

Return to In-Person Research Plan  
Gamelin Group

*Last edited 11/23/20*

Locations covered: CHB 212, 212A, 214, 214A, 218, 218A, 222, 222A, 224, G21

COVID-19 Supervisor: Daniel Gamelin. [gamelin@uw.edu](mailto:gamelin@uw.edu), 206-412-4861  
in PI's absence: Matthew Crane. [mjcrane@uw.edu](mailto:mjcrane@uw.edu), 678-576-1791

Lab personnel conducting in-person research: [REDACTED]

General Guidelines

1. **Coming into work is voluntary. No one can be pressured to carry out on-site research if they are concerned about their safety, the safety of others, or if they have home-care obligations.**
2. Everyone who comes to work must complete the COVID-19 Employee Symptom Attestation on Workday each day before coming on site.
3. If you are sick, experiencing symptoms, or come into contact with anyone who is sick you are not to come into work.
  1. **If you have tested positive for COVID-19, then immediately notify the EH&S Employee Health Center** at [emphlth@uw.edu](mailto:emphlth@uw.edu) or 206-685-1026.
  2. **Never come to campus or a UW facility if you are experiencing any of the following symptoms of COVID-19 infection:**
    - Fever (100.4 F or higher) or a sense of having a fever.
    - Cough that you would not attribute to another health condition.
    - Shortness of breath that you would not attribute to another health condition.
    - Sore throat that you would not attribute to another health condition.
    - Muscle aches that you would not attribute to another health condition or that may have been caused by a specific activity, such as physical exercise.
    - Respiratory symptoms, such as sore throat, runny nose/nasal congestion or sneezing, that you would not attribute to another health condition (like seasonal allergies).
    - Chills or repeated shaking with chills that you would not attribute to another health condition.
    - Loss of taste or smell that you would not attribute to another health condition.
  3. **You are not required to notify anyone apart from the EH&S Employee Health Center about your health.** You may choose to notify coworkers and/or Daniel if you feel comfortable doing so.
4. If you come in, you need to follow this Return to In-Person Research Plan diligently.
5. **Develop a personal transportation plan** that minimizes proximity to other people. Consider cycling, walking, or driving instead of public transportation. **Wear a face mask or cloth face covering** if during transit you may come within 6 feet of another person.
6. Be present in the lab **only as long as necessary** for conducting experimental work. Analyze data remotely and minimize time on campus.

7. Unless, otherwise directed by the university or the department, in the case of a positive test within the group, **all persons** must work from home for a 14 day period, even if you have not come in contact with the positive case.
8. Only Gamelin group graduate students and postdocs (+ [REDACTED]) are allowed to resume in-person research in Gamelin group space, and only then according to the following guidelines.
9. Any visitor must record the details of their visit in the Gamelin group visitor log. Outside visitors will be limited to UW chemistry facilities personnel, building cleaning staff, waste collection personnel, and emergency services. Non-UW visitors must also complete a COVID-19 attestation form.

### Social and Physical Distancing

**Meetings:** All lab meetings will continue to be conducted via Zoom conference call until otherwise noted.

**Lab Occupancy:** For safety reasons, no group member may perform lab work in the collection of upstairs spaces (CHB 212A, 214A, 218A, 222A, 224A) without another group member present in the same collection of spaces and aware of their experiments. Each lab bay (212A, 218A, as 222A) may have 3 people working in it at a given time, so long as 6 feet between researchers is maintained as indicated on the lab maps. However, no more than 5 lab personnel may be present in the 2<sup>nd</sup> floor spaces simultaneously. Similarly, no more than 4 people may occupy G21 simultaneously, independent of how many are in the upstairs labs/offices. Refer to the attached lab maps for more detailed instructions on maximum occupancy for each of our spaces. The maximum occupancy for each specific space is listed below.

CHB 212(office): 2	CHB 212A (lab bay): 3
CHB 214(chem. storage): 1	CHB 214A (optics lab): 1
CHB 218(office): 2	CHB 218A (lab bay): 3
CHB 222(office): 2	CHB 222A (lab bay): 3
CHB 224 (multi-use): 1	CHB G021(optics lab): 4

Use the Gamelin Lab Sign Up sheet to sign up for your lab shift. Group members will sign up for 12 hr time blocks when they want to use a specific lab space. The time blocks are divided as follows: AM Shift (1:30 AM-1:00PM) and PM Shift (1:30PM-1:00AM) with a 30 minute period between the shifts to avoid additional contact between lab personnel. To minimize, you may not arrive to the lab shift early and you must leave the workspace before the end of the shift.

- a) The shifts are organized on a Gamelin Group Sign-up Sheet. Google sheet link: <https://docs.google.com/spreadsheets/d/1P7VgIpcmlLRCPk0kcxEiSaKt9nYENtGY6DS7Slic9ZM/edit?usp=sharing>
- b) Everyone is able to sign up for multiple shifts in a row if they choose.
- c) There are currently no restrictions to the number of shifts that a member of the lab can make.
- d) If you sign up for a double block of time, you do not need to leave the lab space for the 30 minute period between shifts.

All work that can be done at home (experimental planning, data workup and analysis, reading, writing) should be done at home.

**Always maintain 6 feet between researchers** unless it compromises safety. This restriction applies whether you are in the lab or in an office area.

The on-site working guidelines are as follows:

**Social distancing in the CHB offices:** Office space should be occupied as infrequently as possible, with a maximum of 2 people allowed per CHB office if seated on opposite sides of the office space. If more than 2 people from your specific office are scheduled to work at the same time, use CHB 224 between experiments. Again, *all work that can be done at home should be done at home.*

**Social distancing in the CHB labs:** A maximum of 3 people are allowed per CHB lab space at any given time - they will use hoods on opposite sides of the lab. Back to back or shared hood use is not allowed. One person is allowed per glove box, including the double glove box in CHB 212A. Only one person is allowed in the chemical stockroom CHB 214 or the upstairs optics lab CHB 214A at any given time. Please see the accompanying maps for defined single-person workspaces in each room.

**Social distancing in the basement lab:** 4 people max are allowed in the basement optics lab at any given time. The work areas in the basement are marked with dashed lines. No more than 2 people are allowed per optics bay at any given time. If you need to go to the upstairs labs, you must coordinate with all researchers present upstairs to avoid exceeding the maximum number of people in one space; this requires active communication via cell phone, slack, email, text, etc. Use the sign in board by the door to the lab to indicate where you are working.

**Collaborative Experiments:** For any activities that require 2 people, the rules above must still be adhered to. Researchers should maintain >6' separation at all times. Moreover, if work with another individual is necessary to complete the experiment, both researchers must:

- Wear clean (non-chemical) gloves at all times.
- Wear a mask at all times.
- Sanitize any handled objects after each use whenever possible.

**Visitors:** Any visitor must record the details of their visit in the Gamelin group visitor log. A visitor log book along with conditions of lab entry will be posted on the entrance of each lab space. Outside visitors will be limited to chemistry facilities personnel, building cleaning staff, waste collection personnel, and emergency services. In special cases other visitors may also be allowed if these visits are discussed with and approved by Daniel in advance.

Non-UW visitors must also complete a COVID-19 attestation form (attached at the end of this document).

**Future communication of changes to safety measures and policies:** Any future changes to our social distancing and safety measures will be communicated to group members via email, on the group's Slack channel, updated on a google document saved to a group shared drive, and verbally communicated in group meetings. Signs will be posted in the lab spaces to remind lab personnel of the current safety measures.

[New student on-boarding](#)

**Before any new students join the group, they must go through the following steps:**

1. Review the Chemistry Department Covid-19 Return to Work plan at <https://chem.washington.edu/guidelines-conducting-research-during-safe-start>.
2. Review the Gamelin group Return to Work Covid-19 plan. This includes completing the Return to In-Person Work Orientation Form that acknowledges the student is aware of the Return to Work Covid-19 procedures and agrees to follow all procedures as listed. This completed form should be sent to Daniel Gamelin with the lab safety officers (LSOs) cc'd. This documentation will be sent to the department to keep on file.
3. Complete lab safety training. When possible, this safety training should be conducted remotely, including online EH&S safety modules. When it is not possible to conduct the safety training remotely, in-person safety training will be conducted with one of the LSOs (either Kelly Walsh or Christian Erickson). No one is required to participate in in-person lab work.
  - a. Prior to in-person training, the new student will be given access to lab signup documents to ensure they effectively use these to reserve time in the lab.
  - b. In-person safety training must follow all standard Covid-19 procedures, including keeping 6'+ distance between researchers, wearing protective face masks, and signing up for time on the lab sign-up sheet.
  - c. Safety training will include Covid-19 specific procedures, including showing the new student the location of cleaning chemicals and chemical-free gloves.
  - d. Lab safety training will conclude with the new student completing both the Gamelin Group Lab Safety Orientation form and the Chemistry Department Lab Safety Orientation forms.
4. Review all relevant instrument SOPs located on the group shared drive and plan in-person experiments with senior graduate students/post-docs prior to coming to lab. This is to conduct a risk assessment of the proposed experiments and to minimize the duration of instrument trainings.
  - a. Instrument-specific trainings may be conducted virtually.
  - b. In-person instrument-specific trainings must follow all Covid-19 guidelines including keeping 6'+ distance between researchers, wearing protective face masks, signing up for time on the lab sign-up sheet, and disinfecting all work areas as laid out by the disinfecting procedure.
5. The first time a new student comes in to do lab work, they must first get a clean lab coat from the stockroom and find a place in lab to store it. Additionally, the new student must claim an unused pair of safety glasses and disinfect them. These safety glasses should be kept somewhere specific, so no other researchers use them.

### [PPE Recommendations](#)

**Face masks or face coverings are recommended as an additional precaution.** 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. Some kind of face covering is required for all activities in the lab spaces or offices. You may use your own face covering if you wish. Personnel may remove their masks or face coverings only when they are working with pyrophoric materials or open flames where there is a greater likelihood of an article of clothing catching fire.

**Additional coronavirus PPE requirements do not supersede or replace existing chemical PPE guidelines.** A cloth mask does not substitute for a respirator when one would be required by the usual chemical handling SOPs. Be aware that mask materials may be flammable. Do not wear a flammable mask when there is a risk of fire or ignition.

**Gloves are to be worn at all times while working in the lab spaces.** If you are touching clean things in the lab (computers/optics/dewars/etc.) you will need to wear a clean pair of gloves that have not been used to handle chemicals. If supplies allow, please use a different color of gloves for chemically clean surfaces (not the purple ones).

**Standard Lab PPE items are not to be shared.** Everyone is encouraged to make sure that their lab coats and eye protection are only used by themselves. Please find a suitable place preferably a hook/drawer next to your hood to store your lab coats and eye protection away from other PPE materials. Clearly label your articles of PPE so that others in the lab do not use your items.

### [Check-in/check-out procedure](#)

Note: When you come into the lab for the first time there will be a form available that attests that you have read and understood the return to work plan, as well as the guidelines and policies that have been put in place by the Chemistry department and the University.

1. Evaluate yourself for possible symptoms and complete the COVID-19 Employee Symptom Attestation on Workday every day before coming to the labs.
2. Wash your hands or use hand sanitizer every time before entering the lab space, **especially** if you used public transportation to get to campus but also even if you just went to the bathroom or outside for lunch.
3. **Put on a pair of nitrile gloves and leave them on while in the lab.** If you plan to exit the lab for the office area, remove your gloves and wash your hands.
4. Follow the disinfecting routine outlined below.
5. No food is to be consumed in the office spaces, all meal should be eaten outside. Food may still be stored in the offices fridges, but, if possible, bring a lunch that can be stored outside of the fridge and does not require usage of the microwaves. If this is not possible, all surfaces (fridge handles, microwave doors) must be disinfected before and after use according to the disinfecting routine outlined below.
6. Make sure you are using **your own** lab goggles and lab coats. Select a pair of glasses/goggles to keep on your desk, and make sure your coat is labeled and on the hook near your hood. If you need a hook, we will provide one.
7. Before leaving, notify other researchers present (either from a distance of 6' or via phone, slack, email, text, etc.) and follow the disinfecting routine outlined below.

### [Cleaning and Disinfecting](#)

1. Wear disposable gloves when cleaning and disinfecting. Clean hands immediately after gloves are removed.
2. Wear eye protection when there is a potential for splash or splatter to the face.
3. Store disinfecting chemicals in labeled, closed containers. Store them in a manner that prevents tipping or spilling.
4. Chemicals used for disinfecting solutions should not be chemicals that were previously used in the lab space. Nor should they be stored with other laboratory chemicals.

Note: Every researcher is responsible for disinfecting the surfaces that they work on before and after each use.

## Disinfecting Schedule/Routine

1. If you are first to arrive at each work space on a given day, disinfect high use surfaces (doorknobs/keyboards/instruments). Use caution when disinfecting near optical instrumentation that might be damaged by exposure to the disinfectant. This is generally any lens or other component that light must go through during an experiment.
2. When using a workstation
  - a. Follow existing protocols for safe maintenance and operation.
  - b. After use, disinfect instrument surfaces, keyboard, mouse, and bench space as described in the disinfection instructions below.
3. If you are last to leave each work space on any given day, disinfect high use surfaces (doorknobs/keyboards/instruments). Again, use caution when disinfecting near optical instrumentation that might be damaged by exposure to the disinfectant. This is generally any lens or other component that light must go through during an experiment.

Note: If you are the only user of an instrument for the day (i.e., reserving the glovebox or back table for the entire day) you only need to disinfect the workspace at the beginning and end of the day and not after each and every use that day. This also applies to your own personal workspaces (desk/single user fume hoods) and optics tables when you have them reserved for the day.

**Disinfecting Solutions** The CDC has provided a list (in conjunction with the EPA) of cleaning solutions effective for killing SARS-Cov-2 (the virus that causes COVID-19) at:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

A 70% alcohol / 30% water solution is the preferred disinfectant for the Gamelin labs. Please use either isopropanol or ethanol for the alcohol. Inhalation of concentrated alcohol vapor may cause irritation of the respiratory tract and effects on the central nervous system. Always, prepare solutions in the fume hood, use gloves when disinfecting surfaces and be sure that the space is well ventilated.

Let alcohol-based disinfectants stay glistening wet on the surface or air dry for 5 min, then wipe dry with a paper towel. For keyboards, computers, and instruments, first moisten a chemwipe or paper towel with the alcohol solution then wipes across the keyboard and mouse.

Again, use caution when disinfecting near optical instrumentation that might be damaged by exposure to the disinfectant. This is generally any lens or other component that light must go through during an experiment.

## [Responding to illness](#)

**If you develop any Covid-19 symptoms, leave campus immediately/stay at home.** The list of Covid-19 symptoms can be found at the beginning of this document and on the Workday Covid-19 Symptom Attestation for Working On-Site.

If you are at work when you develop symptoms, you should return home immediately and contact your healthcare provider. You can 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.

In case a group member tests positive for Covid-19 or their healthcare provider suspects a case of Covid-19, **they are required to immediately contact EH&S Employee Health Center** at 206-685-1026 or [emphlth@uw.edu](mailto:emphlth@uw.edu). Additionally, the student should report any positive Covid-19 test results to EH&S at [covidehc@uw.edu](mailto:covidehc@uw.edu) and note that they work in the chemistry department (and other departments if applicable) so that any affected individuals can be notified. This procedure also applies to external students who may enter the lab under the Gamelin Group Covid-19 Visitor Guidelines.

Additionally, if you have a confirmed or suspected case of Covid-19 and are comfortable with sharing your personal health information, you may contact Daniel Gamelin, the LSOs, and/or Paul Miller at [paulmil@uw.edu](mailto:paulmil@uw.edu).

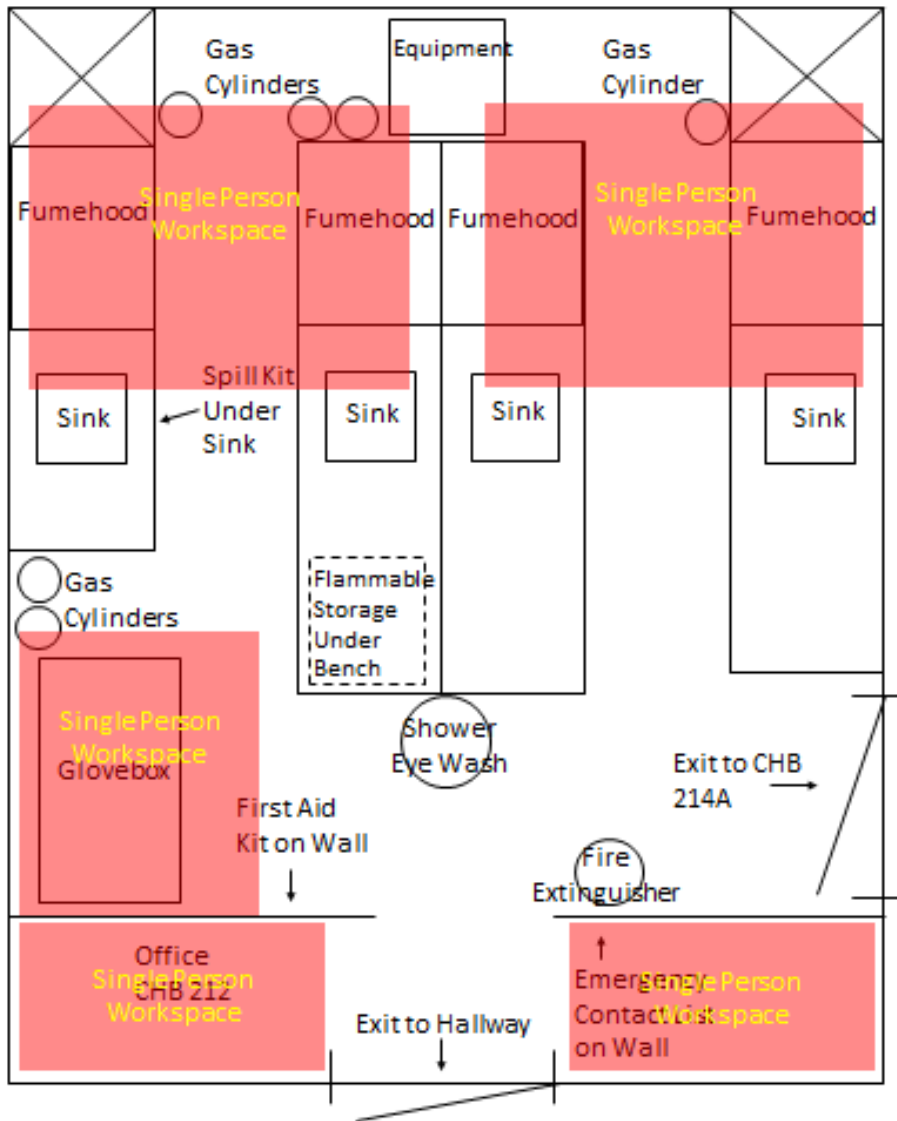
#### [Traveling out of state during Washington state travel advisory](#)

If you have recently traveled out of state, the Gamelin group is asking group members to self-quarantine for 14 days after returning to Washington state. This is consistent with Governor Inslee's travel advisory issued on November 13<sup>th</sup>, 2020.

#### [Lab Maps](#)

A total of 3 people may be in CHB 212A at any point. The areas around the fumehoods and glovebox are intended to only be used by a single person at a time. The office space, CHB 212, may only hold 2 people at any time and they must be seated on opposite sides of the room.

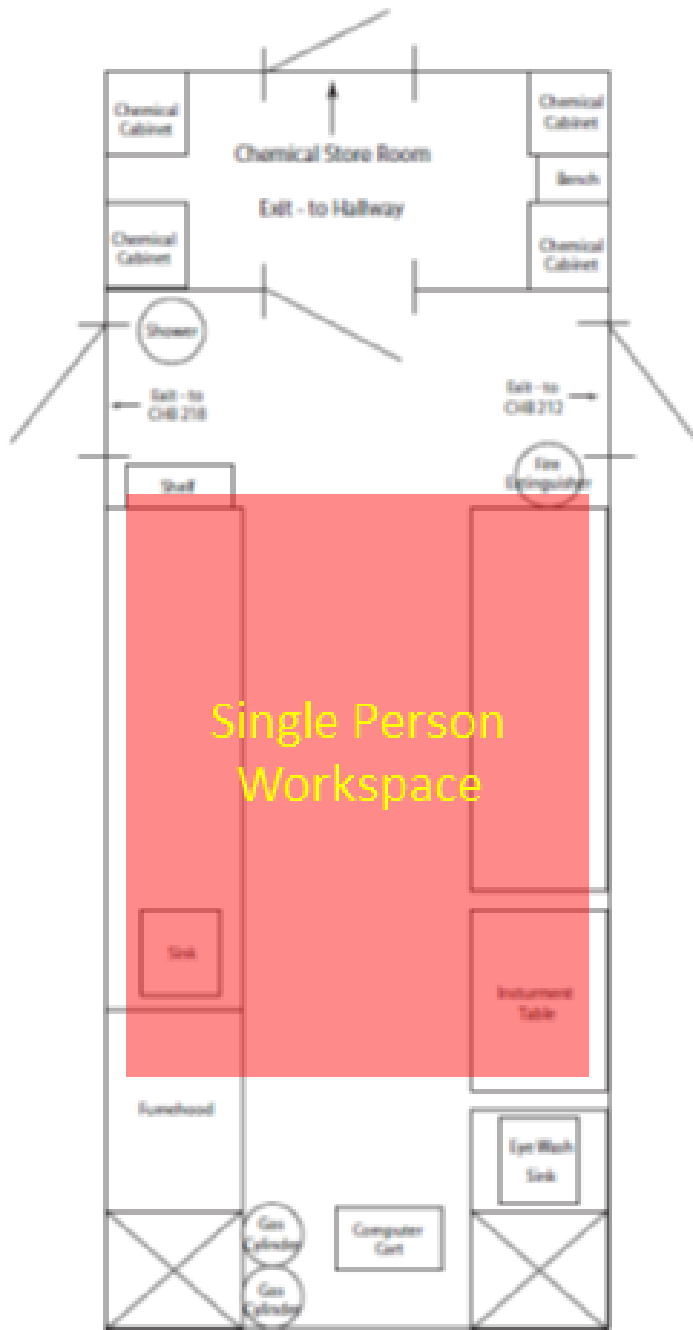
Laboratory Floor Plan – CHB 212 & 212A



Only 1 person may be working in CHB 214A at any point. The chemical storage space, CHB 214, is also limited to one person at a time.



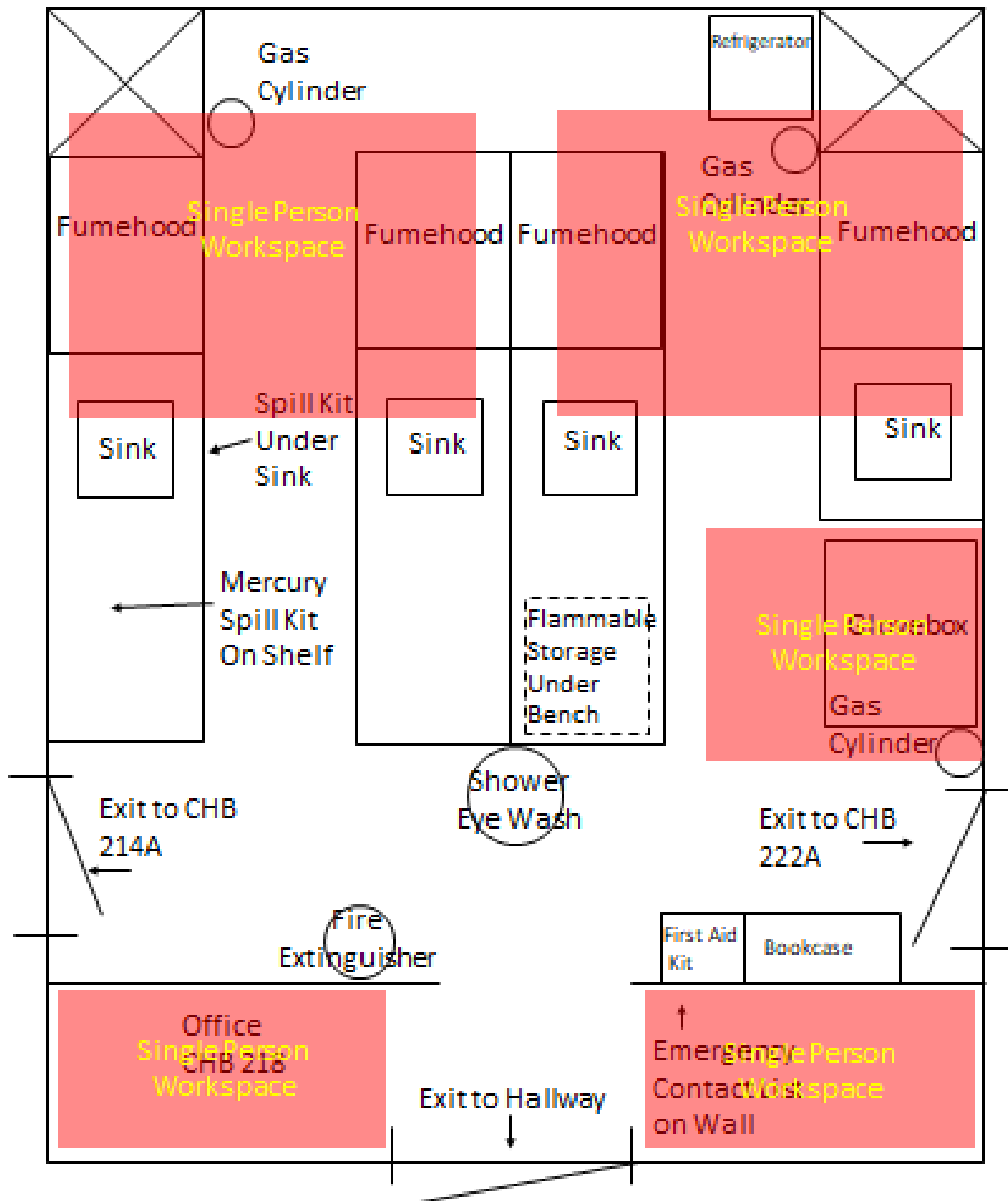
Laboratory Floor Plan - CHB 214



A total of 3 people may be in CHB 218A at any point. The areas around the fumehoods and glovebox are intended to only be used by a single person at a time. The office space, CHB 218,

may only hold 2 people at any time and they must be seated on opposite sides of the room.

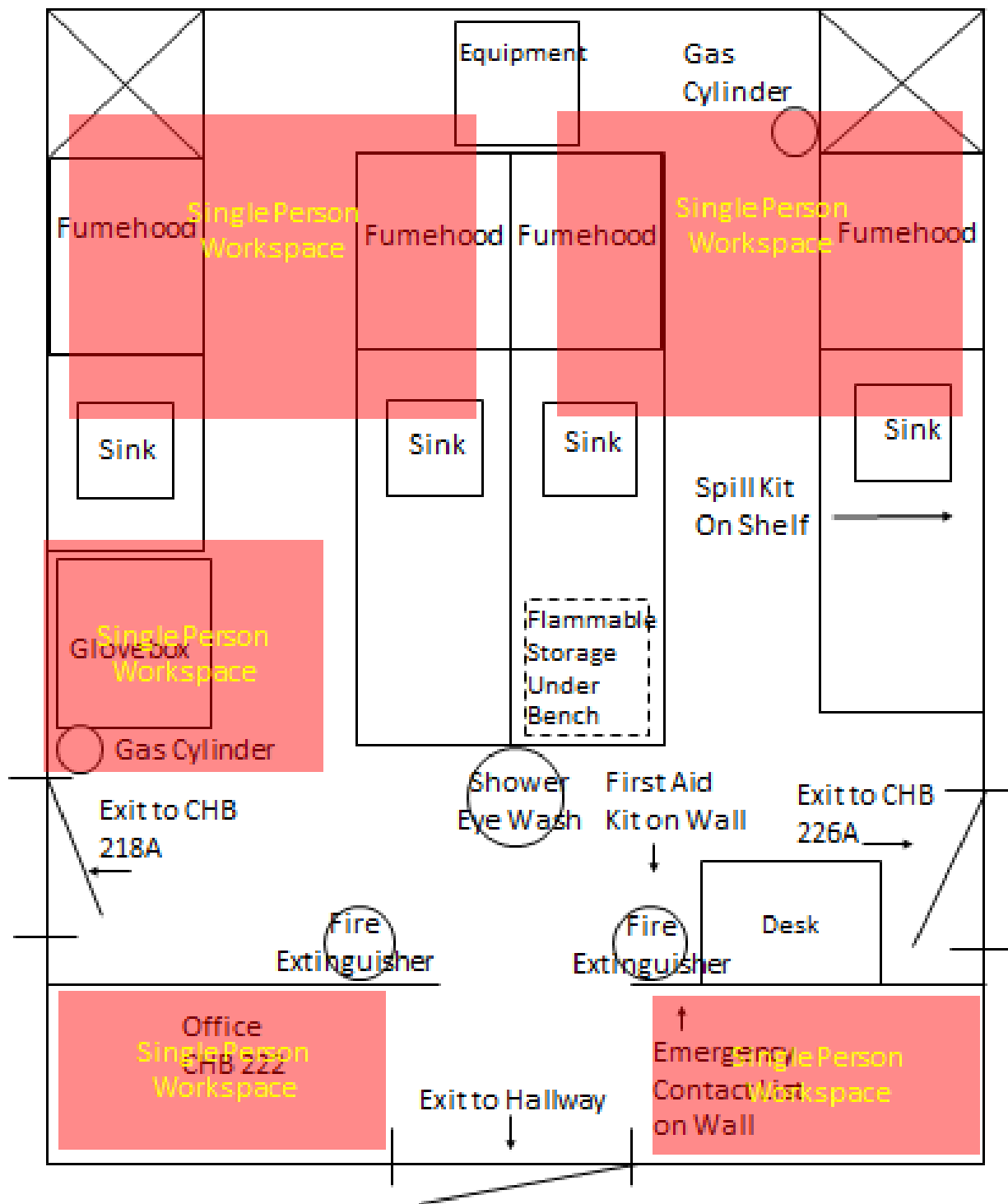
### Laboratory Floor Plan – CHB 218 & 218A



A total of 3 people may be in CHB 222A at any point. The areas around the fumehoods and glovebox are intended to only be used by a single person at a time. The office space, CHB 222,

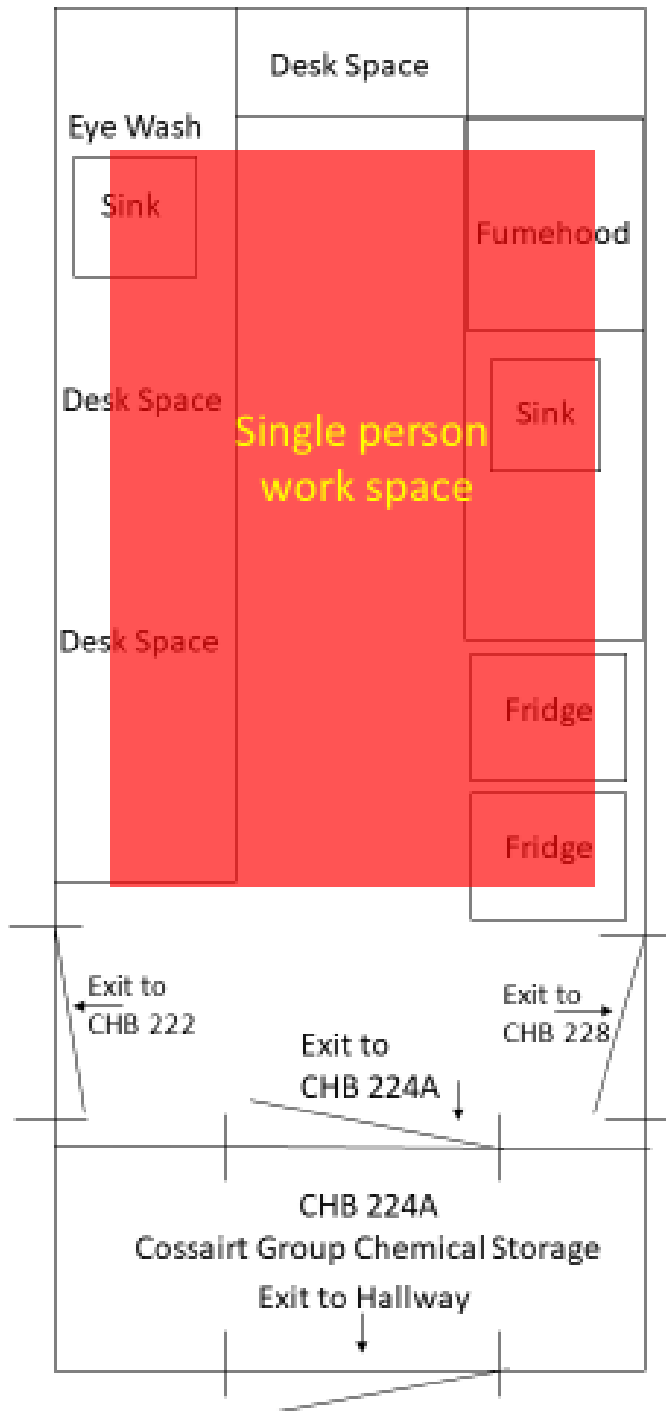
may only hold 2 people at any time and they must be seated on opposite sides of the room.

### Laboratory Floor Plan – CHB 222 & 222A



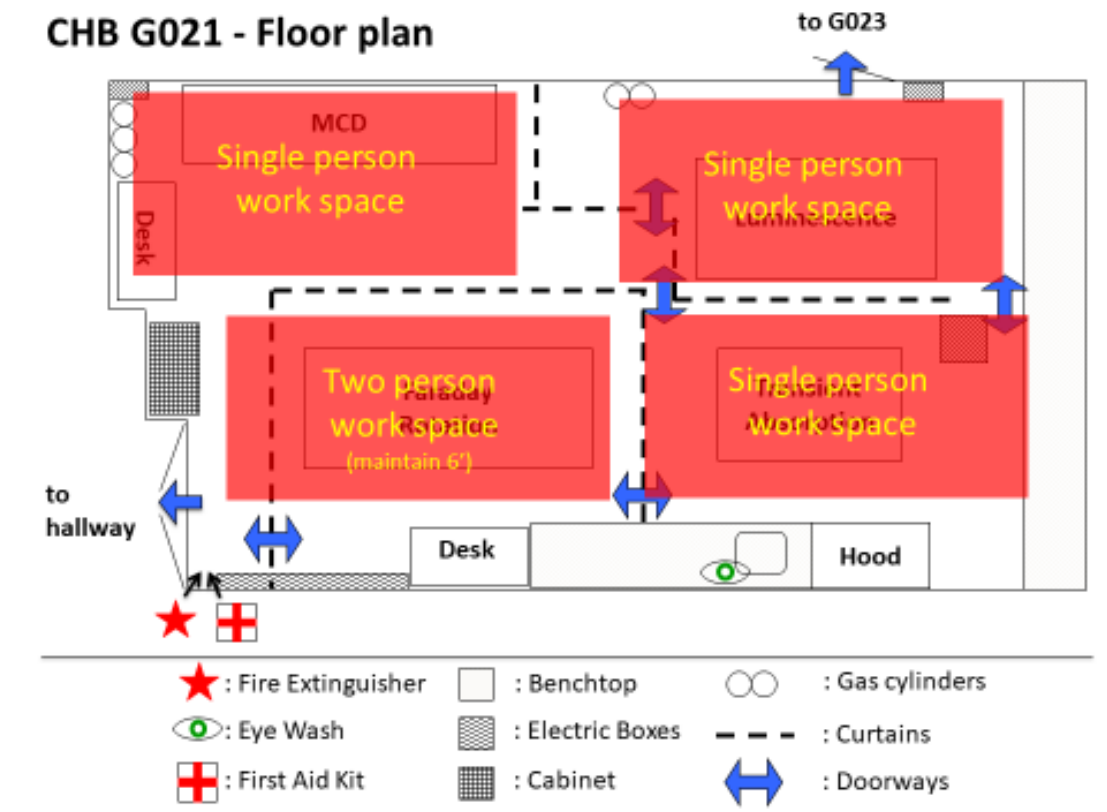
Only 1 person may be working in CHB 224A at any point.

### Laboratory Floor Plan – CHB 224



A total of 4 people may be in CHB G021 at any point. The areas around the back two optics tables are intended to only be used by a single person at a time. The ultrafast table may be used by two people so long as six feet of space in between lab personnel is maintained. Use the sign in board by the door to the lab to indicate where you are working.

### CHB G021 - Floor plan



**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: \_\_\_\_\_