PI Work Plan Template

Faculty/PI Information

|  |  |
| --- | --- |
| Name (Last, First) |  |
| ID |  |
| Department(s)\* |  |
| Division (if applicable)\* |  |
| Email Address |  |

**\**Note: Department and division name must match RedCap entry****.*

Laboratory Information

|  |  |
| --- | --- |
| Building(s) |  |
| Room Numbers |  |
| Pods/Rm Numbers: |  |

Returning Lab Personnel

Identify key personnel needed to restart research projects taking into account their career needs. Those that can continue to work remotely should do so.

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| **Name (Last, First)** | **Position/Appt Type** | **What Phase will this person be returning onsite (1,2,3)?** |
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Lab Schedule

Schedules should be designed to minimize contact overlap while ensuring lab safety. Avoid peak travel times. PI’s may want to consider implementing split team scheduling arrangements (e.g. Teams A/B, or Pods A/B/C) for alternate-day(s) or half-day shifts. Detail the lab’s schedule below. If a different format is more appropriate, feel free to use it.

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| **Name (Last, First)** | **Proposed Work/Access Times** | **Buildings & Rooms** | **Comments** |
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Shared Spaces

List shared spaces used by your research group. Shared spaces include, but are not limited to, procedure rooms, local shared equipment rooms, tissue culture rooms, microscopy suites, environmental rooms, autoclave and glass washing facilities, kitchen, conference rooms, offices, etc. Core facilities should NOT be included.

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| **Shared Space** | **Max. Occupancy** | **Comments** |
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Shared Research Space Schedule

In this section please provide the detailed schedule for shared spaces identified above.

Procedure Rooms, equipment rooms, tissue culture rooms, microscopy suites, environmental rooms, autoclave and glass washing facilities, etc. need to be coordinated with all users – those within your research group as well as those outside your lab.

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| Name (Last, First) | Proposed Times | Shared Resource | Comments |
|  | M, W, F 8 am – 10 pm |  | Smith Lab also uses |
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Core Facilities

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| Core | Service(s) Needed | Frequency Needed | Fee-for-Service OK?\* |
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\*Some services that were traditionally self-service may only be available on a fee-for-service basis whereby core staff will perform the service.

Laboratory Layout and Configuration

Please review your laboratory layout. Please confirm the following changes to laboratory layout and what configuration considerations will be made when the laboratory reopens.

* Each person will have a specific designated workstation for their shift(s).
* Each workstation is spaced at least 6 feet from other workstations.
* Considerations for back-to-back benches have been made. A zig zag, alternating pattern may be

needed to create staggered spaces that ensure 360-degree social distancing.

* Shared instruments have been relocated as needed to ensure proper social distancing.
* Markers will be placed on the floor to identify 6 foot separations when queuing for use of:
* Sinks
* Shared equipment
* Fume hoods
* Chemical dispensers
* Hazardous waste accumulation areas, etc.
* “Keep-out” areas and areas of limited occupancy have been identified and signage will be posted.
* Designated foot traffic lanes and one-way passages between benches have been planned if needed.
* Chairs at unused workstations will be removed or labeled to prevent use that may impair social distancing.

**Remember:** You ***must*** save and upload your file with this naming convention to ensure its review: "**Department\_Division\_PIlastname\_PIfirstname\_PhasedLabPlan2020"**

*Example:* **Medicine\_RheumatologyImmunologyAllergy\_Anderson\_Paul\_PhasedLabPlan2020**

***For Admin Use Only***

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| Department(s) Chair Approval |  |
| Leadership Approval |  |