

**University of Dayton**  
**Laboratory, Studio and Workshop Continuity Planning During COVID-19**  
**July 7, 2020**

This checklist is intended to aid principal investigators, managers and coordinators of research and teaching laboratories, studios, workshops and technical areas for continuing operation under COVID-19 requirements. Please contact EHS with any questions.

**Items to Consider**

**General Considerations, Operations and Resource Planning**

- Provide all necessary University, departmental and space specific COVID-19 policies.
- Plan for potential supply chain delays and limited availability of supplies. Recognize that order placement and delivery may be slower for certain items. Order supplies ahead of time based on staff and project needs.
- Plan for limited Personal Protective Equipment availability (including N95's respirators, face shields and gloves).
- Prepare operations (experiments, testing, activities, etc.), especially long-running operations, for the possibility that a reinfection/second wave of the virus may come.
- Determine which tasks are considered high safety risks and should be prohibited from being performed or postponed when staffing is minimal.
- Understand that activities requiring close or direct contact between individuals, human participants or human subjects will require additional protocols and permissions.
- Keep in mind that activities that require travel, field studies, collaboration with other entities or classwork that takes place outside of campus buildings will require additional protocols and permissions.
- Think about how to secure and monitor long term projects, experiments or running of equipment, especially when incorporating a smaller staff or rotating schedules.
- Keep in mind that any restart needs to be reversible. Develop contingency plans, identify essential equipment and processes and develop procedures for maintaining these items in the event of another shut down.

**Personnel Planning**

- Determine how to ensure personnel are completing the required daily health screenings and are fit to work.
- Determine at risk members and have a plan for them to work safely.
- Have makeup plans in place if an individual is unable to attend class due to being an at risk individual or if the individual has symptoms or has been around someone who has symptoms.
- Know the steps to take if an individual becomes symptomatic or shows symptoms.
- Consider maintaining an entry/exit log or developing a way for tracking members for future contact-tracing, should it be necessary.
- Plan for the potential for temporary shut-downs or adjustments in operations if employees test positive for COVID-19. Define tasks if staffing is reduced due to illness.
- Ensure personnel contact lists can be remotely accessed by everyone. Include cell phone numbers.
- Think about how to handle visiting scholars, researchers and artists.
- Consider emergency procedures for members who may be working alone or with few other individuals around. Avoid running unattended processes if possible.

**Physical or Social Distancing**

- Consider which tasks or activities (for instance, design work, data analysis or calculations) can be performed remotely.
- Incorporate temporal distancing techniques to minimize personnel in an area by:
  - Using schedules or rotating members. Consider creating teams or shifts that do not overlap in space and time.
  - Staggering project start dates.
  - Scheduling times or shifts for using space and/or equipment.
- Develop spatial distancing strategies to maintain space between occupants by:
  - Determining occupancy limits to allow for physical distancing.
  - Mapping out space used by personnel to maintain distancing requirements.
  - Determining "pinch points" or areas where bottlenecking may occur.
  - Rearranging work stations and/or equipment to ensure physical distancing can be achieved. Physically remove chairs and/or furniture to limit spaces. Remember to not block access to safety equipment.
  - Using stickers and other means to indicate physical distancing requirements.
- Install barriers as needed if physical distancing is not possible.
- Develop rules for common rooms and use of shared equipment.

**Personal Hygiene and Disinfecting**

- A face coverings must be worn at all times unless the activity requires other more protective PPE or if the work being performed does not allow a coverign to be incorporated safely based on a hazard.
- Implement regular handwashing procedures and set expectations of washing hands before and after entering the space.
- Create instructions for enhanced cleaning and disinfection of bench tops, work stations, commonly touched surfaces and equipment.
  - Reduce clutter so that desk areas, benches and other work areas can be properly disinfected.
  - Wear gloves when using cleaners and disinfectants and follow manufacturers instructions.
  - Use 70% ethanol solutions, bleach solutions or EPA-registered cleaning products to disinfect surfaces.
  - Disinfect touchable surfaces of all shared equipment before and after each use. Keep disinfectant bottles and/or wipes near the equipment.
  - Routinely disinfect high-touch surfaces.
- Make sure to disinfect all personal PPE following use and have procedures for disinfecting PPE that may be shared between individuals.
- Assign individual responsibilities for cleaning and determine what spaces and items should be performed by students (i.e. self-cleaning) and by faculty and staff.
- Determine cleaning frequencies for surfaces and shared equipment.
- Develop checklists to document cleaning as needed.

**Communicating and Posting**

- Communicate enhanced cleaning practices for equipment and surfaces.
- Communicate physical distancing requirements.
- Post schedules on rooms and shared equipment or utilize a shared calendar or other multiuser scheduling system.
- Label or place a sign near equipment with a reminder that the equipment must be disinfected before and after each use. Post specific procedures for sensitive equipment.
- Communicate hazards to others who will be present for experiments or processes that are in progress and which should not be disturbed.
- Post physical distancing and hygiene signage in visible areas.