



# Restarting Research Activities in Laboratories

## I. Preparation

Ref #	Item	Complete	Notes
COV01	<ul style="list-style-type: none"> <li>• <b>Complete the Research Lab Re-Open Plan and submit to appropriate Research Dean.</b></li> </ul>		
COV02	<ul style="list-style-type: none"> <li>• <b>Ensure lab personnel have read and understand the guidelines for maximizing physical distancing, minimizing time together, and exposure reduction inside and outside of lab.</b></li> <li>• Establish physical distancing, wearing of cloth face covering or surgical loop mask, cleaning, and disinfecting procedures for shared office spaces, meeting rooms, break areas, research laboratories, and shared research spaces.</li> <li>• Identify lab personnel that are essential to ramp up activities. <b>Ensure personnel have completed all required training, including the new ‘Guidance to Reduce COVID-19 Exposure in Research Labs’ in BioRAFT.</b></li> <li>• Establish staggered schedules and use remote collaboration tools when possible.</li> <li>• Establish appropriate spacing for work areas (1 person per 250 square feet).</li> </ul>		
COV03	<ul style="list-style-type: none"> <li>• Establish procedures for:               <ul style="list-style-type: none"> <li>○ Lab personnel showing symptoms of and/or testing positive for COVID-19</li> <li>○ Lab personnel interacting with an individual testing positive for COVID-19</li> </ul> </li> </ul>		
COV04	<ul style="list-style-type: none"> <li>• Establish accommodations, to the greatest extent possible, for personnel at higher risk for severe illness.</li> </ul>		
COV05	<ul style="list-style-type: none"> <li>• <b>Ensure completion of daily health assessment checklists by all lab personnel.</b></li> </ul>		
COV06	<ul style="list-style-type: none"> <li>• Review operation capabilities and schedules for shared facilities, Core facilities (animal, imaging, -omics, etc.), and support departments such as Environmental Health and Safety, Physical Plant, Custodial Services, etc.</li> </ul>		
COV07	<ul style="list-style-type: none"> <li>• Contact vivarium staff to ensure status of research animals.</li> </ul>		
COV08	<ul style="list-style-type: none"> <li>• Ensure required PPE is available in sufficient amounts.</li> <li>• Prepare for supply chain disruptions and shortages, and ensure staff are available to receive shipments.</li> </ul>		
COV09	<ul style="list-style-type: none"> <li>• Review and establish procedures for disinfection of equipment and work surfaces, as well as procedures for preparation of disinfectant solutions.</li> </ul>		

## II. Communication and Safety Procedures

Ref #	Item	Complete	Notes
COV10	<ul style="list-style-type: none"> <li>• Ensure lab door signage is current, especially for Principal Investigator office and after-hours contact information.               <ul style="list-style-type: none"> <li>○ <b>If you have not requested new door signage as of March 2020, utilize this form: <a href="#">All-Hazard Sign Request</a></b></li> </ul> </li> </ul>		
COV11	<ul style="list-style-type: none"> <li>• Ensure all lab personnel are listed as Members in the PI's BioRAFT lab page. Update lab contact information in BioRAFT.</li> </ul>		
COV12	<ul style="list-style-type: none"> <li>• Review Chemical Hygiene Plan, Exposure Control Plan, and any applicable Standard Operating Procedures. Upload these documents to BioRAFT in the Documents tab of your lab page. <a href="#">Click here</a> for help uploading documents.</li> <li>• Ensure chemical inventory is current. <a href="#">Click here</a> for help inputting the inventory into ChemTracker in BioRAFT.</li> </ul>		
COV13	<ul style="list-style-type: none"> <li>• Ensure access to lab spaces is restricted to only authorized personnel at all times.</li> </ul>		

## III. Initial Lab Survey

Ref #	Item	Complete	Notes
COV14	<ul style="list-style-type: none"> <li>• Survey spaces for unsafe conditions, including:               <ul style="list-style-type: none"> <li>○ Chemical, biological, and radioactive material leaks/spills</li> <li>○ Unusual odors</li> <li>○ Signs of forced entry or theft</li> <li>○ Waste that may need immediate attention/removal</li> <li>○ Any peroxide-forming, self-reactive, or other limited lifespan reagent that may need immediate attention or removal</li> <li>○ Mold growth (especially in cold rooms)</li> <li>○ Signs of water damage (like discolored ceiling tiles)</li> </ul> </li> </ul>		
COV15	<ul style="list-style-type: none"> <li>• Quickly flush eyewashes and safety showers (if possible) to remove any residue buildup. Check unit inspection tags. If not tested within the past 30 days, contact Physical Plant Work Control to request testing.</li> </ul>		
COV16	<ul style="list-style-type: none"> <li>• Inspect fire extinguishers (and other fire safety equipment). Verify the needle is in the green portion of the dial.</li> </ul>		

## IV. Lab Equipment

Ref #	Item	Complete	Notes
COV17	<ul style="list-style-type: none"> <li>• Ensure chemical fume hoods and biological safety cabinets are functioning properly. Check certification dates; contact DEHS if past due. Decontaminate surfaces before first use.</li> </ul>		

COV18	<ul style="list-style-type: none"> <li>Ensure refrigerators, freezers, incubators, other essential equipment, and sensitive electrical equipment are functioning properly. Review equipment operation manuals as needed.</li> </ul>		
COV19	<ul style="list-style-type: none"> <li>Ensure any unplugged non-essential electrical devices, particularly heat-generating equipment (hot plates, stir plates, vacuum pumps, ovens) are functioning properly. Review equipment operation manuals as needed.</li> </ul>		
COV20	<ul style="list-style-type: none"> <li>Retrieve glassware and other essential items from shared work areas (autoclave, washrooms, microscopy rooms).</li> </ul>		
COV21	<ul style="list-style-type: none"> <li>Confirm dewars and cryogen containers that were used for sample storage and critical equipment are still filled.</li> </ul>		

## V. Chemical, Biological, and Radioactive Material Storage

Ref #	Item	Complete	Notes
COV22	<ul style="list-style-type: none"> <li>Ensure all gas cylinders are still secure. Check gas levels, and leave caps on cylinders not in use.</li> </ul>		
COV23	<ul style="list-style-type: none"> <li>Ensure containers of chemicals, biohazardous materials, and radioactive materials are properly labeled, closed, and in appropriate storage areas.</li> </ul>		
COV24	<ul style="list-style-type: none"> <li>Confirm inventory of any DEA Controlled Substances and Select Toxins. Document values in logs and ensure they match pre-shutdown values.</li> </ul>		
COV25	<ul style="list-style-type: none"> <li>Ensure biological/infectious materials and toxins are still secure in storage locations.</li> </ul>		
COV26	<ul style="list-style-type: none"> <li>Ensure all radioactive materials and sources are still secure in storage locations.</li> </ul>		

## VI. Hazardous Waste

Ref #	Item	Complete	Notes
COV27	<ul style="list-style-type: none"> <li>Ensure all chemical waste is properly labeled, closed, and segregated. Request removal of waste through <a href="#">DEHS online form</a> if necessary.</li> </ul>		
COV28	<ul style="list-style-type: none"> <li>Ensure all solid biological waste containers (Stericycle boxes) are still secure. Request removal or supplies (boxes, red bags) from Custodial Services.</li> <li>Process any liquid biological waste according to approved decontamination procedures prior to disposal.</li> </ul>		
COV29	<ul style="list-style-type: none"> <li>Ensure all radioactive waste is properly labeled, closed, and secure. Request removal through <a href="#">DEHS online form</a> if necessary.</li> </ul>		