

Plan for In-person Research –Jenekhe Lab

Consult Office of Research Checklist for Developing a Return to In-person Research Plan for help with filling the template

Locations covered (list building and room numbers): **BAG 336A**

COVID-19 Supervisor

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

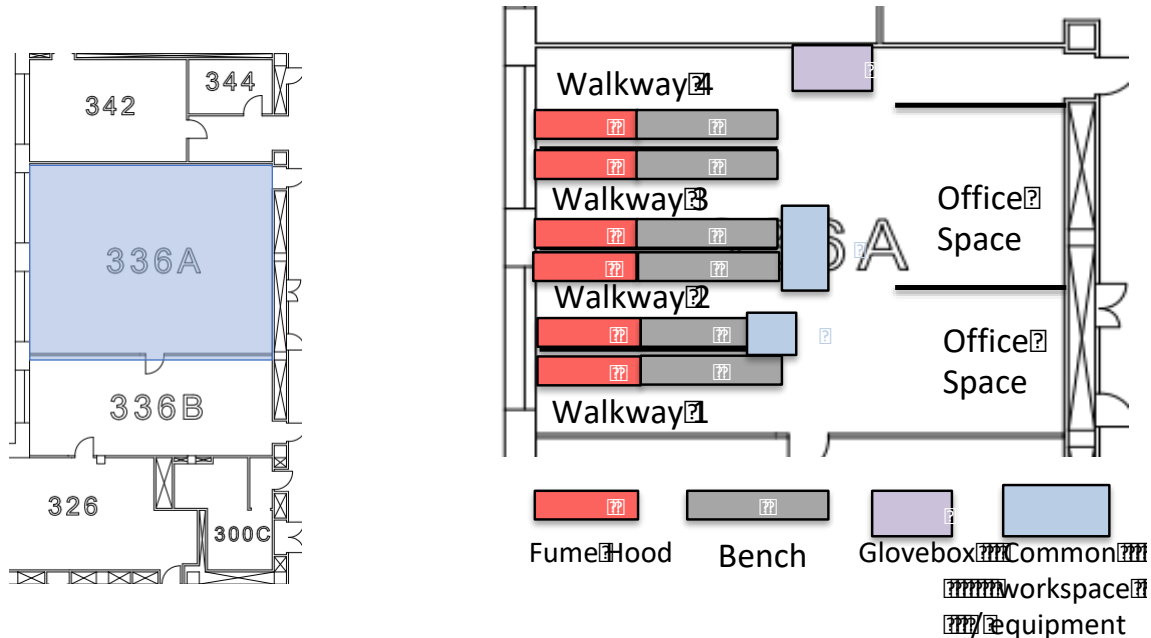
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Names of people conducting in-person research:

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Social and Physical Distancing

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



The Jenekhe lab in Bagley Hall occupies BAG 336A, which contains both office space and lab space. The lab space consists of 4 walkways separated by two benches and fume hoods back to back. Each walkway can occupy one person at a time to maintain 6-ft social distancing. This means each person has their own fume hood and bench space they can use while maintaining social distancing. Furthermore, there is a glove box in the south end of the room away from the wet lab space that can be used while maintaining distancing from the other three walkways. Only walkways 1-3 will be in use at any time (Sarah, Mary and Xiaomei have pre-assigned walkways/fume hoods). Therefore, the lab space can be occupied by **four people maximum** (one person per walkway and one person using the glove box) while maintaining 6-ft social distancing. The use of the office space in 336A is strongly discouraged except for short-term storage of personal items and computer access while running experiments. Any long-

duration computer work, including data analysis and report writing, should be completed at home. Therefore, the maximum number of people in 336A at any time should not exceed **four**.

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:
 - Each walkway is single occupancy and pre-assigned to each graduate student. Since our lab currently has only 5 people in total, two of which are engineers that work primarily in the Jenekhe lab in Benson Hall and do not use the lab space in 336A (apart from occasionally use of the glove box), no lab shifts are needed.
3. Describe specific rules and policies that will be implemented in your group to ensure social and physical distancing measures:
 - As specified above, each walkway (bench + fume hood) is designated for one person only.
 - For shared equipment /materials in common workspace (balances, rotovaps, solvent/chemical storage), anyone who enters the workspace must announce it to anyone working near the workspace and must receive verbal approval from the nearby student in order to approach/work in the common workspace and maintain the required 6-ft distance.
 - Only one person can use the glove box at any time.
 - Moving behind/around the glove box must be coordinated with the person using the glove box to ensure that the required 6-ft distance is maintained.
 - Headphones/ear buds cannot be worn in both ears in order to ensure everyone can be heard at any time.
4. Describe the tasks and activities that can be safely performed in the lab:
 - All standard experiments and measurements that require the use of lab equipment/facilities can be performed using the above guidelines to ensure safety and the required 6-ft social distancing.
 - Tasks that can be performed at home must be performed at home. Whenever possible, planning experiments, analyzing data, coding, writing reports or manuscripts and similar activities should be done at home.
5. Describe the changes to the workspace(s) that have been made to ensure social and physical distancing and hygiene requirements:
 - In-person lab research is conducted on a voluntary basis. No one is required to go into the lab to work if they do not feel comfortable doing so.
 - Sanitizing wipes will be placed in the office space to disinfect surfaces.
 - Chairs and desk spaces will not be shared between lab members.
 - A designated person will be designated to pick up items from the stockroom at predetermined times twice a week to minimize interaction with people and spaces outside of the lab. Items needed will be emailed/verbally communicated to the designated person on the pickup days.
6. Describe how policies and measures have been communicated to group members (signage posted, e-mails, group meetings, etc):
 - All group members were involved in formulating these policies in our Zoom group meetings. Signs reminding group members to wash hands regularly and adhere to social distancing will be placed in the lab.
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.
 - When possible, common techniques including use of Schlenk line, glove box, column chromatography, and reaction setup will be done online through use of instructional videos found on the Internet (Youtube, JOVE, etc.) by the supervising graduate student. The supervising graduate student will remain in the lab while the new student is utilizing the techniques in case of they have a question. If additional help is required by the new student, the graduate student will provide the required aid following the guidelines of the chemistry department: wearing PPE including mask and gloves and both persons will maintain the 6-ft social distancing.
 - If required videos are not found, the student will observe a current graduate student doing the technique in a live-stream using zoom and the graduate student's phone.

- In some cases when in-person training is required, the graduate student will supervise the new student while maintaining the 6-ft social distancing and PPE requirements including facemask.
- Before performing independent experiments, the new student will be required to submit and discuss a project outline detailing the procedures and techniques used in the experiment, including risk assessment, with the supervising graduate student. When performing any experiment, a senior graduate student will be required to be in the lab at all times.
- In case of an emergency, the supervising graduate student will approach wearing proper PPE including facemask and gloves.
- New students will not perform potentially hazardous experiments that would typically require a senior student in the same workspace or fume hood for safety reasons (i.e., use of organolithium reagents). Instead, the supervising graduate student will perform the technique for the new student.
- Any troubleshooting or interpretation of data will be done through a virtual meeting with the supervising graduate student.

Responding to Illness

1. Describe how the University of Washington requirements for symptom assessment and attestation will be fulfilled:
 - Before starting off from home to come to the lab every member of the group must login to **Workday** <https://isc.uw.edu/> and **attest or sign-off that they are healthy and have no COVID-19 symptoms**.
 - Here is the list of symptoms that UW instructs us to look for:
 - 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 have been in proximity to someone with COVID-19, stay home and follow the instructions of your healthcare provider.
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 at work, they must immediately go home and contact their healthcare provider. If 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.
 - In case a group member tests positive for COVID-19 or their healthcare provider 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.
 - It is also suggested to members of the group, that if they feel comfortable with sharing the information, they could contact their PI and/or Paul Miller (paulmil@uw.edu) **(206) 543-1612**.

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:
 - For all laboratory activities, disposable gloves are required before touching any surfaces. Change often and as needed.
 - Before and after using shared equipment (rotovaps, solvent stills, ovens, fridge/freezer) contact points must be wiped down with 70% ethanol or IPA solution
 - At the beginning and the end of every workday in the lab, each person must wipe off their bench, hood sash, and desk using 70% ethanol or IPA solution.
 - Before touching the door handle from the inside, make sure you disinfect it using 70% ethanol or IPA solution
 - Before and after every use of a glove box, the user will clean the glove box window with 70% ethanol or IPA solution.
 - Before every use, glove box gloves will be cleaned with 70% aqueous isopropanol solution.

Encouraging Good Hygiene

1. Describe measures in your group that will promote and enable uniformly good hygiene practices:
 - Upon entry, everyone should wash his or her hands for 20 seconds.
 - Every time a person removes their gloves, they should wash their hands for at least 20 seconds.
 - Storage or consumption of food items in the lab is not allowed.
 - Preparation and consumption of food in the department should be kept to minimum and avoided whenever possible.
2. Describe the lab policy for wearing a mask and other protective equipment:
 - Wearing of a mask is discouraged while working with pyrophoric and flammable materials in the hood. In other situations, while in the lab, the group members are strongly encouraged to wear a mask. PPE required for the work in group's lab space (lab coat and glasses) is mandatory.
 - Wearing a mask is required while working in a glove box.
 - Before putting a mask on, taking it off, or adjusting it, take the gloves off and wash your hands with soap and water.
 - When taking a mask off, do not touch the front of the mask
 - If using a reusable cloth mask, the mask must not be reused until after it has been laundered. Treat it as contaminated until then.
 - Policy on wearing gloves in the lab:
 - While working in the lab everyone must wear gloves.
 - Do not touch your face, hair, phones, headphones, computers, or other private items while wearing gloves.
 - Gloves should be changed anytime they become contaminated or at the end of a specific operation (for example setting up an experiment). Gloves should be disposed in your personal trash box.
 - All shared equipment (solvent system, balances, rotovaps, fridges, ovens) should be used only while wearing gloves.
 - All shared chemicals and reagents should be handled with gloves.
 - Every time a person takes their gloves off, they should wash hands with soap and water.
 - You should place used gloves in your own trash box.
 - A fresh pair of gloves must be used every time you use a glove box.
 - The use of gloves is not allowed outside of the lab unless specified by the departmental policies.

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:
 - All group members participated in determining the policies related to COVID-19. These were reviewed and discussed at our regular Zoom group meetings. All group members have a digital copy of this policy and of the departmental safety policy. A digital copy of this policy and the department policy is available on our group Google drive account.
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):
 - Visitors to this lab will be strongly discouraged. In an event that a visitor must enter, there must be permission obtained from a lab member. A visitor log will be maintained and recorded. Signs stating our lab protocol will be posted outside our lab. Any non-UW employee visitor will not be allowed at this time.
3. Describe how group members will be informed of COVID-19-related policies for shared facilities and common spaces in the department:
 - Policies for shared UW facilities and shared spaces will be discussed at group meetings and shared with group members by email and made accessible to all in a COVID-19 folder in the Jenekhe Lab Google Drive. Before returning to in-person work, group members must confirm that they have read, understand and agree to follow the departmental and group policies.
4. Describe any other COVID-19 related policies implemented in your group:

N/A