. If you have not interfaced with ‘Smartsheets’ you must first log into **Lab Continuity Smartsheets** and establish a smartsheet account using your Stanford email address (exact match to sunet ID) and sunet password.

b. Once in ‘Smartsheets’, you will see a single row that includes all of your information: click anywhere on that row to reveal a ‘details’ window where more information can be added about Stage 1 overview and key personnel.

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.