University of Pittsburgh AHSSBL Studio Startup Checklist

Completed by: _____   Building: _____

Date: _____   Studio (rm #): _____

Studio and Theatre Specific COVID-19 Mitigation Plan

Task	Notes
Document a lab-specific COVID-19 Mitigation Plan Describe social distancing measures for all assigned areas. Guidance on social distancing and reduced occupancy in studios is available at https://www.ehs.pitt.edu/sites/default/files/docs/LaboratoryOccupancyGuidelines.pdf. Describe any scheduling alterations to ensure staggered arrival and minimize the number of personnel in space. Include protocol for research personnel and staff to follow in the event they feel ill while in the studio. Emphasize that research personnel and staff should continue to follow previously established or COVID-19 specific requirements for PPE for specific scenarios. Provide guidance for appropriate use of cloth face coverings and barrier masks. ▪ 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. ▪ Explain that face coverings are worn as a courtesy to mitigate asymptomatic individuals from unknowingly transmitting the virus. ▪ Inform research personnel and staff that face coverings may be self-supplied or University-provided. ▪ Emphasize that cloth face coverings or barrier masks should be worn to and from work and in areas outside the studio while at work (*e.g.,* break rooms, offices, halls). ▪ Should require the use of face coverings for research personnel while in the studio if determined safe by a studio-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. Document when to use hand wash station and who is required to maintain. 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 https://www.ehs.pitt.edu/sites/default/files/docs/Disinfectant-InfoAndRecommendations.pdf.	

Preparing to Return to Campus

Task	Notes
Things to consider before returning to campus: Obtain approval to restart research. 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. Have research personnel review studio-specific COVID-19 mitigation plan, Safety Guidelines for Essential Research Personnel, and PA safe workplace guidance available at https://www.coronavirus.pitt.edu. Review and update studio-specific protocols impacted by COVID-19 Mitigation Plan. Inform research personnel and staff of changes. Assure safety training of research personnel and staff is up to date. Complete chemical hygiene training at https://www.ehs.pitt.edu/training/overview/chemical-hygiene.	

Post-Approval Scheduling

Task	Notes
Following approval to resume research/studio occupancy you should Coordinate with 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. Consider bringing back faculty & staff in a staggered fashion; having self-identified higher risk individuals or individuals living with higher risk persons returning last. Stagger start times, days worked and breaks to maintain social distancing requirements. Request building access for all relevant studio personnel. Reach consensus with other PI groups on COVID-19 mitigation measures for open studios with multiple users, shared spaces and equipment	

Returning to Shared Studios – Day 1

Task	Notes
On the first day back to the studio you should Limit those in the studio to supervisory personnel/lead faculty who should ensure that signage, disinfectant, shielding, alterations of seating arrangements etc. are in place Review COVID-19 Mitigation Plan on-site. Display all appropriate COVID-19-related mitigation signage Designate a person to manage the controlled distribution of University-provided barrier masks. Assess supply inventory (especially required PPE) and ensure a sufficient supply of disinfectants for enhanced disinfection protocol. Information regarding the availability of PPE & supplies to support COVID-19 mitigation is available at https://cfo.pitt.edu/pexpress/PPECOVID19Supplies.php. Assure integrity of containers, disinfectants, safety controls, and equipment. Coordinate with other areas in the studio/unit to create a sign-up sheet and/or online shared calendar schedule for staggered use of shared equipment and spaces (*e.g.*, B5, B43, *etc.*).	

Studio Self-Inspection – Equipment

Task	Notes
If there is a chemical fume hood (CFH) in the studio (e.g. B41), verify it is current for annual certification and operating between 80-100 CFM (digital display panel on the CFH monitor or flow sensing device). If the monitor is not available, lower the sash to 18 inches and place a Kimwipe against the edge of the sash and verify that the Kimwipe is drawn inward verifying that air is being drawn into the CFH. If the CFH is not operating correctly, contact Facilities Management (412-624-9500). If the CFH needs annual certification, contact EH&S. Do NOT use CFH if it needs to be recertified or if it is non-functioning.	
If there are ventilation features of the studio (B5, B6, B7, B34), verify that the ventilation system is working	
Review manuals for laboratory equipment for start-up instructions. Follow the manufacturer recommended steps to start-up equipment that has been idle.	
Conduct an operational check of each eyewash/drench hose unit(s). If the eyewash/drench hose is not operating correctly, contact Facilities Management (412-624-9500).	
Verify unobstructed access to the nearest safety shower.	
Ensure that hand washing facilities (with plumbed sink, soap and paper towels) are available in the laboratory.	

Verify that emergency door signage remains posted and has accurate contact information.	

Chemical Safety

Task	Notes
Visually inspect all chemical containers and associated chemical storage areas.	
Visually inspect all chemical waste containers. Consult with www.ehs.pitt.edu for information on future waste collections.	

Ensure that all compressed gas cylinders are properly secured.
    Prior to compressed gas use, verify that the correct gas cylinder regulator is installed, and check all fittings and valves for leaks.
    Contact gas cylinder vendor for issues with the gas cylinders/gas system.	

Studio Security

Task	Notes
Ensure that relevant faculty have permitted access to shared studios. If studio features ID-card access, Pitt ISD should be contacted for any access issues (412-624-5008).	
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.	

Studio Workplace Safeguards for COVID-19

Task	Notes
Monitor studio-specific mitigation plan	
Ensure that personnel are maintaining a minimum of six feet between themselves and co-workers, if working at the same time and /or establish staggering/alternating work schedules.	

Ensure appropriate cloth face coverings, barrier masks, and PPE requirements are followed.
    Consider creating a chart for choosing and donning appropriate face covering or PPE.
    Do not alter the required PPE for any essential laboratory activities without EH&S approval.
    Do not modify the type or model of PPE determined by your original risk assessment or EH&S guidance without consulting EH&S.	

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.	

Consult with other studios to establish an enhanced disinfection protocol for shared spaces and equipment between users.
    Shared equipment should be disinfected after each use and at the end of the day
    Consider the addition of physical barriers on difficult to clean surfaces (*e.g.,* keyboard covers).	

Reiterate established protocols for performing high risk or physically demanding procedures that should not be conducted while working alone. If working alone is deemed necessary, restrict use of hazardous materials and review information on working alone at, www.ehs.pitt.edu.	

Equipment Disinfection Guidance

Note: (a) EH&S advises that hand washing after touching equipment is as effective and, in some cases, easier and more safe than disinfecting them. This is particularly true of sharp tools, cutting blades, etc. that should not be disinfected by hand. (b) EH&S does not recommend handling blades, drill bits, or other cutting/sharp tools or parts with bare hands unless absolutely necessary. Consult with EH&S for advice on appropriate cut-resistant gloves and PPE that should be used in these cases.	

Task	Notes

Provide guidance for disinfecting steel/metal tools
   General Considerations   *Material compatibility:* Bleach should not be used at any concentration on the metal surfaces due to corrosion.   Provide guidance for disinfecting with the following acceptable disinfectants currently available through the Dietrich Scientific Stockroom at Chevron:
   Peroxigard   - This hydrogen peroxide based disinfectant should not be used in concentrated forms on various metals (brass, copper, nickel, zinc).   - In diluted form (0.5% - 2%) it can be used on metal surfaces   ***Contel PREempt RTU***   - This hydrogen peroxide based disinfectant comes pre-mixed at 0.5% concentration   - can be used on metal surfaces   ***Surfaces to disinfect***   - uncoated metal beds, blades, bits, knobs, chucks, chuck keys, etc. that are usually all steel, - All listed (except for blades) can be disinfected if they are high touch / frequently handled surfaces.   - beds of table saw, mitre saw, band saw, drill press, grinder, sander. – All flat surfaces of equipment can be disinfected after each use and at the end of the day   - chucks and chuck keys of drills and drill press, as well as drill bits. – All high touch surfaces such as a chuck key should be disinfected after each use. Do not disinfect sharp/cutting surfaces.   - interchangeable blades of jig saws, coping saws, sawsall. – Only handles, or other non-cutting surfaces should be disinfected if handled with bare hands during changing of the blades. Blades should not be disinfected due to risk of sharps injury.   - hand tools with non-plastic parts e.g. steel chisels are steel, wrenches, etc. – Any surfaces that are handled with bare hands should be disinfected after each use and at the end of the day
Provide guidance for disinfecting screens and computing equipment
Screens   - Use a lint-free cloth (microfiber), such as a screen wipe   - Avoid excessive wiping   - Unplug all external power sources and cables.   - Do not use aerosol sprays, bleach or abrasive cleaners/fabrics.   - Ensure moisture does not get into any openings to avoid damage.   - Never spray cleaner directly on an item.   - 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.   - 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.
Specific Recommendations (Disinfectants)	

- Computers - Apple-- Clorox disinfectant wipes or wipes containing 70% alcohol (IPA)
  Microsoft-- Isopropyl alcohol (IPA) solution 70%, Sani-Cloth® Plus, CaviWipes™, *etc.*
- Microphones (headworn and handheld) - Clorox or Lysol disinfectant wipes or 70% alcohol (IPA) wipes
- Touch screens- see computers
- Film (prints) - 70% alcohol (IPA) wipes
- Cameras - 70% alcohol (IPA) wipes, Clorox or Lysol disinfectant wipes

Additional Considerations

- 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.
- For cushioned headphones, you may also consider "Headphone Covers".

Further Guidance and Information

- Apple "How to Clean your Apple Products"
- Microsoft "Clean and Care for your Surface"
- Tobii "How to Clean your Tobii Eye Tracker"
- Canon "How to Clean your Canon Camera, Lens, and Video Products"
- Olympus "How to Clean your Olympus Camera"