

KHALIL GROUP, COVID RESEARCH POLICIES

- The guidelines established in this document are to enable the Khalil Group to perform research while adhering to the safety health practices during the COVID-19 pandemic and to ensure the highest level of laboratory safety.
- All in-person research is strictly voluntary.
- The practices outlined in this document are to be strictly followed and must be enforced to ensure the safety and well-being of all members of the laboratory.
- While these guidelines are extensive to maximize safety for all laboratory members, this document is not exhaustive.
- By signing this document, and the Attestations (Pages 7-8), I agree that I will cooperate with my lab members to ensure social distancing, lab sanitation, and adhere to the agreed upon work schedule.
- As a member of the Khalil Group, I further agree to follow the safety practices and guidelines outlined in the Department of Chemistry's Guidelines for Conducting Research During "Safe Start" which is located at <https://depts.washington.edu/chem/admin/COVIDGuidelines.htm>

Name	Signature	Date
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

A copy of this certification will be recorded with the Khalil Group's safety records and a copy will be filed with the department.

KHALIL GROUP, COVID RESEARCH POLICIES

1. Personnel & Location

COVID Supervisor: Prof. Munira Khalil, mkhalil@uw.edu, 206-543-6682

The COVID supervisor (PI) will be responsible for implementing the described research plan.

Room(s):

BAG 210	PI Office	206-543-6682
BAG 195	Research Group Office	206-543-4428
BAG 120	Research Group Office	
BAG 095	Research Lab (Laser Lab)	206-543-4432
CHB G003	Research Lab (Synthesis and Analytical Instrumentation)	206-685-9269
CHB G013	Research Lab (Optics and Instrumentation Development Lab)	

Lab Personnel:

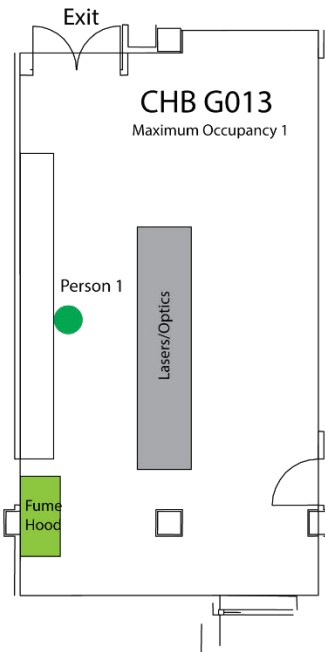
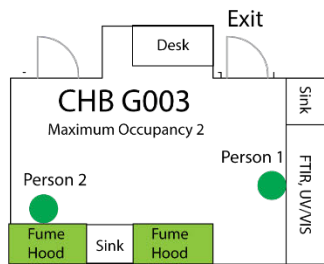
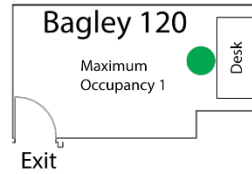
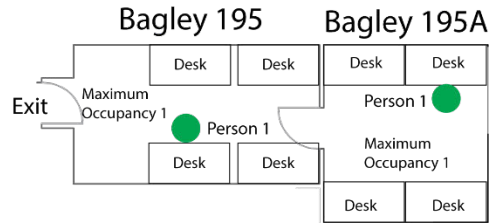
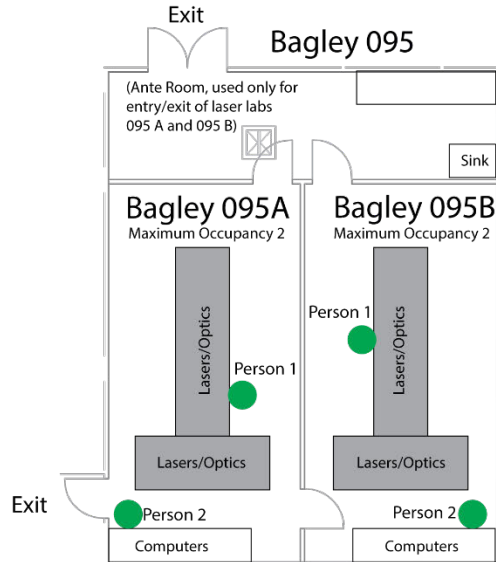


Date Last Modified: September 30, 2020

2. Rationale for Phase I Research

My research group is an experimental research group studying ultrafast processes in molecules and materials using laser spectroscopy. My group is funded by the Department of Energy (DOE) and the National Science Foundation (NSF). During the shutdown, the research group members have been analyzing data and writing manuscripts. During this process, several follow-up experiments were identified. In particular, the DOE grant, which is up for renewal this Fall is in urgent need of molecule synthesis and data collection. The group has upcoming beamtime at national user facilities like the Linac Coherent Light Source (LCLS) later this year. These experiments require us to mail in samples at the very least. These efforts are crucial for research continuity and continued grant funding. The above-mentioned tasks require in-person research and cannot be conducted remotely. For the above reasons, we propose a plan and request permission for the resumption of in-person research.

3. Floor Plans

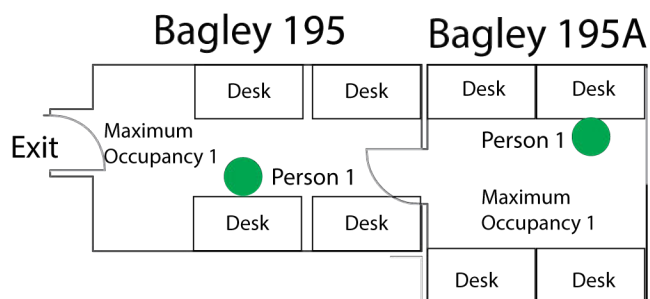


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4. Procedures

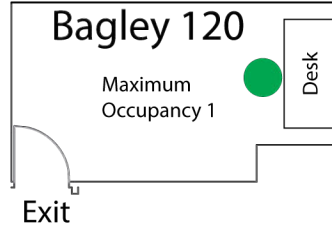
We have established the following procedures for our experiments to conduct in-person research while maintaining social distancing.

1. All researchers will adhere to the Chemistry Department's Safety Plan (<https://depts.washington.edu/chem/admin/COVIDGuidelines.htm>) for common areas in the building and shared instrumentation facilities.
2. Work shifts will be scheduled using an online [group calendar](#). Schedules will be entered by 6 PM on Sunday for the following evening. The PI will approve of the schedule. If adjustments need to be made mid-week, all group members will be alerted via Slack or e-mail.
3. Research group members will use a "buddy" system for ensuring safety. Each group member will make sure that there is a "buddy" in the building while they are in the lab or group office.
4. At the end of the workday, researchers working in the same room on different days will schedule a 10-minute Zoom call to update one another of their progress.
5. **Specific procedures for the group office, BAG 195:**
 - a. No more than **2 individuals** will occupy the room at the same time.
 - b. The online calendar will be used to set the schedule and maintain the buddy system as noted above.
 - c. When individuals are passing each other (for example to leave/enter the room), face masks will be used.
 - d. The scheduling will make sure that desks occupied are 6' apart.
 - e. Commonly touched items like door handles, fridge handle, printer, etc. will be wiped with 70% ethanol or an equivalently potent sanitizing agent after use.



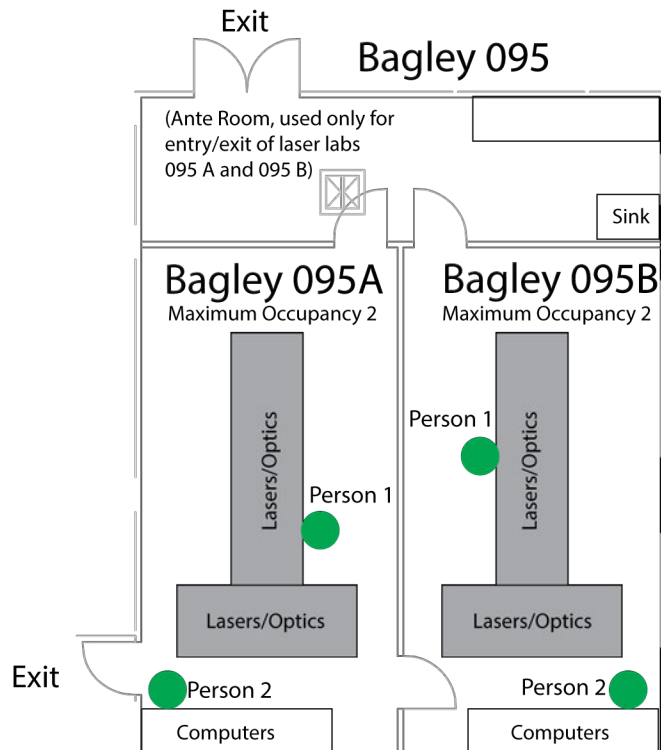
6. **Specific procedures for the group office, BAG 120:**

- a. No more than 1 individual will occupy the room on a given day.
- b. The online calendar will be used to set the schedule and maintain the buddy system as noted above.

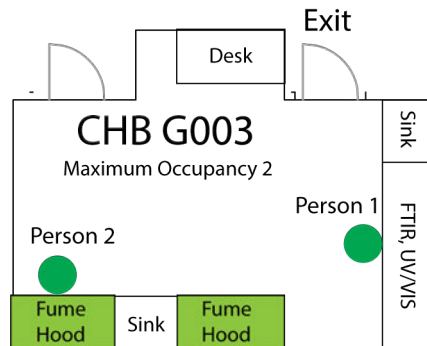


7. **Specific procedures for the laser labs, BAG 095:**

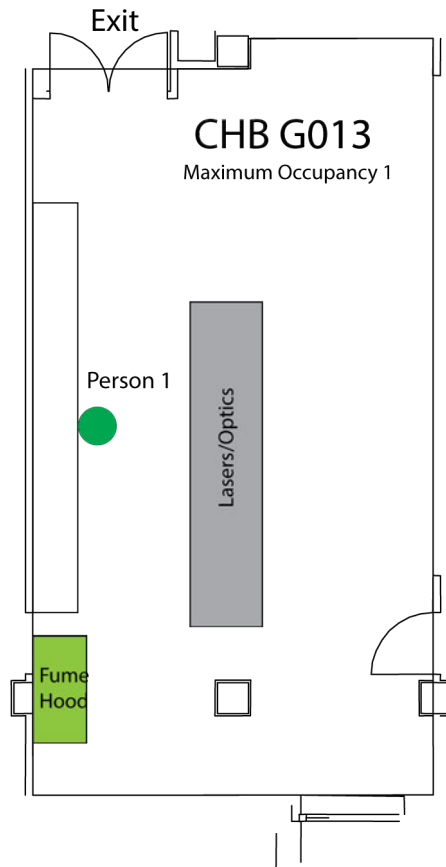
- a. In each laser lab, BAG 095 A and 095 B, no more than 2 individuals will be present at any given time. Every effort will be made to ensure that 1 individual is at a computer station, while another is working on the laser table. If there is more than 1 person present in either lab (BAG 095 A & B), the researchers will wear face masks and gloves.
- b. The door between BAG 095 A and BAG 095 B will remain closed.
- c. The online calendar will be used to set the schedule and maintain the buddy system as noted above.
- d. There will be no more than 2 individuals at any given time in the ante room.
- e. Computers and high-touch (non-optics) surfaces will be wiped down at the end of the day with 70% ethanol or an equivalently potent sanitizing agent.



8. **Specific procedures for the synthetic and instrument analysis lab, CHB G003:**
- There will be no more than 2 individuals at any given time. One individual will be stationed at the FTIR/instrument table while another individual will be using the two chemical hoods.
 - The instruments will be wiped down at the end of the day with 70% ethanol or an equivalently potent sanitizing agent.
 - The online calendar will be used to set the schedule and maintain the buddy system as noted above.



9. **Specific procedures for the optics and instrument development lab, CHB G013:**
- There will be no more than 1 individual at any given time.
 - The online calendar will be used to set the schedule and maintain the buddy system as noted above.



10. Specific Training for New Researchers Including First-Year Rotation Students:

All new researchers and first-year rotation students will receive lab tours with a current researcher and abide by the following guidelines at all times.

- a. All researchers will be provided with lab-specific training with a senior student. Whenever possible incoming student trainings will be done in a remote manner.
- b. Even after online training sessions, a more specific in-person training will be necessary at times. These training sessions will be performed observing safety guidelines provided by the university: the two persons will always be required to keep a 6 ft distance, and will wear standard safety PPE, including protective face masks.
- c. Before performing new experiments independently, new group members will discuss a detailed plan and a risk assessment with a senior student in a virtual meeting.
- d. When doing experiments, there will always be a senior researcher present in a nearby lab or office space.
- e. In case of emergency, the second researcher will approach wearing standard PPE equipment, including face mask (personal or provided by the department).
- f. Incoming students will not perform any high-risk 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.
- g. Interpretation of the experimental results and troubleshooting will be performed online with help of senior students and/or the PI whenever possible.

5. Laboratory Activities

Any laboratory activity that requires less than 6' of social distancing is prohibited.

Researchers in the Khalil group will be engaged in material synthesis and characterization (CHB G003 and G013) and performing ultrafast spectroscopy (BAG 095 A and 095 B). All data analysis and writing of manuscripts will be performed remotely. The student offices (BAG 195, 120) will be used to ensure that there is a “buddy” on-site for safety and troubleshooting purposes.

6. Visitors

Visitors MUST be kept to a minimum. All visitors must sign and date the Department of Chemistry Visitor COVID-19 Symptom Attestation for Working On-Site (<https://depts.washington.edu/chem/admin/documents/UWChem-COVID-visitor-attestation.pdf>). Copies are available inside each Khalil Group Space. If visitors are to enter the lab, they must also sign-in using the visitor log posted at the entrance of each group space (*Form A*). Inform all group members if and when necessary waste management or facilities maintenance will be taking place in order to maintain appropriate social distancing.

7. Attestations

As a research group we attest to the following:

1. All work which can be done remotely, will be done remotely during Phase I.
2. All on-site work will use a minimum number of personnel.
3. The total occupancy of the Khalil Group in the Chemistry Department will not exceed 5 at any given time during the first two weeks of operation.
4. All on-site work will maintain social distancing guidelines as detailed in the lab procedures section.
5. All personnel have volunteered to work on site.
6. All personnel will perform daily Workday self-attestation to confirm that they are not experiencing any of the symptoms outlined in the attestation prior to arrival on campus. Prof. Khalil will check daily to ensure that attestation has been completed.
 - a. Personnel and visitors must stay home if they are sick or have symptoms consistent with COVID-19 infection, even if symptoms are mild. This includes cough, fever, shortness of and other respiratory symptoms such as a sore throat, or runny nose (see Appendix 1).
 - b. If you come into contact with a sick person you must not come to the lab. You must inform EH&S (206-685-1026) and must self-quarantine at home for 14 days.
 - c. If you feel unwell or develop symptoms after arriving at the Department, you must go home immediately and stay there until you feel well.
 - d. If your health provider has confirmed or suspects that you have COVID-19, notify the Employee Health Center: UW Seattle, Bothell, and Tacoma students, staff, faculty and other academic personnel should contact the UW Employee Health Center at covidehc@uw.edu or 206.685.1026.
 - e. Personnel may return to work on-site once they can attest that they are not experiencing symptoms and have notified Professor Khalil that they are able to return. Campus staff and student employees who have had COVID-19 may return to work on-site per the public health guidance provided by the Employee Health Center or their health care provider. Other ill employees may return to work on-site 72 hours after fever ends, without the use of fever-reducing medications.
7. In case a member of the group develops COVID-19 symptoms, university guidelines will be followed as listed here: <https://www.washington.edu/coronavirus/faq/#health>
 - a. 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.
 - b. In case 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.**





- c. 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).

8. Responding to COVID

1. Here is the list of symptoms that UW instructs us to look for:
 - a. COVID-19 Symptom Attestation for Working On-Site
 - b. Since your last day of work, or since your last visit to a University facility, have you experienced any of the following symptoms:**
 - c. A new **fever** (100.4 F or higher) or a sense of having a fever?
 - d. A new **cough** that you cannot attribute to another health condition?
 - e. New **shortness of breath** that you cannot attribute to another health condition?
 - f. A new **sore throat** that you cannot attribute to another health condition?
 - g. 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?
 - h. New **respiratory symptoms**, such as sore throat, runny nose/nasal congestion or sneezing, that you cannot attribute to another health condition?
 - i. New **chills or repeated shaking with chills** that you cannot attribute to another health condition?
 - j. New **loss of taste or smell** that you cannot attribute to another health condition?

This research plan was revised on September 30th, 2020. And discussed extensively during a group meeting on October 5, 2020.

I have read and agree to follow the procedures outlined in this document.

Name	Signature	Date
Munira Khalil		10/5/2020
Jason Sandwisch		9/30/2020
Caroline Loe		9/30/2020
Rob Weakly	Robert B. Weakly	9/30/2020
Casey Bisted	Casey H. Bisted	10/5/2020
Chelsea Liekhus-Schmaltz		10/5/2020

William Miller	<i>Will Miller</i>	10/2/20
Ben Poulter	<i>Ben Poulter</i>	10/5/2020
Courtney Baier (rotating student AU 2020)	See attached email	

Form A

Khalil Lab Visitor Tracking Log:

Visitors are defined as those who do not normally use the spaces, including both UW and non-UW personnel.

DATE	NAME	Contact Info (email, phone)	Notes

UNIVERSITY of WASHINGTON

STOP!

FEELING SICK?

Stay home!

If you feel unwell or have the following symptoms, please leave the building and contact your health-care provider. Then follow up with your supervisor.

DO NOT ENTER if you have:

- 
FEVER
- 
COUGH or RESPIRATORY SYMPTOMS
such as sore throat or runny nose
- 
SHORTNESS OF BREATH

If your health provider suspects or has confirmed that you have COVID-19, contact Environmental Health & Safety at 206-685-1026 or emphlth@uw.edu.

uw.edu/coronavirus

