

COVID-19 Safety/Return To Work Checklist

This checklist has been developed by Safety & Risk Services (SRS) with the guidance and approval of the Office of the Vice President of Research (OVPR). As we re-enter our lab facilities, we must strive to minimize the spread of infection. The spread can be suppressed by doing the following:

- Minimize in-person interactions of lab personnel
- Minimize the use of shared surfaces and materials
- Diligently disinfect high-use touch points, surfaces and equipment
- Wash hands frequently and don't touch your face

Use the following checklist to prepare your lab for re-occupation. All items on this checklist must be in place before lab activities can resume.

	All lab personnel have completed the required "UNM Bringing Back the Pack Return To Work" training on Learning Central (online course BBP 100) before returning to work.
	Non-employee students working in labs must also complete the training, which is available here: https://hr.unm.edu/training/cv19/BBTP/ https://hr.unm.edu/training/cv19/BBTP_Spanish/
	Each lab worker has certified that they are asymptomatic for COVID-19 in their response to the covidscreen email sent daily by HR.
	Hand soap is available at every sink and/or alcohol-based hand sanitizer is available in the lab.
	Responsibilities for cleaning and disinfecting touch zones in common areas and shared lab spaces have been designated. Cleaning and disinfecting is taking place at the beginning of, throughout, and at the end of the work shift.
	It has been determined how physical distancing standards (6 feet) will be implemented.
	A plan has been created for scheduling alternate laboratory shift work and it has been communicated with lab personnel and posted in the lab.
	Face coverings are worn by all lab personnel and it has been determined which face coverings are appropriate.
	Create "Do Not Enter – Maximum Occupancy Achieved" signage and post on door when appropriate.
	A First Aid Kit is available in the lab or a central location that is known to all lab personnel.