Q&A Session for Resumption of On-Site Research Activities - June 10, 2020

Q: With required COVID testing, how and to whom do we provide the results?
A: Bring a hard copy of test result on your first return to the University. It will be collected when temperature is taken upon arrival.

Q: With face shields required for surgery, where will we be able to get the shields?
A: The Center Directors/Department Chairs will provide a list of the number needed to Dr. Kaplan. The Research Staff will distribute as indicated by the list provided from the Director/Chair. **NOTE:** This is just for the first round of entry to the University, additional face shields will need to be purchased by Centers/Depts/PIs.

Q: University Clinics say COVID test results will be by notification. What type of notification?
A: Most likely through the patient portal and you will be able to print the results to bring to the University.

Q: Essential employees who have already been on-site working, if they have not yet gotten their test results can they continue to work?
A: They can still work but should provide their test results as soon as possible.

Q: What entrances will be open and manned with temperature taking and masks? What will be the time-frame?
A: Initially it is the hope that all employees will enter through the IRP. The entrances will most likely be manned during regular University hours (7AM-4PM). As more individuals return to the University – other entrances will open (Main Entrance/S. Court/IPEC)

Q: Could a bike rack be placed near the preferred entrance(s)?
A: John Nylen will check with Vince/Bob and find a solution to this request.

Q: With many sharing office space, where can lab personnel eat their lunch?
A: For the open cubicle office areas, eat at your desk area, be sure that you are distanced from your suitemates (greater than 6 feet; density no greater than every other cubicle). For those with enclosed offices, only one person at a time can be eating in an enclosed office with the door closed. Also, only one person at a time should be eating in a conference room or a breakroom. In all cases, please be sure to use a spray bottle containing disinfectant + paper towel or wipes before and after you eat, to make sure that the area is disinfected. Be mindful that there should be NO common use of refrigerators or microwaves at this time.
Q: Where can those who are working the vertical expansion wings eat? Can we use conference Room/common break room areas?

A: Yes as long as only 1 person at a time is in the area, you can use it for eating. Please be sure to use spray bottle containing disinfectant + paper towel or wipes before and after you eat, to make sure that area is disinfected. Be mindful that there should be NO common use of refrigerators or microwaves at this time.

Q: Who will provide the spray bottles/paper towels and/or wipes for disinfecting the areas.

A: We have our Harvard Maintenance team providing these required cleaning agents and they will be dispersed through the Facilities department. John Nylen indicated that this is not business as usual and there will be delays in getting PPE and cleaning supplies due to demand being so high.

Q: What about Vendors coming to the University?

A: To the extent that you are able without substantively hindering your research, you are advised to HOLD off on bringing vendors into RFU. The University would like to get through the initial opening with as few “outside” guests as possible. When it is absolutely necessary for them to be on-site they will be subject to the same screening prior to entering the building as RFU personnel, will be required to wear a mask at all times, and should be escorted, by the PI who called them, into and out of the building as well as at all times while they are on our campus.

Q: Student Research - when might students (working with other students under the guidelines of IRB) be able to begin their research programs?

A: Kristin Schneider and Monica Oblinger are in the midst of evaluating and revising IRB guidelines in order to be consistent with best practice under the current Covid-19 circumstances. A plan should be ready within the next couple of weeks and you should contact them directly.

Q: In certain areas there is only 1 door to a lab area and office cubicles. Can this door be propped open, so as not to have to disinfect each time we need to pass through?

A: As indicated by Roger Gray this is not allowable. Doors will need to remain closed. An uncontaminated gloved hand could be used so as to minimize contact as much as possible. Alternatively, and preferably, a large kimwipe or paper towel can be used to shield an ungloved hand from direct contact with the door handle. A waste basket should be placed nearby. With doors with a that open by pressing a bar use your body to press the bar in order to open the door.
Q: With deliveries (ie., chemicals, consumables) should the boxes be disinfected before unpacking?

A: Based on the literature, there is very little risk of interior contents being contaminated from initial packing to final delivery and opening by the PI. Of course a PI can always feel free to wipe down whatever they receive. RFU receiving services does disinfect the exterior surfaces of all incoming packages.

Q: Should N-95 masks be used when performing surgery?

A: No – N-95 masks should be reserved for the healthcare workers and emergency responders. We will provide cloth masks/disposable masks, and these should be worn along with protective face shields (initially provided by Dr. Kaplan) when doing animal surgery.

Q: Can we bring water and drink water?

A: Yes – it is recommended that you bring your own water. **NOTE:** As always, no food/beverages are allowed in the laboratory areas.

Q: Where/what is the procedure for getting disinfectants?

A: Email Bob Jackson for your immediate needs. Bob along with facilities management are working out the plans for supply distribution.

Q: How long until the shuttle service will re-open?

A: The shuttle service will not operate until further notice. It is recommended that no public transportation be used. Guidelines and best practices for cleaning and disinfecting vehicles and seats are in development.

Q: It was mentioned that there is a daily screening app, where/how do we get this and the information for using it?

A: An email will be sent today (6/10/2020 – after 1 PM) with the details and instructions for this.

**Final Notes:**

R. Kaplan has requested that Center Directors/Chairs provide a list of the number of face shields needed for their Center/Department. Once a plan is devised on how best to distribute these, all will be notified. The hope is to have distribution begin ASAP – early in the week of June 15th.
### CDC-Recommended Cleaning Procedure for Disposable Face Shields

<table>
<thead>
<tr>
<th>Type of equipment</th>
<th>Reprocessing steps</th>
<th>Disinfectant Product Options</th>
<th>Considerations / Additional Guidance</th>
</tr>
</thead>
</table>
| Disposable face shield  | 1. Carefully wipe the *inside* and then the *outside* of the visor using a clean cloth saturated with neutral detergent solution, rinse if needed.  
2. Carefully wipe the *outside* of the visor using a clean cloth or wipe saturated with hospital disinfectant solution; be sure it remains wet for the required contact time.  
3. Wipe the outside of visor with clean water to remove residue.  
4. Fully dry (air dry or use clean absorbent towels). | Chlorine-based disinfectant (0.1% chlorine solution) recommended over alcohol, as alcohol may damage and discolor plastic and deteriorate glues over time; note that it may also remove anti-glare and anti-fogging properties of the face shield.  
See [guidance on how to prepare 0.1% chlorine solution](#). | The emphasis of reprocessing should be on the outside of the visor.  
Carefully avoid the foam cushion and elastic strap as they may not be tolerant to disinfectants.  
**Note:** If reprocessing disposable face shields on a time-limited basis, they should be dedicated to one HCW. |