



## Overview

This checklist has been developed by Risk Management and Safety (RM&S) with the guidance and approval of the Office of the Vice President of Research. It can serve to aid in both the development of research resumption plans by Principal Investigators (PIs) for their specific laboratory operations and the approval process by which Deans and Department Heads approve resumption plans. RM&S's Lab Safety Coordinators are available to assist in the development of resumption plans. They will also be available to assist Deans and Department Heads in the approval of research resumption plans.

PIs are in the best position to create and implement research group-specific resumption plans. In turn, Deans and Department Heads are in the best position to review plans for their specific colleges and departments. Both groups are strongly encouraged to employ the assistance of RM&S's Lab Safety Coordinators to assist lab personnel in developing the safest plans possible. That being said, this situation is continuously evolving so, in addition to this checklist, corresponding guidance documents and FAQs will be developed and made available on the UVM Lab Safety website. Please check this website for updates:

<https://www.uvm.edu/riskmanagement/covid-19-laboratory-information>

### Introduce Best Practices to Reduce Transmission of Infection

As we re-enter our lab facilities, we must strive to minimize the spread of infection. The spread can be suppressed by doing the following:

- Minimize in-person interactions of lab workers,
- Minimize the use of shared surfaces and materials,
- Diligently disinfect high-use touch points, surfaces, and equipment (at least 3 times/day), and
- Frequently wash hands.

### SARS-CoV-2 (COVID-19) Safety

<input type="checkbox"/>	All lab workers have completed the required VOSHA/UVM COVID-19 training in BlackBoard before returning to work.
<input type="checkbox"/>	Certificate of completion for the training is filed for each lab worker in their lab safety notebook, or documented in another obvious manner.
<input type="checkbox"/>	The PI has documented that each lab worker has verified they are asymptomatic for COVID-19 symptoms prior to <b>daily</b> work shift.
<input type="checkbox"/>	Hand soap is available at every lab sink and/or alcohol-based hand sanitizer is available in the laboratory.
<input type="checkbox"/>	Responsibilities for cleaning and disinfecting touch zones in common areas, shared laboratory spaces, and personal spaces have been designated. Cleaning and disinfecting is taking place at the beginning of, throughout, and at the conclusion of the work shift or activity.



<input type="checkbox"/>	It has been determined how physical distancing standards (6 feet) will be applied. A written plan has been developed and communicated to maintain this distancing at all times in laboratories, common/shared areas, and office spaces.
<input type="checkbox"/>	A plan has been created for scheduling alternate laboratory shift work, and it has been communicated with lab staff online and/or physically posted in the lab.
<input type="checkbox"/>	Scheduling plans have been created for how shared spaces will be occupied, how shared equipment will be used, how break rooms will be shared, etc.
<input type="checkbox"/>	Face coverings are worn by all lab workers and it has been determined which face coverings are appropriate for lab conditions. See UVM guidance on face coverings; <a href="https://www.uvm.edu/sites/default/files/Physical-Plant-Department/UVM_Guidance_on_Face_Coverings_4.27.2020.pdf">https://www.uvm.edu/sites/default/files/Physical-Plant-Department/UVM_Guidance_on_Face_Coverings_4.27.2020.pdf</a>
<input type="checkbox"/>	Create a lab step-down/shut-down plan in case operations need to be altered again. See UVM laboratory shut-down checklist; <a href="https://www.uvm.edu/sites/default/files/UVM-Risk-Management-and-Safety/Laboratory_Shut-Down_Checklist_Mar25_2020.pdf">https://www.uvm.edu/sites/default/files/UVM-Risk-Management-and-Safety/Laboratory_Shut-Down_Checklist_Mar25_2020.pdf</a>
<b>General Lab Safety</b>	
<input type="checkbox"/>	Complete monthly self-inspection checklist.
<input type="checkbox"/>	Inspect chemical storage for expired or leaking containers.
<input type="checkbox"/>	Inspect/test eyewashes and safety showers and document in the flush log.
<input type="checkbox"/>	Inspect for leaking or out of date waste containers (6 or more months past accumulation date).
<input type="checkbox"/>	Keep lab doors closed to allow proper/maximum air movement from lab ventilation systems.
<input type="checkbox"/>	Review manuals and/or SOPs for safe start-up procedures for lab operations and equipment.
<input type="checkbox"/>	If resumption of laboratory activities require a revision to approved IBC/IACUC protocols, contact either <a href="mailto:Aubrie.Clas@uvm.edu">Aubrie.Clas@uvm.edu</a> or <a href="mailto:Abbey.Dattilio@uvm.edu">Abbey.Dattilio@uvm.edu</a> for assistance.
<input type="checkbox"/>	Add water to cup sinks and floor drains to reduce the risk of odors.



<input type="checkbox"/>	Call, email, or submit a Famis Service Request to let Physical Plant personnel know you are back in the lab. This will ensure services to the lab are not in set-back mode and to alert them of the need for services.
<b>Supplies &amp; Equipment</b>	
<input type="checkbox"/>	Consider what equipment needs to be recalibrated/certified/serviced. *Ensure all non-UVM contractors/vendors are registered with Procurement Services and have completed and signed the Acknowledgement of Compliance Form.
<input type="checkbox"/>	Check in with support facilities such as the Animal Care Facility, Flow Cytometry and Cell Sorting Facility, etc. to get information about scheduling, possible restrictions, and their specific COVID-19-related operational plans.
<input type="checkbox"/>	Determine if supplies, such as PPE and disinfectants, are available. Consider the potential for long lead times when re-ordering and prepare accordingly.
<input type="checkbox"/>	Ensure safety containment equipment such as chemical fume hoods and biosafety cabinets are operating properly before use.
<input type="checkbox"/>	Contact Technical Services Partnership (TSP) to schedule a biosafety cabinet certification if your annual certification is out of date.
<input type="checkbox"/>	Contact your Lab Safety Coordinator and submit FAMIS requests for any chemical fume hood-related issues.
<input type="checkbox"/>	Review start-up procedures for compressed gas cylinder use systems.
<input type="checkbox"/>	Review emergency procedures with all lab members, including where to meet in case of evacuation.
<b>Hazard communication and training</b>	
<input type="checkbox"/>	A plan has been created for communicating the Lab Resumption Plan to all members of the research group.
<input type="checkbox"/>	A sign has been posted at the lab exit reminding lab workers to remove gloves and wash their hands before leaving the laboratory.
<input type="checkbox"/>	Consider posting maximum occupancy sign to communicate whether someone can enter or not based on physical distancing plans maximum occupancy (e.g., do not enter, maximum occupancy achieved).