

Plan for In-person Research - TEMPLATE

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 190, 192A, and 192B.

COVID-19 Supervisor

Name: Gojko Lalic

Contact Info: ██████████

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

Name: ██████████ ██████████

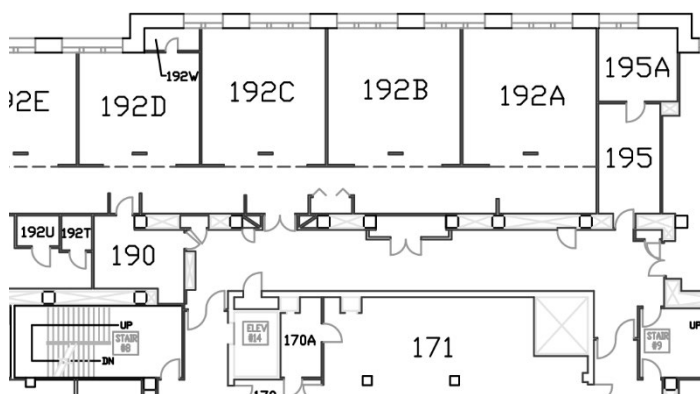
Names of people conducting in-person research:

██
██████████

Personal safety is the number one concern. Participation in any in-person research is and must be completely voluntary.

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:



Lalic Lab occupies rooms BAG 192A and BAG 192B. Each room has two bays and each bay contains 2 hoods and 2 benches. Each bay (2 hoods, 2 benches) will have maximum occupancy of 1. That gives the total of 2 people in each BAG 192A and BAG 192B, and 4 people total. The use of the office space in BAG 190 is strongly discourage except for short term access to store personal items while in the lab. Maximum occupancy for this room is 1. Total number of people in all rooms at any given time should not exceed 4.

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 two-hood bay is designated as a single occupancy workspace. To implement this policy, a shift system is introduced. Two shifts are available: from 5:00am to 1:00 pm and from 1:15pm to 12:00am. The time between shifts is left to ensure sufficient time for cleanup and disinfection. A shared google calendar is setup for group members. Before coming to work, every person must log in and sign up for a specific shift. Only people whose workspaces are in the specific bay can sign up for time in that bay.
- The same google calendar will be used to sign-up for a glove box time. To ensure proper social and physical distancing, glove boxes can be used only by one person at the time.
- To facilitate the communication within a group a slack channel dedicated exclusively to coordinating work in the lab has been set up for group members. This will allow effective communication about the changes in scheduling and lab policies.

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

- As specified in 2, every bay (space with two hoods and two benches) is designated as a single occupancy space.
 - To ensure that required 6 ft distance is maintained at all time, the use of common shared equipment located near peoples workplaces (balances, fridges, solvent system, rotovaps, pH meter, HPLC, GC) has to be verbally announced to the person working near the equipment and used only once that person verbally acknowledged and approved the request.
 - Glove boxes can be used by only one person at the time.
 - Moving through the passageways next to the gloveboxes must be coordinated with the people working the glove boxes.
 - Do not wear headphones/earbuds in both ears while in the lab. You must be able to hear anyone trying to get your attention.
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:
- To minimize the interaction with spaces and people outside of the lab, all items from the stockroom will be picked up by designated people at predetermined times twice a week. The pickup times on Monday and Thursday will be indicated on the group's google calendar.
 - Virtual signup procedures have replaced all physical procedures for equipment signup.
 - The use of a keyboard and a mouse with the shared computer used to operate HPLC and GC has been eliminated and replaced by remote desktop access from individual computers.
 - Instead of having rotovaps shared by the whole lab, each two-hood bay has been equipped with a dedicated rotovap.
 - Fabric covered chairs cannot be disinfected and should not be shared.
 - The use of the office space, BAG 190, is strongly discourage aside temporary access in order to store personal items while in lab.
 - The printer in the lab is decommissioned and will not be used until further notice.
6. Describe how policies and measures have been communicated to group members (signage posted, e-mails, group meetings, etc):
- All group members participated in formulating the policy. The policies were discussed at several group meeting done by zoom last of which was on May 05/28/2020. Signs reminding group members to wash hands regularly and adherer to social distancing requirements are posted in the lab.

Responding to Illness

1. Describer how the University of Washington requirements for symptom assessment and attestation will be fulfilled:
- Before starting coming to the lab every member of the group must login to Workday <https://isc.uw.edu/> and **sign-off that they are healthy.**
 - Here is the list of symptoms that UW instructs us to look for:
 - [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:
- If at work, they must immediately go home. If at home, they are instructed to contact their health provider.
 - In case a group member tests positive for COVID-19, they are instructed to immediately **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:
 - 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 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.
 - Breakroom disinfection:
 - Any common item or surface used in the break room, including fridge handle, microwave, and the light switch must be wiped off with 70% ethanol or IPA solution before and after each use.
 - To minimize the exposure, the light in the breakroom should be left on during the day. First person in should turn it on and the last person out for the day should turn it off.
 - Food items stored in the breakroom fridge must be in a secondary container (such as a zip-lock bag or tupperware), that can be wiped down with ethanol before inserting into the fridge. (No Aluminum-foil as it has too many creases.) Bottles and cans should also be wiped down. 70% EtOH or IPA spray bottle will be available in the breakroom.
 - A spray bottle with 70% EtOH or IPA solution and paper towels are provided for each two-hood bay, the breakroom, and near gloveboxes.

Encouraging Good Hygiene

1. Describe measures in your group that will promote and enable uniformly good hygiene practices:
 - Every time a person enters the lab, they should wash their hands with soap and water. Signs reminding people to wash their hands are placed at the lab entrance
 - Every time a person takes their gloves off, they should wash their hands.
 - Every group member has been provided with a hand sanitizer bottle for personal use and they are strongly encouraged to carry it while at work.
 - Preparation and consumption of food in the office space (BAG 190) and 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 except glove boxes (solvent system, balances, rotovaps, fridges, ovens, pH meters, biotage, silicagel filling station. N2 tank) 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 their hands.
 - 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 in the breakroom or elsewhere 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 group policies related to COVID-19. Group policies and departmental policies have been discussed and reviewed at the zoom group meeting on 05/28/2020. Any changes required by the department will be reviewed at an additional zoom group meeting. All group members have been provided with a digital copy of the group policy and the department policy and have signed a statement by which they confirm that they have read, understood, and will comply with the policies. A paper copy of the policies will be placed in the groups safety manual and another copy will be filed with the department.

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):

All visitors must contact a member of a Lalic group and organize a handoff of chemicals, solvents, or small instruments. All visitors must contact a lab member to schedule a visit in case they need to use an instrument located in our lab. Time for all visit and visitor's contact information will be saved in an online log (part of the group calendar). A sign informing visitors of the social distancing requirements are posted at the lab entrance.

In addition to the above policies that apply to UW visitors, the non-UW visitors will also have to attest via e-mail that they do not have COVID-19 symptoms, on the day of the visit.

3. Describe how group members will be informed of COVID-19-related policies for shared facilities and common spaces in the department:

Policies for departmental shared facilities and shared spaces will be discussed at group meetings and will be shared with all group members by e-mail; before returning to work, each lab member must confirm that they have read and fully agree to these policies and will follow them.

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

n/a