UF Environmental Health and Safety
UNIVERSITY of FLORIDA

Checklist for Resuming Research Activities

STAFFING AND DAILY OPERATIONS

	Ensure personnel have completed HR's screening process prior to returning to work.
	Create schedules that meet occupancy limits. Communicate work schedules and expectations to all lab personnel: • Masks or face covers must be worn in common areas and shared spaces. • Follow guidance from the How to Use a Face Mask poster. • Review UF Health's "How to Put On and Remove a Face Mask" video. • Clean common touch points with EPA-approved disinfectants at the beginning and end of each shift. These include sinks, door handles, cabinets, fume hood sashes, keyboards, etc. • Wash hands frequently with soap and water or use an alcohol-based sanitizer, especially after removing gloves. Do not wear gloves outside of the lab. • Maintain minimum 6ft distance from others. • Stay home if you feel unwell or have any COVID-19 symptoms which include cough, shortness of breath/difficulty breathing, fever, chills, muscle pain, sore throat and new loss of taste or smell. Immediately report your symptoms to your supervisor and department so testing and contact tracing can begin.
	Designate an area for the storage of cleaning supplies and stock appropriately. It is the lab's/department's responsibility to procure cleaning supplies.
	Determine cleaning procedures and frequency for shared equipment and PPE such as protective eyewear. Never share face masks.
	Determine appropriate storage locations for PPE. Lab coats should not be shared. Use drawers or cubbies to segregate users' PPE.
	Provide information to all staff on how to reduce exposure to COVID-19. More information can be found here: http://www.ehs.ufl.edu/resources/covid-19/.
	Print and post signs as needed regarding mask use, COVID-19 symptoms, and processes for reporting positive cases. Signage can be found on the EH&S website.

LAB SAFETY

	Conduct a walkthrough and survey the lab space for any unsafe condition. If you discover a hazardous condition that poses a threat to you or to others, call EH&S immediately at 352-392-1591. Inspection templates may be used as a reference and can be found on the EH&S website.
	Ensure the lab has proper PPE and adequate quantities of reagents and consumables available. Be prepared for delays in availability. Disposable gloves must be discarded and not re-used.
	Remove postings related to the ramp down.
	Check for water damage (ceiling tiles, floor, equipment) and any leaks from freezers, refrigerators, and pipes.

	Ensure proper function of fume hoods, glove boxes, local exhaust ventilation, and other protective engineering controls. Do not use laboratory equipment that is not working properly. Submit a work management request if needed.
	Flush eyewash for 3 minutes or until the water runs clear
	Ensure there is access to eyewashes, showers, electrical panels, and fire extinguishers.
	Maintain appropriate egress within all lab areas.
	Ensure all emergency equipment is functioning properly.
	Ensure gas cylinders are secure and the valves are closed, cap cylinders not in use.
	Check compressed gas lines tubing and connections for leaks.
	Check the integrity of hoses, lines, and cords on equipment.
	Ensure dewars and cryogen containers are still filled.
	Ensure all glassware left on bench tops are secure and have no visible cracks or breakage.
	Review user manuals and start up procedures to ensure lab equipment is properly reactivated.
	Ensure all unplugged electrical devices (hot plates, vacuum pumps, stir plates, ovens) are functioning properly.
	Ensure ovens are empty prior to use.
	Check incubators, refill water tray if needed.
	Check for mold in incubators, refrigerators, freezers, and other equipment and remediate.
	Contact the Core Facilities to ensure they are available to support lab needs.
	Remediate any chemical leaks, spills, or unsafe storage of chemicals.
	Put away any chemicals left out on benchtops or fume hoods.
	Check for expired chemicals, particularly peroxidizable or self-reactive substances.
	Update the chemical inventory through Gator TRACS.
	Ensure all required EH&S training is up to date.
	Ensure the LATCH risk assessment is not expired and that is has been signed by all lab staff.

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BIOSAFETY

	Confirm the biological spill kit is fully stocked. Ensure the bleach has not expired (bleach in the spill kit must be replaced on a yearly basis).
	Ensure the annual biosafety cabinet (BSC) professional certification has not expired if the unit is used with infectious/potentially infectious material. Confirm the BSC is working properly before initiating work.
	Routinely disinfect the BSC exposed work surfaces before and after the completion of work. Additionally, all items and equipment that are brought in/out of the BSC should be surface disinfected throughout the course of a study.
	Start with clean vacuum flasks. If flasks have been left with culture media waste, they should be decontaminated and emptied prior to start up.
	Check that all infectious material and toxins put away for storage are secure.
	Verify that project registrations are up to date and submit technical or administrative amendments as needed. As a reminder, the Biosafety Office will no longer be accepting paper registration forms for project registrations (apart from Select Agent projects). All new project submissions, amendments, and 5-year renewals will be processed through the Gator TRACS Biohazard Project Registration module.

HAZARDOUS WASTE

	Ensure all waste is appropriately labeled, packaged, and segregated appropriately.
	Examine satellite accumulation area and check condition of all containers. Address any leaks or spills and contact EH&S if assistance is necessary.
	Submit Chemical Waste Pick Up Form as needed.

RADIATION SAFETY

	Upon return in lab all radiation safety requirements are in effect.
	Respond to the questionnaire sent out by Radiation Safety personnel if you have not already.
	For labs with radioactive material in storage and/or waste: conduct a contamination survey to catch up on monthly surveys.
	Check survey meters for proper function (i.e. battery check) and current calibration.
	For those who wear dosimeters, make sure the dosimeter is current for the wear period.

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LASER SAFETY

	Verify all "Laser in Use" lights illuminate as intended and "Warning" or "Danger" signs are in place at all entrances.
	Make sure appropriate eyewear is in place and available to all who enter. If eyewear is shared, make sure appropriate COVID-19 disinfecting procedures are followed based on manufacturer recommendations to ensure integrity of eyewear.
	Check for any water on floor (flooding) before turning on any power to lasers.

RESEARCH MACHINE SHOPS

	Review user manuals and start up procedures to ensure equipment is properly reactivated.
	Power button on machines must be in the OFF position prior to energizing.
	Check for any water on floor (flooding) before turning on any power to equipment.
	Check that cords are not compromised before plugging back in.
	Review cleaning procedures prior to use of shared equipment.
	Ensure proper guards and safety shields are in place when applicable

ANIMAL SAFETY

	Verify with ACS that you are approved to resume work.
	Ensure anesthetics and other agents for animal administration are not expired.
	Ensure anesthetic gas filtering cartridges, snorkel exhaust, fumes hoods or other approved scavenging systems are available