Corson Hall  
General Building Operating Procedures  
version 28June2020  

Permission to Visit Corson Hall – For EEB personnel: this is restricted to individuals on Research Reactivation Plans, and Essential Personnel. Please speak with the EEB Chair for one-time access. In advance of visiting Corson everyone must attend the EHS training in relation to COVID-19 (EHS Return To Work Health and Safety Training for COVID-19), and on the day of visiting they should fill in the https://dailycheck.cornell.edu before coming to the building (or, if that is not functioning for you: use the CALS Qualtrics health check survey). There are other individuals who are permitted to visit Corson (custodians, maintenance, construction, animal care, greenhouse, researchers on Research Reactivation Plans for other buildings, NBB personnel). We are transmitting the information in this document to them as far as is possible. The signage in the building is designed to ensure that everyone can see the critical regulations as they move around the building.

Google Calendars – Individuals named on Research Reactivation Plans should have an entry in the Google Calendar of their lab for every visit to their lab including arrival/departure times. After each session, the Google Calendar entry should be retroactively edited to reflect exact arrival/departure times, and use the description box for other important information, in particular if you felt you interacted with another individual in a way where viral transmission is a possibility, or other unusual events.

Essential personnel and one-time visitors should keep a personal log with the same information.

Signage – Please pay attention for signage around the building until these rules become second nature!

Entering and Exiting Corson Hall – Masks should be worn at all times upon entering the building and in public spaces. Please use only these external doors:

- Tower Rd. Entrance, floor 2
- Atrium, floor 1

Please do not use the Biotech Loading dock or Weill tunnel as an entrance to Corson. The dock and tunnel are narrow, high traffic areas and should be avoided if possible.

Sanitizers – These are available at entrances to the building on floors 1 and 2, and at the exits to the elevator on floors 3 and 4. These should be used on entering the building and as needed when exiting stairwells/elevators.

Hallways – Masks on at all times in public spaces. Please follow directional arrows and other instructions on use of the hallways and adhere to social distancing guidelines at all times (at least 6 feet between individuals). If you are entering a hallway from the side (e.g. from a lab), individuals in the hallway have priority - allow individuals already in the hallway adequate distance (at least 6 feet) before entering the hallway.

Stairwells – Masks on at all times in public spaces. Stairwells will be designated as “up stairway ONLY” and “down stairway ONLY” to avoid people crossing paths on the stairways. Please pay attention to signage!
**Elevator** – Masks on at all times in public spaces. Avoid using the elevator if possible, but if you must use it there should be only one rider at a time. Please sanitize any button pressed before and after use.

**Bathrooms** – Masks on at all times in public spaces. Only one person at a time and utilize available signage to indicate usage.

**Your Labs or Labs of Colleagues where You Carry Out Activities** – The regulations in your lab’s Research Reactivation Plan should be followed.

**Usage of Masks in Labs** – When a person is in a sealed laboratory room on their own and no-one is expected to enter the room, they may remove their mask. Where there is more than one person in a lab or someone is expected shortly, everybody should wear a mask.

**Room 404 (Shared Growth Chamber Room)** – Follow Google Calendar.

**Greenhouses** – Follow instructions specified in your lab’s Research Reactivation Plan. Use Google Calendar as indicated.

**EGCF** – Follow instructions specified in EGCF Research Reactivation Plan. Use Google Calendar as indicated.

**Multiuse Equipment** – Take it in turns to use autoclaves and ice machines. Wait until they are available to make use of them, so that social distancing can be applied at all times. Sanitize contacted surfaces after use.

**Shared Offices** – Shared offices are not available for use. Quick visits to shared offices are allowable for people to retrieve belongings. Only one person is allowed in the office at any one time. Liaise with your office mates to avoid you going in at the same time.

**Single Offices and Eating Regulations** – The University has made it clear that office/computer work must be performed remotely. Specific, limited time exceptions to use of single offices may be granted by the EEB Chair, and these may include the permission to eat lunch. Otherwise food should not be eaten in the building.

**Drinking Fountains** – Use of these is strongly discouraged.

**Conference Rooms / Classrooms** – These are not in use. Special, reasonable, advanced notice, requests can be directed to the EEB Chair.

**Ear buds / head phones** – To make this plan work, we need to be able to communicate with each other. Please limit your headphones to one ear.

**Deliveries** – In order to reduce the traffic through the loading dock, mail and packages will be received by Chad or Brian and delivered to your office/lab. Please designate a drop off location within your space.
Non-compliance

If you see non-compliance:
- Talk to the individual – We all want the same thing: ability to work safely. Please feel comfortable talking directly, but respectfully with other individuals if there are concerns about their compliance.
- Talk to PI or supervisor of that individual to try to resolve issue.
- Please refer to Message from DePCoRR 13June2020
- University Hotline Ethical Conduct and Compliance Hotline
  - Contact EthicsPoint directly by dialing toll-free 1-866-293-3077

Sanctioning:
The University, College and the Department are very serious about the importance about keeping each other safe. Offenders will receive verbal / written notification, and/or lose building access.