**Checklist for Resuming Research Operations**

**Inventories**

* Have each member of your group returning to campus complete Environment Health and Safety training (<https://ehs.unc.edu/>) for complying with COVID-19-related policy.
* Confirm your PPE supply and, for PIs in Chemistry, Biology, and APS, work with your departmental coordinator to order supplies such as hand sanitizer and masks. PIs from all other department should sign up for a pickup time in Chapman Hall following the instructions provided separately.
* Consider purchasing keyboard covers and wrapping computer mice in Ziploc bags to facilitate sanitation.
* Inspect the lab for any damage or lost material:
	+ Check that Hoods are functioning properly.
	+ Check Isopropyl alcohol and ethanol inventory.
	+ Check that gas cylinders are still secured and valves are closed.
	+ Inspect hazardous material inventory.
	+ Inspect all refrigerators, freezers, and incubators.
	+ Inspect electrical equipment.
* Determine the number of face shields and plexiglass barriers you may need between instruments and order from the Physics Machine Shop or BeAM.
	+ For plexiglass barriers, contact Philip Thompson in the machine shop (philip@email.unc.edu)
	+ For face shields, contact Kyle Glochick in BeAM (kyle@beam.unc.edu)

**Returning to lab**

* Create laboratory policy using the template below
* Place excess seating in storage to reinforce distancing.
* Check instrumentation/bring back online.
* Check eye wash stations and flush for at least 10 minutes.
* Modify SOPs to include sanitization protocols and post in a visible region on or around the instrument.
* Update websites with relevant information.
* Wipe lab surfaces using ≥70% EtOH or IPA solution.
* Develop a communication strategy for your group members.
* Start a log to track personnel reporting to and leaving work.
* Clearly post the maximum occupancy level for each lab on the outside of each door.
* Pre-arrange any necessary visits from service engineers.
* Schedule Zoom meetings to talk through the new operating procedures before your group begins reopening operations.

**List of relevant contact information and resources**

* University Employee Occupational Health Clinic: 919-966-9119
* UNC Campus Health: 919-966-2281
* Ethics Point Hotline: 866-294-8688
* Guidance regarding masks and Covid-19 research operation training: <https://ehs.unc.edu/>
* Request a disabilities accommodation: eoc@unc.edu

**Department of Psychology & Neuroscience**

Please indicate whether this is a:

\_\_x\_\_\_ New submission of Group Resumption of Lab Operations plan

\_\_\_\_\_ Modification (personnel only change to Group Demographics and Signatures)

\_\_\_\_\_ Modification (other: please describe)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Margaret Sheridan & Adam Miller**

**Group Resumption of Research Operations**

**Last updated: \_\_07\_\_/\_20\_\_/\_\_20\_\_ (mo/day/yr)**

Submit a plan that details your group’s policies for social distancing, shift work, sanitization, and maintaining a safe working environment to **Department Committee for HS Reopening at** **reopeningplanspn@gmail.com** **for review & approval**.

Group demographics:

|  |  |
| --- | --- |
| # of graduate students | 0 |
| # of postdocs | 1 |
| # of research staff | 4 |
| # of visiting scientists | 0 |
| # of undergraduate researchers | 0 |

Detail your plans to maintain social distancing:

Detail your plans to maintain social distancing:

* ***First and foremost*, please stay at home. If you stay at home you will reduce the risk of infection for yourself, your colleagues, and the public. Your primary job should be trying to find ways of staying at home.**
* ***Second,* if you come into the lab stay for as short a time as possible. It’s not a great idea to (for instance) work in the lab just because it’s a more pleasant environment. Just sitting in the lab can transfer virus to others in the building and vice versa. The lab should only be used because other forms of communication/work are impossible.**
* ***Third,* if you come in to do work you must follow the guidelines below. If you’re coming in for a very short visit – to pick something up – keep it to shorter than 15 min & you don’t need to schedule it on the calendar. You do need to follow all the cleaning guidelines for surfaces. Otherwise no deviations from the provided guidelines should be necessary and if observed will result in some kind of disciplinary action potentially including you being removed from the lab.**
* ***Remember in this you are protecting others, people with weak immune systems, someone’s grandmother, someone’s father*. Don’t be selfish just because the regulations are annoying.**
* How will you stagger work schedules to maintain ≤50% capacity and how will you log worker attendance? Be sure to stagger arrival/departure times by at least 30 minutes to reduce traffic in common areas.
* **This protocol will cover Howell 015. There are currently about 8 spots for individuals to sit or work in this space, we will only occupy 2 spots in this space at any time. There are rare situations where 3 people might be in there (e.g., getting a child participant comfortable with the process of being in the study) these interactions should be limited to 15 minutes**.
* **Everyone who can do their work in lab in less than 2 hours should do that, staying in lab for less time will reduce exposure, so plan to be inside the building for as little time as possible.**

**We will reduce the ‘world’ of people exposed to each other:**

* **All lab workers in the EEG lab will indicate if they prefer to work within one of two time windows: 6am-2pm or 2pm to 10pm, with strict instructions not to straddle time windows. This preference can bet switched each semester (summer, fall, spring) and will be logged in an EEG lab google sheet which can be reviewed by the department COVID committee (see Howell015\_labuse\_plan).**
* **Only individuals affiliated with the lab will be allowed in these spaces (no guests).**

**We will reduce actual number of interactions & track use:**

* **We have created online calendars for each room. To work in the room, individuals will have to book time indicating their name, email, and phone number. They will have to leave 30 min between bookings**
* **Room entrance and exit will be logged by scanning the QR code on the door before and after entering whichever room you’re entering or leaving.**
* **If individuals are observed to violate these agreements they will be released from their lab duties.**

**In addition - the University reopening general guideline will be followed closely. In particular, the following items.**

* **Keep at least 6” distance from each other at all time.**
* **Wear a mask on campus at all times.**
* **Perform a daily wellness check – all lab members should do the wellness check here:** [**https://uncwellness.com/covid-19-updates/online-wellness-check/**](https://uncwellness.com/covid-19-updates/online-wellness-check/)

**Take your temperature before you go to work. Do not come to work if you have symptoms as outlined by the CDC (**[**https://www.cdc.gov/coronavirus/2019-ncov/symptoms- testing/symptoms.html**](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-%20testing/symptoms.html)**)**

* ***Fever***
* ***Cough***
* ***Shortness of breath or difficulty breathing Chills***
* ***Repeated shaking with chills Muscle pain***
* ***Headache***
* ***Sore throat***
* ***New loss of taste or smell***
	+ **If you come to work and start showing any possible symptoms of illness, leave the lab and inform your healthcare provider, UNC Occupational Health and Safety at 919-966-9119 (https://ehs.unc.edu/ueohc/), and PI/supervisor.**
	+ **If you have been referred for testing, or awaiting results, you must also alert your PI and stay off campus.**
	+ **If you have come into contact with anyone who is SARS-CoV2/COVID-19 positive you must stay home for 14 days to monitor symptoms per CDC guidance.**
* How will you protect lab personnel in areas where social distancing guidelines cannot be met, such as between instruments?

**Situations where social distancing guidelines cannot be met would include trainings on the application of EEG, actual application of EEG caps, and EEG data recording.**

* + **In these cases the person having the sensors applied to them will be wearing a mask, the person applying the sensors will be wearing a face shield, mask, gown, and gloves.**
	+ **Minimum time possible will be spent inside doing these activities. Time spent not socially distanced will be limited by (a) holding trainings & applying caps outside when possible, (b) reducing research protocols to the minimum possible time required, (c) doing everything else (questionnaires, testing, etc.) outside of the building or online.**
	+ **The HVAC system WILL BE TURNED ON – check to make sure that the switch is to on (should be labeled).**
	+ **HEPPA filter will be available & should be turned on when participants are being run**
	+ **Disposable towels should be used for subjects during EEG**
* Indicate the maximum occupancy for each room associated with your research program.
	+ **Howell 015 – 2 people**.
* Attach a floorplan with demarcated areas (200 sq. ft.) for guiding social distancing.
	+ **Please find attached in the powerpoint presentation**

Include a plan and schedule for sanitization practices in your lab:

* How often will surfaces be sanitized?
	+ **Upon arrival and departure and at 4 hour intervals for occupancy longer than that interval, even if the person is alone.**
	+ **Directly before/after subject interactions if a subject is being run.**
	+ **Dispose of mask, gloves, and lab coat following running a subject**
	+ **Clean face shield with ethanol solution**
* What is your protocol for sanitizing equipment?
	+ **On entry into the lab, use hand sanitizer**
	+ **Before commencing & after finishing work use 70% isopropyl solution or other approved disinfectant (Lysol, dilute bleach, Virkon S), spray to wipe down (for surfaces you touched):**
		- **All high touch surfaces (doorknobs, keybox, desktops, etc.)**
		- **Plastic covers on keyboards & mouses**
		- **File cabinets**
		- **Books, testing materials**
	+ **Use ethanol spray & paper towels to wipe down ‘flat’ surfaces**
		- **Tables**
		- **Chair arm rests**
	+ **EEG caps should be sanitized using usual procedures, wires & connectors/EEG equipment should be wiped down using clorox wipes.**
	+ **Clean face shield before/after use**
* When will personnel wash and sanitize their hands while in the lab?
	+ **On entry into the lab, wash hands with soap and water using the sink to the right of the door.**
	+ **Before/After a training or subject interaction where interactions are closer than 6 ft apart**
		- ***For example: on entry into the lab for set up, after bringing a participant into the lab (participants should also wash their hands/use hand sanitizer), before capping a participant, after finishing capping a participant, after taking participant back out of the lab, after cleaning/sanitizing lab*.**
	+ **Before/After touching equipment which someone else is also touching if you are working in the same space.**
	+ **On leaving the lab**

What is your policy for wearing masks in the lab?

* **Coming into the building lab members may wear their own mask from at home. When they enter the lab they should take a mask which will be located in a box at the doorway of each room. These disposable masks should be used for 3 days. There will be a marker & a stack of brown paper bags, at the end of each day you should put your mask in the brown paper bag & write your name on it. Once it has been used 3 times, throw away the mask & get a new one. Personal masks (e.g., cloth masks from home) should be worn out of the building on the way home. Perform hand hygiene before and after using any mask or face covering. Never touch the outside of the mask- always assume the outside-facing side is dirty.**
* **Masks must be worn the entire time you are inside a building, even if you are in the room on your own. Particles can travel within the building via airducts, breathing for a long period of time in your own office could infect someone down the hall.**

**\*\*Please have every member of your group read the plan and pledge, through their signature, their commitment to adhere to COVID-19 safety policies to help keep our community safe and prevent the spread of the coronavirus\*\***

**By signing and providing the relevant dates below, I pledge that I have competed the required EHS “Protecting the Carolina Community” and participated in the Department’s lab reopening training (July 20,2020) or watched the recording in its entirety.**

**In addition, I pledge to adhere to the policies in my lab, department, and the University regarding measures to help prevent the spread of COVID-19 to protect myself, my peers and everyone I encounter who is working during this pandemic.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Signature** | **Date Signed** | **Date Department Training** | **Date EHS Training** |
| 1. Amanda Mitchell |  |  |  |  |
| 2. Kinjal Patel |  |  |  |  |
| 3. Summer Motton |  |  |  |  |
| 4. Dominique Martinez |  |  |  |  |
| 5. Meredith Gruhn |  |  |  |  |

**By signing below, the Principal Investigator further agrees to oversee the implementation of the policies set forth in this document and understands that violations of policy will be addressed through one or two warnings that will ultimately result in HR action and suspension of on-site research activity for either one individual or the entire group.**

 **Printed name Signature Date**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Signature** | **Date Signed** | **Date Department Training** | **Date EHS Training** |
| 1. Margaret Sheridan |  |  |  |  |
| 2. Joe Hopfinger |  |  |  |  |

**\*\*Please retain a copy of your lab reopening plan for your records\*\***

**\*\* If you add any lab personnel to the plan, please update the Group Demographics and Signature page to reflect the revised membership, and resubmit the form to the committee\*\***