

Overview

As we plan for the resumption of on-campus research, PIs are required to develop a research resumption plan. Use the template below to lay out your plans to manage operations while prioritizing remote work, physical distancing, staggered work shifts, and other exposure-reducing measures.

Plans should be submitted to the Dean of your College or Department for review and approval before lab work can begin. Please check with your Dean or Department Head for specific details regarding that process. **Frequently check the Risk Management & Safety COVID-19 Laboratory Information website for FAQs and further guidance:** <https://www.uvm.edu/riskmanagement/covid-19-laboratory-information>

Instructions for Submission:

1. Save your completed Plan as: PI Last Name_ResearchResumptionPlan_date”.
2. Submit the Plan to your Dean.

Questions may be submitted to Risk Management and Safety (RM&S) at safety@uvm.edu

Name**Email Address****Laboratory/Research Group Name****Building and Room #s or Full Address****School/College**



Rationale for Returning to Campus: Explain why your on-campus work should be prioritized when UVM begins allowing in-person research. Describe specific work that can/will still be conducted remotely. All personnel must complete UVM's ***Protecting Community Health & Safety COVID-19 training in Blackboard before coming back.*** How will you document training completion? Where will Certificates of Completion be stored? *NOTE lab personnel may not automatically return to work until approval has been granted by your Dean and the VP of Research.*

Screening for Lab Worker Symptoms: PIs are responsible for verifying that workers lack symptoms prior to beginning work **each day**; describe your plan for screening and documenting this process. For example, describe how you will verify daily that each person on-site in your area/activity is free of [COVID-19 symptoms](#). Identify a supervisor or person who will be on-site and/or who will review remotely reported symptom status of all lab personnel AND enforce stay-at-home requirements for persons with symptoms and persons at [increased COVID-19 Risk](#). How will you train all lab personnel about UVM's COVID-19 Tracking Form and when to use it?: www.uvm.edu/emergency/forms/covid-19-employee-tracking-form

Hygiene Procedures:

Confirm whether or not your lab has handwashing facilities. If not, state the closest handwashing facility to be used and the frequency with which you will recommend lab personnel wash hands. If no handwashing facilities are available, submit a FAMIS service request to have Custodial Services install a sanitizing station. Describe specific areas and touch points where you will require lab personnel to regularly clean and at what frequency. Identify the type and source of the cleaning and disinfecting materials you will use. How will you clearly communicate and enforce that cloth face coverings be worn in the lab and in common areas or when walking on campus? Have you checked that all lab personnel have access to clean cloth face coverings or will you be providing them? *Note: Face coverings are not PPE.*



Physical/Social Distancing: Describe your plan to ensure distancing of at least 6 feet (2 meters) between anyone in the lab or participating in research. Please consider lab/bench space, shared equipment, and **Scheduling Staff to Support Physical Distancing:** Describe how you will keep lab personnel 6 ft apart through staffing, scheduling and physically separating in the lab. Will you create shift work or varied schedules to support physical distancing at desks or lab benches? If not needed, simply post N/A in the box below. For assistance completing this section, reference the RM&S *Space Planning and Physical Distancing Guidelines* document at https://www.uvm.edu/sites/default/files/UVM-Risk-Management-and-Safety/LabSpacePlanning_and_DistancingGuideline_5_15_20.pdf.

Cleaning (Your Laboratory): Before completing this section, review the RM&S *COVID-19 Disinfection Guidance for Laboratory and Research Spaces* document at https://www.uvm.edu/sites/default/files/UVM-Risk-Management-and-Safety/Disinfection_Guidance_for_Laboratories_and_Research_Spaces_5.15.20.pdf. Describe your plan for keeping your laboratory facilities clean to reduce the risk of transmission. State clearly what products you will use and at what frequency.



Cleaning (Shared and Common Spaces): Common spaces and equipment – including kitchen/break areas, frequently touched surfaces (e.g. door handles, computer keyboards, etc.) – must be cleaned at the beginning, middle, and end of each work shift/day. Please describe how this will be achieved on your shared floor. Communicate and work with your neighbors and RM&S to determine how to manage these activities. Describe how your dept or lab will assign and/or ensure regular cleaning & disinfecting of any specific shared work spaces. How will you minimize, and enforce rules with regards to, congregating in break areas, lunch areas, and other common areas. Have all users agreed to abide by these rules?

Ramp-down Plan: If required to ramp down to only essential research activities, what would those activities be, and what steps will be taken to restrict activities as soon as possible? Reference the RM&S *Laboratory Shut-Down Checklist* for guidance: https://www.uvm.edu/sites/default/files/UVM-Risk-Management-and-Safety/Laboratory_Shut-Down_Checklist_Mar25_2020.pdf



Laboratory Staff Review: Please have all lab workers review and sign off below that they have reviewed this document.

Name	Signature	Date



Once you are physically back in the lab, use the *Lab Resumption Guidance Checklist* before you begin any work in the lab. See https://www.uvm.edu/sites/default/files/UVM-Risk-Management-and-Safety/UVM_Laboratory_Resumption_Checklist.05.13.2020.pdf