

Return to in-person research: Campbell group plan

Summary of updates since initial approval:

6/16/20: EH&S made a number of updates to their guidance this week that you (group personnel) need to be aware of:

1. Most importantly, **you must now complete an EH&S training before you return to on-site work**. If you have already returned to on-site work, you must complete it ASAP. It can be found here:

<https://www.ehs.washington.edu/training/covid-19-safety-training-back-workplace>

2. Second, EH&S wants everyone who is not in Workday to use the same standard attestation form (found here:

<https://www.ehs.washington.edu/system/files/resources/guidance-symptom-monitoring-COVID-19.pdf>). Remember, everyone who is **not** an employee needs to complete one of

these every day they are on-site. This includes undergraduates as well as all non-UW people.

3. Also, **EH&S has a new email address specifically for notifying them of COVID cases: covidehc@uw.edu** . **Use this new address now**. It is now used everywhere below. Please don't hesitate to contact the department office (Paul Miller) if you need further clarification.

As always, you can find the most up-to-date information about COVID prevention at the following websites. Please bookmark them clearly on all your lab computers.

Chemistry Department plan: <http://depts.washington.edu/chem/admin/safety.html>

EH&S COVID webpage: <https://www.ehs.washington.edu/covid-19-health-and-safety-resources>

Office of Research guidelines: <https://www.washington.edu/research/or/guidance-for-returning-to-in-person-research/>

9/22/20: We added a section below explaining how training for new lab members will proceed while COVID-19 restrictions are in effect. We also added some new parts about the use of Bagley 118, and a map of that lab, which was not in our initial plan for use. We discussed all of the above revisions with the entire group in a group meeting on 9/22/2020.

2/1/21: Changed lab occupancy of CHB G024 from 2 people to 3 people.

Initial plan development:

1. We met on 5/19/20 with the whole research group to discuss what policies and procedures we will need to implement in your lab space(s) to satisfy the UW and Chemistry Department guidelines. We went over our plan, using the suggested Office of Research checklist as a guide (<https://www.washington.edu/research/wp/wp-content/uploads/Return-to-In-person-Research-checklist-for-Phase-1.docx>), and expanded on that checklist with the whole group, and discussed it in detail.

2. Our COVID supervisor is Pro. Charles Campbell. We would like to have Griffin Ruehl and Jack Rumptz approved as the first group members returning to in-person work. As the situation progresses to allow more than two people to be in lab at once we would like to approve S. Elizabeth Harman to return to in person work.

3. Work in the lab is strictly voluntary, and that there is no pressure to do so. Personal safety is our highest priority, and this plan has been written minimize risk to group members. Each group member has emailed Charles Campbell stating that they acknowledge returning to work is voluntary. New members who join the group after 21 Sept. 2020 must email Charles Campbell that they acknowledge that participation in any in-person research is and must be completely voluntary.

4. Together as a research group, we wrote out our plan. This page and the attached expanded Checklist constitute our plan. This plan also includes floorplans of the Campbell Group lab and office spaces with occupancy limits.

5. At the end of this document are descriptions of what activities can currently be performed in lab, along with additional guidance on use of face masks and gloves. There is also a description of a visitor policy, along with an example visitor COVID-19 attestation form that can be printed and filled out by visitors.

6. Group members have emailed Charles Campbell stating they have read, understood, and intend to comply with this plan. These email confirmations will be collected and included in our group's safety training documentation records file. Upon acceptance of this plan by the department, a copy of our COVID-19 training documentation will be sent to the department. There will be a copy of this plan, along with (1) group members' emails stating return to work is voluntary, (2) group members' confirmations of completing required readings, and (3) group members' emails stating they have read, understood, and will comply with this plan.

Checklist for COVID-19 Prevention in the Workplace

Date: 6-2-20	Completed By: Charles T. Campbell, and S. Elizabeth Harman
Organization/Department: Chemistry	Worksite locations: CHB G024, G018, Bagley 049
Department/Unit COVID-19 Prevention Plan and Plan Location: Chemistry: CHB and BAG	

Social and Physical Distancing:

- 1. Describe how you are implementing the social distancing requirements (maintaining 6+ feet spacing between people, minimizing interpersonal contact).**

First and foremost, stay home for tasks that can be done remotely. Group meetings will continue to be held remotely.

- Telework options offered
- Shifts/breaks times/start times staggered
- Maximum space capacity determined based on room size
- In-person meetings (conference call, virtual) limited
- Non-critical in-person meetings postponed
- Spread out work areas/physically separate workstations
- Allowing only infrequent/intermittent passing within 6 feet in between personnel
- Minimizing the number of people in a work area
- Designated drop-off/pick-up areas for shared tools and equipment

Other measures:

Schedule when lab members will be in lab with emails & an online-accessible schedule for group. This schedule is in the form of shared Google calendar – each group member will block out the dates and times they will be in lab, so other group members can plan accordingly. This will allow us to maintain a maximum of three people in the lab (CHB G024) at a time, and plan our work around maintaining maximum distance from others. Discussion of weekly work tasks will be done via email.

Floor plan – See floor plans of labs included at the end of this checklist

Drop-off area for shared tools – The first student back in the lab will designate an area/tray for shared tools (screwdrivers,

wrenches) by a cleaning station. Shared tools should be handled with gloves, and cleaned before being returned to the tray.

Social distancing – group members will maintain appropriate social distancing (6 feet or greater) at all times in the lab, offices, hallways and other shared spaces. Masks are not a substitute for maintaining this distance.

2. Describe how you are communicating social distancing requirements to workers, customers and visitors.

- Posters/signage/floor markings installed or posted
- Communicated during staff meetings
- Email communication
- Established policies and procedures
- Provided notice to vendors/contractors

Other measures:

Hang a sign on the door (BAG 049, CHB G018, G024, BAG 118), “1 person currently in lab”, “2 people currently in lab”, “3 people currently in lab” and remove when leaving. Maintain a visitor log for unscheduled visitors.

Initial group meeting on 5/19 to discuss return to work plan

Email confirmation of group members completing required reading, including UW Chemistry Department Guidelines for Conducting Research During “Safe Start”. These confirmations will be collected and included in our training and documentation.

Responding to Illness:

3. Describe how you are preventing people with symptoms from coming to the site and/or working while sick.

- Following UW policies for time away from work
- Process in place for symptom monitoring or attestation
- Requiring personnel who may be ill or symptomatic to stay (or go) home

Other measures:

On any and every day you plan to come into the building: **Under no circumstances** should anyone enter any Chemistry Department buildings while sick.

Before coming to work, everyone must complete a daily attestation of wellness in Workday (see symptoms below), and all supervisors must check daily to see that the attestation has been completed. If you feel unwell or develop symptoms after arriving at the Department, you must go home **immediately** and stay there until you feel well. If at work, you must immediately go home and contact your healthcare provider. If home, still contact your healthcare provider. Consult <https://www.washington.edu/coronavirus/faq/> for the course of action recommended by the University of Washington in the case of a suspected case of COVID-19.

If you are diagnosed with COVID-19, inform **EH&S Employee Health Center at 206-685-1026 or covidehc@uw.edu** immediately. If you feel comfortable with doing so, also let your PI (Charles Campbell, charliec@uw.edu, (206) 713-3198) and/or Paul Miller (paulmil@uw.edu, (206) 543-1612) know that you have been diagnosed.

Here is the list of symptoms that UW instructs us to look for:

- COVID-19 Symptom Attestation for Working On-Site
- **Since your last day of work, or since your last visit to a University facility, have you experienced any of the following symptoms:**
- 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?

4. Describe practices for responding to suspected or confirmed COVID-19 cases.

- Following a cleaning schedule
- Cleaning supplies are available for spot cleaning
- Cleaning and disinfecting high touch surfaces daily, between uses or when unclean
- Wiping down shared equipment/objects after each use (e.g., door/refrigerator/microwave handles)
- Following COVID-19 Enhanced Cleaning and Disinfection Protocols

If you are diagnosed with COVID-19, inform **EH&S Employee Health Center at 206-685-1026** or covidehc@uw.edu immediately. If you suspect you may be positive for COVID-19 stay home and contact your health provider. Do not come into lab if you suspect you may be sick.

For suspected or confirmed cases of COVID-19 the lab will perform enhanced cleaning and disinfection of lab spaces- The cleaning scope will be implemented based

on the risk of potential contamination as determined by the Environmental Health & Safety Department (EH&S) and the Advisory Committee on Communicable Diseases, in coordination with the impacted department, UW Facilities, and Housing and Food Services. Lab members will follow the instructions given by EH&S assessment, and the COVID-19 Prevention: Enhanced Cleaning and Disinfection Protocol, available on the EH&S website, updated as of 9/3/20.

5. Describe the reporting procedures followed when personnel tests positive for COVID-19.

- Notifying the EH&S Employee Health Center

If you are diagnosed with COVID-19, inform **EH&S Employee Health Center at 206-685-1026** or covidehc@uw.edu immediately. If you feel comfortable with doing so, also let your PI (Charles Campbell, charliec@uw.edu, (206) 713-3198) and/or Paul Miller (paulmil@uw.edu, (206) 543-1612) know that you have been diagnosed.

Cleaning and Disinfecting

6. Describe the procedures used to clean and disinfect general areas and high-touch surfaces.

Other measures:

Cleaning stations (disinfectant, towels, gloves): in Bagley 049 (microwave, fridge and sink area, door handles, printer), the G024 office (microwave, shared computer, desk drawers), G024, G018 and BAG 118 lab spaces.

Clean and disinfect high touch surfaces at least daily (first person in each day), and between uses (door handles, valve handles on sinks, cabinet doorknobs, cleaning solution handles, keyboards, ect.). Shared tools should also be cleaned between uses.

7. List the product(s) used to clean and disinfect.

- Alcohol solution with at least 70% alcohol
- 10% bleach/water solution
- EPA-registered disinfectant for use against SARS-CoV-2:
 - a. Manufacturer: Clorox
 - b. Name: Clorox Disinfecting Wipes 1
 - c. EPA Registration #: 5813-79

Other measures:

Use 200 proof ethanol in lab to make a 70% + alcohol solution.

8. Describe the safety precautions that are taken when using disinfectant(s).

- Reviewing safety data sheet (SDS) for each product
- Reviewing COVID-19 Chemical Disinfectant Safety Information
- Following manufacturer's instructions for products use
- Using personal protective equipment

Other measures:

SDS of ethanol was sent to group members, as was the COVID-19 Chemical Disinfectant Safety Information. PPE for use of 70% alcohol solution is gloves, long sleeved shirt, full length pants and closed toed shoes.

good hygiene practices.

- Providing soap and running water, hand sanitizer and/or wipes/towelettes
- Asking personnel to avoid hand shaking and hugging
- Using reminders to wash hands correctly at key moments, avoid touching face with unwashed hands, cover mouth when coughing or sneezing

Encouraging Good Hygiene:

9. Describe methods used to encourage

Other measures:

Soap, water and towels are already provided. Signs will be posted at sinks with handwashing reminders. Group members have been instructed that food consumption should be kept to a minimum.

Using Alternative Strategies (Optional):

10. Use engineering controls.

- Barriers to block direct pathways between individuals are installed
- Layouts to prevent air pathways less than 6 feet have been created
- Impervious covers over fabric and other porous surfaces have been installed
- Ensuring good ventilation in work areas

11. Administrative control

- Tasks have been rescheduled
- Work tasks have been modified
- Organized work tasks to facilitate social distancing

12. Conduct health surveillance/symptom screening

- Performing daily symptom screening or attestation to ensure ill personnel do not come to work on-site at a UW Facility.

Other measures:

Follow requirement to report a lack of symptoms on WorkDay before coming into work. If symptoms are present stay home. If you are diagnosed with COVID-19, inform

EH&S Employee Health Center at 206-685-1026 or covidehc@uw.edu immediately.

13. Provide personal protective equipment (PPE) and guidance on how to use it

- Face shields and/or eye protection is worn
- Respirators are worn
- Surgical/medical masks are worn
- Providing instructions on the use, care, cleaning, maintenance, disposal of PPE

Other measures:

Post signs for PPE usage at door to lab, cleaning stations. Post reminder to wear face coverings in common areas on interior of lab doors.

Communicating Safety and Hazards:

14. Communicate safe practices

- Posters/signage are installed and/or posted
- Email communications have been sent
- Information is covered in staff meetings
- Sharing information from the UW Novel coronavirus & COVID-19: facts and resources webpage.

Other measures:

Hang a sign on the door: "1 person currently in lab", "2 people currently in lab", or "3 people currently in lab", and remove when leaving. (BAG 049, CHB G018, G024, BAG 118).

Post reminder to wear face coverings in common areas on interior of lab doors. Post signs about proper handwashing and reminders at sinks.

15. Communicate hazards and safeguards to protect personnel

- Providing information about working safely with disinfectants
- Communicating the hazards and safeguards required to protect individuals from exposure webpage.

Other measures:

SDS for ethanol was sent to group members, as well as the COVID-19 Disinfectant Safety Information, and instructions on PPE usage.

What activities can be performed in lab?

Any activity that can be performed by one individual under normal circumstances can be performed. This includes, but is not limited to, sample preparation, running calorimetry experiments, operating lab instrumentation, operating and repairing pumps, using liquid nitrogen. Activities that would require two people (lifting heavy items, one person holding something steady/in position while a second member performs a task) **cannot currently be performed**. When planning work tasks take the following into consideration.

- Can I safely perform this task on my own? Should I delay this task until I can receive assistance?
- What space does this task take place in? Did I schedule use of this space on the shared Google calendar?
- How long will this task take? When scheduling time on the shared Google calendar **add extra time for cleaning**.

- What equipment do I need for this task? If there will be a second individual in lab, will they need the same equipment? If so, one task using shared equipment will need to be rescheduled.
- Will there be a second person in lab? If so, stay a minimum of 6 feet away. Take this distance into consideration when entering a shared area, such as near the sink for handwashing, or by the door into lab.

If you need to fill a 4L dewar with LN2 follow the chemistry department's policy:

Liquid Nitrogen Dispensing Rooms (CHB 205, 305, 405): (Lochlan Hickok, maximum occupancy: 1)

1. Before leaving your lab, wash hands and make sure you are wearing a mask. After this point, never touch your face.
2. Wipe down LN2 dewar with 70% EtOH
3. Transport dewar to LN2 self-dispensing Room
4. When you reach the room, knock loudly to determine whether someone else is still in the room. If so, step back at least 6 feet and wait for them to leave.
5. Do not touch your phone or other personal belongings (headphones) while in the service room.
6. Put on fresh gloves and wear for the entire duration of time in the room.
7. After entering the room, put container on the floor, prop door and follow normal procedures for filling LN2 dewar.
8. DO NOT TOUCH YOUR FACE or hair or headphones.
9. Fill your dewar.
10. Collect your materials.
11. Take off gloves.
12. Return to lab.
13. Wash hands with soap and water.

When do I wear gloves and/or face masks?

All standard, non-COVID PPE requirements are still apply, and always take precedence.

Face masks – by department policy face masks are required at all times in common areas, hallways, and any other shared departmental facilities. Follow CDC guidelines and UW EH&S guidance on face mask use.

(<https://www.ehs.washington.edu/system/files/resources/facemask-guidance-COVID-19.pdf>).

Face masks may be removed when either working alone in lab. Face masks may also be removed if there is one person working on Cal 2, and one person working on Cal 3 given the size of the space and the distance between instruments (See Lab Floor plans below).

Gloves - Gloves may be used in specific lab spaces, but the general department policy prohibiting the use of gloves outside of lab spaces (i.e. in corridors and stairwells) remains in place. Gloves should be work when handling any tools, working on shared computers, and working on shared instrumentation. Gloves may be removed for handling personal electronics (cell phone, laptop, headphones) but **HANDS SHOULD BE WASHED BETWEEN REMOVING GLOVE AND HANDELING PERSONAL ITEMS.**

Training

Personal safety is the number one concern. Participation in any in-person research is and must be completely voluntary

New members who join the group after 21 Sept. 2020 must email Professor Charles Campbell, stating that they “acknowledge that participation in any in-person research is and must be completely voluntary.”

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.

- Whenever possible, the training in common experimental techniques will be performed through video recordings and live video conferences.
 - A library of training videos available online (on sites like Youtube) for general laboratory techniques (fumehood use, changing rough pump oil, etc.) will be made available to incoming students.
 - If videos are not available online, senior students will record an instructional video. These will be recorded by the senior student alone, through desk-mounted video recording tools (like smartphones) or a head-held camera (GoPro) that will be treated as a group resource/instrument, available to everybody in the group through cloud storage (google drive). Alternatively, the incoming student will observe the demonstration in real time through a virtual meeting.
- Training for lab instruments (spot welder, mass spectrometer, x-ray photoelectron spectrometer, etc.) will be done offline through pre-recorded training videos and/or live virtual meetings.
- Even after online training sessions, a more specific in-person training will be necessary at times. These training sessions will be performed observing Covid

guidelines provided by the university: the two persons will always be required to keep at least 6 ft distance, and will wear standard safety PPE, including protective face masks.

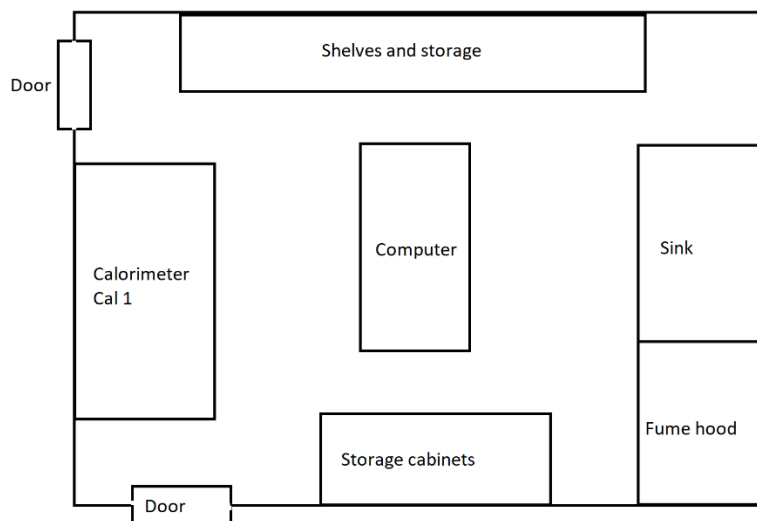
- Before performing new experiments independently, the new group members will discuss a detailed plan and a risk assessment with a senior student in a virtual meeting.
- When doing experiments, there will always be a senior researcher present in the nearby lab or office space.
- In case of emergency, the second researcher will approach wearing standard PPE equipment, including face mask (personal or provided by the department).
- Incoming students 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 senior researcher instead.
- Interpretation of the experimental results and troubleshooting will be performed online with help of senior students and/or the PI whenever possible.

Visitor policy

There should be no unscheduled persons in lab except department staff who have separate permissions (e.g., Shop personnel). Scheduling is done before coming to lab using the Campbell Group Lab Schedule (a Google Calendar). Visitors should fill out a copy of the visitor COVID-19 attestation form (see below) before entering the lab, and be noted in the visitors log on the lab door upon entering.

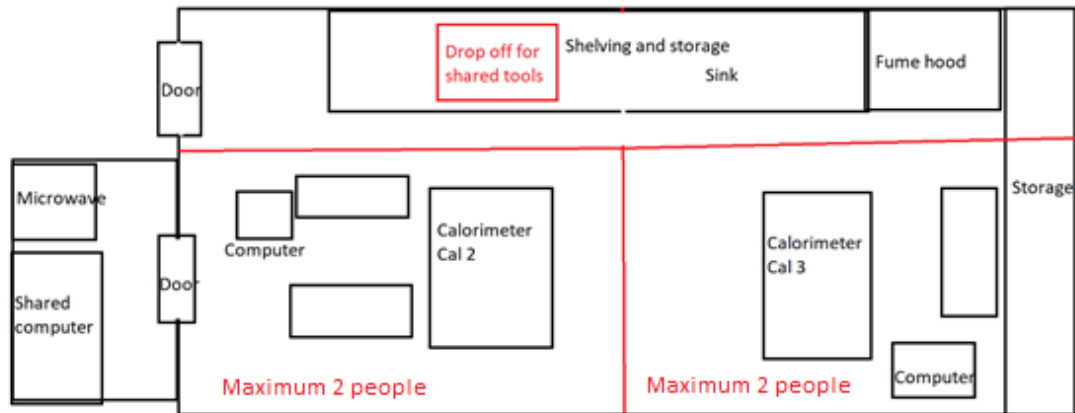
Lab Floor plans

CHB G018
Total occupancy 1 person

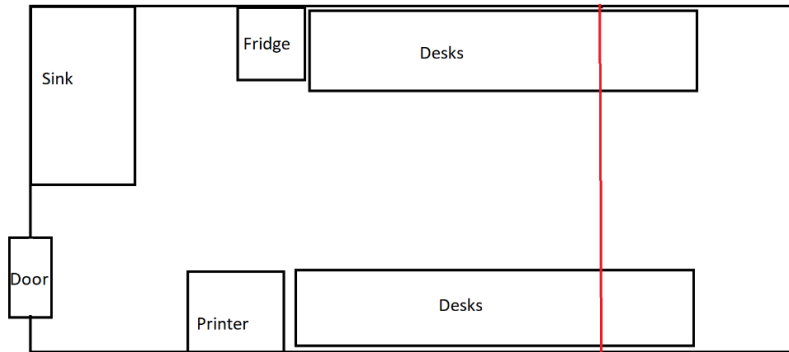


CHB G024

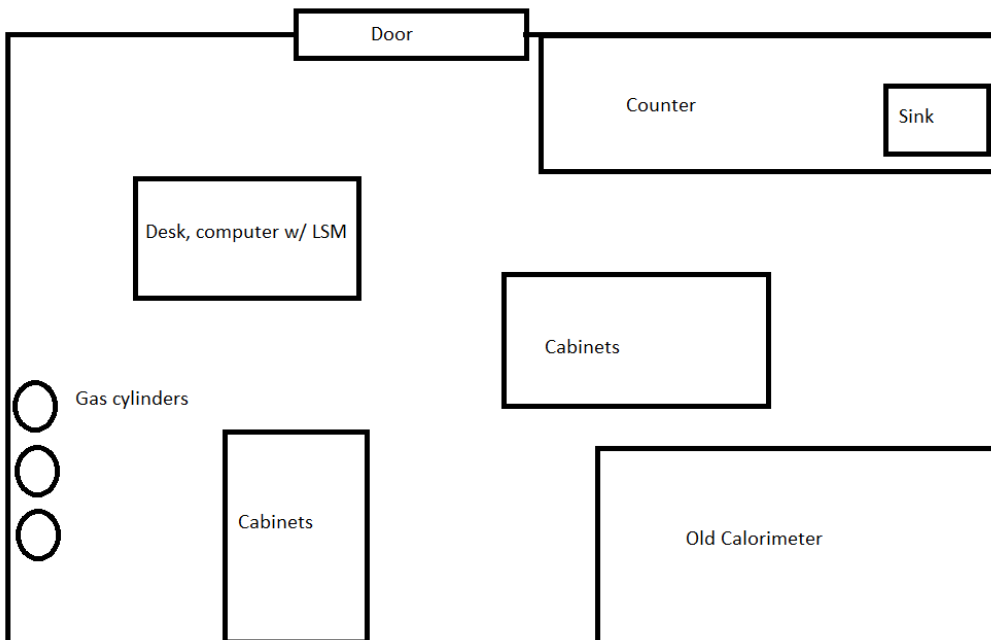
Total occupancy 3 people, maximum of 2 in marked sections, maintain 6 ft distance for using shared tool drop off and sick



BAG 049, Office Space
Total occupancy 2 people, separated by red line



Bagley 118, lab storage
Total occupancy: Two people



Always maintain >6 feet separation.

EH&S wants everyone who is not in Workday to use the same standard attestation form (found here: <https://www.ehs.washington.edu/system/files/resources/guidance-symptom-monitoring-COVID-19.pdf>). Remember, everyone who is **not** an employee needs to complete one of these every day they are on-site. This includes undergraduates as well as all non-UW people.

Department of Chemistry Visitor COVID-19 Symptom Attestation for Working On-Site

Since your last day of work, or since your last visit to a University facility, have you experienced any of the following symptoms:

- 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?

If you are sick or have one or more of the above symptoms:

- You must stay home or leave the UW facility at which you are working.
- Follow your department's procedure for calling out sick or requesting to work from home.
- Contact your health care provider for medical guidance.

I attest that prior to coming onsite on today's date that I do not have any of the above symptoms.

I have read and agree to the above statement.

I attest that I do not have any of the above symptoms.

Visitor location: _____

Date: _____

Signature: _____