

# Plan for In-person Research – Zalatan lab

## Locations covered (list building and room numbers):

Bag 411 (lab), Bag 419 (equipment room connected to 411), Bag 425 (office connected to 411), Bag 452 (Tissue Culture)

## COVID-19 Supervisor

**Name:** Jesse Zalatan

**Contact Info:** zalatan@uw.edu/650-799-0283

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

**Name:** Cholpisit Ice Kiattisewee

**Contact Info:** cholpk@uw.edu/206-636-6933

Names of people conducting in-person research:

[REDACTED]

## Summary

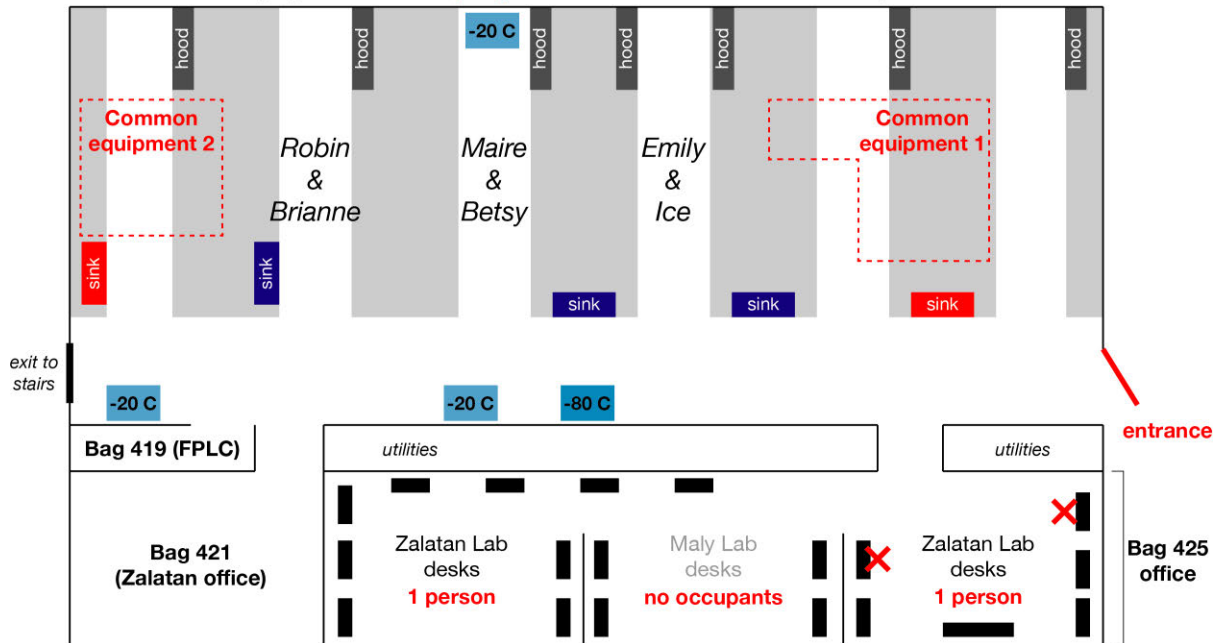
1. **In-person research is completely voluntary.** This document describes best practices are (1) **comfortable to follow during research**, (2) **easily adhered to** so that they become second nature when working in the lab. **It is important to emphasize that no one is required to go into work if they are not comfortable. Please use your own judgement on whether it is safe for you to work on-campus at any given time.**
2. **Attestation on UW Workday is required** for every day that you choose to come to the lab. If you have previously come to lab and are now feeling that you have symptoms of COVID19, you must report this immediately by following the instructions on the daily attestation (<https://isc.uw.edu/>). 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.
3. If you feel sick or exhibit any combination of the current list of COVID19 symptoms, stay home.
4. If you test positive for COVID-19 and have been in the lab, you must notify the EH&S Employee Health Center ([covidehc@uw.edu](mailto:covidehc@uw.edu), 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. If you are comfortable doing so, you can chose to inform Jesse Zalatan ([zalatan@uw.edu](mailto:zalatan@uw.edu)) and Paul Miller ([paulmil@uw.edu](mailto:paulmil@uw.edu)).
5. The [Zalatan Lab Bag 411 Google calendar](#) and the [TC Room Google calendar](#) will be used to document who is in the lab on any day, at any time, and must be filled out on Saturday for the week ahead. Time changes after Saturday should be immediately communicated to everyone using the lab email list and Slack workspace. For your scheduled times, you should make a plan in advance and stop at a predetermined stopping point.
6. These lab-specific requirements are in addition to:
  - a. EH&S's University Requirements for COVID-19 Prevention in the Workplace. You can find this document at: <https://www.ehs.washington.edu/covid-19-health-and-safety-resources>.
  - b. Chemistry Department Guidelines for Conducting Research During "Safe Start". This document details the policies for common areas and shared equipment rooms in Bagley, CHB, and CHL. <https://chem.washington.edu/guidelines-conducting-research-during-safe-start>

# 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:

## Zalatan Lab - COVID Reopening Layout Plan

Bagley 411 - **max 4 people** for 411/419/425 connected spaces



### Common equipment 2

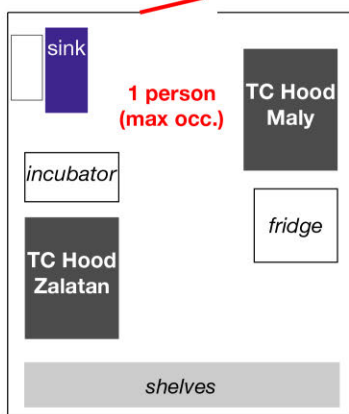
- SDS PAGE & shaker trays
- PCR machines

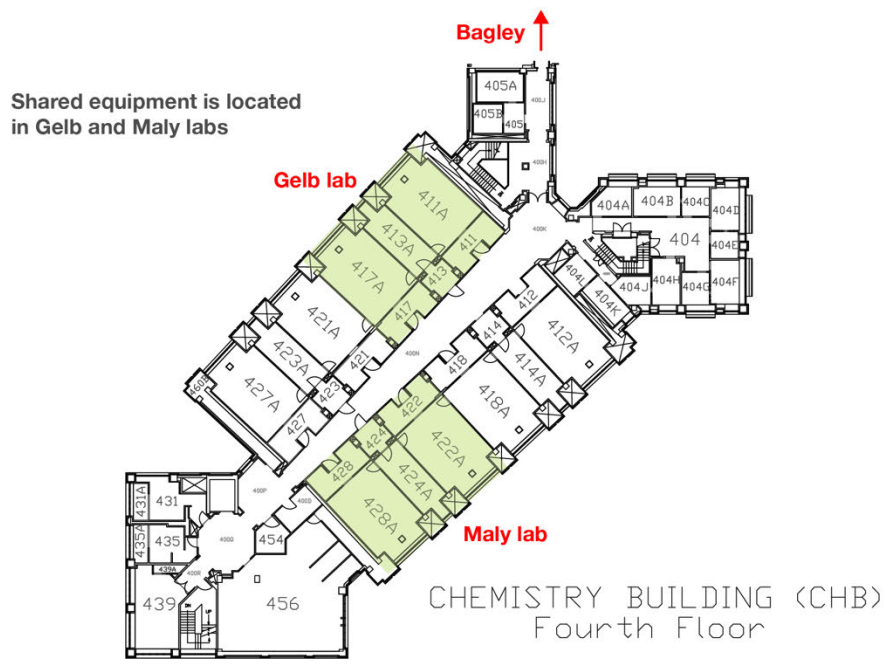
### Common equipment 1

- agarose gels
- gel camera
- fixed temperature incubator blocks
- nanodrop

**sink**  
handwashing sinks  
(no gloves)

## Bagley 452 Tissue Culture Room (shared with Maly)





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 obtain necessary supplies and access necessary equipment (i.e. Maly and Gelb CHB labs), but must maintain social distancing if they do so and wear a mask.

The maximum capacity of our main lab space (Bag 411 lab & connected rooms + Bag 425 office) is **3 people** working at benches or other stations **plus 1** “temporary” person who is passing through the lab, obtaining a reagent, or briefly accessing shared equipment. Shifts should be scheduled to maintain this policy.

The maximum capacity of the Tissue Culture room (Bag 452) is **1 person**. This space is shared with the Maly lab and usage must be coordinated with them on the shared [TC Room Google Calendar](#) to prevent overlapping usage.

Office space (Bag 425) can be accessed for breaks, computer work, and food storage. For extended computer work when bench work is not being performed in parallel, lab members are **required** to work from home.

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

**Entering the Bag 411 lab**

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.

Upon entering the lab space, immediately disinfect the door handle (using the 70% EtOH spray bottle), wash your hands with soap at the designated handwashing sink, and put on appropriate PPE.

No more than one person can work in a bay at any given time. If two people from the same bay schedule overlapping times, one person must move to an unoccupied bench in another bay. You are responsible for cleaning and disinfecting that bench before and after use just like your own workspace.

If two people who occupy facing benches in separate bays schedule overlapping times, one person must relocate to an unoccupied bench – generally this can be the other bench in your bay. For this policy to be practical, everyone must ensure that their bench is completely clean and free of clutter at the end of each work period.

Before entering a lab or office space, you must verbally announce your entry. Wait for any occupants to respond to you. If the room is already at capacity, you must wait until someone else leaves before you enter the room. Coordinate with the people inside.

Coordinate verbally with others in the room when you are preparing to move to a common equipment area, to move to the office, or to leave the lab.

Lab members must be able to hear others at any time. Do not wear headphones/earbuds in both ears while in lab.

Avoid taking the elevator as much as possible.

Landline phones should not be used or answered.

**Moving within the lab**

Lab members must remain 6 ft apart from each other at all times. This may require you to wait until someone finishes and leaves a workspace before you can enter that area. The maximum number of occupants per room has taken into account pathways and equipment access in order to mitigate interactions.

You should use and bring around with you your own set of pipettes, tips, stock bottles, and any other materials you need when setting up your experiments. Do not use others’ pipettes, tips, or reagents, even if they are not currently working in the lab.

To safely access shared lab stocks such as gel-making reagents, cell stocks, ladders, etc., use a fresh pair of gloves or spray and disinfect gloves with 70% EtOH before and after accessing the reagent.

Shared equipment such as centrifuges, microwaves, power supplies, pH meter, etc., should be wiped down before and after use with 70% EtOH.

Gloves should be worn when using the Bag 425 iMac.

Cloth chairs cannot be easily disinfected and must not be shared. All office and lab chairs will be clearly labeled with individual names.

Food items stored in the Bag 425 office fridge must be wrapped in secondary containment such as Ziploc bags that can be wiped down with ethanol before inserting into the fridge (no aluminum foil as it has too many creases). Bottles and cans should also be wiped down. 70% EtOH and Ziploc bags will be placed on top of the microwave for this purpose. If weather permits, please exit the building and eat outside. Otherwise, the Bag 421 office alcove can be used for snack/meal breaks.

### Shared equipment within the lab

Use the Google calendar to sign up for the FPLC and the refrigerated shakers.

### Shared equipment in Gelb/Maly CHB labs (sonicator, lyophilizer, MilliQ water dispenser)

Before visiting another lab:

- Contact someone in the lab you are visiting to let them know you intend to enter their lab space. You can find contact information for organic division labs [here](#).
  - Maly lab: [maly-lab@uw.edu](mailto:maly-lab@uw.edu)
  - Gelb lab: individual contacts listed [here](#)
- Use the subject line "REQUESTING VISIT TO <NAME> GROUP"
- Confirm lab-specific requirements in advance (mask policy, disinfecting hands, expected social distancing requirement, max occupancy).
- Sign in on the visitor log. Depending on the lab, this may be a google calendar or a physical sign in sheet.
- Knock on the door and verbally communicate with any current occupants before entering another lab. Confirm that the maximum number of people allowed in the room has not been reached.
- Efficiently complete whatever task is necessary and exit the space.

### Shared equipment rooms and common spaces

Follow all rules and procedures established by the coordinators of these spaces. You can find these rules in the Chemistry department COVID space policies (copy available on lab google drive [here](#)).

Mass spectrometry lab (including Typhoon/Odyssey scanners): (Bag 83 & 87, contact [Martin Sadilek](#)) You may only be in this facility during your scheduled instrument time. Samples must be brought in a container and wiped down with 70% EtOH before entering the facility. Maintain 6 ft distance between people at all times.

NMR facility: (Bag 37 & 46B, contact [Rajan Paranji](#)) You may only be in this facility during your scheduled NMR time. Samples must be brought in a container and wiped down with 70% EtOH before entering the facility. Maintain 6 ft distance between people at all times.

Autoclave rooms: (Bag 192S, 465, CHB G002, contact [Nicholas Breen](#)) Max occupancy one person in these rooms. Bring materials in a container, wipe down container with 70% EtOH before entering the room. **DO NOT LEAVE ETHANOL ON MATERIALS THAT ARE PLACED IN THE AUTOCLAVE. THIS IS AN EXPLOSION HAZARD.**

Liquid nitrogen dispensing rooms: (CHB 205, 305, 405, contact [Lochlan Hickok](#)) Max occupancy one person in these rooms. Wipe down dewar with 70% EtOH before entering room.

Stockroom: (Bag 36, contact [Lochlan Hickok](#)) Max occupancy two visitors, bring container and wipe down with 70% EtOH before arriving.

Bike storage area: (Bag/CHB dock) Max occupancy one person.

Bathrooms: All bathrooms are designated as single occupancy only. Verbally check before entering.

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

All standard research tasks can be performed safely following these policies.

In-person training of incoming grad students is voluntary and a 6 foot physical distance must be maintained between people at all times. If new researchers cannot be safely and adequately trained while maintaining a 6 foot distance, then the activity may not be performed.

In-person training of new undergraduate researchers is not currently permitted.

#### 5. Describe the changes to the workspace(s) that have been made to ensure social and physical distancing and hygiene requirements:

Common equipment has been moved from individual benches to unoccupied benches so that multiple lab members will not need to congregate in individual workspaces.

Many lab members who use the shared Bag 411 space will relocate to their CHB lab space.

Cleaning wipes will be placed in each room to disinfect surfaces, including office spaces.

To minimize the interaction with spaces and people outside of the lab, all items from the stockroom will be picked up by designated people at predetermined times twice a week. The pickup times on Tuesday and Friday will be indicated on the group google calendar.

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

Policies have been discussed during group meetings and by distribution of this document via email and a shared Google Drive folder.

Signs will be posted in each workspace.

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, training in common experimental techniques will be performed through video recordings and live video conferences. For complex tasks that cannot easily be described verbally, senior students will record an instructional video. These videos will be recorded by the senior student alone, through desk-mounted video recording tools (like smartphones) or a head-held camera (GoPro). Videos will be shared via google drive. Alternatively incoming students may observe a demonstration in real-time through a virtual meeting.

Training for lab instruments (FPLC, shaker/incubators, PCR machines, gel electrophoresis, western blot transfer apparatus, centrifuges, Miltenyi FACS) will be done offline through pre-recorded training videos and/or live virtual meetings.

After online training sessions, a more specific in-person training may be necessary. These training sessions will be performed following 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, new group members will discuss a detailed plan and a risk assessment with a senior student in a virtual meeting. When performing new 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 experimental results and troubleshooting will be performed online with the help of senior students and/or the PI whenever possible.

## 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 on [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 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:

- 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 the UW COVID-19 FAQ <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.
- The University [Employee Health Center](#) will be contacted.
- EH&S COVID-19 [Enhanced Cleaning and Disinfection Protocols](#) may be performed.
- If you test positive for COVID-19 and have been in the lab, you must notify the EH&S Employee Health Center ([covidehc@uw.edu](mailto:covidehc@uw.edu), 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. If you are comfortable doing so, you can choose to inform Jesse Zalatan ([zalatan@uw.edu](mailto:zalatan@uw.edu)) and Paul Miller ([paulmil@uw.edu](mailto:paulmil@uw.edu)).

## 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. Disinfect the door handle with 70% EtOH.
2. Wash hands thoroughly for at least 20 seconds using soap using one of the designated handwashing sinks.
3. Immediately put on gloves. **Use gloves for the entire time you are in this workspace**, replacing as needed.
4. Disinfect all surfaces you intend to use or might use, including benchtops and desks.\*
5. Wear proper PPE during all work.
6. Once work is complete, or if you are leaving for any extended period of time, disinfect all surfaces used, including handles/door knobs.
7. Properly dispose of gloves to avoid contamination on skin.
8. Wash hands thoroughly for at least 20 seconds using soap.

For lab spaces, use 70% ethanol (EtOH) or 10% bleach. Isopropanol can be used as a substitute for EtOH. For office spaces, use Lysol/Clorox wipes. >60% ethanol is recommended for COVID-19 disinfection – see CDC recommendations [here](#). A contact time of ~1 minute should be sufficient for most applications (see CDC guidelines [here](#)), although no specific guidelines have been issued for COVID-19. For 10% bleach, the standard contact time recommended by UW EHS is 10 minutes for lipid viruses.

Note that the reason EHS recommends against 70% EtOH in BSL2 facilities is because it is ineffective against spores (see CDC guidelines [here](#)), which does not apply to COVID-19.

**Summary of things that should be wiped down before and after use with 70% EtOH:** door handles, light switches, office desk, bench, pipettes and tip boxes, shared reagents and reagent containers, **all** shared equipment, food items going into the fridge, office microwave.

**End of lab cleaning:**

- Clean your benchtop, pipettes, and other benchtop equipment with 70% EtOH or 10% bleach. If you use bleach, make sure that you then wash off with pure water such that residual bleach does not interfere with an experiment. Ethanol has the advantage of volatility.
- Benchtop surfaces must be completely clean and free of clutter and the end of your work period. Place all items in appropriate drawers, shelves, or other storage areas.
- Wipe down shared equipment you used and spaces you worked in. These items and areas should have already been sanitized directly after use.
- All shared glassware (e.g. beakers, graduated cylinders, shaker flasks, etc.), plasticware (e.g. centrifuge bottles/tubes, gel boxes and electrodes, etc.), and stir bars must be washed and set out to dry. Put away any items that are already dry.
- Perform the usual shutdown checklist (checking all equipment is off, check temp on freezers & fridges, etc.). Wipe down door handles, fridge/freezer handles, and light switches as each room is cleared.
- Remove and dispose of any PPE using sanitary technique.
- Thoroughly wash your hands before leaving and spray the light switches and door handles as you exit.
- Please ensure that lab entrances are closed and locked when you leave. This will ensure the lab stays sterile until the next lab member comes in. Please inform Paul Miller ([paulmil@uw.edu](mailto:paulmil@uw.edu) 206-543-1612) and Kevin Soderlund ([kevins@uw.edu](mailto:kevins@uw.edu), 206-543-1616) if you see someone you don't recognize in the building.

In addition to each individual cleaning the surfaces they used, there will be a weekly (rotating) lab job to clean highly touched surfaces (including door handles, biosafety hood glasses, chairs, etc.).

**CAUTION WHEN USING 70% ETHANOL: Ethanol will wash off anything written with a Sharpie. Please keep this in mind and to avoid losing any important labeling, or plan to immediately re-write labels after wiping surfaces!**

## 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:

**A mask should be worn at all times** except in the special circumstances described below.

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

Face masks should not be used when working with flammable chemicals or open flames.

Face masks should not be used when working with BSL2 materials in the Bag 452 Tissue Culture room.

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 on the "Names of people conducting in-person research" list have received a copy of this plan. Lab members and new trainees will be required to certify that they have read, understood, and intend to comply with the lab policy and the departmental policy. Certifications will be recorded by email to Jesse Zalatan, recorded with our safety documentation (the electronic lab safety manual on our group computer), and filed with the Chemistry



department. All lab members will be required to verbally review these policies in a virtual Zoom meeting. Training will be logged on a shared google sheet "[Zalatan lab COVID training record](#)".

All lab members will also complete the required UW EH&S COVID-19 training found here:

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

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 are required to email the lab email list ([izlablist@uw.edu](mailto:izlablist@uw.edu)) in advance using the subject header "REQUESTING A VISIT TO THE ZALATAN 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 using the form found here: <https://www.ehs.washington.edu/system/files/resources/guidance-symptom-monitoring-COVID-19.pdf> (copy stored on Zalatan lab google drive folder). Visitors will be logged on the lab google calendar – the electronic records of emails and calendar entries will serve as redundant, searchable backups if contact tracing should become necessary.

Visitors that are requested by us (i.e. EHS waste pickup workers) will be informed of the lab policies as above. Visits will be logged on the lab calendar. Non-UW visitors must attest that they have no COVID-19 symptoms by sending an electronic copy of the Department of Chemistry Visitor Attestation Form (available on lab google drive [here](#)) to Jesse Zalatan ([zalatan@uw.edu](mailto:zalatan@uw.edu)).

If visitors do not comply with stated lab policies and disregard requests to comply, group members should leave the lab (if they can do so safely) and immediately contact Jesse Zalatan and Paul Miller ([paulmil@uw.edu](mailto:paulmil@uw.edu) 206-543-1612).

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

All group members have received the [Chemistry Department Guidelines for Conducting Research During "Safe Start"](#). Group members will certify that they have read, understood, and intend to comply with the policies as described in (1) above.

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

Food consumption is discouraged in the lab and office space. Weather permitting, group members should exit the building and find a safe location to eat outside when necessary.