Pre-Resumption Checklist for Principal Investigators (PI) or Lab Supervisors (ver. 6/29/2020)

	ITEM	N/A	Notes
☐	**Ramp Up Authorization**: Obtain authorization from your Dean and/or Department Chair prior to return to campus. For core facilities, machine shops and fabrication lines, obtain authorization from corresponding dean(s) who have purview over them. Core facilities under the purview of RED and the incubator facilities in MRB, obtain approval from VCRED. This information will be shared with EH&S, Facilities Services, and UCPD.		
☐	**Training:** ● Verify that all lab personnel are current with EH&S Training Requirements. If not current, complete/refresh all required training modules prior to returning to campus. Access training courses via ucrlearning.ucr.edu. Ensure all lab personnel complete **COVID-19 Prevention** training via UCR Learning prior to returning to work.		
☐	**Self-Monitoring:** Conduct daily self-monitoring for any COVID-19 symptoms (temperature exceeds 100.4°F when measured with a household thermometer, shortness of breath, difficulty breathing, cough, sore throat, new loss of taste or smell, chills). Stay home if you are not feeling well. Refer to UCR Guidance on Self-Monitoring for UCR Personnel -Non-healthcare *Coming Soon*: A self-monitoring application will be available for you to complete each day before you come to campus. This will be required for anyone coming on campus.		
☐	**Face Covering:** Verify staff members have a face covering available prior to coming to work. Submit a request to obtain face coverings (two per person) while supplies last. Do not allow any lab visitors who are not wearing face coverings to enter the lab. Consider locking the lab door to prevent accidental outside access.		
	Disinfectants: Select a disinfectant that is EPA-certified (https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19). Refer to *Disinfection SOP for Research Labs during Coronavirus Pandemic.*		
☐	**Planning:** Complete the Work Site-Specific COVID-19 Prevention Plan.		

☐	**Planning:** Assess your space for the ability to meet social distancing guidelines as outlined in the UCR Return to Work Guidance.		
☐	**Planning:** Determine how many people can work safely in your areas at a single time while observing appropriate social distancing. ● Each individual working in the lab must at all times have at least 6' clearance on all sides from others, if possible. ● Personnel must wear face coverings while conducting activities. ● No more than one person should occupy a small space/room at any time. ● Designated separate workstations so spaces are not shared. ● Implement a remote buddy system for persons working alone or while maintaining social distancing ● Consider placing colored painters' tape on the floor around the work spaces indicating boundaries between workers.		
☐	**Assessment:** For shared work spaces, work with the other units, supervisors and facility representatives to establish appropriate guidelines for the space.		
☐	**Work Schedules:** Limit the number of researchers in a space by rotating or staggering work and lunch schedules in order to allow space for social distancing. Use shifts of half group at a time. Create a shared calendar to track who will work at what time. ● It is highly recommended that you have a system to annotate check in/check out so that people do not unintentionally overlap in time if the space cannot allow it. ● Suggestions: Google calendar, Google Drive, etc. For public safety and security, limit activities on campus from 5am – 7pm.		
☐	● Share calendar with the appropriate department representatives. ● Post occupancy limits on the door, visible to those outside. ● Post calendar on the door, visible to those outside		
☐	**Shared Facilities:** ● Post hourly schedule on the procedure rooms and shared equipment (i.e., Fume hoods, biosafety cabinets, etc.) or utilize a shared calendar or other multi-user scheduling system. ● Establish procedures for disinfection of all touchable surfaces, including disinfecting equipment before and after each use. Place a spray bottle with disinfectant and wipes near the equipment. ● Make sure that contact information is available for equipment stewards or facility managers who may not be onsite during all shifts.		

☐	**Lab Hazard Assessment:** Verify your Laboratory Hazard Assessment Tool (LHAT) is current and certified. Review and update hazards and roster in https://ehs.ucop.edu/. If adding new lab personnel, ensure Lab Site Specific Training is provided and documented.		
☐	**Standard Operating Procedures:** Verify standard operating procedures are updated, reviewed, signed and available.		
☐	**Use Authorizations:** Confirm all authorizations (i.e., Biological Use Authorization, IRB, Animal Use Protocol, Conflict of interest disclosures, Radiation Use Authorization, etc.) are current and accurate. Submit/Update use authorization with respective committees under the purview of RED and/or EH&S.		
☐	**Support Services:** Assess what support services and deliveries (such as compressed gases, reagents, dry ice) you may require when your research is restarted and determine whether those services are operational and will be available when you need them.		
☐	**Establish Entry procedures and post them:** Example: 1) Enter the lab 2) wash hands with soap for at least 20 seconds 3) put on eye protection 4) put on lab coat 5) put on gloves 6) walk-through all of your areas and complete a visual inspection looking for any evidence of problems: broken chemical containers, old waste, leaks, failed equipment, spills, etc.		
☐	**Establish Exit Procedures and post them:** Example: 1) remove gloves 2) remove lab coat 3) wash hands with soap for at least 20 seconds 4)remove eye protection 5) exit by touching the door handle with elbow or hip/side, use a wipe, etc. (i.e., not with hands)		
☐	**Social Distancing Training:** Train your staff on the social distancing measures and tools as indicated in the UCR Work Site-Specific COVID-19 Prevention Plan you have implemented to ensure their understanding.		

First Time You Arrive in Lab - Checklist

Facility			
☐	**Wear appropriate PPE:** Follow established entry procedures and wear appropriate PPE as prescribed by LHAT.		
☐	**Walk-through of lab:** Check for leaks, alarms, or unusual physical conditions in the lab that need to be addressed.		
☐	**Personal Protective Equipment:** ● Assess stock of PPE (i.e. lab coats, safety eyewear) and ensure you have enough supplies to perform the work you intend to do. Contact EH&S at ehslaboratory@ucr.edu to inquire about additional PPE supplies. For any excess PPE, consider recycling by contacting EH&S at ehslaboratory@ucr.edu. ● Set up an area for PPE storage so that lab coats are on individual hooks/hangers to minimize the potential for cross-contamination. ● Ensure lab coats and safety eyewear are not shared. Shared PPE (i.e. chemical face shields, chemical splash apron) should be cleaned and disinfected between each use. Wear nitrile gloves when using communal gloves (i.e. Cryogenic gloves). ● For lab personnel who have not previously received PPE, follow the Step-to-get-your-PPE to obtain lab coats and safety eyewear as prescribed in the PI's lab. ● Establish frequency for lab coat laundering. To launder lab coats, submit a Lab Coat Laundering Request via Campus Business Services.		
☐	**Emergency Contact Information:** Verify that the contact information on your Door Placard is accurate. You can update lab contacts at https://econtact.ucr.edu/		
☐	**Pests:** Look for signs of pest activity, including rodent droppings on floors, desks, and in cabinets, gnawed foods, and shredded papers; cockroaches and ants; pantry moths, fruit flies, wasps. Pest concerns, contact Facilities Services 951-827-4214.		
	Sinks: Turn on faucet to flush sink drains with water to mitigate sewer gas smells that are often confused with natural gas leaks.		
☐	**Dry Traps/Floor Drains:** Pour water down dry traps/floor drains to mitigate sewer gas smells that are often confused with natural gas leaks.		

☐	**Mold/Moisture:** Look for evidence of water intrusion, staining, mold growth, and report to Facilities Services 951-827-4214.		
☐	**Indoor Air Quality (IAQ):** IAQ can be resolved when HVAC systems are restored, or windows are opened. Additional IAQ contributors include dried-out p-traps in floor drains and sink drains. Pour water into drains to fill the p-trap. If efforts do not resolve the IAQ, report to EH&S.		
Equipment/Materials			
☐	**Self-supplied areas:** Confirm there is adequate supply of soap and paper towels for hand washing and that adequate supply of disinfectant will be available for cleaning shared equipment and work areas.		
☐	**Fume Hoods**: • Verify chemical fume hoods has been tested within the last year and that visual indicators show proper hood function. If fume hoods need to be recertified, contact ehsih@ucr.edu. • Establish a shared calendar or other multiuser scheduling system, and a disinfection plan before/after each use.		
☐	**Biosafety Cabinets (BSCs)**: • Verify biosafety cabinets are operating as normal. Check that all biosafety cabinets have been certified within the last year. Contact Technical Safety Service (TSS) at (562) 694-3626 for recertification. • Turn on BSCs and disinfect surface before conducting lab work. • Set up new aspirator collection flasks, if needed. Replace any filters older than one- year. • Establish a shared calendar or other multiuser scheduling system, and a disinfection plan before/after each use.		
	Autoclaves: • Run and validate that autoclave is working properly. • Establish a shared calendar or other multiuser scheduling system, and a disinfection plan before/after each use.		
Research Materials			
☐	**Research Materials:** Carefully inspect all chemicals and biological materials for signs of degradation or contamination before use. **Chemicals:** • Be careful when opening chemical storage cabinets and refrigerators for the first time. Vapors may be accumulated or containers may be shifted.		

	• Check for expired chemicals and disposed expired items by requesting a Hazardous Waste pick up (https://ehs.ucop.edu/waste/#/)		
☐	**Chemical Inventory:** • Ensure compressed gases are also included in your inventory. • Verify that all chemicals have been updated in the Chemical Inventory database (https://ehs.ucop.edu/chemicals/) to ensure accuracy and no loss of materials (chemicals, radioactive material stock, toxins, controlled substances, regulated etc.). **Report any missing inventory to UCPD at 951-827-5222.**		
☐	**Radiation:** Check Geiger counter to ensure that the meter runs. Turn on Geiger counter and conduct a lab radiation survey, if needed.		
Hazardous Waste			
☐	**Storage areas:** Inspect hazardous waste storage for spills or unsafe conditions.		
☐	**Hazardous Waste:** Collect and properly label all hazardous chemical waste in satellite accumulation areas (SAAs). Segregate incompatible chemicals by means of a physical barrier (e.g., plastic secondary bins or trays). Request EH&S hazardous waste pick up for any containers that are ~80% full or at 180 days accumulation.		
☐	**Biohazardous Waste**: Collect all solid biological waste in appropriate containers. If your lab does not have a routine biowaste pick up, request removal, request removal.		
☐	**Radioactive Waste:** Collect radioactive material into the appropriate waste containers and submit a WASTe request for Radioactive Waste Pick Up from EHS.		
Animals			
☐	**Supplies**: Verify you have enough supplies to care and maintain the daily check-ins for the animals under your laboratory's purview.		
☐	Identify and document those in your laboratory that will be responsible for the daily care of animals under your labs purview (the documentation should include back-ups). NOTE: If possible, it should be one person at a time performing these functions. If more than one person is required, it's essential that they practice social distancing and keep at least six feet between each other.		
☐	**Training**: Verify all your lab personnel that will be providing animal husbandry services received training on basic animal husbandry (e.g., how to set up a rodent cage with food, water, and bedding, and how to check animal health).		

☐	**Emergency Plan:** Develop an emergency plan in the event those that are identified (including the PI) to care for the animals, under your laboratory's purview, become ill and unable to leave home.		
☐	Do you anticipate that activities currently being done by your laboratory with daily animal care and maintenance will require assistance of the Vivarium staff? If so, please email that request to the Campus Veterinarian Akiko Sato (Akiko.sato@ucr.edu) and Dierk Biggs (Dierk.biggs@ucr.edu). (Note: The Campus Vivarium may not be able to fulfill such request.)		
☐	**Any field or off-campus research (under RED oversight or otherwise):** Develop and implement social distancing protocols of at least 6 feet, carrying a thermometer in the first-aid kit, having staff/vehicle capability to isolate individuals or transport to medical care; and maintain robust communication to receive updates and get assistance if needed.		

Please contact EH&S at 951-827-5528 or ehslaboratory@ucr.edu with questions about how to safely resume research operations in your laboratory.