Questions from COVID19 Return to work training:

1. If you leave the building, but plan to come back in an hour, do you need to fill out the health screening form or sign in/out form each time?
	* If only going outside, to your car, to the Hort garden or across the street to use a research facility, then no. If off campus to a public space or home, then yes.
2. If travelling to MPS, PSS, do I need to sign in for each building?
	* The various buildings will coordinate. As you fill out daily health screening, list all buildings you will be entering.
3. Where can we find the EHS training?
	* https://bit.ly//EHS-4950-SCO
4. Where should people without a car eat when the weather is poor so they cannot eat outside?
	* We do not have a place to eat in PLB currently. We are discussing this with the administration, but nothing has been identified. We encourage you to plan accordingly. With shortened shifts, hopefully this will less of an issue.
5. PSM labs were left off the zone list in the basement, why?
	* PLB was awaiting instructions from CANR on how to proceed. You should be receiving more information from your chair and dean soon. In the meantime, the PSM faculty should feel free to form their own zone in the basement. Emily Pawlowski can provide you with information on how the zones were set up in PLB.
6. What forms are necessary to fill out daily?
	* Daily health form (either online or the Ingham county form and submit on google drive or to Danny) and the PLB sign in/out form. Both can be found via links on the [PLB website](https://plantbiology.natsci.msu.edu/).
7. Why do some people not have access to the online form?
	* HR does not list graduate students as employees unless they are currently a TA. This means they will not have access to the online health form, as this is only available to employees. Please fill out the Ingham County health form and submit it to the google drive (<https://drive.google.com/drive/folders/1HyLKX7BDLZyHd154Ho-Lw_QTtygd3Q0p?usp=sharing>) or directly to Danny. The same will likely apply to UG employees or summer temp employees.
8. In the bathrooms that only have air dryers, will there be paper towels available?
	* Custodial services is working on installing paper towel dispensers in the remaining restrooms with only hand dryers.
9. Where should PSM labs send their lab specific forms?
	* Await instructions from your chair.
10. How will parking be handled when returning to work? Will it be monitored?
	* Information on parking can be found at <http://police.msu.edu/covid19/>.
11. How should lab’s list the hours/day and days/week on the lab form? This does not confirm distancing.
	* Fill out with the best estimate and elaborate in the other boxes. These are being used to estimate general occupancy in the lab space and the building. For example, they will likely ask for clarification if six lab personnel are listed as working 8h/day for 5d/wk. It likely will not be an issue if 3 people are working an AM shift and 3 are working a PM shift.
12. Shared equipment vs facilities used on the lab return to work form?
	* The rooms/equipment corresponds to those within your lab or shared with other labs under the control of another PI.
	* Facilities such as growth chamber, greenhouse, mass spec, etc. should be noted in the facilities section.
13. Can I remove personal items from the lunchroom (the door is currently locked)?
	* We can arrange for one-time access to retrieve your personal items when we return to work. Please contact Emily Pawlowski or Danny Schnell to make arrangements.
14. Do I need to wear a mask when I’m alone in the office?
	* “MSU defines public spaces as “any enclosed space in which two or more people occupy at the same time. Examples would include meeting rooms, offices, breakrooms, stairwells, elevators, and hallways.” You do not have to wear a face covering if you are the only person in a room and the door is shut.”