



# IIDC Stage 2 Plan to Restart



To: All IIDC faculty, staff, and students  
From: Derek Nord, Director  
Effective: March 24, 2021

## INTRODUCTION

This document is the IIDC's Stage-2 Plan for conducting our work on-site and in the community. With highly effective vaccines currently being distributed, it seemed like an opportune time to reassess the IIDC restart plan. It should be noted, staff and community health are of primary importance, and with the virus variants and general uncertainty related to the virus, the IIDC is approaching plan changes cautiously. Please review the plan - IIDC employees and approved guests must follow the expectations laid out below.

The plan continues to be an evolving document. It will continue to undergo changes as new information about the COVID-19 virus and vaccinations in our community is available, work challenges are identified, and new guidance is provided by IU. As you conduct your day-to-day work, I'd ask that you continue to communicate your needs and experiences with your supervisor.

As has been the case throughout this pandemic, it is imperative that each of us take the appropriate day-to-day actions and precautions as we conduct our work and do what we can to ensure a safe and healthy work environment. I also strongly encourage every employee to get vaccinated when they are able.

### OVERARCHING GOAL

To ensure the health and safety of the IIDC employees, partners, and broader communities as we return on-site and engage in our community-based activities.

## CURRENT STATE OF AFFAIRS IN INDIANA

Indiana and the University have robust testing practices, making tests widely available and required by IIDC staff. Highly effective vaccines are becoming more widely available across the state and county.

1. It is known that a large percent of infected people are asymptomatic and can shed the disease.
2. Personal proximity and longer exposure times to the virus result in higher transmission rates.
3. Though key demographic groups are at higher risk of negative outcomes, the virus is known to harm and kill people of all ages.

## SUMMARY OF STAGE-2

### Beginning on March 24th, 2021 – Stage-2 - Limited On-Site Access

1. Limited on-site access will be allowed, with prior approval from the center director, to select employees that require IIDC facilities to complete parts of their work. Those who have been vaccinated may have more regular on-site access. It should be noted, on-site support may be limited (e.g., IT, copy machine access, etc.).
2. On-site guests are not allowed without prior approval from the IIDC director.
3. Face-to-face interactions of more than 10 people are not allowed.
4. Face-to-face interactions with 10 or fewer people are greatly discouraged, however it is recognized that they may need to occur due to funder need. If they do occur, IIDC staff are required to utilize proper personal protective equipment, physical distance, and personal hygiene practices.
5. Only essential travel is allowed and must be funded through a grant, contract, or service agreement where work cannot otherwise be carried out without travel.
  - i. Essential local car travel is allowed but restricted to one occupant per vehicle (no carpooling).
  - ii. Essential out of state domestic travel is allowed and employees are expected to utilize proper personal protective equipment, physical distance, and personal hygiene practices.
  - iii. No international travel is allowed.
  - iv. Personal out of state travel is discouraged. If travel occurs, employees are required to remain off site at least 10 days.
6. Community-based meetings, research, and interactions will be allowed, with proper precautions in-place. If they do occur, IIDC staff should utilize proper personal protective equipment, physical distance, and personal hygiene practices.

## DETAILED PLAN

### 1. Limiting Risk Through Personal Practices

#### a. Personal hygiene and prevention

- i. IU will provide face coverings to faculty, staff, and students.
- ii. Cloth face coverings are to be worn in public spaces and in face-to-face meetings, while on campus and while conducting community-based work. More robust personal protective equipment, such as a surgical mask, may be necessary for human subject research.
- iii. Hand hygiene and respiratory etiquette will be expected (i.e., no hand shaking, cough in elbow, etc.).
- iv. All students, faculty, and staff are required to stay home if sick or if a household member is diagnosed with COVID-19.
- v. All students, faculty, and staff must self-monitor health for symptoms of COVID-19 and follow IU testing requirements.
- vi. All students, faculty, and staff must notify close contacts when sick with COVID-19 in accordance with state and local contact tracing protocol.
- vii. An annual influenza vaccine for all members of the IIDC community is required.

#### b. Physical distance

- i. Maintain at least 6 feet between people/workstations.
- ii. Limit density of IIDC facilities to no more than one person per every 60 square feet.
- iii. All workstations where people must face each other or are unable to be 6 feet apart should install plexiglass or other barriers to protect people.
- iv. Place barriers at high-visited areas such as reception desks and check-in points.
- v. Maximize use of technology and allow work to be conducted at home, as much as possible.

### 2. Ensure a Safe On-Site Work Environment

#### a. Limiting on-site presence

- i. Whenever possible, employees who can work remotely will be encouraged to do so. Those who are fully vaccinated may be provided greater on-site access, at their director's discretion.
- ii. Individuals with higher risk of severe illness, or living with an individual of higher risk, should consider risk-reducing strategies such as telework and online training delivery, where feasible.

- iii. Many employees have caregiving responsibilities that are also affected by the COVID-19 pandemic. Supervisors will work with these employees to develop a plan to maintain work responsibilities.
- iv. Each center and administration will be required to maintain a weekly schedule of employees and approved guests that will be on-site.

**b. On-site visitors**

- i. Visitors will not be allowed without prior approval by the Institute director, at least one week in advance.
- ii. Requests should be limited to only the most critical visitors, specifically those assisting with funded work.
- iii. If a visitor is allowed, they must follow specific protocol that includes self-screening and self-temperature checks.
- iv. Onsite, visitors must be provided a mask, and they are expected to maintain physical distance of at least 6 feet.

**c. Conference rooms B and J**

- i. Conference rooms B and J will be closed and off limits without prior approval from the Institute director.
- ii. If approved, conference rooms will be limited to four people, maximum.
- iii. Conference rooms should be cleaned at the beginning and the end of each use. Cleaning should be done by the staff person scheduling the room and entail wiping down hard surfaces, doorknobs, and other common spaces with a sanitizing wipe.

**d. Everyday office interactions**

- i. Avoid in-person meetings, when at all possible. Rather than going to one's office, utilize Zoom, telephone, and other alternatives.
- ii. Communicate openly to your supervisor and colleagues if you are uncomfortable with proximity of an interaction or if you would prefer an interaction be done via an alternative mode.
- iii. Common areas, such as waiting rooms, lounges, and kitchens are not to be utilized.

**e. Physical set up**

- i. High-touch items such as magazines, common pens, common telephone, etc., will be removed from common spaces.
- ii. Physical barriers (i.e., plexiglass) at high-traffic point-of-sale, service, reception or other locations where frequent face-to-face interaction must occur will be installed.

- iii. Sanitizing wipes will be provided next to common use copy machines/printers.
- iv. Some employees share an office space. During this stage, at no time should employees that share space be working on-site at the same time.

**f. Cleaning**

- i. IU will provide cleaning supplies.
- ii. All touch points should be sanitized at least two times per day.
- iii. Shared office spaces are a particular concern. Each employee working in a shared place is responsible for cleaning the work station, hard surfaces, and doorknobs before and at the end of each use.
- iv. Copy machines/printers – clean before and after use.

**3. Community-Based Research and Work**

- a. For in-person events, meetings, and other interactions of more than 10 people are not allowed.
- b. If attending an allowable event, employees are expected to take all precautions, such as cloth face coverings, physical distance, and personal hygiene practices.
- c. If feasible, allowable events should be conducted outside.
- d. Remote interactions should be encouraged whenever possible.
- e. Employees are encouraged to communicate any discomfort with their community-based work to their supervisor, to ensure proper safeguards are in place.
- f. Community-based research and work conducted in facilities under the control of an entity other than IU, staff must comply with the stricter policies of that third party and with applicable law in that jurisdiction, in addition to these guidelines.
- g. Exceptions are possible if a funder has specific requirements and approval is granted by the Institute director.

**4. Travel**

- a. Non-essential travel will not be allowed. Travel will be deemed essential only if it is funded by and required by a grant, contract, or service agreement and cannot otherwise be carried out without travel.
- b. Essential local travel will be allowed. Employees must travel individually – carpooling is not allowed.
- c. Essential out of state domestic travel will be allowed. Employees are expected to take all precautions, such as cloth face coverings, physical distance, and personal hygiene practices. Travel must take into account the considerations identified by the CDC for domestic travel.

- d. International travel is not allowed.
- e. Out-of-state personal travel is discouraged. If an IIDC employee does travel out-of-state, they will not be allowed on-site and will be required to work remotely for at least 10 days.

## **ADDITIONAL GUIDANCE, INFORMATION, AND RESOURCES**

- a. IU Coronavirus website: <https://www.iu.edu/covid/index.html>
- b. IU Restart Committee Recommendations Report:  
<https://provost.indiana.edu/statements/covid/covid-committees/index.html>
- c. IU Research Restart Guidelines:  
<https://research.iu.edu/coronavirus/research-restart-guidelines.html>
- d. IU Bloomington Restart Committee Report:  
<https://www.iu.edu/covid/campus-info/restart-report.html>
- e. Indiana State Department of Health Coronavirus website:  
<https://www.coronavirus.in.gov/>
- f. CDC Coronavirus website:  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>