

## Appendix L: Research Continuity Plan (Safety Plan for Phase III Opening)

### **COVID-19 WORKPLACE SAFETY PLAN (RESEARCH FACILITY)**

Clarkson University (“Clarkson”) is committed to providing its employees, contractors, and vendors with a safe environment to conduct research in its laboratory facilities. In connection with that commitment, Clarkson has implemented the following Research Facility Safety Plan (the “Plan”), which is intended to comply with applicable federal and state guidance and to reduce the risk of disease transmission of COVID-19.

**Industry:** Higher Education (Research Facility)

**Address:** 8 Clarkson Ave, Potsdam, NY 13699

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### **Plan for Research Facility Safety**

To address and minimize the risk of COVID-19 transmission, Clarkson will take the following steps:

#### **I. PEOPLE**

##### **A. Physical Distancing**

- Clarkson will follow its Social Distancing policy as set forth in the link: <https://confluence.clarkson.edu/display/UPR/Social+Distancing+during+COVID-19>.
- Personnel should remain six (6) feet apart at all times, unless safety or the core function of their work activity requires a shorter distance. Any time personnel are less than six (6) feet apart from one another, they must wear acceptable face coverings. As discussed below, acceptable face coverings will be supplied to personnel by Clarkson. (see Section II. A, below). In addition, personnel may use their own face coverings as long as they meet CDC guidelines (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>)

- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings.
- For any research activities occurring indoors, total occupancy will be limited to no more than 50% of maximum occupancy, as set by the certificate of occupancy. Human research subjects will be considered when calculating maximum capacity.
- Social distancing markers that denote six (6) feet of space will be used in common areas such as break rooms and reception desks.
- Additional social distancing measures will include:
  - In-person employee gatherings (e.g. staff meetings) will be limited as much as possible.
  - Until restrictions are relaxed, non-essential visitors are prohibited from entering Clarkson research facilities.
  - Directional traffic flow will be established via one-way stairwells, hallways, in-room movement, and entrance/exits, where possible. Signage will provide clear direction.
  - **Work Station Spacing:** Clarkson will work to arrange workspaces so staff are able to maintain safe separation - preferably the required minimum six (6) feet apart. Staff should limit or avoid (through remote work, staggered shifts, etc.) being in a shared research space with others when possible. If needed, use of vacant offices may be temporarily permitted to provide necessary separation, or furniture may be moved to create the required distance. If the required six (6) feet distance cannot be met, safety partitions between workspaces may be installed.
  - **Face coverings:** Personnel must wear face coverings in common areas including corridors, stairwells, restrooms, elevators, lobbies, and when traveling around the research facility.
  - **Meeting Rooms:** Chairs and tables in any meeting room may be removed or arranged to support the minimum required six (6) feet physical distance. Visual cues (e.g. colored tape on floor indicating correct chair position) may be added to help maintain accurate distancing space.

- **Common/Shared Areas:**

- Seating and Workstations: Common areas, including lobby spaces and break rooms, will be arranged to maintain at least the required six (6) feet minimum distance between individuals. This may include the removal of furniture. Visual cues (e.g. colored tape on floor indicating correct chair position) may be added to help maintain accurate distancing space. In some instances, common areas may be closed for use and will be clearly marked as restricted.
- Restrooms: Restroom use must be based on the ability to maintain at least six (6) feet distance between individuals. Smaller bathrooms with limited space will be marked with signage and occupied by only one individual at a time. Plexiglas barriers between sinks and urinals will be installed where 6 ft social distancing cannot be maintained.
- Elevators: Two people may use an elevator as long as 6 feet distance between individuals can be maintained (floor markings inside elevator indicate where to stand). All elevator occupants are required to wear a face covering at all times.

## II. **PLACES**

### A. **Protective Equipment**

- Clarkson will follow its policy for personal protective equipment during COVID located at: <https://confluence.clarkson.edu/display/UPR/Personal+Protective+Equipment+%28PPE%29+during+COVID-19>.
- Clarkson will provide all staff with two face coverings at no cost. Clarkson will also maintain an adequate supply of coverings in case of replacement, which will be procured from national or local vendors. Staff may use the Clarkson provided face covering or their own face covering as long as it meets CDC guidelines. (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>). Approved face coverings must be at least 2 layers thick and fully covers the nose and mouth.

- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded. Cloth masks should be washed daily. Single use surgical masks should be discarded after each use.
- Personnel have been discouraged from sharing objects such as tools, laptops, notebooks, telephones, touchscreens, and writing utensils, as well as the touching of shared surfaces. To the extent tools must be shared, gloves are provided as optional, but individuals are required to disinfect before and after use and practice good hand hygiene (clean hands with soap and water for 20 seconds after use or use a hand sanitizer that contains at least 60% alcohol).

## **B. Hygiene and Cleaning**

- Clarkson will follow guidance from Federal and State governments and agencies regarding cleaning and disinfecting its research facilities, including Guidance from the Centers for Disease Control as indicated in its cleaning and disinfecting during COVID-19 policy located at: <https://confluence.clarkson.edu/display/UPR/Cleaning+and+Disinfecting+during+COVID-19>
- Clarkson will maintain a cleaning log for each of its research facilities, which will be maintained by the faculty researcher who oversees the lab. These logs will be kept on the back of the lab door. The cleaning log will identify the date, time and scope of each cleaning, including cleaning and disinfection that is performed following a positive or suspected case of COVID-19.
- Clarkson will encourage good employee hygiene by providing the following:
  - Hand hygiene stations throughout each research facility, including handwashing with soap, running warm water, and disposable paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not available or practical.
  - Providing research labs with disinfectant spray and refills when necessary.
- Regular cleaning and disinfecting, as prescribed by building occupancies and functions, will continue to be carried out by custodial staff, but in collaboration with building occupants. Custodial staff priorities have been adjusted to provide for increased cleaning and disinfecting of high-traffic areas and high-

touch surfaces. Cleaning will be conducted according to the procedures detailed in Clarkson's "Cleaning and Disinfecting During COVID-19" Policy.

- Sharing of food and beverages by personnel is prohibited.

### **C. Communication**

- Clarkson will post signage throughout its facilities to remind personnel and, when allowed, visitors, to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- University-wide announcements and copies of most communications based on the specific cohort will be posted at a site similar to <http://www.clarkson.edu/future-ready> or the previous <http://www.carkson.edu/coronavirus> pages with FAQs and other breakdowns by audience. A copy of Clarkson's research facility safety plan will also be maintained at Human Resources office, the EH&S office, and at time clocks.
- When allowed, all visitors will be required to enter through designated areas. Clarkson will maintain a log of all visitors to its research facilities, which will be kept in each research lab facility's log. A master spreadsheet of all individuals approved to be on campus is maintained by Human Resources and Campus Safety. Clarkson will also keep track of personnel working at its facilities on a daily basis.
- All contractors must submit their COVID-19 Safety Plan to Human Resources or Environmental Health & Safety for review and approval prior to coming to campus. Once approved, they will be added to the master spreadsheet of approved contractors on campus for the specified date and time of their request.
- As indicated in Clarkson's internal policy Positive Diagnosis or Exposure during COVID-19 policy located at <https://confluence.clarkson.edu/display/UPR/Positive+Diagnosis+or+Exposur+e+during+COVID-19>, the local health authority will contact Clarkson.

## **III. PROCESS**

## A. Screening

- With other higher education institutions in the region, Clarkson is in the process of identifying a mobile phone app for all faculty, staff and students to respond to regular screening questions based on symptoms of COVID-19 to complement testing programs. Here are the currently planned questions:
  - Do you currently have a fever (temperature of 100.4 F or greater) without having taken any fever-reducing medications?
  - Have you experienced any of the following COVID-19 related symptoms in the past 14 days: cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, or new loss of taste or smell?
  - Have you tested positive for COVID-19 in the past 14 days, or have you been instructed by a health care professional/public health official/contact tracing app to self-isolate or quarantine?
  - Have you knowingly been in close (within 6 feet) or proximate (same enclosed environment, such as an office, but greater than 6 feet) contact with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19 within the past 14 days?
  - Have you, or anyone you live with, traveled outside the North Country in the last 14 days? (This will be NYS for employees.)
  
- For employees, daily health screenings are completed before they begin work each day through an online questionnaire (<https://forms.gle/CJtSe9VCxpY5K9ye9>). The questionnaire must be completed before they enter a University building. It can be completed before they arrive to work, through scanning a QR code posted on every building entrance, or calling Human Resources during business hours and Campus Safety & Security during after hours. Individuals have been informed what will be on the questionnaire and how to complete it through an email, a phone call by their supervisor and in the mandatory safety training that must be completed upon their return to work. Employees also complete an end of day interactions log (found at <https://forms.gle/uhJ7Cd1T8YFnCisp8>) about where they were on campus, who they interacted with during their time on campus and the extent of the interaction (ex. duration, location, proximity to one another, and presence of face coverings) to aid in potential contact tracing. This information will be provided to local health authorities as appropriate.
  
- Clarkson has designated Human Resources personnel as the central point of contact, who will be responsible for receiving and attesting to having reviewed all questionnaires, with such contact also identified as the party for individuals

to inform if they later are experiencing COVID-19-related symptoms, as noted on the questionnaire.

**B. Infection Response Plan**

- Clarkson will follow its internal policy for infection response as indicated in its Positive Diagnosis or Exposure during COVID-19 policy located at <https://confluence.clarkson.edu/display/UPR/Positive+Diagnosis+or+Exposure+during+COVID-19>).

**C. Return to Work**

- Clarkson research facility employees who test positive for COVID, who have had close or proximate contact with a person with COVID for a prolonged period of time, or who are experiencing symptoms of COVID, may only return to Clarkson research facilities in accordance with the guidelines set forth by the New York State Department of Health.