

## ATRB Workspace Guidelines

*Approved by the ATRB Stakeholder Committee (Beattie, Dinsmore, Yin)  
Take effect June 16, 2020*

### General rules for all ATRB occupants

1. If you are feeling sick, have a cough or fever, contact your supervisor and stay home.
2. If you can work remotely, continue to work remotely.
3. Individuals are expected to wear a face covering and/or face shield per the university recommendation. Individuals who do not wear masks and/or face shields will work or conduct their business remotely.
4. Individuals will respect physical distancing expectations by maintaining a 6-ft separation from others that are not in the same household.
5. Elevator occupancy is limited to one person at a time, as per the university recommendation, and is reserved for those with mobility needs.
6. Individuals are expected to observe and follow all signage on doors and in rooms; the guidelines may not be the same for every space.
7. Individuals are expected to wash their hands regularly.
8. Links to all guidelines and relevant safety information from the university and departments can be found on the homepages of PLPM, ENT and GDCB.

### Laboratory Preparation:

1. All PIs must have a completed [Supervisor Workspace Plan](#), as per [University policy](#). The Supervisor Workspace Plan affiliated with these guidelines may be sufficient for researchers within ATRB. Each PI *must* provide their Department Chair with either
  - (i) email approval that the ATRB Supervisor Workspace Plan appropriately covers their workspaces,
  - (ii) a description of the amendments or changes to the ATRB Supervisor Workspace Plan appropriate to their lab, or
  - (iii) a completed individual Supervisor Workspace Plan.
2. PIs are to review the [Physical Distancing Guidelines for ISU Laboratories](#), the [Guide to Returning to the Workplace](#) handbook, the [Laboratory Ramp-up Checklist](#), and the [Supervisor Expectations for Phased Increase of Operations](#) and address relevant items.
3. PIs, staff, and students are strongly encouraged to complete the EH&S Training course "Returning to Iowa State University-COVID 19" at Learn@ISU.
4. All PIs must ensure that all the laboratory personnel have face coverings and/or face shields.

### Disinfection/Sanitization:

1. High traffic door handles (i.e., building entrances and exits, restroom door handles and elevator buttons) will be disinfected by custodial staff daily, with disinfection of additional points of concern coordinated by the Building Supervisor.

2. Surfaces in shared, non-laboratory spaces (i.e., collaborative spaces, kitchenettes, hallway and atrium tables) and in shared laboratory spaces will be disinfected with 70% ethanol after use by individual users.
3. PIs, staff and students will establish additional cleaning regimens on each floor if they deem that additional cleanings are needed.
4. The Greenhouse Manager will establish and maintain a cleaning regimen appropriate to the use of the ATRB and Wallace Road greenhouses.

**ATR entryways, stairways, hallways, and atrium:**

Traffic moving through ATRB via building entryways, stairways, and hallways will not be controlled during the summer due to the low traffic when classes are not in session. This will be re-evaluated before in-person classes resume.

**Laboratories:**

1. Laboratory pods are limited to 4 people at a given time, all of which must maintain physical distancing at all times. Schedules will be coordinated within the laboratory pods, if needed, to ensure that no more than 4 people are present in a pod at a time. Exception: the limit can be increased to 5 when there is low movement and physical distancing can be maintained.
2. Some laboratory pods are not assigned to PIs, which offer flexible lab space that can be used if needed. Scheduling for this space is to be coordinated among PIs within the Department that this space is assigned to.
3. Common laboratory and instrumentation spaces throughout the building, including the basement, are limited to one person, or multiple people if physical distancing can be maintained. The occupant capacity of the Zebra fish rearing room will be determined by the PIs.
4. The fourth-floor core instrumentation facility is limited to 3 individuals, all of which must maintain physical distancing at all times. Core facility equipment use should be scheduled on the Lab Scheduler. Clean gloves (new or washed) are to be worn in the core facility and common spaces at all times.
5. Everyone is expected to maintain physical distancing in the shared laboratory hallways.
6. The doorways connecting the labs on the south side of the building should be used only for movement between adjoining pods and not used as an "inner lab corridor" on 3<sup>rd</sup> and 4<sup>th</sup> floors, and should not be used at all on the 2<sup>nd</sup> floor (due to a previous history of high traffic flow).
7. Every researcher is responsible for cleaning and disinfecting every space they contact after use or after their work has been completed for the day.

**Offices:**

1. Office and desk spaces should be occupied only when necessary, such as during wait times due to ongoing procedures in the lab or when work cannot be performed remotely. Face coverings/face shields are optional within private offices, collaborative offices being used by only one person, and other enclosed, singly-occupied spaces. Surfaces that have been contacted in public areas must be cleaned and disinfected after use.

2. Offices 2011, 2209, 2187, 3209, 3013, 4209 and 4013 are limited to 2 persons at a given time. Individuals assigned to these offices are expected to coordinate schedules for occupancy and are encouraged to use flexible office space, described below, to accommodate times when more than 2 persons need this office space.
3. The occupancy of the large, shared office areas (2231, 3339, 4339 and 4307) is limited to 50% of total capacity. Specific desks have been designated as available to use; these have been selected to support an empty desk separating occupants. Each desk is already configured to be partitioned on 3 sides, which includes a personal file/drawer cabinet between adjacent desks. Individuals are encouraged to use flexible office space, described below, to accommodate times when occupants would otherwise use adjoining desks.
4. Flexible office space is available to accommodate individuals when physical distancing is not possible in their assigned office spaces. The following spaces are designated as flexible office spaces:
  - a. Collaboration space rooms 3345, 3333, 4345, and 4333; these rooms are limited to 2 people/room.
  - b. Office room 4011 is limited to 2 people.
  - c. Collaboration space rooms 2001, 3001, and 4001; these rooms are limited to 3 people/room.

All of these rooms will be removed from the ATRB reservation scheduler.

#### **Kitchen Spaces:**

1. One person per kitchen area, and individuals are expected to clean up and disinfect surfaces after use.
2. One person per designated microwave station.
3. Eating will not be allowed in open public spaces in ATRB, including the kitchen areas and hallways. Occupants may eat individually in enclosed rooms, or collectively if physical distancing can be maintained (e.g., in enclosed collaborative/flexible spaces). Surfaces that have been contacted in these areas must be cleaned and disinfected after eating.
4. Dishes should be washed at home rather than in the ATRB sinks.

#### **Greenhouses and Soil Rooms:**

1. One person per workstation in the planting areas. Areas should be cleaned, and if possible, disinfected after use.
2. Face coverings and/or face shields must be worn when working in public areas.
3. Physical distancing of 6 feet should be maintained at all times in the plant growth rooms; this will likely limit the occupancy of the ATRB greenhouse rooms to 4 people/room and the Wallace greenhouse rooms to be 2-3 people per room, depending on the room.
4. The occupancy of the soil rooms in ATRB will be limited to 1 person/room in rooms 1345A and 1345B, and to 4 people/room in 1345C, with a maximum of 2 people at the washing workstation in this room.

#### **Restrooms:**

1. Respect physical distancing as much as possible.

2. Wash hands before exiting
3. The department will comply with the university guidelines on restroom use when these guidelines are issued.

**Plant and Insect Diagnostic Clinic:**

The Clinic will practice no-contact sample drop off; that is, clients will call and a team member will meet them at the door of ATRB, where they will drop off their samples and walk away. A team member will pick it up while wearing gloves, and samples will be taken to the Clinic for analysis.

**Collaborative space:**

1. Conference room 1330 will have a maximum capacity of 24 people based on physical distancing expectations.
2. Conference rooms 2023, 2312, 3023, 3312, and 4023 will be available for use with occupancy limited by compliance with physical distancing expectations.
3. For all of these spaces, users are expected to disinfect surfaces after use. Spray bottles with disinfectant will be provided in each room.

**Notifications:**

1. If you are feeling sick, have a cough or fever, contact your supervisor and stay home. If you think you may be infected with COVID-19, follow the [university guidance](#) (question GG4) on getting tested and on sharing information on those that you have contacted
2. If you test positive for COVID-19 or someone in your household tests positive for COVID-19, you should tell your supervisor. Note, due to privacy laws, this disclosure is voluntary.
3. A supervisor who is informed that an employee is diagnosed with COVID-19 should follow the [university guidance](#) (question SUP22). This guidance includes
  - (i) informing the Senior HR Partner, who will facilitate notifications to other employees that may have been exposed, as well as to the Department Chair and the Dean. The Senior HR Partner is Jessica Stolee ([stolee@iastate.edu](mailto:stolee@iastate.edu)) for the PLPM and other departments in CALS (Pine Team).
  - (ii) identifying the areas where the employee spent substantial time and closing off the area if possible.
  - (iii) informing the Building Supervisor (Gwyn Beattie, [gbeattie@iastate.edu](mailto:gbeattie@iastate.edu)), who will make arrangements to have the area cleaned.