Roles and Responsibilities for Code Yellow
Updated May 17, 2020

Note – The COVID-19 pandemic presents a complex and dynamic environment. This document provides the best information and guidance to date but is subject to change as conditions warrant.

Chair/Leadership Responsibilities (as defined by the School/College-determined research unit): Principal Investigators are responsible for creating operational plans for the safe resumption of research. These must be approved by either the department chair or division director and the dean. No research may commence without an approved operations plan. An Operational Plan Template is available for use in considering components of the plan.

Leaders should:

- Review and approve the plans and ensure community areas are effectively covered.
- Establish goals and benchmarks for productivity.
- Frequently consult with their faculty to understand challenges and help navigate issues.
- Reinforce the policies and recommendations and monitor the individual research plans.
- Evaluate work processes and verify which staff must be on site to accomplish research goals given the previous outlined criteria. This will minimize the amount of supplies needed for effective code levels.
- Establish standard operating procedures for monitoring and compliance. Follow established disciplinary pathways for habitual non-compliance.

Supervisor/PI Responsibilities: Prepare an Operational Plan to resume research under Code Yellow conditions for review and approval by your chair or division director and dean. You may not proceed to Code Yellow working conditions until this operational plan is approved by unit leadership.

In your plan, include a floor plan marking the distribution of personnel (a sketch is sufficient); please contact your unit administration should you need a detailed floor plan. The personnel density will vary with the floor plan but at a maximum could include two persons per bay. If the social distancing minimums of 6 ft/150-250 ft^2 per person cannot be achieved, consider shift work and show how this will be managed (e.g., shared online calendar) and describe how you will achieve communication with your group to minimize overlap on arrival and departure.

Consider a rotating schedule to minimize occupancy in approximately one individual per 150-250 ft^2 depending on the individual room layout and density of furniture, benches, and equipment. For example, employees could work remotely three days a week and be on site three days a week. For example, if a group consisted of 10 individuals, only 5 would be on site at any given time. Alternatively, schedules could be staggered so that different employees can work different times of the day/night.

Any research that can be conducted remotely should be completed remotely whenever possible, including administrative support tasks. When in doubt, consult with your chair or unit leadership.

Remote Workplace Individuals: For individuals working from a remote location, the following should occur:

- Review the Telecommuting Guidelines and complete the Telecommuting Agreement.
- Contact your IT representative or access the Remote working technology toolkit for appropriate IT solutions.

All Research Personnel Should:

- Complete the COVID-19 Assessment Tool, a symptom and exposure tracker, prior to returning to campus. This is required.
- Pay attention to how you feel. If you have a COVID-19 exposure or begin experiencing potential symptoms, contact the appropriate service. Employees should contact Employee Health, (205) 934-3675. Students should contact Student Health Services, (205) 934-3580.
- Wear a mask when on site. On-site mask can be removed only if your workstation is in a single-occupancy enclosed space. Masks must be worn as you move about campus. Keep your mask close at hand at all times.
- Utilize "Zoom" meetings rather than in-person conference room meetings
  - If you must meet in person, maintain the recommended 6-foot social distancing separation, and wipe down all surfaces, chairs, audio/visual equipment after each use.
- 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 6-foot social distancing. If taking stairs, maintain at least 6 feet of separation from others in stairway.
- Wash hands frequently.

All Employees Should Not:

- Shake hands, touch elbows, or fist bump.
- Touch their face.
- Enter someone's office if you or they do not have proper PPE.
- Walk around campus without your mask.
- Share masks.
- Drink from the building/hall water fountain.

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.

If you feel there is a situation not addressed above, or you feel you are being asked to do something that does not provide adequate infectious risk control, consult your PI and HR representative. Utilize the advice of support departments including Environmental Health and Safety to define a proper SOP for dealing with that particular situation.

If you need special accommodations due to the COVID-19 pandemic or for any other reason contact the AWARE Program at UAB. This program provides disability-management services when an employee's job is affected by physical, mental, or emotional impairment.