

## Illinois Governor J.B. Pritzker’s “Restore Illinois” and Reopen the IGB

### Phase 1 – Rapid Spread

- Telework procedures activated. All staff working from home.
- Building locked down; access limited to essential personnel only.
- Daily monitoring of building by facilities staff.
- Essential activities extremely limited; Includes COVID support, essential research activities where significant research could be lost.

### Phase 2 – Flattening

- Initiate planning for restarting some limited research operations.
- Staff continues to work from home.
- Only essential personnel as defined above may access the building.

### Phase 3 – Recovery

- 50% occupancy to reduce overall density in the building.
- Limited research operations begin.
- All IGB employees must complete the campus COVID-19 safety training before returning to work: <https://www.dr.illinois.edu/Page/COVID19CampusSafety>.
- Appropriate signage will be in place before employees return to work.
- Shift work to maintain 50% occupancy at all times (two shifts per day, six days per week for labs and core facilities). Social distancing must be maintained at all times. Building will be open from 7am-11pm Monday through Saturday and will be closed on Sunday initially.
- Specific work assignments will be made by office directors/theme leaders. Staff will work remotely when not working in the building for a full 37.5 or 40 hour work week.
- No in-person meetings greater than 5 people may be held, social distancing must be maintained, and all in-person meetings will be strongly discouraged.
- Face coverings are required by all people entering the building. They may be removed only when in a private office with the door closed.
- Any at-risk employees may continue to work remotely full time.
- Building is not open to the public and all outside doors and theme doors will remain locked 24/7.

### Phase 4 – Revitalization

- 75-90% occupancy up from 50% in the previous phase.
- Most lab work is active; shift work may be still be required to maintain lower density.
- Most administrative and support staff are now working in the building full time with the exception of at-risk employees.
- Policies on social distancing and face coverings still in effect.
- No in-person gatherings greater than 50 people may be held.
- Limited access to the building; may be available to members of the public with prior approval.

<b>Phase 5 – Illinois Restore</b>
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| <ul style="list-style-type: none"><li>▪ 100% Building occupancy.</li><li>▪ Normal operations resume.</li><li>▪ Building open to the public.</li><li>▪ New safety guidelines in place.</li><li>▪ Training awareness programs continue.</li></ul> |
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6 ft. social distance in the IGB as applied to labs and offices is defined as:

- A minimum of 113 square feet per person will be enforced.
- Single occupancy of offices. Occupancy timing to be determined by theme leaders and department directors.
- Cubicle space will be halved at a minimum and reductions will be more significant if social distancing cannot be maintained at 50% occupancy. Occupancy levels and timing will be determined by theme leaders and department directors.
- Wet and Dry laboratory space occupants will follow social distance guidelines. Occupancy will be carefully controlled and monitored to ensure these guidelines are followed. Theme leaders, with help from lab managers, will develop an acceptable work schedule. It will be imperative, even with the lower density of people in the labs, that no one ever work alone.
- Specialized space, such as Core Facilities, will implement a specific plan following acceptable social distancing guidelines and mitigation.
- The labs are set up to provide single pass through (supply & exhaust) air to help reduce any cross contamination.

## IGB Reopening Plan

The IGB will follow the recommended guidelines to operating and maintaining a healthy work environment per the CDC, including:

- Implement flexible sick leave and supportive policies and practices. At risk employees may continue to work from home.
- Establish policies and practices for social distancing; avoiding large gatherings and maintaining distance (approximately 6 feet or 2 meters) from others when possible throughout the building including labs, offices, cubicles, meeting rooms, break rooms and cafeteria.
- Install appropriate signage throughout the building which includes signs with instructions to mask, wash and go home if sick, as well as traffic flow signage if clearance is less than 8 feet.
- Supply respiratory and hand hygiene options for employees, customers, and visitors.
- Supply soap and water and require best practices towards frequent handwashing.
- Place hand sanitizers in multiple locations to encourage hand hygiene.
- Perform routine environmental cleaning and disinfection of all frequently touched surfaces in the workplace, e.g. workstations, keyboards, telephones, handrails, and doorknobs. Prox card access in the IGB will allow touchless entry to many areas in the building.
- Discourage all non-essential travel.
- Request videoconferencing or teleconferencing whenever possible for work-related meetings and gatherings. Strongly discourage any in-person meetings.
- Require canceling, adjusting, or postponing large work-related meetings or gatherings that can only occur in-person.
- If videoconferencing or teleconferencing is not possible, hold meetings of no more than 5 people in open, well-ventilated spaces. These spaces will be identified throughout the IGB with appropriate signage and will include the theme conference rooms (maximum occupancy 4 persons) and Room 3000 (maximum occupancy 5 persons).

### 1. Who is the COVID-19 point of contact for your unit (will be liaison to the steering committee)?

- Jennifer Quirk ([quirk@illinois.edu](mailto:quirk@illinois.edu))
- Jesse Southern ([jsouther@illinois.edu](mailto:jsouther@illinois.edu)) backup contact

### 2. What positions will first return on-site?

- Lab/research staff, including faculty, graduate students, postdoctoral research associates, and other research personnel. Limited research activities will begin with researchers maintaining appropriate social distancing and mitigation policies. Will include shift work to ensure a lower building density. Theme leaders will determine specific plans for their themes to be approved by IGB Director.
- Limited business office members
- Computer Network Resource Group (IT) members
- Operations and Facilities members (BSW, Shipping & Receiving, Safety)
- Front desk receptionist
- Core Facilities members

- Café manager
- Limited secretarial support
- Undergraduate students will not be allowed to return to the IGB initially

**3. What non-essential functions that cannot be performed remotely will need to first return on-site?**

- Shipping & Receiving staff members
- Onsite CNRG (IT) support staff members
- Limited administrative support

**4. What measures will you take to ensure the safety of your employees, including high-risk employees?**

At-risk and/or high-risk employees may continue remote work through Phase 4. Social distancing, face coverings, and other best practices will be in effect at all times. Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day will immediately be separated from other employees, customers, and visitors and sent home. If necessary the IGB Associate Director or Director will be notified to ensure compliance. Incorporate COVID-19 protection information into Laboratory Safety Plans following campus safety guidance on social distancing, signage, training, scheduling, and PPE use. IGB safety officer will monitor compliance with new COVID-19 training.

**5. In a few sentences, describe how you will gradually return all your employees.**

Phase 3 Recovery will see 50% IGB occupancy, including the return of on-site positions listed under point 2. Following all standard COVID-19 best practices, staggered work spaces, and shift work, occupancy will gradually increase through Phase 4. Once infection rates have been effectively reduced Phase 5 can commence with a return to full occupancy.

**6. What social distancing methods will be in place for employees? How long will it take to implement?**

- Clear and consistent signage as to social distancing regulations and best practices.
- Masks will be required at all times in the building unless you are in a private office with the door closed. The only exception will be while eating or drinking during which time social distancing must be maintained and the mask must be readily available.
- The IGB reception desk will have a plexiglass shield, floor markings for social distancing.
- The IGB Café will have a plexiglass shield, floor markings for social distancing, all tables and chairs removed, signage to limit volume of people in space.
- Tables, chairs, and benches will be removed from all communal spaces such as the café, meeting areas, and atrium to accommodate proper social distancing. All break rooms in the lab building and gatehouse will be closed initially.
- Floor markings for social distancing and safe traffic flow throughout the building.
- Installation will take place prior to June 1.
- Elevator usage will be limited to one person at a time. Appropriate signage will be added.

- Appropriate traffic flow signage will be posted in areas with less than 8 feet of clearance to ensure social distancing space of 6 feet can be maintained.

**7. What social distancing methods will be in place for public spaces? How long will it take to implement?**

- Clear and consistent signage as to social distancing regulations and best practices.
- The IGB reception desk will have a plexiglass shield, floor markings for social distancing.
- The IGB Café will have a plexiglass shield and floor markings for social distancing, all tables and chairs removed, signage to limit volume of people in space. All self-service items will be removed. Payment will be by credit card or Apple Pay only, no cash transactions allowed.
- Tables, chairs, and benches will be removed from all communal spaces such as the café, meeting areas, and atrium to accommodate proper social distancing. Break rooms will be closed initially and may reopen later in the summer.
- Floor markings for social distancing and safe traffic flow throughout the building, including in the thematic space and core facilities.
- Elevator usage will be limited one person at a time. Appropriate signage will be added.
- All large meeting areas are closed until further notice, including computer classroom.
- Installation will take place prior to June 1.

**8. The university will be providing two reusable masks for each employee who will return to on-campus work any time before Aug. 16. How many total employees in your unit do you anticipate will be returning in that time frame?**

900 employees. Includes faculty, staff, graduate, undergraduate, postdoctoral researchers, and visiting researchers.

**9. What face covering requirements will you have for visitors?**

All visitors are required to wear a mask or face covering within the IGB, as per Illinois state mandate. External and internal doors will be restricted to key card access and visitors will need to be approved and allowed into the building by an IGB member. Masks will be provided to scheduled visitors without masks, and signage will indicate that visitors with protection inconsistent with State guidelines will not be admitted. In Phase 3 visitors will not be allowed in the building.

**10. How will deliveries to your building(s) be handled?**

IGB shipping and receiving staff will be available at IGB Monday through Friday once campus reopens. IGB lab managers will identify a location inside each lab that shipping and receiving staff will deliver packages to daily. Packing lists and a scan of what was delivered at the designated location will be provided. Individuals can retrieve their packages from their lab space individually. Scheduled access to the dock will be provided to pick up compressed gas tanks and to fill liquid nitrogen dewars. Limit of one person at a time in the shipping and receiving area, a check in table and computer outside the office will be provided to facilitate demand.

**11. What, if any, measures will your unit take to sanitize spaces and equipment accessible to the general public between cleanings by Facilities & Services?**

Lab Managers, Operations and Facilities, Computer Network and Resource Group (IT), and Core Facilities will be equipped with sanitary supplies to maintain proper hygiene in labs, offices, and public areas. IGB BSW will operate Tuesday through Saturday once campus reopens, observe all campus COVID-19 guidelines, and maintain social distancing while completing work, in addition to traditional custodial services at night, plus additional cleaning on Sunday when the building will be closed.

**12. What options will you provide employees who are at increased risk of infection or have childcare responsibilities?**

Continue remote work whenever possible. Provide staggered shifts to allow for on-site work at lowest occupancy levels. Allow for flexibility in achieving work goals (online meetings, work from home setup, work during off-hours evenings/weekends to best align with employee home responsibilities).

**13. What new signage will be required in your buildings for directional changes, reminding staff and visitors about social distancing requirements, etc.?**

- Clear and consistent signage as to social distancing regulations and best practices.
- Floor markings for social distancing and traffic flow in public or high traffic areas.
- Current IT Help desk area signage will be reconfigured to restrict one person to be received at a time.
- Core Facilities equipment rooms will be scheduled to restrict to one person operating an instrument at a time.
- CDC-recommended signage will be posted in offices, laboratories, and restrooms.

**14. Is there anything unique to your unit that needs to be considered and addressed?**

The Core Facilities microscopy suite will be scheduled to restrict to one person operating an instrument at a time in a specific room. Smaller instruments will be moved out of rooms to a large open meeting area (IGB 612) that will allow for proper distancing between users during usage of equipment. Core Facilities and all Research Themes have developed individualized safety plans that adhere to the guidelines in this overall plan. Research Themes will schedule operations within their thematic space to conform with these guidelines. Working hours and cleaning procedures have been standardized across all Research Themes.

We will continue to monitor CDC and State websites and update our plan as appropriate.

## **COVID-19 Procedures for Reopening the Core**

**The IGB Core will be open from 7:00 a.m. to 11:00 p.m., Monday through Saturday. It will be closed on Sundays. The IGB Core staff will be available from 8:00 a.m. to 8:00 p.m., Monday through Saturday. People using the Core will need to leave at 11:00 p.m.**

### **Six Foot Social Distancing**

One person at a time will be permitted into each microscope room. The reservation calendar has been modified to block all of the instruments in a given room.

The Nanozoomer and V16 will be moved to room 612. The Core staff will open the door at 8 a.m. and close the door at 8 p.m.

Staff will meet with Core users via zoom, email, phone, or other electronic media avoiding face-to-face contact. If you need assistance with a microscope, please call one of the Core staff for assistance and they will come to help you.

Please enter the optical microscopy hall near the LSM 880 and leave the optical microscopy hall from the end near the LSM 700.

The computers in room 142 are set up to be run remotely using ultraVNC viewer. The instructions can be found at <https://www.igb.illinois.edu/corefacilities..not> finished yet

### **COVID-19 Core Usage Procedures**

Use your key card to enter the Carl R. Woese Institute for Genomic Biology. When you enter you must be wearing a mask and proceed immediately to the restroom to wash your hands.

Enter the Core from the door near the LSM 880 and go to the microscope room that you will be using.

Put on disposable gloves that are placed next to the microscope.

Follow the instructional video to disinfect the area that you will be using.

While you are using the microscope, you must wear your mask and gloves and follow social distancing rules.

After finishing with the microscope, disinfect the instrument again following the same procedures from the video.

When you leave the microscope suite, use hand sanitizer and use the exit door near the LSM 700.

## COVID-19 Work Schedules

### Core Staff Schedule

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8 a.m. to 2 p.m. Glenn Fried, Austin Cyphersmith	8 a.m. to 2 p.m. Glenn Fried, Kingsley Boateng	8 a.m. to 2 p.m. Glenn Fried, Austin Cyphersmith	8 a.m. to 2 p.m. Glenn Fried, Kingsley Boateng	8 a.m. to 2 p.m. Glenn Fried, Austin Cyphersmith	8 a.m. to 2 p.m. Glenn Fried, Kingsley Boateng
2 p.m. to 8 p.m. Shiv, Austin Cyphersmith	2 p.m. to 8 p.m. Shiv, Kingsley Boateng	2 p.m. to 8 p.m. Shiv, Austin Cyphersmith	2 p.m. to 8 p.m. Shiv, Kingsley Boateng	2 p.m. to 8 p.m. Shiv, Austin Cyphersmith	2 p.m. to 8 p.m. Shiv, Kingsley Boateng

### NMR and Lab Technician

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8 a.m. to 12 p.m. and 1 p.m. to 5 p.m. Xudong Guan, Kate Janssen	8 a.m. to 12 p.m. and 1 p.m. to 5 p.m. Xudong Guan, Kate Janssen	8 a.m. to 12 p.m. and 1 p.m. to 5 p.m. Xudong Guan, Kate Janssen	8 a.m. to 12 p.m. and 1 p.m. to 5 p.m. Xudong Guan, Kate Janssen	8 a.m. to 12 p.m. and 1 p.m. to 5 p.m. Xudong Guan, Kate Janssen	Not present

Joyce will temporarily continue to work from home



## **COVID-19 Procedures for Reopening CNRG**

The Computer and Network Resource Group (CNRG) will be open from 8:00 AM until 8:00 PM, Monday through Saturday.

### **Obtaining Support**

Should anyone need support, we need a request to be submitted either by emailing [help@igb.illinois.edu](mailto:help@igb.illinois.edu) or calling the CNRG support number at 333-4854. This will allow CNRG staff to attempt a remote resolution of the issue or prepare properly before an in office visit. CNRG may use Skype for Business, Zoom, or TeamViewer to try and resolve issues remotely.

### **In Person Support**

If in person support is necessary, everyone involved take proper precautions to prevent viral transmission. To begin, all involved in the in person meeting must wear a mask and wash their hands before and after the meeting. Additionally, on a case by case basis, it may be appropriate to wear disposable gloves that are available and/or disinfect devices with a 70% alcohol solution that is provided by CNRG.

### **Creating New IGB Accounts**

To create an IGB account, please email [help@igb.illinois.edu](mailto:help@igb.illinois.edu) Once we receive your message, we will create your account and send instructions for resetting your password with your campus AD password. If a new user does not have a campus account, please let us know.

### **Computer Classroom**

For the foreseeable future, the IGB computing classroom will be closed. This includes any reservations that would have been for the Fall semester of 2020.

### **Biocluster Training**

Due to the classroom being closed, all planned Biocluster trainings for the Summer have been canceled. Once the classroom is available again, we will publish a new schedule of Biocluster training dates. If someone would need training before that can occur, the recording of the last training is at:

<https://vid.igb.illinois.edu/engage/theodul/ui/core.html?id=3402d5b6-f22e-4629-9522-8dade35779fc>

### **Poster Printing**

Due to the changes in schedule, if you have a rush order to print, please let us know as soon as possible by emailing [help@igb.illinois.edu](mailto:help@igb.illinois.edu) in advance of your poster submission. This way we can plan to have someone available to print your poster in the time needed.