

Rules for use of the Department of Chemistry facilities
Research Protocols
Stage 3/Fall Restart, 08/26/2020
Updated 12/7/2020, 3/29/2021, 5/11/2021

Summary: Buddy up for safety, maintain 6 ft or more physical distance, wear a close-fitting mask, wash hands frequently. No floor occupancy limits. Stairwell and hallway travel is now two-way. Other restrictions remain in place: eating in any room and restroom usage is restricted to single occupancy.

- **General**

- You must self-check daily for symptoms. If you are unwell, do not come to the Chemistry building.
- You must register on the Marauder's Map every day that you enter the building, confirming that you have no symptoms of illness **and** that you have a green light on your Safer Badger App.
- You may feel uncertain about returning to work on-site because of COVID-19 related issues. The safety and well-being of everyone in our community is a top priority as the university brings more people back to campus. We encourage you to read the hyperlinked [Accommodations and Workplace Flexibility document](#) and to speak with your research advisor/supervisor or with our department Human Resources specialist, Char Horsfall. You are not obligated to share health concerns if you are uncomfortable doing so, and all discussions are confidential.
- Please send any suggestions or comments to the Anonymous Suggestion Box at <https://suggestions.chem.wisc.edu/>

- **Facility Details**

- The building is open to researchers approved by the Chair. No unauthorized visitors may enter. See Protocols for non-Chemistry visitors.
- You *must* use the Marauder's Map (entry.chem.wisc.edu) to register for building entry at all times. Please access this map for our policies to request special permission and to admit visitors.
- If you need to use equipment held by another group, you must contact them and follow their safety rules. *Do not enter a lab of any other group without permission and prior arrangement.*
- Building hours are 6 AM – midnight every day of the week, including Saturday and Sunday. Regular hours are 6 AM to 5 PM M-F and extended hours are 5 PM-midnight M-F and all day Saturday and Sunday. New rules are being instituted by the Safety Committee for post-midnight research. Please refer to their messages for the latest status.
- You *must* identify a safety buddy or use a lone-worker fob during **extended hours**. See <https://buddy.chem.wisc.edu/> to register your safety buddy. See Safety Committee and research group documentation for fob use.
- The building is CLOSED on state holidays (New Year's Day, Martin Luther King Day, Memorial Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve).
- Enter and exit the building only through the locked Shain Tower on Charter Street using your key. Use the keyed entry door to Daniels on Johnson St only during extended hours (weekdays after 5 PM and weekends) because undergraduates will use the Daniels entry doors during regular hours. *In case of an emergency, exit out of any open exit door.*
- All stairwell and hallway traffic is two-way. Move aside on a landing when another person is traveling in a stairwell in the opposite direction. Please do not linger in stairwells and hallways, where the air flow is not as high as in offices and labs.
- During evening hours, please be respectful of our custodians and avoid close encounters by walking in the opposite direction.

- Elevators may be used to access floors and to transport chemicals or dewars. We recommend no more than two occupants per elevator cab even if University signage allows more than two occupants. *In case of emergency, do NOT use the elevators and exit via the stairs.*
 - Use the elevator in your building to the extent possible. Shain elevators are primarily for use of Shain building occupants (and construction crews, as needed). Mathews elevator and Daniels passenger elevators are for the exclusive use of Mathews/Daniels building occupants. The Daniels freight elevator is primarily for use of construction crews.
 - Access to the Daniels sub-basement is via stairs or Mathews elevator except when transporting materials that cannot be carried down the half flight of stairs from Mathews elevator to Daniels sub-basement.
 - Use of the Daniels freight elevator is limited to situations requiring movement of unusually large objects or movement into the sub-basement where stairs are not an option. Such use must be coordinated with Jeff Nielsen to ensure that there is no overlap with construction crews.
 - There will be construction crews in Mathews and Daniels, as indicated on the Marauder's Map. Do not register for building access on floors where construction is occurring. If you encounter workers, please be respectful and maintain a wide distance. This construction work must continue, and it is our obligation to accommodate their work.
 - Eating in offices or common areas is limited to one person. Eating is not allowed in laboratories.
- **Spacing and Occupancy**
 - *Our use of space returns to normal, pre-pandemic operations with the sole constraints that you must be masked and maintain six-foot minimum distance from each other in all spaces in the chemistry complex. There will no longer be occupancy limits on each floor.*
- **PPE**
 - All researchers should strictly adhere to existing chemical safety protocols regarding PPE.
 - All persons must wear a close-fitting mask on entering the Chemistry building complex. Cloth masks should be washed/changed daily.
 - You must wear a mask in any space in which there is one more than one occupant and always in hallways, stairwells, elevators, restrooms, and common areas.
 - You must always wear a mask in the lab, because you don't know when another person will enter.
 - You do not need to wear a mask if you are alone in an office, but please do so if you feel comfortable. We recommend that office occupants always wear masks during busy times when others are likely to enter.
 - Labs with shared-use, low-chemical-safety-risk equipment should be sanitized after each use.
 - Following completion of office use, common areas should be sanitized before exit.
- **Custodial Support/Trash**
 - Chemistry personnel must avoid contact with custodial staff and construction crews.
 - Custodial staff will only clean common areas and restrooms.
 - Custodial services will only occur on weekday evenings, M-F.
 - There is no custodial service on weekends (S, Su).
 - Researchers must clean their own lab/office spaces and deliver trash to the designated pickup location at least once a week or as often as necessary. Do not allow trash to build up in labs!
- **Restrooms**
 - All restrooms will be returning to their previous usage per university mandate.
 - No more than one occupant may enter any restroom at a time (regardless of size / capacity of restroom).
 - Clocks will be provided as a means of designating 'in use' and when the facility can be used again.

- **Determine that the restroom is unoccupied by knocking on the door. You are no longer required to wait before using the restroom after the previous occupant leaves, but only one person may be in the restroom at one time.**
- **Set the door clock for 15 minutes AFTER you expect to leave the bathroom. We are asking you to reset the clock as a courtesy for those who may wish to wait a period of time before using the restroom.**
- **Use the bathroom and wash up.**
- **Sanitize by spraying all surfaces that you have touched.**
- Try first to use the restroom close to your floor and in the wing of the building complex where your laboratory is located.
- Daniels B, 1, and 2 will be under construction starting in June. Check the Marauder's Map for listings of floor closures.
- **Breakrooms, drinking water, etc.**
 - Use of break rooms/kitchens is permitted for common area functions.
 - Use of shared refrigerators, microwave ovens, and other shared kitchen equipment is permitted, but keep high-touch areas scrupulously clean. All food eaten in the building should be packed in and out in a lunch bag/cooler, etc.
 - Water in the building is safe to drink. The water bottle filling stations can be used. For sanitary reasons, use of drinking fountains/bubblers is not permitted.