

# Plan for In-Person Research – Golder

Locations Covered: CHB 211/211A, CHB 213/213A, CHB 217/217A

Last Updated 09/22/2020

## COVID-19 Supervisor

Name: Prof. Matthew Golder (MRG)

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

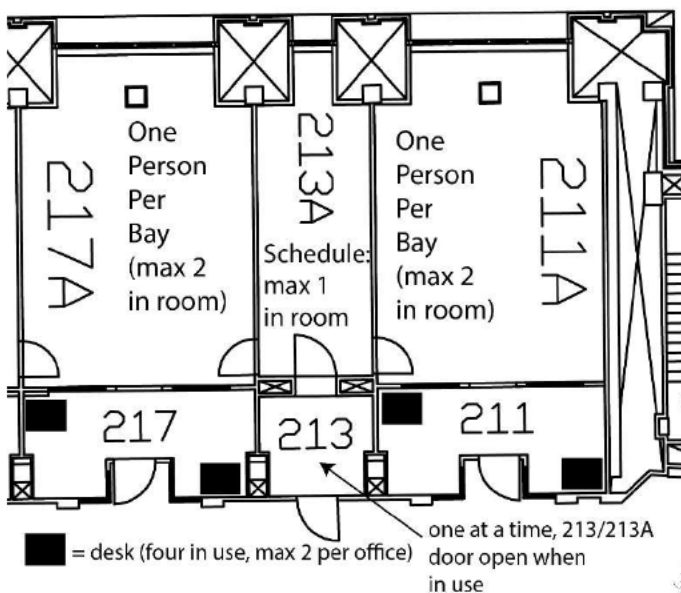
Name: Meredith Pomfret

Contact Info: [mpomfr@uw.edu](mailto:mpomfr@uw.edu)

All in-person research is completely voluntary. The safety of all researchers is our highest priority!

## Social and Physical Distancing

1. Floorplan of CHB 211/213/217. Maximum occupancies shown in figure below:



Social distancing (> 6 ft) must be maintained within our laboratory space. The maximum occupancies are listed above to help maintain social distancing, but you **must** strictly adhere to social distancing if another researcher is in the same room as you (lab or office).

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:

- a. As of 8/24/2020, there are 2 PDs, 3 GS, 2 UG, and 1 PI (eight total personnel) who will be permitted to perform research under the current departmental policy. Thus, shifts will be scheduled using our shared group Google Calendar & [https://docs.google.com/spreadsheets/d/1gTk99jee3iN0RErTglnzg\\_rdoUqbJNFpOxu0zTGPVJA/edit#gid=1030195462](https://docs.google.com/spreadsheets/d/1gTk99jee3iN0RErTglnzg_rdoUqbJNFpOxu0zTGPVJA/edit#gid=1030195462) such that no more than 4 researchers are present at any one time. As described in the floor plan above, no more than two people will occupy lab space (211A/217A) at any one time nor will more than two people occupy office space (211/217) at any one time.

- i. For the first two weeks of research in June, only **three** researchers are allowed in our labs at a time

- b. In CHB 213A (instrument room), only one researcher is allowed at a time. Schedule GPC, Prep-GPC, Yamazen, solvent system, and centrifuge time in advance on the Shared Team Google Calendar. By booking time on the calendar, we are ensuring only one person will be in CHB 213A at any given time.
  - i. There is only one current user of our single glovebox (CHB 217A), so no signup policy is needed. If additional researchers need to use the glovebox in the future, we will implement Google Calendar signup policy
- c. Continue to communicate on Slack with labmates and MRG to ensure that work in the lab is proceeding smoothly and **safely**

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

- a. Under no circumstances should social distancing (> 6 ft between individuals) be broken. Any group work or training that requires individuals to be closer than 6 ft is strictly forbidden at this time. If you are leaving your general work area (desk or hood/bench), you must be able to do so while maintaining a minimum of 6 ft between yourself and your labmates.
- b. Hood & office assignments are listed below. Note that there is only one hood per bay being used, and the hoods are the furthest possible hoods between the two adjoining bays:
  - i. Progya: CHB 211/211A (southern wall- flame cabinet side)
  - ii. Sarah: CHB 211/211A (northern wall- 213A wall side)
  - iii. Wei: CHB 217/217A (northern wall- glovebox wall side)
  - iv. Meredith: CHB 217/217A (southern wall- 213A wall side)
  - v. Anna: CHB 217/217A (empty hood depending on scheduling that day)
  - vi. Ray/Jayme: Empty room/hood depending on day
- c. Specific Office Space (CHB 211 and CHB 217) Guidelines:
  - i. No more than **two** researchers per office, maintain 6 ft distancing at all times
  - ii. Desks that are directly against the northern/southern office walls will be the only ones used (two per room) to keep researchers far apart
  - iii. Check through windows to see if anyone is standing near the office door. Knock loudly before you enter so social distancing can be maintained
  - iv. Only use the chair that goes with your desk. Do not switch chairs around as fabric chairs are more difficult to clean. You may label your chair with tape if you'd like as well.
- d. Laboratory Space (CHB 211A and CHB 217A) Guidelines:
  - i. No more than **two** researchers per room, maintain 6 ft distancing at all times
  - ii. If you're going to use earbuds, only one earbud can be used. You need to be able to hear anyone trying to get your attention from far away.
  - iii. Only one active researcher per bay. This means "back-to-back" hoods won't be used
  - iv. Only use the computer in your bay for electronic notebook usage
  - v. Equipment and glassware
    - 1. One rotovap per researcher (i.e. one rotovap/bay): use the one in your bay. Each researcher has their own "bump traps" to minimize crossover
    - 2. Balances (some), fridges, ovens shared within a single lab room (see Cleaning plan below)
      - a. If using balance, fridge, oven, or storage that is not in your bay, verbally announce your intention to enter the other bay so your lab mate can distance as you approach. You must wait for verbal confirmation before approaching.
  - vi. Ensure bulk solvents are evenly distributed between both 211A/217A
    - 1. Use 500 mL or 1 L glass bottles to maintain your own stash of commonly used solvents when possible
  - vii. Stock 211A/217A with at least a several week supply of common consumables: gloves, glass pipettes, Kimwipes, paper towels, syringes, needles
  - viii. "Common chemicals/solids" (i.e. silica gel, Celite, brine solution, sodium sulfate, sand) should be kept individually; do not share these commonly used items with each other

1. Wei will distribute these on “Day One”
- e. Instrument & Storage Laboratory Space (CHB 213 and CHB213A) Guidelines:
  - i. CHB 213 is the chemical/solvent/waste storage room. Use the doorstop to keep door open when you are in this room to ensure only one researcher is inside at any time
  - ii. CHB 213A is the instrument and consumables storage room. Only one researcher should be in this room at any time; please see 2.b (above) to see Scheduling policies
    1. Exception is if you are briefly passing through between 211A/217A **and** can keep 6 ft distancing
    2. Process all data on your own computer so the next person can start their work in 213A
- f. Meetings
  - i. Meetings (update meeting, literature meeting, group meeting) will continue to be held remotely on Zoom
  - ii. Meeting schedules will continue to be posted on the Shared Team Google Calendar
4. ***Describe the tasks and activities that can be safely performed in the lab:***
  - a. All standard experiments can be performed in our lab as long as the distancing guidelines described above can be adhered to safely
  - b. Focus on lab work when you are on campus. Leave data analysis, planning, and reading for home to maximize productive time spent in CHB and to minimize potential interactions with others.
5. ***Describe the changes to the workspaces that have been made to ensure social and physical distancing and hygiene requirements:***
  - a. Electronic notebook usage in the lab will be restricted to the individual desktop computer in your own bay (one researcher/computer)
  - b. Previously shared “common goods” are now all individualized
  - c. Most standard glassware continues to be individual
  - d. Researchers will only sit at their assigned desk in their own chair
  - e. Every bay has its own rotovap, which means every researcher has their own rotovap
  - f. Equipment in CHB 213A will be scheduled in advance on our Shared Google Calendar so only one person is in the room at a time
  - g. The door to CHB 213 will be propped open when the room is in use to ensure a maximum occupancy of **one**
6. ***Describe how policies and measures have been communicated to group members:***
  - a. This document has been prepared with the input from all team members
  - b. This document has been shared in its final and complete form with all team members. The most up to date copy is in our shared safety manual folder on the group’s shared Google Drive
  - c. Everyone has signed the bottom of this document to confirm they have:
    - i. Read our group specific policies in its entirety and that they understand its contents
    - ii. Read the departmental policies, the latest versions of which can be found on the group’s shared Google Drive
  - d. Signs are posted throughout our laboratory/office space to remind about:
    - i. Social distancing
    - ii. Maximum occupancies
    - iii. Frequent hand washing
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***
  - a. Whenever possible, trainings for common experimental techniques will be performed through live video conferences
    - i. A GoPro with appropriate mounts (tripod, head-mount) will be available in the lab for live-streaming
    - ii. Videos will also be recorded for common techniques and a library will be made available to all group members on our shared Google Drive

- iii. Graduate students, postdocs, and/or Matt will live-stream & record the videos
- iv. Software training will be done on Zoom using screen-sharing
- b. Training for lab instruments (glovebox, GPC, prepGPC, Yamazen, SPS) will be done through Zoom meetings
- c. Follow-up in person trainings will be kept as brief as possible and will always adhere to UW COVID policies. A distance of greater than 6 ft will be kept by all researchers. Researchers will continue to wear standard safety PPE and face masks.
- d. Before running a new experiment, all researchers must discuss the experiment (protocol, safety concerns, risk assessment) with a postdoc and/or Matt on Zoom.
  - i. Another more senior researcher or Matt needs to be present in our lab or office space in case of an emergency
  - ii. If there is an emergency, PPE/face masks still need to be worn
- e. Hazardous experiments that normally require a more trained researcher to be less than 6 ft away will not be performed by new group members. A more senior researcher or Matt will perform the hazardous work since researchers cannot be within 6 ft of one another.
- f. Data interpretation and discussion will continue on Zoom with screen sharing of relevant software (e.g. Topspin, Astra) and lab notebooks (OneNote)

## Responding to Illness

1. **Researchers are encouraged to (but not required to) enroll in the Husky Coronavirus Testing program (<https://www.washington.edu/coronavirus/testing/>) to help maintain a safer workplace**
2. **Describe how the University of Washington requirements for symptom assessment and attestation will be fulfilled:**
  - a. Prior to coming into lab **each day**, you must log on to Workday and attest that you do not have any COVID-19 symptoms (signs are posted in 211 and 217 as reminders)
    - i. Log in to Workday: <https://wd5.myworkday.com/uw/login.html>
    - ii. Click “Working On-Site Attestation” and complete survey.
    - iii. Symptoms of COVID-19 (**stay home** if you have symptoms, **leave campus** if you have symptoms while at UW):
      1. Fever (100.4 F or higher) or a sense of having a fever.
      2. Cough that you would not attribute to another health condition.
      3. Shortness of breath that you would not attribute to another health condition.
      4. Sore throat that you would not attribute to another health condition.
      5. Muscle aches that you would not attribute to another health condition or a specific activity, such as physical exercise.
      6. Respiratory symptoms, such as sore throat, runny nose/nasal congestion or sneezing, that you would not attribute to another health condition (like seasonal allergies).
      7. Chills or repeated shaking with chills that you would not attribute to another health condition.
      8. Loss of taste or smell that you would not attribute to another health condition
  - b. 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/>):
    - i. If at home, the researcher should stay at home and follow instructions from their health care provider. If on campus, the researcher should go home immediately. Consult <https://www.washington.edu/coronavirus/faq/> for most up to date recommendations by UW in the case of suspected case of COVID-19
    - ii. If a researcher tests positive...
      1. **You must** contact EH&S Employee Health: [covidehc@uw.edu](mailto:covidehc@uw.edu), 206-685-1026
        - a. Information about subsequent steps taken by UW for individuals who are COVID-19 positive is available here: <https://www.washington.edu/coronavirus/#health>

2. If you are comfortable doing so, **you may** contact Matt and/or Paul Miller (206-543-1612, [paulmil@uw.edu](mailto:paulmil@uw.edu))

## 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:**
  - a. General guidelines about disinfectants from UW: <https://www.ehs.washington.edu/system/files/resources/chemical-disinfectant-safety.pdf>
  - b. Each office and lab room (see pg 1) will be stocked with a spray bottle of 70% isopropanol (IPA) solution and paper towels
    - i. Before and after use, the following **common** surfaces should be sprayed down with 70% IPA
      1. Door handles, light switches
      2. Use clean hands (hand washing or hand sanitizer, see below)
    - ii. At the beginning and end of each day that you are in lab, you should wipe down the following **personal** surfaces with 70% IPA
      1. Your desk surface
      2. Your lab bench, exterior of fumehood sash, and sink faucet knobs
  - c. After you use a common instrument (GPC, Prep-GPC, Yamazen, Centrifuge, Solvent System) you should also wipe down the instrument (touch points), keyboard, and mouse with 70% IPA. For computer or instrument cleaning, first spray a paper towel rather than spraying directly on the keyboard, mouse, or instrument
    - i. Only use fresh gloves (or clean gloves that have been sprayed with 70% IPA) on instruments
  - d. If you use a shared cabinet or drawer, door handle within the lab (door between CHB 213/213A), flame cabinet, fridge, or oven, you should spray down any surfaces you touched with 70% IPA
  - e. Specific Instrument: GPC (213A)
    - i. Remove your own GPC vials after runs to avoid cross contamination
    - ii. Only Sarah can fill GPC solvent, again to avoid unnecessary cross contamination
  - f. Specific Instrument: Glovebox (217A)
    - i. Wear clean nitrile gloves and polyethylene sleeves when working in the glovebox
      1. Take your used gloves with you; don't leave them out next to the glovebox
    - ii. When finished, wipe off the faceplate and black butyl rubber gloves with 70% IPA
  - g. Any shared glassware should be treated as if it is contaminated and should be wiped down with 70% IPA before use
  - h. Food preparation and food consumption should be kept to a **minimum** while in our office space.
    - i. Plan your work day so you are minimizing the number of meals you are eating in our office space. Make sure your hands are clean as well!
    - ii. When needed, office fridges and microwaves should be wiped down with 70% IPA after use
    - iii. There is one fridge/microwave per office, use the pair in your office
    - iv. Any food that goes into the fridge should be wiped down with 70% IPA. Use solid plastic containers, plastic bags, and/or plastic wrap rather than aluminum foil (too many creases) for easier wipe down
  - i. Everyone will also be given a small "misting" bottle that can be filled with 70% IPA
    - i. Keep it with you to use on any surfaces, doors, knobs, handles, or switches you may need to touch in common areas
    - ii. You can bring it with you to shared facilities (i.e. NMR, MS, stockroom, solvent room)
  - j. Trash and Recycling
    - i. In Lab Trash

1. Label a single trash can that you will use to avoid cross contamination. Place by yellow tape on floor on office side of lab for pickup
- ii. Office Recycling
  1. Take your own recycling out at the end of each day to avoid buildup of potentially contaminated items (cups, cans, bottles) in the office space
- iii. Cardboard and other lab recycling
  1. Continue to collect cardboard on cart in 211A. Shipments and boxes should be opened in 211A to avoid unnecessary back-and-forth between lab spaces
  2. Take turns bringing cardboard to loading dock (weekly on Friday) so one person doesn't always have to do it
  3. Cautiously use elevator to transport cardboard on the cart. Elevators are single occupancy. Follow guidelines on departmental posted signs.

## Encouraging Good Hygiene

### 1. *Describe the measures in your group that will promote and enable uniformly good hygiene practices:*

- a. Hand washing: use provided soap and warm water to thoroughly wash your hands for at least 20 seconds
  - i. Wash your hands whenever you come into the lab (before putting on gloves) and before leaving lab (after removing gloves)
  - ii. Individual soft-soap dispensers and paper towels are at all handwashing sinks
  - iii. Handwashing sinks are clearly labeled with signs
    1. The sink in CHB 213A is for hand washing only
    2. One sink per bay is for hand washing; it is labeled as such and should not be touched with gloves nor should it be used for glassware washing
- b. Hand sanitizer: use when hand washing is not possible (should **not** take the place of handwashing)
  - i. There are hand sanitizer stations around CHB and BAG; use as much as you'd like
  - ii. There are pump bottles in each office with hand sanitizer that we will periodically refill
    1. Formula: 75% Ethanol, 10% glycerol, 10% water, 5% Hydrogen peroxide
  - iii. Each researcher will also be given a small portable squeeze bottle for hand sanitizer
    1. To be used outside of our lab/office space when hand washing and/or hand sanitizer stations are not available

### 2. *Describe the lab policy for wearing a mask and other protective equipment:*

- a. Masks/Face Coverings: masks are required by the department in all common areas and shared facilities in CHB, BAG, and CHL
  - i. The CDC recommends, at a minimum, a face covering or a personal mask if there is a potential to, even briefly, come within 6 feet of another person. You may remove your mask or face covering when there is a low likelihood of another person coming within 6 feet. For example, a mask can be removed for lunch or breaks at your desk, or while working at your hood, as long as there is not another person within 6 feet.
    1. Ensure that the mask fits well around your face. If you are constantly adjusting the mask or if the mask doesn't fit well, it defeats the purpose
    2. Once your mask is on, assume the outside is contaminated; don't touch your mask and then touch your eyes, hair, etc. Wash your hands before and after any mask adjustments are made.
    3. For more information on masks at UW, see: <https://www.washington.edu/research/guide-for-returning-to-in-person-research-phase-1-ppe-facemask-use/>
    4. You should not wear a mask or face covering when working with pyrophoric or flammable reagents. Since you should only be working with these reagents in your fumehood, you should already be > 6 ft away from everyone else

- a. You should have a mask on at other times in the lab when you may not be able to be > 6 ft from other researchers
- ii. MRG will have a large supply of face masks for you to use. You may use your own face covering instead if you wish.
- iii. The department will also have face masks/coverings available for researchers in the department
- b. Nitrile Gloves
  - i. You should continue to use gloves when touching any storage area or instrument in the lab. Do not wear gloves when touching anything non-lab related (cell phone or personal computer, for example). Gloves are not allowed in the offices or at your desk.
  - ii. Used gloves should never leave your bench. Don't leave any gloves near shared equipment.
  - iii. When in doubt, grab a fresh pair of gloves
  - iv. Wash hands (above) when you come into the lab (before putting gloves on) and when you are leaving the lab (after taking gloves off).
  - v. Dirty gloves should be discarded in your own trashcan using proper technique to avoid cross contamination

## 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:*

- a. Researchers must read and agree to the policies outlined in this document as well as the departmental guidelines (see 3a below and "Department Plan XX-XX-20.docx" in GTeam Files/Lab Safety/COVID)
  - i. This document will be included in our Lab Safety Binder in CHB 211A (hard copy)
  - ii. Our lab policy document will be on file with the UW Chemistry Department
  - iii. This document will be accessible to all researchers via Google Drive (GTeam Files/Lab Safety/COVID). The last update date of this document is on page 1.
- b. This plan will serve as the basis for training via Zoom. Training will occur before work in the lab will be allowed
  - i. EHS Training is mandatory before returning to work: <https://www.ehs.washington.edu/training/covid-19-safety-training-back-workplace>
- c. Acknowledgement of our policy (reading and understanding) and completion of training will be recorded in this shared Google Sheet (GTeam Files/Lab Safety/COVID/Acknowledgement of Golder Plan.gsheets). An electronic copy will be provided to the UW Chemistry Department.  
[https://docs.google.com/spreadsheets/d/15H6ymC3025jkDzx4n-EMgZ6hI\\_mXYcPmOgQ7Z9CUY9A/edit?usp=sharing](https://docs.google.com/spreadsheets/d/15H6ymC3025jkDzx4n-EMgZ6hI_mXYcPmOgQ7Z9CUY9A/edit?usp=sharing)

### 2. *Describe the plans for visitors (UW and non-UW personnel):*

- a. All visitors (UW and non-UW) must contact the lab (listserv: [golderlab@uw.edu](mailto:golderlab@uw.edu)) to schedule a visit. The visit (name and nature of visit) will be recorded on our Shared Google Calendar to document date/time of visit; Meredith Pomfret will coordinate scheduling and approval of visitors.
  - i. **UW personnel:** Chemicals, solvent from our solvent system, glassware, etc should be handed off in a "no-contact" manner. The visitor will leave a secondary container outside of the storage room (CHB 213). A member of our group will place the item in the secondary container while maintaining social distancing.
  - ii. **Non-UW personnel:** Prior to entering our lab or office, unavoidable non-UW visitors must attest that they do not have any COVID-19 symptoms. They will be required to sign/date a hard copy form posted outside of CHB 211, CHB 213, CHB 217 confirming their visit and that they do not have COVID-19 symptoms.
- b. Unannounced visits from facilities, EH&S, other departmental personnel, and emergency personnel will be documented on hard copy log sheets outside of the three hallway doors (CHB 211, CHB 213, CHB 217)
  - i. Visitors will be instructed to log their entry (name, date, time) on the hard copy log sheets (see 2.a.ii above)
- c. Our visitor policy will be posted outside of CHB 211, CHB 213, CHB 217
- d. A copy of this document will be available outside of CHB 211, CHB 213, CHB 217

3. **Describe how group members will be informed of COVID-19 related policies for shared facilities and common spaces in the department:**
  - a. Departmental policies on common areas and shared facilities will be uploaded (with a dated filename) to our Google Drive lab safety folder (GTeam Files/Lab Safety/COVID): “Department Plan XX-XX-20.docx”
  - b. Acknowledgement (reading and understanding) of departmental policies will be recorded on our shared Google Sheet (GTeam Files/Lab Safety/COVID/Acknowledgement of Golder Plan.gsheet). An electronic copy will be provided to the UW Chemistry Department:  
[https://docs.google.com/spreadsheets/d/15H6ymC3025jkDzx4n-EMgZ.6hI\\_mXYcPmOgQ7Z9CUIY9A/edit?usp=sharing](https://docs.google.com/spreadsheets/d/15H6ymC3025jkDzx4n-EMgZ.6hI_mXYcPmOgQ7Z9CUIY9A/edit?usp=sharing)
  - c. For recent updates to UW COVID-19 policies see: <https://www.washington.edu/research/announcements/mitigating-impacts-to-research-activities-due-to-covid-19/>
4. **Describe any other COVID-19 related policies for your group:**
  - a. Coming into lab is **voluntary**. If you don’t feel comfortable coming in, you are **not** required to do so.
  - b. Key policies (i.e. social distancing, maximum occupancy, handwashing, mask usage) will be described by signage on doors to CHB 211, 213, 217 and within the labs/offices
  - c. If possible, walk, bike, or drive to campus. Talk with MRG about parking if you choose to drive.
    - i. Wear a face covering if you need to take public transit that requires being in close proximity of others. Discuss alternative transportation options with MRG if you will be relying on public transit to get to campus.
  - d. All changes that need to happen (moving desks and hoods for example) will take place in a coordinated fashion prior to commencing lab work. These plans are documented (GTeam Files/Lab Safety/COVID/Day One Action Items.gdoc):  
[https://docs.google.com/document/d/1eBOJBUm9c8kDtYpybx\\_3Smpb-3c1tzE2oPbk3fsjzZ4/edit](https://docs.google.com/document/d/1eBOJBUm9c8kDtYpybx_3Smpb-3c1tzE2oPbk3fsjzZ4/edit)