

This document contains a series of checklists to be used during the phased reopening of research/creative activities. Checklist 1 is to be completed before requesting access to your research/creative facility. Checklist 2 is to be completed prior to your first visit to your facility. The Initial Lab Review is performed during the session in the facility. Checklist 3 and the record of daily cleaning are to be completed every day you use the facility. *(Draft 6-1-20)*

Checklist 1: Before requesting access to campus

Please complete this checklist before requesting access to campus for your research/creative activity. You must submit this checklist with Section 1 completed along with your access request form to your Dean/DH/SD in order to obtain permission to conduct your scholarship on campus.

- ☐ You will be required to complete all training requirements (**see attached list**) prior to returning to your on-campus research/creative facility. You may wish to do that now.
- ☐ Identify all buildings and rooms/spaces you will access, including auxiliary spaces and elevators/stairwells. You will not be permitted to use spaces not specified. Use of common spaces and/or congregating in common areas is prohibited. Access to your faculty office is limited only to retrieving and returning materials that are necessary for work in the lab.
- ☐ Identify any additional precautions or accommodations you will need due to pre-existing health conditions experienced by you or someone in your home.
- ☐ The nature of the work to be done on campus (e.g., experimental procedures, gathering supplies for field work, maintenance procedures, etc.) and why the work cannot be conducted remotely.
- ☐ Identify and order supplies needed for your on-campus work. All shipments must be delivered to central receiving. Please note that this may take some time, and plan accordingly. You may not have items shipped to a private residence. You may seek permission from Travis Temeyer to have large items delivered to a loading dock.
- ☐ Identify essential research staff (including yourself). You may need to provide the following information to your Dean/DH/SD for approval:
 - ☐ Shift scheduling and number of people per shift. This may be necessary if there are more research staff than space allows with social distancing requirements.
 - ☐ All required standard lab PPE is available for each staff member.
 - ☐ Only essential research staff will be on campus. No visitors (including non-essential staff or students) will be allowed.
 - ☐ For students conducting essential research/creative activities: A plan for how students will be supervised while on campus.
 - ☐ For field work: the number of people per vehicle.
- ☐ A safety plan for working alone or almost alone in a building. This should include how emergency personnel can access the building/room if necessary.

Checklist 2: Conducting research/creative activities on campus (to be completed before the first day you enter the research facility)

Please complete this checklist as soon as possible after requesting permission from your Dean/DH/SD to conduct research/creative activities on campus. This checklist should be completed well in advance of *the first time* you are on campus

- ☐ Complete all training requirements (**see attached list**) for resuming research/creative activities on campus.
- ☐ Contact Jim McEvers (jmcever1@emich.edu) to schedule a safety walkthrough (*first visit to campus only*). During the walkthrough, you will confirm the number of workstations, lab occupancy, traffic flow, and identify high touch points that will need to be wiped down with disinfectant. You will be given your COVID-19 PPE and cleaning supplies. Use the Initial Lab Review form during this walkthrough.
- ☐ Assure you have swipe card access (it will be limited to only one of the building entrances; use the same entrance when leaving the building; *first visit to campus only*).

Health and Safety Procedures:

- No congregation in or other use of common areas, including conference rooms, cafeterias, lounge or study areas, etc.
- Frequent handwashing: hands must be washed for 20 seconds, taking care to wash between fingers, fingernails, and wrists.
- Refrain from touching hair or face.
- Wear a face covering that completely covers nose and mouth at all times.
- No eating or drinking in the lab.
- Maintain a 6 foot distance between you and other people at all times.
- Only use EPA-approved disinfectants, and do **not** mix cleaning materials.

List of required training

- Proper use and care of face coverings.
- Cleaning/disinfecting procedures.
- Return to research/creative facilities procedures.
- Lab safety training.
- University preparedness plan training.

Checklist 3: Conducting research/creative activities on campus (to be completed daily)

This checklist should be completed **each time** you are on campus. Please retain the signed and dated copies for audit and compliance purposes.

1. Before you arrive on campus, please make sure that you do the following:

- ☐ Submit health check results ([link form](#)) to your DH/SD.
- ☐ Contact DPS (734-487-1222).

2. While you are in the building you must be compliant with the following requirements:

- ☐ Wash hands upon entering, before exiting, and frequently during your time on campus.
- ☐ List of CDC hygiene protocols.
- ☐ Only use lavatory facilities on the same floor as your research lab/studio.

3. When you are ready to leave campus, you must do the following:

- ☐ Disinfect all items and surfaces that you have used or come into contact with (<https://www.epa.gov/sites/production/files/2020-04/documents/disinfectants-onepager.pdf>) using EPA-approved disinfectant (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>) and initial the laboratory cleaning criteria form *after every visit to campus*.
- ☐ Contact Dieter Otto (dieter.otto@emich.edu) to let him know that you are leaving and which rooms/spaces/buildings/high-touch areas you accessed (including restrooms, elevators, and stairwells)

Requester Signature _____ Date _____

Audit and compliance procedure to ensure cleaning criteria are followed.

Initial Lab Review (to be completed on the first visit to the research facility)

Researchers are required to meet with Jim McEvers to conduct a review of the lab and identify high touch points, traffic flow, number of workstations, and lab occupancy.

Lab Number_____ Building_____

Faculty Supervisor_____

Jim McEvers (sign and date at completion of review)_____

Lab Occupancy_____

THIS LAB HAS THE FOLLOWING TOUCHPOINTS

- | | |
|--|----------------|
| <input type="checkbox"/> Door handles | __Yes_____NO__ |
| <input type="checkbox"/> Cabinet handles | __Yes_____NO__ |
| <input type="checkbox"/> Bench and table tops | __Yes_____NO__ |
| <input type="checkbox"/> Instrument knobs, switches, buttons | __Yes_____NO__ |
| <input type="checkbox"/> Computer keyboards | __Yes_____NO__ |
| <input type="checkbox"/> Valves on compressed gas cylinders | __Yes_____NO__ |
| <input type="checkbox"/> Reagent bottles and lids | __Yes_____NO__ |
| <input type="checkbox"/> Other | __Yes_____NO__ |

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Record of Daily Cleaning

All laboratory touch points must be wiped down with disinfectant after every four-hour interval and/or when the research/creative activity ceases for the day and space is vacated.
Jim McEvers will regularly request to review the document.

Lab Number_____ Building_____

At the conclusion of each day's activities, contact Dieter Otto (dieter.otto@emich.edu) to let him know that you are leaving and which rooms/spaces/buildings/high-touch areas you accessed (including restrooms, elevators, and stairwells).