



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