

UNIVERSITY OF ALASKA FAIRBANKS
Incident Management Team

Institute of Arctic Biology (IAB)

Phase B COVID-19 Mitigation Plan

Summary of on-site operations

IAB encompasses seven main organized research programs or centers: General Administration, the Center for Alaska Native Health Research (CANHR), the IDeA Network of Biological Research Excellence (INBRE), the Alaska Cooperative Fish and Wildlife Research Unit (AKFWRU), the Bonanza Creek Long-term Ecological Research (BNZ LTER), the Center for Biomedical Research Excellence/Transformative Research in Metabolism (COBRE/TRiM) and Toolik Field Station (covered elsewhere by a separate mitigation plan). These units and research activities are housed across six buildings on the UAF campus: Irving I, Murie, WRRB, AHRB, the IAB greenhouse, and Irving II (Toolik), and remote sites including the CANHR clinic in Bethel and the Toolik Field Station in the northern foothills of the Brooks Range. Each unit will develop specific COVID-19 mitigation plans following the general guidelines established in this document and limit in-person operations to activities that cannot be successfully accomplished off-site. These specific plans will be reviewed and housed within IAB. IABs COVID-19 mitigation practices will change in response to changes in state mandates and UAF policy.

All on-site and field research projects operating under the Governor's exemption for research will continue to submit separate research plans for review and approval through the online Resumption of Research app on the IAB website. These will be uploaded to the central repository for mitigation plans once they have been approved by the Director of IAB.

Mitigation plans must be shared with all members of a group working under each plan. Leads will ensure plans are read, understood, followed, and signed by all group members and maintain an electronic or hard copy of these signed records.

Supervisors need to complete the [UA Employee COVID-19 Status tool](#) for each employee who will be working on-site. Employees must report if they are experiencing symptoms of COVID-19 or test positive for COVID-19 by filling out the [UAF EHSRM Tracker](#).

Mitigation plan

Social distancing

1. Maintain a distance of at least 6 feet from others and do not work in shared spaces unless a specific mitigation plan has been developed and approved by the IAB Director and occupancy is less than 25% of capacity.
2. Common areas in all IAB spaces will have seating restricted (blocking and removing furniture) to encourage people to maintain at least 6 feet of distance between each other and keep the room capacity below 25%.
3. Elevators present an area of close contact and we will restrict elevator use to one person at a time unless it is being used by household groups. Like in other common spaces, face coverings must be worn in elevators.

Sanitation This includes hand washing, use of hand sanitizer, and frequent cleaning.

1. All IAB personnel and visitors should wash hands with soap and water or use hand sanitizer when entering and leaving a UAF building and wash or sanitize hands frequently throughout the day, but particularly after touching commonly shared surfaces.
2. Each unit or lab will work to maintain hand sanitizer at key locations throughout their work environments. The IAB safety office has a limited supply of hand sanitizer and will try to obtain more from UAF and retail sources.
3. Do not share equipment like phones, desks, keyboards, pens, etc. If equipment must be shared, it must be sanitized between users.
4. Commonly touched surfaces in shared work areas (door handles, printers, etc.) need to be identified and disinfected on a regular schedule determined by your work group. This could be the task of one individual each day. If operating with staged work shifts, these should be disinfected before leaving the area in preparation for the next user.
5. Personal work surfaces should be disinfected regularly, and at least daily.
6. With the assistance of the IAB safety office, each unit or lab will work to maintain a supply of disinfectant and other cleaning supplies.
7. Many IAB offices have shared kitchens and break rooms. Kitchen use will be limited to one person at a time, dishes and utensils may not be shared, disinfectant must be made available for cleaning after each use, cleaning instructions must be posted in each kitchen, and all users must wash hands and clean, dry, and store the dishes they have used. Common touch surfaces in each kitchen must be cleaned with a 1% household bleach solution or other disinfectant after each use. Common touch surfaces include faucets, handles (doors, cabinets, fridge/freezer), microwave controls, and other surfaces. Household bleach appears to be readily available and the safety office will work with each unit to help secure any necessary cleaning supplies.

8. Custodians will wear masks and clean once per day as outlined in the schedules posted here: <https://facilities.alaska.edu/uaf/custodial/diagrams/>. Cleaning is expected to include high traffic touchpoints such as doorknobs, light switches, elevator buttons, etc. Custodians will not clean personal items or spaces.

Traffic management

1. Under phase B there will be very low density in most IAB buildings and offices and we believe there is limited need for traffic management at this time but we may need to institute traffic management plans if we move to phase C, particularly in Murie and AHRB.
 - a. Murie is shared with the Department of Biology and Wildlife (B&W) and is where they hold most in-person classes. We anticipate restricting access to the research wing (north end) of the building to authorized personnel and asking these users to use the north stairway so the south wing can be managed for students and teaching by B&W.
 - b. AHRB is shared among at least 7 different departments and may require limiting entrances to specific departments.
2. In-person meetings will be discouraged but, if deemed necessary, meetings will be made by appointment and follow the general hygiene polices for IAB and specific practices for that unit.

Protective measures

1. Face coverings must be worn in shared spaces including halls, bathrooms, and shared offices. The IAB safety office has a limited number of disposable surgical masks (not approved for medical use) and will try to maintain a supply of masks for those who need them. These can be obtained by calling or emailing the safety office. We would like to install dispensers within IAB spaces.
2. Limit your movements in a building.
3. We recommend keeping your office door closed.
4. If you must briefly work in close proximity, wear face coverings, and follow CDC guidelines to prevent transmission of the coronavirus.
5. IAB will work with the UAF HVAC shop to identify shared spaces where air exchange rates need to be increased to meet standards established by the American Society of Heating, Refrigeration, and Air-Conditioning Engineers (ASHRAE). This may necessitate limiting or modifying use of certain spaces.
6. Water fountains present a risk of infection and will be closed/blocked in all IAB spaces. Water bottle filling stations will remain open.

7. Signage will be placed at entries describing important building policies including the need for face coverings, hand washing, limited movement in a building, and not entering a building if you are sick.

Preventative measures

It is the responsibility of each individual to honestly assess their health for symptoms of COVID-19 each day and not come into work if they feel sick. This assessment should include a temperature check (If you do not have a thermometer, the IAB safety office will work with you to obtain one.). The CDC maintains an updated list of COVID-19 [symptoms](#). As of July 2, 2020, the list of COVID-19 symptoms from the CDC includes:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Gathering information for contact tracing

Work plans include room numbers, approved personnel, and sometimes anticipated work schedules. This will serve as our first reference if contact tracing becomes necessary. We encourage units to maintain a daily log that identifies who was in rooms and when, and notes unique movements or interactions that are substantially different from normal patterns. For example, a meeting or errand that takes a person to another area in UAF. These could be individual logs. Our administrative units are small with limited personnel and we believe most contacts and movements could be easily traced while working under phase B restrictions.

Staggered scheduling Examples: Some people work a morning shift and others an afternoon shift, with no overlap. Split the work week (MTW/ThFSa).

Coordinate with coworkers to avoid working at the same time in the same space. Smaller groups may accomplish this through regular direct communication, but larger offices may need to establish a more formal schedule. For example, the executive officer of IAB is coordinating schedules for the central IAB administrative staff and limiting office use so no office is shared at the same time. *See the protective measures and sanitation sections for additional procedures.*

If we move into phase C, Graduate student office space will be a major concern. Many students are housed in large open-plan offices in Murie. IAB will coordinate with the Department of Biology and Wildlife (and the Chemistry and Biochemistry Department for the first floor) to

develop seating arrangements and staggered work shifts to accommodate students in these spaces as well as smaller student offices in Irving I, AHRB, and WRRB.

Travel plan

NOTE: Travel safety plans must be submitted to the UA Incident Manager and the state. See the [UA travel policy](#) for more information on how to do that.

1. We anticipate no, or limited, out-of-state travel and limited in-state travel for non-research purposes. All travel will follow the approval and protective measures outlined in the [UA's COVID-19 travel policies](#).
2. In-state travel on the road system, marine highway, or to unpopulated areas for research is being reviewed at the institute level for approval by the Director of IAB. Travel details are outlined in the IAB online Resumption of Research app. Each plan includes, among other things, details on the mode of transportation, how social distancing will be maintained during travel such as seating arrangements in vehicles, protective measures like mask wearing and elevated cleaning of common touch surfaces, details of stops for refueling and supplies and protective measures during stops, and emergency evacuation plans if someone becomes sick with symptoms consistent with COVID-19.

Any person arriving to Alaska or returning from a trip outside of Alaska will follow state travel mandates for testing and quarantining outlined in UAs travel policy.

Signatures

Each plan must have signature from the unit leader, their supervisor and the relevant vice chancellor, certifying that they have reviewed the plan in its entirety and that it meets the requirements for mitigating the risk of the transmission of COVID-19 detailed in the [University of Alaska On-site Operations Plan](#).

Unit leader: _____ Date: _____
(printed name)

Signature: _____

Dean/director: _____ Date: _____
(printed name)

Signature: _____

Vice chancellor: _____ Date: _____
(printed name)

Signature: _____

Resources

[University of Alaska COVID-19 website](#)

[UA Employee COVID-19 Status tool](#)

[UAF illness reporting form](#)

[State of Alaska COVID-19 information \(include health mandates and advisories\)](#)

[State of Alaska Workforce Protective Plans](#)

[Coronavirus information from CDC](#)

[CDC interim guidance for critical infrastructure workers](#)

[CDC guidance on cough/sneeze control](#)

[Email EHSRM for help](#)