**Return to Work Policies and Procedures for MSU Plant Laboratories Building**

**post COVID-19 (Revision 5/28/2020)**

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**Preamble**

This protocol has been developed by a representative joint PRL/PLB Building Committee including Linda Danhof (lab manager, PRL), Emily Pawlowski (lab manager, PLB), David Kramer (faculty, PRL), Frances Trail (faculty, PLB), Danny Schnell (chair, PLB) and Christoph Benning (director, PRL) to enable a return of personnel to conduct maintenance work, bench work, and work with living plants and microbes safely in the Plant Laboratories Building while there is still a risk of contracting the virus causing COVID-19 from co-workers. This protocol might change or reverse as conditions warrant or require. Activities in all laboratories of the building are limited to those that can only be done on campus—if your work can be done at home, stay at home. Nobody should be compelled to come to work as long as there is risk of contracting the virus causing COVID-19 from co-workers. MSU prohibits coercion of students and other vulnerable groups to report to campus to maintain their assistantship or postdoctoral research associate support. Undergraduate students should not be in the lab unless they are paid employees who are performing a critical function of the research. This document does not apply to research field sites on campus, at KBS or at remote locations. Separate guidelines and policies for field sites will need to be developed in coordination with the appropriate administrators of the facilities.

1. **The guiding principles of these Policies and Procedures include the following:**
2. The building has remained operational during the shutdown, equipment has been routinely monitored and repaired as needed by essential personnel, and in principle, the building is ready for resumption of work following inspections by IPF and EHS. It is understood that the bathrooms and common areas are cleaned daily by the janitorial staff in addition to measures described below upon return to work.
3. At no time is research with active virus causing COVID-19 conducted in the Plant Laboratories or MPS buildings.
4. The risk of going back to work in the lab with other colleagues includes contracting the virus causing COVID-19 from another contagious person by aerosol or contaminated surfaces. Keep in mind, a contagious person may not have symptoms.
5. Precautions need to be added on top of existing lab safety protocols and the new precautions do not diminish them.
6. Three levels of training - EHS online (<https://bit.ly//EHS-4950-SCO>), the Building Plan (this document), and the Individual Lab Plan -on new policies and procedures are required for all those returning to work and building access may not be granted until training has been documented. Everyone must acknowledge reading this document, which will also be explained by the Chair/Director and the building committee during a virtual town hall meeting before researchers can return to work. Attendance at the town hall meeting and acknowledgement of this document will be documented for each person.
7. This protocol will remain binding until the MSU Office of Regulatory Affairs (ORA) or the Office of the Senior Vice President for Research and Innovation (OSVPRI) allow for or require modifications. Changes to this protocol will be widely distributed to all building occupants and their supervisors by email, postings will be made at the entrances of the building, and on the PRL and PLB websites.
8. **Building preparation, Access, and Sanitation of Shared Rooms and Common Areas**:
9. ***Building Preparation:*** The building has been monitored daily by essential workers and technicians and issues during the shutdown have been resolved in collaboration with Infrastructure Planning and Facilities/Facilities Planning (IPF) as they arose. As necessary, the building will be prepared by IPF and Space Management/Environmental Health and Safety (EHS) to ensure the building is clean and functioning appropriately. Water and HVAC systems and fume hoods will be checked, as well as any fume hoods (according to maintenance schedule). Biosafety cabinets and autoclaves will be checked by labs/building managers and will be recertified as needed. The buildings will remain locked and access controlled. A spreadsheet template is available in assisting the ramp up of the building as well as a ramp down should this become necessary.
10. ***Building Access:*** In compliancewith Executive Order 2020-97, building entry and exit points will be limited to the west, south wing, and north main entrances on the first floor of the PBL building. Sanitation stations will be available at each of these entrances. Access will be limited to only those faculty, staff and students who have been trained in and acknowledge the policies and procedures in this document. Access and presence in the building will be monitored using an online self-check-in/check-out system available on the [PRL](https://prl.natsci.msu.edu/building-sign-in-out-sheet/) and [PLB/PSMS](https://plantbiology.natsci.msu.edu/coronavirus/covid-19-sign-in-out-sheet/) websites which documents personnel name, lab association (PI) and automatically logs time in and out in a Google doc that can be viewed by the Chair/Director and the PIs. It also has a required checkmark acknowledging this document. Access may be revoked by the Chair or Director for anyone found in deliberate violation of policies and procedures.
11. ***Non-resident visitors:*** Anyone without keycard access to the Plant Laboratories Building that needs to access core facilities within the building (e.g. RTSF, GLBRC, growth chambers) should contact the facility managers in advance to receive a copy of the new policies and procedures and to schedule a time to visit the facilities. The facility staff will arrange for access to the building and facility. All visitors are expected to adhere to the policy and procedures in this document while in the building. Unpaid undergraduate students and non-essential visiting scholars cannot enter the building.
12. ***Deliveries:*** Delivery plans will be confirmed with Susan Fennell (fennell@msu.edu) at University Services. Deliveries will be received by assigned personnel from PLB/PRL during business hours and delivered to the appropriate locations and properly stored. Instructions for delivery personnel (MSU, UPS, FedEx etc.) are posted on each door including a phone number under which the assigned personnel for PRL or PLB can be reached to receive shipments.
13. ***External Contractors and Vendor Repair Personnel:*** External contractors and vendor repair personnel need to follow the building safety plan described in this document. MSU approved outside contractors will be met by PRL/PLB personnel upon appointment by phone or email at a building entrance door, instructed about the basic protocol of hand sanitizing and wearing masks, etc. and provided with a mask as necessary.PLB/PRL personnel will accompany outside contractors to their designated work area. The work area needs to be cleared of lab personnel to maintain social distancing of 6 feet.
14. ***Sanitation Plan for Shared Rooms, Common Areas:***

**Zone 1:** **Front entrance and center stairway – Ducat Lab clean** (supply set up Linda Danhof)

* Front building door handles, both inside and out.
* PRL office handle door (rm 106)
* Stairway doors, both sides, 3rd floor to basement
* Stair handrails, 3rd floor to basement
* Light switches stairwell
* Hand sanitizer (on wall) trigger

**Zone 2:** **Elevator – Hu Lab & Montgomery Lab clean** (supply set up Linda Danhof)

* Handrails,
* Button panels (2 sets inside elevator)
* Hall buttons, 3rd floor to basement (4 sets total)

**Zone 3:** **West entrance and West stairway – Benning Lab clean** (supply set up Linda Danhof)

* Outside door, inside and out
* Inner doors, inside and out
* stairway doors, both sides 3rd floor to basement
* Stair handrails, 3rd floor to basement
* Light switches

**Zone 4:** **Loading dock and stockroom – Sharkey Lab clean** (supply sets up Linda Danhof)

* Outside doors, inside and out
* Chemical room door, both sides (rm S132)
* Gas cylinder door (rm S130A)
* Hallway doors, both sides
* PRL Stockroom doors (rm 132)
* Light switches

**Zone 5:** **2nd floor South Hallway doors and Bathrooms (S230, S232) – Kramer Lab clean** (supply set up Linda Danhof)

* Hallway doors that the break room is in between, both sides
* South hallway door, both sides
* South end single use bathroom doors (rms S230, S232)

**Zone 6:** **Basement bathroom doors, Men (31) and Women’s (35) – PRL ASC & SHOP clean** (supply set up Linda Danhof)

**Zone 7: 1st floor bathroom doors (125, 127) and rooms 130, 131 and 128 (Autoclave room) – Brandizzi Lab clean** (supply set up Linda Danhof)

* Autoclave room door handles, both sides
* Autoclave buttons
* Autoclave door

**Zone 8:** **2nd floor women’s bathroom door (227) and 230, 231 and 228 (Autoclave room) – Kerfeld Lab clean** (supply set up Linda Danhof)

* Autoclave room door handles, both sides
* Autoclave buttons
* Autoclave door

**Zone 9:** **3rd floor men’s bathroom door (327) 330, 331 and 328 (Autoclave room) – Walker Lab clean** (supply set up Linda Danhof)

* Autoclave room door handles, both sides
* Autoclave buttons
* Autoclave door

**Zone 10: East Stairway, stairway doors and hallway doors – Malmstrom Lab, Weber Lab, Trail Lab clean** (supply set up Emily Pawlowski)

* stairway doors, both sides
* Stair handrails, 3rd floor to basement
* Light switches
* Hallway doors between east hall and teaching wing

**Zone 11: South entrance and stairway – Buell Lab, Schnell Lab, Wilkerson Lab clean** (supply set up Emily Pawlowski)

* Outside door, inside and out
* Inside doors, inside and out
* stairway doors, both sides
* Stair handrails, 3rd floor to basement
* Light switches

**Zone 12: 1st floor east hall and room 139, 142 – Malmstrom Lab, department office clean** (supply set up Emily Pawlowski)

* Hallway doors between east hall and west hall
* Doors to room 139
* Autoclave buttons
* Autoclave door

**Zone 13: 1st floor south hall and room S144, S106, S104 – Buell Lab, Schnell Lab, Wilkerson Lab clean** (supply set up Emily Pawlowski)

* Hallway doors between south hall and east/west halls
* Door to room S314
* Autoclave buttons
* Autoclave doors
* Hallway doors to bathrooms and south stairway
* Single person bathroom doors (S106, s104)

**Zone 14: 2nd floor east hall and room 264 – Lowry Lab, Niederhuth Lab, Josephs Lab, Weber Lab clean** (supply set up Emily Pawlowski)

* Hallway doors between east and west hall
* Door to room 264
* Autoclave buttons
* Autoclave doors
* Hallway doors between east hall and teaching wing

**Zone 15: 3rd floor east hall and room 364 – Jiang Lab, Osteryoung Lab, Trail Lab clean** (supply set up Emily Pawlowski)

* Hallway doors between east and west hall
* Door to room 264
* Autoclave buttons
* Autoclave doors

**Zone 16: 3rd floor south hall and room S314, S330, S332 – Shachar-Hill Lab, Ding Lab clean** (supply set up Emily Pawlowski)

* Hallway doors between south hall and east/west halls
* Door to room S314
* Autoclave buttons
* Autoclave doors
* Hallway doors to bathrooms and south stairway
* Single person bathroom doors (S330, S332)

1. **Base Personal Protective Equipment (PPE) and Sanitizing Measures**

Protection of personnel begins at the entrances to the building:

1. Frequent hand washing and avoiding touching one’s face is recommended by the US Center for Disease Control ([CDC](https://www.cdc.gov/coronavirus/2019-ncov/index.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2Findex.html)) to avoid infection and MSU follows these recommendations. All entrances of the building will have a station with hand sanitizer. Hands must be cleaned upon entering the building using this sanitizer and washed first thing when entering the lab space using soap and water for 20 s. Hands should be washed at regular intervals during the work period to minimize the potential infection.
2. Masks that cover mouth and nose must be worn in the building. (Masks have been obtained and will be provided; you can also bring your own mask).
3. Eye protection should be worn in labs in accordance with the normal EHS lab safety procedures. Eye protection is recommended as PPE for COVID-19 protection. Extra safety glasses will be available and must not be shared with other personnel. All glasses worn should be cleaned with soap and water at the end of the work shift.
4. Cell phones must be cleaned (wiping it using a 70% alcohol solution) when entering and leaving the lab. Alternatively, phones can be bagged in Ziplock bags, which should be discarded when leaving the building.
5. **Training and Sanitation Team**:
6. All personnel are required to obtain three levels of training:
   1. Training on **Return to Work Policies and Procedures for MSU Plant Laboratories Building post COVID-19.** Representatives of the Building Committee will provide training and information on the procedures and changes to this protocol described in this document as described above.
   2. Online [**COVID-19 Safe Return to Laboratory Work** training](https://bit.ly/EHS-4950-SCO) from EHS (https://bit.ly//EHS-4950-SCO).
   3. Lab specific training by their supervisor or PI that covers the Laboratory Plan for a Safe Return for their laboratory.

All three levels of training must be completed prior to approval to return to work. Attendance at training sessions will be recorded and personnel will need to confirm attendance each time they sign in/out using the [PRL](https://prl.natsci.msu.edu/building-sign-in-out-sheet/)/[PLB](https://plantbiology.natsci.msu.edu/coronavirus/covid-19-sign-in-out-sheet/) website form.

1. The two lab managers on the Building Committee will lead the sanitation efforts for common areas assisted by lab technicians or volunteers from all labs. They will work out weekly staffing for those who will be responsible for disinfection of common areas and resupplying the stations at the entrances of the building.
   1. The Building Committee has established common disinfection zones that will be disinfected by lab technicians or volunteers from laboratories within each zone (attached below).
   2. Disinfection will use an [EPA-approved disinfectant that is effective against COVID-19](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) and will follow disinfectant contact times, also listed on the EPA-approved list.
   3. Personnel will wear appropriate PPE when using cleaning/disinfectant products, including safety glasses and chemical-compatible impervious gloves as required.
   4. Disinfection will occur at the beginning and end of each shift (8 am, 1 pm and 6 pm).
   5. All common touch surfaces will be disinfected, including doorknobs, stair handrails, elevator buttons, and autoclave handles and buttons.
   6. Disinfection will be logged on a sheet within each zone, noting date and time of cleaning and responsible individual.
2. **Preparation for lab work:**
3. To prevent new virus infections, **awareness is key**
   1. Always maintain physical distances of 6 ft or more between co-workers
   2. Maintain physical distances between all people coming to and from work
   3. Monitor your health (temperature, etc.)
   4. Wear relevant PPE at all times (See above)
   5. Each person must enter the building using their own key card and log in and out using the [PRL](https://prl.natsci.msu.edu/building-sign-in-out-sheet/)/[PLB](https://plantbiology.natsci.msu.edu/coronavirus/covid-19-sign-in-out-sheet/) website form. This provides a daily record of people in the building and individual labs so that it can be used for contact tracing for you and others if necessary.
4. File the [daily health report](https://spa.msu.edu/PL/Portal/COVID19/HealthScreeningForm.aspx) before going to the building.
5. Minimize the transport of items between work and home
6. Leave most personal items at home (including headphones, ear buds etc.)—transport only essential items between work and home (e.g., water, key card, wallet, phone). Make sure you have all your belongings in a bag that you can wear over your shoulder (i.e. so that you don’t have to carry anything in your hands since you will need to sanitize your hands upon entering the building).
7. Avoid bringing your computer to work. Similarly, if your computer is already at work, avoid bringing it home. If you need to bring it, disinfect it. Similarly, disinfect a shared computer in the lab before and after use by wiping it down with a 70% alcohol solution.
8. Place your phone in a Ziploc bag—only unwrap your phone when exiting the building. Bags will be provided at each entrance.
9. **General Practices**
10. No eating anywhere in the building is allowed until we can go back to full workdays. You can eat if necessary, in your car or the garden if social distancing is maintained. The shared lunchrooms, microwaves, food fridges etc. will not be available. Drinking is allowed outside the laboratories using water that you bring with you from home. Drinking fountains are closed including the refill stations.
11. Stay at home if you have an elevated temperatureor other COVID-19 symptoms as described in the [health screening form](https://spa.msu.edu/PL/Portal/COVID19/HealthScreeningForm.aspx)**.**
12. Should someone in your research/building group have symptoms or test positive for COVID-19 immediately notify your Chair/Unit Administrator, University Physician and EHS. The laboratory will need to be properly cleaned and disinfected. Personnel who are ill are required to stay at home.
13. Upon entrance into the building start wearing a mask and clean eyewear. Sanitize your hands. At the entrances and wash them with soap and water for 20 s upon entering the laboratory space.
14. Wear gloves only at times you would usually wear gloves in the lab to protect your experiment (e.g. RNA work), or yourself during work with isotopes or with hazardous chemicals. Dispose of these gloves in the lab as soon as you are done. As recommended by the CDC, wearing gloves in common spaces may increase the risk of spreading the virus. It is best to follow for frequent hand washing for 20 s with soap and warm water and avoiding touching one’s face as recommended by the [CDC](https://www.cdc.gov/coronavirus/2019-ncov/index.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2Findex.htm.).
15. Wash your hands with soap and warm water for 20 s before leaving the bathroom. Use a paper towel to open the door to exit the bathroom.
16. At 8 am, 1 pm and 6 pm designated persons from the sanitation team will walk through the building and disinfect common touch surfaces such as doorknobs, handrails, elevator buttons, bathroom surfaces, etc. using a CDC-approved disinfectant solution.
17. Each lab should also designate a person to clean common touch surfaces in the lab at the beginning of each shift, including doorknobs, light switches, faucets, general use equipment.
18. At the end of the workday, trash bags should be tied off and placed in the hallway for easy removal by custodial staff.
19. **Laboratory Practices (each PI must submit a plan to the Chair/Director and EHS)**
20. ***Minimize time in the building***
    1. Anything that can be done at home, you should do at home.
    2. Only go to the building if you are doing work that MUST be done at the laboratory
    3. Start slowly by sowing plants, initiating cultures, processing samples you had to store, getting samples ready to be analyzed by RTSF etc.
    4. If you finish your tasks before the end of the shift—go home.
    5. If your task for the day is minor, ask a colleague who needs to go to the building to complete the task for you (be reasonable).
    6. Be good teammates and help each other out by completing simple tasks for others so they don’t have to come in.
    7. Have a clear plan for the day and write up protocols for the day’s work before coming to the building—only be in the building to execute the task.
    8. If you bring notes, protocols or other paper items from home leave them in the lab if possible—minimize what you bring to and from the lab.
    9. As much as you can, store all data in the cloud for accessing later at home.
    10. Do not spend time socializing in the building.
21. ***Time shifts and Teams***
    1. Social distancing requires that we limit the number of people working in individual laboratories and common spaces until social distancing is no longer required.
    2. Each PI is responsible for setting up a weekly on-line schedule for each lab, team or group where people sign up to work in specific lab spaces during specific days or shifts. The web based general attendance log for the building will also serve as an attendance long for the lab. The number of people per space should be determined by each lab PI and should be capped at a small number per laboratory space (following distancing guidelines using a minimum distance of 6 feet to estimate space required, e.g. one person per bench bay, offsetting bench work stations across benches, one person per office).
    3. If you work by yourself, you must follow the [MSU Work Alone Policy](https://ehs.msu.edu/lab-clinic/chem/working-alone.html). Make sure somebody knows when you arrive and leave. Use a buddy system to inform someone that you are working alone and check in with them periodically while you are at work.
    4. Minimize travel within the building—try to stay in your lab space as much as possible.
    5. Have a designated person clean common touch surfaces in the lab at the beginning of each shift, including doorknobs, light switches, faucets, general use equipment. Cleaning and disinfection must occur a minimum of two times per shift for laboratories and shared spaces.
    6. Common surfaces outside of individual laboratories will be disinfected by assigned personnel at regular 5-hour schedules, 8 am; 1 pm; 6 pm.
22. ***Work in the lab and office space***
    1. Frequently wash your hands with soap and warm water for 20 s. Avoid touching your face.
    2. Always wear a mask and glasses in labs, shared open offices, and public areas of the building such as hallways, staircases, elevators, growth chambers—label the mask with your name and take it home with you.
    3. Leave glasses and mask on when using all equipment including microscopes.
    4. Wash your hands for 20 s with soap and warm water after restroom use. Remember to open the door using a paper towel.
    5. Avoid in person meetings and use Zoom or Teams. Conference rooms will be closed.
    6. Avoid the use of the elevators unless necessary (e.g. to transport items between floors, if physically necessary). Do not share elevators to maintain the 6 feet distancing rule.
23. ***Laboratory equipment***
    1. Disinfect all equipment including shared computers before and after use with an EPA-approved disinfectant solution (wipe down with a 70% alcohol solution). Disinfection will be logged on a sheet for each device, noting date and time of cleaning and responsible individual.
    2. Disinfect all handheld devices, if they are shared (e.g. pipettors) before and after use with an EPA--approved disinfectant solution (e.g. wipe down with 70% alcohol solution). Remove all shared pencils and pens from use.
24. **Compliance and Compliance Monitoring:**
25. Questions about this document can be directed to the PLB Chair (Danny Schnell, schnelld@msu.edu) or PRL Director (Christoph Benning, benning@msu.edu) or any other member of the building committee.
26. The Chair/Director and the PIs are responsible for compliance with the rules in this document. To ensure compliance, the Chair/Director will consult with the PIs of all laboratories on a regular basis to review the sign in/out checklist for each group and conduct periodic laboratory visits. Weekly reports of the sign in/out checklist will be provided to each PI for their review. However, we are all in this together and need to work together. If you see non-compliance, say something to the person. If you cannot resolve the issue or the situation is unclear, talk to your supervisor, or someone on the building committee to get assistance. Developing and maintaining a Safety Culture is everyone's responsibility. If you see unsafe work practices, please say something. You can report unsafe work practices to any of the following:

* Your immediate supervisor, or his/her supervisor
  + Principal Investigator
  + Department Chair
  + Dean
* [Environmental Health and Safety](https://ehs.msu.edu/) at ehs.msu.edu or (517) 355-0153
* [MSU Misconduct Hotline](https://misconduct.msu.edu/)- anonymous reports can be made through an online form or by calling (800) 763-0764

**Checklist for Return to Work Post COVID-19 for the Plant Biology Laboratories**

Prior to returning to work:

* Complete the mandatory training for Return to Work Post COVID-19.
* Obtain a mask(s) that covers your mouth and nose. Masks will be provided or you can also bring your own mask. Contact Emily Pawlowski ([pawlow41@msu.edu](mailto:pawlow41@msu.edu)) or Linda Danhof ([danhof@msu.edu](mailto:danhof@msu.edu)) to obtain a reusable, washable mask.
* Obtain appropriate safety glasses if you do not have your own glasses. You can use your existing safety glasses or contact Emily Pawlowski ([pawlow41@msu.edu](mailto:pawlow41@msu.edu)) or Linda Danhof ([danhof@msu.edu](mailto:danhof@msu.edu)) to obtain a pair.
* File the [daily health report](https://spa.msu.edu/PL/Portal/COVID19/HealthScreeningForm.aspx) before going to the building. If you have any symptoms or are feeling ill, stay at home.
* No eating will be allowed in the building. Plan appropriately by eating before arriving or eating in your car or outside the building while maintaining social distancing.
* Bring your personal water bottle. The water fountains and filling stations will not be available.
* Minimize the transport of personal items between home and work.

Upon entering the building:

* + Each person must enter the building using their own key card.
  + Always maintain physical distances of 6 ft or more between co-workers.
  + Maintain minimal physical distances between all people coming to and from work.
  + Wear a mask that covers your mouth and nose in labs, shared open offices, and public areas of the building such as hallways, staircases, elevators, growth chambers.
  + Wear your safety glasses (or your own glasses) in the building.
  + Clean and/or bag your cell phone. Ziplock bags are provided at the entrances.
  + Sanitize your hands with the sanitizer upon entering the building.
  + Wash your hands upon entering your laboratory and avoiding touching your face. Wash your hands frequently while you are in the building.
  + Place all personal items in an office area where they will not be exposed to other workers.
  + Sign into self-check in system available on the [PRL](https://prl.natsci.msu.edu/building-sign-in-out-sheet/) or [PLB](https://plantbiology.natsci.msu.edu/coronavirus/covid-19-sign-in-out-sheet/) websites to record your presence in the laboratory.
  + Disinfect common areas and shared equipment in your laboratory (consult your laboratory protocol).

Bathrooms:

* Check occupancy of the bathroom before entering to maintain social distancing.
* Wash your hands upon entering and leaving the bathroom.
* Open the door of the bathroom with a clean paper towel and dispose of it immediately after entering or leaving the bathroom.

At the end of your shift

* Disinfect the work surface of your area.
* Disinfect your computer.
* Disinfect common or shared equipment in your laboratory (consult your laboratory protocol).
* Participate in building disinfecting shift if appropriate (consult the training team).
* Sign out on the self-check-out system available on the [PRL](https://prl.natsci.msu.edu/building-sign-in-out-sheet/) or [PLB](https://plantbiology.natsci.msu.edu/coronavirus/covid-19-sign-in-out-sheet/) websites to record your exit from the laboratory.
* Clean your cell phone. If bagged, remove your cell phone and dispose of the bag as you are leaving the building.
* Sanitize your hands at the exit and leave the building.

For PIs:

* Determine the number of people that can safely occupy the laboratory or office following distancing guidelines. Use a minimum area of a 6-foot radius to estimate number of people allowed in each space (e.g., one person per bench bay, offsetting bench workstations across benches, one person per office).
* All employees authorized to resume work must be given written permission to do so (this can be done via email).
* Set up a weekly on-line schedule for each lab, team or group where people sign up to work in specific lab spaces during specific days or shifts to comply with safe occupancy levels established in the previous calculation.
* Remind all lab personnel to use the self-check-in/out system available on the [PRL](https://prl.natsci.msu.edu/building-sign-in-out-sheet/) or [PLB](https://plantbiology.natsci.msu.edu/coronavirus/covid-19-sign-in-out-sheet/) websites when they enter and exit the building.
* Establish a system for disinfecting common work areas and equipment.
* Establish protocols for situations specific to your group. For example, include procedures for providing access to essential maintenance personnel or researchers from other laboratories that need to access shared equipment in your laboratory.
* Create a timely plan to address any overdue preventive maintenance, waste disposal, safety re-training, software updates, etc., resulting from the switch to essential operations.
* Ensure that your group continues to comply with procedures described in this document and your own laboratory procedures.