COVID-19 Safety Plan
(All sections must be completed)

Responsible Faculty Member/Principal Investigator
BIRC Director: Fumiko Hoeft MD PhD, 650.245.7016, fumiko.hoeft@uconn.edu

The Faculty Member/Principal Investigator is responsible for ensuring compliance with this Plan. Failing to follow this plan will result in restrictions up to and including immediate shutdown of the offending research lab or area.

Location(s) to which this Safety Plan applies: Specify all applicable Campus/Building/Floor/Room Numbers
BIRC has established the following policies for Phase Two of resuming operations. For more information regarding research operations and guidelines, please refer to Office of the Vice President of Research (ovpr.uconn.edu). These policies apply to PCSB rooms 142, 141, 138B, 137, 137A, 137B/C, 138/138A, 139, L1B, 140/140A, C1G.

Describe the steps that will be taken to minimize personnel density, allow distancing, and reduce the chances for transmission. These steps must be consistent with CDC guidelines, state guidelines, and applicable University policies, including the UConn Working Alone Policy and UConn Health Working Alone Policy.

The steps/plan must be specific for your research area or situation. You should include at least:
1) A description of the of areas or locations (size, configuration, shared or single space, etc.) where people may be present, such as the lab, project space, and areas with common equipment;
2) The number of people that will be in the area/space at any one time and how that number minimizes personnel density and will generally provide for distancing of 6 feet.
3) A description of anticipated work schedules, including staggering, alternate days, partial days or other adjustment and how work schedules minimize personnel density and provide for general distancing of 6 feet.
4) State if coordination with other teams or labs also using the space or area is required and if so how will you coordinate access to minimize personnel density;
5) A description of situations or conditions where individuals will need to be in close proximity to perform work, operate equipment, travel, etc. and what steps will be taken to minimize contact time and lessen transmission risk.
6) A description of any barriers, partitions or other methods to physically separate people that will be used.
7) A description of any special PPE requirements beyond required cloth face coverings that will be required.
8) A description of any work that cannot be done while wearing PPE or a cloth face covering and steps that will be taken to minimize the potential for viral spread.
9) Other area/location specific steps or considerations

SECTION A

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1. OCCUPANCY AND VISITORS
   - Occupancy is limited to BIRC staff, researchers (during study procedures or essential use of the data processing room), and visitors. Visitors include scheduled research participants and patients, as well as a minimal number of caregivers that are essential for the participants’ visit (typically 1 max).
   - Occupancy of each work area is limited to the minimum number of personnel needed, nominally 1 researcher, 1 technologist, and 1 participant for MRI procedures; 2 researchers and 1 participant for TMS procedures; 1 researcher and 1 participant for other areas. If a caregiver is essential, then he/she is allowed to stay as minimally required for the participants’ functionality.

2. BEFORE ARRIVAL
   - Space usage will continue to be coordinated using an online reservation system that restricts simultaneous usage of each work area. PCSB 142 (Data Processing Room) is newly added to the scheduler. One-hour gap periods will be added between reservations to allow additional time for cleaning and air circulation.
   - Researchers should prescreen their participants using the provided symptom checklist and assess themselves for possible COVID-19 symptoms and COVID-19 contact 24 hours prior to their visit to minimize last minute cancellations.
   - All participants must be instructed to meet the investigator at the employee entrance. If you do not have access to the employee entrance, please contact Elisa Medeiros or Roeland Hancock to have your card access updated. Location information is available at https://birc.uconn.edu/directions-parking-2. Note: The main entrance to PCSB will be locked at all times.

3. UPON ENTRY
   - All entry to and exiting from BIRC must be through the dedicated employee entrance. All staff, researchers and visitors must also be screened for possible COVID-19 symptoms and COVID-19 contact immediately prior to entering BIRC outside of the entrance. Please use the attached Checklist to confirm that all personnel entering the building have been symptom free for at least 14 days. Note: BIRC is waiving short notice (<24 hour) cancellation fees until further notice.
   - All investigators must be present to greet the participant and should immediately escort him/her/them to the appropriate testing area. Participants should not gather in the waiting area.
   - All and each researcher and staff entering BIRC will complete the On Premises Personnel Log regardless of whether they are at BIRC for research. Researchers will complete on behalf of the research participant using their research ID, and for carers, the participant ID and their relationship. The log can be found at the employee entrance. Please keep documentation of participants and any accompanied visitors that are required for the participants’ visit such as caregivers. Exit time must also be logged on departure of each individual.

4. PPE & DISINFECTION PROCEDURE
   - All research personnel and participants must wear masks at all times while at BIRC except for the participant in the MRI scanner, or other procedures that are essential to take off their masks (e.g., testing for speech articulation, communicating with a deaf individual). Cloth masks are
acceptable. If your participant does not have a mask, a mask will be provided, and can be found at the employee entrance.

- All personnel should wash their hands frequently and before and after participant or equipment contact, or when using the bathroom.
- Details of the disinfection procedure is described below in Section B.

5. ROOM-SPECIFIC PROCEDURES

Areas that are Accessible

- PCSB 137/137A (behavioral testing rooms, 75/106 ft²) will be available. These rooms are configured for face-to-face interviews and interactions across a 4.0ft table, with an acrylic dividing barrier. Maximize distance between individuals and limit to two individuals per room. Researchers must include project-specific protocols for using PPE and minimizing close contact during behavioral protocols (e.g. consent, interviews, assessment) in their COVID-19 safety plans.
- PCSB 138C (MRI simulator room, 176/75 ft²). This is an equipment room consisting of a mock MRI table and bore for the participant and a workstation for the researcher. Mock MRI procedures involve brief close contact (~1-5 minutes) while positioning a participant on the table. Maximize distance between individuals and limit to two individuals.
- PCSB 139 (TMS room 249 ft²) will be available for TMS studies that can avoid prolonged close contact between individuals (i.e., completing procedures that require close contact in < 15 minutes). This room contains shared equipment for human subject research, primarily a participant procedure chair and two workstations for researchers. TMS procedures involve close contact while setting up neuronavigation, attaching electrodes to the participant’s hand or other muscles, and holding a TMS coil on a participant’s head. Occupancy is limited to two investigators (required for safety) and one participant. Researchers must include project-specific protocols for minimizing close contact in their COVID-19 safety plans.
- PCSB 140/140A (MRI suite, 204/646 ft²): areas.
  - All participants must change into scrubs provided by BIRC. Personal clothing items will not be permitted in the scanner.
  - The investigator and the scanner operator in Zone 3 must wear masks. Participants must wear a mask into Zone 4 but can remove it prior to beginning the study. If needed, a participant may be accompanied by a research assistant or lab member. This person must wear a mask. There is a two-person maximum in Zone 4.
  - There is a two-person maximum in Zone 3.
- PCSB 142 (data processing room, 265 ft²) will be added to the scheduler to limit the number of people in the area. This room is configured as a shared computing workspace. PCSB 142 will be limited to single occupancy for the use of licensed software (NetStation, E-Prime, Experiment Builder, Presentation, Security Desk).
- PCSB 137B/C (EEG room, 102 ft²) will generally not be available due to limited possibility for physical separation. Human EEG studies will not be allowed except for in particular circumstances during Phase 2 due to the prolonged close contact required during EEG procedures for about 30 min (to setup the EEG cap). However, researchers who already had approval under the Pilot Data/Limited Activity phase or those that recently received approval but fit these criteria may perform research under extreme caution. One researcher and one
participant are allowed in the room provided that they wear a mask and eye-glasses or face shields when in close contact during EEG cap setup.

- PCSB 138B (Family waiting room, 71ft²): will be available for one carer accompanying a participant or patient to wait. This room is configured with a laminate table and plastic chair.

- PCSB 141 (conference room/kitchen area, 244ft²) is configured as a conference room. The room will be available for meal preparation and consumption by BIRC staff. Individuals may remove their masks while in the room. The door will remain closed. When essential for research, participants may use the room for meals. Occupancy is limited to a single staff member, or a single participant, or a group of related participants within the same household.

Areas that are Not Accessible

- PCSB L1B (lobby, 157ft²): not in use. Researchers/staff must escort visitors to the appropriate procedure room on arrival.
Describe the process that will be used to clean common touch points and equipment that will not be cleaned by Housekeeping. CDC and state guidelines must be followed. The minimum standard that must be used by all areas is to at least daily clean/disinfected using an EPA-registered cleaning product or a 70% alcohol solution. Examples of common touch points and include:

- Benchtops, desktops, and other work surfaces;
- Equipment handles and latches;
- Equipment controls and touchpads;
- Drawer and cabinet handles;
- Sashes of chemical safety hoods and biosafety cabinets;
- Bin and water incubator lids;
- Hand tools, micropipettors;

If you answer YES to any of these questions, please DO NOT come to BIRC

Name of investigator: ___________________________ Date: ________________

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• Faucet handles and sprayer grips;
• Chemical bottles and lids, including chemical waste collection vessels and areas;
• Chair backs and armrests (fabric furniture that cannot be decontaminated should not be used);
• Doorknobs and light switches;
• Keyboards, touchpads, and mice;
• Remote controls.

Describe any equipment or areas that cannot be disinfected daily using an EPA-registered cleaning product or a 70% alcohol solution steps that will be used to prevent transmission. For example an electron microscope that cannot be sprayed with an alcohol solution but will be covered with plastic that is changed with each new user.

PCSB 142 (data processing room): USERS will disinfect desktop, chair, computer keyboards, mice, power switches BEFORE and AFTER each use using Super Sani-Cloth Germicidal Disposable wipes (EPA 9480-4) with 2-minute contact time. Existing cloth chairs will be removed and replaced by a plastic upholstered chair.

PCSB 141 (conference room): USERS will CLEAN and disinfect counters, table, cabinet/drawer handles, faucet handles, water dispenser, kettle, Keurig and microwave controls and handles AFTER each use using Super Sani-Cloth Germicidal Disposable wipes (EPA 9480-4) with 2-minute contact time. Cloth-backed chairs will be covered in clean linens prior to use.

PCSB 137B (EEG room): USERS will disinfect desktop surfaces, chair, computer keyboards, mice, power switches, control buttons, button boxes, door handles, faucets, BEFORE and AFTER each use using Super Sani-Cloth Germicidal Disposable wipes (EPA 9480-4) with 2-minute contact time. EEG caps and pipettes will be disinfected using standard protocol (10-minute contact time in Control III disinfectant [dimethyl benzyl ammonium chloride .078%; ethylbenzyl ammonium chloride .078%]).

PCSB 139 (TMS room): USERS will disinfect desktop/cart surfaces, chairs, headrest, computer keyboards, mice, power switches, control buttons, TMS coils, Localite instruments, Localite case, and electrode connector blocks BEFORE and AFTER each use using Super Sani-Cloth Germicidal Disposable wipes (EPA 9480-4) with 2-minute contact time. USERS will cover pillows in fresh linen before use.

PCSB 138C (MRI simulator room): USERS will disinfect desktop surfaces, chair, computer keyboards, mice, power switches, control buttons, button boxes, head coil, table surface, and motion tracker BEFORE and AFTER each use using Super Sani-Cloth Germicidal Disposable wipes (EPA 9480-4) with 2-minute contact time. USERS will cover the table in fresh linens and provide a fresh headband for each participant.

PCSB 137/137A (behavioral rooms): USERS will disinfect desktop surfaces and chairs BEFORE and AFTER each use using Super Sani-Cloth Germicidal Disposable wipes (EPA 9480-4) with 2-minute contact time. Researchers must include protocols for disinfecting assessment materials or other researcher-provided equipment used in these rooms when developing their COVID-19 safety plans.

PCSB 138B (Family waiting room, 77ft²): Desktop surfaces and chair will be disinfected BEFORE and AFTER each use using Super Sani-Cloth Germicidal Disposable wipes (EPA 9480-4) with 2-minute contact time. When used by a carer accompanying a research participant, USERS will be responsible for disinfection. When used by a carer accompanying a patient, STAFF will be responsible for disinfection.
Researchers must include protocols for disinfecting assessment materials or other researcher-provided equipment used in these rooms when developing their COVID-19 safety plans.

- PCSB 140/140A (MRI suite):
  - **Zone 4** - BIRC staff will disinfect the head coil, mirror, response device(s), table, emergency squeeze ball, and Avotec system with Super Sani-Cloth Germicidal Disposable wipes (EPA 9480-4) with 2-minute contact time. BIRC staff will disinfect the scanner bore with Lysol Hydrogen Peroxide Multi-Purpose Cleaner (EPA 777-126) with a 10 minute dry time. This will be done after every participant.
  - **Zone 3** - BIRC staff will disinfect desktop surfaces, computer keyboards, mice, Avotec controls, plastic chairs, and door handles with Super Sani-Cloth Germicidal Disposable wipes (EPA 9480-4) with 2-minute contact time. This will be done after every study.

- PCSB 138A (changing room): BIRC staff will disinfect doorknobs, locker handles, and locker interiors with Super Sani-Cloth Germicidal Disposable wipes (EPA 9480-4) with 2-minute contact time. BIRC staff will empty soiled scrubs into the washing machine at the end of each day. We will wash scrubs in hot water and fully dry before they are returned to the changing room.

- All areas: Facilities will perform twice daily disinfection of doorknobs, light switches, cabinet handles, doorbell/intercom buttons.

Describe the process that will be used to monitor compliance with this COVID-19 Safety Plan, as well as CDC, state, and University requirements related to COVID-19 in the workplace, including personal health monitoring prior to coming to work.

When research is carried out at BIRC, BIRC staff (Medeiros for MRI or Hancock for other procedures) will be on site and monitor compliance. On Premises Personnel Log will be checked by BIRC Director (Hoeft) at least weekly to ensure health monitoring is performed on all individuals (staff, researcher or visitor (research participant, caregiver) prior to entering BIRC.

Specify who will be responsible for monitoring CDC, state, and University requirements related to COVID-19 in the workplace, updating this plan as required, and communicating changes to personnel.

**Director of BIRC**

Specify who will be responsible for ensuring each individual signing below has completed initial and any subsequent required COVID-19 training.

**Director of BIRC**

Resources
- Center for Disease Control
- State of Connecticut
- UConn Storrs and Regional Campuses

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UConn Health

Human Resources Related Questions
UConn Storrs and Regional Campuses Human Resources
UConn Health Human Resources

Personnel Sign-Off
All personnel, graduate students, postdoctoral researchers, staff, and faculty must be documented below. Note: Undergraduate students are not allowed to participate in research work at this time.

By signing below, I acknowledge that I have read, understand, and agree to comply with this COVID-19 Safety Plan.

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<tr>
<th>Name (print)</th>
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<tbody>
<tr>
<td>Fumiko Hoeft</td>
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<td>Roeland Hancock</td>
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<td>Elisa Medeiros</td>
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