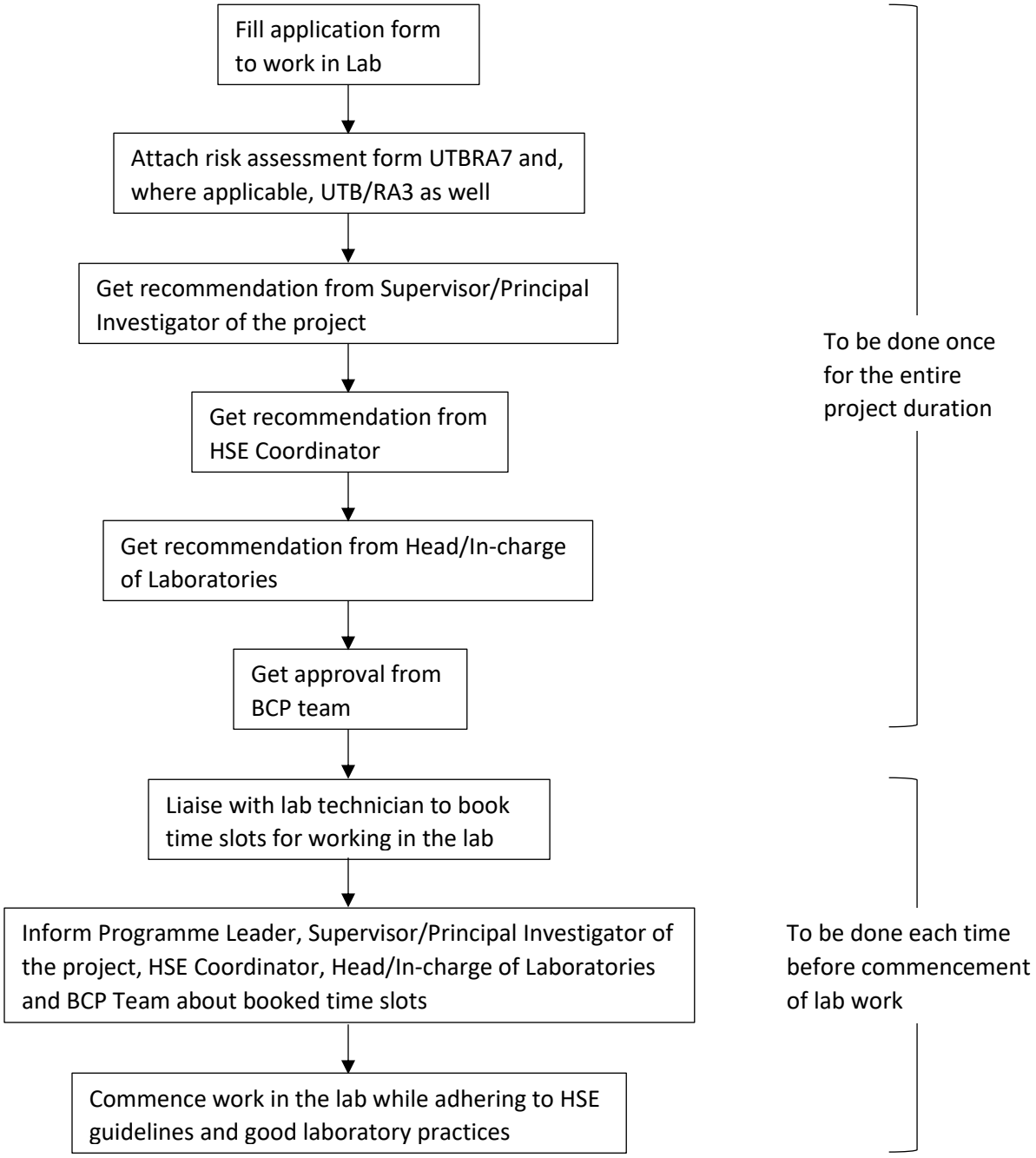Process flow for research staff seeking to work in labs during COVID-19 period