# **Laboratory COVID19 Response Standard Operating Procedure (LCR-SOP) Template**

(For instructions on completing this SOP template, please refer to ***Laboratory COVID19 Response Standard Operating Procedures Guide***)

**A. General Information**

|  |  |
| --- | --- |
| Department |  |
| Laboratory Manager Name |  |
| Laboratory Manager(s) Contact Information (phone, email) |  |
| Laboratory Safety Contact |  |
| Laboratory Phone |  |
| Building |  |
| Lab Room Number/s |  |
| Emergency Contact Name and Contact Information (phone, email) |  |
| Secondary Contact Information (Phone, Email) |  |
| Date SOP was written |  |
| Date SOP was approved by PI |  |
| Date SOP approved by Reviewer |  |

## **B. Definitions and Key Concepts**

*Guidance: This section should define key terms and list key tools, instruments, and features. The definitions should be very specific and eliminate any confusion between lab spaces for teaching and la spaces for research. Please retain University definitions of Personnel, Research Activity, and University Research Labs.* ***Add additional key definitions and concepts appropriate for your lab****.*

(**See section B page 1 in SOP Guide**)

* **Additional Key Definitions and Concepts**

**C. Roles and Responsibilities***Guidance: This section should explain the roles and responsibilities in maintaining, surveilling, and reporting safety of facilities and personnel defined. The following definitions are examples that can be edited. Please add additional stakeholders as they pertain to your lab.*

(**See section C page 2 and Appendix A in SOP Guide**)

* **Laboratory Manager:**
* **Laboratory personnel:**
* **Laboratory supporting personnel:**
* **Laboratory Administrative Head:**

**D. Environmental and Facilities**

*Guidance: This section should describe supplies, practices, procedures, guidelines, and schedules for sanitation and access and space controls.*

**(See section D, page 2-4 and Appendix A in SOP Guide)**

**D1. Disinfecting and Sanitizing**

**D2. Access and Space**

**E. Personal Protective Equipment and Responsibilities**

*Guidance: This section should describe supplies, practices, procedures, guidelines, and schedules for personal protective equipment and responsibilities.***(See section E, page 4 and Appendix A in SOP Guide)**

**F. Surveillance and Compliance**

*Guidance: This section should define practices, procedures, guidelines, and schedules for reporting and surveilling SOP compliance.*

**(See section F, page 4-5 and Appendix A in SOP Guide)**

**G. Communication**

*Guidance: This section should define practices, procedures, guidelines, and schedules for disseminating SOP guidelines and practices.*

**(See section G, page 5 and Appendix A in SOP Guide)**

**H. Phase Change**

*Guidance: This section should define practices, procedures, guidelines, and schedules for shifting between Phase 0, 1, and 2 levels of research activity.*

**(See section H, page 6 and Appendix Ain SOP Guide)**

* **Date when Phase 1 is implemented:**
* **External conditions - federal, state, and local edicts, university mandates - that would trigger advancement to Phase 2:**

* **Internal conditions or criteria - numbers of days without incident that would trigger advancement to Phase 2:**

* **Courses of action, duration of time to implementation, and communication and reporting mechanisms and dissemination to advance to Phase 2:**

* **External conditions or criteria-federal, state, and local edicts, university mandates - that would trigger reversion to Phase 0:**

* **Internal conditions numbers of primary and secondary cases reported of team contractions - that would trigger reversion to Phase 0:**
* **Courses of action, duration of time to implementation, and communication mechanisms to revert to Phase 0 if necessary:**