

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

Date last updated: 2/8/2021

Locations covered (list building and room numbers): Labs: BAG 393, 389, 20. Offices: BAG 385B, 383, 375, 371

COVID-19 Supervisor

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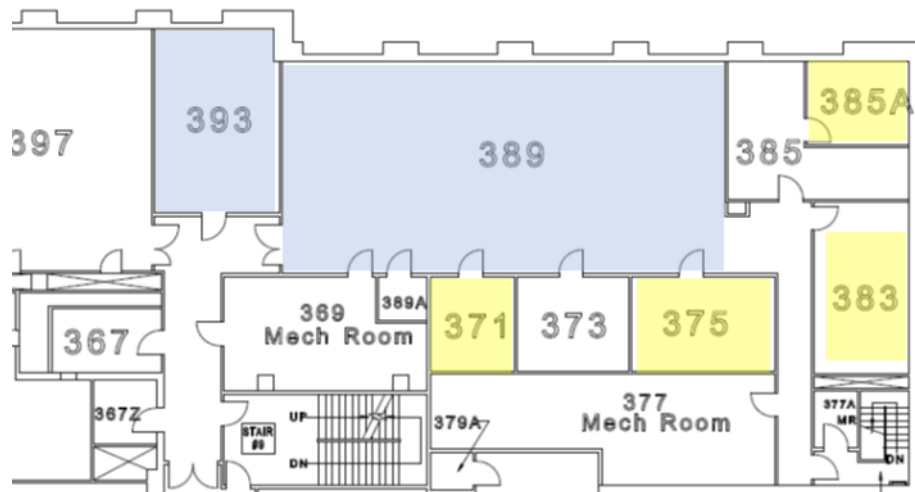
elderdl@uw.edu

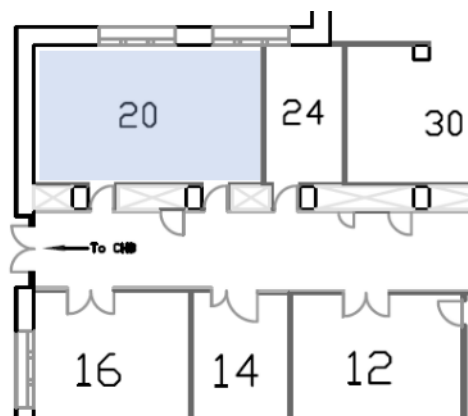
Names of people conducting in-person research: Delwin Elder, Huajun Xu, Scott Hammond, Lewis Johnson

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

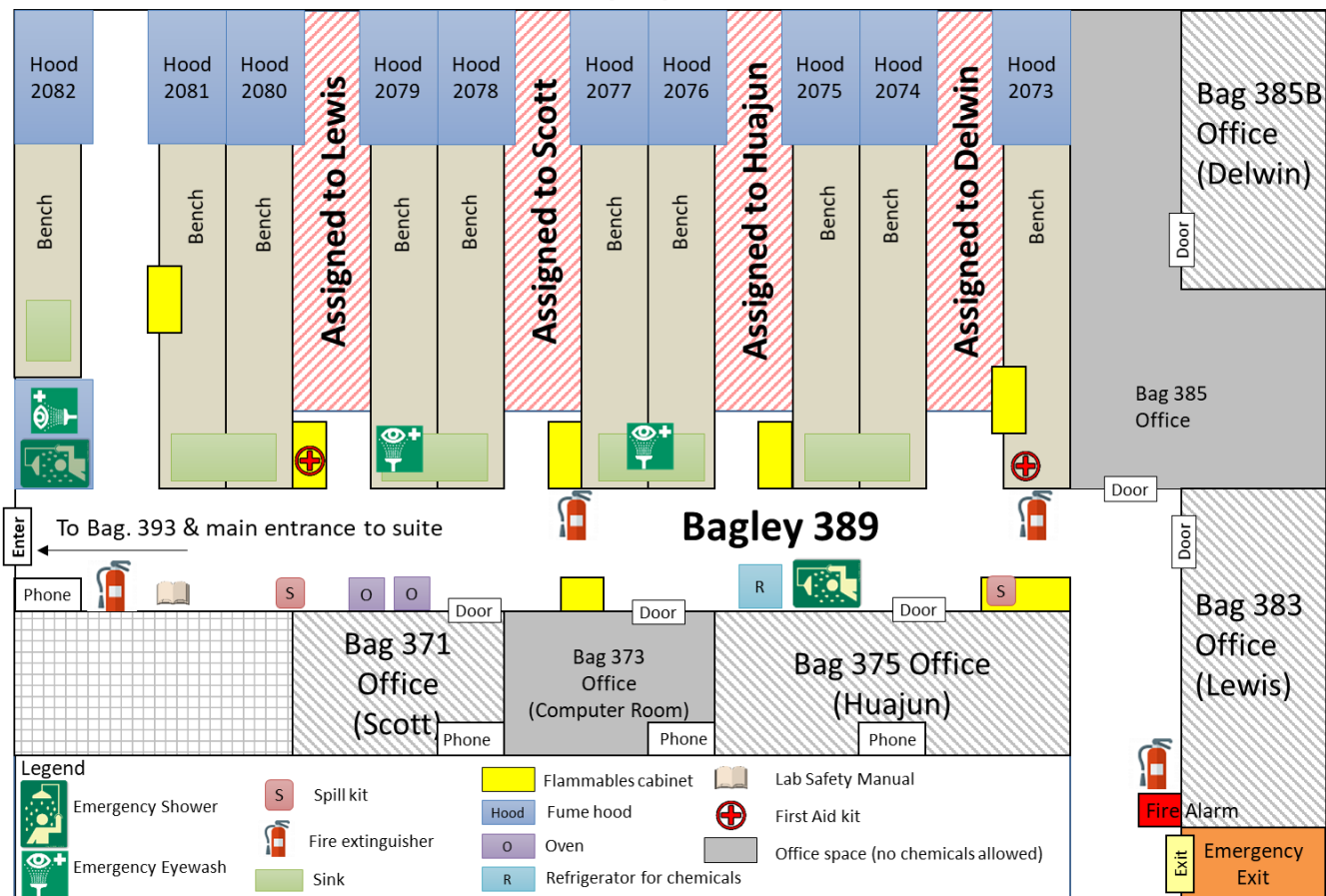
Social and Physical Distancing

1. Attach lab floor plan. Label all the room(s)/work area(s) and for each room/work area indicate the maximum occupancy:





Bagley 389



The Dalton Lab occupies Bagley 20, 389, and 393. Bagley 20 is an instrumentation lab, and the maximum occupancy will be 2 people. Bagley 393 is a device preparation and instrumentation lab, and the maximum occupancy will be 2 people. Bagley 389 is a synthesis lab. In Bag 389, there are 5 bays, and 1 bay will be assigned to each person, as shown in the map above, and the maximum occupancy will be 3 people. A sign will be posted on each lab door stating the maximum number of occupants. There will be a maximum of 4 people total from the group allowed in the building spread between these labs at any given time. Office space will not be shared, but assigned to a specific person according to the map above, and there will be a maximum of 1 person allowed in an office at a time.

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:

- A shared SharePoint calendar will be used to schedule group members and for which lab (<https://uwnetid.sharepoint.com/sites/eooptic/safety/Lists/CalendarC/calendar.aspx>). Before coming to work, every person

must log in and sign up on the calendar for their workspace. Lab space in the Bag 389 synthesis lab will not be shared; each person will be assigned a specific bay as designated on the map above. Each bay will be a single occupancy space.

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 times, the use of common shared items located near people's workplaces (chemical storage cabinets, balances, fridges, solvent system, rotovaps, sonicator, etc.) has to be verbally announced to the person working near the equipment and used only once that person has verbally acknowledged and approved the request.
 - To ensure that required 6 ft distance is maintained at all times, if you need to give something to someone, place it down, back away 6 feet, and allow them to come get it.
 - Moving through the passageways at the end of the bays must be coordinated with the people working nearby.
 - You must be able to hear anyone trying to get your attention, therefore, do not wear headphones/earbuds in both ears unless they have audio passthrough.
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:
 - In the device prep and instrument labs (Bag 393 and 20), gloves will be worn at all times
 - In Bag 389, personnel must wear gloves when working with multi-user instruments or equipment in the lab (e.g. balance, keyboard, solvent system, rotovap, etc.) and discard gloves before leaving the room.
 - Before leaving the room, a person shall take their gloves off and wash their hands.
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 in May-June and December 2020-February 2021. All group members are required to read and sign their agreement to adhere to the policy. Signs reminding group members to wash hands regularly, adherer to social distancing requirements, and what to do if they have COVID symptoms are posted in the lab.
- 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.**
 - No new personnel are permitted to join the group until further notice.
 - If a new person joins the group, a training policy will need to be approved, such as 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 group members will record an instructional video. These will be recorded by the senior group member alone, through desk-mounted video recording tools (like smartphones). The video will be posted on a share drive (like SharePoint) and made available to everybody in the group. Alternatively, the incoming student will observe the demonstration in real time through a virtual meeting.
 - Training for lab instruments (e.g. UV/vis, spin coater, blade coater, sputter coater, poling apparatus, ATR) 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 coverings.
 - Before performing new experiments independently, the new group members will discuss a detailed plan and a risk assessment with an experienced group member in a virtual meeting.
 - When doing experiments, there will always be another group member present in the nearby lab or office space. In case of emergency, the second researcher will approach wearing standard PPE equipment, including face covering.
 - Interpretation of the experimental results and troubleshooting will be performed online with help of experienced group members 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 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 (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 covidehc@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:
 - In Bag 389, at least twice per day, high touch surfaces (such as light switches, door handles, shared computer keyboards and mice, oven door handles, rotovaps, balances, etc.) will be wiped down with 70% aqueous alcohol solution or commercial (e.g. Clorox) disinfectant spray/wipes. This will be done by the COVID -19 Supervisor or a designee.
 - In Bag 393 and Bag 20 shared workspaces, gloves will be worn at all times. 70% alcohol solution or commercial (e.g. Clorox) disinfectant spray/wipes will be available for disinfecting.
 - Shared items in office spaces (e.g. refrigerator and microwave) and high touch areas will be wiped off with 70% aqueous alcohol solution or commercial (e.g. Clorox) disinfectant spray/wipes before and after each use.
 - Hand sanitizer and 70% aqueous alcohol solution will be available in all labs for disinfecting.

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.
 - Hand sanitizer is provided in every lab and personnel are encouraged to use it frequently.
 - Preparation of food in shared spaces should be minimized. Consumption of food should only be done in individual office space.
2. Describe the lab policy for wearing a face covering and other protective equipment:

- While in the lab, the group members are required to wear a face covering. The exception is that wearing of a face covering is discouraged while working with pyrophoric and flammable materials in the hood; while working with flammable materials in the fume hood at the end of the bay (~12 feet from other people in Bag 389) the face covering may be removed.
- PPE required for the work in group's lab space (lab coat and safety glasses) is mandatory.
- Before putting a face covering on, taking it off, or adjusting it, take the gloves off and wash your hands with soap and water.
- When taking a face covering off, do not touch the front of the face covering.
- Reusable cloth face coverings should be washed regularly.
- Policy on wearing gloves in the lab:
 - 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 the trash nearest to the work area.
 - All shared equipment (e.g. solvent system, balances, rotovaps, fridges, ovens, silica gel filling station, spin coater, etc.) should be used only while wearing gloves. Make sure the gloves are clean.
 - All shared chemicals and reagents should be handled with gloves.
 - Every time a person takes their gloves off, they should wash their hands.
 - The use of gloves is not allowed in office spaces 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 Zoom group meetings in May–June 2020 and December 2020–February 2021. 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.
 - Required COVID safety training for all UW personnel: “COVID-19 Safety Training: Back to the Workplace” (<https://www.ehs.washington.edu/training/covid-19-safety-training-back-workplace>)
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 the 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 visits and visitor's contact information will be entered into the online group Sharepoint calendar in advance or entered into the Visitor Log on the room door. A sign informing visitors of the social distancing requirements are posted at the lab entrance.
 - UW visitors must attest that they do not have COVID-19 symptoms before coming to the lab. Non-UW visitors will also have to attest by University approved methods 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 Chemistry Department shared facilities and shared spaces are posted here: <https://chem.washington.edu/guidelines-conducting-research-during-safe-start> This will be discussed at our group meeting to review this policy. By signing this document, each lab member confirms that they have read and fully agree to the room-specific Chemistry Department policies and will follow them.
4. Describe any other COVID-19 related policies implemented in your group:
 - N/A

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

Name: _____ date: _____

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

Name: _____ date: _____

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