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## Social and Physical Distancing

### 1. Lab floor plans

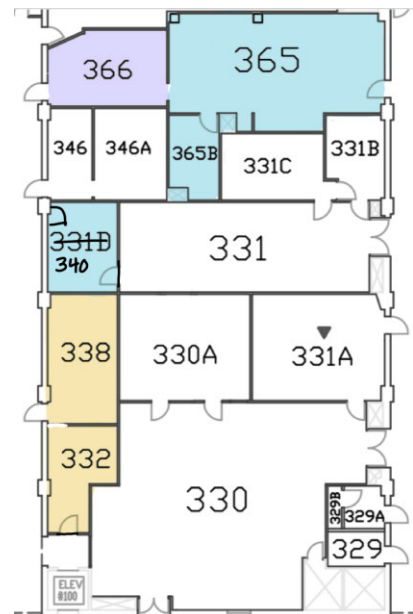
#### 2<sup>nd</sup> Floor office

225 (office) - 2 person  
(maintaining social distancing at all times)



#### 3rd Floor Cell Culture Rooms:

332 (Microscope and supplies) - 1 person  
 338 (Mammalian cell culture) - 1 person (up to 2 person for training purpose, maintaining social distancing at all times)  
 340 (Microbial culture) - 1 person  
 366 (Fabrication room) - 1 person  
 365, 365B (Mammalian/blood;) – 4 people for 365 & 365B, with a max of 1 person in 365B [therefore there could be EITHER 4 people in 365 OR 3 people in 365 and 1 person in 365B]



#### 3rd Floor Wet Lab and Office:

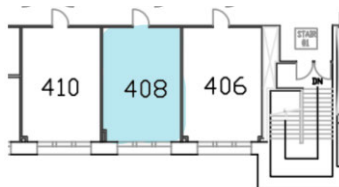
318 (Office space) - 4 people  
(maintain at least 6 feet of social distancing at all times by utilizing the corners of BAG 318)

320 (Wet lab) - 2 people



#### 4th Floor Office:

408 (Office space) - 2 people



**The max occupancies listed above allow for more than 6 ft of distance between people. For all spaces, regardless of the maximum number of people allowed, 6 ft of distance must be maintained at all times. If you are unable to maintain 6 ft of distance while entering the room (for example if someone is near the door), you may not enter and must wait until you are able to maintain 6 ft of distance.**

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:

Researchers are required to reserve lab space using Google Calendars assigned for each workspace. Lab members may access other work areas that they have not reserved to fetch necessary supplies (i.e., from 332), but must maintain social distancing if they do so and wear a mask. To mitigate the need to access 332, each individual lab space will be stocked with supplies appropriate for that area; this will be performed as a weekly task by a lab member.

Biosafety hoods (both 4ft and 6ft), as well as fume hoods, must only be used by one lab member at a time to maintain social distancing. If a room has multiple biosafety hoods (i.e., 365), rather than reserving a room on the Google Calendar, lab members must specify the hood they intend to use in order to avoid overlap.

Office space can be accessed for breaks; however, for computer work, lab members are encouraged to use the remote desktop system that was set up for remote work during the Stay-at-Home order; any work that can be done at home must be done at home. Lab members must not spend any extended time in office spaces; lunches and breaks must be taken outside/offsite if possible. Any food consumption within office spaces must be kept to the minimum possible.

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

Lab members are required to monitor the Google Calendar sign ups whenever they are entering any lab spaces. If they are entering a room where another member is currently working, they must verbally announce their presence to that other person so they are aware.

Lab members must remain 6ft apart from each other at all times. The above maximum number of occupants per room has taken into account pathways and equipment access in order to mitigate interactions. If you are sharing a space with another lab member, you must use a mask (disposable masks safe for use around chemicals and biohazards will be provided by our lab).

Lab members must be able to hear others at any time; as such, do not wear headphones/earbuds in both ears while in the lab.

4. Describe the tasks and activities that can be safely performed in the lab:

All research tasks where people can maintain 6 ft social distancing can be performed safely following these policies: Examples include: Cell culture experiments for both mammalian and microbial cells may be performed. Experiments requiring small amounts of solvents (less than 500 mL) may be performed in a fume hood. Use of 3D printers and other fabrication methods may be performed. Microfluidic experiments to characterize fluid flow in channels and development of new bioanalytical methods may be performed. Essential tasks to ensure these various types of experiments can run, including monitoring of gas cylinders, stocking of supplies, and replenishing liquid nitrogen dewars, are all able to be performed.

5. Any tasks that require people to be within 6 feet of each other (for example if an apparatus requires more than 2 hands to hold up) cannot be performed. Describe the changes to the workspace(s) that have been made to ensure social and physical distancing and hygiene requirements:

1 6ft biosafety hood (BSC) has been moved from 365 to 365B to allow one person to use that space.

1 4ft BSC and 1 6ft BSC have been moved from 338 to 365 to allow for simultaneous use while maintaining 6ft of social distancing, leaving 1 6ft BSC in 338 to allow one person to use that room.

Excess supplies will be added to each workspace so that members will rarely need to access the 332 stock supplies. This restocking of individual rooms will be a lab task for one member.

Cleaning wipes will be placed in each room to allow ease of disinfecting surfaces, including the office spaces (318, 408).

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

We have discussed these policies during group meetings, the "Lab Management" channel on Teams, distribution of this document, and in a specific meeting to train all lab members on the new policies.

Additionally, we will post lab-specific guidelines in lab spaces to ensure that policies can be easily followed.

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.

As stated at the beginning of this covid-19 work plan, all in person work is optional; if any group member does not feel comfortable doing in person work, please discuss with the PI, and we will come up with alternative arrangements - this includes everything including training new lab members. Also, new lab members (like all group members) are not required to do in person work. For new trainees, the PI will work with the trainee to identify new equipment and procedures the trainee will need to be trained on. The PI will work with superusers and equipment trainers to determine if they feel comfortable providing the training, and the PI will come up with alternative arrangements as needed. General training procedure:

- 1) The trainee will meet with the super user of the equipment or trainer for a given procedure over Zoom for an initial training/discussion on how to use the equipment and where to find resources (including our lab's handbook, SOPs, and existing videos/instructions from the equipment manufacturer) then
- 2) Continue any needed in person training/demonstrations per our lab's COVID plan (including maintaining 6 feet social distancing and wearing masks). Any questions that arise for specific trainings will be discussed with the PI (Ashleigh Theberge).

## Responding to Illness

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

As a part of the University's ongoing efforts to reduce the spread of COVID-19, starting this week, all UW employees who come to a UW campus for work — whether for a full day or just to pick up work-related materials — **must complete a new, daily Working On-Site COVID-19 Symptom Attestation**. Any UW employee reporting to work on-site will be required to complete the attestation at the start of their work day to confirm they do not have COVID-19 related symptoms.

You can find the Working On-Site COVID-19 Symptom Attestation on the Welcome page when you log in to [Workday](#). Please review the [COVID-19 symptom attestation policy for academic personnel](#) and the [COVID-19 employee symptom attestation for staff, student workers and others who work on-site at UW](#) (contingent workers, stipend, etc.).

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.

As a reminder, Washington State regulations and **University policy require sick employees stay home and that employees who become ill or symptomatic while on-site go home**. If you are concerned you have COVID-19 or have tested positive for COVID-19, you need to contact your appropriate [Employee Health Center](#) for contact tracing, and, if necessary, connection to testing and employee support. Employee Health Centers adhere to all appropriate patient and student privacy protocols.

**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 pain** that you cannot attribute to another health condition or that may have been caused by a specific activity, such as physical exercise?
- New **gastrointestinal** symptoms, such as nausea, vomiting or diarrhea that you cannot attribute to another health condition?
- New **respiratory symptoms**, such as a runny nose, that you cannot attribute to another health condition?
- New **chills** that you cannot attribute to another health condition?
- New **loss of taste or smell** that you cannot attribute to another health condition?
- A New **headache** that you cannot attribute to another health condition or emotional reason?

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](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).

If you have previously come to the lab and are now feeling that you have symptoms, you must follow the instructions on the daily attestation. Currently, those instructions are outlined under “What do I do if I feel sick” on <https://www.washington.edu/coronavirus/#health>. This will 1) allow you to be tested for the virus and 2) set contact tracing in motion so that your lab mates are informed and kept protected.

If (1) your health-care provider has confirmed or suspects that you have COVID-19 and (2) have been in the lab, you must notify EH&S Employee Health Center ([covidehc@uw.edu](mailto:covidehc@uw.edu) or 206-685-1026) immediately so that they can begin deep disinfection of any areas you worked in and notify anyone who may have come in contact with you or with those areas. You may choose to also inform the PI 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:

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

1. Wash hands thoroughly for at least 20 seconds using soap.
2. Immediately put on gloves. **Use gloves for the entire time you are in this workspace**, replacing gloves as needed.
3. Disinfect all surfaces you intend to use or might use.\*
4. Wear proper PPE during all work.
5. Once work is complete, or if you are leaving for any extended period of time, disinfect all surfaces used, including handles/door knobs.\*
6. Properly dispose of gloves to avoid contamination on skin.
7. Wash hands thoroughly for at least 20 seconds using soap.

\*For lab spaces, use 70% EtOH or 10% bleach. For office spaces, use Lysol/Clorox wipes.

(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.)

In addition to each individual cleaning the surfaces they used, 1 lab member will be in charge of cleaning highly touched surfaces each week (including door handles, biosafety hood glasses, chairs, etc.)

For BSCs, we will be maintaining the procedures that we have been using (i.e., wiping surfaces with 70% EtOH for mammalian culture; 10% bleach when necessary for microbial work).

**While we are enacting new disinfecting protocols, these are in addition to all previous/current protocols, not in lieu of. Specifically, all protocols that require additional steps, such as procedures related to blood borne pathogens, must still be performed.**

## 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.

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 the BAG (hallways, bathrooms, etc.) and in all work areas when more than one lab member is in the room.

**Cloth masks may not be used around hazardous chemicals or biohazards;** as such, the lab will be providing disposable masks for these instances.

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, that they have read, understood, and intend to comply with both our lab policy and the departmental policy. This attestation will be documented with an email to the PI and documented in a Google Doc. The results of this Google Doc will be recorded with our other lab safety documents, and a copy will be forwarded to 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):

At this time, no visitors are allowed within any of the work areas. Any revision of this policy will be communicated via both email and over the “Lab Management” channel in Teams. Any authorized visitors who do enter our lab space (such as EH&S personnel to certify a BSC) will be logged to allow for contact tracing.

In order to track visitors for essential tasks such as waste collection, emergency access, or certification of a BSC, we will maintain a visitor log that is accessible on the group’s shared google drive and Teams channels. These shall be updated as visitors access specific lab spaces.

To facilitate this, instructions for attestation and logging of a visit will be posted outside lab doors, including details for both UW and non-UW personnel (see below):

- UW personnel must complete the work-site attestation before accessing the lab space. Additionally, they must email [bcmelab@uw.edu](mailto:bcmelab@uw.edu) their name, contact info/email, date visited, rooms accessed, and reason for visitation.

- Non-UW personnel must fill out the “Department of Chemistry Visitor COVID-19 Symptom Attestation for Working On-Site” document and email to [bcmelab@uw.edu](mailto:bcmelab@uw.edu).

3. Describe how group members will be informed of COVID-19-related policies for shared facilities and common spaces in the department:

All policies will be forwarded via email and shared in the “Lab Management” channel in Teams.

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

n/a



## Essential Lab Tasks

To help facilitate opening of the lab but also promote safe measures and social distancing, we have identified the following tasks as essential and are asking for volunteers for tasks not assigned. **Again, it is important to note that no one is required to arrive on campus if they are uncomfortable doing so.**

Task	Frequency	Volunteer(s)	Contingency Plans
Autoclaving of biohazard waste	1x / week	Rotating	Go to all biohazard waste bins, empty, and autoclave
Gas cylinders	As needed	(2)	
Liquid Nitrogen	1x / 2 weeks	Rotating	All users who access the liquid nitrogen should keep an eye on the levels, and contact the task volunteer if it needs to be filled in the near future.
Restocking supplies	1x / 2 weeks	Dostie	Lab members may briefly access 332 to obtain additional items as needed, while maintaining social distancing.
Waste collection	As needed	Tianzi	Contact Tianzi if a lab waste stream (such as in 320, 366) is going to need to be emptied soon.

## Ongoing/Shared Tasks

At the end of every day:

1. Hotplates off
2. Sashes on hoods are closed
3. Turn off all UV lights - hoods and 3D printer curing
4. Decontaminate all solid and liquid waste w/bleach or other designated disinfectant (not autoclave)
5. Turn off lights
6. Ensure that water baths are at least  $\frac{1}{4}$  full; refill with autoclaved DI water. Turn off water baths for the weekends or extended periods of time where no one will be accessing the lab space.
7. Take home any textbooks, LAPTOPS, valuables, chargers, food, etc.

Ongoing:

1. Promptly dispose of biohazardous waste by decontaminating with bleach or other decontaminant
2. Clean out dishwares immediately (don't leave them in the sink)
3. Take photos of lab notebook pages

## Google Calendars

- BAG 320 - Wet lab - 2 people
  - Google calendar - [Wet Lab](#)
- BAG 338 - Mammalian cell culture - 1 person
  - Google calendar - [Mammalian Culture](#)
- BAG 340 - Microbial cell culture - 1 person
  - Google calendar - [Microbial Hood](#)
- BAG 366 - Fabrication - 1 person
  - Google calendar - [Fabrication Room](#)
- BAG 365 & 365B - New mammalian cell culture / blood sampling - 4 people (either 4 people in 365 OR 1 person in 365B and 3 people in 365 )
  - Google calendar - [Mammalian Culture / Blood Sampling](#)