



## Appendix C: Roles and Responsibilities for Yellow Code

**Director/Chair Leadership Responsibilities (as defined by the College/Center determined Unit)** – Maintaining the safety of all personnel and research workspace is the highest priority. Clearly understand what business activities are back on-line. Track activities of self-identified higher risk employees and students when performing work related and educational activities on campus. Frequently work with your supervisors to understand challenges and help navigate issues. Reinforce the policies and recommendations. Establish standard operating procedures for monitoring and compliance.

**Supervisor/PI Responsibilities** – Maintaining the safety of all personnel and research workspace is the highest priority. Evaluate your group's circumstance, clearly define what needs to be accomplished in your workspace. Review the Specific Space Phenotype Recommendations [1 person / 100ftsq or 10X10 room] and develop a density management plan in order to provide productive deliverables. Any research that can be conducted remotely should be initially completed remotely whenever possible, including administrative support tasks. A transition can progress incrementally. When in doubt, consult with your Chair or Center Director.

**Onsite Individuals** – Evaluate work process and verify if your staff must be on-site to accomplish your goals given the previous outlined criteria. This will minimize the amount of supplies needed for effective IDRC.

**Remote Workplace Individuals** – For individuals working from a remote location, provide the following:

- Review Telecommuting Guidelines and complete the Telecommuting Agreement

### **Blended Workforce**

- Put employees on a rotating schedule to minimize occupancy to approximately 1 individual per 100ft<sup>2</sup>. For example, employees could work remotely 3 days a week and be on site 2 days a week. If a group consisted of 10 individuals, only 5 would be on site at any given time. OR, different employees can work different times of the day/night.

**Individual Responsibilities** - Each individual will be responsible for contributing to effective infection control mitigation. Only individuals who voluntarily self-identify as vulnerable/higher risk will be classified as vulnerable. It is incumbent for everyone to assume that anything and anyone is infectious in Codes Red, Orange and Yellow. If you feel there is a situation not addressed, or you feel you are being asked to do something that does not provide adequate infectious risk control, consult your PI, Department



Chair, or Center Director. If the PI, Department Chair, or Center Director do not appropriately reach an accommodation, then the situation should be addressed with your HR representative for adjudication. PIs, Department Chairs, and Center Directors should utilize the advice of support departments including Environmental Health and Safety to define a proper SOP (Standard Operating Procedures) for dealing with that particular situation.

### **Do's (for individual employees)**

- Before you get to work complete a self-assessment of your health status:
  - Take your temperature to verify below 100.4°F.
  - Verify you feel well, generally.
  - Verify you do not have CDC COVID recognized symptoms of fever, dry cough, shortness of breath/difficulty breathing, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell.
  - Notify your supervisor of your status. If any of the above conditions exist and do not report to work.
- **Employee / Trainee Health:** If you are an employee or trainee (graduate student, postdoc) and have a COVID-19 exposure or begin experiencing potential symptoms (fever, dry cough, shortness of breath), please follow the instructions below.
  - **Employees** – Contact UAH Health Services (256-824-2100) and Supervisor
  - **Graduate Students** – inform your mentor and contact UAH Student Health
  - **Postdocs** – inform your mentor and contact UAH Health Services
- Wear mask at all times when inside buildings or walking around common walk ways and outside common areas where social distancing cannot be maintained. If you walk in groups, then masks should be worn.. On site mask can be removed only if your workstation is in an enclosed office.
- Absolutely no drinking or eating in laboratory areas, unless part of an experimental protocol or study.



- Each unit should have a disinfection plan developed with the understanding of each individual personnel members' responsibilities in the conduct of their research and common areas (see Appendix).
- Utilize "Zoom" meetings vs. conference room meetings [attach system link to Zoom].
  - If you have to meet in person, wipe down all surfaces, chairs, audio/visual equipment after each use, maintain at least 6 feet separation, and fully utilize PPE.
- Consider taking the stairs, if you are able, to get from floor to floor as elevators should only hold 1-2 people to maintain appropriate distancing. If taking stairs, maintain at least 6 feet separation from others in stairway.
- Wash hands frequently.
- Utilize hand sanitizer when available.

### **Don'ts**

- Do not shake hands, elbow or fist bump.
- Do not touch your face.
- Enter someone's office without warning.
- Share masks.
- Drink from the building / hall water-fountain.
- Eat or Drink in labs or common areas.

### **Emotions and Accountability**

- Most individuals will feel awkward interacting with individuals in PPE and practicing infectious risk control measures. In fact, it will probably be anxiety inducing for some.
- Please encourage each other in following these policies.
- If someone is chronically out of line with these policies, please notify your supervisor.