

Velian Group Coronavirus Safety Protocols

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COVID-19 Supervisor: Professor Alexandra Velian

The guidelines established in this document are to enable the Velian Group to perform research while adhering to the safety health practices during the COVID-19 pandemic and to ensure the highest level of laboratory safety. *All in-person research is strictly voluntary, and no explanation is necessary if research personnel chooses to not participate in on-site research.* The practices outlined are to be strictly followed and must be enforced to ensure the safety and well-being of all members of the laboratory. Signs contained in Appendix 1 and 2 are posted throughout the lab in order to serve as a reminder of Social Distancing and Stay Healthy Practices.

While these guidelines are extensive to maximize safety for all laboratory members, this document is not exhaustive. Should incidences or scenarios not covered by these guidelines arise, members of the Velian Group are responsible for addressing concerns to the group and Professor Velian.

By signing this document, and Form A, I agree that I will cooperate with my lab members to ensure social distancing, lab sanitation, and adhere to the agreed upon work schedule. I, as a member of the Velian Group, further agree to follow the safety practices and guidelines outlined in this and any associated document, and that I agree to sharing a copy of this with the department.

I hereby certify that:

☐ I have read, understood, and intend to comply with the lab policy described in this document.

☐ I have read, understood, and intend to comply with the departmental policy provided to me by the department of Chemistry.

Name: _____

Signature: _____

Date: _____

Before coming to work

- Everyone must complete a daily attestation of wellness in Workday. Professor Velian will check daily to see that the attestation has been completed by everyone in each day
- **Under no circumstances** should anyone enter any Chemistry Department buildings while sick or having symptoms consistent with COVID-19 infection, even if the symptoms are mild. Symptoms of COVID-19 listed by the CDC include, but are not limited to: cough, fever, chills, muscle aches, shortness of breath or difficulty breathing, sore throat, loss of taste or smell, or intestinal problems.
- Personnel who develop symptoms while at work, must leave the workplace *immediately*.
- If you come into **contact with a sick person** you must not come to the lab and should self-quarantine at home for 14 days.
- If you came in contact with a sick person you may choose to inform Professor Velian, but only if you are comfortable doing so.
- If you feel unwell or develop symptoms after arriving at the Department, you must go home *immediately* and stay there until you feel well.
- If you are diagnosed with COVID-19, inform EH&S Employee Health Center at 206-685-1026 or emphlth@uw.edu immediately.

If developing COVID-19 symptoms

- 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**.
- 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 (206) 543-1612).

General Guidelines While at Work

Work Schedule.

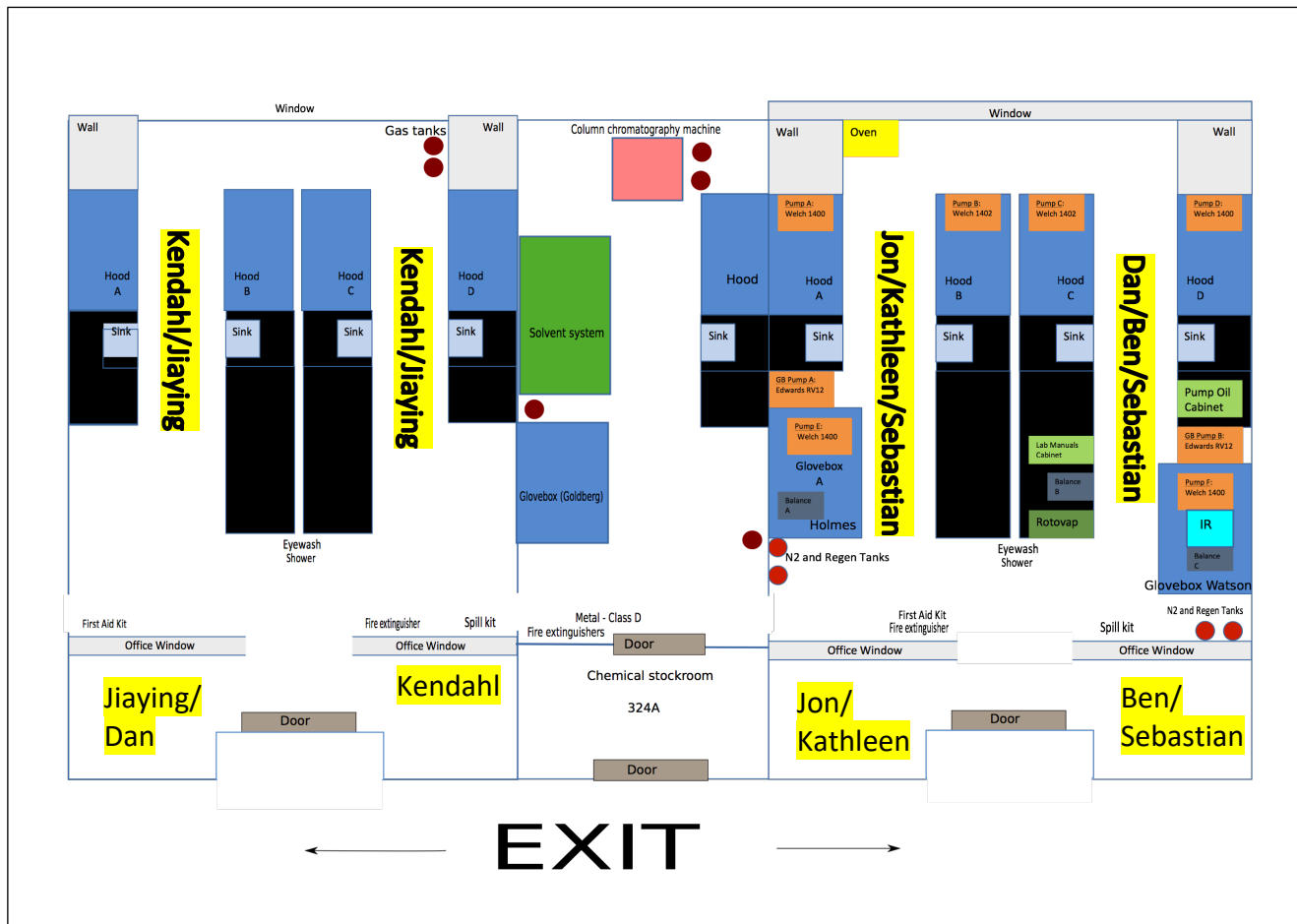
We will stagger our working shifts, so that only part of the researchers are in the lab at any given shift. The shifts will each be half of day, six day a week (M-Sa), with shift change at 1-1:30 pm. 30 minutes will be spent on cleaning and disinfecting the work area. Because we have 3 dry boxes, it is inevitable that 2 persons sharing the same drybox will be in lab on the same day. For that reason it is imperative that everyone sharing a drybox on the same day, sign up for drybox time on our Google Docs sign-up sheet. Plan your experiments ahead of time, before coming to lab. Data analysis should be done at home. Reading and writing assignments should also be worked on at home.

Including incoming graduate students, the workforce will increase to at least 7 persons. These will be split over two shifts, with a maximum 4 researchers per shift. Each pairing of researchers has been strategically selected (see Figure below) so that at one time:

- A. students do not occupy desks next to one another;
- B. students do not occupy hoods next to one another;
- C. only two people occupy an office space, on opposite sides (CHB 322 & 328 each).

https://docs.google.com/spreadsheets/d/1Yrn1P_kS3yR4-_OwBDnSTdbyK2MfpsXn1_jW8ssbZb8

Floor plan



Personal Hygiene

- Members of the laboratory must perform proper sanitization and personal hygiene procedures including frequent hand washing for 20 seconds with soap and water. All group members must watch the following video regarding proper hand washing techniques: (https://www.youtube.com/watch?v=nEzJ_QKjT14).
- Researchers will wash their hands with soap upon entering AND before leaving the lab. Use the sink adjacent to your assigned hood for this purpose, as opposed to another lab member's or a common area sink.
- You must wear a mask at all times when you are in the building. When you are working in lab, do not wear masks made of synthetic fibers, like polypropylene, which can melt.
- Face masks are required at all times in common areas, hallways, and shared departmental facilities (see proper face mask information in Appendix 3).
- If you need to adjust your face mask, take off your gloves, wash your hands, and leave the room if others are nearby.
- Used masks can be placed in a plastic bag to collect & wash at the end of each day. Students will be required to change their mask if it is taken off during the day (to eat lunch, etc).
- *All researchers must maintain 6 feet of distance at all times.* Face shields cannot be worn in lieu of minimum 6 feet of spacing, and no research requiring proximity of less than 6 feet of distance is allowed.
- Hand sanitizer and spray bottles with 70% isopropanol or bleach will be available at all entrances as well as next to shared equipment. In addition, each student will be given a bottle of hand sanitizer for their desks.
- Disinfect all doorknobs, drawer handles, oven handles, light switches, and shared equipment before and after EACH use. Shared equipment includes: gloveboxes, rotovap, balances, benchtops, knobs touched while retrieving solvent from the solvent system, potentiostat, shared computers.
- Common surfaces (benches, desks, door knobs, light switches) must be disinfected at the beginning and end of each shift. A checklist will be provided and the last person to leave will sign off that the space was properly sanitized.
- Each researcher will have their own set of any tools that are used very frequently, including frequently used reagent bottles, syringes, laboratory notebooks, and pens.
- Minimize cross-over contact. For example, desk items and personal items need to stay in your area & not travel around the lab. Food consumption should be kept to the minimum possible, and if you bring food items for lunch store them at your desk, as opposed to the refrigerator where it will mixed with other people's belongings. If at all possible, eat meals outdoors.
- Gloves, cloths, or disposable towels will be used when handling common reagent bottles, laboratory equipment, and cabinet handles.
- Please avoid clutter. Only bring items into the lab that are required for the tasks of the day.
- While these guidelines are in place, all objects covering any windows to the exterior hallway should be removed to make it easier to assess the safety of researchers in these spaces.

Glovebox work

- A single person per glovebox at a time.
- Signup forms to plan usage ahead of time.
- Disposable arm coverings will be used when using the glovebox or the adjacent oven gloves (Appendix 4).
- Black gloves will be washed thoroughly with 70% isopropanol after every usage.
- After use, the plexiglass front should be thoroughly cleaned, since everyone will breath, and will sit within inches of it.

Chemical hood usage:

- Only one person per pair of hoods at a time.
- No person will use the hood when a person is using the adjacent hood or glovebox.

Solvent Dispensing Systems

- Avoid using the solvent dispensing system (SDS) when someone is using an instrument nearby.
- Members of the laboratory must perform proper sanitization and personal.

Chemical Storeroom (CHB 324)

- Avoid using the chemical storeroom when either somebody is working in the adjacent laboratory (glovebox, solvent dispensing system, or the gas chromatographer).
- Only one person is allowed in the chemical storeroom, CHB 324, at a time.

Visitors

Visitors MUST be kept to an absolute minimum. This is for their safety as well as for ours. If visitors to enter the lab, they must sign-in using the sign-in sheet at the door.

- Unnecessary visitors are strongly discouraged.
- When necessary, solvent dispensing should be arranged through email in advance.
- Inform other group members if and when necessary waste management or facilities maintenance will be taking place in order to maintain appropriate social distancing.
- Outside visitors must complete *Form B*.

Meetings

We will continue to hold our group meetings and one-on-one meetings via ZOOM.

Transportation.

Walking or bicycle or personal vehicle would be safest way to get to campus. For those with no option other than public transportation, students should change out of their bus/commuter clothes into separate clothes kept exclusively for the lab (much as they do at hospitals). We are considering purchasing scrubs to be worn during the day in lab. *The state of Washington requires all commuters to wear a mask when on the bus.*

Incoming Graduate Students

- Whenever possible, the training in common experimental techniques will be performed through video recordings and live video conferences.
 - A library of training videos available online (on sites like Youtube) for general laboratory techniques (vacuum traps, glovebox use, Schlenk line techniques, solvent system, etc) will be made available to incoming students.
 - If videos are not available online, senior students will record an instructional video. These will be recorded by the senior student alone, through desk-mounted video recording tools (lab-acquired iPod, or personal smartphones,) or a head-held camera (GoPro) that will be treated as a group resource/instrument, available to everybody in the group through cloud storage (Google Drive). Alternatively, the incoming student will observe the demonstration in real time through a virtual meeting.
- Training for lab instruments (vacuum traps, glovebox, and Schlenk line techniques; solvent purification system, IR instrument, centrifuge, photolysis lamp, CV) 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-19 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 with a senior student in a virtual meeting.
- When doing experiments, there will always be a senior researcher present in the nearby lab or office 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 and troubleshooting will be performed online with help of senior students and/or the PI whenever possible.
-

Form A

COVID-19 Velian Lab Specific Training:

Date of Training Meeting: June 4, 2020

Topics Covered:

- What phase of return and who is critical personnel?
- Who is the COVID-19 Supervisor?
- Daily Attestations
- Responding to Illness
- Social and Physical Distancing Expectations
 - Staggered Schedule
 - Group Jobs
- Cleaning and Disinfecting the Workplace
 - What are the individual expectations?
 - What are the group expectations?
- Good Hygiene Practices
- Location of Training Material and Resources
- Protocols for Visitors and Shared Spaces
- Ongoing plans and changes

☐ I certify that I have been provided training covering the topics listed above.

Name: _____

Signature: _____

Date: _____

Form B

Department of Chemistry Visitor COVID-19 Symptom Attestation for Working On-Site

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?

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.

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

☐ I have read and agree to the above statement.

☐ I attest that I do not have any of the above symptoms.

Visitor location: _____

Date: _____

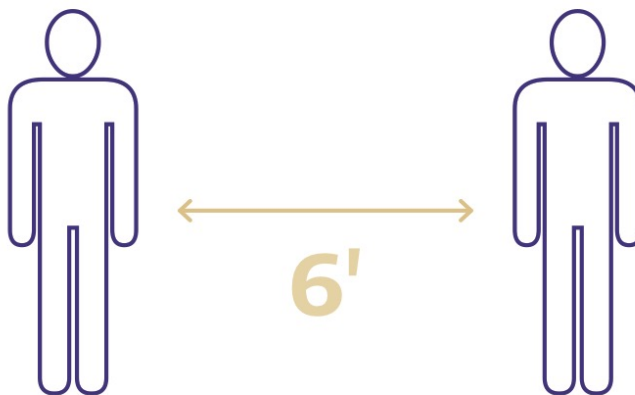
Signature: _____

Appendix 1

UNIVERSITY of WASHINGTON

SOCIAL DISTANCING AT WORK

*Stay at least 6 feet apart from
your coworkers — and help keep
everyone safe.*



Find answers to your frequently
asked questions at:

uw.edu/coronavirus



Appendix 2

UNIVERSITY of WASHINGTON

STAY HEALTHY, HUSKIES

You can reduce the risk of spreading the coronavirus that causes COVID-19 by taking the same steps you'd take to avoid getting colds and the flu:



Wash hands often with soap and water for at least **20 seconds**. If water's not available, use **hand sanitizer** with 60–95% alcohol.



Avoid touching your eyes, nose or mouth with unwashed hands.



Cover your mouth and nose with your elbow or a tissue when you cough or sneeze — and immediately dispose of used tissues.



If you're sick, stay home and avoid close contact with others.



If you need to miss class, contact your instructors directly.

Many people who contract this coronavirus have relatively mild symptoms and fully recover. If you're concerned about your symptoms, **call your health-care provider first** before seeking medical care in person.

For more info: uw.edu/coronavirus



Appendix 3

DO wear a fabric mask safely.



Tighten the loops or ties so it's snug around your face, without gaps.



Mask should cover from just under the bridge of your nose to under your chin.

- ✓ Always wash your hands before and after wearing a mask.
- ✓ Use the ties or loops to put your mask on and pull it off.
- ✓ Don't touch the front of the mask, especially when you take it off.
- ✓ Put on and remove your mask while inside your home. Public transportation, elevators and stairwells can be high-contamination areas.
- ✓ Wash and dry your cloth mask daily and keep it in a clean, dry place.
- ✓ Remember that masks offer only limited protection and work best in combination with hand washing and physical distancing.

Face Covering Do's and Don'ts:

DO:



- ✓ Make sure you can breathe through it
- ✓ Wear it whenever going out in public
- ✓ Make sure it covers your nose and mouth
- ✓ Wash after using


DON'T:


- ✗ Use if under two years old
- ✗ Use surgical masks or other PPE intended for healthcare workers



cdc.gov/coronavirus

Appendix 4




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