

## Guidelines for COVID-19 prevention while working in the ChemE Shared Cell Culture Laboratory

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These guidelines will help minimize the risk of COVID-19 and maximize prevention and safety. **Speak up if you observe someone not following such precautions; we are all responsible for stopping the spread of the virus.**

### Guidelines for laboratory personnel safety

1. Complete the REQUIRED [COVID-19 Safety Training: Returning to the Workplace](#) through UW EH&S Training before returning to campus.
2. **NEVER come to work at a laboratory or research facility if you are experiencing any symptoms of infection.** By signing up for a shift in lab, you are attesting that you are not experiencing the following symptoms:
  - a. Fever
  - b. New cough
  - c. New muscle aches not attributable to another medical condition or another specific activity (e.g due to physical exercise)
  - d. Throat pain
  - e. Shortness of breath
  - f. Difficulty breathing
  - g. Respiratory symptoms
3. All UW employees who come to UW must **complete a new, daily Working On-Site COVID-19 Symptom Attestation** by logging into [Workday](#).
4. If you experience COVID-19 symptoms, are confirmed to have COVID-19, or have someone at home with COVID-19, stay home, contact your healthcare provider, and notify the EH&S Employee Health Center at [emphlth@uw.edu](mailto:emphlth@uw.edu).
5. **If you come to work and start showing any possible symptoms of illness, you must leave the lab** and inform Prof Cole DeForest ([profcole@uw.edu](mailto:profcole@uw.edu)) and your supervisor.
6. Develop a personal transportation plan that minimizes proximity to other people. Consider cycling, walking, or driving instead of public transit.
7. Be present in the lab only as long as necessary for your experiment. Minimize time around other people.
8. **Assume everyone you see is infected, including yourself, and use appropriate precautions.** Transmission may occur from people with no symptoms.

### Guidelines for in-person research

#### Prior to coming to campus:

1. All researchers must **complete a new, daily Working On-Site COVID-19 Symptom Attestation** by logging into [Workday](#) (if you are a UW employee) or through the [UW ChemE website](#).

2. Sign up for a shift using this [Google Calendar](#)
  - a. One person can work in B23 at a time
  - b. Do not enter lab unless you are logging your usage & no one is signed up
3. Do not enter B23 if someone is inside unless it is an emergency.

### Safely working in lab:

1. **A cloth mask or face covering is required in Benson Hall** except where not appropriate for a research work environment or in a closed office. Masks can be removed while working in B23.
  - a. Wash hands before and after using ANY face covering.
  - b. Only disposable surgical masks can be worn while working in B23
  - c. Follow the EH&S Guidance for [Facemasks Use for Preventing the Spread of COVID-19](#).
2. **Wash your hands with soap upon ENTERING and BEFORE leaving the lab**, and wash them after touching any shared accessory devices like phones, keyboards, etc.
3. Wear gloves while working.
4. Wipe or spray door handles with 70% ethanol after use (EH&S guidelines).
5. Disinfect surfaces that you contact prior to leaving the lab each day including, but not limited to, the biosafety cabinet sash & control panel, microscope eye piece, and incubator door. [EH&S disinfection guidelines](#)
6. **DO NOT touch personal surfaces while wearing gloves (phones, laptops, headphones, etc.)**
7. Additional recommendations:
  - a. **Lab coats are recommended to protect personal clothing.**
  - b. Interact with other labs through electronic means except in cases of extreme emergency. Transfer of items by leaving them in the hallway or other designated areas. Use sign-up calendars prior to accessing shared equipment to avoid accidental contact.
  - c. Use precautions when entering a restroom, shared use facility, or other common areas. Call out to assess occupancy. Use a disposable towel to touch door handles and wash your hands upon entering and leaving.

### Procedures in the event of a possible or confirmed case of COVID-19 among personnel working in the Shared Cell Culture Laboratory

1. Notify the EH&S Employee Health Center immediately ([emphlth@uw.edu](mailto:emphlth@uw.edu) or 206-685-1026). The identity of individuals who have or may have COVID-19 is handled as protected information.
2. EH&S will provide guidance on communicating to staff (as appropriate)
3. EH&S will notify individuals who had close contact with the ill person up to 48 h prior to the development of symptoms.
4. EH&S will provide close contacts with public health recommendations that may include staying home and monitoring their health for 14 days.

5. EH&S will evaluate the locations where the person spent time on campus for enhanced cleaning and disinfection.

## **EH&S Guidelines: ENHANCED CLEANING FOR PREVENTION**

### **General guidance:**

1. Increase the frequency of cleaning and disinfecting, focusing on high-touch surfaces, such as buttons, handrails, tables, faucets, doorknobs, shared equipment, and shared keyboards. Increased frequency of cleaning and disinfecting with attention to these areas helps remove bacteria and viruses, including the novel coronavirus.
2. Practice good hand hygiene after cleaning (and always!):
  - Wash hands often with soap and warm water for at least 20 seconds.
  - If soap and warm water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

### **Safety guidelines during cleaning and disinfection:**

1. Wear disposable gloves when cleaning and disinfecting. Gloves should be discarded after each use. Clean hands immediately after gloves are removed.
2. Wear eye protection when there is a potential for splash or splatter to the face.
3. Gowns or aprons are recommended to protect personal clothing.
4. Store chemicals in labeled, closed containers. Store them in a manner that prevents tipping or spilling.

### **Cleaning and disinfection of surfaces:**

Visit the EH&S website to view guidance on [Enhanced Cleaning Disinfection Protocols for Prevention](#).

1. Clean surfaces and objects that are visibly soiled first. If surfaces are dirty to sight or touch, they should be cleaned using a detergent or soap and water prior to disinfection.
2. Clean and disinfect affected surfaces as soon as possible after a known exposure to person with respiratory symptoms (such as coughing/sneezing).
3. Use an EPA-registered disinfectant for use against COVID-19. Refer to [the list of products preapproved](#) for use against emerging enveloped viral pathogens, or the [list of disinfectants](#) for use against SARS-CoV-2.
4. Follow the manufacturer's instructions for safe and effective use of all cleaning and disinfection products (e.g., dilution concentration, application method and contact time, required ventilation, and use of personal protective equipment). Review the [COVID-19 Chemical Disinfectant Safety Information](#) guide to potential health hazards and the recommended protective measures for common active disinfectant agents used at the UW.
5. Consult manufacturer recommendations on cleaning products appropriate for electronics. If no guidance is available, consider the use of alcohol-based wipes or spray containing at least 70% alcohol. Use of alcohol-based products may reduce the risk of damage to sensitive machine components. Whenever possible, consider using wipeable covers for electronics. Dry surfaces thoroughly to avoid pooling of liquids.

6. The following products are effective for disinfection of hard, non-porous surfaces:
- A 10% diluted bleach solution, an alcohol solution with at least 70% alcohol, and/or an [EPA registered disinfectant](#) for use against COVID- 19.
  - Prepare a 10% diluted bleach solution by doing the following:
    - o Mix five tablespoons of bleach per gallon of water.
    - o After application, allow 2 minutes of contact time before wiping, or allow to air dry (without wiping).

If a COVID-19 case is confirmed in the UW community, University units are required to follow the guidance *Enhanced Cleaning and Disinfection after Notification of a Confirmed Case of COVID-19* outlined in [this document](#).