

York University Research Spaces Shutdown Best Practice Tool

This document provides a methodical approach to supporting consideration of pressing issues related to not having access to your research spaces. If you go through these steps, it will help ensure you do not have unanticipated consequences to your research spaces or research program during this period that all researchers (except for a small number of pre-approved exceptions) will have no access to on-campus research spaces. It is understood that researchers all over the world are impacted by these closures, but by taking a methodical approach such as what is structured here, researchers can mitigate loss.

How do I shut down my research space?

All research must be shut down by March 27th 11.59pm (buildings will only be accessible by key or keycard after March 20 11.59pm). A small number of activities/projects will be granted an exemption to continue based on approval from your Dean, in consultation with the VPRI and Provost. Only activities as critical, time-sensitive, and able to pose little to risk to public/personal health. It is expected that only extraordinary requests for continuation will be approved, so the following measures need to be considered for the majority of research spaces.

- At the end of this document, lab-based researchers will find documents that support their labs, in their absence should they fall ill. If you as a researcher are in charge of critical equipment and instruments that cannot be shut down (e.g. NMR magnet), these documents you prepare are extremely important. You may want to consider forwarding to your ADR as a precaution.
 - i. Decontamination and Waste Management (Only Relevant to People using Hazardous Materials)
 - ii. Equipment Maintenance Information (For equipment that requires servicing during the closure)
- Ensure appropriate research space clean-up, storage of materials and equipment operations after the orderly shutdown of experiments
- Identify equipment/facilities/reagents/cultures/other consumables that will require special attention (e.g. maintenance or shutdown, certification or calibration requirement) during a closure or a reduced personnel situation, and ensure Standard Operating Procedures are updated
- Ensure that high hazard materials (radioactive, biohazards, chemicals) are stored and secured appropriately.
- Review the **Research Space Shut Down Document** (below) and shut down the research space in a safe and orderly fashion
- We recognize there is a lot of information to process. Key places to go for official communications
 - i. The York COVID-19 Website: <https://coronavirus.info.yorku.ca/>
 - ii. The VPRI COVID-19 FAQs: <https://research.info.yorku.ca/news-events/>
 - iii. Faculty websites are also be updated regularly for specific information

Date: _____

Research Space Shut Down Emergency Plan-

Research Space CONTACT LIST

A. Principal Investigator Information

Principal Investigator Name	Department	Room Number(s)

B. Research Space Contacts

	Name	Email	Phone (cell)
1 st Contact (PI)			
2 nd Contact			
3 rd Contact			

Communications

ACTION ITEM	DATE COMPLETED or N/A	NOTES
Ensure up-to-date contact list including all research space personnel, principal investigator, research operations manager, and building manager.		
Ensure the contact lists above are saved where it can be remotely accessed by everyone in the research space. Include home and cell phone numbers as applicable. Distribute this list to all your team members via email as well.		
Generate a list of non-York Collaborators and reach out to them about what your plans are. If you have industry or not-for-profit contracts that need to be re-worked based on COVID19 restrictions contact Janet Newton: newtonj@yorku.ca		
Prepare for remote research space operations such as meetings, accessing share drives (http://computing.yorku.ca/offcampus/).		

Identification and Preparation for March 20th On-campus Research Cessation and March 27th Closure of University Buildings

ACTION ITEM	DATE COMPLETED or N/A	NOTES
Identify all non-essential activities that can be suspended or delayed. Cancel or Delay them.		
Identify what individuals need to access your research space to shut down between March 20 th at 11.59 pm and March 27 th at 11.59pm. <ul style="list-style-type: none"> • Do they all have key card or key access? If not, send an email to your ADR as soon as possible (before Friday March 20th at 12 noon) 		
Identify what requires on-campus intervention after March 27 th at 11.59pm (i.e. the point where researcher cannot access on-campus spaces) and who needs to be involved. <ul style="list-style-type: none"> • Fill out the form associated with the March 18th, 11pm memo from the Provost and VPRI and submit to your ADR by Tuesday March 24th at noon 		
Ensure that you have access to all data, notes and/or software that is needed for telecommuting work.		
Prepare an in-depth account of: <ol style="list-style-type: none"> a) ongoing activities at the time of shut down, and b) a to-do list for research recovery. 		
Prepare a document describing what your team should be doing during the extended shut down (e.g. meet with graduate students individually to discuss project re-definition or date re-alignment, brainstorm with paid staff to discuss tasks that can be done during on-campus closure)		

Shipping and Receiving

ACTION ITEM	DATE COMPLETED or N/A	NOTES
Do not order any new research materials except those items needed to support minimal critical functions.		
Cancel orders for non-essential research materials if they have not yet shipped.		
<p>All mail is being handled centrally now. Mail will be available at the Central Mailroom in Central Square. Additional signage is being added for wayfinding. The Mailing Services web site is being updated with the applicable information:</p> <p>https://ancillary.info.yorku.ca/business-operations/mailing-services/.</p>		

Research Materials

ACTION ITEM	DATE COMPLETED or N/A	NOTES
Freeze down any biological stock material for long term storage.		
Consolidate storage of valuable perishable items within storage units that are connected to monitoring systems if available.		
Confirm that RG1 and RG2 inventory is up-to-date.		
Remove infectious materials from biosafety cabinets, and sterilize, disinfect, or safely store them as appropriate.		
Secure physical hazards such as sharps.		
Prepare and secure hazardous waste for pickups as appropriate.		
Ensure that all items are stored appropriately. All working stocks of materials must be labelled with the full name of its contents and include hazards.		
Ensure all flammables are stored in flammable		

storage cabinets.		
Properly secure all hazardous materials in long-term storage.		

Physical Hazards

ACTION ITEM	DATE COMPLETED or N/A	NOTES
Ensure all gas valves are closed.		
Check that all gas cylinders are secured and stored in an upright position. Remove regulators and use caps.		
Elevate equipment, materials and supplies off of the floor as applicable.		
Inspect all equipment requiring uninterrupted power for electricity supplied through an Uninterrupted Power Supply (UPS) and by emergency power if available.		

Equipment

ACTION ITEM	DATE COMPLETED or N/A	NOTES
Check that refrigerators, freezers, and incubator doors are tightly closed.		
Biosafety cabinets: surface decontaminate the inside work area, close the sash and power down. Do NOT leave the UV light on.		
Fume hoods: clear the hood of all hazards and shut the sash.		
Turn off and unplug all non-essential equipment.		

1. Decontamination and Waste Management (Only Relevant to People using Hazardous Materials)

ACTION ITEM	DATE COMPLETED or N/A	NOTES
Decontaminate areas of the research space as you would do routinely at the end of the day.		
Decontaminate and clean any reusable materials that may be contaminated with biological material or chemicals.		
Biological waste: disinfect and empty aspirator collection flasks.		
Discard all solid biological waste, including bacterial cultures grown on LB plates, in appropriate containers.		
Dispose all unwanted chemicals as appropriate.		
Collect and properly research space all hazardous chemical waste.		
Request chemical hazardous waste to be collected.		
Collect radioactive material into the appropriate waste containers and request a radioactive waste pick-up.		

***It may be extremely helpful to Faculties, if you as a researcher that deals with hazardous materials, you sent them this form which would confirm you have done all of the above with exact dates and times.**

Date: _____

EQUIPMENT SPECIFIC INSTRUCTIONS / STANDARD MAINTENANCE PROCEDURE

EQUIPMENT:

SPECIFIC PROCEDURES REQUIRED (prepare one sheet per equipment). Include instructions during the emergency (example: turn off procedures) and post emergency (for example start-up procedures).