

Research/Laboratory Shutdown Checklist Template (04/01/20)

For each person in the group, develop a list of goals that can be completed remotely:

- Data analysis
- Manuscript preparation
- Reading literature
- Preparing grant materials
- Remote course work
- Acquisition of new computational skills
- Professional development activities
- Take online safety training

Establish a plan for ongoing interactions:

Determine format and interval for all-group meetings and one-on-one and smaller meetings. Many labs have weekly group meetings via Zoom.

Establish expectations for how researchers document their work when working remotely.

Lab shutdown – General safety and equipment

- Distribute lab contact list
 - Remove all perishable food from break areas, lockers and refrigerators
 - Back up critical research data
 - Ensure lab members have remote access to work off site
 - Secure lab notebooks and other data
 - Take laptops home or secure in locked locations
 - Secure physical hazards, such as sharps
 - Remove items from window ledges
 - Close all gas valves and water taps
 - Shut off gas to area, if possible
 - Decontaminate areas of the lab as you would do routinely at the end of the day
 - Lock all outer lab doors
 - Update emergency contacts on outer doors
 - Cancel orders for non-essential research materials if they have not yet shipped.
 - Contact loading dock/mail services personnel to notify them of any expected incoming shipments.
- Do not place any packages potentially containing dry ice in a walk in cold room or freezer

Lab shutdown – Chemicals, materials and equipment

- Consolidate storage of valuable perishable items within storage units that have backup systems.
- Fill dewars and cryogen container

