

# Plan for In-person Research – GELB LAB

January 19th, 2021 Version

**Personal safety is the highest priority and all in-person research must be completely voluntary.**

## COVID-19 Supervisor:

Name: Michael Gelb. Contact Info: 206 713 2768

**A member of the group that can assume the COVID-19 Supervisor role in the PI's absence:**

Name: Zackary Herbst. Contact Info: [zherbst@uw.edu](mailto:zherbst@uw.edu)

## Locations covered (list building and room numbers):

CHB405A, CHB405B, CHB411, CHB411A, CHB413, CHB413A, CHB417, CHB417A, BAG473

## Names of people conducting in-person research:

Zackary Herbst, Andriy Buchynskyy, Jessica Daiker, Peiling Su, Nagendar Pendem, Hamid Khaledi, Samar Mowafy, Ally Bakan

## Social and Physical Distancing:

1. See lab floor plan on next page. Label all the room(s)/work area(s) and for each room/work area indicate the maximum occupancy:

See floor plan below:

CHB 411 and 411A form a combined space with a max occupancy of 2 people

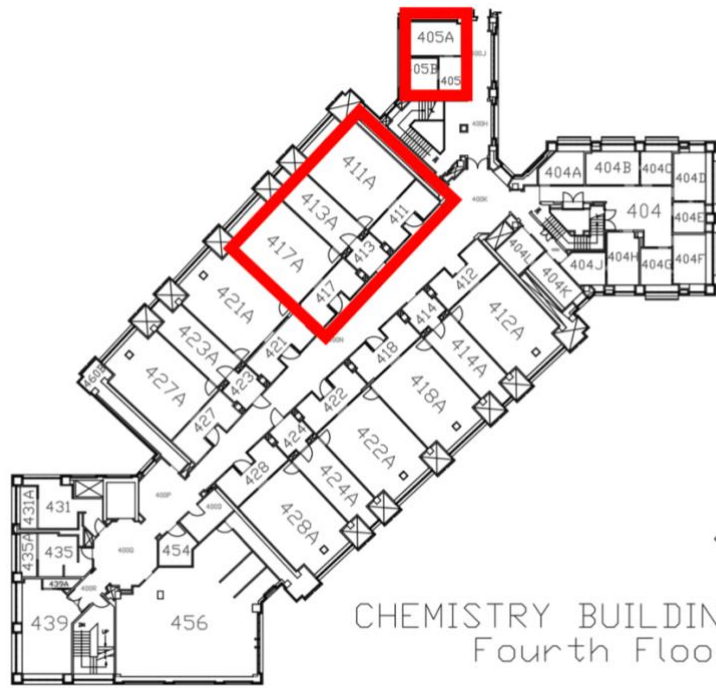
CHB 417 and 417A form a combined space with a max occupancy of 2 people

CHB 413 has a max occupancy of 1 person

CHB413A has a max occupancy of 1 person

CHB 405 A has a max occupancy of 1 person

CHB 405 and 405B form a combined space with a max occupancy of 1 person



CHEMISTRY BUILDING (CHB)  
Fourth Floor

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:

- Among the two people that share a bay in each of two 4-person labs (CHB411A and CHB417A), only 1 of them can be in lab at a time (2 people per lab total). Each pair of workers will decide together on scheduling and post the schedule to a single Google calendar page shared with the Gelb lab members. The schedule can be changed if members of the pair agree mutually, and the change posted to the calendar. Google calendar use instructions are attached to the end of this document.
- TEAMS (people that share the same lab bay):
  - Team 1: Hamid/Zack
  - Team 2: Peiling/Andriy
  - Team 3: Jessica/Ally
  - Team 4: Nagendar/Samar
- If 2 people are conducting bench work in one of the two labs (CHB411A or CHB417A), a 3<sup>rd</sup> person may pass through briefly to access equipment or materials stored in shared refrigerators, freezers, or flammable cabinets. If a 3<sup>rd</sup> person wishes to enter a lab with 2 people, that person must announce their presence at the entrance so that people everyone may plan to keep a distance of 6 ft between them. For example, the 3<sup>rd</sup> person may need to get an item in the lab or put a sample into the vacuum centrifuge but should stay 6 ft from other people in the lab at all times. No more than 3 people should be in CHB411A or CHB417A at one time for any reason.
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- Activities that can be performed in the labs are: organic synthesis, biochemical assays, use of equipment, and all other lab related activity that can be carried out by a SINGLE lab worker.
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- Activities that cannot be performed in the labs are: Any activity that requires 2 or more people that are <6ft away from each other (i.e. moving heaving equipment with 2 or more people, handing a lab item from one person to another).

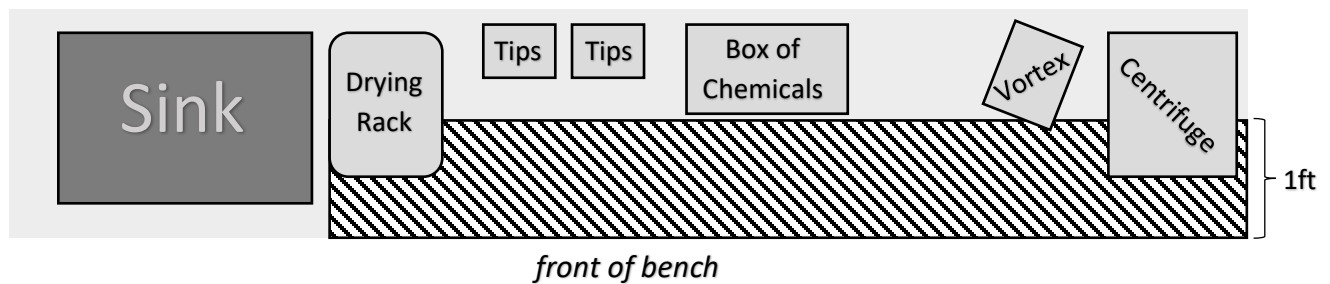
3. Describe specific rules and policies that will be implemented in your group to ensure social and physical distancing measures:

- Lab workers will be vigilant to maintaining > 6 ft distancing. For our single equipment lab (CHB413A), only 1 person at a time is allowed. If someone is using the equipment lab, another person who wants to use it waits until the person leaves the equipment lab. The same applies to the Gelb lab chemical storeroom (CHB413). If someone needs to pass through CHB413A to get to CHB411A, CHB417A, or the chemical storeroom (CHB413), that person must notify the person working in the equipment room (CHB413A) that they will pass through and maintain a distance of 6 ft. The second person must NOT stop to use equipment or gather materials in the equipment room (CHB413A).
- All equipment that requires use for more than a few minutes (pH meter, balance, HPLC, etc.) will be in a single equipment lab (CHB413A) that allows 1 person at a time.
- If wearing headphones in the lab or office areas, only one ear may be covered so the other can be available to hear and communicate with lab members. No loud music playing allowed.
- Rotovaps can be used by a 3<sup>rd</sup> person in the lab, but this requires just 1-2 min to place the sample on the Rotovap or remove and has to be an event coordinated with the 2 occupants of the lab as noted above.
- No more than 1 person in the chemical storeroom (CHB413) at any time for any reason.
- No more than 1 person in the radiochemistry room (CHB405B) at any time for any reason.
- No more than 1 person in the cold room (CHB405A) at any time for any reason.
- No more than 1 person in the tissue culture lab (BAG473) at any time for any reason.
- No more than 2 people in the equipment room (CHB413A) at any time for any reason. Only 1 person may be doing work using equipment there at a time while a 2<sup>nd</sup> person may only pass through.
- No more than 3 people in the larger lab spaces (CHB411A and CHB417A) at any time for any reason. Only 2 people may be doing work on benchtops (1 per bay) and a 3<sup>rd</sup> person may only pass through briefly to obtain shared materials.

4. Describe the tasks and activities that can be safely performed in the lab:
- All standard experiments and procedures can be performed in the lab, if required social and physical distancing requirements (6 ft apart) can be met.
  - Tasks that can be performed at home must be performed at home. Whenever possible, planning experiments, analyzing data, writing lab notebook notes, and similar activities should be done at home.
  - If an experiment using large amounts of flammable materials is being conducted, researchers **MUST** be wearing a fire resistant face mask, not a regular cotton mask that may catch fire.

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

- All shared laboratory computer keyboards will be wrapped with Saran Wrap. Before and after each use, the user must spray the keyboard with 70% alcohol and let it sit for 30 seconds. Lab workers will be wearing gloves. Same applies to computer mice.
- Fabric covered chairs cannot be disinfected and should not be shared. Each fabric chair in the office will be labeled with the user's name. Fabric chairs will be removed from the lab spaces.
- Lab benches must be decluttered to allow for easy disinfection. Items stored on the lab bench should be kept near the back of the bench so that the bench space 1 ft from the edge is free of clutter (see diagram below).
  - Exceptions:
    - If there is equipment stored on the bench that comes within 1 ft from the edge of the bench, that is OK as long as the equipment may be sprayed with 70% alcohol without damaging it. IF 70% alcohol spray will damage equipment, cover the equipment with Saran Wrap.
    - Drying racks by sinks are excluded as they may be sprayed with 70% alcohol.



6. Describe how policies and measures have been communicated to group members (signage posted, e-mails, group meetings, etc.):
- This document has been shared with all group members. All group member doing research in person have signed a copy of this document, which is a part of the group safety manual.
  - Signs reminding group members to wash hands regularly is posted at the entrance.
  - Lab occupancy signs will be posted at the entrance/exits of lab spaces.
7. 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 virtual meetings and will be supplemented by training SOPs.
  - After online training sessions, in-person training will be necessary for some procedures. Any in-person training of new lab members will be done one-on-one (two people maximum) while proper social distancing, PPE (including face masks and gloves), and general COVID-19 guidelines established by the university remain in effect.
  - Before performing new experiments independently, the new group members will discuss a detailed plan and a risk assessment with a senior lab member 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.

## Responding to Illness

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

**UW Workday attestation must be completed before entering a building on campus each day. DO NOT come to lab under any circumstances if you are feeling any cold or flu-like symptoms.**

**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 (Workday). 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. Failure to do this is a fire-able offense.**

- **What to do if you feel sick:**
  - 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.
  - Contact the Environmental Health & Safety Department (EH&S) Employee Health Center to facilitate testing through UW Medicine. **Hall Health Center** also offers medical care to faculty and staff.
- If your health-care provider has confirmed or suspects that you have COVID-19:
  - Notify EH&S Employee Health Center ([emphlth@uw.edu](mailto:emphlth@uw.edu) or 206-685-1026)
- The CDC reports that symptoms of COVID-19 may include:
  - **This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea**
  - 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?

2. Describe the plan in case someone in the group develops COVID-19 symptoms (the plan should be consistent with the university developed recommendations found at <https://www.washington.edu/coronavirus/faq/>):
- If a lab member begins to experience COVID-19 symptoms while at work, they must immediately go home and contact their healthcare provider.
  - If a lab member begins to experience COVID-19 symptoms while at home, they are instructed to contact their health provider. They are instructed to consult <https://www.washington.edu/coronavirus/faq/> for the course of action recommended by the University of Washington in the case of the suspected case of COVID-19.
  - If a group member tests positive for COVID-19 or their healthcare provide suspects a case of COVID-19, they are instructed to immediately contact EH&S Employee Health Center at 206-685-1026 or [emphlth@uw.edu](mailto:emphlth@uw.edu).
  - It is also suggested to members who test positive for COVID-19, that if they feel comfortable with sharing the information, they could contact Mike Gelb and/or Paul Miller ([paulmil@uw.edu](mailto:paulmil@uw.edu) (206) 543-1612).

Note, it is not required that you notify the PI Mike Gelb if you feel sick or are sick. However, you may notify Mike Gelb if you feel comfortable doing so. You may also notify Paul Miller if you feel comfortable doing so.

## Cleaning and Disinfecting Your Workplace

1. Describe cleaning and disinfection protocols for high-touch surfaces, shared equipment, and common areas in the lab, including who is responsible:
  - Before entering the building the worker must put on their face mask. After opening the door from the corridor, the lab worker should spray the inside and outside door handle with 70% alcohol. The person should announce their presence to anyone in the same lab that they are entering and receive confirmation by the other person. The light switch should be sprayed with 70% alcohol.
  - The next step is immediate washing hands with soap for 20 sec and then putting on gloves. Gloves are sprayed immediately with 70% alcohol and gloved hands are rubbed together for 30 seconds to ensure complete wetting with 70% alcohol.
  - The next step is to spray down the hood sash and the bench of each lab worker with 70% ethanol.
  - Each lab worker is not allowed to use the bench of other lab workers and they are not allowed to put items on someone else's bench or remove something from someone else's bench.
  - To use a commonly used item (rotovap, balance, HPLC, etc) the lab worker will spray the areas that are to be touched with 70% ethanol before and after use of the item. Before using the item, gloves must be sprayed with 70% alcohol and gloved hands rubbed together for 30 seconds.
  - Masks are to be worn at all times when in the lab and office with the exception that when you enter the lab you will not be wearing gloves and it will take you a few minutes to wash your hands and put on gloves. Gloves will be removed as you leave the lab for any reason and the door handles (inside and out) will be sprayed with 70% alcohol.
  - There is no eating in the lab or office. Drinking liquids or eating a quick snack is allowed by briefly removing the mask when researcher is at their desk (see donning and doffing and re-donning procedures for masks).
  - When a person wants to leave the lab, they remove their gloves and immediately wash their hands with soap for 20 sec and then immediately leave the lab. Used gloves are discarded in lab trash cans.
  - Before entering the lab you must put on goggles, prescription eyeglasses, or safety glasses and these are to be worn all times that you are in the lab or office.
  - The efficacy of homemade cloth masks for COVID-19 is not known. The > 6ft social distancing rule is to be followed at all times even when both individuals are wearing a mask. **The mask does not give you the security to break the > 6ft rule.**



## General

1. 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:
  - For training, this document will be discussed at a lab group mtg. Gelb will then discuss it individual with each lab member before each member signs the document. You cannot come to work until your participation has been approved by the Dept. of Chemistry and by Mike Gelb. A copy of the Gelb lab Covid-19 safety plan and the Dept. of Chemistry safety plan (signed by all Gelb lab workers) will be posted on the Gelb lab webpage so that all members can refer to it as needed.
  - As part of your training and documentation plan, researchers are required to certify that they have read, understood, and intend to comply with the departmental policy too. Certification will be recorded with Gelb lab safety documentation (in the Gelb lab lab safety manual and on Mike Gelb's computer, note there are no group computers in the lab). A copy has to be filed with the department.
2. 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):

Emergency workers and members of the Zalatan and Maly labs can enter the Gelb lab without obtaining prior permission, but they must sign and date the log sheet that is displayed on the outside of the entrance door. A sign will be placed on the entrance door to alert these visitors to sign the log sheet. The sign will also alert these visitors to announce themselves to others in the lab as soon as they enter the lab. The sign will also tell these visitors to spray the inner and out door handles with 70% alcohol. Also they have to put on a mask and gloves and spray the gloves with 70% alcohol. They must bring their own mask and gloves. Custodial workers follow the same as emergency workers but are not allowed in the lab at any time, they are only allowed to enter the office area, so keep trash cans near the office hours so they can pick them up without entering the lab.

It is possible for non-UW visitors to enter the Gelb lab workplace. But this requires advanced permission directly from Mike Gelb, completion of the Attestation document stating that they have no COVID symptoms, signing and dating the log sheet on the outside of the Gelb labs, wearing a mask and gloves after entering the Gelb lab, and following the > 6ft social distancing rule.

All other visitors must arrange by email in advance with a Gelb lab member to visit the Gelb lab. The visitor must enter the lab only under the assistance of the Gelb lab member who was emailed. The visitor must sign and date the log sheet on the door before entering the Gelb lab. The Gelb lab member will instruct the visitor to put on a mask and gloves and spray the gloves with 70% alcohol. The visit will be brief, for example a few minutes to borrow a Gelb lab item.

Gelb lab members have permission from the Al Nelson lab to enter his lab to go straight to the Gelb lab -80C freezer. Announce yourself first at the doorway, and enter the Nelson lab with social distancing at all times. If you need more than 1-2 min near the -80C freezer, you will have to arrange with the Nelson lab worker for a convenient time to be longer at the -80C freezer.

3. 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 copy by e-mail.
4. Describe any other COVID-19 related policies implemented in your group:
  - All work that can be done from home should be done from home.
  - Do not use or answer shared landline office phones (incoming or outgoing).
  - All Gelb lab doors are to be locked at all times even if someone is inside the lab.
  - Use the stairs (not the elevators) unless you are transporting heavy cargo.

Each lab will have a carboy with 70% alcohol (either ethanol or isopropanol) with a valve at the bottom for easy dispensing. This must be kept in the flammable safety cabinet. We will also have 2-3 one gallon bottles of 95% ethanol or 100% isopropanol for sanitizing to be used to reload the carboys. Fill the carboy to the Sharpie line with alcohol and then to the top with water, invert a few times to mix. This will give ~70% alcohol. Squirt bottles will be placed in several areas in the labs including one on each inside door handle. Note that alcohol will smear Sharpie labels, so plan accordingly.

**Reusable masks should be treated like a biohazard and must be washed or disinfected at home either by hand-washing with soap, soaking in 10% bleach solution, or by running the mask through one wash and dry cycle in a washing machine (with detergent). Masks may be washed with regular clothing.**

Reference for disinfecting: <https://doi.org/10.1016/j.jhin.2020.01.022>

## MASK HYGEINE, DONNING AND DOFFING

### To Don a Clean Facemask:

1. Wash or sanitize hands.
2. Place mask over nose and mouth and attach mask using ear loops or ties.
  - a. Put on mask with ear loops by holding the mask by the ear loops. Loop over ears.
  - b. Put on mask with ties by tying upper ties FIRST. If the mask has a wire over the bridge of the nose, adjust the wire. Tie lower ties last.
3. Wash or sanitize hands.

### To Doff Facemask with Intent to Reuse:

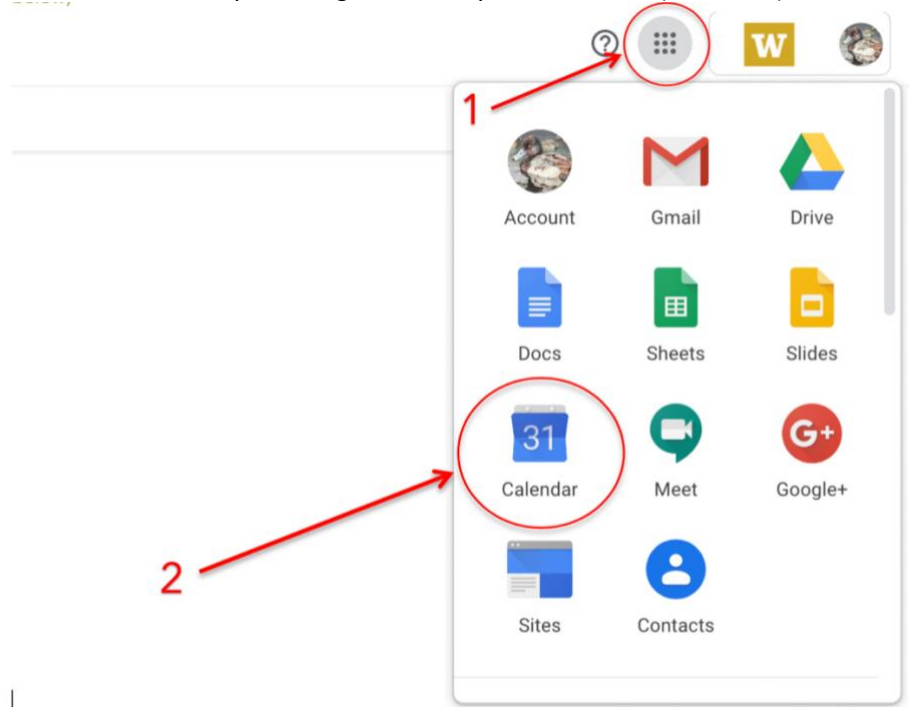
1. Wash or sanitize hands.
2. Remove mask:
  - a. Remove mask with ear loops by holding the ear loops. ONLY touch the earloops. The front is contaminated, so remove slowly and carefully. Do not let loops touch your face.
  - b. Remove mask with ties by untying lower ties FIRST. ONLY touch the ties. Untie upper ties last. The front is contaminated, so remove slowly and carefully. Ensure ties do not fall into clean interior side of mask.
3. After removing facemask, visually inspect for contamination, distortion in shape/form. If soiled, torn, or saturated the mask should be discarded.
4. If the facemask is NOT visibly soiled, torn, or saturated, carefully fold so that the outer surface is held inward and against itself. The folded mask can be stored between uses in a clean sealable paper bag or breathable container. Or, you can set the mask down on a paper towel on a hard surface, with the soiled side touching the paper towel.
5. Wash/sanitize hands

### To Re-Don a Mask

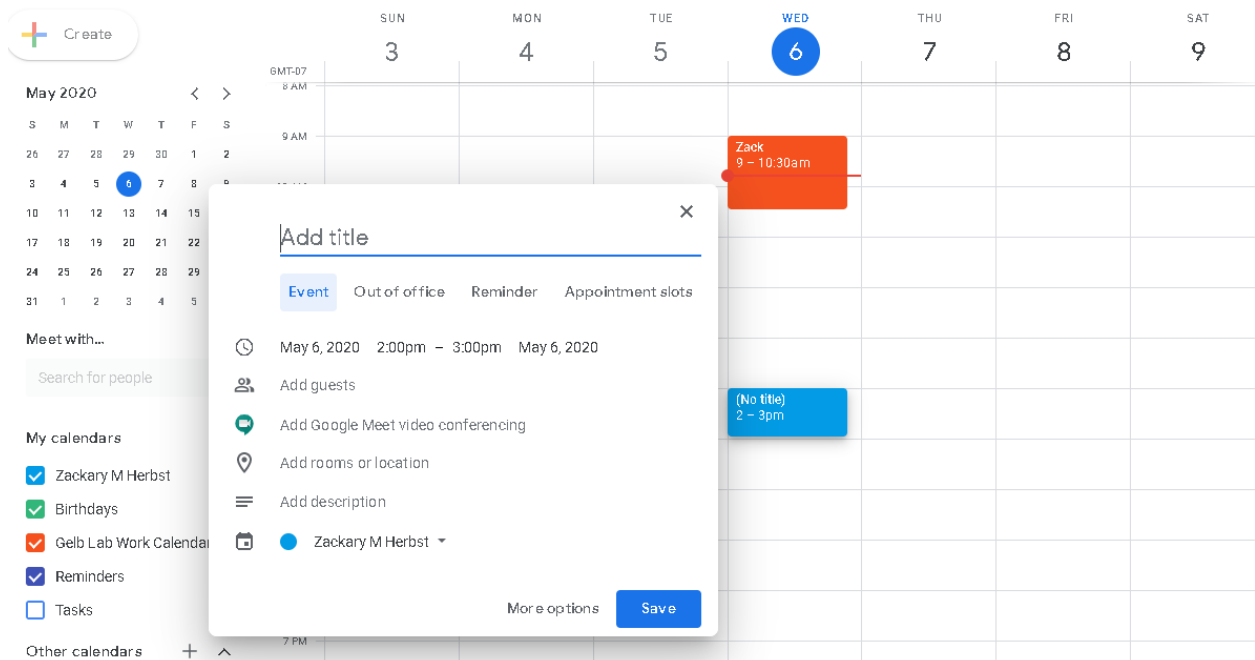
1. Wash/sanitize hands and don gloves
2. Grasp used mask (DO NOT TOUCH THE FABRIC OF THE MASK):
  - a. Pinch procedure mask at the ear loops, or
  - b. Grasp upper ties on surgical mask
3. Place over face:
  - a. For mask with ear loops: Secure ear loops behind the ears. Secure mask.
  - b. For mask with ties: Secure upper ties first, behind head. End by securing lower ties behind head.
4. Remove gloves and wash/sanitize hands

## USING SHARED GOOGLE CALENDAR

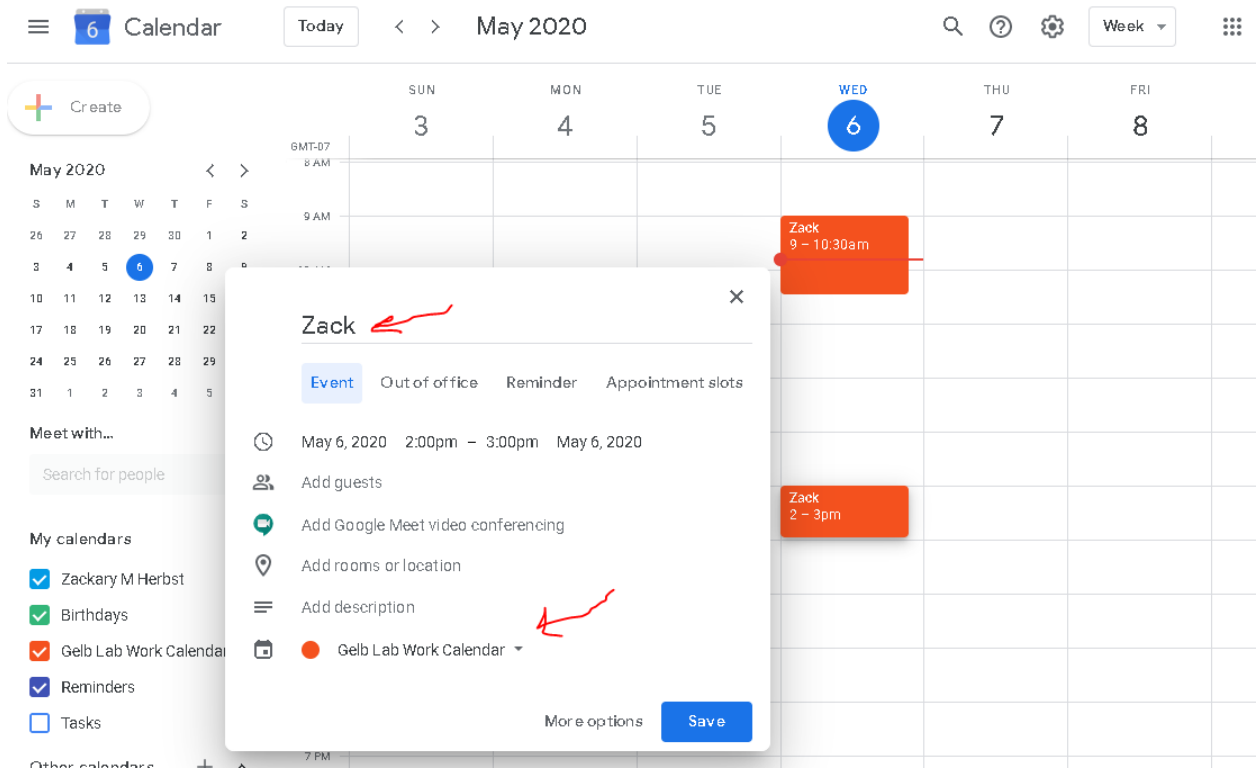
1. You will have been invited to use Gelb Lab Work Calendar. If you did not receive the initiation, contact Zack Herbst (zherbst@uw.edu) for access.
2. Open your Google Calendars account by clicking the 9-dotted square to the left of your account button in the upper right corner of Gmail. Make sure you are signed in with your UW NETID. (see below)



3. Click and drag over the time slot you expect to be in the lab (photo below)



4. Add your name to "Add title" and change the calendar to "Gelb Lab Work Calendar" so everyone can see the event (photo below)



5. Click "Save"

**Flammables in the Gelb lab**

All Gelb lab members must follow the UW EHS and Fire Code standards to be compliant with proper storage of flammables in the lab. Adequate flammable storage safety cabinets are now available in the Gelb lab to accommodate flammables such that flammables outside of the storage cabinets do not exceed the regulatory limits.

*Signing below certifies that the lab members has read, understands, and agrees to uphold the protocols outlined in this document to the best of their ability.*

Read by: \_\_\_\_\_, on: \_\_\_\_\_, and signed: \_\_\_\_\_

Read by: \_\_\_\_\_, on: \_\_\_\_\_, and signed: \_\_\_\_\_

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## 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: \_\_\_\_\_