



Laboratory Ramp-Up Checklist – COVID-19

This checklist provides guidance for laboratory personnel re-entering laboratories after a shutdown (temporary or extended closure). It is important to re-enter the lab with caution to ensure hazards have not developed while the lab was closed.

These measures supplement general university guidance (e.g. hand-washing, social/physical distancing, staying home if sick, etc.).

Planning your return:

Establish a physical distancing procedure for your lab. Consider staggering shifts to prevent multiple people in the lab at the same time. Ensure review of any process that requires multiple employees to work together. Can those processes be changed or postponed so that two or more people are still able to physical distance? Also consider physical distancing requirements for shared office spaces and break areas.

- Yes No N/A

Prepare for supply chain disruptions and limited availability of materials. Recognize that order placement may be slower as the volume of requests increases. Do not conduct processes that require the use of specific PPE if PPE is not available.

- Yes No N/A

Develop appropriate [lab cleaning protocols](#) to disinfect high-touch surfaces. [Disinfectants](#) should be effective on enveloped viruses and compatible with surface materials.

- Yes No N/A

Before you walk in, do a mental hazard assessment of the hidden or invisible hazards of your lab, such as compressed gases, vapor-producing chemicals, etc. Ensure employees are aware of what to do if they re-enter and find such hazards (shut door and call public safety at 541-737-3010).

- Yes No N/A

Review shared facilities restrictions (e.g. electron microscope area, service analytical labs, etc.). There may be delays due to start-up procedures or restricted schedules to accommodate social distancing.

- Yes No N/A

Review start-up procedures for any compressed gas cylinders, gas generation station, gas distribution systems, or other equipment that was shut down during the lab closure.

- Yes No N/A

Conduct a lab meeting via Zoom with research staff to go over new procedures and policies. Instruct lab workers to self-monitor for fever or other signs / symptoms of illness daily before reporting for work.

- Yes No N/A

As you enter the lab for the first time:

Check for alarms (audible and visual) (e.g. oxygen sensors, etc.) as well as other potentially hazardous conditions that could pose a threat to you or others (e.g. odd or unusual smells or liquid on the floors). If an alarm is active, there is liquid on the floor or you smell something

unusual or potentially hazardous, shut the door and do not allow others in the lab. Call the OSU Department of Public Safety at 541-737-3010 immediately and request OSU Environmental Health and Safety (EH&S) response.

- Yes
- No
- N/A

Walk through all your areas and do a complete visual inspection looking for potential issues: broken containers, leaks, failed equipment, spills, etc.

- Yes
- No
- N/A

Check equipment that may have been affected by a power disruption.

- Yes
- No
- N/A

If damage has occurred as a result of the closure, contact OSU Risk Management at 541-737-7252 within 24 hours of discovering the loss.

- Yes
- No
- N/A

Pour water down dry traps/floor drains to mitigate sewer gas smells that are often confused with natural gas leaks.

- Yes
- No
- N/A

Before starting work or preparing for research to resume:

Flush eyewash stations for 3-5 minutes to remove sediment and stagnant water and document on weekly inspection sheet. Report problems to Facilities Services at 541-737-2969 and OSU EH&S at ehs@oregonstate.edu.

- Yes
- No
- N/A

Conduct a hazardous material inventory to ensure no loss of materials (e.g. highly reactive chemicals, toxins, radioactive materials, DEA controlled substances). Report any missing items to OSU Department of Public Safety at 541-737-3010 and EH&S at ehs@oregonstate.edu.

- Yes
- No
- N/A

Confirm that your fume hood is operating correctly. If the alarm is sounding or if you suspect it is not working correctly, email OSU EH&S at ehs@oregonstate.edu for a hood evaluation.

- Yes
- No
- N/A

[Request a waste pickup](#) for any expired, outdated, peroxide-forming chemicals or other reagents with a limited lifespan. Manage any biological or medical waste appropriately.

- Yes
- No
- N/A

There may be other laboratory-specific actions that need to be taken. Please consider any unique or specific aspects of your lab or research that need to be addressed in the start-up process.

It is natural that you will want to resume your research, work long hours to catch up, etc. Remember: Accidents are more likely to occur when you are hurried and tired. Plan to conduct work carefully and methodically. Encourage employees to speak up if they are concerned about a lack of social distancing or other COVID-19-related safety concern.

Contact OSU EH&S at ehs@oregonstate.edu with any questions or concerns related to laboratory startup or COVID-19 safety concerns.