UCI announced yesterday that phase 2 research activities will begin on June 8. Campus is working hard to make this transition as smooth as possible, and information is changing rapidly. Below we provide the latest information on several topics that are pertinent to School research personnel who will be returning to campus during the phase 2 research ramp up. Most administrative staff are not yet returning to work, but they are included in this communication to be informed about research activities in the School.

**Approval.** PIs must have approval to perform research during phase 2, which is limited to 30% on-site activity. If PIs have not already submitted their documents for approval, the appropriate forms can be downloaded and submitted on UCI Review. Submitted plans are reviewed on a rolling basis. Remember that no person can be compelled to return to campus during phase 2.

**Training.** The campus has posted a formal COVID-19 training module. Even if phase 2 plans have been approved, PIs and all personnel under their supervision must take this training before returning to campus. To start the course, log into UCLC at www.uclc.uci.edu. Once on the UCLC home page, click on the orange box titled “Find A Course”, and search by title: “Returning to Campus.”

**Health Monitoring.** Personnel are expected to self-monitor daily. Report incidences of COVID-19 positive tests and symptoms to Human Resources. Please see EH&S’s Research Safety Procedures to Reduce COVID-19 Transmission. The UCI Working Well™ Daily Health Check-In application has been developed as part of the new Working Well™ program. All employees who will be working on-site will receive regular communications from the application. We ask that PIs please send the names and UCInetID(s) of all employees who are or will be working on-site to your department administrators so that these employees can be added to the application. Once you submit your list, employees can expect to begin receiving daily emails within 72 hours.

**Deliveries.** Research buildings will be locked during the day, but we have arranged for the McGaugh Hall loading dock to be the central point for receiving deliveries. It will be open and staffed on Monday through Friday from 8:00 AM to 5:00 PM. The delivery receiving staff will contact labs by phone and/or email when a delivery arrives. Please include the name of the lab with your orders, so the staff can make contact. Because there will be no refrigerated storage, PIs are responsible for checking on delivery of perishables and making sure they are picked up in timely fashion. The School will not accept responsibility for packages that are not retrieved. For large purchases, such as equipment, delivery to specific locations needs to be arranged directly with the vendor.

**PPE.** Masks will be provided to returning lab groups. EH&S and Facilities Management (FM) will distribute 3 cloth face coverings per person based on the number of personnel you listed on your Phase 2 Research Plan. We will do our best to get these distributed in a timely manner. If you are concerned about delays, contact Brian Paredes (brian@uci.edu) with BioSci’s FM. You may also order masks from EH&S, but if you do so, please inform Brian Paredes because masks are in limited supply. Campus is working on the release of a directive regarding masks; expect face coverings to be
required under most conditions on campus. EH&S will acquire gloves centrally for the campus. Demand is high for gloves and they are on order.

**Cleaning and Sanitation.** BioSci’s main labs in BS3, NS I & II, MH, SH, GH, Bonney, Qureshey have received a cleaning start-up package with three items: paper towels, hand sanitizer and spray disinfectant. PIs can reach out to Brian Paredes (brian@uci.edu) to coordinate additional supplies, as appropriate. Beginning Monday, June 8 FM custodial cleaning crews will clean common spaces in research buildings twice per day, including wiping down lab entry door handles. They will go into labs to perform routine cleaning as before and as described [here](#). Additional custodial staff have been hired to manage the increased workload. If PIs do not want custodial staff to enter the lab, they can opt out by placing a sign on the laboratory door. After opting out, the lab will be removed from the schedule. Once removed, be forewarned it may be difficult to add the lab back to the cleaning schedule due to staffing issues. EH&S has drafted procedures for cleaning labs.

Hand washing remains the recommended method for personal hygiene. We have, however, requested additional wall-mounted and free-standing hand sanitizer dispensers for common spaces, such as building entrances, hallways, lobbies and classrooms. Stocks are low, so many of these remain on order, and they will be installed when available.

**Signage.** Campus reopening signage will be posted at building entrances, stairways, elevators, restrooms, and other common spaces starting the week of June 8 and continue until completed. These signs will provide instructions about occupancy and use of these shared spaces. Signs can be downloaded and printed for posting.

**Ventilation.** UCI buildings have aircuity systems that monitor environmental parameters and adjust air supply and exhaust delivery based upon indoor contaminant levels and thermal load. Campus is not intending further modification of building ventilation.