**COVID-19 Lab Safety Protocol Worksheet**

**Phase 1 Lab Reopening**

**Purpose:** All research group Principal Investigators must complete a COVID-19 laboratory safety protocol in consultation with all lab members and submit to EHS (ehs@dartmouth.edu, cc to all lab members), prior to returning to campus and starting research operations. Researchers can use this worksheet as a guide for planning personnel safety when in the laboratory.

Remember these key requirements:

* Individuals who can work from home must continue to do so.
* Only one person per research group (PI) may be on campus at a time, and only during building research opening hours.
* Access to shared spaces is possible only in compliance with an EHS approved plan.
* All individuals must complete the online health screen (TSA) before beginning work. PIs must monitor compliance.
* Work surfaces and shared equipment must be disinfected according to EHS guidelines at the beginning and end of each shift.
* All individuals must practice outstanding hygiene consistent with public health guidelines.
* Do not access areas not required for work.

If you are not planning to have any personnel in your laboratory during phase 1, please send EHS (ehs@dartmouth.edu) a short confirmatory email.

1. Name of individual who is the designated COVID-19/phase 1 contact person

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1. List all laboratory members who will access the lab (*additional members can be listed at the end of this form*)

NOTE: all members must be cc’ed on the submission email to EHS.

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1. List building and all rooms (numbers) that will be accessed

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1. Are you in a core facility, shared space (open lab area), individual lab space?

[ ]  Individual Lab Space [ ]  Shared Space (open lab area) [ ]  Core Facility

1. Building manager’s name

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1. List any equipment that will require special startup procedures

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1. Describe how equipment, doors and spaces will be disinfected before and after use. (See EHS cleaning guide [here](https://www.dartmouth.edu/ehs/docs/phase1cleaninganddisinfectingcahver2.pdf). See list of approved EPA disinfectants [here](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2))

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1. Describe how working remotely will be strongly encouraged and facilitated

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1. Identify what lab calendar system (e.g., Google; Thayer Lab Scheduler) will be used and how lab members will communicate departures and arrivals to ensure that only one person is allowed to be in the lab at a time. If using a custom solution, describe how individual work will be scheduled to avoid multiple people in the lab at the same time. (e.g. staggered start/stop times, half days, one individual per day, working from home, minimum hours necessary, etc.) and how these work schedules will be shared with lab personnel.

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1. If your lab members require access to any areas where more than one person may be present (e. g. open lab spaces, core facilities, shared spaces, shared equipment areas, etc.), please list those areas here. Access to shared areas requires an EHS approved plan. Please check with core facilities before accessing and follow all scheduling and access requirements.

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1. If you plan to ask individuals working in the lab to use personal protective equipment (masks, gloves, etc.) in ways not specified within the EHS guidelines (found [here](https://www.dartmouth.edu/ehs/essential-info/hazard_ppe1.html)), please describe here.

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1. How will your lab members measure temperature for the health screening assessment (select all that apply)

[ ]  Home [ ]  53 Commons Station [ ]  HOP Station [ ]  DHMC entrance

[ ]  Dick’s House [ ]  Other (detail below)

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Additional Information

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