



Research Recovery and Adaptation (RRA) Guidelines - COVID-19

1. Before accessing Research Space

- Have or bring all required permits up-to-date. Consult with <https://ehs.utoronto.ca/> if necessary
- Have or bring all required training requirements up-to-date. Consult with <https://ehs.utoronto.ca/> if necessary
- Review the following documentation:
 - UTogether2020 – A Roadmap (<https://www.provost.utoronto.ca/planning-policy/utogether2020-a-roadmap-for-the-university-of-toronto/>)
 - Principles for Research Recovery and Adaptation (<https://research.utoronto.ca/recovery-and-adaptation/principles>)
 - Approach for Research Recovery and Adaptation (<https://research.utoronto.ca/covid-19-research-innovation-updates/approach-research-recovery-adaptation>)
 - COVID-19 Guideline Reopening Research Spaces (<https://research.utoronto.ca/covid-19-research-innovation-updates/guideline-reopening-research-spaces>)
 - General Workplace Guidelines (<http://www.hrandequity.utoronto.ca/news/covid-19-general-workplace-guideline-gwg/>)
 - School of Graduate Studies information and forms (if applicable): <https://www.sgs.utoronto.ca/reengagement/>
- All Principal Investigators must submit a completed and signed Request to Access On-Campus Research Facilities to the Research Office for approval.

2. Considerations for Research Space Access

- General:

- Explore all options for remote work. Only conduct work that cannot be done remotely
- Do not start projects that cannot be shut down within 48 hours
- Be aware of your surroundings and maintain a >2m distance from others at any time

- Specific:

a. Physical Distancing will be maintained based on bookable work stations in labs (wet and dry) and office areas. The number and location of these work stations have been assigned so that the requirements for physical distancing can always be met, even in the unlikely event that all work stations are booked simultaneously. Thus, the assignment of work stations self-limits the number of people in the research facilities at or below acceptable

levels. Maps of bookable workstations can be found in *APPENDIX 1A* for the 5th floor lab space, *APPENDIX 1B* for the 4th floor lab space, *APPENDIX 2A* for the 5th floor office space, *APPENDIX 2B* for the 4th floor office space and *APPENDIX 3* for space at 123 Edward street. Each PI will have a certain number of lab work stations assigned to them. PIs are expected to work with their team to assign spaces and prioritize projects. It is expected that office/dry lab work stations will see minimal use as most of these activities can be performed remotely.

Booking work stations online (<https://www.bookedscheduler.com/>) will only be possible for pre-authorized individuals with assigned user names and passwords. This will help to:

- maintain the number of people at a level that complies with physical distancing requirements
- know who is in the building, when and for how long.

b. PPE (masks, face shields, gloves etc.) beyond established lab safety procedures are currently not mandated where physical distancing can be maintained. People working in the space will be permitted, but not required to wear masks (surgical, home-made fabric face masks or others), but masks worn outside the Faculty must not be worn inside. Such masks must be removed before entering the building. If physical distancing cannot be maintained for limited periods of time, (e.g. when giving or receiving necessary instruction on a piece of equipment), surgical or respiratory masks must be worn. For this purpose, a limited number of masks will be provided by the Research Office.

Best infection control practices (handwashing, elbow sneeze etc.) must be followed and posters are/will be displayed. Decisions on PPE outside of this will be made in consultation with the EHS office.

c. Monitoring: All access to the Faculty for research will be via FOB **through the West entrance** of the Dentistry building, which provides direct access to elevators to the research facilities. Additional 24/7 access control is in place through FOB readers at all access points to 4th and 5th floor lab and office areas within the building. Monitoring will be done passively. Anyone planning to access the research facilities must review the University of Toronto restricted access poster (https://ehs.utoronto.ca/wp-content/uploads/2020/03/Restricted-Access-Poster_8.5x11_FA.pdf). If the answer to any questions on that poster is “yes” DO NOT ENTER THE BUILDING. Further details of the visit (date, times, reasons for visit) will be collected via the online booking system.

d. Cleaning and sanitization:

Hand sanitizer units will be installed outside washrooms, elevators and key entry areas. Caretaking will clean high touch areas (door handles, washroom fixtures, elevator buttons etc.) twice per day, normal volume areas once per day. 70% ethanol for sanitizing wet lab benches must be prepared by staff/students from individual labs, using supplies available from the University of Toronto MedStore (<https://www.uoftmedstore.com/index.sz>).

3. Protocol for Research Space Access

First visit:

For wet labs, complete the checklist (Appendix E in the [COVID-19 Guideline Reopening Research Spaces](#)) and submit to the Research office (research@dentistry.utoronto.ca).

Subsequent visits:

Before making a booking, exhaust all options to perform the planned work remotely.

Use the booked scheduler (<https://www.fod.bookedscheduler.com/>) with your assigned user name and password to book the workstation(s) for the planned date and time. Detailed instructions on booking a visit will be supplied prior to re-opening the facilities. Bookings will be monitored daily and recorded by the Research Office. To avoid congestion there will be designated entry and exit doors for the wet lab areas on the 4th and 5th floor.

4. Specific space considerations

Wet lab areas:

Limit your work to your assigned workstation(s) as much as possible. When moving around open lab space (e.g. to access shared equipment, freezers or refrigerators) be aware of others and maintain a distance of >2m at all times.

Wipe your work area with 70% ethanol when you arrive and before you leave.

Dry lab areas and office spaces:

Use of these areas is expected to be minimal during phase 1 of the RRA. **Visits to private offices must be booked using the scheduler program (<https://www.fod.bookedscheduler.com/>).** A limited number of workstations in the open office areas will be available and must also be booked in advance using the booked scheduler program. Limit your work to the time necessary and to your booked workstation(s). Follow guidelines when visiting washrooms. Keep a physical distance of >2m from others in the area at all times.

Shared research areas:

a) The Collaborative Advanced Microscopy Laboratories of Dentistry (<https://www.camilod.ca/>):

Please see CAMiLoD guidelines for specific instructions to access the facilities. PDF versions of the guidelines and SOPs will be posted on the Camilod web page under a non-public link that will be sent via email to approved users.

b) SEM, histology, mechanical testing:

Operation of the Scanning electron microscope in room 521, the mechanical testing equipment in room 526 and the histology facility in room 526 will be done by dedicated personnel only. Samples for processing/imaging/analysis must be dropped off in a designated cart outside of room 526 (signage provided) and communication about the work to be performed must occur via remote means (email, videoconferencing etc.).

Access to rooms 521 and 526 for SEM, mechanical testing and histology will be reserved to dedicated personnel (Jian Wang for SEM and mechanical testing and Nancy Valiquette for histology).

c) Common areas, meeting rooms, classrooms

Collaborative spaces on the 4th and 5th floor will be open for use at reduced seating capacity (4 seats on 4th floor, 2 seats on 5th floor), and only to consume necessary meals. If you must have lunch at the collaborative space, be considerate of others, keep a distance of >2m at all times, and clean your table area with 70% ethanol before and after the meal. **Social gathering etc. will not be allowed in these areas or anywhere else.** Meeting rooms and classrooms on the 4th and 5th floor will remain locked and inaccessible during stage 1 of the research recovery and adaptation.

d) Washrooms:

Washrooms will be single occupancy with occupancy signage indicators mounted outside the washroom. All washrooms will be fitted with paper towel dispensers and waste receptacles for paper towel disposal. Hand dryers will either be disconnected, removed or have signage indicating that they should not be used.

e) Elevators

Environmental Health & Safety maximum occupancy signs for elevators will be posted at all elevators.

f) Stairs

Follow one-way “up” and “down” signage where applicable.

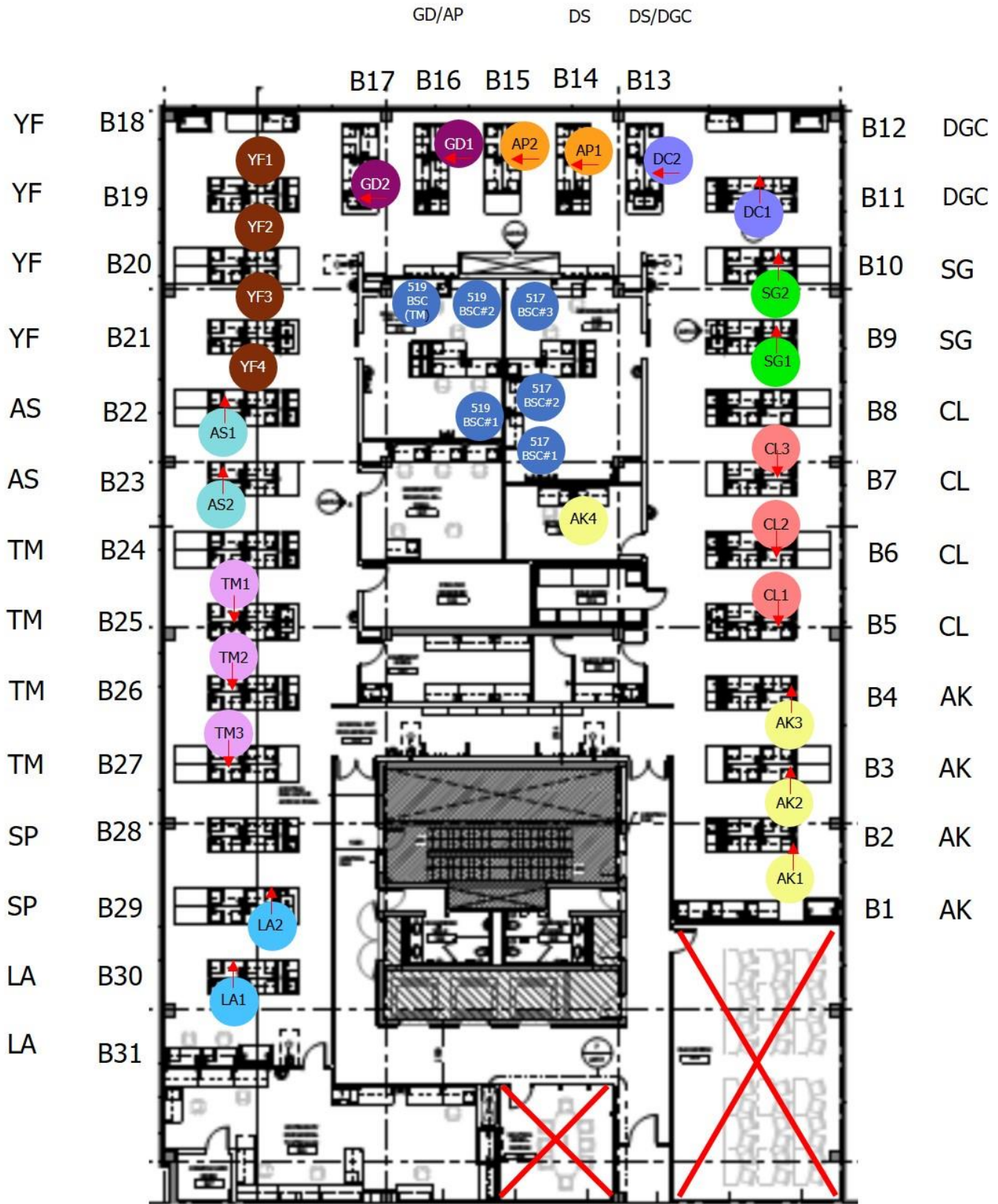
Others:

Water fountains on 4th and 5th floors will be disabled during stage 1 of the Research Recovery and Adaptation. Touch-less water fountains will remain in operation and can be accessed when necessary.

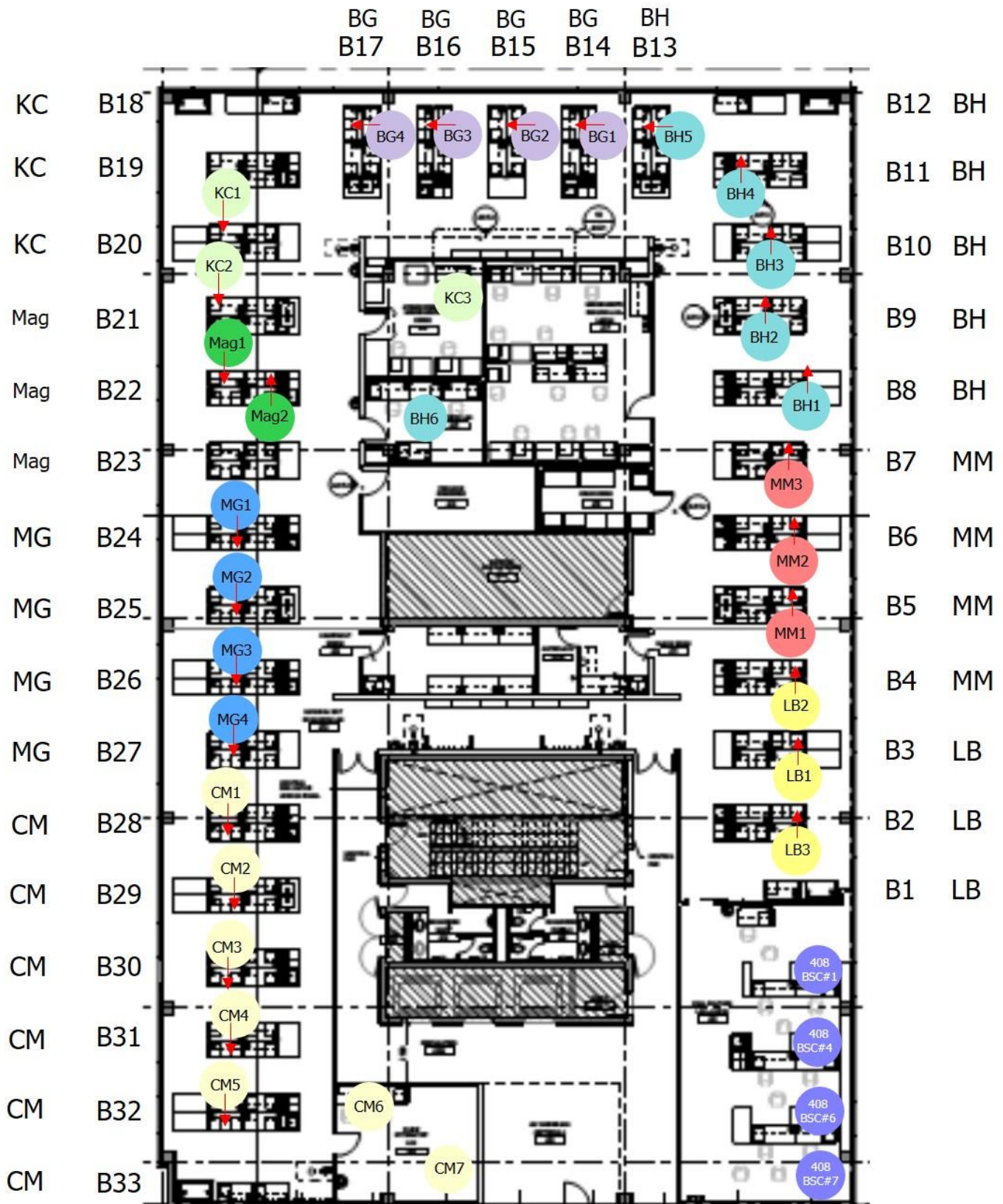
Kitchenettes and associated appliances will not be accessible during phase 1 of the Research Recovery and Adaptation.

Assigned Lockers will be available to store personal items, but should only be used to deposit and retrieve these items at the beginning and end of a visit.

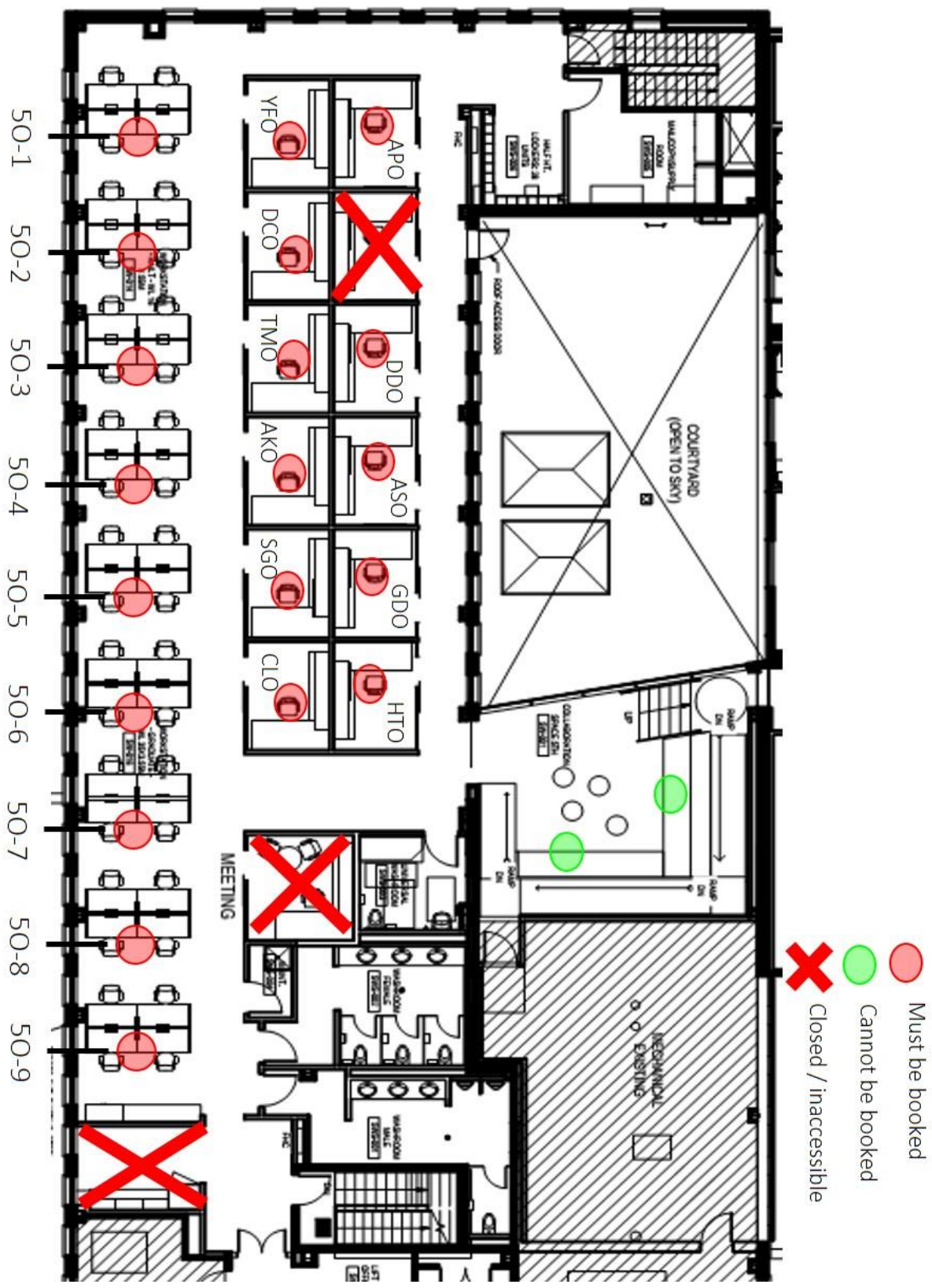
APPENDIX 1A: 5th floor LAB work station assignments



APPENDIX 1B: 4th Floor LAB work station assignments



APPENDIX 2A: 5th Floor office space – work station assignments:

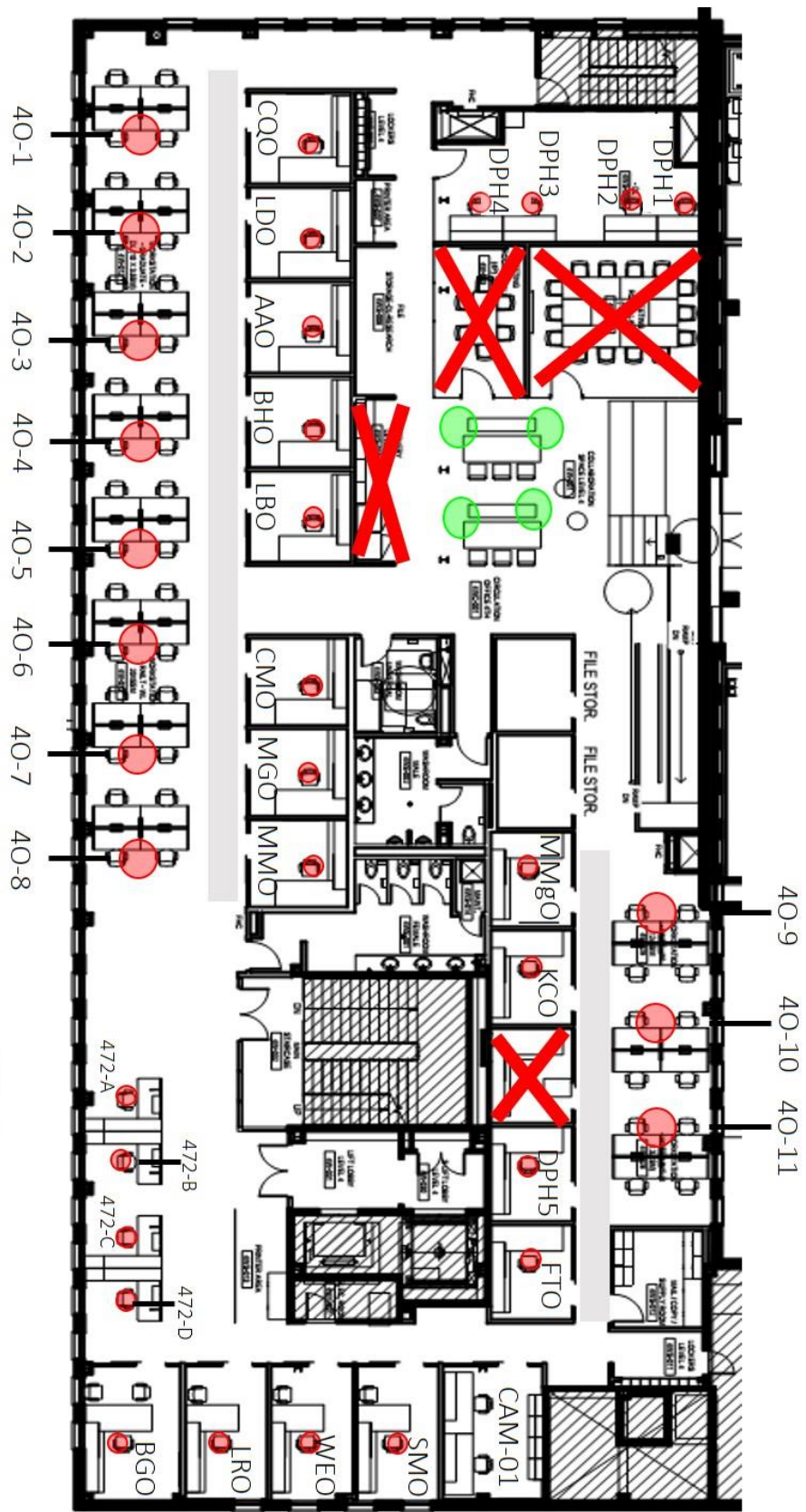


Must be booked

Cannot be booked

Closed / inaccessible

APPENDIX 2B: 4th Floor office space – work station assignments:



- Must be booked
- Cannot be booked
- ✗ Closed / inaccessible

APPENDIX 3: 123 EDWARD Street work station assignments

