REBOOT YOUR BENCH CHECKLIST

BEFORE RETURNING TO THE LAB

☐ Check and comply with your institutional and local requirements
☐ Identify a co-worker responsible for coordinating and enforcing your new policies
☐ Review and understand any required protocols for health monitoring
☐ Be sure there is adequate stock of PPE available – if not, place an order (avoiding items critical for health care workers)
☐ Pre-plan your day so you can work efficiently while in the lab. Consider performing any non-lab work at home (e.g., writing papers, conference calls, ordering/researching reagent/equipment purchases, etc.)
☐ Stagger worktimes and shifts, including lunch time and breaks
☐ Develop a floorplan that limits the number of people per space, being at least six feet apart, and consider 1-way corridors. Consider break and meeting rooms, as well as lab space.
☐ Develop a scheduling system and clean-up strategy for shared equipment, including freezers and refrigerators
☐ Check with delivery rooms for policies on pick-up and drop-off of packages and mail – non-perishable items may need to be quarantined.
☐ Develop a plan for visitors, including vendors; discourage in-person visits, unless critical
☐ Develop training materials and protocols for all new procedures; consider making training mandatory
☐ Review and understand travel and commuting policies
☐ Check in with any conferences or tradeshows you were planning to attend
☐ Consider replacing live seminars or trainings with virtual events
☐ Understand the accountability for non-compliance of any safety protocols

THINGS TO CONSIDER ONCE BACK IN LAB

☐ Personal safety
  – Practice proper hygiene – wash your hands frequently
  – Practice social distancing
  – Refrain from touching your face
  – Wear protective masks and gloves
  – Launder lab coats more frequently
  – Consider adding additional hand sanitizing areas
  – Limit touching computers and phones – consider downloading myNEB®, an Alexa cloud-based voice service designed to help with basic scientific calculations and other lab information

☐ Equipment and reagents
  – Be sure that equipment is calibrated and ready to use – contact manufacturer, if needed
  – Update software, as needed
  – Move frequently-used equipment to new locations to allow for social distancing
  – Take stock of reagents and pay attention to expiration dates – reorder, as needed
  – Consider a deep clean of the lab periodically
  – Contact your EHS team for disposal of any hazardous materials
  – Flush water lines out, if necessary
  – Ensure that safety devices, such as fire extinguishers, shower and eye washing stations are checked, clean and working