COMPUTER SCIENCE AND UMIACS
SAFETY ASSUREDNESS PLAN
FOR GRADUATE STUDENTS CONDUCTING RESEARCH
IN IRIBE DURING COVID-19
(PHASE 2, AUGUST 2020)

This document is intended to provide guidance for University of Maryland College Park (UMD) Computer Science & UMIACS Graduate Students in consideration of research on campus during COVID-19. Below are the Guiding Principles for the Re-opening of Research developed by the UMD COVID19 Research Advisory Task Force, and the Fundamental Requirements for Re-opening and conducting research during COVID19, which are derived from input from the Task Force, UMD, and external resources, both of which are endorsed by the University Health Center and the Department of Environmental Safety, Sustainability and Risk.

NOTE: This document contains new information on all aspects of performing research on campus under COVID 19 limitations and restrictions for Phase 2.

The specific requirements pertaining to this plan for re-opening is subject to evolving federal, state, and local regulations, as well as changes to UMD and the USM guidelines and that further communications providing additional information or details when available will be forthcoming.

University of Maryland Guiding Principles for Research During COVID-19
1. Follow local, State, and federal laws, regulations, ordinances, and Executive Orders or other administrative orders, including but not limited orders to stay-at-home and implement social distancing.
2. Follow additional guidance and best practices issued by cognizant local, State, and federal public health authorities. Occupancy limits in Phase 1 and Phase 2 shall follow guidelines set forth in this plan.
3. Students should implement all available mechanisms for ensuring health and safety [umd.edu/4Maryland] and participate in UMD supported health screenings, contact tracing, population COVID surveillance testing, and other means of controlling the spread of COVID-19 within the UMD campus community.
4. Students must request departmental approval in advance of increasing the frequency of office visits if different from the initial request listed in the student survey. This will be necessary so we can adjust student schedules should the room reach full capacity.
5. Students will minimize their time on campus and those who can continue to work remotely will do so.
6. Students can freely raise concerns about any health and safety matter to the Principal Investigator, Department Chair, Dean, Human Resources, UMD's Ethics, Integrity and Compliance Reporting system and/or the Department of Environmental Safety, Sustainability & Risk. [See Division of Research Whistleblower Protections.]

SECTION A. IDENTIFICATION OF RESEARCH SPACES & PERSONNEL

1. **STUDENT NAME AND CONTACT INFORMATION**

   Name: _____

   UID#: _____

   Preferred Email Address: _____

2. **LIST YOUR ASSIGNED ROOM (ONLY ONE ROOM PER STUDENT ALLOWED)**
   *(If you do not know your primary assigned room number please contact your graduate space coordinator: **CS:** Sharron McElroy or **UMIACS:** Danae Johnson)*

BUILDING NAME	ROOM NUMBER
Brendan Iribe (IRB)	

SECTION B. REQUIREMENTS FOR RETURNING TO CAMPUS (PHASE 2):

> **The "Requirements for Returning to Campus" include completion of the following:**
>
> 1. UMD Student Training Video "Terps Protecting Terps" Training Video,
> 2. Community Responsibility Pledge
>   [*The UHR Community Responsibility Pledge replaces the Safety Assuredness Pledge used by research in Phase 1*],
> 3. Daily self-monitoring and reporting, and
> 4. Participation in population surveillance testing and mandatory COVID-19 testing as communicated by campus.

SECTION C. GUIDELINES FOR SCHEDULING WORK HOURS, AND SHIFTS (PHASE 2):

1. **Scheduling of Research Space Access:**

   Key Considerations

   Specific work hours will be established Monday through Friday to keep students safe but also allow for access as needed to perform research work. In rooms that are identified as exceeding the maximum capacity according to Phase 2 guidelines, a staggered schedule will be implemented so all students wishing to work in that room are given a fair opportunity to do so. Hours will be established to allow time for cleaning workspaces before and after using the office space and allows for students to drop-in for brief visits. Huddle rooms, if not in use, should be utilized when any space reaches maximum capacity as posted. This also applies to weekend access since there is no set schedule for weekends. If your room is at max capacity when you arrive, whether a weekday or weekend, please use a huddle or other available space.

2. Hours and Shifts:

Key Considerations

For rooms exceeding maximum occupancy, students will use two shifts, and establish alternating work days to accommodate all students wanting to utilize these spaces. Students should coordinate within each room to establish which days to work, communicate any schedule conflicts or changes and attempt to trade shifts when needed. All other rooms will adopt a schedule that allows time for cleaning before/after use and accommodates drop-in visits by students needing brief access to the room.

WORK SCHEDULES

Over Maximum Capacity Rooms
(IRB 2104, 2112, 2120, 4112, 4120, 5116):

Shift 1:	M & W	(10am – 4pm)
Shift 2:	Tu & Th	(10am – 4pm)
Shift 1:	Fri	(9am – 12pm)
Shift 2:	Fri	(1pm – 5pm)
Drop-Ins:	M – Th	(before 9:30am, after 4:30pm)
Drop-Ins:	Fri	(after 5:30pm)

All Other Rooms:

Shift 1:	M – F	(10am – 4pm)
Drop-Ins:	M – F	(before 9:30am, after 4:30pm)

SECTION D. CAMPUS GUIDELINES AND REQUIREMENTS

I. PHYSICAL DISTANCING – OCCUPANCY PER RESEARCH SPACE

Key considerations:

- Students are required to be at least 6 feet apart in the research space, offices, and break areas.
- Students should use every other desk and do not sit directly across from someone to maintain safe social distancing when working.
- During Phase 2, space occupancy cannot exceed 1 person/room or 150ft^2.
- If students have access to more than one graduate student office space they will need to select only one space to utilize and will not be able to move between the multiple rooms as before to help manage occupancy numbers.
- All Huddle rooms are limited to 1 person/room.
- Signs will be posted at all entry doors noting permitted occupancy based upon the determined available square footage.
- Students should be mindful of elevator use and limit occupancy based upon social distancing requirements.
- Students should be mindful when using the bathroom facilities and avoid using if currently or recently occupied. Note: If the bathroom smells, don't enter as it is obvious the ventilation system has not had time to clear out the air and any potential virus particles.

- Follow all posted traffic patterns inside the building hallways, stairwells, etc.
- Students should be mindful when using kitchen/break room areas and limit occupancy based on social distancing requirements.
- Do not share tables with others when eating lunch etc.

II. PHYSICAL DISTANCING

Key considerations:
- If you are able to work remotely you are urged to do so as much as possible.
- If room maximum room occupancy is exceeded when you visit Iribe you will need to seek an alternative work space such as a huddle room (1 person per huddle room).
- For rooms beyond maximum capacity, we require that you stagger your work days and hours and follow the guidelines listed in this document to limit density.
- You may not be able to use your assigned desk to maintain proper safe distancing from co-workers. Be prepared to move to an alternate desk if that helps maintain safe physical distancing, use of laptops is recommended for portability. (If you have assigned equipment or desktops that can't be easily moved please reach out to your office space coordinator for assistance, **CS** – Sharron McElroy or **UMIACS** – Danae Johnson.)
- Conduct all meetings virtually, to the best extent possible.

III. PERSONAL HYGIENE BEHAVIORS TO REDUCE VIRAL SPREAD

Key considerations:
- Students will not come to campus if feeling unwell for any reason.
- Students must wear cloth face coverings when inside buildings and outdoors when in the presence of others.
- Masks are strongly encouraged even if no one else is in the room.
- If using a room while not wearing a mask, please leave a note stating that you have done so and mark the time when you left the room. This will allow other students to manage the level of risk they are willing to take (e.g. waiting 1-2 hours before entering a room where an unmasked person was).
- Students will cover their mouths and noses when sneezing or coughing and use best practices for hygiene, including coughing or sneezing into a tissue and immediately throw it away; use arm or sleeve to cover face if no tissue available; wash hands afterward with soap and water for at least 20 seconds.
- Students will use best efforts to avoid touching their eyes, nose and mouth.
- Students will wash their hands for 20 seconds using soap and water frequently throughout the day, wash their hands after contacting surfaces that may have been touched by other persons, and use alcohol-based (at least 60% alcohol) hand sanitizer when a handwashing sink and soap are not available.
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IV. SURFACE CLEANING & DISINFECTION – WORK SPACE AND EQUIPMENT

Key considerations:
- All students are responsible for cleaning and disinfecting all high contact surfaces that they may have touched, including door and drawer handles, light switches, faucets, phones, and equipment.
- Clean and disinfect all work areas before and after use.

- There will be disinfecting wipes in each room, including huddle rooms. Please use these to wipe all surfaces such as desk tops, keyboards, door handles, staplers, highlighters, etc. thoroughly before and after use.
- Alcohol-based wipes will be available in each room to clean electronics, touch screens, phones and other technological items that may be damaged by disinfecting wipes.
- Please contact your space coordinator (Sharron McElroy for CS or Danae Johnson for UMIACS) if you run out of wipes or hand sanitizer.

V. ILLNESS ACTION AND REPORTING

Key considerations:
- If unwell for any reason, the student should safely shut down lab work and leave campus immediately; report the reason for leaving to the PI or supervisor via a phone call - not in person; and contact their healthcare provider for consultation.
- Individuals should report positive COVID-19 test results to the University Health Center and to their PI or supervisor.

> **NOTE**: The University Health Center's hours and staffing may affect response procedures for minor laboratory related incidents.
> - For all emergencies, continue to call UMPD at 301-405-3333 or 911.
> - For minor, lab-related incidents (minor cuts, needle sticks, animal bites, etc.):
> - During operating hours: CALL the Walk-in Clinic directly at 301-314- 8157 BEFORE going to UHC.
> - After operating hours: call the After-Hours Nurse Line at 877-924-7758 for a consultation; UHC will coordinate with a local facility to obtain medical care, as necessary.
> - Report all work related injuries/illnesses directly to Rebecca Giannakos at giannakos@health.umd.edu.

VI. PERSONAL SAFETY - MEASURES FOR WORKING ALONE AND/OR WHEN LIMITED PERSONNEL ARE ON CAMPUS

Key considerations:
- Students must sign up for UMD Alerts https://alert.umd.edu.
- Students must have the UMD Emergency Number (301-405-3333) programmed into their cell phones.
- Students must stay alert and attuned to people and circumstances, keep office doors closed, limit electronic devices that block hearing or split attention making it difficult to remain vigilant, and follow the "See Something, Say Something" program to report all incidents to UMPD.
- To keep the building secure, students will not prop open exterior doors; when working alone in the research space, students must close and secure all doors.
- Consider using the UMD Guardian App when working alone.
- Students should be familiar with the location of the exterior emergency blue light phones (https://prepare.umd.edu/blue-light-phones-0) for use in any

emergency situation.
- Consider requesting a UMPD escort if you feel unsafe when walking across campus at night (http://www.umpd.umd.edu/services/escorts.cfm).
- When work involves the use of hazardous materials or animals, Principal Investigators must approve the research to be conducted alone, based upon a risk assessment.

VII. TRAINING & COMMUNICATION

Key considerations:
- Individuals approved to work on campus must complete the University Requirements for Returning to Work on Campus including the Safety Practices and Requirements for Working on Campus Training Video and the "Terps Protecting Terps" Community Responsibility Pledge. These tools include signs and symptoms of COVID-19 and the actions to take if they are feeling ill at home or on campus.
- Employees should read the Working Through COVID-19: Returning to Campus guide.
- Employees who indicated they did not need access to office space or only needed occasional access MUST get departmental permission if their frequency of visiting campus changes to more frequent use.

VIII. INFORMATION & RESOURCES FOR RETURNING TO CAMPUS

Requirements for returning to campus: https://return.umd.edu/

UMD Fall 2020 Reopening Plan: https://umd.edu/4Maryland

Daily Symptom Monitoring Requirement:
UMD expects ALL employees, students and affiliates with ID card privileges reporting to a UMD facility to self-monitor for symptoms that may be related to COVID-19. Please visit the following link each day before coming to campus: **https://return.umd.edu/covid/survey/**

Guidance on face coverings and other safety precautions:
- COVID-19 testing is required for all students, faculty, and staff returning to campus, with repeated testing opportunities planned at weekly intervals throughout the semester
- All students and employees are required to report absence of COVID-19 symptoms daily
- Masking is required of everyone on campus at all times except in private offices
- 6-ft distancing is required of everyone, with floor and seating indicators in public spaces
- One-way traffic and limited entrance and exit doors have been established in heavily used buildings
- There will be twice a day cleaning and disinfecting of restrooms and high touch surfaces in all occupied buildings
- Anti-viral wipes or cleanser stations have been added near all external doors and elevators
- Air handling systems have been checked and upgraded where necessary to insure adequate air movement in offices, classrooms and other areas.
- Plexiglass barriers have been installed where significant people traffic is likely, including some classrooms.

Thus, everyone should be prepared to:

- Wear face masks or other approved personal protective equipment
- Masks are strongly encouraged even if no one else is in the room
- If using a room while not wearing a mask, please leave a note stating that you have done so and mark the time when you left the room. This will allow other students to manage the level of risk they are willing to take (e.g. waiting 1-2 hours before entering a room where an unmasked person was)
- Maintain social distancing from other individuals
- Use cleaning materials to wipe down work areas, desks and seats before and after use
- Practice good personal hygiene by washing hands frequently with soap and water in addition to using hand sanitizer
- Follow additional guidance communicated by University faculty or staff or public postings and signage

The University has mounted a rigorous communication campaign to remind students of these requirements and their responsibilities to the health and safety of our campus community.

Important Information from UMD's Division of Research on the Impact of COVID-19 on Research Activity: https://ora.umd.edu/COVID19ResearchActivity

Code of Student Conduct:
The Office of Student Conduct is responsible for holding students accountable for adhering to community expectations. We want to be sure that students understand what is required of them. The Code of Student Conduct applies to all students, whether on or off campus. In order for all of us to have the safest possible fall semester, it is imperative that everyone practice and enforce healthy behaviors. In addition to the specific policies outlined by the Code of Student Conduct, all students are expected to comply with the directives outlined in the 4 Maryland commitment.

Students who do not comply with these expectations will face appropriate disciplinary action which may include disciplinary charges for failure to comply, and sanctions as appropriate under the Residence Hall Rules and/or the Code of Student Conduct. Sanctions for non-compliance include but are not limited to; loss of privileges to attend campus events, housing dismissal, removal from all on-campus activities including in-person classes, and dismissal from the University. For full policy visit: https://policies.umd.edu/policy/8f61058d-03a8-4b77-9f73-064ca5253542/

SECTION E. PLAN APPROVALS

TITLE	NAME & SIGNATURE	DATE
CS Dept. Chair		
UMIACS Director		
Dean		