

Environmental and Molecular Toxicology

College of Agricultural Sciences (CAS) Operations Planning Guide for OSU COVID-19 Operational Levels

(Corvallis Campus currently operating at Level 2)

OSU Level 4	OSU Level 3	OSU Level 2	OSU Level 1
State of Oregon County "Baseline"	State of Oregon County Phase 1	State of Oregon County Phase 2	State of Oregon County Phase 3
OSU's onsite operations at a given location vary depending on condition level:			
- March 2020 operational level - - No onsite non-essential activity - - Remote instruction only - - OSU buildings closed -	- Limited in-person instruction - - Small groups only with approval - - Further reduced density -	- Previously "Restricted Return" - - Limited in-person instruction - - Small groups only with approval - - Further reduced density -	- New-normal environments -

Flow of communication on level changes:

Corvallis Campus

Federal/State – HECC/LPHA ↔ OSU Continuity Management Team → University Community → CAS Leadership → Unit Leaders → Unit Personnel/Stakeholders

Branch Experiment Stations

State → County/LPHA → Unit Leader (or HMSC POC) → Unit Personnel/Stakeholders
 ↳ CAS POC → CAS Admin and OSU Continuity Management Team

Eastern Oregon Agriculture Program at EOU

State → County/LPHA → EOU Provost → EOU/OSU/OHSU Deans/Directors of La Grande Programs → EOANRP Personnel → CAS POC → CAS Admin and OSU Continuity Management Team

Guiding Principles

1. Safety and Success is highest priority.
2. For academic units, it is going to be difficult to alter OSU operational characteristics in the middle of the term, even if public health conditions improve. Plan that how we start the term, is how we will operate throughout the term (contingent on any legal requirements). However, a change in the public health situation may necessitate a change in our level and operations so be prepared for that should it happen.
3. OSU will continue to have students to teach, on-site research to conduct, and communities to serve, even in level 4. Our services, both onsite and remote, need to remain responsive, comprehensive and aligned with our institutional mission.
4. Additional restrictions may be added at unit discretion, based on local conditions, facility and operation type.
5. Everyone is expected to adhere to all public health measures, [university policies](#), [OHA](#) and [HECC](#) guidelines, and executive orders.

6. Level status may vary by OSU location.
7. Unit leaders are expected to utilize centrally-provided guidance and use their best judgement when applying guidance to their settings and communicate regularly with their teams as adjustments are required.

Instructions

1. College contacts on planning effort.
 - CAS Associate Dean of Research will continue to coordinate with the OSU's Task Force for Research Continuity and Resilience.
 - CAS Associate Dean of Academics will continue to coordinate with the Academic Resumption Team.
 - CAS Associate Dean of Extension will continue to coordinate with the OSU Extension Service.
 - CAS Chief Operating Officer will continue to have oversight of administrative and business operations.
 - Carrie Burkholder will be the CAS point of contact (POC) for oversight of this planning effort and will coordinate communication between CAS Units, CAS Administration and the OSU Continuity Management Team.
2. Engage with your faculty and workgroups to develop unit-level plans and summarize those plans in the following template (attach other documents as necessary).
3. Not everything in this template will be relevant to all units. Prompts below are not exhaustive.
4. Upload completed plans to <https://oregonstate.box.com/s/au6e4ul9v6mikz4vbz6akzjtazm4nuwy>.
5. This should not be a duplicative effort. Utilize your existing plans related to continuity, research resumption, academic resumption or other unit plans that you have prepared over the last 6 months. Address areas where plans are deficient (such as unit administrative office and support operations).
6. Ensure you have communicated your unit-level plan to all affected faculty, staff members, students and stakeholders. Post information relevant to access of facilities, offices or services on your home page and on entrances.

Unit Name Environmental and Molecular Toxicology

Date of Plan August 28, 2020

Contact information for Primary Unit Covid POC : [Kim Anderson](#)

Contact information for Secondary Unit Covid POC: [Jennifer Field](#)

College Conditions at All Levels of Operation (2,3,4) (College conditions unique to levels are noted below)

- All employees, those working remotely or at an OSU facility, will be trained on the following.
 - [Pandemic – Slowing the Spread](#) (Bridge Training Platform)
 - [Handwashing Program](#) (Bridge Training Platform)
 - [OSU Face Covering Policy and Physical Distancing Policy](#)
 - [Health Self-Screening](#)
- University campuses and facilities open to OSU business functions only.
- Post access information relevant to level of operation on home page and at facilities and building/office entrances.
- Any operational plans, which affect access for students to faculty, offices, or services, should be posted on your home page and on office doors.
- Maintain contact information (name, phone number) within unit to aid in contact tracing efforts and encourage personnel and students to work with contact tracers if they reach out to them.

- Follow protocols within the [OSU Communicable Disease Management Plan](#) when managing ill or suspected COVID-19 positive individuals. Maintain privacy when activating communication plans.
 - All unit community members must self-screen for symptoms before coming to a location.
 - Stay home if symptomatic and call health care provider for further guidance and testing.
 - Quarantine for 14 days if [exposed](#) to COVID-19 positive person/persons.
- Travel is restricted to essential functions. Submit all travel requests for approval through your unit head using the existing college process.
- Employees who can effectively work from home and whose functions are not needed onsite will continue to work remotely to keep density low for those who must access OSU facilities. Density can be further reduced through staggered or modified schedules.
- The resumption of existing research projects and new projects require the submission of Research Resumption Plans (RRPs) and approval by the unit leader. Follow current process outlined by the college and all guidance as outlined by the [Research Office](#). Only those research activities that can operate safely within existing COVID-19 restrictions will be approved. Research may increase gradually in stages with guidance provided by the Research Office. These stages may not coincide with the university's operational levels and may vary by OSU location.
- A [hiring freeze](#) (other than for fully grant-funded positions) is in place and any exceptions must be approved in advance by the Provost and the Vice President for Finance and Administration and Dean. . Follow unit and college level guidelines to submit a hiring request.
- CAS Branch Experiment Station Directors, in consultation with the college, determines when each station will move to a new level and phase of resumption. These decisions will be based on OSU's resumption framework plan and subject to change based on executive order, local conditions, and county resumption phase. Communicate your operational level change to the CAS POC, who will notify university leadership.
- The Vice Provost for Extension and Engagement, in consultation with university leadership, approves when each OSU Extension location will move into a new level and phase of resumption. These decisions are made within OSU's resumption framework plan and are based on local conditions. Status subject to change based on executive order, local conditions, and county resumption phase and level.

College and Unit Conditions by Level of Operation

[Environmental and Molecular Toxicology Department](#) is a heavily research oriented department our most significant response and operational details are in the PI Research Resumption Plans (approved for all active faculty). Additional the [Environmental and Molecular Toxicology Department, Essential Function and Continuity Plans](#) attached provides the basics of how our specific department functional approaches operations.

Physical Environment

Level 2 Operations

Work with building manager/facility lead to ensure buildings and all spaces within are prepared for occupancy at low densities. This includes university approved signage installed, enhanced cleaning in place, disinfecting supplies available, room densities posted, and work areas set up to reduce the spread of disease. Resources and protocols are available on the [Building Operations Resumption Website](#).

- Notify all users (employees, stakeholders, students) of building hours and existing protocols.
- Work with returning faculty, staff and students to ensure their workspace is safe.
- Continue to allow those who can effectively work remotely to do so.
- Those who need or want to return to work onsite receive advance approval from their supervisor and unit leader. Include notification to the facility or building manager.

Enter unit details here: [Environmental and Molecular Toxicology Department, Essential Function and Continuity Plans](#) attached. Our EMT Building Covid resumption committee is working with the ALS building committee chaired by Chris Sullivan. Chris coordinates all the ALS building covid responses. Our other faculty in other building are

following the leads for each building. SARL has discussed their building operation in the Research Resumption plan, approved and on file.

Level 3 Operations

Maintain protocols from level 2 while reducing density further and limiting activities to those involving small groups (10 or less).

- Determine approval procedures for activities.
- Review the need to reduce building hours to accommodate reduced staffing levels while allowing access for your necessary services or programs. Most buildings will be locked.

Enter unit details here (if any): [Environmental and Molecular Toxicology Department, Continuity Plans attached and above.](#)

Level 4 Operations

Return to essential functions only. Lock buildings and only allow access to essential personnel. All others will return to working remotely if their job allows. Operations will be similar to those in effect March through June 14, 2020 in supporting essential research and students who remain.

- Notify all users (employees, stakeholders, students) of restricted access.

Enter unit details here (if any): [Environmental and Molecular Toxicology Department, Essential Function and Continuity Plans attached and above.](#)

Students/Instruction

Level 2 Operations

90% of OSU Corvallis course sections will be offered remotely. A limited number of courses will be offered in person. Some courses will be offered with a blended delivery of in-person and remote instructions. Students may also choose to enroll in Ecampus online instruction. Students will be on our main campuses and student services will be available to support their needs.

- Review graduate student offices to ensure they meet existing guidelines on room density to allow social distancing and a safe working environment (Note: If you do not have sufficient space contact the CAS AD of Academics for further options).
 - Will common study spaces be open or closed?
 - Consider safe density, traffic flow, cleaning, signage and enforcement of use restrictions.
- Ensure all teaching faculty and teaching assistants receive appropriate training on remote course offerings.
- Most student advising will be remote. Face-to-face advising must meet all safety protocols.
- Individual and group travel for student organizations or for academic events is restricted.
- Determine what courses will be in-person to meet learning objectives.
- Modify programs in order to limit the group size of non-instructional activities.
- Develop COVID-19 safety protocols for student activities and provide training on them.

Enter unit details here (if any): [Environmental and Molecular Toxicology Department, Essential Function and Continuity Plans attached.](#) In addition, we have created a special academic web page, with all our updates and connections to our students and teaching faculty. We are further creating several videos for tours of facilities and faculty introductions as part of the reduced on-campus efforts.

We emailed all incoming students an update middle of August and our plan is: letting them know that our rotation/research credits are still considered in-person courses – also that our orientation will be hybrid in-person and remote.

Also: These notes went out to admitted graduate students for Corvallis and Cascades. They echo some of the points made in Pres. Alexander’ s announcement Tuesday, and Jon Boeckenstedt’ s note to admitted undergraduates.

<http://people.oregonstate.edu/~mcqueenj/email/2020-fall-incoming-covallis-covid-20200813.html>

<http://people.oregonstate.edu/~mcqueenj/email/2020-fall-incoming-cascades-covid-20200813.html>

Further the following information was sent individually students and posted on our EMT website:

Information to incoming EMT students was communicated as follows:

I hope everyone is doing well and is excited for the start of fall term. We are busy preparing for the academic year, but realize that things will look differently this year due to restrictions from COVID. You have been receiving updates from OSU and the Graduate School describing changes planned for this fall and I want to follow-up with specific details for EMT.

OSU has moved a majority of classes (90%) to remote teaching. So most of the credits you have registered for this fall, including Toxicology classes, will be taught remotely over zoom. The goal is to reduce the density of individuals on campus at any time. Many of you are also registered for rotation credits this fall (TOX 505/605). These are still considered in-person credits by the University (similar to research and thesis credits) with the goal of having you engage with faculty and students about research. While some of this engagement will be remote (e.g. most labs are still holding lab meetings over zoom), we are expecting students to be able to visit labs in person and have smaller (non-group) interactions with members of the department.

We are also currently planning for our orientation to be held in a hybrid format with some aspects in-person and others to be held over zoom. The EMT orientation will be held the same week as the Graduate School Orientation (the week of September 14th). The Graduate School has scheduled their entire orientation remotely over zoom (details available [here](#)). We will be sending details about our EMT orientation in the coming weeks.

Let me know if you have any questions about fall term. We are looking forward to seeing everyone (both in person and virtually) in September! (from our EMT Academics Director Dr. Susan Tilton)

Level 3 Operations

Limited in-person instruction.

Enter unit details here (if any): Environmental and Molecular Toxicology Department, Essential Function and Continuity Plans attached and see above.

Level 4 Operations

Most programming remote with minimal essential courses, labs, fieldwork in-person. Similar to how we operated from March through June 14, 2020, recognizing that student safety and support is paramount.

Enter unit details here (if any): Environmental and Molecular Toxicology Department, Essential Function and Continuity Plans attached.

Employees

Level 2 Operations

Employees who have been working remotely may return to OSU facilities to facilitate expanded programs, research, outreach and teaching with approval of supervisor and unit leader. Personnel on site are logged to facility contact tracing, should that become necessary. Those who are effectively working from home should continue to do so.

- Identify positions considered essential.
- Identify positions that can work remote or in a hybrid format.
- Develop and communicate approval process for those who need to return to OSU facilities.

Enter unit details here (if any): Environmental and Molecular Toxicology Department, Essential Function and Continuity Plans attached. Each research team submitted their research plans for employees for all phases/stages. All RR plans were reviewed by the department Head and CAS. We confirmed that the RR plans were communicated to all research employees as submitted, the research resumption plans were submitted by all of our EMT research faculty (except AB whose lab is currently not working). Research resumption plans can be sent if needed (they have been sent to CAS if requested).

Level 3 Operations

To reduce density onsite, determine which employees should return to remote work while still ensuring that current functions are staffed appropriately. Personnel on site are tracked to facilitate contact tracing, should that become necessary.

Enter unit details here (if any): Environmental and Molecular Toxicology Department, Essential Function and Continuity Plans attached.

Level 4 Operations

Determine essential activities and return all non-essential employees to remote work. Similar to how we operated from March through June 14, 2020, recognizing that employee safety is paramount. Personnel on site are tracked to facilitate contact tracing, should that become necessary.

Enter unit details here (if any): Environmental and Molecular Toxicology Department, Essential Function and Continuity Plans attached.

Research

Level 2 Operations

Personnel work remotely to the extent possible, so that density in research facilities can be low, while allowing the highest priority work to take place on site. Priorities are listed in #3 of the RRP form

(https://covid.oregonstate.edu/sites/covid.oregonstate.edu/files/osu_research_resumption_plan_final.pdf)

- Research is most likely in research resumption stage 2 (location dependent).
- Work from home, unless approved by unit leader to do critical functions on site during the shutdown (March to June 14, 2020) or with an RRP on file in the College
- Travel is restricted and requires approval from the CAS Dean's office.
- Personnel who need training can work and receive training on site, with approval from unit leader.
- Follow advanced COVID-19 protocols as well as all existing and required safety and compliance processes.
- Plan to be able to curtail operations within a week if situation worsens.

Enter unit details here, if any (if the information is in your Research Resumption Plans (RRPs), state that here) Environmental and Molecular Toxicology Department, Essential Function and Continuity Plans and our Research Resumption plans attached.

Level 3 Operations

Personnel work remotely to the extent possible, so that density in research facilities can be low, while allowing the highest priority work to take place on site. Priorities are listed in #3 of the RRP form

(https://covid.oregonstate.edu/sites/covid.oregonstate.edu/files/osu_research_resumption_plan_final.pdf).

- Work from home, unless approved by unit leader to do critical functions on site during the shutdown (March to June 14, 2020) or with an RRP on file in the College.
- Research is most likely in research resumption stage 1 (location dependent).
- Travel is restricted, requires careful evaluation of location for increased risk and outbreaks, and requires approval from the CAS Dean's office.
- Plan processes to be able to curtail operations within two days.
- On site work is restricted to personnel who are already trained.

Enter unit details here, if any (if the information is in your Research Resumption Plans (RRPs), state that here) Environmental and Molecular Toxicology Department, Essential Function and Continuity Plans and our Research Resumption plans attached.

Level 4 Operations

All work is to be done remotely with the exception of critical functions that

(<https://oregonstate.app.box.com/file/653997562033>), with approval of a unit leader, can be done on site. Similar to operations from March through June 14. Follow directives from Research Office on allowable activities.

- No new projects.
- Work from home unless approved by unit leader to do critical functions on site.
- Travel is for critical functions only and requires approval from the CAS Dean's office.
- Transition labs to minimal operations.
- In-person Human Subject research discontinued unless those visits have a direct therapeutic benefit to the subjects and are essential for the subjects' health and safety.
- Prioritize graduate student progress.
- Help support staff, technicians and postdoctoral researchers in continuing work remotely.

Enter unit details here (if any) or provide attachment: Environmental and Molecular Toxicology Department, Essential Function and Continuity Plans and our Research Resumption plans attached.

Extension/Outreach

Generally follow [Oregon county phase](#) and the [OSU Extension Resumption and Operations Status](#) to determine level of operations.

Level 2 Operations (Oregon county phase 2)

- Most employees work remotely but programming and office operations resume with a low-density, mixed-modality approach.
- Office open for official Extension business, with modifications.
- On-site and in-person programs and services resume, with modifications.
- Employees and volunteers return if required for providing onsite programming, research, services, operations and continue to work remotely, when possible or necessary.

Enter unit details here (if any) or provide attachment: [Environmental and Molecular Toxicology Department, Essential Function and Continuity Plans and our Research Resumption \(includes our extension faculty\) plans attached.](#)

Level 3 Operations (Oregon county phase 1)

- Most employees work remotely with some staff in the office to perform restricted return functions and prepare for later phases.
- Some on-site and in-person programming will go back to remote and virtual delivery.
- Fieldwork, on-farm visits, field days etc. require pre-approval using approved processes.

Enter unit details here (if any) or provide attachment

[Environmental and Molecular Toxicology Department, Essential Function and Continuity Plans and our Research Resumption \(includes our extension faculty\) plans attached.](#)

Level 4 Operations (Oregon county baseline)

- Office remains closed to the public, unless otherwise authorized by the Governor.
- Remote and virtual programming and services continue.
- Most employees work remotely with some staff in the office to perform restricted return functions and prepare for later phases.
- Research and travel must follow OSU authorization.

Enter unit details here (if any) or provide attachment

[Environmental and Molecular Toxicology Department, Essential Function and Continuity Plans and our Research Resumption \(includes our extension faculty\) plans attached.](#)

COVID-19 Continuity Planning – Phase 1

Environmental and Molecular Toxicology Department

ANIMAL CARE: The Environmental and Molecular Toxicology Department reviewed with all animal care faculty their animal care permit and specifically reviewed their disaster plan beginning in **early February 2020**. The animal care disaster plan was reviewed with Dr. Stubblefield, Tanguay, and Harper (and Brander). We finished the review and confirmed all aspects of the disaster animal care plan was up to date and current with personnel training and current personnel. This was confirmed by the EMT animal care faculty (or designee) on **February 28th, 2020**.

Additional information in the event of a potential shut down further requested March 13th, that each animal care facility again review their plan with the attending veterinary, send the attending veterinary and the EMT department head email with contact information for their primary contact, the backup and to include any other coordinating staff and veterinary contact in a single email. The Harper laboratory is closing up animal experiments within the week, and does not plan to start any new experiments until after COVID19. The Tanguay laboratory (SARL) and the Stubblefield laboratory (Aquatic Toxicology) sent this information to everyone as instructed March 13 and 14th, 2020

CELL CULTURES: The Environmental and Molecular Toxicology Department next worked with cell culture faculty **March 2nd, 2020**. The faculty reviewed their plans. Dr. Williams, Kumar and Tilton confirmed their plans were up to date and all appropriate personnel were trained in the event of a disaster and shut down.

CHEMISTRY LABS: The Environmental and Molecular Toxicology Department reviewed with the chemistry laboratories their disaster plan. A new standard operating procedure (SOP) was developed to address long term shut down of chemistry laboratories. This SOP was shared with the chemistry faculty.

EXTENSION: The work of NPIC was planned for reduced activity. Mostly working from home with a staggered phone bank operation. One of the NPIC staff may have COVID19 on March 13th, (see me if details are needed), NPIC will not be able to open phone lines beginning Monday March 16th, 2020, until the staff's status is known. Other NPIC activities, voicemail, email inquire continue.

TEACHING: The Environmental and Molecular Toxicology Department has already setup all finals as remote. Teaching for Spring term 2020 will be remotely delivered for all classes.

BUSINESS OPERATION: The Environmental and Molecular Toxicology Department office staff have been instructed to work remotely as least initially, the Dept Head is currently staffing the front office for operational issues like package deliveries, mail, and general operations. The department will evaluate the process each week for effectiveness and modify as applicable.

WORKFORCE COORDINATION: Other than specifically outlined above, is by each faculty. Each faculty is the initial point of contact, they have been asked to assign a designate (or two depending on the size of the group). The EMT dept head is the final designate for the department.

LEVEL 1:

The Environmental and Molecular Toxicology Department Head sent EMT operational guidance on March 4th about essential cleaning procedures.

March 12th, EMT department head sent out additional EMT operational guidance about teaching, seminar, and PhD defenses.

March 14th, EMT department head sent out additional EMT operational guidance which included the following information: Thank you all for your diligence, flexibility and compassion.

- The University is open and working
- Work remotely if possible or work on campus employing social distancing, please work with your supervisor to determine the best options
- OSU sponsored travel is suspended, all OSU travel is strongly discouraged, but remote field work may continue if travel can be by vehicle, the motor pool is helping here, (see me for details)
- See COVID19_RO@oregonstate.edu for grants, contracts, and additional research guidance, the RO is working on a FAQ page.

EMT local

- Mary and Cheyenne are working remotely (at least this coming week)
- I am handling the front EMT office, for package delivery/pickup approx. 7am-4pm, I still have other work and mtgs so expect some holes in this coverage.
- Please pick up packages or designate a person for pick-up, I will not be calling individually
- First class mail I'll do my best to get in your boxes, 3rd class mail may be delayed

Level 4: All remote delivery. Essential functions only. Maximum curtailment of on-site staff and functions. Animal Care, as discussed above. Cell culture and other research as discussed above. Teaching as instructed by the University. EMT front office shut down, except for essential functions only.

EMT LAB REOPENING GUIDELINES AND RESOURCES

The goal of this document is to provide guidance and resources to assist and facilitate EMT laboratories safely resuming research activities throughout the Stage 1 and Stage 2 of the reopening process, beginning June 15, 2020. The following guidance, references, and links to resources have been collected to facilitate the individual reopening plans approved for individual EMT laboratories.

The Prime Directive remains the overarching guiding principle:

“All work that can be conducted remotely should continue to be conducted remotely.”

1) Review and follow guidance provided by the “OSU Pandemic Resumption Plan”:

OSU has developed a comprehensive plan to gradually begin resumption of onsite activity. The plan is designed to be nimble and responsive to current community health conditions and guidance from state and local health authorities. The primary resource for OSU’s Pandemic Resumption Plan can be found at <https://covid.oregonstate.edu/pandemic-resumption-planning>. Be sure to check frequently for updates.

2) All personnel returning to research ***MUST*** complete the following training **PRIOR** to returning to work on campus:

a. **Pandemic – Slowing the Spread Program:**

- i. Access the training at <https://ehs.oregonstate.edu/coronavirus>
- ii. Scroll down to the list of submenus and click on the ‘plus’ sign to the left of the Training Submenu.
- iii. Select the item labeled as ‘Pandemic – Slowing the Spread Program.’ See a screenshot of the EH&S page illustrating this, below in the EH&S Guidance section.
- iv. Alternatively, you can reach the Training Module directly via the BRIDGE webpage, at: <https://oregonstate.bridgeapp.com/learner/programs/94>.
If it doesn’t show up automatically, search for it and add it to your program. It should take about 10 minutes to complete. Upon passing the exam at the end, email the certificate to your lab supervisor to include with your other training records/safety manual.

b. **Safety Training for staff working alone in a laboratory:**

While working alone in the lab minimizes COVID-19 spread, it can increase the risk of other hazards in the laboratory. Personnel working alone in research labs must view the EH&S video about working alone in the lab: <https://ehs.oregonstate.edu/working-alone>.

Each research lab group PI should communicate to lab staff regarding which processes can and cannot be performed while working alone (hazardous processes should never be done alone); whether approval is needed; and developing and implementing a communication plan to obtain assistance if needed for staff or trainees working in the lab alone.

c. **Safety/Workplace Training for staff working at home:**

Employees should review and complete this checklist for continuation of remote work activities: <https://covid.oregonstate.edu/keep-working/employee-checklist>

3) COVID-19 Prevention in the Workplace and Reopening Planning - EH&S Guidance:

Prior to Reopening, each EMT laboratory PI must have obtained approval to resume research by submitting the following form.

Research Resumption Request: <https://covid.oregonstate.edu/research-resumption-request>

4) EH&S Guidance and Protocols for Reopening:

a. General guidance:

The University has created a website to facilitate access to important safety information about COVID-19 for OSU researchers, teachers, and other workers. The resources listed on this page link to relevant training and guidance to minimize the potential for illness and transmission of the virus. Please visit <https://ehs.oregonstate.edu/coronavirus>.

The screenshot shows the Oregon State University Environmental Health and Safety website. The header includes the OSU logo and the text "Oregon State University". Below the header is a navigation menu with links: HOME, PROGRAMS & SERVICES, TRAINING, REPORT SAFETY CONCERN, HOW DO I..., RESOURCES, and ABOUT US. The main heading is "COVID-19 Health & Safety Resources". The page content includes a paragraph explaining the purpose of the webpage and a "contact link" for further guidance. At the bottom, there is a navigation bar with icons and labels: KEEP WORKING, CONTACT EH&S, TRAINING, and COVID. Below this bar are three expandable sections: "+ Guidance", "+ Communication/Print Resources", and "- Training". The "- Training" section is expanded, showing a link to "Protecting Yourself in the Workplace from COVID-19" and a sub-link for "Request Zoom Training". Below this, it lists "OSU Bridge Training Modules" with a link to "Pandemic - Slowing the Spread Program".

b. Specific Policies for EMT Shared Spaces:

- i. Front office - entry by invitation only
 - Visitor access only by appointment (post phone on door)
 - Keep doors locked: front office door, and door between front office and mail room
- ii. Room 1007c (small conference room) – closed during Stage 1
- iii. Room 1019A/B by prior appointment only for stage 1 (through Mary or Shawn)
- iv. Room 1066 (autoclave and ice) –follow instructions posted on door:
 - Announce yourself before entering
 - One (1) person in the room at a time
 - Use paper towel to open ice machine and hold ice scoop
 - Wipe down autoclave pad and door handle with alcohol after use

c. Specific Policies for OSU Shared/CORE Facilities and Spaces: (CGRB, SARL, ATL, NPIC, Chem Stores)

EMT personnel entering these spaces are obligated to learn and adhere to the policies implemented by each of these facilities.

5) Employee Health

Employees are expected to self-assess for health status on a daily basis prior to coming to campus.

**If you're sick, STAY HOME!!
Do not risk the health of your co-workers.**

Workers are encouraged to self-monitor their health prior to coming into the laboratory. Staff and students should not feel pressured to work when ill, and all necessary back-up systems and support will be provided.

Hand-washing and social distancing are co-priorities that will be highly emphasized. The handling of shared spaces and equipment will be defined within each group (e.g., laboratory), and appropriate cleaning reagents and protocols will be provided as per research resumption plans.

If you think you may have been exposed to COVID-19 or are showing symptoms, contact your healthcare provider immediately. For additional information on reducing COVID-19 transmission when you are sick, please consult with the CDC guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

6) Enhanced handwashing, cleaning and sanitizing procedures, and appropriate use of PPE:

Each lab should adhere to the handwashing, disinfection and PPE guidelines established by OSU EH&S as applicable to their own research activities:

- a. **Handwashing:** <https://oregonstate.bridgeapp.com/learner/programs/d6d35abc/enroll>

- b. **Physical Distancing:** https://ehs.oregonstate.edu/sites/ehs.oregonstate.edu/files/pdf/physicaldistancing_researchlabs_covid19_june2020.pdf
- c. **Use of face coverings:** https://policy.oregonstate.edu/UPSM/04-041_COVID19_face_covering
- d. **Cleaning and Disinfecting:** <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>

7) Student Resources

- a. **OSU COVID-19 Resources and Updates:** OSU is developing plans to resume in-person teaching in late summer and for fall term in order to enable a gradual restart of on-site university activities statewide. You can find more at: <https://covid.oregonstate.edu/>.
- b. **Coronavirus Updates for Graduate Students:** This page contains information specific for graduate students and their advisors. For more information visit: <https://gradschool.oregonstate.edu/coronavirus-info-graduate-students>.
- c. **EMT Website:** Our departmental website includes a collection of links to various resources relevant for our student community, ranging from university websites related to Covid-19, to sites providing advice on professional development. Browse down the list available at: <https://emt.oregonstate.edu/emt/academics/covid-resources-and-events>.

8) Signage Resources for Laboratory and other EMT spaces:

- a. The US Centers for Disease Control and Prevention (CDC) offer a collection of print-only materials, developed to support Covid-19 recommendations. All materials are free for download here: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>.
- b. We have collected a few materials that we have found useful for posting in our buildings. They are found in a publicly available Box folder, for easy access. To download the following materials, visit: <https://oregonstate.box.com/s/cqkl2iz5qeo8wkjhipgi25xvssoevsu9>.