

Upstate Ramp Up Checklist

PI Lab Level Pre-Start Checklist for Safety Considerations:

- Assess your lab space for ability to meet social distancing guidelines.
 - Determine how many people can work safely in your lab at a single time while observing appropriate social distancing and appropriate PPE.
- Share your space assessment and the number of personnel you are proposing to allow in the space at a single time with your chair/division chief.
- For shared laboratory work spaces, you must work with the other faculty and facility representatives to establish definitive guidelines for the space.
- If your lab has more people who will be conducting research than can be accommodated by the density calculation, create a lab calendar to track who will work at what time and consider staggered schedules.
 - Share this calendar with the appropriate department/division representatives.
 - Post calendar on the door, visible to those outside.
- When you have developed a plan for your lab, please submit it to your department chair or his/her representative, to ensure coordination of department occupancy and policies.
- All visitors to labs, such as outside technicians performing equipment repair or maintenance, must wear at least an earloop mask, adhere to social distancing and wash their hands prior to entering and exiting a laboratory.

Lab Startup Checklist

- Before you arrive: review hygiene guidance, PPE decontamination and reuse guidelines, and work alone guidance. Ear-loop masks will be made available at building entrances and provided to labs by the University. Homemade masks are not allowed.
- First Time You Arrive: observe laboratory for safety considerations listed below and proceed with caution.
- Before You Begin:
 - Evaluate Supplies, e.g., PPE availability and cleaning supplies, and evaluate whether you have sufficient supplies to complete the intended work.
- Animals and other Core/Service Center Facilities
 - Contact Animal Laboratory Support Services for any animal-related questions.
 - Contact the Core Facilities/Service Centers to ensure they are available to support lab needs before beginning experiments requiring Core capabilities.
- General Building
 - Although enhanced cleaning procedures will be implemented, recognize that bathrooms present a high-risk area for contamination. Wash hands after contacting any bathroom surface and use the paper towel to insulate you from any surfaces you need to contact to exit the room.
 - Communicate with all delivery personnel any changes to time/location for deliverables.