

# Plan for In-person Research – Spiro Group

Locations covered: **BAG 205**

## COVID-19 Supervisor

**Name:** Prof. Thomas Spiro

**Contact Info:** 206-402-2721

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

**Name:** Alexandra Soldatova

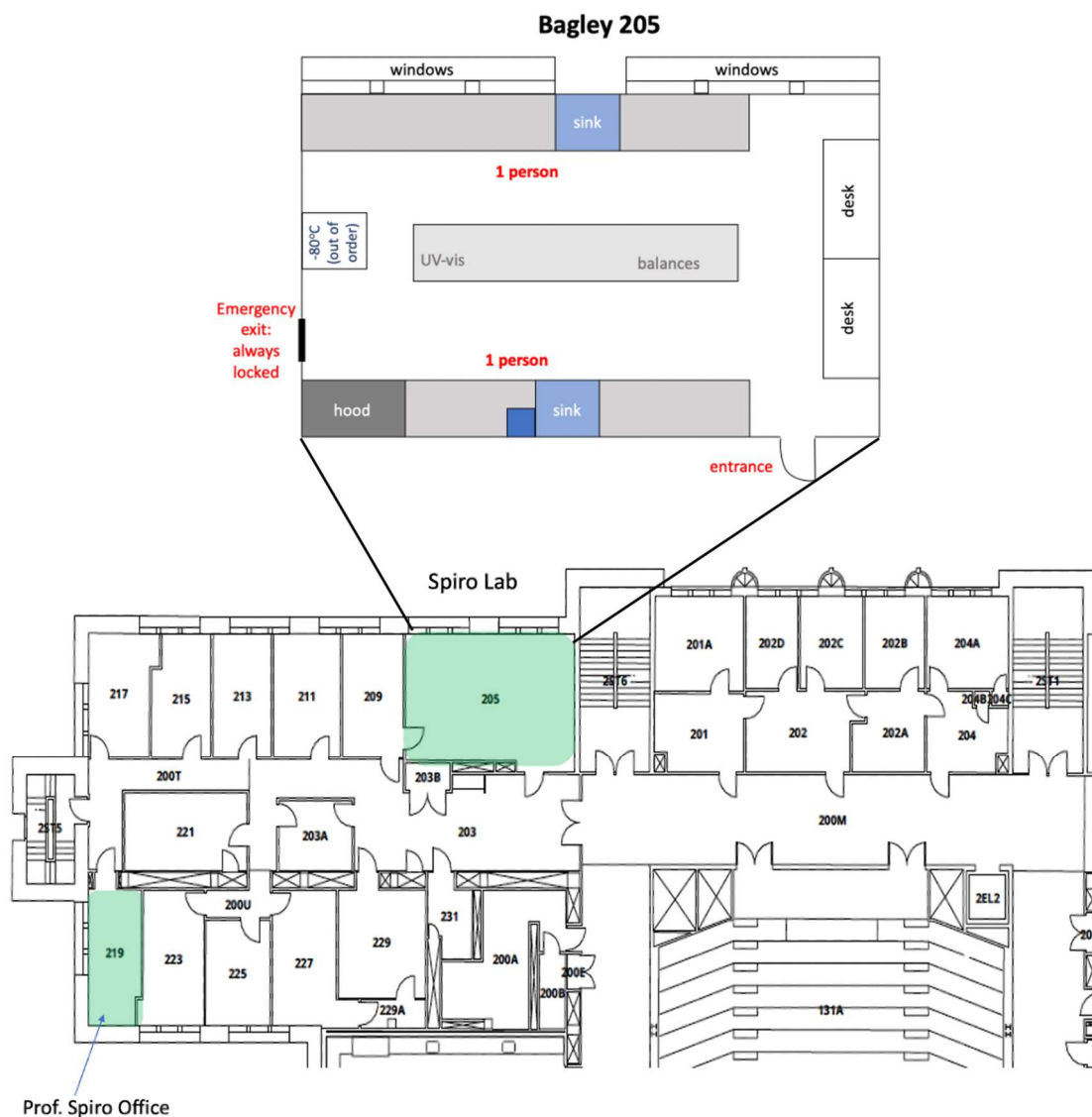
**Contact Info:** alexans@uw.edu

Names of people conducting in-person research:

Alexandra Soldatova

## 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:



Spiro lab occupies room BAG 205 (lab space). The BAG 205 room has three bays. One bay, along the wall, contains a hood and a sink, while a bay along the windows has one sink only. There is another bay in the middle that is used for instruments/balances. Currently, Spiro Lab has only one group member, so lab sharing is not expected. However, the maximum capacity under COVID-19 related restrictions is 2 people, 1 for each bench with a sink.

Prof. Spiro Office is BAG 219, while the lab member shares the office space with Zalatan Lab in BAG 425. The lab member should only be in the Chemistry building to perform experimental work, and the BAG 425 office space will not be used, as data analysis and manuscript preparation work will be done off-campus. During on-site research work, personal items will be stored in the lab space.

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:

Since the Spiro lab member does not have to share the lab with other researchers, the lab usage scheduling plan was not developed. If another researcher will join the lab, we will establish an appropriate reservation system for lab and equipment usage, and update this document accordingly.

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

-All researchers will adhere to the Chemistry Department's Safety Plan for common areas in the building and shared instrumentation facilities.

<https://depts.washington.edu/chem/admin/COVIDGuidelines.htm>

-In the lab space, as specified above, every bay (space with one sink) is designated as a single occupancy space. We do not envision a situation where there would be the need to share the lab and the instruments there with other researchers. However, when Spiro lab members will need to use shared departmental facilities, or facilities in other labs, they will follow specific safety plans developed for those spaces, communicated beforehand. In many cases, to ensure that required 6 ft distance is maintained at all time, the use of common shared equipment located in other workplaces (for example, fridges) has to be verbally announced to the person working near the equipment and used only once that person verbally acknowledged and approved the request. Not only the usage of equipment, but also moving through the passageways in other labs must be coordinated with the people working there.

-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, such as planning experiments, analyzing data, writing lab notebook notes, and preparing manuscripts will 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 at predetermined times twice a week, on Monday and Thursday.

-Fabric covered chairs cannot be disinfected and should not be shared.

-The use of the office space in BAG 425 is strongly discouraged.

6. Describe how policies and measures have been communicated to group members (signage posted, e-mails, group meetings, etc):

The group member formulated the policy. The policy was approved by Prof. Spiro. Signs reminding group members to wash hands regularly and adhere to social distancing requirements 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.

-Whenever possible, the training in common experimental techniques will be performed through video recordings, using a library of training videos available online for general laboratory techniques. If videos are not available online, the visitor will observe the demonstration in real time through a virtual meeting.

-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 during a virtual group-meeting.
- When doing experiments, there will always be a senior researcher present in the lab space.
- In case of emergency, the second researcher will approach wearing standard PPE equipment, including face mask
- Interpretation of the experimental results and troubleshooting will be performed online.

## Responding to Illness

### 1. Describe how the University of Washington requirements for symptom assessment and attestation will be fulfilled:

Every time, 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:

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 [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 bench, hood sash, and desk using 70% ethanol or isopropanol (IPA) solution. Let alcohol-based disinfectants stay glistening wet on the surface or air dry for 5 min, then wipe dry with paper towel. For keyboards, first moisten a chemwipe or paper towel with the alcohol solution then wipes across the keyboard and mouse. Always use gloves when disinfecting surfaces and be sure that the space is well ventilated.

-Before touching the handle from the inside, make sure you disinfect it using 70% ethanol or IPA solution. In general, increase the frequency of cleaning and disinfecting, focusing on high-touch surfaces, such as buttons, handrails, tables, faucets, doorknobs, shared equipment, and shared keyboards.

## 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 for at least 20 seconds. 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.

- Lab member is strongly encouraged to carry a hand sanitizer bottle for personal use while at work.
- Consumption of food in the department should be avoided.

## 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, fridges, ovens, pH meters, 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 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

**Personal safety is the highest priority, and all in-person research must be completely voluntary.** Be present in the lab only as long as necessary for conducting experimental work. Analyze data remotely and minimize time on campus. Assume that everyone (including yourself) might be an asymptomatic carrier. Use appropriate precautions as transmission may still occur with people displaying no symptoms. This includes frequent hand washing and using a mask that covers the nose and mouth when in an enclosed space.

-Before any researcher is allowed to perform any in-person research they must complete the EHS COVID training, must be trained on both the departmental AND individual lab plans (with documentation of that training on file with the department), and must complete a Workday attestation each day before arriving on site.

## 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. Any changes required by the department will be reviewed during online meetings. 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.

## 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 lab member to organize a handoff of chemicals, solvents, or small instruments, or to schedule a visit in case they need to use an instrument located in our lab. All visitors are required to email Prof. Spiro (spiro@uw.edu) in advance using the subject header "REQUESTING A VISIT TO THE SPIRO GROUP". Visitors will be informed of policies for occupancy, disinfection, cleaning, and PPE usage. Visitors will be required to attest that they have no symptoms before receiving permission to visit. Time for all visit and visitor's contact information will be saved in the visitor log posted at the entrance an online log (Form A). A sign informing visitors of the social distancing requirements are posted at the lab entrance.

-Visitors that are requested by us (i.e. EHS waste pickup workers) will be informed of the lab policies as above. Such visits will also be logged in the visitor log.

-Visitors MUST be kept to a minimum. All visitors must sign and date the Department of Chemistry Visitor COVID-19 Symptom Attestation for Working On-Site:

<https://depts.washington.edu/chem/admin/documents/UWChem-COVID-visitor-attestation.pdf>

-In addition to the above policies that apply to UW visitors, the non-UW visitors will also have to attest via e-mail 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 departmental shared facilities and shared spaces are provided on the departmental website:

<https://chem.washington.edu/guidelines-conducting-research-during-safe-start>

The link will be shared with group members and lab visitors. Before returning to work, each lab member or visitor must confirm that they have read and fully agree to these policies and will follow them.

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

n/a

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

Name: Alexandra Soldatova

date: 10/05/2020

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

Name: Prof. Thomas Spiro

date: 10/05/2020

## Spiro Lab Visitor Tracking Log:

Visitors are defined as those who do not normally use the spaces, including both UW and non-UW personnel.

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