

LABORATORY BENCHES

DEMOGRAPHICS

PI NAME (or Facility Name for the Cores)	
PI EMAIL	
PI PHONE NUMBER	
RESEARCH LOCATION(S), BUILDING AND ROOM NUMBER	
SAFETY DESIGNATE (SD) OR LAB/RESEARCH MANAGER (LM) NAME	
SD/L/RM EMAIL	
SD/L/RM PHONE NUMBER	

NAMES AND POSITION (GS, PD, STAFF) OF RESEARCH PERSONNEL

RESPONSE PLAN

Please answer the following questions as they pertain to your research personnel and research space. Be as detailed as possible as this document serves as a record of your plan to mitigate the risks associated with working in the research environment during the COVID-19 pandemic. Refer to the VPR's Phased Return to Campus Communication for more detailed guidance for completing this template.

If you need assistance, please contact Research Safety via email at researchsafety@northwestern.edu or phone at (312) 503-8300 for Chicago or (847) 491-5581 for Evanston.

1. OCCUPANCY ASSESSMENT

Identify each room in your research space and assign a maximum occupancy based on our guidance to maintain at least 6 feet of distance between people and workstations.

2. SOCIAL DISTANCING (PHYSICAL DISTANCING)

Staying at least 6 feet away from other people and avoiding working face to face reduces the chances of catching COVID-19.

In the space below please explain how you plan to implement social distancing in your research space. Methods may include: staggered schedules, rearranging bench space to provide more space between researchers, creating a schedule for small rooms, or any combination of these. This is not an exhaustive list of social distancing methods. Please decide what method(s) is(are) best for your research group and describe your plan below.

3. ACTIVITY TRACKING

Explain how you will use a shared document to track which members of your team are in the research space at any given time.

4. CLEANING AND DISINFECTION

Laboratory benches and work areas, common equipment and other high-touch surfaces must be cleaned frequently, and not less than twice a day. High-touch areas include (but are not limited to) light switches, keyboards, doorknobs, and telephones. In the space below, please describe your method for regularly cleaning these areas within your research space and office spaces. Research Safety will be tracking and providing PPE and sanitization supplies during the initial return to campus. Fisher Scientific stock rooms will be doing the same to sustain these efforts after the initial rollout.

5. FACE COVERINGS

Face coverings must be worn at all times in research spaces and common spaces in all buildings on both the Evanston and Chicago campuses. The only exceptions are if a person is working alone in a private office or working with hazardous materials that the face covering might concentrate, resulting in a dangerous situation. Both disposable and reusable masks are available free of charge. Ask your Lab Safety Specialist for more information about obtaining face coverings. In the space below, please describe how face coverings will be utilized by your research group. Indicate if hazardous materials are used in the lab and how you will ensure worker safety. Please note that University-issued face coverings (disposable and reusable) should NOT be used as respiratory protection for routine lab work.

6. GATHERINGS

At this time, no gatherings are allowed on the Northwestern campuses. This includes lab/staff meetings, lunch gatherings, journal clubs and any other gatherings of people regardless of numbers. In the space below please detail how you will prevent gatherings in your research group. You must describe your plan to hold lab/staff meetings, ensure staff breaks, and account for any other gatherings that are required for your research.

7. ADDITIONAL LAB SPECIFIC DETAILS

In the space below, please describe challenges that specifically apply to your research group and the methods you will employ to mitigate the risks these challenges pose to your staff. This includes, but is not limited to, occupying non-lab space, using spaces shared with other labs/research groups, and student offices.

8. COMMUNICATION

Once you've completed this plan, you must communicate with your staff to ensure everyone is aware of and understands this plan. In the space below, please describe how you will communicate this plan to your staff and what method of ongoing communication you will use to ensure any modifications are effectively communicated to the staff. Additionally, PIs are responsible for ensuring research staff complete the **"Pandemic Essentials: Research on Campus"** training module in MyHR. Please describe how you will communicate this training requirement with your lab staff and ensure completion.

9. SIGNATURE AND SUBMISSION

I certify that the information provided is accurate and that I agree to work with my research personnel to assure that they adhere to the guidelines distributed by OR for safe research space access and utilization.

SIGNATURE (PRINT NAME)

DATE