The specific protocols addressed in this document are adapted from the University-wide Research Recovery Handbook to reflect the specific configuration of the Varian building and the type of research performed in it. They are consistent with the set of guiding principles, which prioritizes the health, safety, and well-being of all researchers. This document will be updated periodically, with the latest version always available on the Physics Department website. Here, we address local operational plans in the following areas:

1. Governance and Oversight
2. Building Access and Density for lab & non-lab areas
3. Building Support
4. Commentaries on the current stage
5. Safety Protocol Acknowledgement

1. Governance and Oversight

**Please strictly follow the instructions both to the letter and spirit. Your cooperation is essential to safeguard the health of our community and the access to the Varian building.**

- The Physics Department’s Director of Finance and Operations (DFO, Rosenna Yau), Finance Manager (Karen Ajluni), and Facilities Manager (Khoi Huynh), in consultation with the Department Chair and Varian Restart Committee, are responsible for the following:
  - Validate and approve SmartSheet entries to ensure compliance with the Research Recovery Handbook.
  - Review requests for exceptions for access/use of space in Varian Building.
  - Control and monitor building and shared labs access and enforce density limits.

- Each PI/Supervisor is responsible for the following:
  - Enter research activities and Key Personnel (including yourself if you will be in the building) in SmartSheets: [Dynamic View](#).
    - PI’s have already entered all “critical” activities using this online tool. Following the new definition of “Minimum Basic Research Operations” (see section 4 below, including examples), **Pl’s must enter a new “essential activity” for each of these activities, characterize it as “high” priority, and list associated key personnel.**
    - Please list the title of each of these activities as “Minimum Basic Research Operations: (title)”. Towards the end of the smartsheet form, under the heading “Minimum Basic Operations Overview” add text “See Essential Functions (list number 1-5)”. Under the heading “Minimum Operations Key People” list the people you have put for these functions.
  - Enforce scheduling for shift work, limits, etc. to follow lab density rules.
  - Review and implement COVID-19 best hygiene practices in own labs and spaces.

- **YOU – All personnel are responsible for the following related to COVID-19 Safety/Hygiene Practices.**
  - Adhere to all guidelines to protect yourself and others against COVID-19
  - Self-check before coming to work; Don’t come to work sick
  - Clean touched surfaces after each use or end of work shift (if equipment or surface is shared with others)
  - On every single day that you will be working in Varian, or any building on campus, it
is your responsibility to conduct a Health Check before you arrive.

- Report to the Facilities Manager (Khoi Huynh, 650-723-5406, khoi@stanford.edu) anyone not complying to face covering and 6’ s.d. requirements and other risky behavior
- Complete COVID-19 Hygiene Best Practices training EHS-2470 training
- Complete the Physics Department Safety Protocol for Return to Research acknowledgement
- Should you become sick and were recently on campus/expected to be on campus, awaiting test results, or have tested COVID-positive, please contact the appropriate individual immediately:
  - Faculty and staff: Sumitra Krishnan, H&S Human Resources, sumitrak@stanford.edu; 650-723-5453
  - Students: Dean of Students, deanofstudents@stanford.edu
  - Postdocs: Office of Postdoctoral Affairs, pdcovid19@stanford.edu

2. Building Access, Density, and Hygiene

- PIs must specify in SmartSheets which lab room/module each researcher will need to use to conduct the research. This is the only space that researchers will use for the work.
- You should enter the building from the Via Pueblo door (facing the Statistics building).
- Researchers should only access the floor(s) of the building required for the work.
- Always maintain a safe social distance from others, including in corridor and doorway areas. We are in the process of implementing ‘foot-traffic flow control’ in Varian (for instance, certain corridors and/or stairs only for circulation in specific directions) and will update this document once these controls and corresponding signage are in place.
- Face covering is required in Varian Building: see “Hygiene” below

(a) Lab Density

- The Varian Building Research Restart Committee (chaired by Giorgio Gratta) will assess the requested lab space to determine that it can meet physical distancing requirements, as specified in the table below.
- For researchers working alone in the laboratory, refer to the EH&S guidance and provide a plan for how this work will be conducted.
- Follow lab density guidelines detailed in the Research Recovery Restart Plan, which is a living document of current University-wide protocol.

(b) Hygiene

- Face covering is required at all times while inside Varian Building, except when a single researcher is working alone in a HEPA-filtered lab. Report any non-compliance to the Facilities Manager (Khoi Huynh).
  - From the Health Alerts Website: Cloth face coverings cover both the nose and mouth and can be secured to the head with ties, straps, or are wrapped around the lower face. They can be made using a variety of cloth materials or improvised using bandanas, scarves, T-shirts, sweatshirts, or towels.
- Researchers will wear gloves while working in the lab.
● Upon entering and before leaving the building, researchers will wash hands with soap and water if a sink is available in their lab. Otherwise they will sanitize their hands using the stations in the Varian lobby and in front of the main office.
● Researchers will self-clean labs daily or after each shift.
● Commonly touched surfaces (e.g., keyboards, mice) will be wiped down before and after use with ethanol or isopropanol. (Caution and judgement should be used when disinfecting sensitive equipment to prevent damage.)
● Ethanol and isopropanol are highly flammable. Care is required around energized equipment and, in general, not to produce excessive amounts of vapors. A good rule is to moisten a paper tower with the solvent and then wipe with it what is needed.

(c) Health and Accessibility

● Only healthy individuals can work in the lab.
● Before starting research, review and follow all departmental safety training and as a reminder,
  ○ In case of a major injury or event, call 911 or the internal Stanford emergency number 211.
  ○ In case of minor injury or need for support EH&S support call, call 650-725-9999
  ○ For onsite support for any reason, contact the Facilities Manager (Khoi Huynh) at 650-723-5406
  ○ In case of an emergency, researchers should have ready access to a phone (cell or landline) and if used, it should be wiped down after use.

(d) Calendars for Minimum Basic Research Operations

● At this stage, it is important that no more than 2 people are present in Varian for each PI at any one time and no more than one person per lab. Please enter your schedule on the shared department calendar “HS SCHED Physics On-Site Work”. It is available to all members of the Physics Department in webcal.stanford.edu - (+Add calendar, Add from directory). The event title should be in the format “LAB NAME-RESEARCHER NAME”. Indicate the room number in the description. If you already have a lab calendar, please provide access to Facilities Manager (Khoi Huynh).
● If your lab schedule changes for any reason, please revise the calendar accordingly (even after the fact) so that lab density can be followed, and to maintain record accuracy for audit purposes and possible contact tracing.
● The minimum shift duration is 12 hours (e.g. no more than 2 different researchers per day) at this stage. Following advice in the Research Recovery Handbook University-wide Research Recovery Handbook, where possible, it is strongly advised that ‘graveyard’ shifts are avoided during these stages.

(e) Non-Lab Areas during the current Stage

<table>
<thead>
<tr>
<th>Space</th>
<th>Allowed Use</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single occupant office</td>
<td>Prohibited</td>
<td></td>
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<tr>
<td></td>
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<tr>
<td>--------------------------</td>
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<td>------------------------------------------------------------</td>
</tr>
<tr>
<td>Shared offices</td>
<td>Prohibited</td>
<td></td>
</tr>
<tr>
<td>Kitchen/Lounges/lobbies</td>
<td>Prohibited</td>
<td>No sitting/eating/socializing allowed – keep clear at all times/no loitering</td>
</tr>
<tr>
<td>Elevator</td>
<td>1 p only</td>
<td></td>
</tr>
<tr>
<td>Restrooms</td>
<td>1 p only (knock first)</td>
<td>Knock before entering to ensure vacancy</td>
</tr>
<tr>
<td>Hallways</td>
<td>Maintain 6’ s.d.</td>
<td>Keep clear at all times for foot traffic; traffic flow may be implemented</td>
</tr>
<tr>
<td>Receiving Area</td>
<td>Maintain 6’ s.d.</td>
<td>No loitering</td>
</tr>
</tbody>
</table>

3. Building Support

The primary contact for all Varian Building activities is Khoi Huynh (650-723-5406, khoi@stanford.edu)

**Hand sanitizer:** A dispenser of hand sanitizer has been placed next to the Via Pueblo entrance door. If you do not have enough PPE and sanitation supplies you should not work. The department is working towards providing these things, but you are still responsible to have what is needed for your safe work. Please contact the Facilities Manager (Khoi Huynh) to inquire about how the department will help with this.

**Shipping & Receiving / US Mail Service:** Scott Barton (650-723-4361, sbarton1@stanford.edu) will be working on site most weekdays and can receive deliveries for labs. Please consult with him if you are planning to place an order or expecting a shipment.

**BGM/LBRE Building maintenance:** They continue to conduct preventive maintenance, checks and services in the buildings during this period. When observed performing work in the building, avoid them to maintain 6 feet s.d.

**Custodial Service:** This continues in the building at modified status and/or at select areas only. UG2 Custodial implemented enhanced cleaning during this period with cleaning/disinfecting commonly touched building surfaces (door handles, elevator buttons, rails, seating and tables; and damp mopping of hallway floors) twice a day. Non-occupied spaces are not serviced during this period. Labs: Labs requiring enhanced cleaning other than door handle cleaning should direct requests to the Facilities Manager (Khoi Huynh).
PSSI Trash/Recycling Collection: Services inside the building are currently suspended until further notice. Report overflowing/problem trash or recycling containers to the Facilities Manager.

Construction/Renovation Projects: Projects managed/performed by outside contractors are required to submit and adhere to approved Covid-19 Safety Plan before working in the building/or on campus. Report to the DFO (Rosenna Yau) any concerns related to construction works in the building.

EH&S Services The primary EH&S contact is Jack Reidy (650) 497-7614 or via email at jreidy2@stanford.edu

- Hazardous Waste – SWEEP Program (regular pickup schedule) is suspended during this SIP. Submit pickup requests online to schedule pickup.
- Spills – Call 725-9999 for small cleanup. Call 911 if spills involved injury, fire, or potential explosion
- Occupational Health Center – contact OHC at stanfordohc@stanford.edu or 650-725-5308 for any work related health and/or covid-19 health issues
- Safety Consult services – contact Jack Reidy (650) 497-7614 or via email at jreidy2@stanford.edu if you have safety concerns during SIP.

Administrative Staff: will continue to work remotely in order to reduce building density and allow for highest priority, research related activities to occur onsite. All staff are working remotely and can be reached via email or by telephone.

4. Commentaries on each stage

(a) Commentary on Minimum Basic Research Operations)

Note that we are *not* at full return to research, and we ask all researchers to abide with the letter and spirit of this guidance. Physics Department researchers have all been very responsible thus far in respecting the shelter home order and we have every confidence we will all continue to act responsibly. The following text is copied verbatim from guidelines provided by the Dean of Research.

“Beginning next week [i.e. starting Monday May 11th], academic units (schools, departments and institutes) that have the capacity to support additional visits may approve a small number of on-campus lab visits in an additional category of allowed research, Minimum Basic Research Operations, subject to department and school approval and density and headcount guidelines. Minimum Basic Research Operations are those that:

- maintain the value of our research inventory and samples; and
- ensure that we are able to work remotely to the fullest extent possible.

Specific examples of activities that would fall under Minimum Basic Research Operations might include making cultures, biobanking, processing samples that would otherwise degrade, short-term efforts to allow group members to acquire a final piece of data for analyzing and writing up their experiments, downloading data that cannot be accessed remotely for analysis at home, and setting up experiments with a limited presence on campus such that the experiments can then be monitored and controlled remotely.”
For this approach to work under current guidelines, it is important that we strictly limit the total headcount on campus, despite the large number of activities that could qualify as Minimum Basic Research Operations. Therefore,

- Individual units must evaluate whether and when they are ready, given current physical distancing and hygiene guidance, to allow a small number of additional researchers.
- Preferably no more than one, and definitely no more than two, researchers per PI should work on campus on any given day, unless the lab group additionally has approved COVID-19 or approved Essential Research Functions (in which case they should not add more researchers).
- Approval for minimum basic operations should remain rare, based on the ability to complete the highest priority tasks with the minimum on-campus presence. Most groups should continue to have 0 researchers coming to campus on any day.
- We may have to become more restrictive if the additional population presents logistical challenges or if physical distancing and hygiene guidance are not followed by all individuals.
- Academic units must continue to follow the Essential Research SmartSheets process at this time.

No student or postdoctoral scholar is to be required to go into the laboratory. Students with concerns should contact their department chair, student services staff, or the associate dean for student affairs in their School."

(b) Commentary on Stage 1

Further details to be provided when available.

We do not yet know when the University will move from Stage 0 to Stage 1, but based on the current county shelter home order, anticipate that dates around June 1st are likely possibilities.

(c) Commentary on Stage 2

Further details to be provided when available.

5. Safety Protocol Acknowledgement

In order to obtain building access, faculty, staff, students, and visitors must thoroughly review and acknowledge the Physics Department Safety Protocol via this form.