

# Li Group Plan for In-person Research

Locations covered (list building and room numbers): BAG 311A, 311B, 311C, 323, 321, 319, and conference area of 311

## COVID-19 Supervisor

**Name:** Xiaosong Li

**Contact Info:** 206-685-1804; xsli@uw.edu

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

**Name:** Joshua Goings

**Contact Info:** jjgoings@uw.edu

Names of people conducting in-person research:

Yue Huang, Joshua Goings, Tianyuan Zhang, Andrew Valentine, Chad Hoyer, Andrew Jenkins, Ernesto Martinez-Baez, Adam Grofe, Prachi Sharma, Torin Stetina, Ryan Beck, Andrew Wildman, Hang Hu, Lauren Koulias, Alexis Mills, Lixin Lu, Xiaolin Liu, Aodong Liu, Asher DeLarme, Can Liao, Jordan Ehrman, Ben Link

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

## General Guidelines

1. The health and safety of all researchers is our primary goal.
2. All in-person research must be completely voluntary. Anyone may work remotely for any reason.
3. Eating in office spaces is to be avoided as much as possible.
4. Any issues, problems, or concerns with this plan should be brought to the COVID supervisor.

## 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:
  - Labelled floor plan is attached at the end of this document.
  - BAG 311A/B/C: 1 person maximum occupancy.
  - BAG 323, 321, 319: 1 person maximum occupancy.
  - BAG 311 conference space: 1 person maximum occupancy.
  - Total occupancy of all workspaces should not exceed 1, therefore the total number of group members in lab at any given time should not exceed 7.
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 office or conference space is designated as a single occupancy workspace. To implement this policy, a shared Google calendar is set up 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 office or conference space can sign up for time in that office or conference space. If a lab member realizes that they will need to change their scheduled time, they must update the shared calendar as soon as possible.
  - To facilitate communication within a group a Slack channel dedicated to exclusively to coordinating work in the lab has been set up for group members. All members should use the Slack channel to announce their arrival and departure from lab for the day.
3. Describe specific rules and policies that will be implemented in your group to ensure social and physical distancing measures:

- All people must maintain 6 foot distance at all times.
  - Masks must be worn at all times, except when sitting at designated workspace.
  - As specified above, each office or conference area is designated as a single occupancy space.
  - To ensure that the required 6 ft distance is maintained at all times, the use of common shared equipment (printers, etc.) located near personal workspaces must be verbally announced to the person working near the equipment and used only once that person verbally acknowledged and approved the request.
  - Moving through passageways and stairwells (e.g. to exit Theory Suite, use bathroom, etc.) must be coordinated with people working or attempting passage nearby. This includes passage around conference space in 311.
  - 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 office tasks can be performed in each room or conference space, if required social and physical distancing requirements (6 ft apart) can be met.
  5. Describe the changes to the workspace(s) that have been made to ensure social and physical distancing and hygiene requirements:
    - Offices and spaces will only be occupied by one person at a time.
    - Fabric-covered chairs cannot be disinfected and should not be shared.
    - All group meetings will continue to take place online.
  6. Describe how policies and measures have been communicated to group members (signage posted, e-mails, group meetings, etc):
    - This document was prepared in consultation with all group members, and all group members have reviewed it. All group members performing in-person research will be provided with an up-to-date copy of this document and the departmental COVID policies, and will sign a form attesting that they have read, understood, and intend to observe these requirements. A copy of this form will be stored on our group Wiki. Signs reminding group members to wash hands regularly and disinfect surfaces will be posted at the entrance and above sinks. A document outlining the tasks to be done prior to coming to campus and beginning lab work will be available on our group Wiki.
  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.
    - Training may be performed online using live video conferences and the group Slack channel.
    - Even after online training sessions, a more specific in-person training will be necessary at times. These training sessions will be performed observing Covid guidelines provided by the university: the two persons will always be required to keep a 6 ft distance and will wear protective face masks.

## Responding to Illness

1. Describe 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:
    - 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?

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 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](mailto: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](mailto: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 desk using 70% ethanol or IPA solution.
  - Before and after using shared equipment (printers, etc.) contact points must be wiped down with 70% ethanol or IPA solution.
  - Communal surfaces such as door handles and light switches must be wiped down with 70% ethanol or IPA solution at beginning and end of a shift.

## Encouraging Good Hygiene

1. Describe measures in your group that will promote and enable uniformly good hygiene practices:
  - Before entering the workspace, members should wash their hands with soap and water. Signs reminding people to wash their hands will be posted at the lab entrance
  - 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.
2. Describe the lab policy for wearing a mask and other protective equipment:
  - While in the designated individual workspace, group members are strongly encouraged to wear a mask.
  - When taking a mask off, do not touch the front of the mask.
  - If using a reusable cloth mask, the mask should be cleaned as often as practicable (at least once a day).

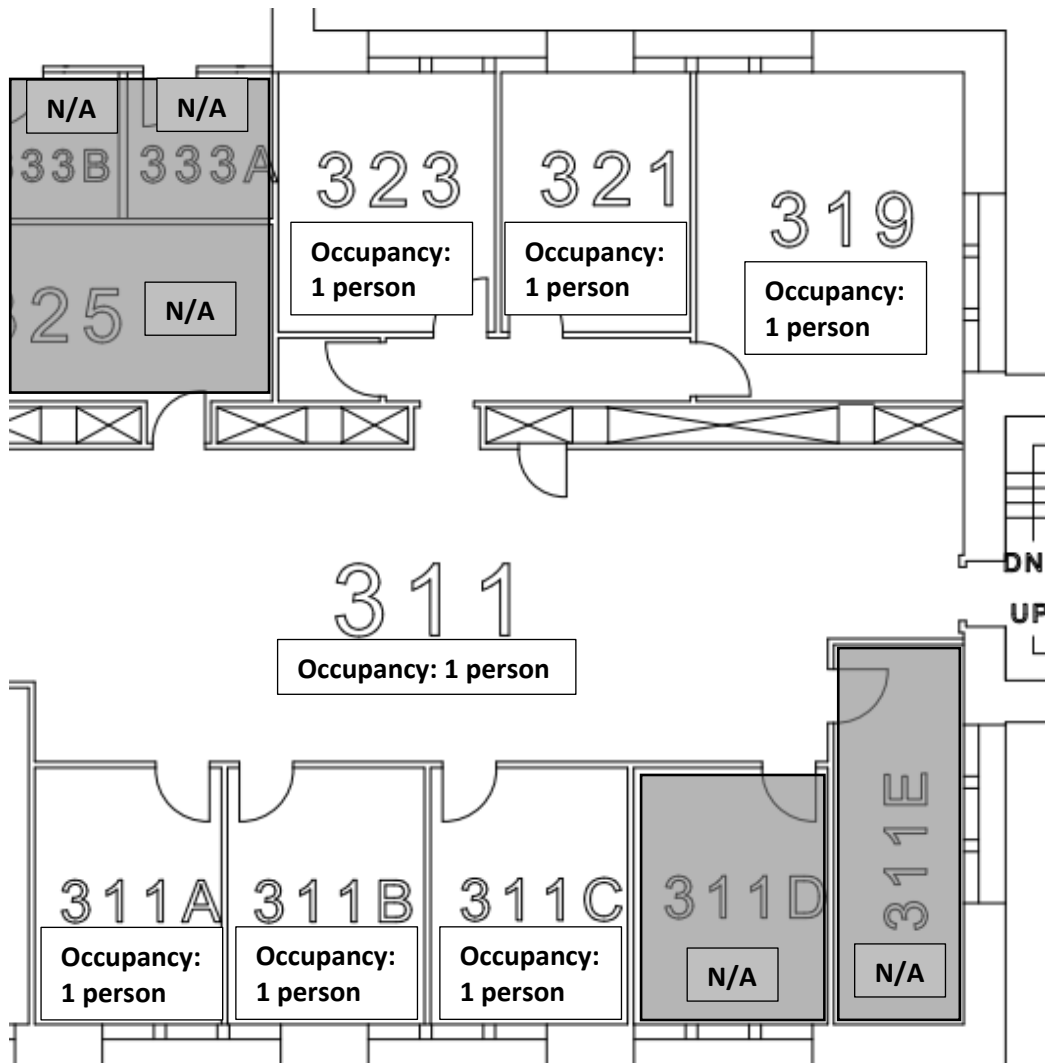
## General

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:
  - Before any researcher is allowed to perform any in-person research they must complete the EHS COVID training.
  - All group members participated in determining the group policies related to COVID-19. Group policies have been discussed and reviewed at the zoom group meeting on April 9, 2021. All group members have been provided with a digital copy of this policy and the department policy, and a digitally signed copy of the policy is available online.
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 these lab spaces will be strongly discouraged. In the event that a visitor must enter the lab space, express advance permission must be obtained from a lab member. Signs posting the procedures for our lab and our visitor policy will be posted on exterior doors, and a visitor log will be maintained and recorded. Any non-UW employee visitors will be required to attest that they do not have any COVID-19 symptoms before entering.
3. Describe how group members will be informed of COVID-19-related policies for shared facilities and common spaces in the department:

- All group members will be provided with a digital copy of any guidelines developed by the department. The group members must explicitly acknowledge that they have received, read, and understood these policies, and a copy of this acknowledgement will be kept on our group Wiki.

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

- Insofar as practical, windows in the offices will remain open in order to encourage adequate ventilation.
- Floor plan:



1. I confirm that I have read, understood, and intend to follow this plan.

Name: Yue Huang date: \_\_\_\_\_

2. I confirm that I have read, understood, and intend to follow this plan.

Name: Joshua Goings date: \_\_\_\_\_

3. I confirm that I have read, understood, and intend to follow this plan.

Name: Tianyuan Zhang date: \_\_\_\_\_

4. I confirm that I have read, understood, and intend to follow this plan.

Name: Andrew Valentine

date: \_\_\_\_\_

5. I confirm that I have read, understood, and intend to follow this plan.

Name: Chad Hoyer date: \_\_\_\_\_

6. I confirm that I have read, understood, and intend to follow this plan.

Name: Andrew Jenkins date: \_\_\_\_\_

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Name: Ernesto Martinez-Baez date: \_\_\_\_\_

8. I confirm that I have read, understood, and intend to follow this plan.

Name: Adam Grofe date: \_\_\_\_\_

9. I confirm that I have read, understood, and intend to follow this plan.

Name: Prachi Sharma date: \_\_\_\_\_

10. I confirm that I have read, understood, and intend to follow this plan.

Name: Torin Stetina date: \_\_\_\_\_

11. I confirm that I have read, understood, and intend to follow this plan.

Name: Ryan Beck date: \_\_\_\_\_

12. I confirm that I have read, understood, and intend to follow this plan.

Name: Andrew Wildman date: \_\_\_\_\_

13. I confirm that I have read, understood, and intend to follow this plan.

Name: Hang Hu date: \_\_\_\_\_

14. I confirm that I have read, understood, and intend to follow this plan.

Name: Lauren Koulias date: \_\_\_\_\_

15. I confirm that I have read, understood, and intend to follow this plan.

Name: Alexis Mills date: \_\_\_\_\_

16. I confirm that I have read, understood, and intend to follow this plan.

Name: Lixin Lu date: \_\_\_\_\_

17. I confirm that I have read, understood, and intend to follow this plan.

Name: Xiaolin Liu date: \_\_\_\_\_

18. I confirm that I have read, understood, and intend to follow this plan.

Name: Aodong Liu date: \_\_\_\_\_

19. I confirm that I have read, understood, and intend to follow this plan.

Name: Asher DeLarme date: \_\_\_\_\_

20. I confirm that I have read, understood, and intend to follow this plan.

Name: Can Liao date: \_\_\_\_\_

21. I confirm that I have read, understood, and intend to follow this plan.

Name: Jordan Ehrman date: \_\_\_\_\_

22. I confirm that I have read, understood, and intend to follow this plan.

Name: Ben Link date: \_\_\_\_\_

23. I confirm that I have read, understood, and intend to follow this plan.

Name: Xiaosong Li date: \_\_\_\_\_