

# Plan for In-person Research

**Locations covered (list building and room numbers):** BAG336B

## COVID-19 Supervisor

**Name:** \_Tomi Sasaki\_

**Contact Info:** [REDACTED]\_\_\_\_\_

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

**Name:** \_N/A\_

**Contact Info:** N/A

Names of people conducting in-person research:

Tomi Sasaki

## 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:  
Lab floor plan is attached. CHB336B is a 2 people per Lab, and the room has two fume hoods at the northeast corner and southeast corner.
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 hood is designated as a single occupancy workspace. Before coming to work, every person must log in and sign up for the hood every day.
3. Describe specific rules and policies that will be implemented in your group to ensure social and physical distancing measures:
  - 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.
  - 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 keyboard and mouse with the HPLC computer will be covered with a saran wrap. The saran wrap will be replaced every time when the user changes.
  - Each member of the lab has a dedicated rotovap.
  - Fabric covered chairs cannot be disinfected and should not be shared.
6. Describe how policies and measures have been communicated to group members (signage posted, e-mails, group meetings, etc):

## 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:
  - 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?

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 contact **EH&S Employee Health Center at 206-685-1026 or [emphlth@uw.edu](mailto:emphlth@uw.edu).**

## 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.

## 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.
  - Food consumption should be kept to the minimum 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.
  - 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 (balances, rotovaps, fridges, ovens, pH meters, HPLC) 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. General Statement about safety:

Personal safety is the highest priority in the Sasaki group, and all in-person research must be completely voluntary.

### 2. 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. All group members are provided with a digital copy of the policy and a digitally signed copy of the policy is available online. All group members are required to certify that they have read, understood, and intend to comply with both Sasaki lab policy and the departmental policy, and that the certification is recorded with other safety documentation (i.e. in Sasaki lab safety manual saved in the group computer), and a copy of the certification is filed with the department.

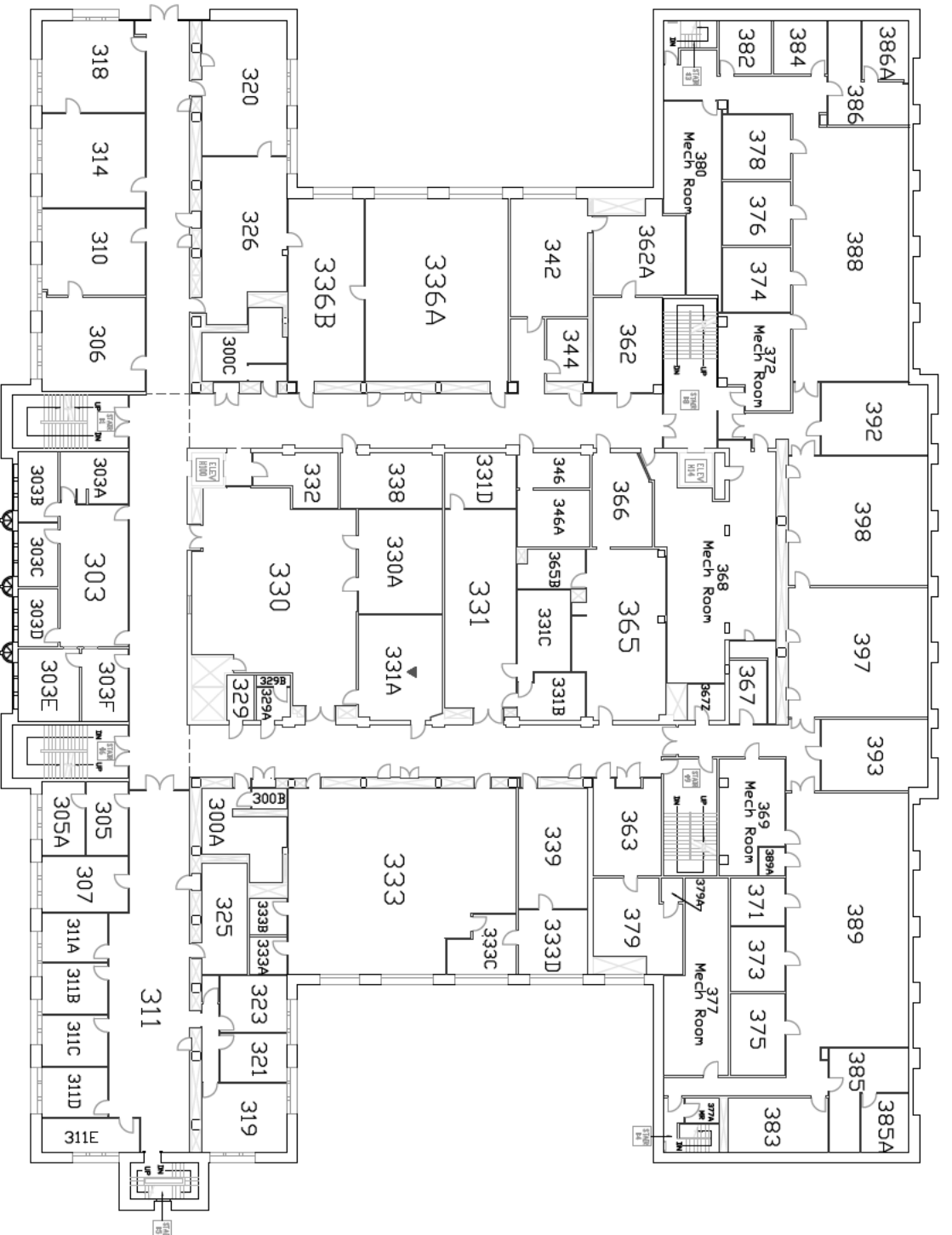
### 3. Describe the plan for visitors. The plan should address symptom monitoring, attestation, and visitor log maintenance for all the visitors. (Visitors are defined as those who do not normally use these spaces, including both UW and non-UW personnel):

All visitors must contact a Sasaki group member, 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 the lab. Prior to the visit visitor will receive and acknowledge the receipt of this policy. Time for all visits and visitor's contact information will be maintained in the Sasaki lab computer. A paper visitor log and the Sasaki lab visitor policy are posted at the entrance to BAG336B for an unexpected visitor. Non-UW visitors are required to attest that they have no COVID symptoms before their visit to the Sasaki lab.

### 4. 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 acknowledge the receipt of the copy by e-mail.

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



▲ = CLASSROOM

# BAGLEY HALL THIRD FLOOR PLAN



