

## Expansion of Research Activities at Nova Southeastern University Effective May 18, 2020

*Goals: To maintain health and safety, while increasing on-campus research activity in a phased approach; to follow federal, state, and local guidance.*

This document covers research conducted in spaces on NSU's campuses and also in spaces owned or leased by NSU. **Review the checklist at the end of this document to ensure lab locations are prepared to resume activity.** This document also applies to direct contact by NSU employees with individuals (human subjects) anywhere. It does not pertain to research that can be done remotely. On-campus research refers to activities requiring a physical presence in NSU buildings, including accessing materials and equipment such as machines and instruments located on campus.

### Access Prior to July 27th

- Buildings will remain locked, with swipe-card ingress.
- All meetings should remain virtual. Chairs and Center Directors, with the approval of their Deans, will be responsible for implementing this guidance.
- When deciding how to grant access, think about specific physical spaces and who will be in them. Coordinate staff schedules to minimize density. Aim for no more than 25% of the normal occupancy of any one space. Ensure more than 6 ft. between workers and less than one person per 100 square feet to allow for social distancing.
- Face coverings should be worn when in any campus building except when the situation dictates this is not practical (e.g., eating, drinking).
- Before leaving their spaces, all employees should clean surface areas as appropriate.
- Any visitors must follow the safety procedures outlined for staff (but visitors should be kept to a minimum and coordinated by PIs).
- Core Facilities are open but please email for schedule and revised project timelines.
- No face-to-face human subjects research may be conducted unless it has already been approved.

**Please note:** Clinics are performing temperature screening for access starting June 1<sup>st</sup>. Faculty, staff, students and patients entering these buildings will be screened with an infrared non-touch thermometer and provided a wristband for the day.

Some guidelines about spaces in general, including office spaces:

- Clearly mark floor with tape or other removeable marker where visitors should stand to keep 6 feet from the fronts of desks. NSU has signage available should you wish to use branded markings for this purpose.
- Ensure staff have sufficient cleaning supplies and prominently post instructions on how to clean surfaces.
- Continue to use technology for meetings as appropriate, especially for larger meetings.
- Consider how you will get mail delivered, especially packages.
- Consider staggering work times to allow distancing.

- Consider other methods of creating appropriate physical spacing of six feet or more, for example, removing chairs from waiting areas or rearranging furniture. If you wish to make these changes, have a storage and relocation strategy and consult with department leadership or EHS.
- Consider visually specifying how many people may be in a given space at once, e.g., through a sign on the door.
- Recognize new occupancy limits in elevators and wear a face cover. NSU is starting to place signage and positioning markers in elevators, follow signage and instructions specific for your elevator.

Guidance about individual interactions:

- Keep your distance: Maintain at least 6 feet of distance between yourself and others. This is especially important when sharing laboratory equipment, like fume hoods. Whenever possible, plan activities to avoid close contact with others.
- If you plan to conduct high hazard work, make sure someone else is available to work with you. Let someone know where you are and how long you plan to be. Establish scheduled check-ins with other laboratory members.
- Wash your hands with soap and water for at least 20 seconds throughout the day:
  - Before and after eating or touching your face
  - After touching common equipment like computers, doorknobs, etc., and **always** after removing gloves
  - Before and after using common areas, like break rooms or kitchens
  - After touching your cell phone or headphones or door handles
- Clean and disinfect your cell phone: cell phones are notorious for harboring germs. The CDC has posted general cleaning guidelines for personal electronic devices at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>.
- If you're sick, stay home: Contact your supervisor immediately and let them know. Additionally, if you live with those who are ill or come into close contact with anyone who is sick, you should avoid coming into work.
- Practice good hygiene with PPE
  - Don't share PPE, especially items like face shields and safety eyewear.
  - Clean and disinfect non-disposable PPE both before and after using.
  - Keep up with your lab coat and send it out for frequent cleanings.
  - Be mindful of surfaces you touch with your gloves (i.e., keyboards, cell phones) and change them out frequently.
  - Always wash your hands after wearing gloves.

*Please email [EHS@nova.edu](mailto:EHS@nova.edu) if you would like advice/assistance relative to implementing these guidelines.*

**Additional recommendations will be updated as NSU opens more campus operations. Visit [nova.edu/cv19](http://nova.edu/cv19) for updates.**

## Lab Re-opening Checklist

- Review and update door hazard signage with current lab hazards and emergency contacts.
- Remove Lab Hibernation signage.
- Check hand soap supply at sinks; verify in working order and full. Place a work order if soap is needed.
- Establish physical distancing criteria for the lab, especially in shared equipment areas.
- Inspect containers of chemicals, biological materials and radioactive materials for any misshaped containers. leaks or damage.
- Check inventory of all PPE. Research may not resume unless all necessary PPE is available (sufficient gloves etc).
- Confirm BSCs/Fume hoods/Laminar Flow Units are operating correctly.
- Review storage of biologicals and other perishable items. Place valuable items in storage units that have backup systems or store items in duplicate locations. Review safety and other issues for the use of alternate cooling methods (e.g. liquid nitrogen, dry ice, etc.).
- Ensure the lab has sufficient cleaning solutions appropriate for the work being resumed.
- Ensure that gas tanks are secured. Order more as applicable.
- Review equipment manuals for safe startup instructions.
- Ensure that all refrigerators, freezers and incubators are operation correctly.
- Flush eyewash stations and safety showers when arriving in lab, record on log sheet.
- Run water in sinks for several minutes.
- Ensure adequate supplies on hand for proper hazardous and biological waste disposal.
- If animals are used in your research, consult with vivarium staff for return to use procedures specific to that area.
- Manage any expired, outdated, peroxide-forming, self-reactive, or other reagents with a limited lifespan appropriately.
- Cleanup/put away chemicals, supplies equipment, glassware, and other items left out during the shutdown.
- Surveyed the laboratory for unsafe conditions – notify EHS if any concerns identified.