

Vaughan Lab Plan for In-Person Research

Last updated **October 6**, 2020 in accordance with Governor Inslee's Phase 1 Guidelines and UW's Office of Research and input from UW Chemistry Department Safety Committee.

Safety is our top priority and all in-person research is completely voluntary.

This document was prepared based on information in the references below, through adaptation of materials kindly provided by the groups of Prof. Matthew Bush, Prof. Stefan Stoll, Prof. Ashleigh Theberge, and with feedback from the UW Department of Chemistry Department Safety Committee.

Critical Personnel

Principal Investigator and COVID-19 Supervisor:

Joshua Vaughan	jcv2@uw.edu	617-642-8876
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COVID-19 Supervisor designee in event of PI's absence:

Chenyi Mao (also lab safety officer)	cymao@uw.edu	765-421-5064
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Names of people conducting in-person research, in addition to the above personnel:

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General Guidelines

1. Follow these guidelines together plus any guidelines from the Department or UW administration.
2. In-person work is voluntary and is only to be used for conducting experiments.
3. Perform remote work whenever possible, including reading, writing, data analysis, coding, etc.
4. Visitors are required to complete the EHS attestation (see last page of this document), fill a visitor log (available on the door of each lab or office space), and follow the post information on the entrances. Non-UW visitors, in addition, need to notify lab COVID-19 supervisor and complete an attestation before visiting the labs and offices. Attestations should be given to Vaughan group members who will periodically give attestations to Paul Miller.
5. State regulations and University policy require that **sick employees stay home** and that employees who become ill or symptomatic while on-site go home.
6. If you are concerned you have COVID-19 **contact your Employee Health Center for contact tracing**, and see Health Guidelines section, below.

Health Guidelines

7. Do not come to campus if you are experiencing any of the following symptoms of COVID-19 infection. **Instead, stay home and contact your healthcare provider.**
 - Fever or sense of having a fever.
 - Cough that you would not attribute to another health condition.
 - Shortness of breath that you would not attribute to another health condition.

- Muscle aches that you would not attribute to another health condition or that may have been caused by a specific activity, such as physical exercise.
- Respiratory symptoms, such as sore throat, runny nose/nasal congestion or sneezing, that you would not attribute to another health condition (like seasonal allergies).
- Chills or repeated shaking with chills that you would not attribute to another health condition.
- Loss of taste or smell that you would not attribute to another health condition.

8. As UW employees and students, you are qualified to enroll in the Husky Coronavirus Testing program (<https://www.washington.edu/coronavirus/testing/>), where you can note your symptoms in the survey and you will receive testing instructions from the program. DO NOT go back to work until you receive your test result, even if you feel better. If you choose not to use Husky Coronavirus Testing program, contact your doctor and ask if should be tested for COVID-19.

9. If you have been in proximity to someone with COVID-19, stay home for a 14 days' self-quarantine and frequently monitor your conditions. If you are experiencing any symptoms listed at #7, follow the instructions at #8 for the appropriate next step.

10. If you have tested positive for COVID-19, immediately notify the EH&S [Employee Health Center](#) at covidehc@uw.edu or 206-685-1026. If you are comfortable doing so you may optionally choose to notify the PI and/or Paul Miller (paulmil@uw.edu, 206-543-1612). 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.

11. In addition to notify EH&S, you must also take the following steps:

- Stay home from work, school and all other places except for necessary medical care.
- Physically isolate yourself from any person or pets you live with.
- Avoid public transit and wear a face covering if you have to be around other people.
- Call your doctor if your symptoms get worse.
- Keep having a good hygiene such as wash your hands often, cover coughs and sneezes with a tissue, clean high-touch surface.

12. Develop a **personal transportation plan** that minimizes proximity to other people. Consider cycling, walking, scootering, or driving rather than using public transit. You must wear a mask or face covering if you will come closer than 6 feet within another person during transit.

13. Assume that everyone (including yourself) may 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.

Self-attestation, Scheduling, and Communicating On-Campus Presence

14. Communication before you go to campus:

- Fill out the “**Working On-Site COVID-19 Symptom Attestation**” form on [Workday](#) to attest that you are symptom free. This must be done each day you go in, before you go in, even briefly.
- Schedule work on the [vgroup Google Calendar](#) including room number(s) and time range(s).
- Only work during your scheduled times.
- Occupancy limits are described below. Don’t overbook any room(s); if a room has no further capacity, schedule for a different time or contact others to ask about adjusting their time.

15. Communication while on campus:

- Put a sticky note on the outside of the door for rooms that are in use, and remove when done.

Lab Occupancy – Social and Physical Distancing

16. Room capacity.

- **BAG 220 – Wet lab – 3 people maximum**, one per bench (>6 ft separation between bench).
- **BAG 460 – Office – 2 people maximum**. Maintain an empty desk between people. (Marcus and Min Yen). Must stay >6 feet apart at all times.
- **BAG 462 – Office – 2 people maximum**. Maintain an empty desk between people. (Chenyi and future postdoc). Must stay >6 feet apart at all times.
- **CHL 064 – Microscope lab – 3 people maximum** (at most 1 person/microscope for the two microscopes and 1 person at the wet/computer bench). Must stay >6 feet apart at all times.
- **CHL 060K – Wet lab – 0 people**. Only access room to retrieve reagents or equipment if needed and while room is not being used by Fu group (this is shared lab space). Resume use after distancing is relaxed.

17. General guidelines.

- See room diagrams, below, for more information, including the dedicated use of doors in BAG 220 for entry (north door) and exit (south door).
- Reserve time on [vgroup Google Calendar](#) and adhere to occupancy limits.
- You must maintain 6-foot separation from others at all times.
- In CHL basement hallways, you must maintain >6-foot separation from others. Be careful when turning corners. If needed, wait for others to pass before entering hallways.
- You must avoid intermittent passing within 6-foot while shared equipment is occupied by another person.
- Leave promptly after cleaning up from experiment and disinfecting all touched surfaces.
- Wear proper PPE during all laboratory work. Store PPE in individual lab drawer at researcher’s bench.
- You are not required to wear masks in lab spaces while proper 6-foot social distancing is maintained but you must wear masks in common spaces including hallways, etc. If using a

reusable mask, wash hands before and after handling mask and wash mask regularly. If using a disposable mask, dispose after use and wash hands immediately.

- Avoid hand shaking, hugging, or other personal contact.

Cleaning and Disinfecting our Spaces

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

- Upon entry, wash hands with soap and water for at least 20 seconds.
- Immediately put on gloves in the laboratories. Use gloves for the entire time you are in the laboratories, replacing gloves as needed.
- Disinfect all work surfaces you intend to use or might use prior to use.*
- Use disposable plastic wrap on keyboards/mice, microscope eyepieces/joysticks for each session. Once work is complete, or if you are leaving for any extended period of time, disinfect all surfaces used, including cabinet and drawer handles and door knobs. *
- Properly dispose of gloves to avoid contamination on skin.
- Before leaving the lab, wash hands thoroughly for at least 20 seconds using soap and water. Before leaving the office, disinfect hands.
- Clean out dishware immediately (don't leave them in the sink).
- *Each room should have a cleaning station stocked with a 70% alcohol or 10% bleach spray bottle and paper towels. To disinfect surfaces, apply 70% alcohol or 10% bleach, and wait two minutes before wiping up. Use disposable plastic wrap covers on keyboards/mice, and discard afterwards. Additional touched microscope surfaces can be cleaned with an alcohol-soaked paper towel.

19. To reduce any risk of exposure, every individual who uses the office spaces is required to disinfect commonly touched surfaces **both before and after use**.

- Some commonly touched surfaces include: doorknobs, fridge/microwave surfaces, printer, light switches, coffee machine, electric kettle.
- Each of the two offices should have a cleaning station stocked with a 70% alcohol or 10% bleach spray bottle, Purelle-style hand sanitizer, and paper towels. To disinfect surfaces, apply 70% alcohol or 10% bleach, and wait two minutes before wiping up.

Essential Lab Tasks

20. 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)
Cell culture, including gas cylinders and related biohazard disposal.	As needed	Marcus

Restocking supplies, including for disinfectant stations (IPA, spray bottles, sanitizer, gloves)	~1x / month	Min Yen
Chemical waste collection	As needed	Min Yen
Establish and maintain signage	As needed	Chenyi
General waste collection	As needed	Chenyi
Bench waste (general, bioaspiration flasks)	As needed	Bench "owner"

In-person research or other activities

21. To make sure safe measures and social distancing are properly practicing, we have identified the following in-person research activities that can or cannot be performed if individuals choose to arrive on campus.

- In-person research activities that can be performed:
 - i. Reagent and/or solution preparation.
 - ii. Cell handling including culture, transfection, fixation, staining, gelation, and digestion.
 - iii. Tissue specimen fixation, staining, gelation and dissociation.
 - iv. Microscope use in both BAG 220 and CHL 64.
 - v. General tidying such as cleaning glassware.
- In-person research activities that cannot be performed:
 - i. No UV-vis absorbance measurement due to proximity of the UV-vis to the Northern-most bench (labeled Personnel 4 on floor plan).
 - ii. No extended use of fume hoods since this would block walkway.
- Keep food consumption to the minimum amount possible.

22. New members of the group should conduct a discussion with the principal investigator and lab safety officer to plan a training session. In general, a comprehensive training consists three parts: EH&S required general online training, lab specific training, and lab COVID-19 plan.

- **EH&S required general online training:** the lab safety officer will list required EH&S training classes which must be completed online. Certifications should be emailed to the lab safety officer to keep with training records.
- **Lab specific training:** for the lab specific training, whenever possible, it must be performed remotely. Examples include but are not limited to: reading laser safety manual and finishing the associated exam; getting a lab tour of BAG 220 and CHL 064 via Zoom; and a department tour via Zoom. For receiving training on lab instruments, ask a senior student or the advisor for possible online resources (such as microscopy websites for learning about microscopes, videos, etc.). For hands-on training, remote demonstration is recommended, where a trainer is remotely showing the trainee the instrument or procedure and demonstrates operations in real-time while the trainee watches remotely (e.g., by Zoom). However, if more specific in-person training is

needed, these training sessions cannot be conducted until the new member has become familiar with all department and lab COVID-19 plans. Before the in-person training, both trainer and trainee must fill a self-attestation via Workday, as they are required to do any time personnel come to the lab. During the training, both trainer and trainee must always wear face coverings. 6-foot physical distance must be maintained at all times. After the training, thoroughly clean all touched surfaces and wash hands according the rules in the lab COVID plan.

- **Departmental and lab COVID plans:** new members of the lab must be familiar with departmental and lab COVID-19 plans and attend a training session conducted by the COVID-19 supervisor. A consent form must be signed by the trainee and documented right after the training session.
- Although new members of the lab can start in-person research after conducting the training, all in-person research is completely voluntary. If the member chooses to perform in-person research, departmental and lab plans must be strictly followed.

Ongoing/Shared Tasks

23. Before leaving the lab:

- Close sashes on chemical and biological hoods.
- Close lab windows in BAG 220.
- Disinfect your own workspace.
- Take home personal belongings (e.g., textbooks, laptops, valuables, chargers, etc.).
- Turn off lights and disinfect light switch and door handle on way out.

24. Promptly dispose of biohazardous waste by decontaminating with 10% bleach.

Initial Day

25. Discuss with each individual critical personnel to decide an in-person research plan including starting date and experiments.

26. Complete the EH&S training prior to returning to on-site work.

<https://www.ehs.washington.edu/training/covid-19-safety-training-back-workplace>

27. Check the condition of all closed equipment before turning it back, including but not limited to CO₂ tank.

Additional

28. Post [Stop! Feeling Sick? Stay Home](#) and [UW Social Distancing at Work](#) outside all rooms.

29. Post visitor log outside all rooms.

30. Training session to review all of these procedures with the group will be held once procedures are approved. Prior to working in the lab, each group member is required to certify that they have read,

understand, and intend to comply with both lab policy and the departmental policy. Document the certification, training of individuals, and dates on the Vaughan group lab Wiki and to email a notification to Paul Miller (paulmil@uw.edu) and Forrest Michael (michael@chem.washington.edu).

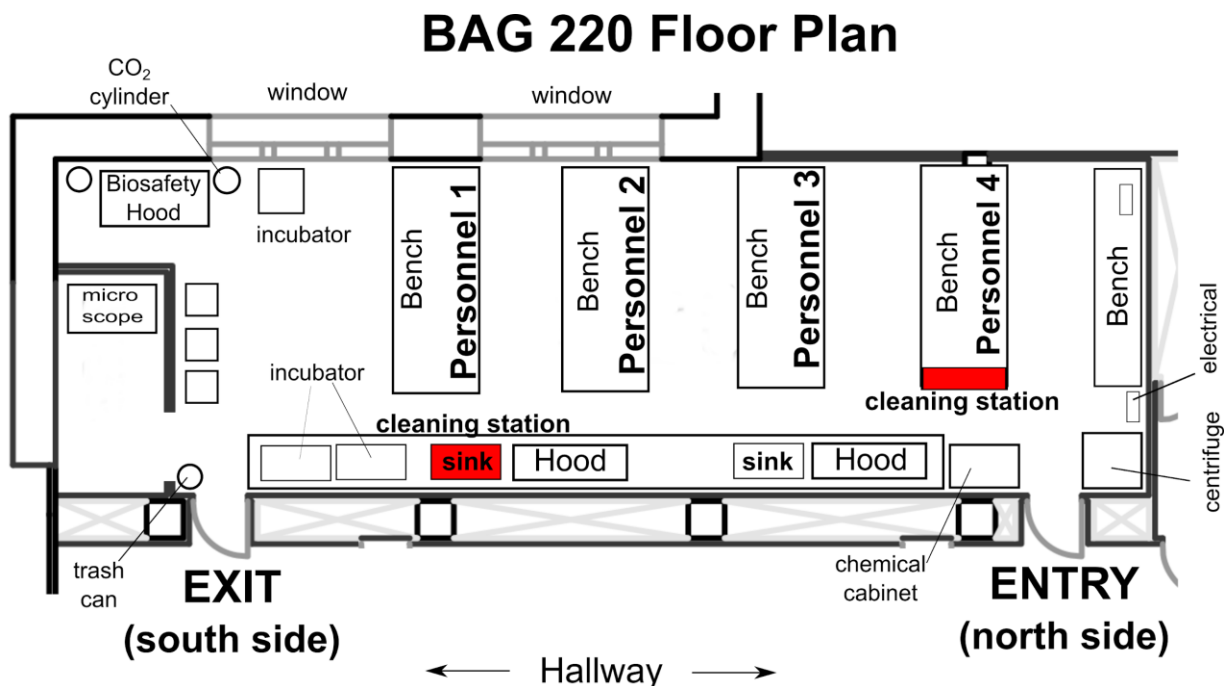
31. Hard copies of resources mentioned below are also available.

Links to Resources

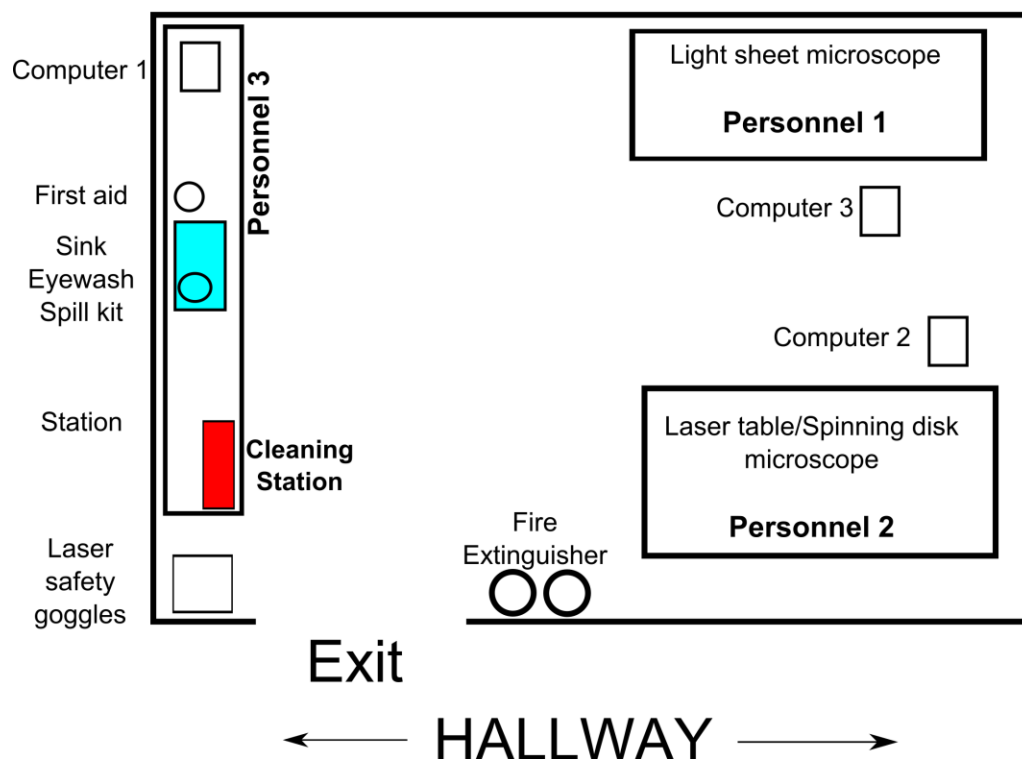
- [What do I do if I am sick](#)
- **Self attestation:** [COVID-19 symptom attestation policy for academic personnel](#) and the [COVID-19 employee symptom attestation for staff, student workers and others who work on-site at UW](#) (contingent workers, stipend, etc.).
- [EH&S COVID-19 Health and Safety Resources](#) - includes guidelines for cleaning/disinfection, EH&S operations, guidance for researchers, PPE, and requirements for COVID-19 prevention.
- EH&S [COVID-19 Enhanced Cleaning and Disinfection Protocols](#) may be performed.
- [Guidance on Facemask use for Preventing the Spread of COVID-19](#).
- [COVID-19 Risk Level and Selection of Personal Protective Equipment \(PPE\)](#).
- [Guidance for Conservation of Personal Protective Equipment](#)

Floor Plan

- Three floor plans are indicated below.

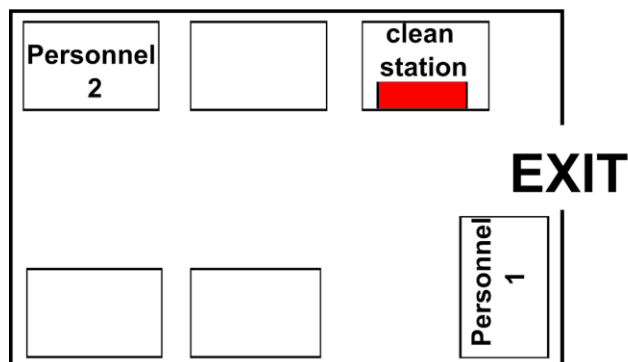


CHL 064 Floor Plan

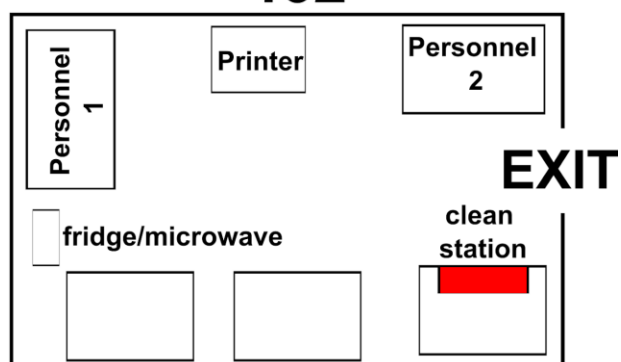


BAG Offices Floor Plan

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COVID-19 SYMPTOM SELF-ATTESTATION FOR ON-SITE PERSONNEL AND VISITORS

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 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?

I attest that prior to coming in to work on today's date that I do *not* have any of the above symptoms.

- ☐ I read the above statement.
- ☐ I attest that I do *not* have any of the above symptoms.

If you are sick or have one or more of the above symptoms:

- You must stay home or leave the UW facility at which you are working.
- Follow your department's procedure for calling out sick or requesting to work from home.
- Contact your health care provider for medical guidance.
- Follow the guidance in the [FAQ "What do I do if I feel sick?"](https://www.washington.edu/coronavirus/faq/) at <https://www.washington.edu/coronavirus/faq/>.

If you received positive test results for a COVID-19 infection within the past 14 days, stay home and follow the guidance in the [FAQ "What do I do if I have confirmed or suspected COVID-19?"](https://www.washington.edu/coronavirus/faq/) at <https://www.washington.edu/coronavirus/faq/>.

If within the past 14 days you were in close contact with a person who has a COVID-19 infection, stay home and follow the guidance in the [FAQ "I have been in close contact with a person who has COVID-19. What should I do?"](https://www.washington.edu/coronavirus/faq/) at <https://www.washington.edu/coronavirus/faq/>.

Close contact includes being within approximately 6 feet of a person with confirmed COVID-19 for more than a few minutes, living with a person who has COVID-19 or having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on, kissing, sharing utensils).