

BOSTON UNIVERSITY RESEARCH  
**Return to Research Checklist**

Complete all requirements below before returning to campus.

## PRINCIPAL INVESTIGATORS

### Checklist to Complete Before Reopening Labs

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#### ( ) Coordinate with key offices and facility managers:

- You must receive written approval from the Office of Research to resume research before returning to campus. If you have not received an email from the Office of Research with this approval you are not permitted to return to your lab.
- Share your planned date of return with your [building coordinator](#) and EHS Safety Specialist (listed in BioRAFT), as well as the [Animal Science Center](#) if your work involves animals.
- Check in with [core facility](#) directors for any facilities you may require, if you haven't already. Not all core facilities will be open and available, at least initially.

#### ( ) Review the following information, and ensure EVERY member of your research group does the same before you approve their re-entry:

- Your lab's approved recovery plan, including:
  - Details on lab member shifts/rotations
  - Schedule for disinfecting high-touch surfaces
  - Reservation systems for common equipment
  - What to do if feeling unwell
- [General guidance for all faculty and staff](#)
- [Guidance for labs and research groups](#)
- [EHS guidance on social distancing](#)
- Daily checklist for returning researchers (see below or bookmark the [direct link](#))

#### ( ) Schedule a date/time to pick up your PPE and cleaning supplies.

- Charles River Campus PIs who participated in Sourcing & Procurement's bulk order in May will need to fill out this [web form](#) to make an appointment to pick up supplies. For Medical Campus pick-ups, please contact [Fredric Majnoun](#).
- If you have yet to resupply, you will need to ensure you have PPE and cleaning supplies for 2-3 months. Sourcing & Procurement encourages you to leverage BU's [preferred supplier channels](#) or email [CovidPPE@bu.edu](mailto:CovidPPE@bu.edu) for assistance.

#### ( ) Prepare your lab space according to your recovery plan and the guidance above.

- Ensure all necessary equipment is available and ready to operate (e.g., eyewashes, spill kits).
- Consider equipment startup hazards for any equipment that has been powered down, and review operating manuals and SOPs for safe startup procedures.
- Take steps to ensure six feet of distance between personnel at all times by removing chairs, using tape to designate work areas and direction of flow, etc.
- Post contact information for PIs, facility managers, and key contacts who may not be onsite for all shifts.
- Set up a log to allow lab members to track and coordinate disinfection of shared surfaces.
- Establish safe eating space away from lab where social distancing is possible.

## Revising Your Plan & Personnel List

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All plan revisions and changes to a lab's [roster of on-campus personnel](#) require approval from the Office of Research. Approvals will be processed and communicated weekly. Submit revisions using [this form](#).

## LAB MEMBERS

### Required Reading Before Returning to Campus

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- **Your lab's approved recovery plan, including:**
  - Details on lab member shifts/rotations
  - Schedule for disinfecting high-touch surfaces
  - Reservation systems for common equipment
  - What to do if feeling unwell
  
- **Guidance for returning researchers:**
  - [General guidance for all faculty and staff](#)
  - [Guidance for labs and research groups](#)
  - [EHS guidance on social distancing](#)

## Daily Checklist for Returning Researchers

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BOOKMARK LINK: [bu.edu/researchsupport/checklist](https://bu.edu/researchsupport/checklist)

- ( ) **Daily Health Screening:** Early detection can prevent the spread of COVID-19. For now, BU lab personnel must monitor their health by completing this **required [symptom survey](#) before** arriving on campus each day. All approved researchers will receive this survey via email every morning.
  
- ( ) **Required Attire:** Facial coverings are mandatory inside all BU buildings at all times except when eating, and outdoors when physical distancing of at least six feet isn't possible.\* Lab personnel should remove their cloth face covering before entering the lab and wear a surgical/medical mask along with the other required PPE.
  
- ( ) **Cleaning and Disinfection:** Use good hand hygiene and routinely disinfect high-touch surfaces in the lab according to the schedule put in place by your lab's recovery plan. Use a daily log to track and coordinate with other lab members.
  
- ( ) **Physical Distancing:** Continue to conduct meetings virtually and perform non-lab work remotely. Maintain six feet from colleagues at all times. Remain in assigned areas when working in the lab, and follow guidance and signs implemented by [building coordinators](#) when using elevators, restrooms, other areas.

*\*If you have a medical condition that prevents you from wearing a mask, you must obtain a note from your primary care physician and contact [ROHP](#) or the BU Occupational Health Center via the COVID-19 Support Line at 617-358-4990 prior to being cleared to enter a BU lab or facility.*