In order to assist with your return to onsite research when the Governor's directive allows and your unit approves, all PIs and/or lab managers will be required to put COVID-19 safety measures (SOPs) in place.

As a PI or lab manager (whether your research operations have been affected by the stay-at-home order or you have been performing essential research on campus) you should now:

1. Be sure your laboratory safety measures include all necessary parts. Use this [Laboratory Ramp-Up checklist](https://drs.illinois.edu/site-documents/LaboratoryRampUpChecklist.docx), or an equivalent checklist if already provided by your unit, to determine if your planning is complete.
2. Write your COVID-19 Safety SOPs and incorporate them into your [Laboratory Safety Plan](https://drs.illinois.edu/Page/Programs/PlanOverview). You may use the template beginning on the next page to help create your SOPs. Note: use of this specific template is not required.
3. Be sure that all your returning personnel have:

a) Taken the [COVID-19 Safety](https://ovcrportal.research.illinois.edu/Training/Overview.aspx?TrainingId=295) training provided by DRS – [Instructions for viewing training records](https://drs.illinois.edu/site-documents/ViewingTrainingRecords.pdf).

b) Read and acknowledged your COVID-19 Safety SOPs. (An email by each person acknowledging they have reviewed the SOPs is sufficient documentation).

**Additional resources**

[Safe Conduct of Essential Research Activities](https://www.drs.illinois.edu/site-documents/SafeConductofEssentialResearchActivities.pdf) describes many of the COVID-19 safety practices covered by the checklist and the template.

[The COVID-19 Campus Safety](https://drs.illinois.edu/Page/COVID19CampusSafety) webpage has a number of guidance documents and other COVID-19 related information.

If you have questions, please contact [DRS](mailto:drs@illinois.edu).

**INSERT INFORMATION FOR YOUR GROUP IN THE TEXT BOXES BELOW**

**Reducing the presence of people together onsite**

*Remote work policy, staggered shifts and scheduling.*

**Onsite staff preparation**

*Training requirements including the online* [COVID-19 Safety](https://ovcrportal.research.illinois.edu/Training/Overview.aspx?TrainingId=295)*, review of all lab-specific practices, and daily health monitoring by each individual. See* [*Daily Health Check*](https://drs.illinois.edu/site-documents/HealthMonitoring.pdf)*.*

**Respiratory etiquette and hand hygiene**

*Face mask requirement in shared spaces, designation of hand washing sinks (if not all), location of hand sanitizer in offices and other facilities without sinks.*

**Working alone**

*Policy for the lab including limitations, requirement for pre-approval, and check-ins.*

**Physical distancing**

*Measures taken to facilitate a minimum of 6 feet of separation between people in laboratories, offices and other related rooms. Include changes in locations of equipment and workstations, occupancy limits for specific rooms, foot traffic direction, and entry/exit points. See:* [*Social Distancing Considerations for COVID-19.*](https://files.webservices.illinois.edu/9170/fs_healthsafetyresponseteam_covid-19socialdistancing.pdf)

**Cleaning and disinfection**

*Schedule or assignment of equipment per shift to limit sharing. Procedures to clean and disinfect high touch surfaces and equipment, cleaning frequency, and location of supplies. See:*  [*Laboratory Cleaning and Disinfection.*](file:///S:\Web%20Server%20Content\site-documents\LaboratoryCleaningandDisinfection.pdf)

**Additional safety measures and information**

*Contact information for lab or facility management, reference to other documents or addendums etc.*