

K-State Laboratory/Studio/Research Site Reopening Plan: COVID-19

PI or Lab Head _____

Building/Room Numbers/Locations _____

Date _____

General Reopening Checklist (auto check boxes)		
Consultations and Notifications		
YES	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Department Head (required)
<input type="checkbox"/>	<input type="checkbox"/>	ADR or Dean's Office (required)
<input type="checkbox"/>	<input type="checkbox"/>	University Research Compliance Office (for compliance issues, IRB, IBC, IACUC)
<input type="checkbox"/>	<input type="checkbox"/>	Animal Care (CMG, LACS, or other as appropriate)
<input type="checkbox"/>	<input type="checkbox"/>	Information Technology Services (for IT items)
<input type="checkbox"/>	<input type="checkbox"/>	EH&S (notification required)
<input type="checkbox"/>	<input type="checkbox"/>	Facilities (notification required to know that research is resuming in space)
<input type="checkbox"/>	<input type="checkbox"/>	Human Capital Services representative (if needed)
Personnel & Safety		
<input type="checkbox"/>	<input type="checkbox"/>	Determine how physical distancing standards will be applied – include sketches of lab space and number of sq. ft.
<input type="checkbox"/>	<input type="checkbox"/>	Consider and identify, if needed, staffing teams and rotations
<input type="checkbox"/>	<input type="checkbox"/>	List PPE requirements specific to the research to be conducted, order more as needed
<input type="checkbox"/>	<input type="checkbox"/>	Identify source of masks (e.g. surgical masks) needed for work with others
<input type="checkbox"/>	<input type="checkbox"/>	Assign minimal staff to make media, set up cultures, etc. before beginning full research
<input type="checkbox"/>	<input type="checkbox"/>	Develop communication strategy for team members (email, notifications, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	List disinfection protocols to be followed (disinfectant used, frequency, etc.)
Supplies & Equipment		
<input type="checkbox"/>	<input type="checkbox"/>	List equipment that will need to be recalibrated/certified and serviced. Schedule such service before having anyone arrive on campus. Distancing needs to be maintained with service technicians in addition to regular lab members.
<input type="checkbox"/>	<input type="checkbox"/>	List reagents/media that need to be remade or reordered
<input type="checkbox"/>	<input type="checkbox"/>	List consumables that need to be ordered/re-stocked
<input type="checkbox"/>	<input type="checkbox"/>	Start-up/test computer-controlled equipment prior to initiating runs
Experimentation		
<input type="checkbox"/>	<input type="checkbox"/>	Identify first planned experiments and who will perform them
<input type="checkbox"/>	<input type="checkbox"/>	Plan the necessary duration of the research
<input type="checkbox"/>	<input type="checkbox"/>	Identify any animals that will be required

<input type="checkbox"/>	<input type="checkbox"/>	Consider whether a staggered start might be implemented while media is made, cell lines are started, items are reordered, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Consider whether the research be easily halted if another step-down is necessary
<input type="checkbox"/>	<input type="checkbox"/>	Consider whether the research can be performed with limited staff and/or rotating teams

Specific Detailed Infrastructure/Safety Checklist
Add Additional Items as Applicable

YES	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Conduct visual inspection of entire laboratory and associated storage areas. Report any damage or lost materials to Assistant VP for Risk Compliance (with estimates of cost/value).
<input type="checkbox"/>	<input type="checkbox"/>	Review any ongoing experiments that were running during the hibernation that could have been affected by loss of electricity, water, or other services.
<input type="checkbox"/>	<input type="checkbox"/>	Ensure chemical fume hoods are functioning properly as per SOPs. <ul style="list-style-type: none"> • If the fume hoods are on a schedule, confirm everyone in the laboratory understands the schedule
<input type="checkbox"/>	<input type="checkbox"/>	Ensure biological safety cabinets are functioning properly as per SOPs. <ul style="list-style-type: none"> • If the biosafety cabinets are on a schedule, confirm everyone in the laboratory understands the schedule.
<input type="checkbox"/>	<input type="checkbox"/>	Ensure that all refrigerators, freezers, and incubators are functioning properly as per SOPs/manuals.
<input type="checkbox"/>	<input type="checkbox"/>	Ensure any essential equipment that was on emergency power is functioning properly.
<input type="checkbox"/>	<input type="checkbox"/>	Ensure any sensitive electrical equipment that was shut off and unplugged is functioning properly.
<input type="checkbox"/>	<input type="checkbox"/>	Review equipment operation safety. <ul style="list-style-type: none"> • Review equipment manuals for safe startup instructions. • Review equipment state and safely release any stored-up energy sources.
<input type="checkbox"/>	<input type="checkbox"/>	Ensure any unplugged non-essential electrical devices particularly heat-generating equipment such as hot plates, stir plates, vacuum pumps, or ovens are functioning properly.
<input type="checkbox"/>	<input type="checkbox"/>	Confirm all glassware on the benchtops or stored in cabinets is still secured.
<input type="checkbox"/>	<input type="checkbox"/>	Confirm Dewar flasks and cryogen containers that were used for sample storage and critical equipment are still filled.
<input type="checkbox"/>	<input type="checkbox"/>	Confirm that storage of perishable items that used alternate cooling methods (e.g. liquid nitrogen, dry ice, etc.), vulnerable items put in storage units that have power backup systems, or items that were stored in duplicate locations are still secured and safe.
<input type="checkbox"/>	<input type="checkbox"/>	Check containers of chemicals, biohazardous, radioactive materials, and hazardous waste are still properly labeled, closed, not expired, and secured in appropriate storage areas. Arrange waste pick-up for expired materials or other waste.
<input type="checkbox"/>	<input type="checkbox"/>	Check infectious material and toxins that were put away for storage are still secure.
<input type="checkbox"/>	<input type="checkbox"/>	Review inventory of hazardous materials and controlled substances to ensure no losses/theft. Report any losses.
<input type="checkbox"/>	<input type="checkbox"/>	Check all gas cylinders to ensure that they are still secured and valves closed. Ensure regulators are still not attached and caps are still in place on cylinders. Ensure natural gas lines in the laboratory are still closed.

<input type="checkbox"/>	<input type="checkbox"/>	Ensure that all water sources (e.g. circulating water baths, aspirators, etc.) are not leaking.
<input type="checkbox"/>	<input type="checkbox"/>	Check eye wash stations and flush for at least 10 mins to ensure any bacteria that built up have been removed. Document on test log record. Report malfunctioning units.
<input type="checkbox"/>	<input type="checkbox"/>	Pour water down any dry floor drains or traps.
<input type="checkbox"/>	<input type="checkbox"/>	Check all disinfectants and appropriately discard any that have expired.
<input type="checkbox"/>	<input type="checkbox"/>	Return any elevated equipment, supplies, electrical wires, or chemicals that were off the floor to protect against flooding from broken pipes.
<input type="checkbox"/>	<input type="checkbox"/>	If necessary, restore any backed up secure data and turn on non-essential/non-critical computers and equipment. Return any secured laptop computers or other easy to remove electronic devices.
<input type="checkbox"/>	<input type="checkbox"/>	Remove "Notice of Hibernation".
<input type="checkbox"/>	<input type="checkbox"/>	Review safety procedures. <ul style="list-style-type: none"> Review/update any internal laboratory hazard analysis. Review/update the Chemical Hygiene Plan, Radiation Safety Manual, Biosafety Manual, and any other Standard Operating Procedures.
<input type="checkbox"/>	<input type="checkbox"/>	Review any shared facilities, such as microscopy areas, analytical laboratories, etc., for any use restrictions. <ul style="list-style-type: none"> Delays due to start-up procedures. May have restricted schedules to accommodate social distancing.
<input type="checkbox"/>	<input type="checkbox"/>	Prepare for supply chain disruptions and limited availability. <ul style="list-style-type: none"> Recognize that order placement may be slower as the volume of requests increases. Plan for limited sales of high demand items. Plan for limited Personal Protective Equipment availability (including N95s, face shields, and gloves). Plan for some reagents having limited availability. Plan for some consumables having limited availability.
<input type="checkbox"/>	<input type="checkbox"/>	Update laboratory registration, chemical inventory, and lab signage [submit revised lab form or send to safety@ksu.edu email]. https://www.k-state.edu/safety/lab/labsafety/commissioning/registration.html
<input type="checkbox"/>		Confirm that any IACUC, IBC or IRB protocols have not expired.
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		