

# Corson Hall

## General Building Operating Procedures

### version 28September2020

**Permission to Visit Corson Hall** – As with other buildings on campus, before entering Corson everyone must complete the [Daily Check](#), on a daily basis. The EEB personnel with permission to go into the building are those on lab Research Reactivation Plans and the facilities team. Other EEB personnel who are within the [Daily Check](#) system may also visit Corson for occasional access, but you should alert the EEB Chair in advance of the visit and, after the visit, let him know the precise times that you were in the building. 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; see also below on teaching). 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.

**Teaching in Corson-Mudd** – Teaching in Corson-Mudd is restricted to the Morison Room (A106). Students attending classes and their instructors are limited to the Morison Room itself and the ground floor of the atrium. All other parts of Corson-Mudd are designated for “Research Personnel Only.”

**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.

**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. The best entrance to use is the:

- Tower Rd. Entrance, floor 2

The Biotech Loading dock or Weill tunnel is another possible entrance to Corson.

The entrance at the Atrium, floor 1 is being used for those involved in the classes in the Morison Room.

**Sanitizers** – These are available at Tower Rd. Entrance, floor 2 and Atrium, floor 1, 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 the autoclave and ice machine. Wait until they are available to enter the rooms/spaces where they are located to make use of them, so that social distancing of 6 feet can be applied at all times. Sanitize contacted surfaces after use.

**Further on the Ice Machine** - Both NBB and EEB share a single ice machine located on the bottom floor of Mudd. For ice machine users traveling from Corson there is increased potential for contact between users at the ice machine itself, and also contact with undergraduates when traveling across the atrium in front of the Morison Room (A106). We encourage ice machine users from Corson to utilize a pathway across upper levels, using stairwells, in order to avoid unnecessary contact with students and other people in the atrium. Users that must travel in the elevator are encouraged to use caution when crossing the atrium.

**Office Use by Individuals Coming into Corson in Relation to Laboratory Work** – We appreciate that researchers may wish to use their offices (shared offices in the case of most staff, postdocs and grad students; single offices in the case of faculty) when coming into Corson to do laboratory work. Allowable use of offices is to drop off/pick up personal effects (e.g. your coat), to have lunch or to be able to sit and do computer work or equivalent during a break in a laboratory protocol. We do not expect individuals to use offices for more than two hours at a time under these circumstances, and normally much shorter periods of time. Any use of the office must relate to a need to be in the building for laboratory work. If members of a lab wish to use their offices in this way, all the offices being used must be on the lab’s Research Reactivation Plan and office use must be scheduled on the Google Calendars. Additional liaising may be necessary between individuals who share the same office. Only a single person may be in a shared office at any particular time and there needs to be a 30-minute time gap between usages of a shared office, and adequate sanitizing. The department is providing a sanitizing kit and posted sanitization protocol for all shared graduate student offices. Other shared offices should be similarly equipped. On leaving the office, users must be sure to sanitize surfaces that may be touched by subsequent users of the office.

**Other Office Use** – The University has made it clear that any work that can be done at home, must be done at home. Therefore, visits to offices unconnected to laboratory work are not allowed without approval by the EEB Chair. Specific, limited time exceptions to use of offices may be granted by the EEB Chair.

**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.

**Outside Contractors** – For some labs it may be necessary for outside contractors to visit their labs to service equipment. These contractors should have a COVID-19 protocol that you should obtain before they come. This protocol needs to be sent to the EEB Chair, who will circulate it to DePCoRR for approval.

## **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 <https://audit.cornell.edu/services/ethical-%20conduct-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.