

## HMSC COVID-19 Modified Operations Plan | 2020

### **Purpose**

In response to COVID-19, our facilities and operations have been altered to protect the health and safety of all faculty, staff, and students on campus. We have sought guidance and collaborated with local county, University, and state-level experts regarding our resumption complexities, all of which comply with CDC guidelines. This plan specifically addresses the operation resumption plans of Oregon State University's buildings on the HMSC campus to support limited, onsite, in-person activities. This plan works in conjunction with the [OSU Research Resumption plan](#).

Starting in fall of 2020, Hatfield Marine Science Center (HMSC) will be moving into modified operations in response to COVID-19. While safety is our top priority, the community prevalence of COVID-19 is such that we are planning to enable limited research, academic and support services onsite at HMSC. HMSC will continue to support and strongly encourage remote instruction/telework but recognizes that some activity cannot be successfully completed offsite.

The HMSC COVID-19 Modified Operations Plan builds on the HMSC COVID-19 Resumption Operations Plan it was adapted from. It operates in conjunction with, Oregon State University's (OSU or University) [Pandemic Resumption Plan](#) and addresses Oregon's Health Authority and Higher Education Coordinating Commission's [Guidance for In-Person Activities at Oregon Universities](#). Individuals conducting research on the HMSC campus or in the field must meet the requirements outlined in both the OSU Research Resumption plan and HMSC Modified Operations Plan.

This plan is responsive to current health conditions and may be updated or changed at any time.

### **Sections**

The HMSC COVID-19 Modified Operations Plan includes:

- A. [Access Control](#)
- B. [Custodial Procedures](#)
- C. [Space Use Protocols](#)
- D. [Personal Behavior Modifications](#)
- E. [Signage and Communication](#)

#### **A. ACCESS CONTROL:**

HMSC has an electronic locking system on all external doors. Limiting access to buildings on the HMSC campus allows the Director's Office direct control over space use density and excludes any public use of our buildings at this time.

- Currently, buildings will remain locked at all times on campus. Those with approved access should enter the facility with their OSU ID cards or fobs.
- Doors should not be propped open, nor should anyone allow others into any facility.

## **B. CUSTODIAL PROCEDURES:**

Reducing the risk of exposure to COVID-19 by cleaning and disinfecting is an important part of protecting the health and safety of all faculty, staff, and students at HMSC.

- Enhanced touchpoint cleaning has been implemented throughout the entire HMSC campus. Our cleaning processes have been evaluated and are in line with best practices to address COVID-19 contagion.
- In addition to after-hours custodial services, supplementary cleaning of classrooms, bathrooms, and common spaces have been implemented during business hours.
- Hand sanitizer dispensers are strategically positioned throughout high traffic areas and common spaces, including building entrances, hallways, and classrooms.

## **C. SPACE USE PROTOCOLS:**

Modifying shared use spaces to reduce close-contact between individuals and their exposure to COVID-19 is a key component of the HMSC Modified Operations Plan. All faculty, staff, and students at HMSC should limit the use of all Common Use Space.

### **Classrooms and Teaching Labs**

- Spaces scheduled for classes will meet appropriate distancing requirements and will be equipped with technology to support dual teaching modality.
- Where applicable, classrooms (classrooms, seawater classroom, and meeting rooms) have designated entrance and exit doors.
- Hand sanitizer dispensers have been placed directly inside each classroom. Those entering the classrooms should sanitize upon entering. In addition to after-hours custodial services, when classes are in session, classrooms are sanitized in-between classes throughout the day by HMSC custodial staff.
- To ensure appropriate distancing requirements are met, extra chairs have been removed and specific seating locations have been designated. When entering a classroom, the flow should be single file and desks filled in a “back to front”

order. When vacating the classroom, individuals closest to the exit door will depart first.

- Individual instructors are required to clean shared equipment following [EH&S sanitation guidelines](#) after use and will provide any specialty cleaning supplies for that purpose.
- Windows should be opened for additional airflow when possible.

## Labs

- Approved Research Resumption Plans are required to resume lab work onsite. Principal Investors are responsible for ensuring all staff and students follow said plans. Failure to do so may result in loss of building access. Those working in labs should limit their time onsite whenever possible. Personnel must only access their labs at the specified, scheduled time.
- Individual lab personnel are required to provide cleaning supplies and clean their lab spaces following all [EH&S sanitation guidelines](#).

## Offices

- Onsite office work should be limited whenever possible.
- Offices are single-occupant use only whenever possible. Any users of a shared office must maintain physical distancing and wear face coverings at all times. Altered scheduling is encouraged to reduce use overlap.
- Windows should be opened for additional airflow where possible.
- The inside of offices or individual desks in open desk spaces will not be cleaned. Please clean high touch surfaces (such as door handles and light switches) between users and place all garbage and recycle in the hall for pick up.

## Collaborations Spaces

- To ensure appropriate distancing requirements are met, extra chairs have been removed and specific seating locations have been designated. Do not rearrange furniture in these spaces.

## Bathrooms

- All bathrooms are single-occupant use only. In some spaces, toe-touch doorstops have been installed on all bathroom doors. When the bathroom is vacant, the door is propped open. When the bathroom is occupied, the door is closed. When exiting the bathroom, users return the door to vacant status by employing the toe-touch doorstop. In other spaces, signs have been placed on each bathroom entrance to indicate “open” or “in-use”. Users will flip the sign to the appropriate word as they enter and exit the bathroom.
- Infrequently used bathrooms have been strategically closed. This allows custodial crews to increase sanitation of high-use bathrooms throughout the day.
- Bathroom users are instructed to wash their hands with hot, soapy water for more than 20 seconds after using the bathroom.
- Bathrooms are sanitized by custodial staff throughout the day, followed by additional deep cleaning afterhours.

## **Staff Lounge and Staff Breakroom**

- All individuals are encouraged to spend their breaks outside whenever possible. The staff lounge and the staff break room offer limited seating in designated locations and extra chairs have been removed. Do not rearrange furniture in these spaces.
- The 900 building staff lounge doors have a designated entrance and exit door. A hand sanitizer dispenser is located outside the entrance door and those entering the space should sanitize upon entering. Staff lounge and staff breakroom area users are instructed to clean up after themselves when they are finished and avoid loitering.
- In addition to after-hours custodial services, all high touch points are sanitized multiple times throughout the day by HMSC custodial staff.
- Community food and shared use of common dishware is discouraged.

## **Meeting Rooms**

- All meeting rooms will remain closed at this time.

## **Mailroom**

- Mail and package service will continue to be processed but the mailroom is operating at minimal capacity and staffing.

- The US Postal Service will continue to deliver mail to HMSC on a daily basis. All courier deliveries (UPS/FedEx) have been restricted to one daily delivery. Recipients will be notified of package arrival. Those receiving critical, perishable shipments must keep HMSC Logistic Coordinator, [Tami O'Connor](#), apprised to coordinate delivery.
- Hatfield's Mailroom is now relocated to the first floor of the MSB, located at 2030 SE Marine Science Drive, Bldg. #916. You can access the Mailroom from 8:30 to 4pm, Monday-Friday through the shipping and receiving door (next to the large roll up door). You can find more details about hours and services [here](#).

## Library

- Guin Library will be operating at a limited capacity by appointment, providing services to OSU faculty, staff, and students and the HMSC research community only.
- The library is currently closed to the public.
- Use of office carrels must be approved by the Library Director and should only occur if efficient work from home is not possible.
- For more information on library services, visit the Guin Library [website](#).

## Visitor Center

- The Visitor Center is closed to the public at this time.
- Husbandry team approved essential personnel are maintaining the exhibits.

## Student Housing

- At this time, Student Housing will remain single occupancy.
- To learn about specific health and safety modifications implemented for HMSC Student Housing, visit the HMSC Housing [website](#).

## **D. PERSONAL BEHAVIOR MODIFICATIONS:**

HMSC has implemented many COVID-19 preventative measures to protect our faculty, staff, and students but we recognize it will also take a community effort and commitment to the following social behavior practices to create a safe working and learning environment.

## Face Coverings

- In accordance with the [OSU Face Covering Requirement](#), face coverings MUST be worn in any OSU indoor shared space on the HMSC campus such as, but not limited to, hallways, bathrooms, mailrooms, classrooms, and any office space or lab used by more than one person at a time.
- Face coverings will not be required while seated and actively eating in an indoor public space while physical distance is maintained. Any other exceptions will follow OSU policy.
- Requests for exemption based on disability from the university face covering policy require approval through [OSU's Disability Access Services](#).

## Self-Screening Requirement

- Faculty, staff, and students will conduct a self-check for COVID-19 symptoms before coming to campus and will stay at their residence if they have COVID-19 symptoms. COVID-19 symptoms are as follows:
  - Primary symptoms of concern: cough, fever or chills, shortness of breath, or difficulty breathing
  - Note that muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose are also symptoms often associated with COVID-19, but are non-specific. More information about COVID-19 symptoms is available from CDC [here](#).

## Physical Distancing

- Persons using HMSC spaces are required to maintain a minimum physical distance of 6 feet whenever possible.

## Personal Hygiene

- Personnel and students are encouraged to frequently washing hands or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available.
- Personnel and students must stay home when sick and notify their health care professionals if they have signs and symptoms of COVID-19 or have been exposed to a confirm COVID-19 case.
- Any individual using spaces at HMSC are asked to clean and disinfect frequently touched objects and surfaces within their individual spaces before and after use.

## **Directional Movement Etiquette**

- Where applicable, doors have been identified as an entrance or exit only.
- Movement Etiquette signs have been posted in each hallway. Persons moving throughout each building are asked to “keep to the right”, be aware of others in the vicinity, respect each other’s 6-foot distance bubble, and not congregate.

## **E. SIGNAGE and COMMUNICATION:**

Education is an important aspect in helping to slow the spread of the coronavirus. Informing personnel about the steps HMSC is undertaking to prevent COVID-19 in the workplace is an important part of preventing the spread of COVID-19.

- Informational signage with personal behavioral requirements and recommendations has been added to all entrance doors. Additional signage has been added to specific areas to reinforce behavioral requirements in bathrooms, staff lounge, and hallways. Upon arrival in housing, all guests are provided a personal behavior information packet.
- Space use signage has been added to the hallways as well as inside and outside classrooms.
- Students are verbally informed of all COVID-19 prevention requirements on the first day of classes.
- The Director’s Office publishes a weekly communication to all HMSC staff about any alterations to the HMSC COVID-19 Modified Operations Plan.

**Modification of HMSC COVID-19 Modified Operations Plan  
are at the discretion of the HMSC Director.**