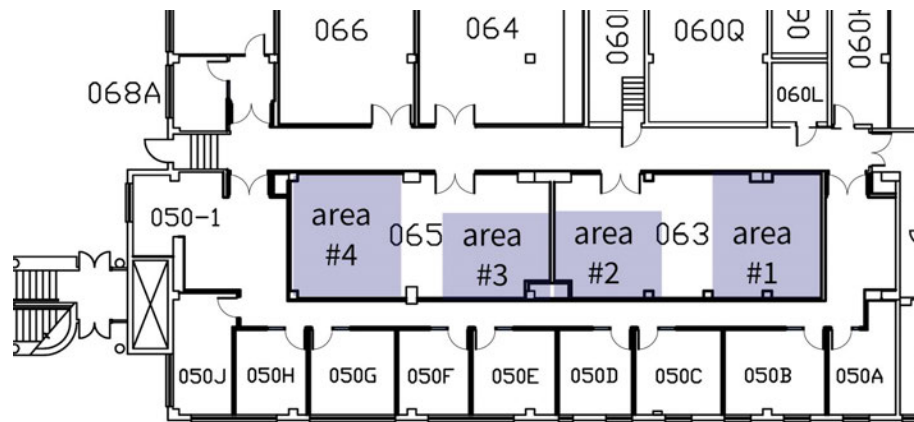


Social and Physical Distancing

1. Attach lab floor plan. Label all the room(s)/work area(s) and for each room/work area indicate the maximum occupancy.

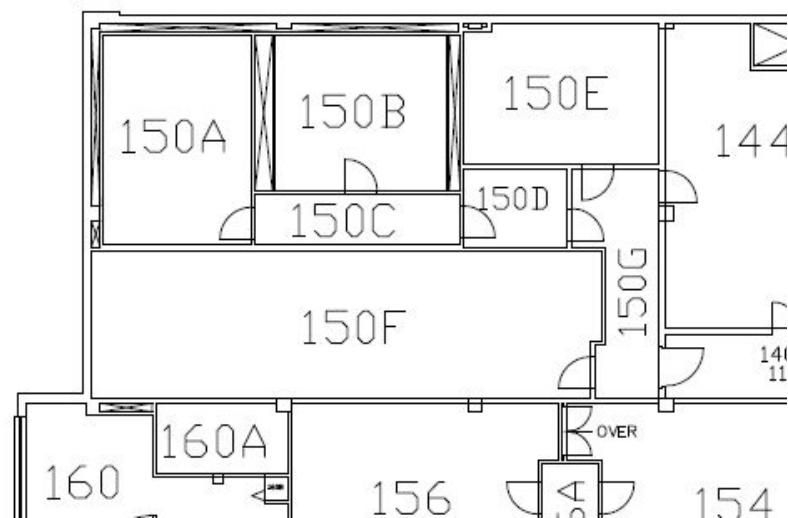
CHL Ground Floor



CHL 050B, 050C, 050D, 050J, 068A are offices and will each be used as discrete work areas with a maximum occupancy of one each.

CHL 063 and CHL 065 will each be divided into two work areas. Each work area will have maximum occupancy of one each.

CHL First Floor



CHL 150A, 150 B, and 150F will each be used as discrete work areas with a maximum occupancy of two. Only one lab member is allowed to perform work in each room at any time. A second lab will be able to access the room on a temporary basis (less than 10 minutes) to enable access to lab supplies and observation of lab tasks (e.g., when observation will benefit the safety of the lab member).

2. Describe a lab usage scheduling plan that will minimize the number of people in the lab at any given time and how it will be implemented:

Each work area will only be available to a lab member once they have reserved that work area for use during a shift consisting of three consecutive days. The only exception is that Area #2 in CHL 063 can be reserved for shifts consisting of a single day.

Lab members may access other work areas on a temporary basis to fetch equipment and supplies (i.e., the lab member will access the space for <10 minutes and will not perform research during that time). Lab members intending to access a work area on a temporary basis should (1) not exceed the personnel limits for that work area as described above, (2) coordinate their plans with anyone who has reserved the work area, and (3) maintain a distance of at least 6 feet from other lab members.

Reservations will be managed using a Google Calendar that all lab members who perform in-person research are required to subscribe to and monitor on days they will be on campus. To facilitate the communication and coordination of in-person activities, a dedicated “In-Person Research” channel has been created for the Bush Lab on Teams.

3. Describe specific rules and policies that will be implemented in your group to ensure social and physical distancing measures:

Before arrival

- Complete the COVID-19 Symptom Attestation on Workday, as described in Section 7.

On arrival:

- Lab members working in person should announce their arrival on the “In-Person Research” channel on Teams.

While on campus:

- Lab members should stay at least 6 feet apart from each other.
- Lab members should remain logged into Teams. Lab members should update their location on the “In-Person Research” channel on Teams.
- Before entering a room, you must verbally announce your entry. Wait for any occupants to respond to you. If the room is already at capacity, you must wait until someone else leaves before you enter the room. Coordinate with the people inside.
- Do not wear headphones/earbuds in both ears while in the lab. You must be able to hear anyone trying to get your attention.

When leaving campus:

- Lab members should announce their departure from campus on the “In-Person Research” channel on Teams.

To minimize the interaction with spaces and people outside of the lab, all items from the stockroom will be picked up by designated lab members. The pickup times will be announced on the “In-Person Research” channel on Teams.

4. Describe the tasks and activities that can be safely performed in the lab:

All research tasks can be safely performed using this policy. Note that this policy requires that researchers maintain a distance of at least six feet at all times.

5. Describe the changes to the workspace(s) that have been made to ensure social and physical distancing and hygiene requirements:

CHL 063: Tables repositioned to help delineate Area #2 from the remainder of the lab. Additional soap dispensers placed next to sinks in all work areas.

6. Describe how policies and measures have been communicated to group members (signage posted, e-mails, group meetings, etc):

Policies and measures have been discussed:

- At a virtual group meeting.
- On our lab’s “Returning to In-Person Research” channel on Teams.
- Via distribution of this document.
- Signs posted on the entrance to each work area designated above.

Responding to Illness

7. Describe how the University of Washington requirements for symptom assessment and attestation will be fulfilled:

Perform a self-check of wellness: Bring awareness to your body and assess if any symptoms of COVID-19 infection are present. If you are experiencing symptoms, even if the symptoms are mild, you must stay away from campus.

DO NOT come to lab if you are feeling any potential symptoms of COVID-19, including:

- A new fever (100.4 F or higher) or a sense of having a fever?
- A new cough that you cannot attribute to another health condition?
- New shortness of breath that you cannot attribute to another health condition?
- A new sore throat that you cannot attribute to another health condition?
- New muscle aches that you cannot attribute to another health condition or that may have been caused by a specific activity, such as physical exercise?

- New respiratory symptoms, such as sore throat,runny nose/nasal congestion or sneezing, that you cannot attribute to another health condition?
- New chills or repeated shaking with chills that you cannot attribute to another health condition?
- New loss of taste or smell that you cannot attribute to another health condition?

Those who are in Workday:

Each day that you plan to access in-person resources of the lab, you must complete the COVID-19 Symptom Attestation on Workday (<https://isc.uw.edu/>) **prior** to coming to campus.

Those who are not in Workday:

Each day that you plan to access in-person resources of the lab, you must complete the Bush-lab specific attestation (<https://forms.gle/Fjt7wJrhJV2cfxqd8>) **prior** to coming to campus.

8. Describe the plan in case someone in the group develops COVID-19 symptoms:

If you are sick with any potential illness, you must stay home.

The most common symptoms of COVID-19 infection are fever, cough and shortness of breath. The CDC also maintains [a list of possible COVID-19 symptoms](#) that you should review. If you have symptoms of COVID-19, you need to take additional steps to take care of yourself and protect your loved ones.

- A. If you are enrolled in the [Husky Coronavirus Testing](#) program, note your symptoms in your daily symptom survey and you will receive testing instructions from the Husky Coronavirus Testing program. Stay home while you feel sick and until you receive your test result. Do NOT go to school or work until you receive your test result, even if you feel better.
 - If your test result is positive, you will be contacted by the UW COVID-19 Response Team. If you receive your test result before you are contacted, you may contact them at covidehc@uw.edu or 206.616.3344.
- B. If you are not enrolled in the [Husky Coronavirus Testing](#) program, contact your doctor and ask if you should be tested for COVID-19. UW employees can also contact the UW COVID-19 Response Team, which can help you get tested through UW Medicine, at covidehc@uw.edu or 206.616.3344.
- C. To protect the health of others, do NOT visit a doctor's office, urgent care clinic or other health facility unless you've told them in advance that you may have COVID-19.
- D. In any instance, if a healthcare provider says that you have confirmed or suspected COVID-19: Notify the UW Environmental Health & Safety Department as soon as possible. UW Seattle students, staff, faculty and other academic personnel should contact the COVID-19 Response Team at covidehc@uw.edu or 206.616.3344. You may choose to also inform our lab's COVID-19 Supervisor or Paull Miller (paulmil@uw.edu, 206-543-1612).

- E. Follow public health guidelines to help you recover and protect loved ones from getting sick. These actions include staying home and physically separate from anyone who lives with you, wearing a face covering if you have to be around people, and being stringent about hygiene. Our FAQ, “What do I do if I have confirmed or suspected COVID-19?” has more information about steps that you’ll need to take. You can also learn more from [Public Health – Seattle & King County](#) and the [Washington State Department of Health](#).

Cleaning and Disinfecting Your Workplace

9. Describe cleaning and disinfection protocols for high-touch surfaces, shared equipment, and common areas in the lab, including who is responsible:

To reduce any risk of exposure, every individual who uses a work area is required to disinfect surfaces both before and after each shift.

- Wash hands thoroughly for at least 20 seconds using soap.
- Disinfect all surfaces you intend to use or might use, including tools/equipment, cabinet and drawer handles, and doorknobs. Surfaces should be disinfected with 70% ethanol or 70% isopropyl alcohol. Alternatively, surfaces may be disinfected with 10% bleach that was freshly prepared.

When lab members access other work areas on a temporary basis, e.g., to fetch equipment or supplies, that lab member is responsible for :

- Wash hands thoroughly for at least 20 seconds using soap immediately prior to accessing the work area.
- Wash hands thoroughly for at least 20 seconds using soap immediately after accessing the work area.

Cloth-covered chairs cannot be easily disinfected and must not be shared. Foam, solid plastic, and metal chairs can be wiped down and so will be placed at common stations first and then distributed to bays around the lab. These should be cleaned before and after use at common stations and at the beginning and end of shifts.

Encouraging Good Hygiene

10. Describe measures in your group that will promote and enable uniformly good hygiene practices:

Practice good general hygiene, including frequent handwashing, washing cloth masks in hot water after each use, and wear freshly laundered clothing.

Immediately upon (1) entering the CHL, (2) entering the CHL basement suite, and (3) entering any room with a sink, wash your hands. Wash your hands thoroughly after touching door handles, light switches, or other high-touch surfaces (phones, white boards, etc.).

Please keep the areas around the sinks clear so that they are easily accessible for hand washing!

11. Describe the lab policy for wearing a mask and other protective equipment:

The CDC recommends, at a minimum, a cloth face covering or a personal mask if there is a potential to (even temporarily) come within 6 feet of another person. A cloth mask is required in all shared spaces in the CHL (hallways, bathrooms, etc.) and in all work areas when more than one lab member is in the room.

Before putting a mask on, taking it off, or adjusting it, take the gloves off and wash your hands with soap and water.

Normal PPE rules still apply. Do not touch door handles with a gloved hand. You risk contaminating the door handle with chemicals/biohazards and your glove will be contaminated with germs from the door handle.

General

12. Provide a plan for training group members in COVID-19-related policies and procedures described in this document, including how the training will be documented:

All lab members included in the “Names of people conducting in-person research” list will be required to attend a lab-specific training on our plan for in-person research. All lab members will receive an electronic copy of this plan and the department plan prior to the meeting.

Lab members will be requested to attest that they attended the training, that they have read, understood, and intend to comply with both your lab policy and the departmental policy. This attestation will be documented using a Google Form. The results of this Google Form will be recorded with our other lab safety documents and a copy will be forwarded to the department.

13. Describe the plan for visitors. The plan should address symptom monitoring, attestation, and visitor log maintenance for all the visitors. (Visitors are defined as those who do not normally use these spaces, including both UW and non-UW personnel):

All planned visitors must coordinate their activities with the PI. The PI will:

- Determine whether the visit is necessary at this time.

- Make an attestation plan for the visitor. See section 7.
- Update the “In-Person Research” channel on Teams. This will include the name, contact information, and work area(s) of the visitor.
- Update the visitor log.

Information for planned visitors:

Washington state regulations require a visitor log to support COVID-19 contact tracing efforts. By providing this information you are self-attesting that you have read the [University’s COVID-19 Symptom Self-Attestation for On-Site Personnel and Visitors](#) form and that you do not have any of the listed symptoms.

If you have symptoms of COVID-19 at the time of your scheduled visit, please inform your University contact that you need to reschedule your visit. If you develop symptoms of COVID-19 during your visit, please inform your University contact and leave.

Your information will only be shared with University and public health officials involved with contact tracing if needed in the event of an exposure to COVID-19. They will contact you to inform you of your potential exposure, answer your questions and provide public health resources. The University will not use this information for any other purpose. If this list is not used within 30 days, it will be destroyed.

In the event of an emergency, it may not be possible to complete the above. In that case, lab members on hand should attempt to gather the information that they can and update the “In-Person Research” channel on Teams as appropriate.

A visitor policy will be posted on the entrance to each work area.

14. Describe how group members will be informed of COVID-19-related policies for shared facilities and common spaces in the department:

All group members will be provided with a digital copy of any guidelines developed by the department. The group members must acknowledge the receipt of the guidelines by e-mail.

15. Describe any other COVID-19 related policies implemented in your group:

n/a

16. Describe how new members of your group will be trained. Please specify any training that can and should be done remotely, such as training for specific instruments, equipment, or software.

- As per all in-person activities, in-person training (1) must be voluntary and (2) 6-foot physical distance must be maintained between people at all times.
- Before performing new experiments independently, the new lab members will discuss a detailed plan and a risk assessment with a senior student in a virtual meeting.
- When new lab members do experiments, there will always be a more experienced researcher present in the nearby lab or office space.
- Incoming lab members will not perform highly hazardous experiments that would normally necessitate the presence of a second researcher in the immediate vicinity. The hazardous part of such experiments will be performed by a more experienced researcher instead.
- Training in data analysis will be done via Teams.
- Interpretation of the experimental results will be done via Teams.