

Michael Group Plan for In-person Research

Locations covered (list building and room numbers): CHB 412, 412A, 414, 414A, 418, 418A

Personnel

COVID Supervisor:

Name: Forrest Michael

Contact Info: 206-300-0938, fmichael@uw.edu

Lab Safety Officer (will cover COVID-19 Supervisor role in the PI's absence):

Name: Alex Dohoda

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Names of people conducting in-person research:

Janna Berman, Wei Pin Teh, Tianyi Zheng, Parker Maloney, Derek Obenschain, John Tabor, Alex Dohoda

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. All activities that may be conducted remotely must be conducted remotely.
4. Time spent in lab must be kept to the minimum practicable.
5. Eating in the chemistry buildings is to be avoided as much as possible.
6. Any issues, problems, or concerns with this plan should be brought to the COVID supervisor or the Lab Safety Officer.

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:
CHB 412: 3 people maximum occupancy, one in each bay (blue) and one at the glovebox (yellow).
CHB 418: 2 people maximum occupancy, one in each bay (blue).
CHB 412A and 418A: 2 people maximum occupancy, at desks on opposite sides of the space (red).
CHB 414: 2 people maximum occupancy
CHB 414A: 1 person maximum occupancy
Total occupancy of all spaces (CHB 412/412A/414/414A/418/418A) 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 bay (space with two hoods and two benches) (2 in 412 and 2 in 418, indicated in blue) 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 bay can sign up for time in that bay, with the exception of any unoccupied hoods, which may be used by any lab member if appropriately cleaned and disinfected before and after use. 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 Teams channel dedicated exclusively to coordinating work in the lab has been set up for group members. All members should use the Teams channel to announce their arrival and departure from lab for the day.

- Room 412 can only have 3 people working in it if one person is working at the glovebox or balance plus one at each bay. In order to maintain distancing, lab members must communicate verbally when moving near the glovebox or balance if someone is there.
 - Time in offices (412A/418A) should be kept to the minimum practicable.
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.
 - As specified above, each bay 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 located near peoples workplaces (balances, fridges, solvent system, rotovaps, pH meter, HPLC, GC) must be verbally announced to the person working near the equipment and used only once that person verbally acknowledged and approved the request.
 - The glovebox can be used by only one person at a time.
 - Moving through the passageways next to the glovebox must be coordinated with the people working in the glovebox.
 - 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 a designated person at a predetermined time twice a week. The pickup times will be on Monday and Thursday will be indicated on the group's Google calendar.
 - Virtual sign-up procedures have replaced all physical sign-up procedures for equipment.
 - Fabric-covered chairs cannot be disinfected and should not be shared.
 - All group meetings and any formerly in-person communication will take place online only.
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 shared OneDrive and in our lab safety manual. 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 shared OneDrive.
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.**
- Whenever possible, the training in common experimental techniques will be performed through video recordings and live video conferences.
 - A library of training videos available online (on sites like Youtube) for general laboratory techniques (vacuum traps, glovebox use, Schlenk line techniques, solvent system, etc) will be made available to incoming students.
 - If videos are not available online, senior students will record an instructional video. These will be recorded by the senior student alone, through desk-mounted video recording tools (like smartphones) or a head-held camera (GoPro) that will be treated as a group resource/instrument, available to everybody in the group through cloud storage (google drive). Alternatively, the incoming student will observe the demonstration in real time through a virtual meeting.
 - Training for lab instruments (glovebox, GC, biotage, Karl-Fisher titrator) will be done offline through pre-recorded training videos and/or live virtual meetings.
 - 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 standard safety PPE, including protective face masks.
 - Before performing new experiments independently, the new group members will discuss a detailed plan and a risk assessment with a senior student in a virtual meeting.
 - When doing experiments, there will always be a senior researcher present in the nearby lab or office space.
 - In case of emergency, the second researcher will approach wearing standard PPE equipment, including face mask (personal or provided by the department).

- Incoming students will not perform highly hazardous 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.
- Interpretation of the experimental results and troubleshooting will be performed online with help of senior students and/or the PI whenever possible.

Responding to Illness

1. Describe how the University of Washington requirements for symptom assessment and attestation will be fulfilled:
 - Before coming to the lab, every member of the group must review their personal health, and then login to Workday <https://isc.uw.edu/> and **attest that they are healthy**.
 - 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 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 provider 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**.
 - 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 and after using shared equipment (rotovaps, solvent stills, ovens, fridge/freezer) 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.
 - 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 glovebox, the user will clean the glovebox window and gloves with 70% ethanol or IPA solution.

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 will be posted 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.
2. Describe the lab policy for wearing a mask and other protective equipment:

- Wearing of a mask is discouraged while working with pyrophoric materials. In other situations, while in the lab, group members are strongly encouraged to wear a mask. Standard PPE required for work in the lab space (lab coat and glasses/goggles) is still mandatory.
- Wearing a mask is required while working in the glovebox.
- Before putting a mask on, taking it off, or adjusting it, take your 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 should be cleaned as often as practicable (at least once a day).
- 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 of in your personal trash box.
 - All shared equipment except the glovebox (solvent system, balances, rotovaps, fridges, ovens, pH meters, silica gel 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 the glovebox.

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 have been discussed and reviewed at the zoom group meeting on 5/25/20. 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 OneDrive and safety manual.

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

Visitors needing to borrow chemicals from the Michael lab will no longer be allowed to enter the lab space. Visitors must contact a Michael lab member and request the chemical. A lab member will find the chemical and coordinate a pickup time with the visitor.

Floor Plan:

