



Principal Investigator
Division/Institute/Center
Research building
Floor

As Principal Investigator, I affirm all details below to be accurate and assume responsibility for ensuring oversight and compliance of my laboratory personnel and management of my space.

PI Signature

CRITERIA FOR EARLY RESTART OF RESEARCH (Please check one or more boxes):

- Will the work contribute to resolving the current public health crisis or support socio-economic recovery?
- Will the work have material non-COVID-related public health implications?
- Is there another reason why a two-week delay will result in missed critical public impact?
- Will a two-week delay lead to missing a critical funding/publication deadline?
- Will taking a pause limit the ability to complete the research (e.g., funding restrictions)?
- Will taking a pause cause undue harm or cost (e.g., derailing long-term research, preventing maintenance of vital equipment, etc.)?

Briefly justify the criteria for early return that you checked above

OPERATIONAL STEPS FOR EARLY RESTART OF RESEARCH

COVID-19 compliance lead person

Division, Institute, Center:

Lab-specific:

Plans for communicating protocols to personnel and visitors

All department personnel will review 1) 'Principles and guidelines for restart of pre-clinical research in SOM' or 'Principles and guidelines for restart of clinical research in SOM' as applicable, 2) this current document for approval of early research restart, and 3) EH&S guidelines for pandemic preparedness (<https://www.ehs.pitt.edu/lab-safety/pandemic-preparedness-researchers>). Visitors should be limited for essential purposes only and will review the same three documents as laboratory personnel.

Physical distancing plan

Personnel will follow **SOM guideline #11:**

Within the research building environment, a minimum of 6ft physical distancing must be maintained at all times including bathrooms, and breakrooms (apart from transient unavoidable situations—for example, personnel moving up and down stairwells). Elevators should be limited to 2 or 4 persons at a time wearing face coverings. Flow of foot traffic on a floor should be maintained in one direction where possible.

AND, for the early restart phase, *will reduce the number of personnel in the building to a maximum of one third of our pre-COVID-19 capacity through either maintain work from home or by shift work.*

Shift work will be organized according to **SOM guideline #13:**

In laboratories where it is necessary to decrease personnel density to maintain physical distancing, the development of shift work scheduling is strongly encouraged (e.g., three 6-hour shifts or two 8-hour shifts). Laboratory PIs can determine their own shift schedules. Shift desynchronization with other laboratories on the same floor will potentially minimize interaction in hallways and communal areas. Personnel, in consultation with their PI, must agree to specific shift assignments, including weekend activity, and work within contracted weekly hour limits (including any remote work).

Shift workers will be assigned a one-hour entry window and should only enter the building lobby at the beginning of their assigned time based on the first letter of their surname:

0 min past the hour: A-E
15 min past the hour: F-L
30 min past the hour: M-R
45 min past the hour: S-Z

If utilizing shift work, please provide details:

If utilizing any laboratory-specific protocols, in addition to shift work, for maintaining a maximum of 1/3 occupancy and 6ft physical distancing, please provide details:

Conference rooms will be used if necessary to function as break space or work space maintaining >6ft physical distancing.

Describe procedures for cleaning and disinfecting areas and equipment

Personnel will follow [SOM guideline #14](#):

At the end of any shift period or workday outgoing personnel must wipe all actively used surfaces and equipment with appropriate cleaning or disinfectant materials.

Cleaning and disinfectant supplies will if necessary be procured from the University of Pittsburgh bulk purchasing order.

Describe plan for obtaining PPE

Required PPE will conform to [SOM guideline #13](#):

Either a self-supplied cloth/barrier mask or a University supplied face mask must be worn from the time of entry into the building until the time of exit from the building, except while eating with greater than 6ft distancing, or in an enclosed single-person office space. Use of masks is encouraged during the entire commute for personnel taking public transport.

Masks will be provided at the building entrance using supplies from the University of Pittsburgh bulk purchasing. Any additional PPE requirements for close contact work (face shields or goggles as detailed in [SOM guideline #13](#)) will be procured from the University of Pittsburgh bulk purchasing order if necessary.

Methods to encourage good hygiene practices

Personnel will be instructed to conform with [SOM guideline #13](#), "Safeguarding hand washing practices and hand sanitizer use must be observed." Generic institutional signage regarding good hygiene practices will be posted throughout the floor and in particular outside bathrooms, conference rooms, lunch areas, and elevator bays.

If utilizing any specific signage within your laboratory space, please provide details:

Steps to ensure people with symptoms do not come on site:

All personnel must complete the daily personnel log with daily entry times and exit times, any 'close contacts', and confirmation of lack of exposure (#5 below) and symptoms (#6 below). This log must be checked frequently by the laboratory PI or supervisor.

SOM guideline #5:

Research personnel who have tested positive for COVID-19, have been in contact (without appropriate PPE) with someone known to have COVID-19, have been told by a public health official or employer that you may have been exposed to COVID-19 in the past two weeks, or been in contact with anyone showing COVID-19 symptoms

(as detailed in #6), must not come to work and must contact your supervisor immediately for further instructions.

SOM guideline #6:

Research personnel who are experiencing symptoms of new shortness of breath, cough, or sore throat within the past few days or have fever, sweating, chills, any loss of taste or smell, muscle aches, nausea, or diarrhea must not come to work and contact their supervisor immediately for further instructions.

Verify that all personnel on the project have received and reviewed COVID-19 training

The PI will verify that all their laboratory personnel have completed COVID-19-specific training as specified in [SOM guideline #7](#): “For personnel returning to research laboratories, a COVID-19 safety-training module must be completed successfully to gain building entry. For essential personnel who currently have access to research buildings they must complete the module by June 2.”

Create a plan for symptom monitoring among personnel and visitors

As detailed above, all personnel must complete the daily personnel log that screens for symptoms.

Essential visitors must complete the same daily personnel log that screens for symptoms and provide to PI before entering the research environment.

Outline steps for responding to a suspected or confirmed COVID case

We will follow [SOM guidelines #16](#):

Upon notification of a confirmed positive COVID-19 individual, areas where the person has visited in the 48 hrs before emergence of symptoms, or before notification of a positive test, (whichever is the more recent) must be prepared to close for up to 24 hrs and appropriate cleaning and disinfectant procedures undertaken. Any personnel that meet the CDC and UPMC Wolff Center criteria for ‘close contact’ with the COVID-19 positive individual must undergo a 14-day quarantine period and test COVID-19 negative before returning to the research environment.

Human subjects research

Yes No

Only respond to five criteria below if you answered yes

All department personnel involved in human subjects research will review ‘Principles and guidelines for restart of clinical research in SOM,’ with specific attention to guidelines for interacting with human subject participants and collection of biological specimens from human subject participants. To qualify for an early restart of human subjects research, PIs attest to the following five requirements (please check all below):

Following Pitt and/or UPMC facilities policies, as applicable

Following Pitt and/or UPMC safety policies, as applicable (e.g., has proper and enough PPE for staff and participants, proper set up and cleaning supplies)

Resourced with sufficient staff to conduct study and is following Pitt HR policy

Ensuring that all members of the research team have completed COVID-19 training

In compliance with regulatory requirements and has completed the IRB Qualtrics survey

List any expected travel/field activities in the next two months

Participants

Location

Transportation method

Rationale

Risks