

Laboratory-Specific Ramp-up Plan

Purpose

The following plan should be completed and approved by each laboratory's PI. The plan must be approved by the Office of the Senior Vice President for Research before ramp-up can commence.

Objectives

The objectives of this plan are:

1. Facilitate safe and orderly restoration of Downstate laboratory operations.
2. Minimize potential transmission of COVID-19.
3. Restore scientific research to full capacity as soon as possible.

Research Laboratory Ramp-up Considerations

Careful attention should be given to the types and duration of research following reopening. Backlogs in purchasing and media prep, use and oversight of animal models, reduced staff size, and potential subsequent ramp-downs due to viral recurrence must be considered. Researchers should plan accordingly:

1. Can a staggered start be implemented?
2. Can the laboratory operate with fewer staff onsite at any given time, perhaps with extended hours?
3. Can the research be easily halted if another ramp-down is necessary?
4. Can the research be performed with limited staff and/or rotating teams?

Personnel. Laboratory members must be granted a safe workspace. Social distancing and mask usage in common spaces are required. Laboratories must consider how they can:

1. Create staffing rotations.
2. Limit staffing numbers to help with physical distancing. Rough guides include limits of one person per bay or ancillary room, for example.
3. Implement frequent disinfecting protocols for laboratory surfaces and office spaces.

Supplies & Equipment. During laboratory closure, it is not uncommon for supplies to expire or be used elsewhere, or for equipment to require recalibration or certification when restarted. As many labs and offices return to work, there may be a strain on purchasing. Each lab should generate a master-list of:

1. What equipment needs to be recalibrated/certified.
2. What reagents/media need to be remade or reordered.
3. What standard laboratory PPE is in short supply and needs to be reordered.

Plan submission

To submit the completed plan, please email the attachment to svp-research-office@downstate.edu with the subject line "Laboratory Research Ramp-up Plan – last name, first name."

Laboratory Ramp-up Plan

1. PI Name (last, first): _____
2. Other persons responsible for the laboratory (if other than the PI): _____
3. Total number of laboratory personnel (faculty, trainees, staff, administrators): _____ (if only one person, questions 5, 6, 7 can be skipped.)
4. Laboratory room info (separately list main lab and each ancillary room used by lab members; add new rows as needed):

Building and Room #	# of work locations within the lab (e.g., bench locations, instruments) that can be used simultaneously while maintaining at least 6' between workers	# of personnel proposed for Phase 1	Comments

5. Social Distancing Plan: Please provide a description of your strategy for achieving social distancing of your laboratory personnel, referencing specific room numbers. Attach sketches if helpful.

6. Scheduling Plan: Please provide a description of the scheduling strategy, including days, hours, and number of people per shift. Include links to scheduling calendars if available. (e.g., staff schedules can be adjusted to alternate days; alternate times; some remain working from home, rotation of schedules, etc.)

7. Cleaning and Disinfection Plan: Provide a description of how the laboratory will maintain a clean working environment throughout the day and between shifts (if applicable). Include information on responsibilities and techniques. (e.g., each person is responsible to clean their own workspace; everyone will clean shared equipment before each use).

8. Animal Research: Do you plan on conducting animal research, and if so, have you communicated animal ordering and/or breeding plans with the Division of Comparative Medicine?

9. Vendors and Outside Services: Provide a list of any known essential outside vendors that will need to come to your laboratory, and the frequency/duration anticipated for those visits. These should be kept to an absolute minimum.

Name/Company	Frequency of visit (approximate)	Email

Office of SVP for Research comments:

Research group PI:

Plan approved as is:

Plan approved as modified as described above in comments:

Modification of plan required as described above in comments:

David Christini, PhD, SVP for Research

Date