

**Return to On-Site Research Work Plan**

**SUMMARY LIST**

1. Review the Operational Guidelines and Framework and follow its protocols, especially
   * Wear face covering
   * Complete COVID-19 training at <https://bit.ly/WSU-Covid19>.
   * Take Health Self-Assessment daily (find fillable PDF at <https://bit.ly/WSU-Covid19>)
   * Clean and disinfect high touch areas frequently
   * Remove trash to hallway
2. PI Lab Level Pre-Start Checklist for Safety Considerations:

* Assess your lab space for ability to meet physical distancing guidelines.
* Determine how many people can work safely in your lab at a single time while observing appropriate physical distancing. Facilities can assist the PI in designating “safe” areas on the floor. Do not place any floor marking without consulting Facilities. Use painter’s tape for markings.
* Equipment (fume hoods, etc.) can be used by only one person at a time.
* All rig rooms, interview rooms, or other research spaces similar in size to an office, as well as walk in coolers/freezers, storage, specialized microscopes, faraday cages, etc. are restricted to one person.
* Have your department chair representative confirm your space assessment and the number of personnel you are proposing to allow in the space at a single time by responding to the questionnaire.
* For shared laboratory work spaces, you must work with the other faculty and facility representatives to establish definitive guidelines for the space.
* If your lab has more than one person who will be conducting research, create a lab calendar to track who will work at what time.
  + Share this calendar with the appropriate unit representatives.
  + Post occupancy limits on the door, visible to those outside.
  + Post calendar on the door, visible to those outside.
* Provide a log in sheet for each room with a door to the hallway. Request name and contact info, date and time of entry and exit.
* Supply Chain
  + Be sure to have adequate stocks of PPE, chemicals (including soap and disinfectants), and other labware prior to restarting work
  + Plan for limited PPE availability
  + Plan for some reagents having limited availability
  + Plan for some consumables having limited availability

1. Lab Startup Checklist

* Before you arrive: review hygiene guidance, PPE decontamination and reuse guidelines, and work alone guidance.
* First Time You Arrive: observe laboratory for safety considerations and proceed with caution.
* Before You Begin:
  + Evaluate Supplies, e.g., PPE availability and cleaning supplies, and evaluate whether you have sufficient supplies to complete the intended work.
  + Evaluate Support Services, e.g., Compressed gasses, House services (compressed air, house gasses, DI water), glasswash services, Hazardous chemical or biological waste pick-up, Supply deliveries, Other halted services (lab coats, etc.), Regular custodial services
* Animals and other Core/Service Center Facilities
  + Contact Dr. Emily Dudley in LAR for any animal-related questions.
  + Contact the Core Facilities/Service Centers to ensure they are available to support lab needs.
* Chemicals
  + Check if there has been a chemical spill. Contact EH&S for chemical spill clean-up assistance.
  + Inspect hazardous waste storage. Request EH&S hazardous waste pick-up as appropriate.
* Biologicals
  + Turn on BSCs and disinfect surfaces before conducting lab work.
  + Set-up new aspirator collection flasks if needed.
* Radiation
  + Turn on the Geiger counter and conduct a lab radiation survey if needed.
* Equipment
  + Turn on essential equipment in the lab.
  + If cryogen fill is needed, perform it with assistance from another lab member.
  + If CO2 is needed for incubators, contact your building manager/ facility support services for gas orders.
  + Check that equipment restarts and functions appropriately.
  + Use the shutdown checklist as a guide for equipment.
  + Is calibration needed?
  + Do safety devices operate properly? Regularly inspect eyewash and fire extinguishers, and email verification of completion to ([facilities@wright.edu](mailto:facilities@wright.edu)) with name, lab building and room number so facilities can update their records.
* General Building (Performed by building/facility units)
  + If needed, update shutdown signage on the building entrance doors.
  + Check mechanical rooms.
  + Check water distillation units.
  + Check shared equipment and shared facilities (chemical storage/waste areas, gas storage area).
  + Communicate with all delivery personnel any changes to time/location for deliverables.
  + Reactivate biohazardous waste pick-up and lab coat laundering services if they were stopped.

1. Additional resources to support research ramp up can be found in COVID-19 module
   * Lab Housekeeping
   * Research Ramp up checklist
   * Lab space and scheduling
   * Impact of CDC Guidance on School Capacity (K-12) – good reference for variety of layouts
   * Sample\_social\_distancing plan for lab (from Duke)