

# BUILDING SAFETY INFORMATION PLAN

Please note that the information in this document is based on current best practices from guidance issued by the Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA), other federal, state and local public health officials, and industry leaders. Guidance is continually changing as more becomes known about this disease and this document will be updated as University procedures change.

## MSU COMMUNITY COMPACT

The MSU Community Compact applies to all MSU students, faculty, staff, alumni, contractors, vendors and visitors. As part of the MSU community, building occupants must take personal responsibility in order to protect the health and safety of themselves and others. Personal actions will impact everyone. It is expected that all building occupants will adhere to the [MSU Community Compact](https://msu.edu/together-we-will/msu-community-compact/) (<https://msu.edu/together-we-will/msu-community-compact/>).

## WORK REMOTELY

All work that can be conducted remotely must be done remotely. Unless a person needs to be on campus to perform part or all of their work assignment, employees should continue to work remotely. The safety of essential personnel is enhanced by fewer individuals being on campus.

## TRAINING REQUIREMENTS

All employees and building occupants are required to complete one of the EHS online COVID-19 trainings or an equivalent department specific training. This is a straight-forward presentation of information for all employees before they return to work. EHS developed trainings include:

- **For Lab Workers:** [COVID-19 Safe Return to Laboratory Work](https://bit.ly/EHS-4950-SCO) (<https://bit.ly/EHS-4950-SCO>)
- **For Healthcare and Veterinary Clinic Workers:** [COVID-19 Safe Return to Clinics](https://bit.ly/EHS-4952-SCO) (<https://bit.ly/EHS-4952-SCO>)
- **For Other Workers:** [COVID-19 Safe Return to Work](https://bit.ly/EHS-4951-SCO) (<https://bit.ly/EHS-4951-SCO>)

Building occupants must also be trained on the contents of this “Building Safety Information Sheet” and the “[Framework for Returning Administrative Units to Campus](https://msu.edu/together-we-will/_assets/pdfs/Framework-for-Returning-Administrative-Units-to-Campus-Template-FINAL.pdf)” ([https://msu.edu/together-we-will/\\_assets/pdfs/Framework-for-Returning-Administrative-Units-to-Campus-Template-FINAL.pdf](https://msu.edu/together-we-will/_assets/pdfs/Framework-for-Returning-Administrative-Units-to-Campus-Template-FINAL.pdf)). This training must be documented.

## PROTECTIVE MEASURES

### Building sanitation

A plan with disinfectant strategies and preparation that includes instructions on how to mix, store and use the disinfectant appropriately (including proper PPE when using, e.g. safety glasses, chemical-compatible gloves) is required for the building. Disinfect frequently touched objects, such as doorknobs, tables, light switches, phones, keyboards and faucets routinely. Workspaces must be disinfected at least twice per shift. This is the responsibility of the person assigned to the workspace. For more information see Activities in Building: Shared spaces for research, office work, etc.

Special attention must be given to the correct concentration and contact time of these disinfectants to be effective. Helpful information can be found on the product label. Do not assume that a disinfectant works on contact. Reference the Safety Data Sheet (SDS) for further information on PPE and hazards associated with using the product. Disinfectants commonly used across campus can be found in below.

Table 1: Disinfectants Commonly Used Across Campus

Disinfectant	Concentration	Contact Time	Comments
Ethanol	70%	5 minutes	Ensure wet contact time is accomplished as ethanol evaporates. Reapply as needed.
Bleach	10%	10 minutes	Use within 24 hours of making solution.
Sani-Cloth® Germicidal Disposable Cloth	Ready to use	3 minutes	Apply and maintain wet surface for contact time. Dispose of wipe appropriately.
Cavicide™	Ready to use	3 minutes	Apply and maintain wet surface for contact time. Use within expiration date on bottle.

Additional protective measures: Buildings will continue to be routinely cleaned by custodial services. Public spaces will be cleaned and disinfected throughout the day.

Disinfectants must be approved by the EPA for use against SARS-CoV-2. For a current list of approved disinfectants see [List N: Disinfectants for Use Against SARS-CoV-2 \(COVID-19\)](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>). A complete guide to disinfecting surfaces can be found at [Cleaning Guidelines for Non-Healthcare \(PDF\)](https://ehs.msu.edu/_assets/docs/covid-19-cleaning-nonhealthcare.pdf) ([https://ehs.msu.edu/\\_assets/docs/covid-19-cleaning-nonhealthcare.pdf](https://ehs.msu.edu/_assets/docs/covid-19-cleaning-nonhealthcare.pdf)). Questions about disinfectant use can be directed to Environmental Health and Safety ((517) 355-0153 or [ehs@msu.edu](mailto:ehs@msu.edu)).

### Cloth face coverings

Everyone including all faculty, staff, students, vendors and visitors must wear a face covering indoors and outdoors while you are on property owned or governed by MSU and while participating in MSU-related or MSU-sponsored activities. There are very few exceptions to this rule. You can read [the full directive on coverings here](https://msu.edu/together-we-will/msu-community-compact/directives.html#face-coverings) (<https://msu.edu/together-we-will/msu-community-compact/directives.html#face-coverings>).

If you have a medical condition that may prevent you from safely wearing a face covering, you should contact [MSU's Resource Center for Persons with Disabilities](https://www.rcpd.msu.edu/) (<https://www.rcpd.msu.edu/>) to begin the accommodation process.

Cloth face coverings are not a substitute for properly indicated PPE. Face masks, respirators, or surgical masks should be used where so indicated by the nature of the work. Nor should cloth facemasks be worn if they present a specific hazard to the wearer, e.g. fire hazard while working with open flames, or a physical hazard while working close to moving pieces of machinery.

## Personal hygiene

Washing hands is one of the most effective ways to avoid being infected. Wash your hands frequently with soap and water for at least 20 seconds and if soap and water is not available, use hand sanitizer with at least 60% alcohol. Avoid touching your eyes, nose or mouth with unwashed hands. Hand sanitizing stations should be set up near building entrances and sinks must be stocked for handwashing (i.e., soap and paper towel). Custodial services should be contacted if additional supplies are needed in the building restrooms.

The constant use of gloves is strongly discouraged. The best way to protect yourself is to regularly wash your hands with soap and water for 20 seconds or use hand sanitizer with at least 60% alcohol.

Signage outlining the importance of personal hygiene must be posted in the buildings.

## Physical distancing

Keep at least six feet of separation between yourself and others at all times. Do not congregate in hallways or break rooms and follow occupancy limits in rooms and elevators. Physical distancing can be facilitated by implementing the following, as applicable:

- Limit the number of people permitted in each space when possible
- Identify entry points & card key restrictions to limit access
- Use of floor tape to demarcate one-way traffic flow
- Outline use of staggered start times, rotational schedules, etc.
- Prohibit social gatherings and meetings
- Temporary space reassignments to maintain social distancing
- Coordination and scheduling of specialty equipment
- Identify shared spaces in buildings and develop a system for reserving that space

In instances where physical distancing cannot be maintained, additional personal protective equipment (i.e., face shields) is required unless that PPE creates an additional safety hazard.

## Health screening form

A [health screening form](https://covidhealthscreen.msu.edu/) (<https://covidhealthscreen.msu.edu/>) must be filled out every time an employee reports to work.

## SELF-MONITORING

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. If you experience any symptoms contact your healthcare provider and inform your supervisor. You must not report to work if you are experiencing symptoms.

Should someone within your area have symptoms or test positive for COVID-19 immediately notify the following:

- Unit Administrator, Department Chair, Supervisor
- University Physician ([uphys@msu.edu](mailto:uphys@msu.edu); 517-353-8933)- Report the following information to the University Physician:
  - History, including the hours you have been in each area
  - Description of the environment where you have spent your time
  - List co-workers or other people in the same area that you have had shared space
- Environmental Health and Safety ([ehs@msu.edu](mailto:ehs@msu.edu); 517-355-0153)- for consultation on cleaning and disinfection of affected areas

Privacy of affected personnel must be protected. Printable instructions found at [Positive COVID-19 Case Instruction - General \(PDF\)](https://ehs.msu.edu/_assets/docs/covid-positive-case-instruction-gen.pdf) ([https://ehs.msu.edu/\\_assets/docs/covid-positive-case-instruction-gen.pdf](https://ehs.msu.edu/_assets/docs/covid-positive-case-instruction-gen.pdf)).

## FOOD AND DRINK

While it is preferable to eat outside of the building when possible, food consumption is allowed in campus buildings in posted designated areas. It is important for units to work with employees who need food available for medical reasons. However, keep in mind that this may pose an increased risk because it requires mask removal. Therefore, it is important to observe social distancing, follow disinfecting protocols, and spend minimal time in the room. Additional information regarding requirements for setting up a designated food consumption area are outlined in the [food and drink policy](https://ehs.msu.edu/_assets/docs/food-and-drink-policy.pdf) ([https://ehs.msu.edu/\\_assets/docs/food-and-drink-policy.pdf](https://ehs.msu.edu/_assets/docs/food-and-drink-policy.pdf)).

## COMPLIANCE MONITORING

Building occupants must acknowledge the responsibility of every individual covered to comply with all applicable COVID-19 orders and policies, including state executive orders, county health commission orders, MSU institutional policies, and MSU Environmental Health & Safety policies.

Each building must outline a plan for periodic compliance monitoring and reporting and assign a person(s) to complete this.

## COMMUNICATION PLAN

The building must develop a plan to ensure that the contents of the building reopening and safety plans are communicated to all building occupants. The plan must also include a mechanism by which any subsequent plan changes and/or health and safety information will be communicated.

## VISITOR POLICY

Nonessential visitors are not currently allowed in MSU buildings. External contractors and vendors should have their own safety plan that must be reviewed by EHS prior to conducting work in a building. They must also follow the building safety plan for the building in which they are working. MSU approved outside contractors and vendors must be coordinated by the building designate and oriented on the building safety plan. They should be instructed about hand hygiene and wearing masks, as well as any additional building specific protocols.

## RAMPING DOWN

In the event of a new local outbreak or Executive Order, the reactivation process could be immediately suspended, and University operations reverted to minimal basic operations. All units must have a plan to suspend on campus activity immediately if public health concerns or lack of necessary supplies (i.e., disinfectant, hand sanitizer, etc.) dictate.

## BUILDING POINT-OF-CONTACT

Colleges must designate a point-of-contact for building safety-related concerns and outline a mechanism by which any individual can obtain timely answers to questions regarding the contents or applicability of the building plan. When multiple colleges share building space, they are expected to work together to identify a single individual.

## REPORTING SAFETY CONCERNS

The building must designate an individual to whom safety concerns can be reported to. In addition, safety concerns can be reported to Environmental Health and Safety (ehs@msu.edu or (517) 355-0153), or the MSU Misconduct Hotline (anonymous reports can be made through the online form or by calling (800) 763-0764).

## ACTIVITIES IN BUILDING

### Office staff

Office staff in the building should be restricted to only those people who are required to do on-site work. All work that can be conducted remotely must be done remotely.

### Research

Each Principal Investigator must submit a "Laboratory Plan for a Safe Return" ([https://ora.msu.edu/\\_assets/documents/lab-plan-safe-return.docx](https://ora.msu.edu/_assets/documents/lab-plan-safe-return.docx)) to be approved by the Department Chair; Dean and EHS/ORR. Most Human Participant Research plans will supersede the "Laboratory Plan for a Safe Return".

### Classrooms

Follow classroom health and safety information described Office of the Provost Fall 2020 Guidance (<https://provost.msu.edu/communications/Fall%202020%20Guidance.html>).

### Teaching labs

Each instructor must submit a "Teaching Laboratory Plan for a Safe Return" ([https://ehs.msu.edu/\\_assets/docs/labclass-safe-return-plan.docx](https://ehs.msu.edu/_assets/docs/labclass-safe-return-plan.docx)) to be approved by the Department Chair/Institute Director/School Director and EHS. Follow classroom health and safety information described Office of the Provost Fall 2020 Guidance (<https://provost.msu.edu/communications/Fall%202020%20Guidance.html>).

## Human Participant Research

Each Principal Investigator must submit a “[Human Research Plan for a Safe Return](https://hrpp.msu.edu/COVID-19/covid-forms.html)” (<https://hrpp.msu.edu/COVID-19/covid-forms.html>) to be approved by the Department, Research Dean and OVPRI/ORI when there is potential for an in-person interaction with human participants by MSU employees, MSU students, or agents of MSU. In-person interactions are being phased in using a Tier approach. For information about the Tiers and process, visit <http://hrpp.msu.edu/COVID-19/index.html>.

## Animal Facilities

Campus Animal Resources (CAR) staff are committed to the MSU Community Compact. CAR animal facilities operate independently from individual research/building reopening plans. Existing CAR expectations within facilities for gowns/gloves, phones in plastic bags, and electronic scheduling are to be followed, in addition to updated items below. Research teams must have an approved Laboratory Safety Plan to gain entry to vivarium spaces. All persons that enter animal areas are to have a face-cover (over nose/mouth) and are expected to be symptom-free for any CDC-identified clinical signs of COVID-19 or other illnesses. It is the responsibility of the PI to provide certain PPE (cloth face covers) for their personnel. Additional PPE (e.g., eye protection/face shield, surgical mask) is required if research staff have to work together in proximity for animal procedures/surgeries.

Signage will be placed on animal facility room doors to dictate room occupancy limits. Established electronic (e.g. Google) calendars should be used by research staff to sign up for time within the animal areas; CAR supervisors will work with research teams to review shared calendar access and use expectations (contact [carinfo@msu.edu](mailto:carinfo@msu.edu)). Wall-mounted hand sanitizer dispensers and sinks for handwashing should be used where available. CAR staff members will be sanitizing touch points throughout the facilities daily.

Individuals should minimize time spent in the animal facility to only that required to complete hands-on animal work; writing/data analysis should be conducted remotely.

## Shared Spaces for Research, Office Work, etc.

Each building should have a plan for sanitation and disinfection of shared workspaces. These spaces may be shared research spaces, shared teaching spaces, or shared office workspaces.

Responsibilities should be assigned, and schedules developed to ensure appropriate sanitation and disinfection. The same disinfection protocols should be used for these spaces as with other spaces in the building. Public spaces will be cleaned and disinfected by Custodial Services.

Spaces such as lunchrooms, conference rooms, etc. can be used provided the following measures are adhered to:

- Spaces are reconfigured to facilitate physical distancing (i.e., chairs and/or tables are removed; spaces are blocked from use, etc.)
- Social gatherings are restricted
- Occupancy limits are established and adhered to
- Disinfection protocols are established and adhered to

## PERFORMANCE SITES

At this time, Executive Order 2020-160 prohibits performance venues from being open for entry, use and occupancy by members of the public.

## RESOURCES

Visit [Environmental Health and Safety COVID-19 Information](https://ehs.msu.edu/covid-19/index.html) (<https://ehs.msu.edu/covid-19/index.html>) for additional information and updates.