

# JMU Summer 2020

## Research and Scholarly Activities Standard Operating Procedures: On Campus

This document is for faculty and staff interested in performing on-campus scholarly activity (laboratories, studios, workspaces, etc.) during Summer 2020. This document is not required for faculty to conduct business and scholarly activities within their on-campus office. The underlying principle for this documentation is to demonstrate care for each other and the JMU community. The safest way to conduct your research and scholarly activity is to minimize time near others or in spaces occupied by others at JMU.

PRIOR to initiating scholarly work at JMU facilities, a signed and approved **JMU Summer 2020 Research and Scholarly Activities Standard Operating Procedures (SOP): On Campus** document is required. Any person not adhering to this SOP may be subject to restrictive measures including the revocation of their approval to perform research or scholarly activities using JMU facilities and assets during Summer 2020. All SOPs must be visibly displayed in the primary on-campus space(s) described in the SOP along with hard copy and electronic copies on file in the relevant departmental office.

Scholarly activities and access needs vary across the JMU campus. As such, academic unit heads (AUHs) and deans must approve all faculty requests for access and SOPs, considering the facilities, activities, and capabilities appropriate for the unit, college, and building. Although not requiring an SOP, office-related activities should be done in coordination and compliance with building-level safety precautions.

All non-essential JMU-employees not already listed on the SOP or non-JMU-employed visitors to on-campus scholarly spaces must be approved by the appropriate AUH prior to entry. Visitors must adhere to all requirements described in the approved SOP. Children under 18 are not currently approved to access or work in on-campus scholarly spaces.

The safety information below concerning daily best practices, social distancing, surface disinfection, and personal protective equipment is the most recent guidance as of June 1, but for any updates, see <https://www.jmu.edu/news/2020/05/29-covid-return-guidelines.shtml>.

### Daily Best Practices

- Take your temperature prior to leaving home. If you have a fever (100.4 or above), cough, difficulty breathing, or are otherwise feeling not well then stay home.
- Shower before coming to work and wear a fresh change of clothes.
- Upon entering the building, visit the nearest available sink (restroom, washroom, or laboratory for which you have designated access) to thoroughly wash your hands with soap and water for 20 seconds.
- Locate available hand sanitizer stations in and around the building. Use these stations to minimize possible contamination of yourself and the public surfaces you touch (door handles, elevator buttons, etc.)
- Avoid using the elevator, if possible.
- Continue to wear a *protective mask*, which includes a personal cloth mask, surgical mask, or face covering, while on-site in any shared space and social distance yourself from others. You may remove your protective mask (if you choose) in your office.
- Do not touch your face or protective mask. If you do, wash or sanitize your hands immediately.
- Sneeze or cough into your elbow or tissue; immediately place tissue in the trash. Maintain this habit even when wearing a protective mask.

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- As you are about to depart JMU, log your visit in the college/building system along with names of any person with whom you interacted and ALL locations where you were physically present during your time at JMU (including restrooms).
- Before you leave the building, wash your hands with soap and water one last time for 20 seconds or apply hand sanitizer. After you leave the building, use hand sanitizer before touching car keys or car door handle.
- It is suggested that you immediately remove shoes when returning home and spray them with disinfectant. Any clothes worn outside the home should be immediately washed.

### Do Not Come to Campus If You

- Have fever or respiratory symptoms, or have been in contact with anyone with these symptoms during the past 14 days; or
- Have tested positive for COVID-19 and have not yet been cleared to return to work by an authorized public health official.

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*NOTE: Individuals at increased health risk from COVID-19 due to underlying health conditions are discouraged from working on-site.*

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### Social Distancing

- COVID-19 is readily transmitted from person-to-person when they are in each other's breathing zones.
- Maintain a minimum of six feet of distance between you and your coworkers. For example:
- Maintain a distance of six tiles where there are floors tiled with 12" square tiles.
- Hold out arms and step back until two feet separate your fingertips from others' outstretched fingertips.
- Mark a six-foot distance with tape on the floor in commonly used spaces.
- Ask those that are too close to step back – you have the right to calmly and politely ask that of anyone you encounter in your work. If you are asked to yield space, please comply.
- Implement a work schedule so that individuals can avoid using the same space or equipment at the same time as other individuals.
- Minimize time in JMU scholarly spaces; plan for efficient use of time and leave as soon as you are finished. Perform data entry, analysis, and other tasks at home whenever possible.

### Surface Disinfection

- COVID-19 can survive up to 72 hours (3 days) on plastic and stainless-steel surfaces. From the first moment of viral contamination, the amount of the live virus on surfaces decreases significantly over these time periods.
- It is critical that every high-touch surface in the work area (drawer and cupboard handles, faucet and dispenser handles, and any other objects that were handled) be sanitized on a schedule that will minimize risk to others.
- Identify and mark surfaces for disinfection and put a disinfection schedule in place that should be posted in the on-campus space and initialed upon completion.
- Use a minimum 60% ethanol, isopropanol, or other disinfectant whose active ingredient can be found on the EPA N-list.

### Personal Protective Equipment

Individuals performing on-campus scholarly activity must wear a protective mask (**REQUIRED**).

- Workers must wear a protective mask in common spaces.
- Fabric face coverings should be washed each day after use.

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- Disposable masks that are not soiled or fluid saturated may be placed in a paper bag for 3 days to naturally decontaminate.

### Tentative Timeline

- 6/8/20:** Faculty with Unit Head and Dean approved SOP may perform *on-campus and/or field work*
- 6/15/20:** Doctoral and advanced (selected) graduate students with AUH and dean-approved mentor SOP and student mentoring plan may perform *on-campus and/or field work*
- 6/15/20:** Select *undergraduate students* working with faculty mentor with an AUH and dean-approved SOP and student mentoring plan may perform *field work*
- 7/6/20:** Select *undergraduate students* working with a faculty mentor with an AUH and dean-approved SOP and student mentoring plan may perform *on-campus work*

## Principal Investigator(s) Standard Operating Procedures Approval: On Campus

These SOPs will remain in effect until superseded by additional guidance or requirements by the university in response to changes in general COVID-19 status locally, regionally or nationally.

**You must detail specific Standard Operating Procedures for your on-campus facility.**

Use of shared spaces must be coordinated and clearly communicated with other users in advance of use. Explain below.

List and identify surfaces to be disinfected, frequency of disinfection, and appropriate products in the table below. For particular equipment, please list the room number.

Equipment	Product to be used	Frequency of disinfection
Doorknobs, Sink, Faucet handles, light switches, etc.	Minimum 60% ethanol, isopropanol, or other disinfectant whose active ingredient can be found on the EPA N-list	Start of the day and End of the day
Cell phone and/or key card	Minimum 60% ethanol, isopropanol, or other disinfectant whose active ingredient can be found on the EPA N-list	Upon building entry and exit
Computer keyboard and mouse, room 2236.	Minimum 60% ethanol, isopropanol, or other disinfectant whose active ingredient can be found on the EPA N-list	When changing users.
Table and benchtop work surfaces, fume hood surface, room 2236.	Minimum 60% ethanol, isopropanol.	End of the day.
Tweezers, spatulas, scoops, and other powder/sample tools, room 2236.	Minimum 60% ethanol, isopropanol.	When changing users.
Touch pads and equipment handles, room 2236.	Minimum 60% ethanol, isopropanol, or other disinfectant whose active ingredient can be found on the EPA N-list	When changing users.

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If this SOP concerns a shared space and/or shared equipment, please also discuss social distancing, communication, cleaning, and occupancy scheduling with other users of that space and/or equipment.

- Users will wipe down all surfaces in shared spaces with ethanol, isopropanol, or other approved disinfectant before and after use. For shared equipment, no more than two users will occupy the instrument at a time, masks must be worn when in the company of other students, staff, or faculty.
- When entering the facility, users are expected to wash hands and glove up.
- Unless on user equipment, occupants must maintain social distancing at all times.
- Users will communicate scheduling by continuing to use respective Google calendars, and must allot for proper cleanup time (~ 10 minutes) between users.
- Rooms included are PCB 2228, XRD labs in PCB and ENGEO, and SEM Labs in ENGEO.

If this SOP includes students, please discuss your student mentoring plan. This plan should detail the initial training and preparation for the student along with your continued frequent monitoring of student safety practices. Note: Please refer to the timeline above for when students are permitted to participate.

- Students will be properly and personally trained by their faculty mentor on new procedures before they are granted access to the labs. They will be monitored regularly and randomly on their hygiene practices while interacting with equipment and other people. Users who fail to comply with new procedures will be removed from the labs. Students will have to sign a document stating they understand the new policies after training.

I have read and understood the self-assessment and standard operating procedures for research and scholarly activity on-campus at JMU for Summer 2020 during the COVID-19 pandemic.

**Principal Investigator:** Christina M. Rost

Signature: Christina M Rost Date: 6/2/2020

**Academic Unit Head:**

Signature: Chris Harper Date: 6/2/20

**Dean:**

Signature: Galt Date: 06/08/20

**This document must be visibly displayed in the primary space(s)  
described in the SOP.**

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06/09/20

Approval Date

<b>Principal Investigator(s):</b>	Christina Rost
<b>Date approved by Principal Investigator:</b>	06/02/2020
<b>Associated Staff:</b>	Click or tap here to enter text.
<b>Emergency contact phone number:</b>	919-396-8988
<b>Location(s):</b>	Phys/Chem 2236