Beckman Building Reopening Policies & Guidelines

Stage 2.6 – Increased Density

Effective Monday, April 12, 2021
Beckman Center Planning Committee

- **CMGM**
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  - Randy Soares, Genetics & ITI DFA
  - 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 2.5 (lab density based on square footage), to Stage 2.6 – Increased Lab Density (based on 6’ social distancing).

• Goals & Objectives
  • To establish policies for how common areas of the Beckman building will be accessed & used in Stage 2.6.
  • To provide clear guidelines for staffing & scheduling in research labs so PIs can prepare for Stage 2.6.
  • 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 2.6 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**
   - Mandatory weekly COVID-19 testing for all research, faculty, staff & anyone entering campus buildings. 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 by key card only.

- **Bathrooms**
  - Dual occupancy if 6’ social distancing can be applied.
  - Ground floor showers shut down.
  - All gender restroom location.
    - 1st floor women’s restroom-single occupancy.

- **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 & Breakrooms**
  - Single occupancy only on all floors – to be strictly enforced.
  - Posted cleaning protocols to be adhered to before & after use.

- **Munzer Hall**
  - No events during Stage 2.6.

- **Conference Rooms**
  - May be used as temporary auxiliary space for lab staff with 6’ social distancing.
    - Work related only. No eating or drinking allowed.
    - No group meetings.
      - Group meetings should continue to be held remotely.
    - Time limits to be established & enforced by department.

- **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
  • Staffing must be consistent with 6’ social distancing.
  • Recommend that PIs form consistently paired teams for shifts if needed.
    • 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
Including Equipment Corridors, Glass Wash Facilities & Ancillary Lab Spaces

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

• Maintenance of 6’ social distancing will be required in all common equipment rooms.

• Departments may post occupancy limits for their common equipment rooms to help assure 6’ social distancing can be maintained.
Testing & Tracing

• Health Symptom Tracking
  • On a daily basis, Beckman researchers will be required to use the 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 Mandatory Weekly Testing
  • All lab staff other than students (faculty, postdocs & research staff) working on-site for any length of time require testing (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 must participate in Stanford’s surveillance testing program with the company Color.
  • For more information, please visit the COVID-19 Surveillance Testing for Essential On-site Employees site.
Building Matters

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

• **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.

• **Vendors**
  • All service providers/vendors must complete the new [Service Vendor form](#).

• **Visitors**
  • Non-Stanford individuals (i.e., family or friends) may NOT accompany anyone into the building without prior authorization and building clearance.
Ground Floor

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