

UTHSC Office of Research
Continuity for the Phased Re-opening of Campus Research
Individual Laboratory Implementation Assessment

Rev 5/11/20

Each Principal Investigator is required to complete and obtain approval for their *Individual Laboratory Implementation Assessment (ILIA)* outlining how their lab will implement the [Phased Re-opening for Campus Research](#). Labs that maintained a presence on campus during the Safer-at-Home phase of the pandemic response must also obtain an approved ILIA. This document is provided as a template to assist Principal Investigators in meeting this requirement.

Before a lab can begin a phased return to operations or an increase in current activities each PI must complete an ILIA and have it reviewed by their department Chair, and then submitted to, and approved by, the [Office of Research Safety Affairs](#). The Office of Research Safety Affairs can assist with recommendations for implementing guidelines, for consultation about appropriate practices, or to report concerns about conditions observed on campus by emailing labsafety@uthsc.edu or calling 901-448-6114.

Principal Investigator:

Name (signature)

Date

Laboratory Supervisor:

Name (signature)

Date

Department Chair:

Name (signature)

Date

Office of Research Safety Affairs

Approval Date:

Name (signature)

Date

I. General Education

The Principal Investigator will ensure transmission and comprehension of the information in [the Phased Re-opening for Campus Research plan](#), as well as the [standard operating procedures](#) and Blackboard training course *COVID-19 Lab Re-opening for Researchers* by (check all that apply):

Email distribution and verbal review of the materials and content

Print out of materials, placement in a readily accessible location in the lab and staff signatures to verify review.

Confirming completion of Blackboard training

Other (*describe*):

The Principal Investigator will enforce the guidelines expressed in the plan by (check all that apply):

Routinely observing personnel adherence to the guidelines

UTHSC Office of Research
 Continuity for the Phased Re-opening of Campus Research
 Individual Laboratory Implementation Assessment

Rev 5/11/20

Assigning lab staff to oversee adherence to guidelines and report non-compliance to the PI

Assign all lab staff to observe one colleague a week, evaluate their adherence and report to the PI

Develop and communicate an escalation procedure for addressing incidents of non-compliance

Other (*describe*):

II. Staffing Availability

Laboratory personnel at high-risk of COVID-19 should be encouraged to continue working from home whenever possible. During the initial phases of the re-opening other individuals with job responsibilities that accommodate telecommuting should continue to do so.

Name	Job Title	Availability (Telecommute/On-Campus)	Work Schedule	Reassessment Frequency

Use this space to describe concessions made for high-risk individuals in your lab and how you determined telecommute/on-campus scheduling for your personnel. *If additional space is needed, please simply create a list in a separate document and attach when submitting.*

III. Space Management

The occupancy of laboratory and office space must be managed to accommodate social distancing between staff members. Individuals must remain at least 6 feet away from each other in all directions (144 sq. ft. per person).

Laboratory Room Number	Square Footage	Max. Number of Occupants

Use this space to describe concessions or accommodations to ensure the maintenance of social distancing by your staff members. *If additional space is needed, please simply create a list in a separate document and attach when submitting.*

IV. Critical Activities/Work Plan Analysis

During the initial phase of the re-opening process laboratories should initiate research starting with critical activities only. Critical activities should be identified based on their urgency and serve as the basis for on-campus staffing decisions.

Planned Experiments	Urgency	Staffing Requirements	Reassessment Frequency

UTHSC Office of Research
 Continuity for the Phased Re-opening of Campus Research
 Individual Laboratory Implementation Assessment

Rev 5/11/20

V. Managing PPE and Staff Hygiene

Principal Investigators are required to ensure the availability of supplies for handwashing (e.g. soap, paper towels), routine disinfection of work surfaces and PPE to support research operations before personnel arrive on campus.

A. How will the Principal Investigator confirm the continued availability of the necessary supplies (*check all that apply*):

Assess availability of necessary supplies prior to staff arrival on campus

Check supply of soap, disinfectants, etc. every: Day Week Two weeks

Assign a lab staff member to check supply every: Day Week Two weeks

Identify the name of the individual:

Instruct all staff members to notify Principal Investigator of low supplies

Other (describe):

Examples of supplies that must be obtained include the following:

Type	Purpose
Surface disinfectant (non-lab)	Disinfection of non-lab surfaces
Surface disinfectant (Labs)	Disinfection of laboratory surfaces
Hand sanitizer	Hand hygiene after frequently touched surfaces (supplements handwashing)
Handwashing soap	Washing hands
Paper towels	Drying hands
Facemasks	General use. <i>To be obtained by each person individually.</i>
Gloves	Laboratory use
Lab Coats	Laboratory use
Eye protection	Laboratory use
Other research PPE	Laboratory use

B. How will the Principal Investigator confirm the routine disinfection of work surfaces (*check all that apply*):

Establish a cleaning log indicating location, time of disinfection and by whom

Review cleaning log with staff daily

UTHSC Office of Research
Continuity for the Phased Re-opening of Campus Research
Individual Laboratory Implementation Assessment

Rev 5/11/20

Instruct all staff members to notify Principal Investigator or lab supervisor after each cleaning

Other (describe):

VI. Health Status Self-Check Procedure

All lab personnel must perform a health status self-check (as per [COVID-19 SOP01](#)). The Principal Investigator will ensure that personnel complete this checklist by complete this self-check by (check all that apply):

Using the [UTHSC Self-Check website](#) each day before coming to campus

Recording their self-check on a log sheet

Sending the Principal Investigator an email upon completion

Other (*Describe*):