Continued Guiding Principles of Wet Lab Research Ramp-up, Stage 3: Safe, Gradual, Flexible, Nested

Safe
Keeping teams healthy continues to be the top priority.

- **Masks** (disposable) will continue to be provided on entry to Children’s Hospital of Philadelphia Research Institute (RI).
- Nose and mouth must remain properly covered with mask when in all CHOP and RI buildings.
- **Easy access** to handwashing and disinfectant wipes will be provided throughout labs and CHOP RI.
- **Social (physical) distancing** is required:
  - Personnel only on campus/in lab when necessary. All should work from home whenever possible.
  - Meetings that can be held virtually (including lab meetings) should be held virtually.
  - If it is absolutely necessary to hold an in-person meeting, allow six (6) foot distance around each person and maintain masking. Minimize both the number of people (<10) and time spent together (<1h).
  - Maximize space between yourself and others in elevators: Limit Colket elevator occupancy to five people. Limit Abramson elevator occupancy to four people.
  - Low density and/or staggered personnel allowed in work areas (maintaining 6 foot distance)
  - For assistance with determining appropriate social distancing within any given RI space, Research Safety is available for consultation.
- **Frequent cleaning** of high touch areas by Environmental Services.
- If you are ill or think you are ill, **stay home** and call the CHOP COVID-19 hotline: 1-800-722-7112.

Gradual
CHOP has been slowly ramping up research activities. We will begin the ramp-up to 75% on Oct. 1. Principal Investigators will ensure “in lab” effort is no greater than 75%, including the PI, if they work at the bench. While each stage (first 25%, then 50%, now 75%) has occurred over time, a close adherence of the safety principles outlined above and physical distancing (avoiding physical proximity for more than a few minutes) are essential for opening to continue.

Flexible
Remain flexible for the possibility of labs to pivot activities to next stage, or pivot back as epidemiological data drive decisions. Principal Investigators will continue to work with staff individually to tailor best practices for returning to the lab, taking into consideration flexible schedules to address challenges at home, such as personal health, child care, elder care, or transportation.

Nested
As described below, plans will be developed at the level of PI, Module, Floor, and Sphere (nearby administrators, neighboring lab personnel who may perform studies in your lab, or package pickup duties, etc.). For example, when planning, consider your collaborators on other floors/in other institutes, your work with core facilities, and your work with DVR.
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CHOP Research Institute
Best Practices for October Ramp Up to 75% Occupancy

1) **At level of Principal Investigator**

   a) PI continues to ensure lab members *Work From Home (WFH)* when feasible
      
      i) WFH on data analysis, writing, image analysis, protocol preparation/review
      
      ii) BlueJeans or phone for any meetings, such as lab meetings and one-on-one meetings
      
      iii) Flexibility and consideration is key. PIs will allow flexible work hours. Staff members who are location critical should make the necessary arrangements to address their family and commuting needs so they can return to campus when needed.

      iv) All PIs and staff will take a COVID-19 *safety training module* in “MyCareer Learning” prior to return to lab. If the PI or staff member is unable to access the training module remotely, please make arrangements with Research Safety to complete as soon as possible upon return to RI campus.

   b) PI prepares for 75% personnel performing in-lab work
      
      i) 75% occupancy limit applies to labs that have 6 or more members
         
         (a) Labs with 6 or fewer members are exempt from this policy and can remain at 100% with persistent need for social distancing and universal masking
         
         ii) PI ensures **physical separation of lab members**. Key principles: Universal masking and maintaining physical distance of at least 6 feet apart.
         
         (a) Examples (each lab space is different; consult laboratory safety if specific concerns or needs):
            
            (i) In general, maximum of two people per bay staying 6 feet apart; One person/small room (*See additional guidelines for small enclosed spaces*)
            
            (ii) Staggered use of common rooms or kitchen facilities
            
            (iii) Transient proximity is OK (keep nose and mouth covered with mask), but no more than 10 minutes.

         (b) To facilitate physical separation at 75% lab occupancy, PI should consider:
            
            (i) Staggering work schedules with either shift work (6-8h/shift) or alternating days or weeks
            
            (ii) Consider “groups” of lab members who may consistently work together (although still distantly) to avoid physical contact across all lab members, if possible. For example, Team A works M/W/F or Week #1 on one project, Team B T/Th or Week #2 on a second project
            
            (iii) For vivarium work, consider using 12 full hours of lights (6:15am-6:15pm). Use DVR calendar sign up and be adaptable with other users when feasible.

   iii) **Note about undergraduates and high school students**
      
      (a) These students are allowed to begin/proceed through the NTP process and/or elACUC/DVR process, but High School students must remain remote.
      
      (i) *See HR announcement* for details.

      (b) These students do **count toward a lab’s 75% occupancy**
Continued Guiding Principles of Wet Lab Research Ramp-up, Stage 3: Safe, Gradual, Flexible, Nested

(i) PIs are responsible for prioritizing which of the lab’s personnel can come in to lab.

c) The PI will continue to:
   i) Determine a best scheduling and communication platform for lab members, collaborators, and anyone else in lab sphere.
      (a) Use online scheduling (e.g., Google sheets or forms, Doodle, teamup, schedulebuilder)
      (i) Urged to NOT use paper scheduling for lab space, lab rooms, lab benches
      (b) Continue to use real-time communication system (e.g. iMessage, WhatsApp, Slack) among lab members
      (i) Consider different thread for different needs (e.g. package delivery thread shared with personnel in shared Module vs. lab personnel thread to alert when folks are going in/coming out of lab).

d) PI discusses plan — and perhaps lab personnel contact information — with other PIs in Module, Floor, and Sphere (nearby administrators, neighboring lab personnel).
   i) May lead to adjustment of lab schedule for certain rooms.

2) Communication and awareness are critical at all levels during the ramp up
   a) If you are ill or think you are ill, stay home and call the CHOP COVID-19 hotline:
      1-800-722-7112
   b) Work with personal physician and CHOP hotline agents to assess your need to get tested
   c) Inform the PI if working from home or using PPL; keep track of progress.

3) It will be the responsibility of the CHOP RI, Facilities, and Environmental Services to:
   a) Ensure each floor is ready for personnel to ease back in
      i) Ensure paper towels, soap dispensers, and/or disinfectant dispensers are available:
         (a) In labs, kitchens, and restrooms
         (b) In elevator lobbies
      ii) Arrange lab schedule for cleaning (so as not to disrupt lab work)
      iii) Spread tables (and remove chairs) in common areas to prevent congregation if possible
      iv) Provide additional physically separated spaces for breaks, eating, drinking. The Research Ramp-up Task Force is working closely with Facilities groups to identify underutilized spaces for taking breaks and eating meals comfortably. Please feel free to use open conference rooms when available, paying attention to maximum occupancy signs, wiping surfaces before and after you use the space, and place trash in receptacles. Continue to stagger use of common rooms or kitchen facilities.

As the COVID-19 situation continues to evolve, we are constantly flexing to respond to new information. Please attend CHOP’s virtual town halls on COVID-19 and read the weekly Breaking Through reports. The @CHOPBioresponse Team site is the source for current information, guidelines, resources, and FAQs.