Lab Level Pre-Start Safety Checklist
To be completed by Biology Department PI’s with research space in Bass or Gilbert buildings:

Introduction: The Research Recovery Handbook, which is currently in development and slated for imminent public release, provides a broad framework and guidance to support a phased recovery of Stanford research activities. In brief, Stage 0 (March 17-current) covers activities permitted under state and county shelter in place orders, i.e. essential research activities, and, as of May 11, some limited additional work approved as minimum basic operations (MBO). Stage 1 will cover additional practices allowed once shelter in place orders are lifted, but campus occupancy and population density are still strictly limited. Stage 2 includes slightly increased campus occupancy while still adhering to strict social distancing and density guidelines, and will occur once health and safety conditions are determined to support this transition.

This checklist outlines the basic responsibilities for PI to determine and manage safe working conditions for their personnel under all stages of campus research and must be acknowledged before any change beyond Stage 0 essential research activities can be approved, including the addition of Minimum Basic Operations (MBO).

Please work with Bettye Price, Biology Department Manager, or Kwame Akan, Biology Department Facilities Manager, as needed to complete this checklist.

Please sign this document electronically and return to Sonam Desai (sonamd@stanford.edu) and Bettye Price (bprice@stanford.edu).

1. We are currently in Stage 0, during which no more than one person from your research group should be present on campus at the same time unless personnel will be working in separate rooms. This includes researchers that have been approved to carry out essential research activities and/or activities consistent with Minimum Basic Operations. It is your responsibility to ensure that you and your research personnel strictly adhere to this guideline.

2. Assess your lab space for ability to meet physical distancing guidelines. NOTE: As we prepare for Stages 1 and 2 of research recovery, you will receive guidance on your specific space assessment and the number of personnel permitted in each space at a single time, allowing this step to be accomplished.

3. For Stages 1 and 2: Within the limits set by Stanford and the Biology Department, and based on the recovery stage, determine how many people can work safely in your lab at a single time while observing appropriate physical distancing.
   - Each individual working in the lab must at all times have at least 6’ clearance on all sides from others.
   - No more than one person should occupy a small space/room (defined as less than 250 square feet) at any time. This includes, but is not limited to, tissue culture rooms, microscopy rooms, or other small instrument rooms.
   - Guidance on implementing a buddy system, notably for researchers working alone or while maintaining physical distancing, can be found here.
Consistent with Santa Clara County and Stanford guidance, face coverings must be worn at all times in all university buildings except residences. Face coverings are not required outside if physical distancing is maintained, or in certain situations outlined on the Health Alerts site. For clarity, although wearing a face covering is one tool for reducing the spread of the virus, doing so is not a substitute for physical distancing of at least 6 feet and frequent hand washing.

For all research stages (0-2), each PI must work with the other faculty and facility representatives to establish schedules for shared laboratory work spaces (for example shared tissue culture, microscope or autoclave rooms) that ensure no more than one person is using the facility at a time. Floor-wide email distribution lists have been established to help you or someone in your lab coordinate these responses. Some suggestions are to establish a shared calendar and/or to use communication tools such as SLACK to ensure single usage of these facilities is strongly encouraged.

3. In future, as we move into Stages 1 and 2, when your lab will likely have 2 or more people conducting research on campus concurrently, you should create a lab calendar to track who will work at what time. More specifically you should:
   - Track different work shifts, possibly through a shared Outlook or Google calendar.
   - Maintain a lab check-in system such as a SLACK, group text or other messaging system that allows lab personnel to communicate openly and often so that schedules can be adjusted and coordinated as necessary.
   - Create a system to annotate personnel check in/check out so that people do not unintentionally overlap.
   - In future (Stage 1 and 2), The scheduling system should limit, where possible, overlap of multiple individuals across shifts. For example, if Person A and B are scheduled together, this pairing should continue, and neither should overlap with Persons C and D on a different shift pairing.

4. In the future, as we move into Stage 1 and 2 of research, you may receive additional guidance about sharing your research groups calendar/work schedule with the department and possibly posting occupancy limits and work schedules for your lab publicly.

I acknowledge reading these guidelines and agree to adhere to all Department, School and University policies concerning the phased recovery of research activities.

____________________________________________________  ______________________________
Name                                              Date