Steps for Documenting a Lab-Specific Mitigation Plan

Safety | Protecting What Matters Most

After you have begun documenting your lab mitigation plan, **check the box** next to each step in the process you have completed.

	Process Steps	Comments
☐	Describe precautions for all assigned areas	
☐	Describe scheduling changes to help minimize the number of personnel in a specific lab space	
☐	Include protocols for staff feeling ill	
☐	Reinforce existing PPE requirements for working in the space	
☐	Provide guidance for using face coverings and barrier masks • Cloth face and barrier masks are not PPE and may not replace other mitigation measures • Explain that face coverings are worn to minimize the transmission of viruses and other pathogens from asymptomatic individuals • Self-supplied or employer-provided face coverings may be worn • Wear cloth face or barrier masks to and from work and in non-lab areas during work (break rooms, offices, halls)	
☐	Document the appropriate use of and assign maintenance responsibility for hand wash stations	
☐	Establish enhanced cleaning and disinfecting procedures for shared lab equipment and other high-contact surfaces	

Return to Work

	Process Steps	Comments
☐	Get approval to restart research projects	
☐	Confirm access to core and shared facilities and the availability of supplies and PPE	
☐	Have staff review lab-specific COVID-19 mitigation plan, Safety Guidelines for Essential Research Personnel, and state safe workplace guidances	
☐	Review and update any lab protocols impacted by the disruption; inform staff of any changes	
☐	Review staff safety training for completion	

Scheduling (Post-Approval)

	Process Steps	Comments
☐	Determine available return dates based on medical clearances or other requirements	
☐	Stagger return dates, especially for self-identified high-risk individuals or individuals living with high-risk persons	
☐	Stagger start times, days, and breaks to maintain social distancing requirements	
☐	Request building access for on-site staff	
☐	Reach consensus with other Principal Investigator groups about mitigation measures, open labs, multiple users, and shared spaces and equipment	

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Return to Work: Day 1

	Process Steps	Comments
☐	Review the Mitigation Plan on site	
☐	Display all mitigation-related signage	
☐	Designate the management of company-provided barrier masks	
☐	Assess the inventory of required PPE, disinfectants, and other supplies	
☐	Check the integrity of containers, disinfectants, safety controls, and equipment	
☐	Coordinate with other labs to create a schedule for use of shared equipment and lab spaces	
☐	Limit on-site staff to managers, investigators, and other key personnel	

Laboratory Self-Inspection: Equipment

	Process Steps	Comments
☐	Fume Hoods (Chemical) • Verify that the annual certification for any hoods is current • Confirm flows are at 80 to 100 CFM o Check the instrument monitor o If no monitor is available, lower the sash to 18 inches and confirm that air is being drawn info the hood using a lab tissue placed at the edge of the sash o Contact Facilities Management or request service if a hood is not working properly or requires annual certification • Do not use malfunctioning or uninspected chemical fume hoods	
☐	Biological Safety Cabinets (BSC) • Verify that the BSC is inspected and fully operational o Check the BSC gauges to confirm air flow o Let the BSC operate for 3 to 5 minutes to “purge” particulates • Contact the certification vendor for repairs or re-certification	
☐	Review operators’ manuals for special start-up instructions for lab equipment that has been idle	
☐	Check all eyewashes and drench hose units for proper function and request any necessary repairs	
☐	Verify unobstructed access to safety showers	
☐	Equip plumbed sinks and other handwashing areas with soap and paper towels	
☐	Verify that emergency door signage is posted with accurate contact information	

Chemical Safety

	Process Steps	Comments
☐	Visually inspect all chemical containers, storage areas, and chemical waste containers	
☐	Check the expiration date for any peroxide forming chemicals (diethyl ether, tetrahydrofuran) and arrange for any outdated chemicals to be removed	
☐	• Check fittings and valves for leaks and verify that the correct regulator is installed before using any compressed gases • Request repairs or assistance for the cylinder vendor	
☐	Validate the DEA Controlled Substances inventory	

Laboratory Security

	Process Steps	Comments
☐	Only personnel approved by the Principal Investigator or Laboratory Director should have access to the laboratory	
☐	Do not allow non-essential visitors in the laboratory	

Workplace Safeguards

	Process Steps	Comments
☐	Monitor lab-specific mitigation plan	
☐	Enforce any distancing requirements, including bench space arrangements, and establish alternating work schedules	
☐	Enforce the appropriate use of cloth face coverings, barrier masks, and other PPE • Create a chart or visual reference for choosing and wearing face coverings and PPE • Do not modify the PPE type or style assigned for specific functions	
☐	Observe good hygiene practices: wash hands frequently with soap and water for 20 seconds, avoiding touching your face, and follow cough/sneezing etiquette	
☐	In consultation with other labs, establish an enhanced disinfection protocol for shared spaces and equipment; consider adding physical barriers to keyboard and other difficult-to-clean surfaces	
☐	Reiterate established protocols for restricting high-risk procedures while working alone; exceptions include the use of hazardous chemicals, compressed gases, lasers, high voltage equipment, pressurized equipment, and cryogens	