



Shared Lab Space Mitigation Plan

Return to laboratory activity will have at least two phases. The objective of Phase 1 is to begin research operations quickly with reduced personnel density and strong efforts to maintain a safe workplace. Phase 2, and any later phases, will be used to increase toward 100% lab activities while maintaining best practices. Mutual cooperation and strict adherence to safety protocols are essential for maintaining our health and safety, and for avoiding another shutdown of on-site research activity. In this regard, each PI with a shared laboratory is required to complete and receive approval for a Phase 1 laboratory risk mitigation plan using the template below. This plan should be aimed at reducing the risks of contracting COVID by researchers during their regular work activity. Each mitigation plan should be developed so that it provides fair access to laboratory resources. Once the submission process is complete, it will be reviewed by the department chair or Associate Dean for Research. Regular access to the laboratory will only be permitted after the plan is approved. Plans can be updated as needed, and revised plans must be reviewed and approved before implementation.

1. Room information. Please complete the contact information for (a) the leader of the research group, (b) a secondary contact person (if applicable), and (c) a Research Group Safety Officer who is responsible for monitoring the adherence to this protocol.

School or Responsibility Center	
Department or Program	
Building	
Research Group Name (if any)	
Research Group Leader¹	
Research Group Leader E-mail	
Secondary Contact Name (if any)	
Secondary Contact E-mail	
Research Group Safety Officer	
Research Group Safety Officer E-mail	
Research Group Room Number²	
Research Group Gross Area (ft²)³	
Research Group Net Area (ft²)⁴	
Lab Bench/Desk Number(s) (if any)	
Overall Lab Room Number⁵	
Overall Lab Total Area (ft²)⁶	
Laboratory Leader⁶	
Other Laboratory Leader(s)^{6,7}	

¹ Typically a faculty principal investigator

² State if there is a separate designated number for your Research Group's area

³ State the gross area occupied by your Research Group – if unknown, please provide an estimate

⁴ State the net area occupied by your Research Group which is the gross area less the space occupied by benches, desks, equipment, etc. – if unknown, please provide an estimate

⁵ State the room number for the overall lab if the Research Group Room Number is different

⁶ To be provided/designated by the governing research administration, e.g., Assoc. Dean for Research

⁷ If the shared laboratory space involves other Schools

If you have additional separate rooms assigned to you within the shared lab, please indicate what each of those are. A separate safety protocol plan specific to the type of room designated will be needed.

Room Number	Description/Use	Shared Space (Y/N)

Please list the information for other research groups with which you share the lab. Final coordination of the safety plans for the shared lab will need to be coordinated by the Lab Leader. If multiple schools are involved, the overall safety plan for the shared lab will need to be worked out between the Lab Leaders of the schools.

Research Leader's Name	Department	School

2. Laboratory Personnel. During Phase 1, all personnel who can work remotely should do so. Please list the numbers of personnel in your group (including yourself) for whom you are requesting Phase 1 access to University of Pittsburgh facilities; this number should represent the maximum number of personnel conducting on-site activity during this Phase. **Please note that undergraduate employees or visiting researchers are not permitted access during Phase 1.** To maintain low density, yet enable more research activity, you should consider a shift schedule that will work for your group; plan for at least 30 minutes between shifts to avoid face-to-face contact between personnel in different shifts.

Personnel Class	Number of Individuals Requesting Access in Phase 1
Faculty	
Staff	
Postdoctoral Fellows & Research Associates	
Graduate Students	
Collaborators at any one time*	
Undergraduate students	None
Other	None
Total Lab Personnel	

* Number of individuals from other research groups who may transiently access spaces listed in section 4 at any one time.

Please list the personnel in your group (including yourself) for whom you will be requesting Phase 1 access to University of Pittsburgh facilities. Add rows to the table if necessary.

Name		Position ¹	Email address

3. EH&S Restart checklist. Please verify that you have read the EH&S lab start-up checklist (attached) and that you will complete it within the first week of resuming activity. Some items (*e.g.*, develop a social distancing plan) will be documented below, while others will be completed upon re-entry of your lab space.

- Yes, I have read the EH&S lab start-up checklist (**mandatory**)
- Yes, I will submit a completed checklist to the Department Chair or comparable unit head, or their designee, within one week of my laboratory’s on-campus research restart (**mandatory**)

4. Social distancing plan. Please indicate the measures that your group will take to maximize social distancing among members. Add additional measures relevant to your group/lab space(s) to minimize contact among members of your group and with outside personnel. Boxes already marked are for measures required for all groups.

- Activities requiring multiple personnel in close contact will be avoided(**mandatory**)

- Signage will be provided throughout the workspace to remind members to use appropriate PPE and to maintain social distancing requirements(**mandatory**)
- Desks and work areas will be arranged to be sufficiently far apart, closed off, or protected by barriers (**mandatory**)
- Work hours will be scheduled to minimize contact between lab members (**mandatory**)
 - Some personnel will work from home
 - Work will proceed in multiple shifts per day
 - Lab members will work on campus on alternate days or alternate weeks
- Unidirectional traffic patterns will be marked with relevant signs on floors and doors
- Common, non-scientific spaces and resources (*e.g.*, whiteboards) will be signed as closed or blocked from use
- <Describe any additional social-distancing methods here>

5. Laboratory garb requirements. Please describe lab garb requirements for your lab spaces, these requirements cannot be less restrictive than the campus PPE restrictions.

- Cloth, surgical or higher-grade masks must be worn on campus within public spaces of the building at all times, including research spaces (**mandatory**)
- Gloves are mandatory in shared research spaces
- Gloves, safety glasses and lab coats are used as needed for laboratory safety, but are not needed in the lab for COVID-19 risk mitigation
- N-95 masks, or similarly protective equipment, will be used when **working within 6 feet** of others
- <Describe any additional, laboratory-specific garb requirements here>

6. Laboratory disinfection protocol. Please describe how and when the laboratory will be disinfected.

- Regular hand-washing is required, even when wearing gloves (**mandatory**)
- Surfaces and equipment will be wiped down with an appropriate disinfectant solution before and after use (**mandatory**)
- Personnel will be supplied with individual tool kits or other commonly used laboratory instruments
- Personnel will not use shared computing equipment (*e.g.*, they will use their own tablets or notebooks)
- Personnel will be supplied with individual keyboards and mice to use with shared computing equipment
- Use of disposable or washable covers for shared keyboards and mice will be used
- <Describe any additional laboratory disinfection protocols here>

7. COVID-19 response plan. In addition to the prescribed University response protocols, please indicate how your working group will respond if a member shows COVID-19 symptoms.

- Name of symptomatic or potentially infected individual will be reported immediately to **<name of department chair or designee>** (**mandatory**)
- Working spaces or zones listed in section 5 occupied by the potentially infected individual will be closed for the time period required by the University of Pittsburgh Emergency Operations Center (EOC) (**mandatory**)

- Infected lab members will self-quarantine as required by the EOC (<https://www.emergency.pitt.edu/>) and not return to campus until they have been medically cleared (**mandatory**)
- Individuals who worked directly with the potentially infected person will self-quarantine as required by the EOC (**mandatory**)
- Portable equipment and supplies (*e.g.*, notebook computers, portable drives) will not be removed until disinfected or deemed safe for removal (**mandatory**)
- <Describe any additional, laboratory-specific cleaning protocols for suspected COVID cases>

8. Monitoring plan. Please designate a Lab Safety Officer (*e.g.*, senior member of the group), who will be responsible for ensuring that your personnel are following your laboratory's risk mitigation plan. Please indicate essential elements of your group's monitoring plan below.

- The name and email address of the Lab Safety Officer are listed in Section 1 (**mandatory**)
- Personnel will sign-in and sign-out of the lab spaces (name, date, time arrived, time departed) and those records will be retained for contact mapping (**mandatory**)
- Personnel in space will be periodically confirmed against sign-in record and shift schedule (if applicable) (**mandatory**)
- <Describe any additional components of Monitoring plan here>

9. Reporting plan. To be most effective, mitigation plans must be adaptable but also ensure safe access to research facilities both within and between groups. If you experience challenges or have concerns with your own plan or observe behaviors which potentially impact the health and safety of yourself or your group members, you should report them immediately.

- Issues will be reported to <name of department chair or designee> (**mandatory**)
- If a satisfactory response is not received within 24 hours, issues will be reported to <Higher-level leader or ombudsman> (**mandatory**)
- <Describe any additional components of Reporting plan here>

9. Equity plan. Research mitigation plans need to be implemented fairly to provide access to all researchers.

- Participation in research during Phase 1 on-campus is voluntary (**mandatory**)
- Work schedules under Phase 1 will be reviewed by all researchers and approved by the Research Group Leader (**mandatory**)
- If possible, reasonable accommodation will be provided for "at-risk" researchers (*e.g.*, several hours/week access with lower density of lab personnel) (**mandatory**)
- <Describe any additional components of the Equity plan here>

10. Appendices. Please attach the following appendices if they are relevant to your research.

- Appendix 1. Protocol for field research