Neumark Group Procedure for Reopening Campus Labs
Last updated: 4/15/2021

The Neumark laborites comprise 15 separate rooms, located in Latimer Hall D4, D6, D10, D12, D14, D19, D20, D21, D22, and D23 as well as Hildebrand Hall D35, D39, D60, and D93. The list of personnel working in each lab is given below

Latimer:
D4/D6: Megan Asplund, Masafumi Koga
D10: Chin Lee, Marvin Pohl, Isaac Ramphal
D12/D22/D23: Martin DeWitt, Mark Babin
D14/D20: Zachary Heim, Blake Erickson
D19/D21: Steve Saric, Joyce Zhu

Hildebrand:
D35: Bethany de Roulet, Tymur Papiiev
D39: Kristina Chang
D60: Hung-Tzu Chang
D93: Andrew Ross

Once the university administration allows work on campus, the labs personnel will reinitiate experimental work following these social distancing guidelines. Undergraduate students and summer school students are encouraged to work from home on theoretical projects.

General:

1. Personnel present in any University building should wear a face mask at all times.
   a. Cloth masks, additional gloves, and disinfectant spray have been purchased.
      i. These will be distributed upon return by the lab COVID-Safety-Officer (CSO), Mark Babin
   b. Masks will be worn and cleaned according the provided EHS documentation
      i. Each cloth mask should only be worn to work once before being washed
      ii. Masks should be laundered using a standard washing machine
         1. Masks provided by the Neumark group are to be washed on warm and
tumble dry high (Source)
      iii. Per the CDC: individuals should be careful not to touch their eyes, nose, and
mouth when removing their face covering and wash hands immediately after
removing. (Source)
2. Persons with one of the symptoms (cough, difficulty breathing, fever, chills, headache, sore
throat, loss of taste/smell, bowel irritation) should stay at home and communicate accordingly
(see below).
3. Any work that can be performed at home should be performed there – all data analysis, paper
writing, build planning, etc. should be done at home to reduce the number of people on campus
at any given time.
4. Mini-meetings and group meetings will continue to occur remotely, to minimize contact.
5. All members of the group are **encouraged** to provide reminders or call out others when they observe poor hygiene or mask-wearing behaviors.
   a. It is imperative to establish a culture where these practices are not only practiced, but expected

**Reporting:** The goal of improved communications and reporting is to ensure that a preventative and proactive response can occur to reduce spread in the event of an infection. This goal can be achieved by increasing reporting of symptoms. ([Source](#))

6. Before reporting to work each day, each group member will fill out the online survey sent to the group covering potential exposure as well as symptoms
   a. Anyone with symptoms or who has had contact with a COVID+ individual will remain home and contact the Tang center for consultation and testing
   b. The lab CSO will check these reports daily and confirm anyone reporting exposure or symptoms is not in lab

7. While on campus
   a. Report to lab CSO if you are feeling unwell, especially with COVID symptoms, virtually, and return home.
   b. Report to lab CSO if you discover anyone you regularly interact with (e.g. roommate, classmate, collaborator) is feeling unwell with COVID-19 symptoms.

8. Potential infections/exposures will be communicated quickly to entire group, allowing testing, contact tracing, and isolation or quarantining if needed.

**Testing:** As of January 2021, “everyone will be required to have proof of a negative COVID-19 test within the last week to access campus. The testing can be done using any of the campus facilities (listed in the message below), and my understanding is that the results can be displayed as a digital “badge” (using your phone) through the eTang website.” As such all members are required to **COVID test every week until fully vaccinated (14 days after your last dose of the vaccine).**

9. Testing can be scheduled through the [eTang website](#) through “appointments”
   a. If any member of the group tests positive, they are required to quarantine for two weeks and then receive a negative COVID test

10. Anyone traveling from outside of the Bay Area Region of California or is hosting/lives with someone who traveled outside the region is required to isolate (i.e. not come into lab) until receiving a negative test.

11. Anyone in the group who displays symptoms matching those of COVID should isolate until they receive a negative test

12. Once you are fully vaccinated, upload your vaccination card on eTang. As long as you have taken one COVID test on campus you will not have to take another one for at least 90 days after you are fully vaccinated.
**Occupancy Requirements:** In Phase 4 of reopening, we can operate at a density of 1 researcher per 125 sq. ft. of space.

13. The table below presents the maximum number of occupants in a given room; in general, this will allow for full occupancy in the labs with a limited occupancy in the offices. Breaks and lunches should be staggered to satisfy these requirements.

<table>
<thead>
<tr>
<th>Building</th>
<th>Room Number</th>
<th>Maximum number of occupants</th>
<th>Office or lab?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Latimer</td>
<td>D4</td>
<td>1</td>
<td>Office</td>
</tr>
<tr>
<td>Latimer</td>
<td>D6</td>
<td>5</td>
<td>Lab</td>
</tr>
<tr>
<td>Latimer</td>
<td>D10</td>
<td>7</td>
<td>Lab</td>
</tr>
<tr>
<td>Latimer</td>
<td>D12</td>
<td>1</td>
<td>Office</td>
</tr>
<tr>
<td>Latimer</td>
<td>D14</td>
<td>1</td>
<td>Office</td>
</tr>
<tr>
<td>Latimer</td>
<td>D19</td>
<td>1</td>
<td>Office</td>
</tr>
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<td>Latimer</td>
<td>D20</td>
<td>4</td>
<td>Lab</td>
</tr>
<tr>
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<td>D21</td>
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</tr>
<tr>
<td>Latimer</td>
<td>D23</td>
<td>1</td>
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<tr>
<td>Hildebrand</td>
<td>D35</td>
<td>8</td>
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<td>Lab</td>
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<td>D93</td>
<td>6</td>
<td>Lab</td>
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</tbody>
</table>

**Communal Spaces:**

14. The (former) computer office (now SEVI office) will be converted back to a computer office with access to the group printer. SEVI office will return to D23 temporarily.

a. **Printing:**
   i. To ensure minimal contact, check the window on the door (now uncovered) to see if anyone is in this office before entering.
      1. If there is someone collecting something printed, wait for them to exit
      2. If there is someone using a computer in this space, have them collect your printouts and hand them to you (ensuring maximum distance)
   ii. After using the printer, wipe down any surface you touched with the disinfectant spray provided.
   iii. Everyone will be given their own stapler for their desk to use, rather than the communal staplers next to the printer
      1. If papers need to be hole-punched, please put on a pair of gloves (boxes will be set next to the printer).

b. **Communal computers:** If using a communal computer in this office:
   i. You will post on the group calendar that you are in this space
   ii. You will wear gloves at all times while working at this computer (provided next to the computers)
iii. If someone needs to access the printer during this time, it is your responsibility to collect their printouts and hand them to them (wearing gloves)

15. Minimizing exposure from those using the NMR facilities:
   a. We will tape off a 6’ radius from all doorways in the hallway and add signage to discourage people from walking through these areas or waiting for elevators in them.
   b. A queue system will be employed in the NMR facilities to minimize the number of people on the D-level at any given time. Those coming to our floor will be expected to wear proper PPE in the hallways at all times.

16. Bathrooms on the D-level will be cleaned by facilities more often than before, but a facemask should be worn while in any communal space. All researchers are expected to wash their hands in accordance with CDC guidelines.
   a. Signage will be posted to show occupancy of restrooms, which are limited to one person at a time
   b. As all bathrooms are now single use, they are effectively gender-neutral

17. Office fridges and microwaves should only be used by those in the office it resides
   a. Exceptions can be made if pre-agreed upon
      i. Sharing a fridge should require each user has a designated shelf to minimize contamination
      ii. When using the fridge or microwave (opening/closing, collecting items) gloves should be worn and all surfaces should be wiped down after use
      iii. NO communal dishes, utensils, or otherwise food-related items will be used
      iv. It is strongly encouraged that people bring food with little prep required (i.e. bagged lunch/sandwiches)

18. Use of water fountains in the hallways is strongly discouraged
   a. These historically have never been cleaned and serve as an obvious vector for transmission

19. Elevator use is STRONGLY discouraged. Researchers should take the stairs to the D-level whenever possible
   a. If you must use an elevator, only one person may be on the elevator at a time.
   b. Following the use of an elevator, hands must be washed as soon as possible.

Communal Instrumentation:

20. Those who share the MilliQ water dispenser with the Saykally group, to minimize exposure
   a. Coordinate with Franky Bernal in the Saykally group (on campus Mon-Thurs, 11am-5pm)
   b. Our group will drop off labeled bottles inside Hildebrand D36 for Franky to fill and drop outside of the correct lab space

21. In the event another group needs to borrow equipment from us (electronics, optics, etc.), we will operate under the following procedure:
   a. Communicate electronically
      i. What is needed? Send pictures if needed to confirm
      ii. Determine a time/location for pick-up
   b. Sanitize the equipment as best possible (wipe down optics box, exterior of VaryAc, etc)
c. Have whomever is picking up the items come to your lab and knock. Confirm they are outside. Have them step outside of the designated 6-foot space (taped out).

d. Place the item in the hallway and allow them to pick it up.

e. Schedule time for return and follow the same procedures.