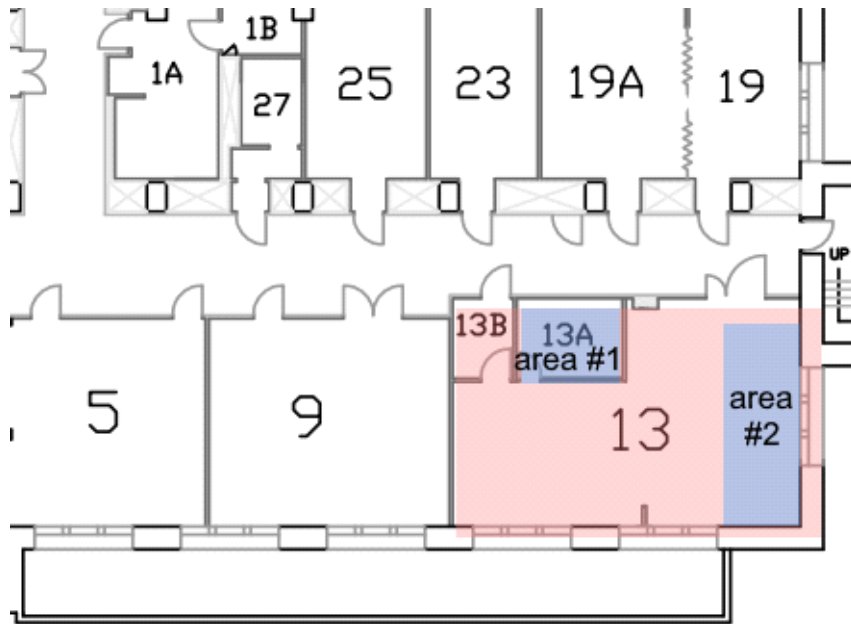




**BAG Ground Floor**

Below, find a floor plan with relevant lab areas highlighted in red. Discrete work areas are described with blue squares. In spaces that can accommodate more than one work area, spaces are labeled (e.g. “area #1”).



BAG 013 is a lab space that has been divided into two work areas. Each work area will have a maximum occupancy of one each.

**BAG 4th Floor**

Below, find a floor plan with relevant lab areas highlighted in red. Discrete work areas are described with purple squares. In spaces that can accommodate more than one work area, spaces are labeled (e.g. “area #1”).



BAG 406 and 438A are offices and will be used as discrete work areas with maximum occupancy of one (BAG 406) or two (BAG 438A).

**The total maximum occupancy of the entire 402 suite will be three at any given time.** BAG 402A, 402B, 402C, and 402D are lab areas with a maximum occupancy of one lab member at any time. In addition, only two people are allowed to occupy 402 at any time.

BAG 454/402 has two discrete work areas with a maximum occupancy of one lab member per area. Only two lab members will be allowed to occupy BAG 454/402 at any time. BAG 402 also features additional utilities (tools, reagents, fume hoods) that will be accessible on a temporary basis (less than 10 minutes) to enable access to lab supplies and observation of lab tasks (e.g., when observation will benefit the safety of the lab member).

- 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:

Each work area will only be available to lab members once they have reserved that work area for use during a shift consisting of one or more consecutive days.

Lab members may access other work areas on a temporary basis to fetch equipment and supplies (i.e. the lab member will access the space for <10 minutes and will not perform research during that time). Lab members intending to access a work area on a temporary basis must (1) not exceed the personnel limits for that work area described above, (2) coordinate their plans with anyone who has reserved the work area, and (3) maintain a distance of at least 6 feet from other lab members.

Reservations will be managed using a Google Calendar that all lab members who perform in-person research are required to subscribe to and monitor on days they will be on campus. To facilitate the communication and coordination of in-person activities, a dedicated group chat has been created for the Zhang Lab on WeChat.

To facilitate coordination, we will have a magnetic “In or Out” board with lab members' names on each lab door and office space. Lab members are to shift their name to the “In” column of the board before entering a lab/office space and return it to the “Out” column of the board after exiting. This will enable lab members to quickly determine whether spaces are currently at capacity and prompt coordination via WeChat.

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

Before arrival

- Complete the COVID-19 Symptom Attestation on Workday, as described in Section 7.

On arrival:

- Lab members working in person should announce their arrival on the group chat on WeChat.

While on campus:

- Lab members must stay at least 6 feet apart from each other at all times.
- Lab members must wear a cloth mask that covers their mouth and nose.
- Lab members should remain available via WeChat for coordination within shared spaces.
- Before entering a room, lab members must inspect the “In or Out” board for that space. If not already at capacity, lab members may shift their name card to the “In” column and enter. If the room is already at capacity, you must wait until someone else leaves before you enter the room. Coordinate with the people inside via WeChat.
- Do not wear headphones/earbuds in both ears while in the lab. You must be able to hear anyone trying to get your attention.

When leaving campus:

- Lab members should announce their departure from campus on the WeChat group chat.

To minimize the interaction with spaces and people outside of the lab, all items from the stockroom will be picked up by designated lab members. The pickup times will be announced on the group chat on WeChat.

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

All research tasks can be safely performed using this policy. Any research tasks that require multiple lab members (e.g. observation during learning a new technique) must be coordinated on the Google Calendar and on WeChat.

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

Spray bottles filled with 70% ethanol in H<sub>2</sub>O (70% EtOH) have been placed near the door in all lab/office spaces. Hand sanitizer has been placed near the door in all lab/office spaces.

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

Policies and measures have been discussed:

- At a virtual group meeting.
- On our lab's WeChat group chat.
- Via distribution of this document.
- Signs posted on the entrance to each work area designated above.

- **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.**

- When members undertake new projects that require training, they will be encouraged to first thoroughly understand the related literature (from home).
- Physical training from experienced grad students will be performed in person, however, will be required to maintain a 6ft distance, and will wear standard safety PPE.
- Interpretation of the experimental results and troubleshooting will be performed online with help of senior students and/or the PI whenever possible.
- 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 the new member is doing experiments, there will always be a senior researcher present in the nearby lab or office space.

## Responding to Illness

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

Perform a self-check of wellness: Bring awareness to your body and assess if any symptoms of COVID-19 infection are present. If you are experiencing symptoms then (i) remain at home and do not go to campus, even if the symptoms are mild, (ii) notify the PI, and (iii) contact your healthcare provider.

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?

Each day that you plan to access in-person resources of the lab, you must complete the COVID-19 Symptom Attestation on Workday (<https://isc.uw.edu/>) **prior** to coming to campus.

- 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 [emphth@uw.edu](mailto:emphth@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).

## Cleaning and Disinfecting Your Workplace

- 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 a work area is required to disinfect surfaces both before and after each shift.

- Wash hands thoroughly for at least 20 seconds using soap.
- Disinfect all surfaces you intend to use or might use, including cabinet and drawer handles and doorknobs using 70% EtOH.

When lab members access other work areas on a temporary basis, e.g., to fetch equipment or supplies, that lab member is responsible for :

- Wash hands thoroughly for at least 20 seconds using soap immediately prior to accessing the work area.
- Wash hands thoroughly for at least 20 seconds using soap immediately after accessing the work area.

Cloth-covered chairs cannot be easily disinfected and must not be shared. Foam, solid plastic, and metal chairs can be wiped down and so will be placed at common stations first and then distributed to bays around the lab. These should be cleaned before and after use at common stations and at the beginning and end of shifts.

## Encouraging Good Hygiene

- 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.

Immediately upon (1) entering BAG, (2) entering BAG 4th Floor offices, and (3) entering any room with a sink, wash your hands. Wash your hands thoroughly after touching door handles, light switches, or other high-touch surfaces (phones, white boards, etc.).

Please keep the areas around the sinks clear so that they are easily accessible for hand washing!

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

- 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 and the department 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 your lab policy and the departmental policy. This attestation will be documented using a Google Form. The results of this Google Form will be recorded with our other lab safety documents and a copy will be forwarded to the department.

- 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 planned visitors must coordinate their activities with the PI. The PI will:

- Determine whether the visit is necessary at this time.
- Make an attestation plan for the visitor. For visitors who are UW employees, they must complete the COVID-19 Symptom Attestation on Workday as described in section 7.
- Fill in the visitor information on WeChat. This will include the name, contact information, and work areas of the visitor. This will serve as our visitor log.

In the event of an emergency, it may not be possible to complete the above. In that case, lab members on hand should attempt to gather the information that they can and fill that in group WeChat as appropriate.



A visitor policy will be posted on the entrance to each work area.

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

All group members will be provided with a digital copy of any guidelines developed by the department. The group members must acknowledge the receipt of the guidelines by e-mail. COVID-19-related policies will be posted on the inner door of each lab/office space to promote adherence.

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

n/a