

Chemistry Guidelines for Phase III Revisions of Faculty Restart Plans

The main points for revising your restart plan for Phase III are:

1. The number of active researchers can increase to 30-60% of your group workforce, including existing COVID plans, but does not include undergrads or others not permitted during the restart phases. This means that 60% of your total workforce will be allowed in the building during Phase III, regardless of how you arrange their schedule.

Note also that if you have lab personnel approved for other buildings then they also have to be included on your plans if they need access to the chemistry building.

Remember that if you are 'only stopping by to check on your lab' you still need to be counted as essential and included in the 60% workforce calculation.

2. In establishing the allowed personnel in Phase III, please use the guidelines for prioritizing group members, e.g., senior graduate students who need to finish up their lab work to graduate, researchers essential to getting data for grant renewal or preliminary data, etc.
3. Requirements that are essential components in your Phase II plan involving social distancing, wearing of masks, occupancy limits on labs and offices, etc., remain in effect during Phase III.

Therefore, you do not need to revise these items in your Phase III plan unless there are additional practices that you want to specify as a result of the increased number of researchers or the need for other shared facilities, etc. For instance, if you will stagger the schedule of researchers to maintain occupancy levels.

4. In order to increase your staffing levels and still meet requirements in #2, you will need to provide updated tables for **Lab or Studio Space**, **Lab Personnel** and **Lab Schedule**:
 - a. If more labs or offices will be used in Phase III, please indicate in the table for **Lab or Studio Space**. Include square footage and identify as office or lab space.
 - b. Update the **Lab Personnel** table with all the group members to be active in Phase III.
 - c. In the table for **Lab Schedule**, please provide room assignments, labs and offices, for every researcher. Remember that you cannot exceed occupancy limits in your available space during any one shift (3 per large lab, 1 per small lab). Shared offices may require additional restrictions and staggered schedules.
 - d. As scheduling may get more complicated with more researchers, especially for larger groups, please be specific as to the method to be used to establish and maintain a group "calendar."

5. If you have an approved Phase II plan you can update it with the new information, **highlight these changes and send directly to the Chair for approval.**

6. Please make sure all researchers in phase 3 complete their SOLAR/HR training before returning to the lab.
7. The online health form is still under development - so supervisors will have to collect health forms manually. Surita created a nice google spreadsheet to collect information for your groups. I have shared it here (thanks Surita): Please make a copy of this form if you want to use for your groups.

https://docs.google.com/spreadsheets/d/1a7NGTZnekzX0B8kbPw4__AK8Mbq2QJnOk8P8B6S88eo/edit?usp=sharing