

Xiao Lab - Plan for In-Person Research

Locations covered: Chemistry Building, Rooms 312 and 312A, 314 and 314A, 318 and 318A

COVID-19 Supervisor: Dianne J. Xiao, djxiao@uw.edu, 508-450-6404

Member of the group that can assume COVID-19 supervisor role in PI's absence:

Leo Zasada, zasada@uw.edu, 424-278-3366

Names of people conducting in-person research:



IMPORTANT: The health and safety of all researchers is our first priority.

Student/postdoc consent:

- Attendance in lab is **completely voluntary**
- If you feel uncomfortable coming into the lab, you are **not** required to do so. You should work with Dianne to create a productive work from home project.

Transportation:

- If possible, you should walk, bike, or drive in to work. I will pay for parking if UW does not.
- If you have to take public transportation, make sure you are wearing a mask during your transit, and wash your hands before entering the lab.

Social distancing and floor plans:

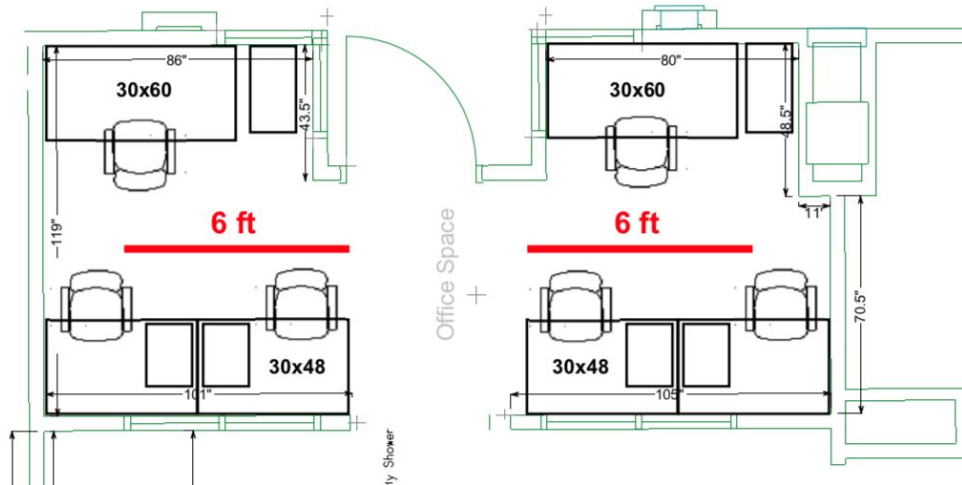
- **Researchers must maintain 6 ft distance at all times.** You may perform solitary lab work at your fume hood, bench, gloveboxes, and shared equipment (TGA, gas sorption analyzer, solvent system, rotovap), provided you are always >6 ft away from any other researcher. **Any group work or training procedures where >6 ft distance cannot be maintained is not allowed at this time.**
- See floor plans uploaded into shared Google drive.
- **General social distancing policies:**
 - No more than 2 researchers are allowed in each of the office spaces at a time (CHB 312 and 318).
 - No more than 2 researchers are allowed to work for an extended period of time in each of the CHB 312A and 318A lab areas. A third researcher may transiently walk in and out of these labs to use equipment or pick up supplies/glassware, but only if they maintain 6 ft. distance from other researchers.
 - No more than 1 person at a time in the chemical inventory room (CHB 314).
 - No more than 1 person at a time in the instrument room (CHB 314A).

- Hood and office assignments:



- CHB 312 and 318:

- Only two researchers per office, with chairs located 6 ft. away from the general walkways.



- Hoods will be spread out so no two researchers are working back to back.
- Your desk should be located in the same room as your hood to minimize walking back and forth between the two lab and office spaces.
- Prior to entering a room, check to see if someone is close to the doorway. If there is, make sure to knock loudly so researchers inside have time to move 6 ft. away.
- Minimize crossover between CHB 312/312A and 318/318A:
 - CHB 312A and 318A should be fully and redundantly stocked with general supplies so that researchers do not have to walk back and forth between labs.
 - CHB 312A and 318A will each have their own rotovap, and you should only use the rotovap in your assigned lab area.
 - CHB 312A and 318A will each have their own set of pipetmans, and you should only use the set in your assigned lab area.
- CHB 314:
 - The chemical inventory room will have an “Vacant/Occupied” sign. Switch the sign to “Occupied” when you go in to get chemicals so two people are never accidentally in there at once.

Scheduling:

- Please list your anticipated hours on this Google spreadsheet: https://docs.google.com/spreadsheets/d/1f0eo_L2zQKw9U5VIRzxSMzC1gcurHLN_EPyo

[vabO190/edit?usp=sharing](#). Try to stick to this schedule; you can leave early but please arrive roughly on time.

- For the first two weeks, there can be no more than 3 researchers in the combined lab space at any given time.
- After the first two weeks, there can be no more than 4 researchers in the combined lab space at any given time (2 researchers in 312/312A, and 2 researchers in 318/318A).

General lab safety and sanitation:

- **Face masks.** Face masks must be worn at all times in the office areas except when eating or drinking (see more details in “Eating in the lab” section). Wearing of face masks in the lab is highly encouraged but voluntary. They should not be worn when working with pyrophorics or if there are other safety risks.
 - Face masks should fit securely around the face.
 - If using a Vida face mask, Dianne will purchase replacement filters.
 - For more guidelines on face masks, see “UW Facemask guidance.pdf” in the shared drive.
- **Frequent hand sanitizing and washing.** Each student will be provided with a bottle of hand sanitizer and each sink will be equipped with hand soap.
 - If possible, open doors with your elbows.
 - Wash your hands each time upon entering the office area (e.g. when you first arrive in the morning, when you exit the lab area to go back to your desk, when you come back from NMR or other shared facility, etc.). Because our sinks are chemically contaminated, use a clean paper towel to open and close the faucet. Use only your own sink.
 - Wash your hands before and after eating.
- **Disinfecting surfaces.** Each office and lab area will be provided with a spray bottle of 70% IPA solution.
 - Note: Before spraying any plastic surface (e.g., computers and keyboards), test a small corner to make sure that 70% IPA doesn't damage the plastic! If it does, use Clorox wipes, which will also be provided.
 - Spray a paper towel with 70% IPA and use the wet towel to wipe down surfaces. Directly spraying and soaking a surface with 70% IPA can lead to unexpected damage over time (CHB locks are fine, but several door locks in Bagley have broken because of it).
 - Desks, door knobs, lab keyboards/mice, and light switches must be wiped down with 70% IPA at the start and end of each day.
 - You must wear **clean gloves** when using the shared computers/laptops.
 - Fume hood sashes (exterior), benchtops, and faucet handles should be wiped down with 70% IPA at the start and end of each day.
 - Leo: Make sure that CHB 314A is also sprayed and wiped down at the beginning and end of each day.
 - Microwaves and fridge exteriors must be wiped down with 70% IPA before and after each use.

- **Do not share PPE.** Make sure you have your own set of safety glasses that you leave on your desk. Make sure you only wear your own lab coat.
- **Music/ear buds in lab:**
 - Due to the reduced density in the lab, it's more important now than ever that you are aware of your surroundings and are able to hear and respond quickly to emergencies.
 - If wearing normal headphones, no more than one earbud in at a time.
 - If wearing bone conduction headphones, they should be set to a low volume so hearing is not impaired.
- **Focus on lab work.** Leave desk work, literature reading, and data analysis for home.
- **All meetings will continue to be virtual.** Feel free to chat with labmates provided 6 ft. distance is maintained.

Symptom checking and quarantining:

- Prior to coming into work each day, you **must** log on to Workday and attest that you do not have any COVID-19 symptoms.
 - Log in to Workday: <https://wd5.myworkday.com/uw/login.html>
 - Click "Working On-Site Attestation" and complete survey.
- Symptoms of COVID-19:
 - Fever (100.4 F or higher) or a 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.
 - Sore throat that you would not attribute to another health condition.
 - Muscle aches that you would not attribute to another health condition or 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
- If you are diagnosed with COVID-19, experience COVID-19 like symptoms, or have been in close contact with someone who has tested positive for COVID-19, **immediately** contact EH&S:
 - EH&S Employee Health Center
 - covidehc@uw.edu
 - 206-685-1026
 - This contact information has also been added to our "Instrument, Lab, and Safety Contacts" Google spreadsheet.
- You are not required to tell me if you have COVID-19 symptoms or are confirmed positive. However, if you feel comfortable doing so let me know so we can begin sanitizing your work area.

Eating in the offices:

- **Food consumption on-site should be avoided as much as possible.** If it is absolutely necessary, food should be consumed only in the office at your desk, social distance must be maintained, and all surfaces must be sanitized before and after use.
- Researchers should be minimizing on-site work such that the only meal that needs to be eaten (if at all) is lunch. Meals such as breakfast or dinner should always be eaten at home.
- Make sure your hands are clean before touching the fridge/microwave. The fridge/microwave should be disinfected before and after each use.

Visitors and other contacts:

- Visitor policy (to be printed and posted on the entrances of the lab): **Outside visitors are highly discouraged. If absolutely necessary, visitors must contact Leo Zasada (zasada@uw.edu) beforehand to schedule and coordinate their visit so that we can log when and where they have entered the lab. Prior to entering the lab, all non-UW employees must attest that they do not have any symptoms of COVID-19.**
 - Visitor names, emails, where/when they have accessed the lab, and symptom attestation will be logged in the following spreadsheet (see “Visitor Log” tab): https://docs.google.com/spreadsheets/d/1f0eo_L2zQKw9U5VIRzxSMzClgcurHLN_EPyovabO190/edit?usp=sharing.
 - If there is an unexpected visitor that cannot be rescheduled (e.g. waste collection or emergency access), they must complete the printed visitor log that is posted on the entrances to the lab.
- **A copy of the entire Xiao Lab Reopening plan will be printed and posted on the entrances of the lab for visitors to review.**
- Brandi’s students who need to use the Parr must coordinate with Leo before entering and performing experiments (Leo’s hood is directly across from Parr). They must precisely record when and where they accessed the lab in our visitor spreadsheet.
- If someone needs to run a sample on the TGA or other instrument, we will do it for them.
- If you need to get solvent from another group’s solvent system, coordinate a solvent flask drop off/pick up with one of their group members. They will get the solvent for you so you do not need to enter their lab. We will do the same.
- For close contacts that are not visitors: If you have close contact (>15 minutes at less than 6 ft distance) at work with someone in the department that’s *not* in our lab, please record it on this Google spreadsheet:
https://docs.google.com/spreadsheets/d/1f0eo_L2zQKw9U5VIRzxSMzClgcurHLN_EPyovabO190/edit?usp=sharing.

Specific lab protocols:

- Gloveboxes
 - Only one user per glovebox at a time

- Users must wear new nitrile gloves, a face mask, and disposable sleevelets while in the glovebox:
<https://www.fishersci.com/shop/products/dupont-tyvek-bib-apron-sleeves/0136121>
- Users must disinfect the gloves and front panels after each use with 70% IPA solution
- Pyrophorics
 - Students should not wear masks when using pyrophorics.
 - Prior to using pyrophorics, researchers must inform the entire group.

Communication, training, and documentation:

- All members of the group were involved in drafting this lab reopening plan. It was communicated over Slack and shared through our shared Google drive. A draft version of this plan was discussed together as a group on May 15th and May 18th.
- The finalized lab reopening plan will be reviewed in full during a group meeting prior to reopening. Departmental policies for shared spaces and shared facilities will also be discussed at this group meeting. Proper stairs and elevator routes to get to the NMR facility, stockroom, and other common destinations will be reviewed.
- All researchers must complete the following EH&S training before returning to the lab: <https://www.ehs.washington.edu/training/covid-19-safety-training-back-workplace>
- **Prior to their first day in lab, researchers will be required to sign a spreadsheet attesting that they have read, understood, and intend to comply with both our lab policy and the departmental policy:** https://docs.google.com/spreadsheets/d/1f0eo_L2zQKw9U5VIRzxSMzC1gcurHLN_EPyovabO190/edit?usp=sharing.
 - This training documentation will be saved in our shared drive, which is accessible on all lab computers. A copy will also be printed out and placed in our lab safety binder, and another copy will be filed with the department.
- The UW Safety Posters (“Stay Healthy, Huskies” and “Social Distancing at Work”) will be posted throughout the lab to remind researchers of safe practices.

Addendum #1 for Undergraduate Researchers:

- Names of undergraduates conducting in-person research:
 - My Do, mydo@uw.edu, 253-670-0599
- For the time being, only **advanced** undergraduate researchers are allowed to return to work.
- All researchers, including undergraduates, must read, understand, and intend to comply with all lab and departmental policies, and sign our training documentation (https://docs.google.com/spreadsheets/d/1f0eo_L2zQKw9U5VIRzxSMzClgcurHLN_EPy_ovabO190/edit?usp=sharing).
- All researchers, including undergraduates, must complete the following EH&S training before returning to lab: <https://www.ehs.washington.edu/training/covid-19-safety-training-back-workplace>
- **Self-attestation:** Undergraduates who are doing summer research for credit/volunteer hours (i.e., not on Workday) must complete the following self-attestation form **each day** they are on-site: <https://www.ehs.washington.edu/system/files/resources/guidance-symptom-monitoring-COVID-19.pdf>.
 - **The completed forms must be uploaded onto our shared drive.**
- **Social distancing and floor plans:**
 - The same social distancing rules detailed in our lab reopening plan apply to undergraduates.
 - Hood and office assignments:
 - My Do: CHB 312/312A (Fume hood behind Dawei; will only work when Dawei is not here to maintain social distancing)

Addendum #2 for new incoming students:

- 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 and live video conferences (e.g., screen sharing through Zoom).
 - A library of detailed SOPs are available for general laboratory techniques and instrumentation (air-free schlenk chemistry, glovebox, TGA, gas sorption instrumentation, solvent system, etc.)
 - After reading through the SOP, the incoming student will observe the demonstration in real time through a virtual meeting.
 - After the initial virtual training, an in person 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 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.

Addendum #3 for plan in case someone develops COVID-19:

- 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.

- 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).