

Checklist for Resuming Research Operations

Inventories

- Have each member of your group returning to campus complete EHS training (<https://ehs.unc.edu/>) for complying with COVID19-related policy.
- Confirm your PPE supply and work with your departmental coordinator to order supplies such as hand sanitizer and masks (Chemistry, Biology, APS) or sign up for a pickup time in Chapman Hall (Other Departments). See separate instructions.
- Consider purchasing keyboard covers and wrapping computer mouse in Ziploc bag to facilitate sanitation.
- Inspect the lab for any damage or lost material.
 - Hoods are functioning properly.
 - Isopropyl alcohol and ethanol inventory.
 - Gas cylinders are still secured and valves are closed.
 - Hazardous material inventory.
 - Refrigerators, freezers, and incubators.
 - Electrical equipment.
- Determine the number of plexiglass barriers you may need between instruments and face shields and order from the machine shop or BeAM.
 - For plexiglass barriers, contact Philip Thompson in the Physics Machine Shop (philip@email.unc.edu)
 - For face shields, contact Kenny Langley in BeAM (kenny@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 $\geq 70\%$ 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 max 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

[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 DEPARTMENT CONTACT]**.

Group demographics:

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

How many people from your group will be working on-site during Phase 2?

Detail your plans to maintain social distancing:

- How will you stagger work schedules to maintain $\leq 50\%$ 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 lab?

What is your policy for wearing masks in lab?

On the following page please have every member of your group read and pledge, through their signature, their commitment for adhering to Covid-19 safety policies to help keep our community safe and prevent the spread of COVID-19.

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 _____