

Appendix 3:

University Principal Investigator Lab Re-entry List Example

The process

- Personally complete any required EH&S training and consent modules.
- Designate lab COVID-19 safety officer.
- Develop lab staffing and usage plans per guidance below.
- Review plans with lab and revise as necessary based on feedback.
- Submit for review by department and Dean's office.
- Share requirement that all lab members complete required EH&S training prior to reentry.
- Make any local adjustments to plan based on departmental and decanal review.
- Receive plan approval (end of Phase-0).
- Key personnel initiate space and workflow modifications as outlined in plan (Phase-1).
- Await notification on timing of research ramp-up (beginning of Phase-2).

Laboratory layout and configuration

- Review the layout of benches, workstations, and devices within the laboratory.
- Take full advantage of all real estate within the laboratory.
- Designate specific workstations on laboratory benches, with maximum physical separation of at least 6 feet apart and ideally 9 feet or greater, minimizing the need for individuals to pass frequently by one another. In most laboratory spaces, this will limit occupancy to 1 person per bay, although certain laboratory layouts may be permissive for different levels of occupancy. Such instances should be justified in the proposed lab plan and will be reviewed.
- When possible, relocate shared instruments to minimize "embedding" in bays and increase personnel separation.
- Identify and define usage plans and scheduling procedures for common lab spaces such as tissue culture and microscopy rooms.
- Working with your departmental leadership, identify and designate any available common and office space for eating to maintain appropriate social distancing.

Staffing plan

- Determine on-site personnel, factoring in considerations such as:
 - individual career needs and timelines
 - ability to perform work remotely
 - ability to commute to campus safely
 - ability to obtain childcare

- personal health concerns (e.g., underlying health conditions, risk to household members)
 - grant funding regulations
 - coordination with neighboring labs on open floors as needed
 - capacity of core facilities to support projected research
- Establish a shift plan that distributes available laboratory workspaces across personnel.
 - Ability to participate in laboratory research should be granted in accordance with all applicable University policies and regulations, including non-discrimination.
 - Define shift plan and other relevant arrangements for laboratory usage.
- Consider a booking system for the use of common equipment.

Office spaces

- Review desk assignments.
- Define desk usage that allows at least 6 feet, and ideally 9 feet, of distancing.
- Define occupancy limits for shared office spaces.

Administrative support

- Alert administrators to evolving group needs and expectations.
- Consider and/or set up online calendar and work scheduling tools.

Operational Procedures

- Regularly disinfect high touch surfaces (e.g., door handles, washbasin handles, drawer handles, or common equipment such as workstations) *before and after use*.
- Restrict guests to only essential visitors such as contractors and vendors.