Plan for In-person Research - Schlenker Lab

Locations covered (list building and room numbers): BAG 397, CHB G022, BAG 463, BAG 470

COVID-19 Supervisor

Name: Cody W. Schlenker **Contact Info:** schlenk@uw.edu, 503-929-1231

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

Name: Sarah Pristash **Contact Info:** srp137@uw.edu, 607-591-6315

Names of people conducting in-person research:

[redacted]

Personal safety is the highest priority. All in-person research (including trainings) will be completely voluntary.

By signing below, I, _____ (Print Name), certify that I have read, understood, and intend to comply with both the lab and departmental COVID-19 "Safe Start" policies. This certification will be recorded in the Schlenker Group laboratory safety manual, an electronic copy will be maintained on the group's shared Google drive and laboratory computer, and a copy is to be filed with the department.

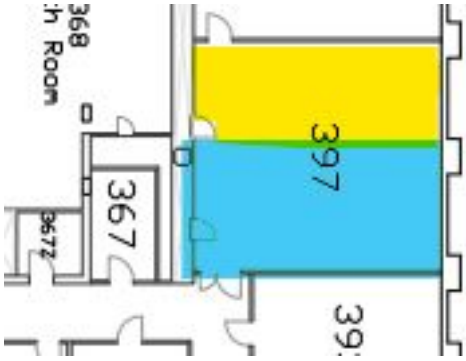
Signature:_____.

Date:_____.

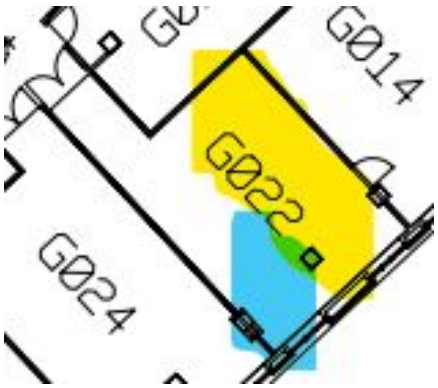
Social and Physical Distancing

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

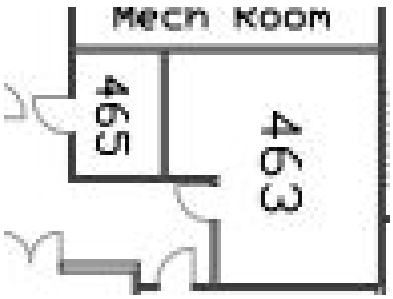
Bagley 397: Bagley 397 is a wet lab. It will be divided into two areas and each area will have a maximum occupancy of one.

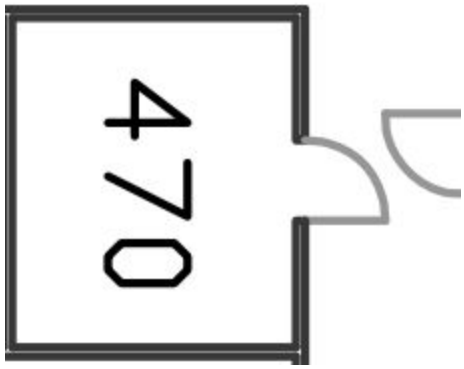


CHB G022: CHB G022 is a spectroscopy lab. It will be divided into two sections and each section will have a maximum occupancy of 1, although section 2 (blue) should be used infrequently.



Bagley 463 and 470 are offices and will be minimally occupied. A maximum of 1 person per office is allowed for safety checks on those in the lab spaces, otherwise office work must be done at home.





2. Describe a lab usage scheduling plan that will minimize the number of people in the lab at any given time

All lab work that can be done remotely must be done remotely. This includes data analysis, computations, writing, and reading of literature.

No lab member can be compelled to do in-person research. **All lab personnel have the right to opt out of in-person research.**

For designated in-person research:

Each work area will only be available to a lab member once they have reserved that work area.

Lab members may access other work areas on a temporary basis to fetch equipment and supplies (i.e., the lab member will access the space for <10 minutes and will not perform research during that time). Lab members intending to access a work area on a temporary basis must (1) not exceed the personnel limits for that work

area as described above, (2) coordinate their plans with anyone who has reserved the work area, and (3) maintain a distance of at least 6 feet from other lab members. Reservations will be managed using a Google Calendar that all lab members who perform in-person research are required to subscribe to and monitor on days they will be on campus. To facilitate the communication and coordination of in-person activities, a dedicated “In-Person Research” channel has been created for the Schlenker Lab on Slack.

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

   Develop a personal transportation plan that minimizes proximity to other people. Consider cycling, walking or driving instead of public transportation. Wear a face mask or cloth face covering if during transit you may come within 6 feet of another person.

   On arrival:

   - Lab members working in person must announce their arrival on the “In-Person Research” channel on Slack.
   - Workspaces must be disinfected as indicated in the Cleaning and Disinfecting Your Workplace section.

   While on campus:

   - Lab members must stay at least 6 feet apart from each other.
   - Lab members must remain logged into Slack. Lab members must update their location on the “In-Person Research” channel on Slack.
   - Before entering a room, you must verbally announce your entry. Wait for any occupants to respond to you. If the room is already at capacity, you must wait until someone else leaves before you enter the room. Coordinate with the people inside.
   - Do not wear headphones/earbuds in both ears while in the lab. You must be able to hear anyone trying to get your attention.
   - Lab time must be minimized to only what is necessary for experiments. Data analysis and other remote activities must be done remotely.

   When leaving campus:

   - Lab members must announce their departure from campus on the “In-Person Research” channel on Slack.

To minimize the interaction with spaces and people outside of the lab, all items from the stockroom will be picked up by designated lab members. The lab members assigned to this are listed on the “Tasks” table at the end of this document. This includes gas tank pick up for the glovebox. The pickup times will be announced on the “In-Person Research” channel on Slack.

Coordinate with stockroom employees about mailed items - call and see if packages can be left in the hallway to minimize interaction.

4. Describe the tasks and activities that can be safely performed in the lab:
   - Under this policy, only **single-person use** of the glovebox, spectroscopy table, and fume hoods are allowed. Measurements and reactions must be planned accordingly.
5. Describe the changes to the workspace(s) that have been made to ensure social and physical distancing and hygiene requirements:
   - Liquid hand soap has been added to all the sinks in all workspaces.
   - A stock of 70% EtOH or 10% bleach will be available under the fume hood for disinfecting lab spaces. For office spaces, use Lysol/Clorox wipes.
6. Describe how policies and measures have been communicated to group members (signage posted, e-mails, group meetings, etc):

Policies and measures have been discussed:

- At a virtual group meeting.
- Via the SchlenkerLab listserv.
- Via distribution of this document.
- Signs posted on the entrance to each work area designated above.

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, training will be provided through video recordings or live video conferences.
        - A GoPro camera has been purchased for this purpose. Trained lab members may use the camera to film relevant experiments. Videos will be provided on the lab Google Drive in the GoPro Trainings subfolder of the Manuals/Safety/SOPs folder.
        - Since trained users will be sharing the GoPro camera, appropriate disinfection procedures must be followed. This should include wiping down the camera before and after using and having a protective layer (such as an article of clothing) between any straps and the user at all times.
        - Senior graduate students will come up with a library of pre-existing general laboratory techniques training videos that can be used as well.
    - Initial lab safety walk-throughs will be conducted through live video conferences.
    - Training for lab instruments (glovebox, lock-in spectroscopy, potentiostat, Maccor) 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 and the Office of Research: 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 office or conference room 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, data workup, 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:

Perform a self-check of wellness: Bring awareness to your body and assess if any symptoms of COVID-19 infection are present. If you are experiencing symptoms then (i) remain at home and do not go to campus, even if the symptoms are mild, (ii) notify the PI, and (iii) contact your healthcare provider.

DO NOT come to lab if you are feeling any potential symptoms of COVID-19, including:

- 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

Each day that you plan to access in-person resources of the lab, you must complete the COVID-19 Symptom Attestation on Workday (https://isc.uw.edu/) prior to coming to campus. You do not need to complete the attestation if you are teleworking. Employees currently teleworking must continue to do so unless otherwise notified by their supervisor.

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 you are sick with *any* potential illness, you *must* stay home.

If you have developed symptoms, contact your healthcare provider and ask if you should be tested for COVID-19. To protect the health of others, do NOT visit a doctor's office, urgent care clinic or other health facility unless you've talked with them in advance about possibly having COVID-19.

If you have been in proximity to someone with COVID-19, then stay home and follow the instructions of your healthcare provider.

If you have tested positive for COVID-19, or your healthcare provider suspects it is the cause of your illness, then immediately notify the EH&S Employee Health Center at emphlth@uw.edu or 206-685-1026. Note that:

- The identity of individuals who have or may have COVID-19 is handled as protected information.
- EH&S will provide guidance on communicating to staff (as appropriate).
- EH&S will notify individuals who had close contact with the ill person up to 48 hours prior to the development of symptoms.
- EH&S will provide close contacts with public health recommendations that may include staying home and monitoring their health for 14 days.
- EH&S will evaluate the locations where the person spent time on campus for enhanced cleaning and disinfection.
- EH&S COVID-19 Enhanced Cleaning and Disinfection Protocols may be performed.

If you have had known contact with someone who has tested positive for COVID-19, you must stay home and self-isolate for 14 days, regardless of whether you have symptoms. Even if you receive a negative test result, the full 14 day quarantine period is required. For the purposes of our group, treat air travel as if there has been a known contact.

Paul Miller can be contacted at paulmil@uw.edu or (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:

To reduce any risk of exposure, every individual who uses the lab space will be required to disinfect surfaces both before and after use.

- Wash hands thoroughly for at least 20 seconds using soap.
- Immediately put on gloves. Use gloves for the entire time you are in this workspace, replacing gloves as needed.
- Disinfect all surfaces you intend to use or might use.*
- Wear proper PPE during all work.
- Once work is complete, or if you are leaving for any extended period of time, disinfect all surfaces used, including handles/door knobs.*
- Properly dispose of gloves to avoid contamination on skin.
- Wash hands thoroughly for at least 20 seconds using soap.
- **Clean all glassware immediately.** The sink must be kept clear for handwashing.
- Glove box sanitation:

    - The glovebox window must be covered with a plastic film that is removed after each use
    - Glovebox gloves must be wiped down with disinfectant after each use
    - **ALWAYS** have nitrile gloves on underneath the glovebox gloves
- *For lab spaces, use 70% EtOH or 10% bleach. For office spaces, use Lysol/Clorox wipes.
- When exiting BAG 397, lab coats must be returned to their dedicated individual garment bags before storing them on the coat rack outside the lab to minimize cross contamination between individual lab coats.

Once COVID-19 has started to wind down, we will likely switch to having this be a daily assigned group task, as opposed to being performed by every individual using the lab space.

Encouraging Good Hygiene

1. Describe measures in your group that will promote and enable uniformly good hygiene practices:

Practice good general hygiene, including frequent handwashing, washing cloth masks in hot water after each use, and wear freshly laundered clothing.

Immediately upon entering Bagley Hall and entering any room with a sink, wash your hands. Wash your hands thoroughly after touching door handles, light switches, or other high-touch surfaces (phones, white boards, etc.).

Please keep the areas around the sinks clear so that they are easily accessible for hand washing!

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

The CDC recommends, at a minimum, a cloth face covering or a personal mask if there is a potential to (even temporarily) come within 6 feet of another person. A cloth mask is required in all shared spaces in Bagley Hall or CHB (hallways, bathrooms, etc.) and in all work areas when more than one lab member is in the room.

Before putting a mask on, taking it off, or adjusting it, take the gloves off and wash your hands with soap and water.

Normal PPE rules still apply. Do not touch door handles with a gloved hand. You risk contaminating the door handle with chemicals/biohazards and your glove will be contaminated with germs from the door handle.

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 lab members included in the “Names of people conducting in-person research” list will be required to attend a lab-specific training on our plan for in-person research. All lab members will receive an electronic copy of this plan prior to the meeting. Lab members will be requested to attest that they attended the training and read the plan prior to resuming in-person research. Researchers will be required to certify that they have read, understood, and intend to comply with both this lab policy and the departmental policy and that the certification will be recorded with your other safety documentation, and a 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):

For necessary visitors such as EH&S personnel conducting inspections or picking up waste, there will be a visitor’s log to document all visitor information. The visitor’s log will also include an attestation that visitors have experienced no COVID symptoms. This log will be posted on the door of the work areas, along with a notice of these policies. Any scheduled visits such as inspections must be scheduled so that the maximum population density of the lab is not exceeded.

At this time, no other outside visitors are allowed in any of the work areas. Any updates to this policy will be communicated via Slack.

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 acknowledge the receipt of the guidelines by e-mail.

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

Where minimal experimental hazard allows, lab training will occur over video chat to minimize personal interaction. We will plan to record videos of more standard experiments that can be used as training tools.

At the end of every day:

- Hotplates off
- Sashes on hoods are closed
- Gas/air lines off
- Turn off lights
- Take home any textbooks, LAPTOPS, valuables, chargers, food, etc. in case any additional closures/issues occur
- No long term storage of food in BAG 463 in case any additional closures/issues occur

Ongoing:

- Clean out glassware immediately (don't leave them in the sink)
- Take photos of lab notebook pages

Task	Frequency	Volunteer(s)	Contingency Plans
Gas cylinders	As needed	Sarah	
Checking/Restocking supplies	1x / week	(2)	If an item is **urgently** needed and the designated volunteers are not available, it may be picked up. However, careful planning must be implemented to minimize this need.
Waste collection	As needed	Liam	Contact Liam if a lab waste stream is going to need to be emptied soon.
Glove box maintenance	As needed	Sarah/Emma	Contact Sarah if any alerts or unusual levels happen with glovebox