

APPENDIX 1: RR Planning Exercise A Checklist

___ Reviewed the floor plans sent by my DLC head/ AO and determined the maximum occupancy of each room based on the 160 sf/ person requirement.

___ Reviewed the configuration of my laboratory space in terms of benches, hoods, and large pieces of equipment and determined if and how I can place people so that all personnel are at least 6 ft apart while carrying out their primary research activities.

___ Considered relocating shared instruments to common spaces to minimize the number of people in my spaces and increase personnel separation.

___ If I share a space with another PI (e.g., tissue culture room), I have coordinated with the other PI so that actual maximum occupancy in the space is never exceeded.

___ Used an electronic editor to make an electronic markup of my floor plan (similar to the images in Figure 3) and indicated the final maximum occupancy next to the room number.

___ Marked any rooms that are not expected to be used at all in the next RR phase as “unused.”

___ Using the text box below, wrote a <1-page narrative summarizing my space plans, focusing on non-standard rooms and situations.

___ Sought feedback from my lab members on my lab configuration plans.

___ Designated one member of my group as my lab’s COVID-19 Designated Monitor to help in the development, execution, and oversight of my plans.

COVID-19 Designated Monitor Name: _____

COVID-19 Designated Monitor MIT Email: _____

C Completed the EHS “Laboratory checklist for ramp-up inspection” checklists.

___ Submitted my marked-up floor plans and this checklist to my AO by May 26.

CHECKLIST CONTINUES ON FOLLOWING PAGE

Please complete: Narrative (<1 page) of summarizing my space plans with a focus on non-standard rooms and situations.