Beckman Building Reopening Policies & Guidelines

Stage 2.5 – Increased Laboratory Density

Effective Monday, October 12, 2020
Beckman Center Planning Committee

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  - Cathy Garzio, Medicine/Infectious Disease DFA
  - Rachel Cowan, Pathology DFA
  - Indy Singh, Psychiatry & Behavioral Sciences DFA
Introduction

• Purpose
  • To transition the Beckman Center from Stage 2 (approved COVID-19 research, essential maintenance & low-density research activity), to Stage 2.5 – Increased Laboratory Density (approved COVID-19 research, essential maintenance, & higher density research activity).

• Goals & Objectives
  • To establish policies for how common areas of the Beckman building will be accessed & used in Stage 2.5 – Increased Laboratory Density.
  • To provide clear guidelines for staffing & scheduling in research labs so PIs can prepare for Stage 2.5 – Increased Laboratory Density plans.
  • To ensure the health & safety of all Beckman faculty & staff.

• Beckman policies are consistent with Stanford University policies on HealthAlerts & the COVID-19 Research Restart Plan.
Requirements

Applies to staff, faculty, postdocs & students who will be working onsite.

Staff who are currently working at the Beckman Center providing essential services or who will be working during Stage 2.5 – Increased Laboratory Density reopening will need to complete 3 requirements before coming to work:

1. **STARS Training**
   - Take the [COVID-19 Hygiene Best Practices training](#), a 10-minute online session available in STARS.

2. **Daily Reporting**
   - On a daily basis, staff will need to use the new Stanford developed online tool, [Health Check](#), to screen for temperature & any other COVID-related symptoms.
   - Daily reporting is important for compliance with the county’s order & to support the health & safety of everyone working at the Beckman Center.

3. **COVID-19 Testing**
   - Voluntary COVID-19 testing is now available for all research faculty & staff. See testing section in slide 9 for details.
Common Spaces

Face masks or face coverings will be required in all common areas of the Beckman Center.

- **Entrance**
  - Main front door access only.

- **Bathrooms**
  - Single occupancy only.
  - Ground floor showers shut down.
  - All gender restrooms location.
    - 1st floor restrooms to be temporarily converted.

- **Elevators**
  - Single occupancy only (bidirectional).
  - Service/freight elevator for drivers & deliveries only.

- **Stairs**
  - All staircases bidirectional.
  - 2-way travel with masks & physical distancing where possible.

- **Hallways**
  - 2-way travel with masks & physical distancing (at least 6’-10’ apart).

- **Lobbies**
  - No loitering permitted.
  - Lobby tables moved to support physical distancing.
    - 1 chair per table.
    - Extra chairs to be moved to conference rooms.
Common Spaces (Continued)

Face masks or face coverings will be required in all common areas of the Beckman Center.

- **Kitchens**
  - Floor 3 closed.
  - Single occupancy only on all other floors – to be strictly enforced.
  - Posted cleaning protocols to be adhered to before & after use.
  - Ground floor breakroom chairs to be removed & stored.

- **Munzer Hall**
  - No events during Stage 2.5 – Increased Laboratory Density.

- **Conference Rooms**
  - Single occupancy only.
    - Priority given to online thesis defenses & related virtual thesis committee meetings.
    - Work related only. No eating or drinking allowed.
    - 1-hour maximum time limit.

- **Beckman Bistro Lutticken’s**
  - Take out only. Online ordering is available for pick up or delivery.
    - Pick up – [Beckman Bistro Lutticken’s](#)
    - Delivery- [Grub Hub](#) website or app
  - Credit card payments preferred.
  - Bistro staff only inside the restaurant or prep room.
    - Customer ordering, waiting, paying, or eating inside the Bistro is prohibited.
  - Pick-up station at the Bistro patio doorway.
    - Pick-up at hallway doors prohibited.
  - No patio seating until further notice.
  - Hand sanitizer dispenser will be located at the patio entrance.
  - Clear signage & floor markings posted.
    - 6’ physical distancing, 6’ floor markings, directional signage, emergency exit only, etc.
Lab & Bench Space

Face masks or face coverings will be required in all co-occupied labs & shared facilities.

• Lab Occupancy
  • 1 person per 125 sq. ft.
    • Rooms greater than 375 sq. ft. but less than 500 sq. ft. limited to maximum 3 people only.
  • Staffing must be consistent with 6’ social distancing.
  • Recommend that PIs form consistently paired teams for each shift.
    • For contact tracing purposes & continuity of research projects in the event of illness.

• Physical Distancing
  • Staff should not be positioned at a bench face-to-face & must adhere to 6’ or greater social distancing.
  • Lab & building density will be strictly enforced & monitored.
Common Equipment Rooms

Face masks or face coverings will be required in all common equipment rooms.

• **Equipment Rooms & Ancillary Lab Space**
  • Restricted to 1 person per 125 sq. ft.
    • Some rooms greater than 125 sq. ft. but less than 250 sq. ft. may, with approval of the floor manager & chair, accommodate up to 2 people with proper room configuration & social distancing.

• **Equipment corridors**
  • 2 people permitted.
  • Must maintain physical distancing (at least 6’-10’ apart).
  • Entry through farthest door from the 1st occupant.

• **Glass Washing Facility**
  • 2 people permitted.
    • Maintain physical distancing (at least 6’-10’ apart).

• **Medium Equipment Rooms**
  • 250-500 sq. ft.
    • 2-4 people permitted.
      • Dependent on room configuration.
      • Ensure physical distancing (at least 6’-10’ apart).
Testing & Tracing

- **Health Symptom Tracking**
  - On a daily basis, Beckman researchers will be required to use the new, Stanford developed online tool called Health Check to screen for temperature & other COVID-related symptoms (see Requirements).
  - All staff & researchers must follow standard SU policy on COVID-19 self reporting.
  - Contact tracing will be managed by EH&S.
  - SoM COVID-19 case reporting for persons under investigation (PUI), confirmed case, or presumed positive case.

- **COVID-19 Voluntary Testing**
  - All lab staff other than students (faculty, postdocs & research staff) working on-site more than 1 day a week are eligible (must be enrolled in the on-site management system operated by each department DFA).
  - For student COVID-19 testing information, please visit Stanford Student Affairs.
  - Eligible research staff may participate in Stanford’s surveillance testing program with the company Color.
  - For more information, please visit the Voluntary COVID-19 Surveillance Testing for Essential On-site Employees site.
Building Matters

- **Face coverings required in all common areas of the building.**
  - Including bathrooms, elevators, hallways, staircases, & common equipment rooms.

- **Floor managers to order & maintain supplies:**
  - PPE, sanitizers, cleaning supplies, etc., as needed for kitchens & common areas.

- **Monitoring**
  - Violations of building wide policies & guidelines may be reported by any staff member to appropriate department chair, DFA, &/or floor manager.
  - Chronic violations may result in revocation of building access.
Ground Floor

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