

# Fu Lab Plan for In-Person Research

## Research Location:

Office Locations: CHL 159, CHL 050E, 050F, 050G, 050H

Lab Locations: CHL 060K, CHL 066, CHL 154

## Personnel

### Principal Investigator:

Dan Fu

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### Members of the group that can assume the COVID-19 Supervisor role in the PI's absence:

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### Names of people that will be conducting in-person research:

[REDACTED]

The health and safety of our researchers is of primary importance. No one approved to return to research will be compelled to work in-person or onsite for any reason. All in-person and onsite research must be completely voluntary, and all activities that may be conducted remotely must be conducted remotely.

## Social and Physical Distancing

**Floor plan:** Office area indicated in red, lab area indicated in green, foot traffic are in yellow, hand-washing station in pink, and bathroom in blue.



### How to maintain social and physical distance of 6 feet?

1. Any personnel that can do their research remotely must continue to stay at home.
2. For people working in the basement, enter and leave the building on the basement level. For people working on the 1<sup>st</sup> floor, enter and leave the building on the first floor.
3. All office rooms will allow maximum occupancy of one.
4. Lab areas CHL060K, CHL154, and CHL156 will each allow maximum occupancy of two.
5. Lab area CHL066 will allow a maximum occupancy of three. It will be divided into three work areas that are separated by curtains and have separate secondary curtain entrance after the door entrance.
6. All bathrooms are limited to occupancy of one. Before entering make sure there is nobody else inside.
7. Communication between personnel present in the lab will be through Zoom and Slack. If verbal communication is absolutely necessary, then a distance of at least 6 feet must be maintained. Wearing a face mask is advised in case verbal communication is required.
8. 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.
9. Maintain at least 6-foot distance from others in the hallway. Pay close attention when turning corners.
10. Do not wear headphones/earbuds in both ears while in the lab or walkway. You must be able to hear anyone trying to get your attention.

**Lab activities that are allowed in the lab:**

1. Laser and optical alignment
2. Cell culture
3. Sample prep
4. Cell imaging experiments
5. Animal imaging experiments

**Lab activities that are not allowed in the lab:**

1. Almost all activities in the Fu lab can be carried out by one person. Any activities that involve two person to be within 6ft of each other are not allowed.
2. Optical setup that requires close coordination of two person on the same laser table is not allowed.
3. Animal surgery that requires a helper is not allowed.

**Communication plan for research personnel and visitors**

1. During virtual group meeting, the plan for in-person research will be announced and distributed through email/Slack to reach all personnel.
2. Visitors to the lab and office area are to be strictly minimized during phase 1 of the re-opening (see below for visitor policy)
3. Posters on physical distancing, maximum occupancy, and cleaning requirement will be posted at all areas.
4. All research personnel will communicate their intended work schedule the week before during the group meeting to ensure that the occupancy rule is satisfied. Individual's in-person work schedule will also be updated in the group's Google calendar and available to every research personnel.
5. Slack will be used as the primary tool for communicating any experimental plan change, shared equipment, and collaborative efforts. If Slack is not available, cell phone communication will be used.

**Training plan for new personnel joining the lab**

1. All personnel joining the lab must first finish required online trainings on
2. Whenever possible, the training in common experimental techniques will be performed through video recordings and live video conferences. Alternatively, the incoming student will observe the demonstration in real time through a virtual meeting.
3. Trainees will read lab protocols for laser and microscope operation before starting in the lab.
4. After online training sessions, more specific in-person training will be done by a senior graduate student. These training sessions will be performed observing Covid guidelines provided by the university: the two persons will always be required to keep a 6 ft distance, and will wear standard safety PPE, including protective face masks.
5. 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.
6. When doing experiments, there will always be a senior researcher present in the nearby lab or office space.

7. Incoming students will not perform hazardous experiments that would normally necessitate the presence of a second researcher in the immediate vicinity.
8. Interpretation of the experimental results and troubleshooting will be performed online with help of senior students and/or the PI whenever possible.

## Responding to Illness

### Preventing people with symptoms coming to the site

1. 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 then (i) remain at home and do not go to campus, even if the symptoms are mild, (ii) notify the PI, and (iii) contact your healthcare provider.

2. 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

3. 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.

### Practices for responding to suspected or confirmed COVID-19

1. If you have previously come to lab and are now feeling that you have symptoms, you must report this immediately by following the instructions on the daily attestation. This will 1) allow you to be tested for the virus and 2) set contact tracing in motion so that your lab mates are informed and kept protected.

2. If you are at work and have COVID-19 symptoms, you need to go home immediately. If at home, you need to contact your health provider. Consult <https://www.washington.edu/coronavirus/faq/> for the course of action recommended by the University of Washington.

3. If you test positive for COVID-19 and have been in the lab, you must notify the EH&S Employee Health Center ([emphlth@uw.edu](mailto:emphlth@uw.edu) or 206-685-1026) immediately so that they can begin deep disinfection of any areas you worked in and notify anyone who may have come in contact with you or with those areas. You may also choose to notify the PI and/or Paull Miller ([paulmil@uw.edu](mailto:paulmil@uw.edu), 206-543-1612) if you are comfortable doing so.

# Cleaning and Disinfecting Your Workplace

## Procedures for cleaning and disinfection common areas

- 1) Every individual who uses the lab space will be required to disinfect surfaces both before and after use each day.
- 2) Wear disposable gloves to clean and disinfect. Cleaning schedules will be done accordingly by research personnel at the end of the day.
- 3) Clean surfaces with an approved EPA-registered disinfectant as described below.
- 4) Practice routine cleaning of frequently touched surfaces. High touch surfaces include: doorknobs, micropipettes, computer keyboard (covered with silicone), light switches, faucet handles, microscope focus adjustment knob, microscope stage surface, knobs and buttons on the oscilloscope, switches used to turn on electrical devices, and cabinet drawer handles.
- 5) Wash hands thoroughly for at least 20 seconds using soap.

## Following safety precautions when using disinfectants:

- 1) When using an EPA-registered disinfectant, **follow the label directions** for safe, effective use.
  - Pre-clean the surface. Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty.
  - Make sure to follow the contact time, which is the amount of time the surface should be visibly wet.
  - Wear gloves and wash your hands. For disposable gloves, discard them after each cleaning.
- 2) Disinfectants for work surface include bleach wipes, 10% bleach, or 70% alcohol solutions. Office area can be cleaned with Lysol/Clorox wipes. Do not mix bleach or other cleaning and disinfection products together. This can cause fumes that may be very dangerous to breathe in. Bleach solutions will be effective for disinfection up to 24 hours.
  - Bleach wipes are stored in CHL 154 and CHL066 and should be used for disinfecting commonly used surfaces
  - 200 proof ethanol is stored under the fume hood in CHL 156A. This solution can be used to disinfect surfaces so long as it is first diluted to 70% (1/3 dilution with water) in a labeled spray bottle.

# Encouraging Good Hygiene

## Methods used to encourage good hygiene practices:

- 1) After each experiment, each lab member must clean all communal areas that they have come into contact with or used using an approved cleaning solution as outlined above.
- 2) Researchers are encouraged to wash their hands frequently while in lab spaces, especially:
  - Upon initially arriving in the lab
  - Before and after eating or drinking
  - After restroom use
  - Before and after disinfecting surfaces
  - Before leaving the lab for the day

- 3) Soap will be available at all hand washing stations: at the sink in CHL 066, the sinks in CHL 154, and the sink in CHL 050-1.
- 4) Bleach wipes will be available in CHL 066 and CHL 154. Researchers can also use 70% ethanol solution with wipes or paper towels to disinfect surfaces.

#### **Personal protective equipment/Facemask use:**

In addition to rigorously keeping 6 foot distance at all time, face masks are recommended for additional protection.

- All research personnel are encouraged to bring a reusable facemask with them to the lab.
- Wearing a mask is required when there are two people in the same lab (CHL066).
- A mask should be used when entering any common area.
- Disposable gloves are required for working in the lab and cleaning.
- Disposable face masks are stored in CHL066 in the cupboard on the south side of the lab (below & to the left of the sink).
- Disposable gloves will be provided in all lab spaces for experiments and for cleanup procedures.

## **General**

- 1) Going over “Return to In-Person Research plan” during research group meeting to explain the COVID-19 policies.
- 2) Researchers are required to certify that they have read, understood, and intend to comply with both the lab policy and the departmental policy and this certification will be recorded with the lab safety manual and on the group computer. A copy of the certification will be filed with the department.
- 3) All research personnel will communicate with other research groups who share common areas (walkways, dining area, etc.) to ensure that the scheduling, symptom attestation, and compliance with other research groups’ plans are satisfied.
- 4) The designated personnel to turn on critical equipment (i.e. laser) will do so prior to first research use.

## **Visitor Policy**

- 1) Visitors to the lab are only allowed temporarily for emergency access or waste collection.
- 2) All visitors will need to sign the Department of Chemistry visitor log and attestation form that will be posted on the outside of each lab door.
- 3) Visitors that are not UW employees must attest that they have no symptoms of COVID-19 as part of their sign-in
- 4) All visitors are required to wear face mask and gloves before entering the lab.
- 5) Visitors must observe all lab-specific rules, including the maximum occupancy. Information for visitors will be posted on the entrance to the lab.

## **Initial Day**

- 1) Perform the daily workday check-in/symptom attestation.

- 2) Provide posters and EH&S/UW documents in highly visited areas.
- 3) Communicate the location of cleaning and disinfection tools.
- 4) Remind research personnel to maintain physical distancing of 6 feet.

## Ongoing

- 1) Critical personnel will continue to monitor personnel coming to research spaces through their attestations and crosscheck with the scheduling.
- 2) Slack will be used as the primary tool for communicating any experimental plan change, shared equipment, and collaborative efforts. If any issues arise, contact will be made to critical personnel and the PI to resolve issues as soon as possible.

# Recognition of In-Person Research Plan

By electronically signing in the space below, you affirm that you have read, understood, and agree to the above research plan.

Name	Date
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