

## University of Pittsburgh AHSSBL Laboratory\* Startup Checklist

\*Do NOT use for Theatre or Studio Arts. See separate [AHSSBL Studio Startup Checklist](#)

Completed by: \_\_\_\_\_ Building: \_\_\_\_\_  
Date: \_\_\_\_\_ Labs (room #): \_\_\_\_\_

### COVID-19 Mitigation Plan

Task	Notes
<ul style="list-style-type: none"> <li><input type="checkbox"/> Document a lab-specific COVID-19 Mitigation Plan</li> <li><input type="checkbox"/> Describe social distancing measures for all assigned areas. Guidance on social distancing and reduced occupancy in laboratories is available at <a href="https://www.ehs.pitt.edu/sites/default/files/docs/LaboratoryOccupancyGuidelines.pdf">https://www.ehs.pitt.edu/sites/default/files/docs/LaboratoryOccupancyGuidelines.pdf</a> <ul style="list-style-type: none"> <li><input type="checkbox"/> Describe any scheduling alterations to ensure staggered arrival and minimize the number of personnel in space.</li> <li><input type="checkbox"/> Include protocol for research personnel and staff to follow in the event they feel ill while in lab.</li> <li><input type="checkbox"/> Emphasize that research personnel and staff should continue to follow previously established or <a href="#">COVID-19 specific requirements for PPE for specific scenarios</a>.</li> <li><input type="checkbox"/> Provide guidance for appropriate use of cloth face coverings and barrier masks.               <ul style="list-style-type: none"> <li>▪ Highlight that cloth face coverings and barrier masks are not PPE and do not negate the need to practice social distancing and other mitigation measures.</li> <li>▪ Explain that face coverings are worn as a courtesy to mitigate asymptomatic individuals from unknowingly transmitting the virus.</li> <li>▪ Inform research personnel and staff that face coverings may be self-supplied or University-provided.</li> <li>▪ Emphasize that cloth face coverings or barrier masks should be worn to and from work and in areas outside the lab while at work (<i>e.g.</i>, break rooms, offices, halls).</li> <li>▪ Should require the use of face coverings for research personnel while in the lab if determined safe by a lab-specific risk assessment and, with the understanding that face coverings are not a substitute for, and should not be worn in conjunction with, any required PPE.</li> </ul> </li> <li><input type="checkbox"/> Document when to use hand wash station and who is required to maintain.</li> <li><input type="checkbox"/> Establish appropriate enhanced cleaning and disinfecting procedures for high contact surfaces in the lab and all shared equipment. Information on choosing an appropriate disinfectant is available at <a href="https://www.ehs.pitt.edu/sites/default/files/docs/Disinfectant-InfoAndRecommendations.pdf">https://www.ehs.pitt.edu/sites/default/files/docs/Disinfectant-InfoAndRecommendations.pdf</a>.</li> </ul> </li> </ul>	

### Preparing to Return to Campus

Task	Notes
<ul style="list-style-type: none"> <li><input type="checkbox"/> Things to consider before returning to campus:       <ul style="list-style-type: none"> <li><input type="checkbox"/> Obtain approval to restart research.</li> <li><input type="checkbox"/> Plan to restart your research slowly as there may be limited access to core and shared facilities, and disruptions in the availability of supplies and PPE.</li> <li><input type="checkbox"/> Have research personnel review lab-specific COVID-19 mitigation plan, Safety Guidelines for Essential Research Personnel, and PA safe workplace guidance available at <a href="https://www.coronavirus.pitt.edu">https://www.coronavirus.pitt.edu</a>.</li> <li><input type="checkbox"/> Review and update lab-specific protocols impacted by COVID-19 Mitigation Plan. Inform research personnel and staff of changes.</li> <li><input type="checkbox"/> Assure safety training of research personnel and staff is up to date.</li> </ul> </li> </ul>	

## Post-Approval Scheduling

Task	Notes
<input type="checkbox"/> Following approval to resume research you should <ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinate with research personnel and staff to determine available return date based on any medical clearances due to COVID-19, or 14 days after COVID-19 illness in their household.</li> <li><input type="checkbox"/> Consider bringing back research personnel and staff in a staggered fashion; having self-identified higher risk individuals or individuals living with higher risk persons returning last.</li> <li><input type="checkbox"/> Stagger start times, days worked and breaks to maintain social distancing requirements.</li> <li><input type="checkbox"/> Request building access for all relevant lab research personnel and staff.</li> <li><input type="checkbox"/> Reach consensus with other PI groups on COVID-19 mitigation measures for open labs with multiple users, shared spaces and equipment</li> </ul>	

## Returning to the Laboratory – Day 1

Task	Notes
<input type="checkbox"/> On the first day back to the lab you should <ul style="list-style-type: none"> <li><input type="checkbox"/> Limit those on-site to core research personnel.</li> <li><input type="checkbox"/> Review COVID-19 Mitigation Plan on-site.</li> <li><input type="checkbox"/> Ensure that all appropriate COVID-19 related signage has been posted as needed.</li> <li><input type="checkbox"/> Designate a person to manage the controlled distribution of University-provided barrier masks.</li> <li><input type="checkbox"/> Assess supply inventory (especially required PPE) and ensure a sufficient supply of disinfectants for enhanced disinfection protocol. Information regarding of PPE &amp; supplies to support COVID-19 mitigation is available at: <a href="https://cfo.pitt.edu/pexpress/PPECOVID19Supplies.php">https://cfo.pitt.edu/pexpress/PPECOVID19Supplies.php</a>.</li> <li><input type="checkbox"/> Assure integrity of containers, disinfectants, safety controls, and equipment.</li> <li><input type="checkbox"/> Coordinate with other areas in the department/unit to create a sign-up sheet and/or online shared calendar schedule for staggered use of shared equipment and spaces (<i>e.g.</i>, eyetrackers, sound booths, <i>etc.</i>).</li> </ul>	

## Lab Security

Task	Notes
<input type="checkbox"/> Principle Investigator or Laboratory Director should ensure relevant personnel have permitted access to laboratory. <ul style="list-style-type: none"> <li><input type="checkbox"/> If laboratory features ID-card access, Pitt ISD should be contacted for any access issues (412-624-5008).</li> </ul>	
<input type="checkbox"/> Visitors should not be permitted in the laboratory, unless necessary to maintain approved functions and should have a COVID-19 mitigation plan submitted to the University before visiting campus.	

## Laboratory Self-Inspection - Equipment

Task	Notes
<input type="checkbox"/> Review manuals for laboratory equipment for start-up instructions. Follow the manufacturer recommended steps to start-up equipment that has been idle.	
<input type="checkbox"/> Ensure that hand washing facilities (with plumbed sink, soap and paper towels) are available in or near the laboratory.	
<input type="checkbox"/> Verify that emergency door signage remains posted and has accurate contact information.	

## Chemical Safety

Task	Notes
<input type="checkbox"/> Visually inspect all chemical containers and associated chemical storage areas.	
<input type="checkbox"/> If any peroxide forming chemicals (ex. diethyl ether, tetrahydrofuran) are in the laboratory, check the expiration date. Contact Pitt EH&S (412-624-9505) to coordinate the removal of any outdated or expired peroxides forming chemicals.	
<input type="checkbox"/> Visually inspect all chemical waste containers. <ul style="list-style-type: none"> <li><input type="checkbox"/> Consult <a href="http://www.ehs.pitt.edu">www.ehs.pitt.edu</a> for information on future waste collections.</li> </ul>	
<input type="checkbox"/> Ensure that all compressed gas cylinders are properly secured. <ul style="list-style-type: none"> <li><input type="checkbox"/> Prior to compressed gas use, verify that the correct gas cylinder regulator is installed, and check all fittings and valves for leaks.</li> <li><input type="checkbox"/> Contact gas cylinder vendor for issues with the gas cylinders/gas system.</li> </ul>	
<input type="checkbox"/> Validate accuracy of DEA Controlled Substances inventory. <ul style="list-style-type: none"> <li><input type="checkbox"/> Consult <a href="http://www.ehs.pitt.edu">www.ehs.pitt.edu</a> for information on future reverse distributor collections for expired/unwanted controlled substances.</li> </ul>	

## Workplace Safeguards for COVID-19

Task	Notes
<input type="checkbox"/> Monitor lab-specific mitigation plan	
<input type="checkbox"/> Ensure that personnel are maintaining a minimum of six feet between themselves and co-workers. Establish staggering/alternating work schedules, and/or using alternating seating.	
<input type="checkbox"/> Ensure appropriate cloth face coverings, barrier masks, and PPE requirements are followed. <ul style="list-style-type: none"> <li><input type="checkbox"/> Consider creating a chart for choosing and donning appropriate face covering or PPE.</li> <li><input type="checkbox"/> Do not alter the required PPE for any essential laboratory activities without EH&amp;S approval.</li> <li><input type="checkbox"/> Do not modify the type or model of PPE determined by your original risk assessment or EH&amp;S guidance without consulting EH&amp;S.</li> </ul>	
<input type="checkbox"/> Ensure that good hygiene practices are observed including washing hands frequently with soap and water for 20 seconds, avoiding touching your face, and proper cough/sneezing etiquette.	
<input type="checkbox"/> Consult with other areas in the department/unit to establish an enhanced disinfection protocol for shared spaces and equipment between users. <ul style="list-style-type: none"> <li><input type="checkbox"/> Consider the addition of physical barriers on difficult to clean surfaces (e.g., keyboard covers).</li> </ul>	
<input type="checkbox"/> Reiterate established protocols for performing high risk or physically demanding procedures that should not be conducted while working alone. <ul style="list-style-type: none"> <li><input type="checkbox"/> If working alone is deemed necessary, restrict use of hazardous materials and review information on working alone at, <a href="http://www.ehs.pitt.edu">www.ehs.pitt.edu</a>.</li> </ul>	

## Equipment Disinfection Guidance

Task	Notes
<p><input type="checkbox"/> Provide guidance for disinfecting various high-touch media equipment.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>General Considerations</b> <ul style="list-style-type: none"> <li>• Use a lint-free cloth (microfiber), such as a screen wipe</li> <li>• Avoid excessive wiping</li> <li>• Unplug all external power sources and cables.</li> <li>• Do not use aerosol sprays, bleach or abrasive cleaners/fabrics.</li> <li>• Ensure moisture does not get into any openings to avoid damage.</li> <li>• Never spray cleaner directly on an item.</li> <li>• Using a Clorox disinfectant wipe or a wipe containing 70% alcohol (IPA), gently and carefully wipe the hard, nonporous surface of the item. If you have concerns about the cleaning product being used, please refer to the manufacturer’s recommendations and warning label.</li> <li>• When using a disinfectant wipe, it is important to follow the contact time found on the label. It may be necessary to use more than one wipe to keep the surface wet for the recommended contact time.</li> </ul> </li> <li><input type="checkbox"/> <b>Specific Recommendations (Disinfectants)</b> <ul style="list-style-type: none"> <li>• Computers- Apple-- Clorox disinfectant wipes or wipes containing 70% alcohol (IPA) Microsoft-- Isopropyl alcohol (IPA) solution 70%, Sani-Cloth® Plus, CaviWipes™, etc.</li> <li>• Microphones (headworn and handheld)- Clorox or Lysol disinfectant wipes or 70% alcohol (IPA) wipes</li> <li>• Eyetrackers - 70% alcohol (IPA) wipes</li> <li>• Touch screens- see computers</li> <li>• Film (prints) - 70% alcohol (IPA) wipes</li> <li>• Cameras - 70% alcohol (IPA) wipes, Clorox or Lysol disinfectant wipes</li> <li>• Keyboards - 70% alcohol (IPA) wipes, Clorox or Lysol disinfectant wipes</li> <li>• Drums (goat skin) - 70% alcohol (IPA) wipes, Clorox disinfectant wipes followed by the application of appropriate oil to remoisturize.</li> </ul> </li> <li><input type="checkbox"/> <b>Additional Considerations</b> <ul style="list-style-type: none"> <li>• Consider as an alternative to using disinfectants the use of ziplock bags or plastic wrap to function as a removable/disposable barrier when appropriate or possible.</li> <li>• For cushioned headphones, you may also consider “<a href="#">Headphone Covers</a>”.</li> </ul> </li> <li><input type="checkbox"/> <b>Further Guidance and Information</b> <ul style="list-style-type: none"> <li>• Apple “<a href="#">How to Clean your Apple Products</a>”</li> <li>• Microsoft “<a href="#">Clean and Care for your Surface</a>”</li> <li>• Tobii “<a href="#">How to Clean your Tobii Eye Tracker</a>”</li> <li>• Canon “<a href="#">How to Clean your Canon Camera, Lens, and Video Products</a>”</li> <li>• Olympus “<a href="#">How to Clean your Olympus Camera</a>”</li> </ul> </li> </ul>	