**COVID-19 Lab Safety Protocol Worksheet**

**Phase 2 Lab Reopening**

**Purpose:** To permit research laboratories to increase activity while minimizing the risk of transmission of SARS-CoV-2.

**Overall Requirements:** Two essential criteria must be met before a laboratory can schedule research occupancy exceeding the limits mandated under phase 1:

1) The department must receive EHS approval for a departmental safety protocol. This protocol should identify spaces that are used by more than one research groups (*e.g.*, equipment alcoves, equipment in individual labs that is used by multiple groups, freezer farms) and high-touch surfaces within those spaces. For shared spaces, the department should specify how access will be controlled or scheduled to avoid having individuals working together with <6 feet of separation. This includes adjacent groups in open-concept lab spaces. For high-touch surfaces, the plan should describe how they will be disinfected every two hours during research activity. Departmental plans should also summarize how key institutional expectations will be implemented with respect to safety (*e.g.*, face coverings, physical distancing, presence on campus only if absolutely necessary). These plans are necessary given the increased occupancy anticipated in phase 2 and the associated risks of SARS-CoV-2 transmission.

2) In addition, each research group Principal Investigator must have completed an updated phase 1 or a new phase 2 COVID-19 laboratory safety protocol in consultation with all lab members. The updated/new protocol must be submitted to the department\*, and the department\* must forward to Caitlyn Hauke at EHS ([Caitlyn.A.Hauke@dartmouth.edu](mailto:Caitlyn.A.Hauke@dartmouth.edu)). Note: \*D-H employed faculty should use this worksheet and send to their Department Chair, cc: to [Leigh.A.Burgess@hitchcock.org](mailto:leigh.a.burgess@hitchcock.org), Office of Research Operations. Advance EHS approval is required only for departmental plans, not for individual lab plans. However, EHS may require changes in lab plans following review. If a PI has previously submitted a protocol for Phase 1, that protocol should be updated in consultation with all lab members to address the following points:

1. to describe scheduling requirements to maintain physical separation during multi-person occupancy (*box 9*);
2. to describe how they will ensure mandatory disinfection of high-touch surfaces every two hours when more than one person is in the lab (*box 7*);
3. to reflect Dartmouth’s new face-covering policy;
4. to reference department requirements for accessing shared space or equipment and high-traffic areas; and
5. to describe any personnel changes (*e.g.*, new lab members, departing lab members, new COVID-19 contact individuals; health-screening monitor [PI and/or designee]) (*box 1*).

If a PI has not had individuals working during phase 1 and thus has not previously submitted a protocol, they must develop a protocol that addresses the above points as well as the items outlined below. The updated/completed protocol must be submitted to your department chair (Arts & Sciences and Geisel faculty), Senior Associate Dean (Thayer), or D-H Office of Research Operations (D-H employees). In each case, the submission email should be sent cc to all lab members. 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.
* Individuals may only be on campus during building research opening hours.
* New: High-touch surfaces in the lab must be disinfected every 2 hours if more than one person is present (see box 7).
* New: Lab occupancy must be scheduled so that physical distancing can be maintained (see box 9).
* 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. New: list names of monitor(s) in box 1.
* 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 (*e.g.*, social alcoves, kitchens, break rooms) unless permitted by specific signage.

If you are not planning to have any personnel in your laboratory during phase 2, please send EHS ([Caitlyn.A.Hauke@dartmouth.edu](mailto:Caitlyn.A.Hauke@dartmouth.edu)) a short confirmatory email.

1. Name(s) of individual(s) who will receive COVID-19 research updates during phase 2 (COVID-19 contact people).

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**NEW FOR PHASE 2:** Please also list the name(s) of individual(s) who are responsible for monitoring health-screening compliance for the group.

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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)).

**NEW FOR PHASE 2: INCLUDE CLEANING OF HIGH-TOUCH SURFACES**

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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.

**NEW FOR PHASE 2: SCHEDULES MUST ENSURE PHYSICAL DISTANCE WITH >1 PERSON/LAB.**

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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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Additional Information

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