

# Kovacs Plan for In-person Research

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): **CHB 327, 323, and 321.**

## COVID-19 Supervisor

Name: Julie Kovacs

Contact Info 206-390-5876

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

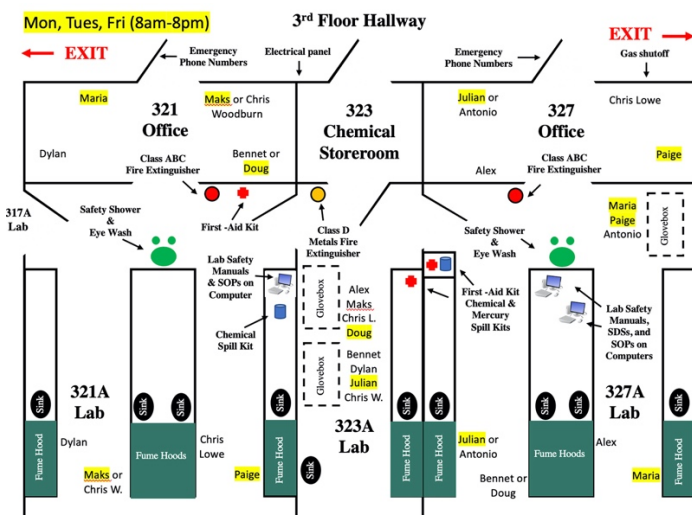
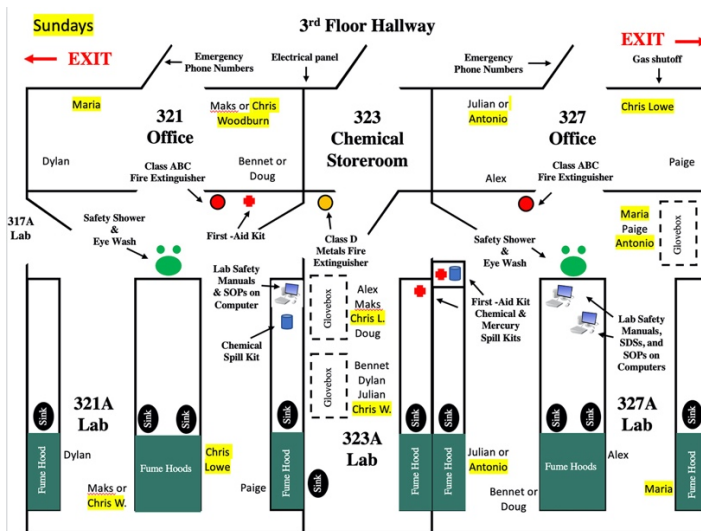
Name: Alex Downing

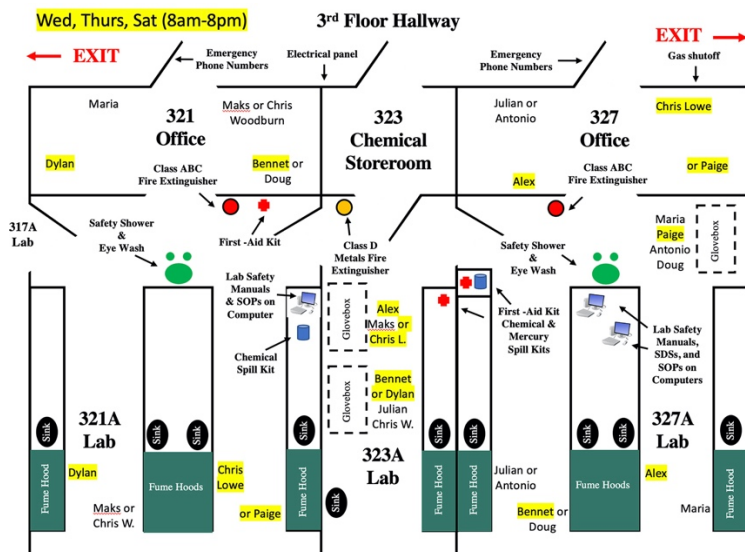
Contact Info: (253)-722-4634

Names of people conducting in-person research: **Maria Greiner, Dylan Rodgers, Paige Gannon, Julian Smith-Jones, Alex Downing, Bennet Karel, Maks Dedushko, Chris Lowe, Douglas Baumgardner, Chris Woodburn, Antonio Vazquez**

## 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: **Until we are assigned an additional lab, four of the twelve group members will be allowed in the lab at once.**





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: **Work Schedule:** We will stagger our workdays, so that only half of the group (4 students/8 total) is in the lab at any given day. Each group of 4 will work every other day, six days a week (M-Sat). Those who wish to can sign up to work on Sundays, using our *Google Docs* sign-up sheet. Because we have 3 dry boxes/12 students, it is inevitable that 2 persons sharing the same drybox will be in lab on the same day. For that reason, it is imperative that everyone sharing a drybox on the same day, sign up for drybox time on our *Google Docs* sign-up sheet. Plan your experiments ahead of time, before coming to lab. Data analysis should be done at home. Reading and writing assignments should also be worked on at home. Each group of 4 students has been strategically selected (see *lab map above*) so that:

- (a) students do not occupy desks next to one another
- (b) students do not occupy hoods next to one another
- (c) only two people occupy each of our two office spaces (CHB 327 & 321)

**Chemical Storeroom (CHB 323).**

- Avoid using the chemical storeroom when either Maki or Alex is working in the drybox adjacent to the chemical storeroom.
- Only one person is allowed in the chemical storeroom, CHB 323, at a time. Knock before entering.

**Stopped Flow Instrument (CHB 323A).**

- Avoid using the stopped-flow instrument when someone is using the chemical storeroom.
- Avoid using the stopped-flow instrument when someone is using solvent dispensing system (SDS).
- Avoid using the stopped-flow instrument when either Maki or Alex is working in the drybox adjacent to the stopped-flow instrument.
- Avoid using the stopped-flow instrument when someone is working in the drybox next to the stopped-flow instrument.
- Avoid using the chemical storeroom when someone is using the stopped-flow instrument

**Solvent Dispensing System (SDS, CHB 323).**

- Avoid using the solvent dispensing system (SDS) when someone is using the stopped-flow instrument.
- Avoid using the solvent dispensing system (SDS) when Maki or Alex is working in their drybox.
- Avoid using the solvent dispensing system (SDS) when Julian, Bennet, or Dylan is working in their drybox

**UV-vis w/ Cryostat (CHB 327).**

- Avoid using the UV vis with Cryostat when someone is using the UV vis dip probe instrument across the aisle.

#### UV-vis w/ Dip probe (CHB 327).

- Avoid using the UV vis dip probe when someone is using the UV vis with Cryostat instrument across the aisle.

#### UV-vis w/ Dip probe (CHB 327).

- Avoid using the UV vis dip probe when someone is using the oven across the aisle.
- Avoid using the UV vis dip probe when Chris L., Paige, or Maria is using the Dry Box across the aisle.

#### Oven (CHB 327).

- Avoid using the CHB 327 oven when Penny, Paige, or Maria is working in their drybox.
- Avoid using the CHB 327 oven when someone is using the UV vis dip probe across the aisle.

#### Rotovap (CHB 321).

- Avoid using the Rotovap when someone is using the balance.

#### Balances (CHB 321).

- Avoid using the balance when someone is using the Rotovap

3. Describe specific rules and policies that will be implemented in your group to ensure social and physical distancing measures: Desk, lab bench, hood and drybox assignments have been made to ensure social distancing as described above in Section 2. Use of instruments, equipment, and the chemical storage room will be highly choreographed as outlined in Section 2 above.
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.
5. Describe the changes to the workspace(s) that have been made to ensure social and physical distancing and hygiene requirements: We have requested additional lab space. Revisions to these protocols will be made upon receipt of an additional lab. Couches have been removed from office space to allow desks to be fully separated, and in order to discourage "social visits". The fridge that was previously used to store lunch items and food has been decommissioned.
6. Describe how policies and measures have been communicated to group members (signage posted, e-mails, group meetings, etc): Lab policies have been discussed during group meeting via ZOOM, and updates are communicated via the group Slack site.
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.** New group members will be trained remotely on the proper usage of instruments, equipment, and software using videos recorded using our GoPro cameras, that have been uploaded to the Kovacs group Dropbox. Specific assignments are shown below. In addition, each new student will be paired with a senior graduate student who will be recording videos involving specific projects.

Technique/equipment	GoPro videos	Assigned to	Date completed
Rotovap		Bennet	
UV/vis with Dip probe		Julian	
UV/vis with Cryostat		Dylan	
Dry Box Usage		Alex	
Solvent Dispensing System		Paige	
Echem		Maria	
Notebook setup		Maria	
EPR		Maks	
Handling gas cylinders		Paige/Alex	
Mossbauer		1st years	
Growing single xstals		Dylan	
Making ORTEPS/POVRay figs		Julie	
Degassing solvents		Julian	
Schlenk-line techniques		Maks	
Distilling/drying MeOH		Bennet	
Stopped-flow		Alex	
Intro to our Chemical storeroom		Paige	
Drying vials		Bennet	
Location of glassware		Maria	
Flame drying glassware		Julian	
High vac line use		Julie	

## Responding to Illness

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

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?

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 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.

## Cleaning and Disinfecting Your Workplace

Describe cleaning and disinfection protocols for high-touch surfaces, shared equipment, and common areas in the lab, including who is responsible:

- Every lab member must disinfect all doorknobs, drawer handles, oven handles, light switches, and shared equipment *before* and after EACH use. **Shared equipment** includes: gloveboxes, rotovap, balances, benchtops, knobs touched while retrieving solvent from the solvent system, potentiostat, stopped-flow instrument, computers that control the potentiostat and stopped-flow instrument.
- Common surfaces (benches, desks, door-knobs, light switches) must be disinfected at the beginning and end of each shift. A checklist will be provided and the last person to leave will sign off that the space was properly sanitized.
- Each researcher will have their own set of any tools that are used very frequently, including frequently used reagent bottles, syringes, laboratory notebooks, and pens.
- Minimize cross-over contact. For example, desk items and personal items need to stay in your area & not travel around the lab. If you bring food items for lunch store them at your desk, as opposed to the refrigerator where it will mixed with other people's belongings. If at all possible, eat meals outdoors.
- Gloves, cloths, or disposable towels will be used when handling common reagent bottles, laboratory equipment, and cabinet handles.
- Please avoid clutter. Only bring items into the lab that are required for the tasks of the day.
- While these guidelines are in place, all objects covering any windows to the exterior hallway should be removed to make it easier to assess the safety of researchers in these space

## Encouraging Good Hygiene

1. Describe measures in your group that will promote and enable uniformly good hygiene practices: Members of the laboratory must perform proper sanitization and personal hygiene procedures including frequent hand washing for 20 seconds with soap and water. All Kovacs group members must watch the following video regarding proper hand washing techniques:

([https://www.youtube.com/watch?v=nEzJ\\_QKjT14](https://www.youtube.com/watch?v=nEzJ_QKjT14) ). Researchers will wash their hands with soap *upon entering* AND *before leaving the lab*. Use the sink adjacent to your assigned hood for this purpose, as opposed to another lab member's or a common area sink.

- Hand sanitizer and spray bottles with 70% isopropanol or bleach will be available at all entrances as well as next to shared equipment. In addition, each student will be given a bottle of hand sanitizer for their desks.

- Disinfect all doorknobs, drawer handles, oven handles, light switches, and shared equipment *before* and after EACH use. **Shared equipment** includes: gloveboxes, rotovap, balances, benchtops, knobs touched while retrieving solvent from the solvent system, potentiostat, stopped-flow instrument, computers that control the potentiostat and stopped-flow instrument.

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2. Describe the lab policy for wearing a mask and other protective equipment: Students/posdocs must wear a mask at all times when you *are in the building*. When you are working in lab, do not wear masks made of synthetic fibers, like polypropylene, which *can melt*.

3. Face masks are required at all times in common areas, hallways, and shared departmental facilities.

4. If you need to adjust your face mask, take off your gloves, wash your hands, and leave the room if others are nearby.

5. Used masks can be placed in a plastic bag for Professor Kovacs to collect & wash at the end of each day. Students will be required to change their mask if it is taken off during the day (to eat lunch, etc).

6. Face shields will be used when we are working in the glove boxes since everyone breathes on, and will sit within inches of, the plexiglass front. In addition, disposable sleeves must be worn while working in the glove box

## 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 new members of the group have been/will be required to attend a Powerpoint presentation delivered by Alex Downing, which covers this document, as well as other University and Departmental COVID-19-related policies and procedures.

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): Our policies regarding visitors is posted at three entrances to our labs (CHB 327, CHB 323, CHB 321), as well as the door connecting our lab to the Cossairt lab. All visitors must sign and date the Department of Chemistry Visitor COVID-19 Symptom Attestation for Working On-Site (*Form C*) available inside the office space adjacent to each door. Visitors **MUST** be kept to an absolute minimum. This is for their safety as well as for ours. If visitors to enter the lab, they must also sign-in using the sign-in sheet at the door

3. Describe how group members will be informed of COVID-19-related policies for shared facilities and common spaces in the department: New policies and procedures will be discussed during our weekly group meeting and on the Kovacs Group Slack site in the #labsafety and #labcovidschedule channels.

4. Describe any other COVID-19 related policies implemented in your group:

