



## Returning to Research - Bartlett Hall Safety Plan

7-3-2020 updated 7-10-2020

### *Bartlett Hall*

At the request of SEBS Administration, a Bartlett Hall Safety Committee was formed. This committee developed a building-specific safety plan to ensure return to a safe and healthy workplace for all occupants following the University COVID-19 shutdown. As the University's response to COVID-19 is emerging, the current building policies are subject to change and will be updated to maintain compliance with the University and state of New Jersey guidelines. ***It is your responsibility to be aware of the current policies.*** Please see this Rutgers Office of Research and Economic Development (ORED) link with news and updates about COVID-19: <https://ored.rutgers.edu/coronavirus>

**Bartlett Hall Safety Committee:** Carol Bagnell, Nick Bello, Damien Carroll-Debose, Anna Hausmann, Henry John-Alder, Ali Yasrebi

1. Building access and signage
  - a. All outside doors to Bartlett Hall will be locked. Everyone should use swipe cards to enter Bartlett to keep track of who is in the building and when.
  - b. Signage on the outside and inside of the building will include reminders about use of facial coverings, social distancing and handwashing/sanitizing.
  - c. In compliance with NJ executive order, facial coverings are required to wear before entering Bartlett Hall, in hallways, elevators, restrooms, and common rooms. If you are alone in your office you do not need to wear a mask.
2. Rutgers ID display
  - a. Rutgers Identification (ID) - University-wide recommendation is to have your ID card prominently displayed on a lanyard or easily available.
3. Facial coverings
  - a. Dept of Animal Sciences will maintain a supply of disposable masks for visitors.
  - b. Gloves are not to be worn outside the lab.
  - c. Individual PI's are responsible for supplying face masks and additional appropriate Personal Protective Equipment (PPE) for their group working in Bartlett.
4. Entrances and exits – To better control traffic flow in the building
  - a. **Front doors** will be designated as **entrance only** doors
  - b. The **two side doors** (Mehmet's lab and Nick's lab) will be designated as **exit only doors**  
\* Exception: The front entrance to Bartlett is not disability accessible so the side door (near Nick's lab) will have to be an entrance and exit for anyone with mobility issues.

- c. Loading dock door to the hall outside the Bartlett Animal Facility – this door will remain for both entrance and exit to the Bartlett Animal Facility.
5. Hall, elevators and stairwells
    - a. Halls: Maintain social distancing in hallways, keeping to the right
    - b. Elevators: Highly encouraged to have **only 1 person** in the elevator at a time
    - c. Stairwells: Bartlett stairwells are narrow however, traffic is low at this time. So, as a first step use caution and **allow others already in the stairwell to pass UP or DOWN** before you use the stairs in order to maintain social distancing.
  6. Restrooms
    - a. 1st floor/Basement – **one person at a time**; flip signage will indicate occupancy
    - b. 3rd floor restrooms - no extra precautions necessary, already single bathrooms
  7. Common use rooms
    - a. Bartlett 123
      - Use for social distancing meeting space for lab meetings while library is not open.
      - Enter through the front doors of 123 and exit out the back doors (near Carey/Nick’s labs).
    - b. Mail/ photocopier room
      - **One person at a time**; when someone is in the mailroom they should shut the door to note someone is already inside; flip signage will indicate occupancy.
    - c. Perry Library
      - Currently under construction to repair chronic plumbing issues
      - This room cannot be occupied.
    - d. Autoclaves - log books will be used to keep track of users
      - Rm 303 – Henry’s lab
      - Basement – Teaching Lab
  8. Building visitors
    - a. Ethanol pick up – Suzanne Sukhdeo is dispensing the ethanol – by appointment only  
She is making the person who is picking up the ethanol wait outside.
    - b. Other visitors. Need a stated purpose for building entry and should contact Dr. Bagnell for permission.
  9. Individual Laboratories  
Plan lab work to maintain social distancing: 1 person per bench, working in shifts when possible. Wear face masks when others are present in the lab.
  10. Bartlett Hall occupants are expected to follow these safety policies. **Report violations to your supervisor**, who will direct them to **Dr. Carol Bagnell** for further action (ie., denial of swipe card entry).

**If you have questions or requests for consideration of additions/changes to these policies, please contact any Bartlett Hall Safety Committee member.**