

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.

Phase 5 – Illinois Restore
<ul style="list-style-type: none">▪ 100% Building occupancy.▪ Normal operations resume.▪ Building open to the public.▪ New safety guidelines in place.▪ Training awareness programs continue.

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)
- Jesse Southern (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 (see Appendix 1)

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 (See Appendix 2).

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.

APPENDIX 1

UNDERGRADUATE RESEARCH

Undergraduate researchers were restricted access to the IGB during initial Phases. IGB faculty members may request undergraduates be permitted access to lab spaces for research purposes beginning at the start of the 2020 Fall semester. Requests must be made by the faculty member to their IGB Theme Leader, access will be granted at the Theme Leader's discretion. Any individuals admitted to the lab must adhere to all previously established safety measures, including PPE use, public area mask use, and social distancing. Lab spaces must remain at 50% or less occupancy to maintain acceptable personnel density, and it is the responsibility of the associated IGB faculty member with Theme Leader approval to arrange schedules to ensure this requirement is met.

APPENDIX 2

INSTRUCTIONS FOR INDIVIDUALS AND SUPERVISORS FOR POSITIVE TESTING OF COVID-19

INDIVIDUAL

I have tested positive for COVID-19. What do I do?

1. Notify your supervisor immediately.
2. Follow the quarantine guidelines provided by Illinois Department of Public Health:
https://dph.illinois.gov/sites/default/files/Isolation%2BQuarantine%20Release%20Graphic_5.29.20.pdf
3. Review the Families First Coronavirus Response Act details from campus HR:
https://www.hr.uillinois.edu/leave/coronavirus_response_act
4. Contact your local public health department to determine if additional actions are required.
Champaign-Urbana Public Health District website: <https://www.c-uphd.org/>

UNITS/SUPERVISORS

One of my employees just notified me that they tested positive for COVID-19. What do I need to do?

1. Confirm with the employee:
 - They have been in contact with their local public health department. If the employee does not live in Champaign county, confirm the county in which they live and have them contact the associated public health department.
 - Employee is aware of the available benefits (sick leave, FFCRA, vacation). While the first priority is to take care of their health, if the employee can work remotely and feels well enough to do so, let them know they can continue to do so.
 - The last day the employee was at work on-campus.
2. If the employee works on campus but does not live in Champaign county, contact McKinley to ensure they are aware. Employee will work with CUPHD to confirm if there is a workplace exposure risk and facilitate contact tracing.
3. Send approved standard notification to unit employees, ensuring that no personal or identifying information is shared (see below for standard notification text).
4. Public health and/or their health care provider has advised what milestones must occur for the employee to return to on-campus work.
5. Ensure employee is aware of the need to notify supervisor when anticipate return to work.
6. Contact IGB Operations and Facilities and they will schedule additional cleaning as soon as possible of individual's workstation or office. If an office, "Do Not Enter" signage will be posted for 48 hours before cleaning to allow for maximum safety of Facilities employees.

7. Inform employees of critical information:

- a) Employees who shared the workspace/office space with the employee who tested positive need to leave so that additional cleaning can be completed. Per CDC guidance, employees may return 30 minutes after cleaning is completed. Employees at the location who did not share the workspace/office do not need to leave.
- b) There is **NO** need for all employees to self-quarantine. Reinforce to employees that only those identified as close contacts through interview of the positive case and individually contacted by Public Health are required to self-quarantine.

8. Send the following template notification to unit employees:

STANDARD NOTIFICATION LANGUAGE for Champaign-based units

We are sorry to report that a person in the Carl R. Woese Institute for Genomic Biology has tested positive for COVID-19. The individual is isolated at home, and others who are known to have been in contact with them are getting direction from Champaign Urbana Public Health District.

F & S has been contacted for special enhanced cleaning. There is no need for everyone to self-quarantine. Only those who are determined by public health to have been in prolonged close contact with the infected person will be required to self-quarantine. Prolonged close contact is considered to be close contact for more than 15 minutes where droplets could be shared. So, if you maintained social distancing, and maintained wearing your face covering, simply being in a large room with someone who tests positive would not be considered prolonged exposure.

However, please do remember to be diligent in monitoring your health for COVID-19 symptoms on a daily basis and stay home when ill. (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>)

I would like to remind everyone of the COVID-19 testing available to all employees at one of the SHIELD testing sites across campus. This test is available to all University employees free of charge. This is a self-administered saliva test and results are available the same day. If anyone wishes to get tested for your own peace of mind, you are welcome to do so.

Please keep up your social distancing, disinfection, and face mask protocols, as well as staying home when ill; these are the best ways to prevent COVID-19 spread!

9. Review this short guide from campus HR:

<https://humanresources.illinois.edu/assets/docs/Essential%20Employees%20guide%20-%20letter%20size%205-11-20.pdf>

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 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 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 in advance of your poster submission. This way we can plan to have someone available to print your poster in the time needed.