

Medical School Laboratory Safety & Hygiene Plan for Reactivation of Wet/Bench Research Laboratories

Please read entirety of document and complete yellow highlighted areas. Submit document to your department for review and approval. The signed document should be uploaded into the [Safety Section of the Medical School Laboratory Space Usage Form](#).

Faculty Name:	
Uniqname:	
Emergency Phone Number:	
Department:	
Building:	
Room(s):	

Responsibilities

Individuals

Individuals are responsible for reading and complying with U-M's Guidelines for Safe Lab Work. Individuals should remain at home if they are sick or report signs of illness if symptoms develop during the work day. Individuals [at risk](#) are not required to return to work. Every person must wear a mask. Although the institution will provide a cloth mask, it is ultimately the individual's responsibility to retain the mask, bring it to work daily, and comply with applicable cleaning and care instructions.

Laboratories

Principal Investigators (PIs) are responsible for reading and complying with U-M's Guidelines for Safe Lab Work. PIs will provide gloves, disinfectants and scheduling of personnel to maintain proper density to adhere to social distancing measurements to protect individuals. PIs are responsible for creating a compliant culture that supports the safety of all personnel.

Department Leadership

Departmental leadership will be responsible for enforcing policies and guidelines as they have a greater awareness and control of the local setting.

Medical School

The Medical School will be responsible for providing building access and screening entrants. Employees authorized to return to work will be provided a cloth face mask and instructions on cleaning and maintenance. The Medical School will monitor compliance and impose sanctions up to and including suspension of building and laboratory access.

Schedule

<INSERT ONLINE CALENDAR/SCHEDULING, e.g. Google Calendar> will be used to sign up for and signify who is present in the space to control the number of personnel in the lab to the approved occupancy level. All analysis and other work (e.g., lab meetings, journal club, supervisor meetings, study design, administrative work, etc.) that can be done from home are required to continue to be done remotely.

It is critical that lab safety be maintained. Per the [U-M Chemical Hygiene](#), it is not prudent to work alone in a laboratory with hazardous materials or procedures. Whenever working in the laboratory, others should be actively aware of your activities.

Laboratory Safety & Hygiene Schedule

List duties to be performed by personnel, especially responsibilities for cleaning and disinfecting noted in the other sections of the safety & hygiene plan. Indicate the designated time of day and location for such duties to be completed.

Time	Person	Duties	Lab Location/Room

Note: Graduate student lab engagement should follow [Rackham Guidance](#). Specifically, the manner in which graduate students return to research in the laboratory should be mutually agreed upon by faculty member/PI and the graduate student.

Density and Social Distancing¹

The approved laboratory occupancy sign will be posted on the door of the laboratory or in an easily visible, public location. A laboratory map will be posted inside the entryway to show work flow patterns and personnel work spaces that adhere to social distancing parameters.

Laboratory work space will be configured to ensure social distancing. Tape or other visual cues will be used to mark out 6-ft. measurements, especially in high traffic or bottleneck areas. Equipment will be moved to create at least 6 ft. between users.

Note: The most typical configuration of two desks side-by-side at the wall side of a bench likely precludes more than one person sitting at a desk at a time because appropriate distances cannot be maintained.

Small procedure rooms (e.g., imaging, tissue culture, surgery) will be limited to one person at a time. The door should be shut when occupied if the experiment allows.

¹ U-M guidelines require each laboratory/room can accommodate a maximum of 1 person per 144 sq. ft. and requires all personnel to maintain at least 6 feet of space between them as they work.

Additional Laboratory-Specific Density/Social Distancing Actions

List any additional specific precautions needed for your laboratory due to the unique aspects of your research, room configuration, variances from standards above, or other extenuating circumstances.

Laboratory Hygiene

Personnel will wash their hands with soap and water for a minimum of 20 seconds upon arrival in the laboratory and several times throughout the day.

Lab personnel will wear their personal masks in the laboratory and common areas (halls, restrooms). Masks will be washed following EHS [Face Covering Usage for COVID-19](#) guidelines.

Personnel, as noted in the Laboratory Safety & Hygiene Schedule above, will be assigned to wipe down lab benches and other items handled by others (e.g., handles, light switches, refrigerators, telephones, stools/chairs) with 70% isopropanol, ethanol or other EPA-registered disinfectant at least daily and between personnel changes following [EHS guidelines](#). Sanitizing activities will be noted on a log in a place that is easy for personnel to record and see.

A sign-up calendar will be developed for common/shared equipment. Before using common equipment, hands will be washed and new gloves donned. When removing gloves, proper technique will be used to keep dirty to dirty and clean to clean. Wash hands after removing gloves. Good technique for degloving will be employed.

https://www.youtube.com/watch?v=xTYioOo__6U

<https://www.youtube.com/watch?v=YfGivTv3wbc>

Common equipment will be cleaned before and after use ([EHS Guidelines](#)). Some manufacturers have also posted guidelines of how to disinfect their products; these should be consulted to avoid damaging delicate instruments. Disinfection activities will be noted on a log that is easy for personnel to record and see.

Additional Laboratory-Specific Hygiene Actions

List any additional specific precautions needed for your laboratory due to the unique aspects of your research, room configuration, variances from standards above, or other extenuating circumstances.

Common Areas

Most common areas, e.g., conference rooms and some lunch rooms, will be closed. For any that may remain available, usage will be minimized and break periods will be staggered to mitigate contact with others. Faculty will work with their local colleagues or the Department to establish a schedule for break periods that minimize occupants at any one time. Hands will be washed before and after breaks. Chairs will be positioned to enforce social distancing. This is particularly important in areas where food is being consumed as wearing masks is precluded. Personnel using common areas should disinfect the area before and after each use.

Meetings

The laboratory will continue to hold meetings with Zoom, BlueJeans, Microsoft Teams, Google Meet or Skype to reduce personnel density on the premises.

Enforcement

The PI and research team will self-monitor adherence to U-M guidelines and compliance with the safety and hygiene plan described herein.

Department leadership will enforce U-M guidelines and the safety and hygiene plan described herein.

Personnel can report lab safety issues, including personnel who are ill or not following safety protocols, via the [U-M compliance hotline website](#). Concerns can also be reported by calling 866-990-0111 or contacting EHS at 734-647-1143 or emailing [EHS](#).

Principal Investigator Signature

Date

Department Signature

Date