The standard operating procedures (SOPs) described in this document govern access to, movement within, and the general operation of the Pearson Michael Complex. These SOPs are intended to reduce the risk of infection by SARS-CoV-2 virus, which could lead to COVID-19. These SOPs are effective immediately and until further notice. Everyone working in the complex is expected to follow these SOPs; violation of the SOPs may result in loss of access to the complex and therefore the research laboratories.

The University has issued a broad range of guidance on topics including building entry and health checks, PPE and mask types and use, biosafety guidelines for COVID-19 research, use of animal facilities, current human subjects guidance, and staffing options, including challenges and obstacles, medical conditions, and transportation issues. Policies for infection control are in development, and interim guidance in this area is provided below.

The most current guidance can be found at:
https://viceprovost.tufts.edu/covid-19-information/covid-19-research-ramp-up/
and in the Tufts Return to Campus Guide:

In the event that any of the policies/procedures described in this ramp-up plan deviate from those provided by OVPR/TU, the guidance in the OVPR/TU documents will be followed.

General Considerations:

1. Anyone who is feeling ill should not come to campus, and should self-quarantine and/or seek medical assistance as appropriate.
2. While on campus, all personnel should follow University, local and state guidelines regarding PPE and physical distancing.
3. The potential opening of the labs is for research specifically requiring on-site access. Such access could be required to use specialized instrumentation or equipment, gain access to and safely handle reagents or other chemical supplies, or to meet other research needs that cannot be met in any other way. Work that can be performed remotely should not be performed on-site.
4. These Standard Operating Procedures may be updated in response federal, state, local, and University guidelines, which in turn are subject to frequent revision due to the changing nature of the pandemic and public health requirements to address it.
5. Chemistry Personnel will be notified of any such changes and provided with a copy of the revised SOPs via their Tufts email account. A current copy of these SOPs will also be prominently posted on the Chemistry Departments’ COVID-19 Response web page.
Complex Access

During Phase I research ramp up this summer, Pearson-Michael will remain locked, allowing only personnel with key or card access to enter the complex. Operational modifications are in place to allow for package and mail delivery.

Construction work in the Michael building is currently on hold. The worksite is completely isolated from Chemistry operations by a physical barrier on floors 1, 2, and 3. On the basement level, construction work will be isolated to specific areas that have minimal overlap with Chemistry operations. These areas include a prep lab for teaching support, the Pearson Boiler room, the elevator, and the loading dock area.

PPE & Physical Distancing

While in the Pearson-Michael Complex, all personnel should wear a face covering and should maintain a minimum separation of 6 feet from each other. Further physical distancing is encouraged. Please see p. 9-10 of the return to campus guide.


Homemade, cloth, or other similar face coverings are suitable for entering and exiting the building but are not acceptable for use in the laboratories. University-provided masks must be used in the laboratory and should be discarded prior to leaving the building.

Personnel are encouraged to regularly wash/sanitize their hands. No gloves used in the laboratory may be worn in common areas. If personnel wish to wear gloves in common areas, they MUST change into new gloves.

Movement within Pearson-Michael

In order to maintain social distancing as people pass in halls and stairwells, hallways and stairwells will be designated for travel as follows. Signage will be posted to alert occupants to these traffic patterns.

Elevators:

- Elevator use will be limited to a single rider at a time
- In order to allow for use by those that need the elevator due to mobility issues, please refrain from using the elevator unless necessary
- Michael construction is currently on hold, but when it resumes, contractors may require elevator use during working hours to move materials and equipment (typically 6AM-3PM, M-F). When possible, consider performing work that requires elevator use outside of those times when construction is in progress.

Stairwells:
- West Stair (Nearest Dewick) – This stairwell will be UP Only
- East Stair (Nearest Jackson Gym) – This stairwell will be DOWN Only.
- Annex Stair - limited to one-way travel at a time. If someone is approaching on the stairs, please wait for them to exit the stairway before using the stairs.

**Hallways:**

- **Pearson, Ground, 1st, 2nd, and 3rd floors.**
  These hallways are wide and can safely accommodate social distancing. Rules of the road vehicle traffic patterns hold. Travel on the right, maintain safe distance, and yield to oncoming individuals when entering a room or stairwell on your left.
- **Pearson connector hall to the Annex.**
  Limited to one-way travel at a time. Yield to oncoming individuals and pass when the hallway is clear. Wait in the area near the top of the stairs (in the Annex) or in the adjacent Pearson hallway (in Pearson).
- **Pearson Annex Hallways (1st floor):**
  Limited to one-way travel at a time. Yield to oncoming individuals and pass when the hallway is clear.
- **Pearson Annex Hallways (ground floor):**
  Limited to one-way travel at a time. Yield to oncoming individuals and pass when the hallway is clear.

**Building Entrances & Exits:**

- Pearson Accessible Entrance (West end, nearest Dewick)
  Primary entrance for all
  Exit for those with accessibility requirements
  Station with hand sanitizer and location for donning masks located here.
- Pearson Front Center (Exterior steps - centered on P-104)
  Exit only.
- Pearson Front Right/West (nearest Dewick)
  Exit (for those exiting from the Ground Floor)
- Pearson Front Left/East (nearest Jackson Gym)
  Exit (for those exiting from the 1st, 2nd, or 3rd floors of Pearson, or the 1st floor of the Pearson Annex.)
- Annex (Across alley from TSS, 62R Talbot)
  This doorway provides direct access to rooms on the Pearson Annex ground level. Use as an entrance limited to those requiring accessible access to the Annex Ground floor.
  Exit only for all others.
- Loading Dock Pedestrian Access Door and loading dock overhead (garage) door.
  These are the primary access ways for shipping and receiving and deliveries.
  Access will be 2-way, but will be limited to a single individual using the door at any one time.
- All exits will have a receptacle for disposal of PPE upon exiting the building.

**Rest Rooms**
All Rest Rooms (Women's 1st and 2nd floor Pearson, and Men's Ground and 1st floor Pearson) will be single occupancy during Phase I. Signage will be posted to remind occupants of this policy.

**Copy Room**

The Copy Room (First Floor Pearson) will be single user during Phase I. Users will use the foot-activated door stop to prop the door open during use. This will improve air circulation and make it easy for others to see when room is occupied. Sanitizer will be provided, and users must wipe down all touched surfaces before after using the copier.

**Cleaning and Sanitizing**

The common areas in the complex will be cleaned by the University contracted service (C&W) as usual. In order to minimize the potential for damage to equipment within the lab by the untrained cleaning service, daily cleaning of lab benches and equipment will be the responsibility of the individual lab users. Prior to, and immediately after each use of a specific lab bench or piece of equipment, the lab user must spray down and sanitize the work area with an approved disinfectant.

With prior notice, a deep cleaning of the laboratories may be scheduled to be conducted by the cleaning service on a regular basis as determined by guidelines promulgated by Tufts Central Administration.

**Enforcement**

Adherence to the specific procedures outlined here as well as those in lab-specific SOP’s will strictly enforced. Enforcement of these SOPs will be overseen by the Department Chair with the support of the Department Manager, individual faculty members and the appropriate Research Deans. Concerns about violation of these policies should be forwarded via email to the Chair (autz@tufts.edu) or Building Manager (Justin.Cronin@tufts.edu).

Failure to abide by the procedures will result in a verbal warning and notification to the individual's supervisor via email for a first offense. Any subsequent offense will be reported to the appropriate supervisor and Research Dean, with expectation that the offending lab member will lose access to the laboratory for a period of time (e.g. lost laboratory privileges for 1 week, during which time the individual must work remotely on an assigned project that advances the research).

**Pearson-Michael Traffic Flow**

The following floor plans illustrate traffic flows for hallways, stairwells, and building entrances and exits, as described above. Red lines indicate hallways where alternating one-way passage is required. Blue lines indicate full-time one-way traffic flow (or one-
way lanes). Magenta lines indicate direction of traffic flow at doorways. Dashed lines indicate traffic flow that is restricted for specific individuals, as specified in the plan. Green lines label building access entrances/exits and the elevator.