

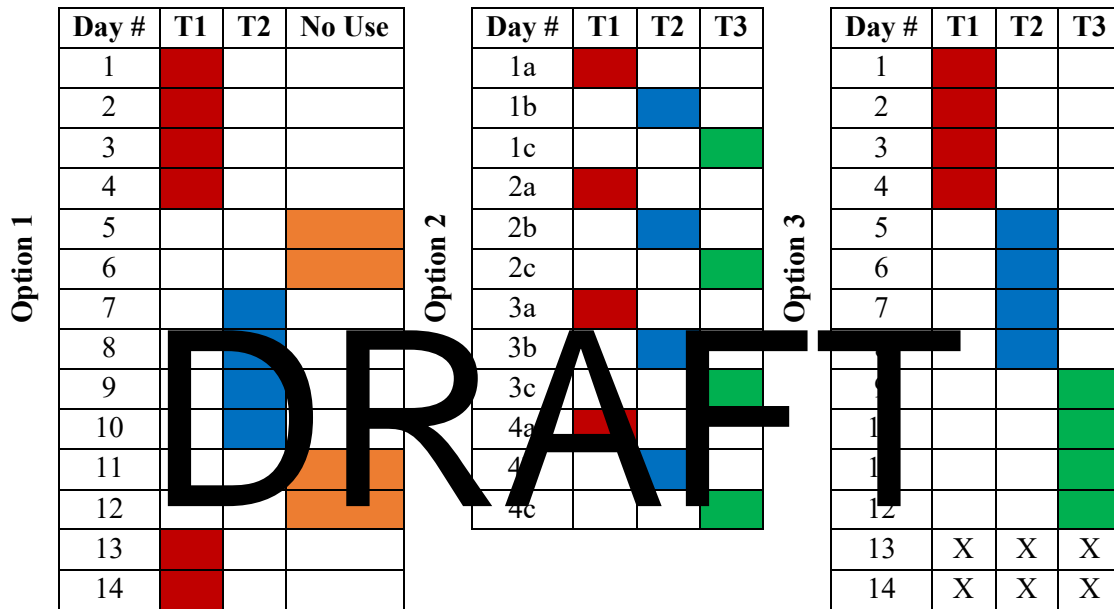






## Organizing Lab Occupation and Use

Communication tool for distance communication with all group members. This will be important to determine and notify everyone of general lab space usage as well as shared equipment. Options include an online calendar, google doc with fillable table, Microsoft Teams, etc. In the online communication, specify shift schedules for individual researchers, so that a maximum level of physical distancing can be maintained and overlap/waiting is minimized (Figure 3).



**Figure 3** – T1 = Team 1; T2 = Team 2; T3 = Team 3

Example work schedules for lab groups with two or three teams of researchers.

In Option 1, each team works 4 days on and 8 days off with 2 days between groups of the lab being empty.

In Option 2, each team works a portion of every day in the lab, e.g. 4-hour shifts.

In Option 3, each team works in 4-day increments, with the following 10 days off. The lab will be empty days 13 and 14 of any cycle.

These options are only suggestions. Every PI/lab manager needs to determine the best schedule for their lab and researchers.

When designing a work plan, keep in mind the following: If an individual tests positive for COVID-19 virus, every person who has shared the same space at the same time will be required to report this to H&S and quarantine for up to 14 days. A possible solution could be to form two (2) more distinct “teams” which would work on alternate days or alternate shifts with no temporal overlap. Using this strategy, a whole lab might not necessarily have to go out of commission all at once (details would need to be discussed and determined with health and safety specialists).