

Reopening Laboratories Guidelines
Earth, Atmospheric, and Planetary Sciences Department

This memo is to help us proactively prepare for reopening of the University should the stay-at-home order not be extended. If this is lifted, our laboratories may reopen but under strict guidelines to ensure the everyone remains safe both in the laboratory but also from the continuing danger from Covid-19. This memo includes guidelines on:

- Identifying risks
- Controlling access
- PI and worker responsibilities

Action Items

- 1) If not already done so, please [complete the survey](#) indicating who needs to come back, why they need to come back, and in what laboratories they will be working.
- 2) If not already done so, please provide the URL for your specific laboratory schedule [here](#).

There are a wide range of spaces referred to as ‘laboratories’ within the Department that range from those with restricted access due to real safety concerns (e.g., chemicals, pressures) to those that serve primarily as office space. The guidelines here are meant to apply to situations in which work cannot proceed without direct access to specialized facilities. Those who are able to work from home must continue to do so until further notice.

Principal Investigators will be responsible for ensuring those with access to their laboratories adhere to the following guidelines. The PI’s are tasked with providing information on which laboratories require access, who will require access, and why these individuals need access. This may be accomplished with the [linked response survey of Action Item 1.](#) (if the link does not work the full URL is https://forms.office.com/Pages/ResponsePage.aspx?id=Ob0wOVN8nEGx5YdY1tY_1d2HOerprHZNsbq8Fy6dUDNU1NhIWjdKTTJMVEpESzI2MFJITIVRVjZTNC4u). This is within the Purdue Office 365 Environment and requires your Purdue login information (not Boilerkey).

1. *Essentials:* Identify at-risk workers for whom entry is not permitted and must work from home including but not restricted to:

- a. Those in high risk categories (age and pre-existing conditions) as per CDC guidelines
- b. Those who are regularly exposed to other groups or the public (e.g., second jobs)
- c. Those who have Covid-19 related symptoms or are testing positive for the virus.
- d. Those how have knowingly come in contact with sick or exposed individuals.
- e. Those who have returned from travel within the past 14 days.

2. *Laboratory Access Control*

- a. Explicit rationale on the [Action Item 1](#) must be provided as to why work cannot be remotely conducted.
- b. PIs must organize and post a work schedule ([example template](#)), to be readily available on the internet both to the research group and to the Department leadership (to facilitate tracking if necessary). As noted above, please provide the URL for this [Action Item 2 here](#). This schedule should assist you to:
 1. Minimize the number of workers in each laboratory to only those necessary → preferably one individual in the lab at any time.
 2. If work necessitates two or more individuals be in a laboratory at any time, those individuals must adhere to [social distancing guidelines](#) (i.e., a minimum of 6’ between individuals) with a minimum of 120 sq. ft. allocated to each individual.

- c. Laboratory doors must remain closed, but may or may not be locked depending on each laboratory's specific safety needs.
- d. Appropriate signage must be on doors (see Example attached).

3. *Within Laboratories:*

- a. Work should not commence until PPE and [cleaning supplies](#) appropriate to each laboratory's situation been obtained. At this time, PI's are responsible for ensuring that these supplies are available. We regret this situation and realize that this may delay reopening of some laboratories.
- b. All individuals must wear appropriate Personal Protective Equipment as normally expected, this gear (e.g., safety glasses, lab coats) CANNOT be shared as well as any necessary to prevent spread of COVID-19 (e.g. face masks)
- c. Equipment used by multiple workers (e.g., computer keyboards) should be appropriately cleaned before and after use.
- d. Work stations should indicate appropriate 6' social distancing spacing when appropriate, with at least 120 sq ft per person.

4. *Within EAPS:*

Strict social distancing guidelines must be adhered to including:

- a. Masks (cloth acceptable) to be worn in open areas.
- b. Office doors are to remain closed.
- c. No group interactions are allowed under any circumstances.
- d. Linger in hallways is not allowed.
- e. Common rooms remain inaccessible until further notice.
- f. Common printers cannot be used and the printer rooms are inaccessible.
- g. Hands should be regularly washed and any common equipment cleaned.
- h. One person allowed in a bathroom at a time, please knock before entering.

5. *Field Work:*

- a. 'Buddy system' is still recommended for safety, but workers should avoid travelling in the same vehicles, must maintain social distancing guidelines, and use appropriate PPE.
- b. Currently no work-related Purdue travel is allowed at least until May 4 without special exemption.

STOP!

LIMITED ACCESS

Due to COVID-19 precautions, this laboratory has limited access. Be sure that you are cleared for entry into this space.

Before Entry

- Wash hands**
- Check laboratory schedule**
- Wear mask if working with others**
- Maintain physical distance from others as much as possible**

For questions or concerns regarding this room, please contact:_____