**Return-to-Research Checklist – Summer, 2021**

EH&S has prepared the following Return-to-Research Checklist for use by personnel returning to active laboratories following an extended absence during the COVID-19 pandemic. In addition to the Checklist items below, personnel must ensure that [all other University requirements](https://covid19.columbia.edu/content/health-guidance#/cu_card_group-1500) are fulfilled prior to or upon return, as applicable.

If returning for the first time to a laboratory that has been entirely ramped down for the duration of the COVID-19 pandemic, please consult the detailed [“Ramp Up” checklist](https://research.columbia.edu/sites/default/files/content/EHS/COVID-19/RampUpChecklist.pdf) for further details.

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| **Item or Task** | **Complete** | **N/A** | **Notes** |
| **Administration** | | | |
| Consult with Principal Investigator and/or Lab Manager to review any new or enhanced laboratory protocols. |  |  |  |
| **Personal Protective Equipment** | | | |
| Ensure lab coats, gloves, protective eyewear and face masks are available, prior to resuming active research. |  |  |  |
| Identify designated locations, if applicable, for individuals to store personal items (e.g., lab coats) separately from others. |  |  |  |
| **Safety Supplies and Emergency Equipment** | | | |
| Re-familiarize yourself with the locations of emergency eyewashes, overhead showers and spill response kits. |  |  |  |
| Flush eyewash stations to verify proper operation. |  |  |  |
| Flush laboratory sinks and drains, including cup sinks, which have been unused for extended periods. |  |  |  |
| Confirm chemical fume hoods and biosafety cabinets are operating normally prior to resuming work. Notify EH&S if not working properly. |  |  |  |
| **Communications and Training** | | | |
| Complete [*COVID 19 Training: Being Safe at Columbia*](https://www.rascal.columbia.edu/tc/course/TC5550/courseOverview) training (course #TC5550 in Rascal). |  |  |  |
| Complete any expired, or soon to expire, general training courses: <https://www.rascal.columbia.edu/tc/trainingStatus> |  |  |  |
| **Equipment Use**  Significant care must be taken when restarting all laboratory equipment. Restart all equipment only when there is adequate time to monitor performance. Follow manufacturers’ guidance for the safe reactivation of all equipment. Power up all electrical equipment slowly, one at a time, to reduce the likelihood of overloading power circuits. Verify that equipment is free of frayed or damaged cords before returning to service. | | | |
| **Cleaning and Hygiene**  Clean workstations and common, shared surfaces at the beginning and end of each workday.  1. Use EPA List-N disinfectants, sourced through University purchasing.  2. Wipe down work surfaces, including laboratory benches, computer mice and keyboards, telephone handsets, doorknobs, light switches and other equipment. | | | |