

Biogeoscience Institute COVID-19 Information – Additional Research Use Guidelines

Prior to arrival all research users will review the safety and cleaning procedures through and an online meeting with the Field Research Manager. Following the meeting, each researcher will need to return a signed copy acknowledging the new protocols in place.

Duplex use

The number of researchers allowed into each duplex unit is a maximum of one person. Only the designated person is allowed into the unit. Guests and other researchers are not permitted into the unit.

If research groups are planning to swap in a new research member, a new duplex is required or a 72-hour gap is required to clean the unit. The field station manager must be informed of the swap in advance to ensure the new researcher has been provided the online safety talk and acknowledges the new protocols.

Arrangements will be made to remove and replace the linen using a bin placed outside the unit. The departing resident must ensure all surfaces in the unit has been sanitized prior to departure to ensure the health and safety of BGI cleaning staff. Cleaning procedures are detailed further in this document.

Housekeeping/Cleaning

BGI will ensure the duplex has been sanitized prior to arrival. Once the researcher checks in to the unit, no further cleaning will be provided by BGI staff to reduce contact. BGI will provide linens (bed linen, towel, kitchen towels) however, the users will be responsible for washing their own linens during their stay. Essentials such as toilet paper, paper towels, and garbage bags will be provided.

Once checked in to a duplex, it is the researcher's responsibility to clean the unit. BGI will provide cleaning and disinfectant supplies along with guidance on cleaning. A two-step approach is used for cleaning and disinfecting. To clean, wipe the area with the cleaning solution provided using a disposable paper towel. After cleaning, spray the disinfectant on touch surfaces and allow solution to sit according to the manufacturers label. Wipe away surfaces with disposable paper towels.

Bathrooms: Clean bathroom as required; disinfect touch surfaces (faucets, sink and area, towel handle, light switches) after every use.

Kitchen: Clean kitchen surfaces as required; disinfect touch surfaces (facets, counters, fridge handle, knobs) daily using disposable paper towels.

Vacuuming: If there isn't a vacuum in your unit, email the field research manager to arrange for a vacuum. The staff will leave the vacuum outside the unit and ensure the vacuum handles have been disinfected.

If running low on supplies, please email the field research manager to restock. Supplies will be left outside the unit in a bin. Supplies provided:

- Linens: 2 sheets*, one bath towel*, one face towel*
- Kitchen: Paper Towel, dish soap, garbage bags, dish linens*
- Bathroom: Towel Paper, paper towel, garbage bags
- Cleaning supplies: Cleaning solution spray, disinfectant spray, toilet cleaner.

*Researchers are responsible for laundering own linens

Check-out: Please place all linens in the bag provided, including all of the following linens: sheets, pillowcases, duvet and duvet cover, mattress protector, any blankets used, and all towels. To ensure the safety of our cleaning staff, please disinfect all surface areas (light switches, handles, counters, ect.) before leaving the unit. Keys are to be left in unit. Remove all garbage and recycling from unit.

Maintenance: Email Adrienne Cunnning, Field Research Manager, at amcunnin@ucalgary.ca if there are any maintenance issues with the unit. A pre-arranged time will be made to allow the Facility Operator in the unit when the researcher has left the unit.

Laboratory/Storage Access

All buildings will remain locked during the initial relaunch. If you require access to gear in the North Shop or Science Lab Basement, please coordinate with the field research manager. A sanitization station will be placed in between the glass entrance doors of the Science Building. The library, computer room, classrooms will remain locked. Public washrooms are also closed; please use your designated duplex washroom.

For laboratory access a booking must be requested in advance during business hours: M-F from 8am-4pm. Only one research group will be allowed access the lab at a specified time. Researchers will be required to clean and disinfect the space after using the lab.

Laundry

Disinfectant spray and paper towel will be available in the laundry to spray and wipe all surfaces touch.

Laundry facilities will be available according to the following schedule:

- Monday- Duplex 4a/4b
- Tuesday- Duplex 5a/5b
- Wednesday- Duplex 6a/6b
- Thursday – Duplex 7a/7b
- Friday – Duplex 8a/8b
- Saturday – BGI housekeeper
- Sunday- Interpreter's cabin

Only one person to use laundry facility at a time.

Travel

Each researcher is required to travel in own vehicle and can only share with researcher group member if the vehicle allows for 2m distancing. Carpooling with other research groups is prohibited. Please limit travel to field work and essential travel (food, gas, health) to reduce the risk of Covid-19 spread to other onsite researchers and staff members.

Onsite security

G4S will be stationed out of the library, Science Building, after staff have finished shift. Please knock on the main entranceway door if you require assistance from G4S staff.

Illness and Quarantine Protocol

COVID-19 is an infectious disease. It is a member of the coronavirus family of viruses. Symptoms of COVID-19 are similar to cold and flu, such as:

- cough
- fever
- shortness of breath/difficulty breathing
- runny nose or
- sore throat

In May, AHS increased the symptoms list to further include:

- chills, painful swallowing, stuffy nose, headache, muscle/joint ache, feeling unwell, fatigue, severe exhaustion, nausea, vomiting, diarrhea, unexplained loss of appetite, loss of sense of smell or taste, conjunctivitis (pink eye)

Pre-arrival

Users (ie. researchers) are not permitted onsite if they are experiencing any COVID-19 symptoms listed above. Users are required to bring thermometers and personal masks to be used in indoor common area or when 2m physical distancing is not possible. It is highly recommended users come prepared with cold/flu and nausea medication.

All users are required to have wifi calling available on a device.

Daily Health Checks

Researchers are required to bring individual thermometer to perform daily health assessments.

The daily health check must be sent to field research manager on a daily basis.

* Avoid the use of fever-reducing medicines (e.g., acetaminophen/Tylenol, ibuprofen/Advil) as much as possible. Fever-reducing medicines could hide early symptoms; if these must be taken, speak with your health care provider or 811.

Contact Tracing List

In order to facilitate public health follow-up with symptomatic individuals and those exposed, BGI will maintain a running list of all staff, contractors that have been to the site. We recommend researchers to maintain their own daily contact/destination list to include:

- The full name and contact information (Cell number or email).
- Daily destinations (ie. Grocery store, ect)

Public health officials will rely heavily on this information for their investigation, and it is imperative that the information is accurate and provided immediately upon request.

Reporting Illness

- Anyone who feels ill, and particularly with COVID-19 type symptoms of cough, fever, shortness of breath, runny nose, or sore throat, or any of the other symptoms identified by Alberta Health Services cannot enter the field station.
- If a person becomes ill while at the field station with symptoms that may indicate COVID-19 infection (cough, fever, shortness of breath, runny nose, or sore throat), they will immediately advise the Field Research Manager who will follow the COVID-19 Procedure for Sick Persons established for [Staff](#) and [Students](#).:
 - 1) Isolate the person (provide them with a mask and have them leave the workspace immediately or return to their duplex).
 - 2) Instruct the person to perform hand hygiene and avoid contact with others in the environment.
 - 3) Advise the Field Research Manager of any people who they were in close contact via email
 - 4) Field Research Manager to collect information from sick individual as to what areas of the building they have been in, what they have used and touched, and pass that information to the Housekeeping/Janitorial team for cleaning and disinfecting.
 - 5) If the ill person is a staff member instruct them to gather the belongings and escort them (safely) to return home. If the person is a researcher, asked them to gather their belongings in the duplex and head directly home. Further consideration will be given to researchers who live greater than 1-hr from home based on ability of person to transport with no stops and the illness level of the researcher.
 - 6) Should they need assistance to travel, then that person will continue to isolate until their transportation arrives to ferry them home, ensuring all members of the vehicle have a face mask
 - 7) Clean and disinfect areas and surfaces that the person was in contact with or in proximity to
 - 8) Notify the appropriate area:
 - a. If the person is a staff member, notifying Staff Wellness of persons name, department, work location, actions taken and any potential contacts.
 - b. If the person is a researcher, the field research manager will notify the PI of persons name, work location, actions taken and any potential contacts.
 - 9) Person will remain off the field station until cleared to return by AHS or Staff Wellness.
 - 10) If a positive test occurs, other members of the research group will get tested for COVID-19 and potentially begin quarantine if AHS requires, quarantine not to be conducted at the field station
 - 11) Any researcher group member with a probable case of COVID-19 will be required to stop field research for a minimum of 72 hours to allow contact tracing, and then adhere to recommendations from Alberta Health.

If COVID-19 medical advice is sought, call 811 or Canmore Ridgeview Medical Centre (403) 609-8333.

You may also access the Alberta Health Services self-assessment tool at any time:

<https://myhealth.alberta.ca/journey/covid-19/Pages/COVID-Self-Assessment.aspx>