

Penn Museum Research Resumption Plan, Phase 1

The Penn Museum is a Center which reports to the Provost and has its own laboratory spaces related to Conservation and the Center for Analysis of Archaeological Materials. This document covers the Museum's phased laboratory reopenings. SAS's Department of Anthropology is also housed in the Museum and will follow SAS procedures. The Museum is working closely with Anthropology to ensure consistent practices are followed by all those resuming work in the Museum.

For all these spaces, entry will be via the Museum's East Entrance only. Security staff will conduct a no-contact temperature screening and symptom check as staff enter the building each day.

Plan to Report Reporting COVID-19 Positive Cases to EHRS/Student Health for Contact Tracing: In case of a confirmed or suspected COVID-19 case, personnel will notify their supervisor, consult a healthcare provider, and report to EHRS for contact tracing (215-898-4453).

Process for confidentially reporting non-compliance: All personnel approved for return to campus for Phase I will be informed that they may contact Melissa Smith with any concerns or to report non-compliance with COVID-19 and other safety procedures or they may contact the Research Compliance Officer in the Office of the Vice Provost for Research. Any concerns regarding-compliance with this policy or other staff/student concerns can also be anonymously reported to:

<https://secure.ethicspoint.com/domain/media/en/gui/22868/index.html>

Maintenance of social distancing in public areas: No congregation is allowed in public areas. Signage for social spacing will be placed to reinforce 6' distancing requirements. Seating in common areas will be reduced to force 6' spacing. Floors will be marked to indicate stand/wait footprints. Single person occupancy will be established for all elevators and bathrooms. Bathrooms will have occupied/unoccupied signs.

Eating can occur only in designated areas with only one person at a time per designated area. Each person is required to disinfect the table and seating area before and after eating. Disinfectant will be placed in these areas with instructions. In addition, the courtyard may be utilized to allow increased social spacing during breaks.

Plan to Report Reporting COVID-19 Positive Cases to EHRS/Student Health for Contact Tracing: In case of a confirmed or suspected COVID-19 case, personnel will notify their supervisor, consult a healthcare provider, and report to EHRS for contact tracing (215-898-4453).

Ongoing assessment of compliance: The preparers of this plan (Melissa Smith, Chief Operating Officer; Brian Houghton, Chief Building Engineer; Steve Tinney, Deputy Director; Marie-Claude Boileau, Director of CAAM; and Lynn Grant, Head Conservator) will check in at the end of every week to assess whether any changes are needed.

CAAM's Research Resumption Plan, PHASE 1

PI: Marie-Claude Boileau (for all CAAM labs)

This plan is based on protocols and guidelines issued by the Office of the Vice-Provost for Research:
<https://research.upenn.edu/resources/resumption/>

And EHRS, guidelines for Yellow Phase:
<https://ehrs.upenn.edu/covid-19>

As soon as we enter the Yellow Phase and PIs are allowed back in the building:

-PI : Will perform the EHRS Pre-Occupancy Lab Check

<https://ehrs.upenn.edu/covid-19/research-resumption-checklist>

-And submit the Resumption of Research Notification webform

<https://ehrs.upenn.edu/covid-19/resumption-research-notification>

-Use tape on floor and workbenches to follow safety guidelines for social distancing

TELEWORK

All lab meetings will be conducted remotely and any work that does not require to be in the labs or office will continue to be done remotely.

SELECTING STAFF FOR PHASE 1

- all department members have been polled to see if they are willing to work during the Yellow phase, based on their own personal situation.
- Only those who have work that can only be done at the Museum will be in the first phase.
- Some of those returning will do so only long enough to prepare materials to enable them to work at home more productively
- Any staff member needing to use public transit will do so at non-peak times.

SYMPTOM SCREENING

Symptom screening will be done in accordance with the protocols being put in place by Allied Universal Security. Handheld contactless thermometers will be used for temperature checks.

<https://upenn.box.com/s/niuxoc2qm4zgkxstss9dkb56c722g8gh>. When the University implements the planned screening app, the Museum will utilize it.

OCCUPANCY

Phase 1: 20% occupancy per room

LABS: All labs (160, 169, 181, 182 and 183) are large enough to accommodate 2 people working six feet apart but for the first two weeks of Phase 1 we recommend one person per lab, as long as no chemicals are used and individuals can safely work alone. As policies and practices are tested, we can allow 2 people per lab. We will use a shared calendar to schedule lab and office times.

OFFICES: Shared offices should not be occupied in Phased 1. We will set up a rotating schedule for Rooms 161 and 184 (shared offices).

CLASSROOM 190: The room is large enough to safely accommodate 3-4 people, but we recommend 1-2 people only during Phase 1.

PATHWAYS

CAAM labs are located on the Lower Level of the Museum and will be accessed through the East Entrance only for Phase 1. During this Phase 1, corridor doors will be propped open to reduce high-touch areas and ease pedestrian flow between the building entrance and the labs.

Staff and researchers will be asked to wear a mask upon entering the building and sign in at the desk. Designated restrooms for CAAM will be the Widener restrooms.

Training Requirement

Researchers (staff and students) will be required to complete the training course provided by EHRS. <https://ehrs.upenn.edu/resumption-research-training-penn-labs>. Compliance with this requirement will be monitored by the PI.

For credit, the course is also available on KnowledgeLink.

Safety and Cleaning Protocols for Lab Users

- Wear approved masks at all time (except when alone in an office or when eating/drinking).
- Wear gloves in the lab when using shared keyboards, instruments or handling specimens/objects/samples.
- Wash hands regularly (EHRS recommends every hour). Soap and paper towels will be available in labs with sinks. Hand sanitizer will be available in spaces without sinks (160, 161, 184).
- Instruments must be disinfected before and after use by lab users, using the cleaning protocol for each instrument (70% alcohol).
- Work surfaces in proximity to instruments should be wiped down with cleaning wipes by lab user
- If possible, wear protective eyewear to prevent touching oculars when using microscopes.
- Only use designated instruments, workstations, lab benches and chairs so custodians know which surfaces, desks and chairs to clean.
- High touch surfaces in the lab must be disinfected at start of and halfway through the workday.

Housekeeping is responsible for cleaning high touch surfaces outside of the lab, including bathrooms, kitchens, break rooms, and conference rooms.

Prioritized Research

CAAM staff, graduate students and associated researchers: for the continuation of research projects/theses with strict deadlines. Participation of graduate students in Phase 1 is voluntary. Students who wish to opt in will need to fill out the Museum Form and submit it to the Director's Office prior to resuming research in the labs.

Conservation Research Resumption Plan, PHASE 1

PI: Lynn Grant (for all Conservation spaces)

This plan is based on protocols and guidelines issued by the Office of the Vice-Provost for Research:

<https://research.upenn.edu/resources/resumption/>

And EHRS, guidelines for Yellow Phase:

<https://ehrs.upenn.edu/covid-19>

As soon as we enter the Yellow Phase and PIs are allowed back in the building:

-PI : Will perform the EHRS Pre-Occupancy Lab Check

<https://ehrs.upenn.edu/covid-19/research-resumption-checklist>

-And submit the Resumption of Research Notification webform

<https://ehrs.upenn.edu/covid-19/resumption-research-notification>

-Use tape on floor and workbenches to follow safety guidelines for social distancing

TELEWORK

All lab meetings will be conducted remotely and any work that does not require to be in the labs or office will continue to be done remotely.

SELECTING STAFF FOR PHASE 1

- all department members have been polled to see if they are willing to work during the Yellow phase, based on their own personal situation.
- Only those who have work that can only be done at the Museum will be in the first phase.
- Some of those returning will do so only long enough to prepare materials to enable them to work at home more productively
- No one who needs to use public transit will be in the first returners.

SYMPTOM SCREENING

Symptom screening will be done in accordance with the protocols being put in place by Allied Universal Security. Handheld contactless thermometers will be used for temperature checks.

<https://upenn.box.com/s/niuxoc2qm4zgkxstss9dkb56c722g8gh>. When the University implements the planned screening app, the Museum will utilize it.

OCCUPANCY

Phase 1: 20% occupancy per room. During Phase 1 it is expected that most staff volunteers will be in only a few days each week. For lab work, this will likely be in 2- or 3-day blocks to allow for sufficient time to complete processes.

LABS: Most spaces (172, 175, 177, Artifact Lab, and Conservation Lab Annex) can accommodate 2 people working six feet apart. However, only 177 will have more than one person working during this phase: it can essentially be divided into two large work spaces and staffed accordingly. Four spaces (171, 174, 176, and 178) can only safely accommodate 1 person at a time. We will use a shared calendar to schedule lab and office times.

OFFICES: 175, normally used by 4 people should only be used by 1 person at a time in the initial phase, perhaps 2 (since the desks face away from each other and are separated by more than 6 feet) as work ramps up.

PATHWAYS

Conservation labs are located on the Lower Level of the Museum and will be accessed through the East Entrance only for Phase 1. During this Phase 1, corridor doors will be propped open to reduce high-touch areas and ease pedestrian flow between the building entrance and the labs.

Conservators will also need access to Museum storage rooms. We will schedule these trips to minimize exposure and will restrict treatments to objects small enough to be handled by a single person during Phase 1.

Staff will be asked to wear a mask upon entering the building and sign in at the desk. Designated restrooms for Conservation will be the Widener restrooms.

Training Requirement

Staff will be asked to complete the training course provided by EHRS.

<https://ehrs.upenn.edu/resumption-research-training-penn-labs> Compliance with this requirement will be monitored by the PI

For credit, the course is also available on KnowledgeLink.

Safety and Cleaning Protocols for Lab Users

- Wear approved masks at all time (except when alone in an office or when eating/drinking).
- Wear gloves in the lab when using shared keyboards, instruments or handling specimens/objects/samples.
- Wash hands regularly (EHRS recommends every hour). Soap and paper towels will be available in labs with sinks. Hand sanitizer will be available in spaces without sinks.
- Instruments and shared equipment must be disinfected before and after use by lab users, using the cleaning protocol for each instrument (70% alcohol).
- Work surfaces in proximity to instruments should be wiped down with cleaning wipes by lab user
- If possible, wear protective eyewear to prevent touching oculars when using microscopes.

-Only use designated instruments, workstations, lab benches and chairs so custodians know which surfaces, desks and chairs to clean.

- Based on which staff is in on any given day and where they're working, doors to spaces may be propped open to reduce hand contacts and to encourage air circulation in smaller rooms.

High touch surfaces in the lab must be disinfected at start of and halfway through the workday.

Housekeeping is responsible for cleaning high touch surfaces outside of the lab, including bathrooms, kitchens, break rooms, and conference rooms.

Prioritized Research

During Phase 1, emphasis will be on 1) accessing materials to make further work at home more productive; 2) treating priority artifacts, based on Exhibitions Schedule; and 3) supporting any general Collections activities.