

COVID-19 Research Facilities Guidelines

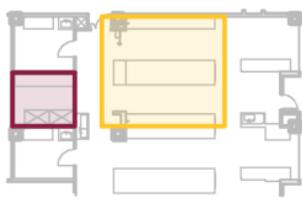
This document is intended to provide guidance related to the design and operation of lab and research facilities with increased density of researchers on campus. It is the responsibility of each Principal Investigator to adapt risk reduction strategies that best fit their specific research in order to minimize the risk of transmission of COVID-19 within their lab. The measures below are general guidance categorized into those that increase the physical space between researchers, and other measures to minimize contact time and cross-contamination if physical space measures are not feasible for operational reasons.

Take personal responsibility for maintaining a clean workspace

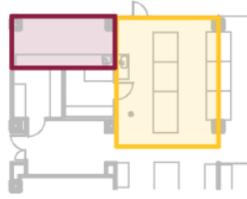
- Be aware of and follow equipment/lab cleaning guidelines within your area.
- Utilize sinks for frequent handwashing and provide hand sanitizer where sinks are not available.

Reduce occupancy

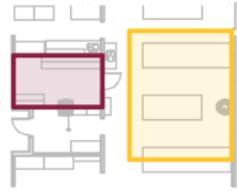
- Avoid performing non-lab work activities such as data analysis and literature reviews in the lab.
- A guideline of 150 sq. ft. per person is to be used in determining staffing levels in research laboratories. Determine the maximum occupancy in your lab, common lab areas, and equipment rooms.
- Implement a sign-up sheet with specific blocked periods for use and include downtime (i.e. 10 minutes) between periods before the next person can use equipment to prevent physical encounters of the two individuals. This also applies for equipment or activities that cannot be physically separated for operational reasons.
- There should only be one individual in an equipment alcove, procedure room or tissue culture room at a time. (Examples in maroon)
- There should be no more than two individuals within a laboratory module at a time. (Examples in gold)



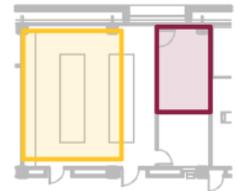
BDB



BDC



ISTB 1



PSC

Lab module
2 person max

Lab support
1 person max

Create dedicated workspaces

- Where possible, assign work areas such as desks or lab benches to specific individual lab members. Each researcher should use only their assigned workspace. (Colored tape can be used to mark spaces.)
- Stagger use of lab benches to avoid working on back-to-back benches in an open lab setting.
- Lab personnel should use alternate fume hoods if available or wait in turn for use.
- Modify work processes and assign specific tasks to the same person to restrict individual movement across the laboratory and to minimize the number of users of specific equipment, i.e. confocal microscopy, cell culture, etc.

Minimize contact time

- Work with your department and neighboring colleagues to develop a plan for staggering work and staffing schedules to ensure both physical separation and minimal contact time.
- Implement start time staggering for different teams to start and end work so as to minimize contact time and avoid peak hours of arrival/departure.
- Implement split team arrangements for laboratory workers (Team Maroon and Team Gold) to work alternate days or half day shifts. This is beneficial for shared labs or high capacity labs.

Maintain compliance with existing lab safety requirements

- If you or members of your lab continue research work independently, ensure you are following the correct procedures as outlined in EHS123 Working Alone with Hazardous Materials, Process or Equipment. [policy here](#)

- If you need to complete EHS Fire or Lab Safety Training classes, please contact safetypartners@asu.edu for instructions on how to do so online.
- Utilize the lab ramp-up checklist to ensure you are prepared to resume research activities. [checklist](#)

Principal investigators, researchers and laboratory managers should organize regular check-ins to ensure that all lab members are adequately supported through the transition to this new working environment.