University of Maryland Baltimore

COVID-19 Research Safety Plan

Date of last revision: June 1, 2020
**Contents**

INTRODUCTION .................................................................................................................. 3  
KEY CONTACT INFORMATION .......................................................................................... 3  
PERSONNEL .......................................................................................................................... 4  
  Work from home whenever possible .................................................................................. 4  
  Authorized personnel ........................................................................................................ 4  
SUSPECT EXPOSURE OR DIAGNOSIS OF COVID-19 .................................................. 4  
  Employee Reporting Process .......................................................................................... 5  
  Student Reporting Process ............................................................................................. 5  
SICK EMPLOYEE OR STUDENT ......................................................................................... 5  
SAFE BEHAVIORS ............................................................................................................... 5  
  Personal Hygiene and Disinfection Practices .................................................................. 5  
  General Physical Distancing Guidelines ......................................................................... 6  
  Physical Distancing in Shared Spaces ............................................................................ 6  
  Physical Distancing Requirements for each Research Resumption Phase: ..................... 7  
  Use of Non-Medical Cloth Facemasks ........................................................................... 8  
  Promoting and Enforcing COVID-19 Safe Behaviors: ................................................ 9  
LABORATORY OPERATIONS AND SPACES ................................................................... 10  
  Resuming Laboratory Operations: ................................................................................ 10  
  Energy Reduction Hours ............................................................................................... 11  
  Laboratory Cleaning and Disinfection for COVID-19: ............................................... 12  
 Appendix 1: Laboratory Checklist for Resuming Research Operations ......................... 13  
 Appendix 2: COVID-19 Posters and Flyers ................................................................. 17
INTRODUCTION

The following plan provides safety practices for conducting research during restrictions related to the COVID-19 pandemic. This plan is supplemental to the standard safe work practices list in the University Chemical Hygiene Plan and safety requirements listed in approved protocols.

The COVID-19 pandemic is a rapidly evolving situation. Please go to UMB’s Novel Coronavirus (COVID-19) website for the latest information on UMB’s response:

KEY CONTACT INFORMATION

- UMB Public Safety/Police Department – (410) 706-6882
- Environmental Health and Safety - (410) 706-7055
- UMaryland Immediate Care - (667) 214-1899
- Human Resources Hotline - (410) 706-7601
- Student Counseling Center - (410) 328-8404
- Employee Assistance Program - (667) 214-1555
- Workplace Mediation Service - (410) 706-4270
- Office of the Ombuds - (410) 706-8534
- UMB COVID-19 Exposure Hotline - (800) 701-9863
- UMB Hotline – (866) 594-5220

The UMB Hotline is for reporting events you have experienced, witnessed, or suspect someone has done that are contrary to our Code of Ethics, Core Values, Policies or Procedures, or violated a law.
PERSONNEL

Work from home whenever possible: Even as reopening actions are underway, those who can telework should continue to do so. Limiting the amount of people in the workplace assists in physical distancing efforts and reduces the risk of transmission.

For more information, see UMB’s Telework guidelines:

Authorized personnel: Only personnel with a legitimate need to access campus locations for the advancement of research should be authorized to be onsite.

- Authorized personnel should minimize time on campus.
- PIs are encouraged to stagger staff work schedules to maintain low personnel density.
- At this time, individuals that are not employees of UMB, including volunteers, are restricted from campus buildings.
- Vendors performing critical repair and maintenance may receive entry privileges upon approval of the relevant school.

Personnel reporting to campus must complete the online COVID-19 research safety training.

SUSPECT EXPOSURE OR DIAGNOSIS OF COVID-19

Employees or students should follow the reporting process outlined below if:

- They are experiencing symptoms consistent with COVID-19 which include:
  - Cough
  - Shortness of breath or difficulty breathing
  - Fever
  - Chills
  - Muscle pain
  - Sore throat
  - New loss of taste or smell
  - GI symptoms (nausea, vomiting, diarrhea)
- They have been exposed to COVID-19, including:
  - Exposure to a co-worker with COVID-19
  - Community exposure to COVID-19
  - Exposure to a patient with COVID-19 without appropriate protective equipment
- They receive a diagnosis of COVID-19
- A doctor recommends that they quarantine
- A COVID-19 test is taken
Employee Reporting Process
1. First, the employee should contact human resource services (HRS) at 410-706-7601 if the employee has been on campus in the last 14 days and meets any of the conditions outlined above.
2. The employee should then contact the UMB COVID-19 Hotline at 800-701-9863.

Supervisors may also call the hotline on behalf of their employees. The hotline will answer questions and concerns, determine whether notifications need to be made for close contacts, and develop an individualized return-to-work plan for the employee. Employees should not return to work until they have been cleared by the hotline medical staff.

*Employee COVID-19 Hotline flyer are available [here](#).*

Student Reporting Process
1. First, the student should notify the faculty or staff member overseeing their research if the student has been on campus in the last 14 days and meets any of the conditions outlined above.
2. The student should then contact the UMB COVID-19 Hotline at 800-701-9863.

The hotline will answer questions and concerns, determine whether notifications need to be made for close contacts, and develop an individualized return-to-campus plan for the student. Students should not return to campus until they have been cleared by the hotline medical staff.

*Student COVID-19 Hotline flyer are available [here](#).*

**SICK EMPLOYEE OR STUDENT**
With or without a positive COVID-19 diagnosis, sick employees or students should stay home. If an employee or student reports to work or campus sick, they should be sent home immediate.

**SAFE BEHAVIORS**
Personal Hygiene and Disinfection Practices: There are many simple things you can do prevent or limit the transmission of COVID-19.

- **MAINTAIN PHYSICAL DISTANCING** – Keep about 6 feet away from other individuals whenever possible.
- **WEAR A CLOTH FACEMASK** – Use a cloth mask when you cannot practice physical distancing.
- **IF YOU ARE SICK, STAY HOME** and get plenty of rest. Check with a health care provider as needed.
- COVER YOUR MOUTH AND NOSE WHEN YOU SNEEZE OR COUGH - Cough or sneeze into a tissue and then throw it away; use your arm or sleeve to cover your face if you don’t have a tissue. Wash your hands afterward with soap and water for at least 20 seconds.

- CLEAN SHARED SURFACES OFTEN - Clean and disinfect frequently touched objects and surfaces. Use disinfectants or antibacterial bleach wipes to clean commonly touched items such as doorknobs, faucet handles, copy machines, coffee pot handles, desktops, handrails, microwave buttons, keyboards, and elevator buttons. Germs travel fast with multiple hands touching shared surfaces.

- WASH YOUR HANDS OFTEN - Wash your hands with soap and water, vigorously rubbing together front and back for at least 20 seconds. Be sure to clean between fingers and under nails. Additionally, or if soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60 percent alcohol.

- AVOID TOUCHING YOUR EYES, NOSE, AND MOUTH - Germs need an entry point, and the average adult touches their face once every three or four minutes.

**General Physical Distancing Guidelines**: The health of UMB students, faculty, and staff is our top priority as we navigate the COVID-19 pandemic, so the University recommends implementing these physical distancing guidelines to minimize the possible spread of the disease among our community:

- Avoid meeting people face-to-face. Personnel are encouraged to use the telephone, online conferencing, email, or instant messaging to conduct business as much as possible, even when employees are in the same building.

- Meetings should be conducted remotely. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room, and sit at least 6 feet from one another. Avoid person-to-person contact such as shaking hands.

- Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops, and training sessions.

- Do not congregate in workrooms, copier rooms, or other areas where people socialize.

- If you choose, bring lunch and eat in your office or away from others (avoid lunchrooms and crowded restaurants). DO NOT EAT OR DRINK IN A LABORATORY.

**Physical Distancing in Shared Spaces**: Some research groups on campus share space with other groups via an open laboratory layout. Other groups may have their own dedicated space, but share resources, such as autoclaves or freezer rooms. In both of these circumstances, it is imperative that groups communicate and work together to develop a schedule that establishes equitable access while maintaining appropriate physical distancing.
You should also work with others to develop a **schedule** if you share a break or meeting room for eating, periodic breaks, or meetings that cannot be done remotely. You can remove or tag out chairs to facilitate adherence to physical distancing practices.

**Elevator** etiquette is especially important as this is an enclosed area with a high probability to encounter others. Maintain physical distancing on the elevator. In most cases, this means limiting the amount of riders to 4. Riders should wear cloth face masks on the elevator. It is acceptable to ask someone to wait for the next elevator if they are not wearing a face mask or if there would be too many people on board, but remember to remain courteous and respectful.

All personnel utilizing **stairwells** should wear a cloth facemask as you cannot guarantee 6 feet of space when encountering people travelling in the opposite direction. For those moving in the same direction, you should maintain at least 6 feet of distance.

**Physical Distancing Requirements for each Research Resumption Phase:** The following section outlines requirements for physical distancing in laboratories during each phase of research resumption.

**Phase 0: Preparation**
- One person at a time per laboratory will be allowed to return to prepare the laboratory for Phase 1

**Phase 1: Limited Presence**
- Limited number of researchers will be allowed to return to perform research activities. That number will not exceed one person per approximately 200 ft$^2$ of laboratory space (approximately 25% normal laboratory capacity). The number of researchers allowed onsite at any given time will be monitored by the relevant Department Chair or by the Center Director.
- In open laboratories occupied by multiple PIs, continual coordination between the PIs will be necessary to avoid exceeding this density limit.
- Any room, with a door, smaller than 200 ft$^2$ may be staffed by one person.
- Laboratories that require a higher density of researchers, such as BSL3 or COVID-19 related research, will work with EHS and IBC to determine safe densities.

**Phase 2: Ramping up**
- In Phase 2, the number of researchers allowed onsite at any given time will not exceed one person per approximately 150 ft$^2$ of laboratory space (approximately 50% normal capacity). This will be monitored by the relevant Department Chair or by the Center Director.
• In open laboratories occupied by multiple PIs, continual coordination between the PIs will be necessary to avoid exceeding this density limit.
• Any room, with a door, smaller than 200 ft\(^2\) may be staffed by one person.

**Phase 3: Resumption of full activities**

Physical distancing requirements are relaxed, employees are encourage to continue with practices that prevent the transmission of respiratory diseases.

**Use of Non-Medical Cloth Facemasks:** At UMB, you should wear a cloth face covering when performing a non-health care activity for which physical distancing cannot be maintained. Examples include:

• Work activities that require two or more people to complete for which they must come within 6 feet of contact to perform the task
• Interactions with customers in which physical distancing is not feasible
• Using public transportation to get to work
• Using elevators or stairwells

When using a cloth face covering, you should follow these guidelines:

• Clean your hands with an alcohol-based hand rub or soap and water before putting on a cloth face covering.
• Ensure the cloth face covering fits snugly around your mouth and nose.
• Avoid touching the cloth face covering while using it. If you do touch it, wash your hands with soap and water or an alcohol-based hand rub.
• Do not wear a cloth face covering when it is damp or when wet from spit or mucus.
• When removing the cloth face covering, remove it from behind, do not touch the front of the cloth face covering.
• Immediately wash your hands with soap and water for 20 seconds after removing the cloth face covering.
• It is a good idea to wash your cloth face covering frequently, ideally at the end of each day. Put your cloth face coverings in a bag or a bin until they can be hand- or machine-washed with detergent and hot water and dried on a hot cycle or hung to dry in a safe place. If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on and avoid touching your face.
• Discard cloth face coverings that:
  • No longer cover the nose and mouth
  • Have stretched-out or damaged ties or straps
  • Cannot stay on the face
  • Have holes or tears in the fabric
Cloth face masks are not meant to serve as laboratory PPE. PPE requirements for research must continue to be based on procedure-specific risk assessments. When deciding whether to wear a cloth face mask in the laboratory, consider the following points:

- Are you performing a research procedure that requires respiratory protection, such as work with a pathogenic microorganism outside of primary containment? If the answer is yes, you should wear appropriate PPE, such as an N95 or PAPR, and not a cloth face mask.
- Will the cloth face mask increase risk during the procedure, such as when working with an open flame? If the answer is yes, wearing a cloth face mask is not advised.
- Can you maintain a 6 foot distance from others? If the answer is yes, a cloth face mask may not be necessary.

When at all possible, surgical masks, N95s, KN95s, and Powered Air Purifying Respirators (PAPRs) should be reserved for health care workers, other medical first responders, or when an identified high-probability hazard exists and the operation directly supports the continuity of health care, public safety, or essential research.

Mandatory use of a respirator (a surgical mask or cloth mask is NOT considered a respirator) requires enrollment in the University's Respiratory Protection Program through EHS.

Promoting and Enforcing COVID-19 Safe Behaviors:
We all need to work together to create a positive research environment during this time. However, if conflict arises with colleagues or other members of the University community, such as not practicing physical distancing, not following proper hygiene practices, not wearing cloth facemasks, coming to work when sick, or not equitably sharing resources, you should take the following steps:

**Step 1:** If possible, work with the individual(s) in a civil manner to positively enforce the appropriate behavior. Remember, this is new to all of us, so we need to work together to adapt these new behaviors.

**Step 2:** If the inappropriate behavior continues, raise the issue with your PI or department representative.

**Step 3:** If the inappropriate behavior continues after steps 1 and 2, the PI or department chair should raise the issue with their Dean's office.

As always, if you feel more comfortable reporting the matter anonymously, you can report your concern to the UMB Hotline.
LABORATORY OPERATIONS AND SPACES
Resuming Laboratory Operations: There are many things to consider when returning to the lab after an extended absence.

- If you discover a hazardous material spill (chemical, biological, radiological material) you believe is a threat to you or to others, isolate the spill (e.g., close the door to the lab), notify occupants in the area, activate the fire alarm, exit the building, and call 911.
- Check if you have an adequate supply of personal protective equipment. The current supply chain of personal protective equipment is expected to be weak for the foreseeable future. Therefore researchers should conduct an initial and periodic reviews to determine whether adequate personal protective equipment is available to safely conduct research. If there is not enough personal protective equipment for research, contact your department or school to discuss availability from other sources. Researchers should plan to order personal protective equipment supplies well in advance and consider ways to conserve personal protective equipment while not compromising safety. Personal protective equipment shortage is not an excuse to conduct research unsafely.
- Check your laboratory safety equipment to ensure it is working properly. Do not use laboratory equipment such as a chemical fume hood or biological safety cabinet that is alarming or not working properly.
  - Biological Safety Cabinet – Check to see if certification is up-to-date (check the sticker). If it has expired, schedule a certification service as soon as possible. Certification companies include:
    - B&V Testing
    - East Coast Laboratory Service
    - Laminar Flow Consultants
    - Technical Safety Services
  - Chemical Fume Hood – Check to see if the fume hood has been certified by EHS within the past year (check the sticker). If your fume hood certification is out of date, contact EHS at 410-706-7055. If there are airflow problems, close the sash and post a sign on the fume hood advising personnel not to use it. Report any malfunctioning fume hood to work control at 410-706-7570.
  - Freezers – Make sure freezers are working properly and at the desired temperature.
  - Faucets and eyewash stations – Make sure water is running properly. If they have not been run recently, a prolonged flush may be necessary until the water runs clear. For any maintenance issues, contact work control at 410-706-7570. Eyewash stations should continue to be tested weekly while the lab is in use.
- Safety shower and fire extinguisher – Do not test these yourself, but ensure access is not obstructed. Remove desks, chairs, compressed gas cylinders, or any other equipment that is blocking access.
- Fewer people in the lab means fewer people to respond in the event of an emergency.
  - Consider a “text-in/text-out” or similar notification system.
  - Perform a risk assessment for procedures to determine which can only be allowed when more than one person is in the laboratory.
- Trash receptacles, but not biohazardous waste, should be placed in corridors where possible to minimize custodial staff entry into laboratories. Do not block emergency egress or safety equipment.
- **It is recommended that you ALWAYS shutdown research at the end of the day in a manner that it will be safe for at least 7 days in the event that access to the laboratory is suddenly restricted.**

Please see Appendix 1 entitled “Laboratory Checklist for a Return to Moderate Research Restrictions” for further recommended actions.

**Energy Reduction Hours:** As part of UMB’s COVID-19 energy reduction efforts, building setbacks are in place from 7:00 p.m. - 7:00 a.m. and all day on weekends. Efforts should be made to avoid conducting research during these time periods.

- There is a 30% reduction in supply and exhaust air to research buildings. Please note that air flow in chemical fume hoods will be affected.
- The temperature in labs and offices will range from 68 to 76 degrees Fahrenheit. Temperatures will be monitored in known areas of critical equipment and freezer farms.
- Setbacks do not impact vivariums (including satellite facilities), large equipment corridors, BSL-3 labs, or other sensitive areas involved in testing of human samples or COVID-19 research.

If your lab must operate during energy reduction hours, please contact your school’s Facility Management office to discuss the need to operate outside these hours. If the school determines your laboratory(s) should be allowed to operate outside these hours, the school’s Facilities Management office will work with University Facilities and Operations to make the required adjustments to your laboratory(s) mechanical systems.

To assist in energy savings:

- Be sure all infrequently used equipment is unplugged. (Some equipment can be using energy even when not in use.)
- Instruct your personnel to shut all fume hoods when not in use and at the end of the day.
- Turn off the lights when you leave.
Laboratory Cleaning and Disinfection for COVID-19: High-touch surfaces are a particular concern for COVID-19 transmission in the workplace. EVS Custodial Services has increased the cleaning frequency of high-touch surfaces in common areas, such as elevator buttons, but surfaces within your laboratory or office space are your responsibility. Before leaving, clean any surfaces you may have touched, including door and drawer handles, light switches, faucets, phones, and equipment. Wear disposable gloves when cleaning and disinfecting.

Disinfect with an EPA-registered household disinfectant suggested for use against SARS-CoV-2. A list can be found here. Follow the manufacturer’s instructions for use, including concentration and contact time.

A 1:10 dilution of household bleach (5 tablespoons of bleach per gallon of water) is a commonly used disinfectant with high efficacy against SARS-CoV-2, however there are several considerations that must be made:

- Bleach solutions should be made fresh every 24 hours to ensure potency.
- Bleach will corrode metals such as stainless steel and copper. If it must be used on a metal surface, rinse it off thoroughly.
- Bleach will permanently discolor fabric, including your clothing. Consider wearing a gown or apron and avoid using it on surfaces such as carpeting or office chairs.

Consider the use of alcohol-based wipes or spray for electronics, which may reduce risk of damage to sensitive machine components. Whenever possible, consider the use of wipeable covers for electronics.

Spaces, such as laboratories or core facilities, which a COVID-19+ employee occupied will be immediately closed. EHS will conduct a risk assessment and provide appropriate guidance on cleaning.
Appendix 1: Laboratory Checklist for Resuming Research Operations

The following checklist outlines actions to consider when preparing to transition laboratory operations from severe research restrictions back to moderate research restrictions. This checklist is meant as guidance and does not need to be submitted. Many items will not apply to every laboratory. Check N/A, or customize this form, as needed.

LAB OPERATIONS

<table>
<thead>
<tr>
<th>ITEM</th>
<th>COMPLETE</th>
<th>N/A</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop a work schedule to minimize onsite personnel.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enroll approved personnel in SAFE on Campus screening tool</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel should maintain physical distancing (6 feet of separation) whenever possible and wear cloth face coverings when physical distancing cannot be maintained.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure you have sufficient PPE supplies to conduct research safely. Take inventory and order well in advance.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cross-train research staff to fill in for others who may be sick or unable to come to work.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develop a plan for cleaning and disinfection of high-touch surfaces within the lab and ensure supplies are available.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Routinely back up critical research data.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Make a plan for the sudden cessation of operations, such as in the event of COVID-19 infections of lab members</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COMMUNICATIONS

<table>
<thead>
<tr>
<th>ITEM</th>
<th>COMPLETE</th>
<th>N/A</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure all personnel are subscribed to receive UMB alerts.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review UMB COVID-19 lab policies with all members of the lab, including</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
what to do if they or a household member are sick.

Compile a list of critical contacts and provide it to all lab members.

Communicate expectations and roles to all personnel to avoid potential confusion and conflicts.

Ensure personnel have access to materials and resources that may be needed to work from home.

Transition meetings to remote formats, such as Zoom, Webex, or Microsoft Teams whenever possible.

<table>
<thead>
<tr>
<th>RESEARCH MATERIALS</th>
<th>COMPLETE</th>
<th>N/A</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inventory research materials, particularly those that are controlled, high value, and/or high risk.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>When possible, keep back-up stocks of materials (e.g., cell lines) to ensure any disruption to operations does not result in their loss.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PHYSICAL HAZARDS</th>
<th>COMPLETE</th>
<th>N/A</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure all large pieces of equipment (e.g. -80 freezers, incubators, and liquid nitrogen tanks) are labeled with emergency contact information.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Make sure that critical pieces of equipment are on emergency backup power outlets (red outlets). Do not connect non-essential equipment to emergency power.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consider installing remote monitoring devices for critical equipment (e.g., -80C freezers, liquid nitrogen storage dewars, incubators).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keep heat-generating equipment, such as hot plates and water baths, unplugged when not in use as they could pose a fire hazard.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Ensure all gas cylinders are properly secured, including empty gas cylinders. Consider unhooking and capping gas cylinders if they are not essential.

Routinely run water down drains for several minutes to prevent p-traps from drying out. This will ensure sewer gases do not back up into the building.

Ensure gas and vacuum lines are turned off when not in use. If you smell gas, contact EHS immediately.

Keep all interior laboratory doors closed in case of fire.

### EQUIPMENT

<table>
<thead>
<tr>
<th>ITEM</th>
<th>COMPLETE</th>
<th>N/A</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check that refrigerators, freezers, and incubators are working and that their doors properly close.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure liquid nitrogen levels are at a sufficient level.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check biological safety cabinet and fume hoods for current certification and schedule services if needed.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### WASTE MANAGEMENT

<table>
<thead>
<tr>
<th>ITEM</th>
<th>COMPLETE</th>
<th>N/A</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Routinely dispose of any odor-causing waste.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Routinely disinfect and empty aspiration flasks containing biological waste.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure all hazardous waste containers are tightly closed and properly stored. If full, submit a waste request for pickup.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SECURITY

<table>
<thead>
<tr>
<th>ITEM</th>
<th>COMPLETE</th>
<th>N/A</th>
<th>NOTES</th>
</tr>
</thead>
</table>
Ensure personnel know the following contact information:

- Emergency – 911
- UMB Police Non-Emergency and Safe Walk/Safe Ride – 410-706-6882
- EHS – 410-706-7055
- COVID-19 hotline - 866-594-5220

With fewer people in the workplace, there are fewer people who would be aware of life-threatening emergencies. Consider implementing a “text-in/text-out” or similar system.

Check that valuables such as laptops are out of sight and in locked drawers if possible.

Lock laboratory doors.

Ensure windows are closed, if applicable.

Take personal belongings that you may need at home with you at the end of the each day.

**ENERGY REDUCTION**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>COMPLETE</th>
<th>N/A</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unplug any non-essential equipment, even if it is turned off.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Close your fume hood when not in use and at the end of each day.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Turn off lights when you leave</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Avoid working 7pm-7am and all day on weekends. If you must work during that time, make sure the PI has completed the online Energy Reduction questionnaire.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix 2: COVID-19 Posters and Flyers

The following links are for COVID-19-related posters and flyers. They may be distributed to personnel or posted in the laboratory.

- COVID-19 Physical Distancing Guidelines

- Stop the Spread of Germs

- COVID-19 Hotlines

- Employees – Protecting Myself and Others from COVID-19

- Students – Protecting Myself and Others from COVID-19