

**Environmental Health & Safety Laboratory Contingency Plan Checklist**

This checklist is intended to aid you and your research teams in reviewing your plans as the campus becomes more populous.

**Staffing:** FSU has removed the occupancy restrictions in labs, but you will still need to observe safety protocols, including social distancing and wearing face coverings. The situation remains in flux, and some of your staff may be unable to come to work due to impacts from COVID-19. Having a clear plan for such contingencies will minimize disruptions to your research activities.

* Determine the maximum number of people who can be in the lab at any one time based on University, College, and Departmental guidelines.
* Create a schedule for occupancy. Consider the use of staggered work schedules to reduce the time employees are in the lab together. For some areas, rotating in-person and remote days among employees may be beneficial.
* If your staff cannot remain socially distant because of the nature of their work, consider altering or postponing that work. Create and communicate a set of safety procedures to mitigate risk, including wearing face coverings. Consider whether plastic space dividers would be safe and useful.
* Review the critical activities occurring in your lab and determine who can serve as back-up in the event someone must quarantine. Consider having several layers of back-up staff to ensure coverage.
* Ensure that you have a clear procedure for communicating absences to backup staff and the lab manager.
* Cross-train backup staff on the activities they will be expected to complete.

**Research:** We urge you to keep in mind that the local and national situations remain fluid. It is probably not a good idea to begin long-term projects that cannot be interrupted.

* Think through what research you can reasonably expect to accomplish, keeping in mind the potential of diminished staff or potential difficulty of lab access.

**Interruption of operations:** OVPR does not anticipate closing labs down again, but it may be the case that a lab has to close for a period of time if there is concern about a potential outbreak in a specific area, as determined by HR and the Medical Advisory team. The University may also determine that a specific area requires enhanced cleaning and disinfection due to exposures.

Review your plans in case of an emergency shutdown. See [Laboratory Hibernation Checklist](https://safety.fsu.edu/sections/forms/Laboratory_Hibernation_Checklist.pdf).

Please keep in mind that all employees are expected to comply with University directives and policies. Failure to do so may result in sanctions.