

GW Checklist for Restarting Research Activities

This general checklist is meant to help researchers to restart laboratory operations in an efficient, streamlined manner.

<p>Review safety procedures.</p> <ul style="list-style-type: none"> • Review/update any lab specific protocols • Review/update the Chemical Hygiene Plan, Radiation Safety Manual, Biosafety Manual, and any other Standard Operating Procedures. 	
<p>Survey the laboratory for any unsafe conditions such as:</p> <ul style="list-style-type: none"> • Chemical leaks, spills, or releases • Biological leaks, spills, or releases • Water sources (e.g. circulating water baths, aspirators, etc.) leaks • Supplies, equipment, glassware, and other items left out during the hibernation • Manage any expired, outdated, peroxide-forming, self-reactive, or other reagents with a limited lifespan appropriately • Secure, correctly label, and/or request a pickup of hazardous wastes • Manage any biological wastes appropriately 	
<p>Research personnel</p> <ul style="list-style-type: none"> • Establish staggered schedules (AM vs PM, every other day, every other desk, etc.) • Establish social distancing, wearing of face masks, cleaning, and disinfecting policy and procedures in shared cubicle spaces, labs, and field locations • Slow start approach: Assign minimal staff to make media, set up cultures, etc. before beginning full research 	
<p>Check shared research & core facilities for any use restrictions.</p> <ul style="list-style-type: none"> • Delays due to start-up procedures • Check for restricted schedules to accommodate social distancing 	
<p>Prepare for supply chain disruptions and limited availability</p> <ul style="list-style-type: none"> • Recognize that order placement may be slower as the volume of requests increases • Plan for limited sales of high demand items • Plan for limited PPE availability (including N95s, face shields, and gloves) • Plan for some reagents having limited availability • Plan for some consumables having limited availability • Determine what reagents need to be made or reordered 	
<p>Experiments</p> <ul style="list-style-type: none"> • Decide what the first planned experiments will be • Consider the required duration of the research • Will animals be needed? • Can a staggered start be implemented while media is made, cell lines are started, etc.? • Can the research be easily halted if required? 	

<ul style="list-style-type: none"> • Can the research be performed with limited staff or rotating teams? 	
<p>Review equipment operation safety.</p> <ul style="list-style-type: none"> • Review equipment manuals for safe startup instructions. • Review equipment state and safety release any stored-up energy sources. • Consider what equipment needs to be recalibrated or recertified 	
<p>Ensure any unplugged non-essential electrical devices particularly heat-generating equipment such as hot plates, stir plates, vacuum pumps, or ovens are functioning properly</p>	
<p>Ensure biological safety cabinets are functioning properly.</p> <ul style="list-style-type: none"> • If the biosafety cabinets are on schedule, confirm everyone in the lab understands the schedule 	
<p>Ensure chemical fume hoods are functioning properly.</p> <ul style="list-style-type: none"> • If the fume hoods are on a schedule, confirm that everyone in the lab understands the schedule 	
<p>Ensure that all refrigerators, freezers, and incubators are functioning properly.</p>	
<p>Check infectious material and toxins that were put away for storage are still secure.</p>	
<p>Confirm that storage of perishable items that used alternate cooling methods (e.g. liquid nitrogen, dry ice, etc.), vulnerable items that were put in storage units that have power backup systems, or items that were stored in duplicate locations are still secured and safe.</p>	
<p>Check containers of chemicals, biohazardous, radioactive materials, and hazardous waste are still properly labeled, closed, and secured in appropriate storage areas</p>	
<p>Confirm glassware on the bench tops or stored in cabinets are still secured.</p>	
<p>Confirm dewars and cryogen containers that were used for sample storage and critical equipment are still filled.</p>	
<p>Check all gas cylinders to ensure that they are still secured and valves closed. Ensure regulators are still not attached and caps are still in place on cylinders. Ensure natural gas lines in the laboratory are still closed.</p>	
<p>If necessary, restore any backed up secure data and turn on non-essential/non-critical computers and equipment.</p>	
<p>Contact the Office of Animal Research (OAR) to ensure animals used in your research have been cared for and are safe.</p>	
<p>Ensure safety of participants involved in clinical research:</p> <ul style="list-style-type: none"> • Evaluate the protocol to ensure it is safe for the participants to continue in the study. • Evaluate the study to determine if alternate data collection methods can be performed to limit in person visits. • Ensure the clinical research space aligns with CDC COVID-19 guidelines. • Utilize the appropriate PPE in accordance with the participant's health condition and implement any necessary environmental controls to ensure participant and researcher safety. • Document any necessary changes related to the study and submit it to the appropriate parties. • Develop a COVID-19 screening tool to be completed prior to the participant's visit 	