

## 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

