**Checklist for Resuming Research Operations**

**Inventories**

* Have each member of your group returning to campus complete Environment Health and Safety training (<https://ehs.unc.edu/>) for complying with COVID-19-related policy.
* Confirm your PPE supply and, for PIs in Chemistry, Biology, and APS, work with your departmental coordinator to order supplies such as hand sanitizer and masks. PIs from all other department should sign up for a pickup time in Chapman Hall following the instructions provided separately.
* Consider purchasing keyboard covers and wrapping computer mice in Ziploc bags to facilitate sanitation.
* Inspect the lab for any damage or lost material:
  + Check that Hoods are functioning properly.
  + Check Isopropyl alcohol and ethanol inventory.
  + Check that gas cylinders are still secured and valves are closed.
  + Inspect hazardous material inventory.
  + Inspect all refrigerators, freezers, and incubators.
  + Inspect electrical equipment.
* Determine the number of face shields and plexiglass barriers you may need between instruments and order from the Physics Machine Shop or BeAM.
  + For plexiglass barriers, contact Philip Thompson in the machine shop ([philip@email.unc.edu](mailto:philip@email.unc.edu))
  + For face shields, contact Kyle Glochick in BeAM ([kyle@beam.unc.edu](mailto:kyle@beam.unc.edu))

**Returning to lab**

* Create laboratory policy using the template below
* Place excess seating in storage to reinforce distancing.
* Check instrumentation/bring back online.
* Check eye wash stations and flush for at least 10 minutes.
* Modify SOPs to include sanitization protocols and post in a visible region on or around the instrument.
* Update websites with relevant information.
* Wipe lab surfaces using ≥70% EtOH or IPA solution.
* Develop a communication strategy for your group members.
* Start a log to track personnel reporting to and leaving work.
* Clearly post the maximum occupancy level for each lab on the outside of each door.
* Pre-arrange any necessary visits from service engineers.
* Schedule Zoom meetings to talk through the new operating procedures before your group begins reopening operations.

**List of relevant contact information and resources**

* University Employee Occupational Health Clinic: 919-966-9119
* UNC Campus Health: 919-966-2281
* Ethics Point Hotline: 866-294-8688
* Guidance regarding masks and Covid-19 research operation training: <https://ehs.unc.edu/>
* Request a disabilities accommodation: [eoc@unc.edu](mailto:eoc@unc.edu)

**[INSERT PI NAME]** Group Resumption of Research Operations

Last updated: May XX, 2020

Submit a plan that details your group’s policies for social distancing, shift work, sanitization, and maintaining a safe working environment to **[INSERT DEPARMENT CONTACT]**.

Group demographics:

|  |  |
| --- | --- |
| # of graduate students |  |
| # of postdocs |  |
| # of research staff |  |
| # of visiting scientists |  |
| # of undergraduate researchers |  |

Detail your plans to maintain social distancing:

* How will you stagger work schedules to maintain ≤50% capacity and how will you log worker attendance? Be sure to stagger arrival/departure times by at least 30 minutes to reduce traffic in common areas.
* How will you protect lab personnel in areas where social distancing guidelines cannot be met, such as between instruments?
* Indicate the maximum occupancy for each room associated with your research program.
* Attach a floorplan with demarcated areas (200 sq. ft.) for guiding social distancing.

Include a plan and schedule for sanitization practices in your lab:

* How often will surfaces be sanitized?
* What is your protocol for sanitizing equipment?
* When will personnel wash and sanitize their hands while in the lab?

What is your policy for wearing masks in the lab?

Please have every member of your group read the plan and pledge, through their signature, their commitment to adhere to COVID-19 safety policies to help keep our community safe and prevent the spread of the coronavirus.

By signing below, I pledge to adhere to the policies in my lab, department, and the University regarding measures to help prevent the spread of COVID-19 to protect myself, my peers and everyone I encounter who is working during this pandemic.

Printed name Signature Date

By signing below, the Principle Investigator agrees to oversee the implementation of the policies set forth in this document and understands that violations of policy will be addressed through one or two warnings that will ultimately result in HR action and suspension of on-site research activity for either one individual or the entire group.

Printed name Signature Date