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| Completed by: |  |  Building: |  |
| Date: |  |  Labs (room #): |  |

**COVID-19 Mitigation Plan**

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| **Task** | **Notes** |
| * Document a lab-specific COVID-19 Mitigation Plan
* Describe social distancing measures for all assigned areas.
* Describe any scheduling alterations to ensure staggered arrival and minimize the number of personnel in space.
* Include protocol for staff to follow in the event they feel ill while in lab.
* Emphasize that lab personnel should continue to follow previously established lab-specific requirements for PPE while in the lab.
* Provide guidance for appropriate use of cloth face coverings and barrier masks.
	+ Highlight that cloth face coverings and barrier masks are not PPE and do not negate the need to practice social distancing and other mitigation measures.
	+ Explain that face coverings are worn as a courtesy to mitigate asymptomatic individuals from unknowingly transmitting the virus.
	+ Inform staff that face coverings may be self-supplied or University-provided.
	+ Emphasize that cloth face coverings or barrier masks should be worn to and from work and in areas outside the lab while at work (*e.g.,* break rooms, offices, halls).
	+ Should require the use of face coverings for research personnel while in the lab if determined safe by a lab-specific risk assessment and, with the understanding that face coverings are not a substitute for, and should not be worn in conjunction with, any required PPE.
* Document when to use hand wash station and who is required to maintain.
* Establish enhanced cleaning and disinfecting procedures for high contact surfaces in the lab and all shared equipment.
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**Preparing to Return to Campus**

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| **Task**  | **Notes** |
| * Things to consider before returning to campus:
* Obtain approval to restart research.
* Plan to restart your research slowly as there may be limited access to core and shared facilities, and disruptions in the availability of supplies and PPE.
* Have staff review lab-specific COVID-19 mitigation plan, Safety Guidelines for Essential Research Personnel, and PA safe workplace guidance available at <https://www.emergency.pitt.edu/covid-19>*.*
* Review and update lab-specific protocols impacted by COVID-19 Mitigation Plan. Inform staff of changes.
* Assure safety training of staff is up to date.
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**Post-Approval Scheduling**

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| **Task**  | **Notes** |
| * Following approval to resume research you should
* Coordinate with staff to determine available return date based on any medical clearances due to COVID-19, or 14 days after COVID-19 illness in their household.
* Consider bringing back staff in a staggered fashion; having self-identified higher risk individuals or individuals living with higher risk persons returning last.
* Stagger start times, days worked and breaks to maintain social distancing requirements.
* Request building access for all relevant lab staff.
* Reach consensus with other PI groups on COVID-19 mitigation measures for open labs with multiple users, shared spaces and equipment
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**Returning to the Laboratory – Day 1**

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| **Task**  | **Notes** |
| * On the first day back to the lab you should
* Limit those on-site to manager, investigator and key personnel.
* Review COVID-19 Mitigation Plan on-site.
* Designate a person to manage the controlled distribution of University-provided barrier masks.
* Assess supply inventory (especially required PPE) and ensure a sufficient supply of disinfectants for enhanced disinfection protocol.
* Assure integrity of containers, disinfectants, safety controls, and equipment.
* Coordinate with other labs to create a sign-up sheet and/or online shared calendar schedule for staggered use of shared equipment and spaces (*e.g*., culture rooms, *etc*.).
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**Lab Security**

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| **Task** | **Notes** |
| * Principle Investigator or Laboratory Director should ensure relevant personnel have permitted access to laboratory.
* If laboratory features ID-card access, Pitt ISD should be contacted for any access issues (412-624-5008).
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| * Visitors should not be permitted in the laboratory, unless necessary to maintain approved functions.
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**Laboratory Self-Inspection - Equipment**

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| **Task** | **Notes** |
| * If there is a chemical fume hood (CFH) in the laboratory, verify it is current for annual certification and operating between 80-100 CFM (digital display panel on the CFH monitor or flow sensing device).
* If the monitor is not available, lower the sash to 18 inches and place a Kimwipe against the edge of the sash and verify that the Kimwipe is drawn inward verifying that air is being drawn into the CFH.
* If the CFH is not operating correctly, contact Facilities Management (412-624-9500).
* If the CFH needs annual certification, contact EH&S
* Do NOT use CFH if it needs recertified or if it is non-functioning.
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| * If there is a biological safety cabinet (BSC) in the laboratory, verify it is operating correctly:
* Check the airflow gauges on the outside of the BSC to confirm air flow.
* Allow BSC to operate for 3 to 5 minutes to “purge” particulates
* Contact certification vendor to address operational concerns or delinquent certification (contact information is on the BSC certification sticker).
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| * Review manuals for laboratory equipment for start-up instructions. Follow the manufacturer recommended steps to start-up equipment that has been idle.
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| * Conduct an operational check of each eyewash/drench hose unit(s). If the eyewash/drench hose is not operating correctly, contact Facilities Management (412-624-9500).
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| * Verify unobstructed access to the nearest safety shower.
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| * Ensure that hand washing facilities (with plumbed sink, soap and paper towels) are available in the laboratory.
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| * Verify that emergency door signage remains posted and has accurate contact information.
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**Chemical Safety**

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| **Task** | **Notes** |
| * Visually inspect all chemical containers and associated chemical storage areas.
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| * If any peroxide forming chemicals (ex. diethyl ether, tetrahydrofuran) are in the laboratory, check the expiration date. Contact Pitt EH&S (412-624-9505) to coordinate the removal of any outdated or expired peroxides forming chemicals.
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| * Visually inspect all chemical waste containers.
* Consult [www.ehs.pitt.edu](http://www.ehs.pitt.edu) for information on future waste collections.
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| * Ensure that all compressed gas cylinders are properly secured.
* Prior to compressed gas use, verify that the correct gas cylinder regulator is installed, and check all fittings and valves for leaks.
* Contact gas cylinder vendor for issues with the gas cylinders/gas system.
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| * Validate accuracy of DEA Controlled Substances inventory.
* Consult [www.ehs.pitt.edu](http://www.ehs.pitt.edu) for information on future reverse distributor collections for expired/unwanted controlled substances.
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**Workplace Safeguards for COVID-19**

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| **Task** | **Notes** |
| * Monitor lab-specific mitigation plan
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| * Ensure that personnel are maintaining a minimum of six feet between themselves and co-workers. Establish staggering/alternating work schedules, and/or using alternating benches.
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| * Ensure appropriate cloth face coverings, barrier masks, and PPE requirements are followed.
* Consider creating a chart for choosing and donning appropriate face covering or PPE.
* Do not alter the required PPE for any essential laboratory activities without EH&S approval.
* Do not modify the type or model of PPE determined by your original risk assessment or EH&S guidance without consulting EH&S.
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| * Ensure that good hygiene practices are observed including washing hands frequently with soap and water for 20 seconds, avoiding touching your face, and cough/sneezing etiquette.
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| * Consult with other labs to establish an enhanced disinfection protocol for shared spaces and equipment between users.
	+ Consider the addition of physical barriers on difficult to clean surfaces (*e.g.,* keyboard covers).
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| * Reiterate established protocols for performing high risk procedures that should not be conducted while working alone.
	+ If working alone is deemed necessary, restrict use of hazardous chemicals, compressed gases, lasers, high voltage equipment, pressurized equipment and cryogens. Information on working alone is available, [www.ehs.pitt.edu](http://www.ehs.pitt.edu).
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