REBOOT YOUR BENCH CHECKLIST

BEFORE RETURNING TO THE LAB:

☐ Check and comply with your institutional and local requirements.

☐ Identify a co-worker responsible for coordinating and enforcing your new policies.

☐ Review and understand any required protocols for health monitoring.

☐ Be sure there is adequate stock of PPE available.

☐ Pre-plan your day so you can work efficiently while in the lab. Consider performing any non-lab work at home.

☐ Stagger worktimes and shifts, including lunch time and breaks.

☐ Develop a floorplan that limits the number of people per space, being at least 1.5 m apart, and consider 1-way corridors.

☐ Develop a scheduling system and clean-up strategy for shared equipment, including freezers and refrigerators.

☐ Check with delivery rooms for policies on pick-up and drop-off of packages and mail –
non-perishable items may need to be quarantined.

☐ Develop a plan for visitors, including vendors; discourage in-person visits, unless critical.

☐ Develop training materials and protocols for all new procedures; consider making training mandatory.

☐ Review and understand travel and commuting policies.

☐ Check in with any conferences or tradeshows you were planning to attend.

☐ Consider replacing live seminars or trainings with virtual events.

THINGS TO CONSIDER ONCE BACK IN LAB:

☐ Personal safety

– Practice proper hygiene – wash your hands frequently.

– Practice social distancing.

– Refrain from touching your face.

– Wear protective masks and gloves.

– Launder lab coats more frequently.

– Consider adding additional hand sanitizing areas.

☐ Equipment and reagents

– Be sure that equipment is calibrated and ready to use – contact manufacturer, if needed.

– Update software, as needed.

– Move frequently-used equipment to new locations to allow for social distancing.

– Consider a deep clean of the lab periodically.

– Flush water lines out, if necessary.

– Ensure that safety devices, such as fire extinguishers, shower and eye washing stations are checked,
clean and working.