

1. Personnel & Location

PI: Sarah L. Keller

The PI and graduate students will be responsible for implementing the described research plan.

Room(s):

BAG 214	PI Office	206-543-9613
BAG 009	Group Office and Microscopes	206-543-4428
BAG 005	Research Lab I	
BAG 023	Research Lab II	206-543-4432
BAG 024	2nd Group Office	

Personnel:



Date Last Modified: June 8, 2020

2. Procedures

We have established the following procedures for our experiments to conduct in-person research while maintaining social distancing.

1. In-person research is voluntary, and should only be done when work can't be done remotely
2. All lab members are expected to follow UW and Department of Chemistry policies. The policies listed in Sections 2-9 are in addition to those of UW and the Department of Chemistry.
3. Lab members will declare 24 hours in advance when they intend to work in the lab on a google calendar linked on the lab website. If scheduling adjustments are needed, all group members will be alerted via Slack and email (agent009@u.washington.edu).
4. Each lab member has been supplied 1 fabric mask for use in the lab (purchased by Sarah Keller), and each lab member should use account 62-7800 to purchase additional masks for lab use from the Chemistry storeroom. Lab members are responsible for laundering their masks and for purchasing replacement masks (using lab funds) if their lab masks become unusable. Lab members are also welcome to use masks that they make or purchase themselves.
5. **Standard procedures for all rooms:**
 - a. 6 ft distance must be maintained between persons at all times. No activities that require <6 ft distance are allowed.
 - b. Individuals will wear face masks, unless they are working alone in a room. All individuals, even if working alone, will carry their face mask on them. Exceptions for eating are stated in Item 6 below regarding specific procedures for BAG009.
 - c. Group members will verbally announce their movements before walking to a new location of the lab that may have people, especially in low visibility rooms such as BAG 009. Example: "I am walking from the microscope side of the room to the office side - is that OK?"
6. **Specific procedures for the research lab, BAG 005:**
 - a. For BAG005 the "in" door is the north door and the "out" door is the south door.
 - b. No more than 3 individuals will occupy the room at the same time.
 - c. In most cases the occupancy of the room will be 2 people. If an additional person needs to temporarily enter BAG 005 (e.g. to use the pH meter), this room can accommodate 3 people who are 6' apart. See the room floor plan on page 5 for distances between workstations.

- d. Shared equipment such as pipettes, pH meter, oven and freezer handles, etc will be wiped with 70% ethanol or an equivalently potent sanitizing agent after use.
- e. To improve room airflow, the hood sash will be kept slightly open unless the hood is in active use or storing hazardous chemicals.

7. Specific procedures for the group office, BAG 009:

- a. For BAG009, the "in" door is the south door and the "out" is the north door.
- b. The maximum occupancy of BAG009 is 2 people. If they are both on the microscope side of the room, then they must be at least 6' apart. If they are both on the office side of the office, then they must not be at adjacent desks. See the room floor plan on page for room layout.
- c. If more than one person is present in BAG009, everyone has to wear a mask (unless eating). A person working alone does not have to wear a mask, but must keep one nearby in case another person enters the room.
- d. **Food consumption in the office space of BAG009 should be minimized.** If the weather permits, it is recommended to eat outside in a well-ventilated, open space. Only if lab members need to eat in between experiments is eating in the office space of BAG009 permissible. If lab members use the microwave or toaster oven, it must be wiped down with alcohol before and after use.
- e. Commonly touched items like door handles, fridge handle, printer, etc. will be wiped with 70% ethanol or an equivalently potent sanitizing agent at the end of each work day. Similarly, individuals will sanitize any equipment they use such microscopes, computers, keyboards, and desk spaces after use.

8. Specific procedures for research lab II, BAG 023:

- a. BAG023 maximum occupancy is 2 individuals, at either end of the room.
- b. As BAG023 has a single entrance, individuals should knock before entering.
- c. Commonly touched items like door handles will be wiped with 70% ethanol or an equivalently potent sanitizing agent at the end of each work day.
- d. To improve room airflow, the hood sash will be kept up unless actively using the hood.

9. Specific procedures for 2nd Group Office, BAG 024:

- a. There will be no more than 1 individual at any given time.
- b. No one should enter this room unless they plan to sanitize door handles and desks after use.

10. Procedures for daily and weekly sanitization:

- a. The 70% alcohol solution will be used to wipe down desks, equipment, and door handles. This solution will be remade once per week. The lab will establish two spray bottles per room and two paper towel stations per room.

- b. After use, items and equipment will be wiped down as one would with gym equipment (e.g. computer keyboards, pipettors, instrumentation). Before leaving for the day, each lab member will wipe down equipment, door handles, and any desk or kitchen materials that they used.
- c. Each lab member will have their own stock of office supplies, which will be kept in their lab drawers in BAG005 and at desks in BAG009.

11. Group policy for responding to illness:

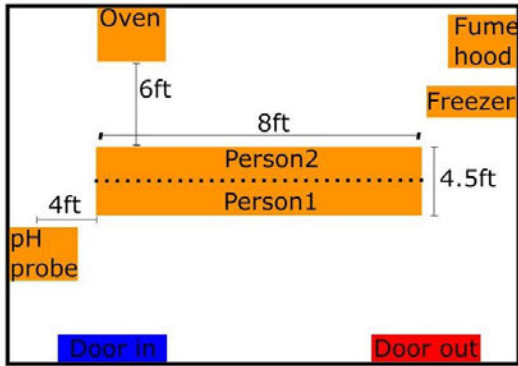
- a. "Feeling sick? Stay home" flyers are posted in all group offices and research laboratories.
- b. All lab members have been reminded they must go home and stay home if symptomatic.
- c. Per UW policy, all lab members must complete a daily attestation of wellness in Workday. Sarah must check the lab calendar and Workday daily to see that attestations have been completed.
- d. Per Departmental policy, all lab members have been informed that if they feel unwell or develop symptoms, they must go home immediately and that if they are diagnosed with COVID-19, they must inform EH&S Employee Health Center at 206-685-1026 or emphlth@uw.edu immediately.
- e. Lab members are NOT required to notify others if they become sick.

12. Group policy on COVID training and visitors:

- a. Visitors must not have symptoms of COVID-19. Slack the group to announce that a visitor will be coming to the lab and add their name to the group calendar with your own. Send an attestation to Sarah Keller that the visitor does not have symptoms of COVID-19.
- b. New personnel must sign off on this document. Otherwise, any new personnel must be treated as a lab visitor.
- c. Any change to the policy (and the date of the change) will be updated in the "Return to Lab Policy" spreadsheet on the Google drive and will be communicated at the weekly group meeting. Approval from all group members will be recorded at the bottom of the "Return to Lab Policy" spreadsheet.

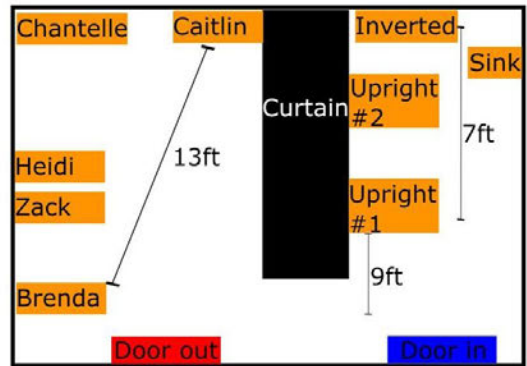
13. Group meetings will continue online via Zoom. There will be no in-person meetings.

Floor plans of Bagley 005 and 009



005

Floor Plan of commonly-used equipment, and assignment of doors as only-inward or only outward, for maintaining physical Distancing



009

Floor plan of commonly-used equipment, and location of graduate student desks in the office area. Doors are assigned as only-inward or only-outward.

4. Be Aware of these symptoms for COVID-19

1. A new fever (100.4 F or higher) or a sense of having a fever.
2. A new cough that you cannot attribute to another health condition.
3. New shortness of breath that you cannot attribute to another health condition.
4. A new sore throat that you cannot attribute to another health condition.
5. 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.
6. New respiratory symptoms, such as sore throat, runny nose/nasal congestion or sneezing, that you cannot attribute to another health condition.
7. New chills or repeated shaking with chills that you cannot attribute to another health condition.
8. New loss of taste or smell that you cannot attribute to another health condition.

5. Attestations and Signatures (June 8, 2020)

As a research group we attest to the following:

1. All work that can be done remotely, will be done remotely.
2. All on-site work will use a minimum number of personnel.
3. All on-site work will maintain physical distancing guidelines as detailed in the lab procedures section.
4. All personnel who are working on site are doing so voluntarily.
5. All personnel will perform daily Workday self-attestation prior to arrival on campus.
6. All personnel will stay at home if they are feeling unwell and inform the rest of the team.
7. This research plan was discussed extensively during a group meeting on **May 26, 2020**.
8. All personnel have read, understood, and intend to comply with both the lab policy AND the departmental policy, and that this attestation will be recorded with general lab safety information.

I have read and agree to follow the procedures outlined in this document.
(Typing your name below is equivalent to a signature.)

[Redacted Name]

[Redacted Name]

[Redacted Name]

[Redacted Name]

[Redacted Name]

[Redacted Name]

[Redacted Name]

[Redacted Name]
