

## **Bergsman Group: Guidelines for COVID-19 Prevention**

These guidelines are designed to help minimize the risk of COVID-19 and help ensure personal safety.

**Locations:** Benson 213, 231, 229 (Lab Spaces), 219 (Shared Office), 253 (Bergsman Office)

**Site Supervisor:** David Bergsman, [dbergs@uw.edu](mailto:dbergs@uw.edu), (509) 531-0238

**Alternate:** Kameron Harmon, [harmok@uw.edu](mailto:harmok@uw.edu), (206) 543-4364

### **Required COVID-19 Approvals and Safety Training**

1. Any person visiting Benson Hall must follow all of the guidelines provided on the Chemical Engineering COVID-19 information page, including filling out the required forms, both of which can be found at the following link:  
<https://www.cheme.washington.edu/mycheme/coronavirus>
2. Members of the Bergsman Lab must complete the EH&S COVID-19 training prior to returning to the workplace, which can be accessed at the following link:  
<https://www.ehs.washington.edu/training/covid-19-safety-training-back-workplace>
3. Once completed, send a copy of the completion certificate to Professor Bergsman ([dbergs@uw.edu](mailto:dbergs@uw.edu)).

*New lab members must also have completed standard Bergsman Group safety training to enter any lab spaces.*

### **Guidelines for Laboratory Personnel Safety**

1. 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 the 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 psicific activity (e.g. due to physical exercise)
  - d. Throat Pain
  - e. Shortness of Breath
  - f. Difficulty Breathing
  - g. Respiratory Symptoms
2. Daily, before coming to work, complete a **daily attestation of wellness** in Workday. This must be done every day you are coming to campus, and preferably before you come to campus.
3. If you experience COVID-10 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).
4. **If you come to work and start showing any possible symptoms of illness**, leave the lab immediately and inform both Professor Bergsman ([dbergs@uw.edu](mailto:dbergs@uw.edu)) and Debbie Carnes ([drae@uw.edu](mailto:drae@uw.edu)).

5. Develop a personal transportation plan that minimizes proximity to other people. Consider cycling, walking, or driving instead of public transit.
6. Be present in the lab only as long as necessary for your experiments. Minimize time around other people.
7. Always follow occupancy guidelines of labs and your assigned office space.
8. Because transmission may occur between people with no symptoms, behave as though everyone, including yourself, is a potential source of infection.

### **Standard Operating Procedure for Working in Bergsman Group spaces (lab & office)**

#### **Before Traveling to Lab or Office:**

1. Complete an attestation of wellness in Workday
2. Bring a mask (see below)
3. Sign up for a shift prior to arrival using the **Bergsman Group Occupancy Calendar** or on the occupancy calendar for shared office spaces (both shared with approved users).
  1. Each entry corresponds to your location in Benson Hall during the recorded period.
  2. Slot each period in 30-minute intervals.
  3. In the event title, put the room number, region of the room you will be working in, name, and purpose. (219-WS1-David-downtime) (Room 219, Workstation 1, Person, Downtime between experiments).
  4. To maintain 6 feet of distance between occupants, the maximum occupancy for each room is as follows:
    - i. Room 231: 2 people
    - ii. Room 229: 2 people
    - iii. Room 213: 4 people
    - iv. Room 219: 4 people
  5. Do not book a time slot on the calendar unless the room has sufficient occupancy to accommodate an additional person.
  6. Minimize the time spent in offices. Offices should only be used as a temporary waiting space while running experiments. Do not complete extended work periods in the lab offices. Complete all non-essential work at home. Always follow occupancy guidelines of your assigned office space.

#### **Masks**

4. You are expected to wear a mask while in Benson Hall. Wearing a mask, such as a cloth mask, can add another layer of protection, both for yourself and for others, by containing respiratory droplets when the mask wearer coughs, sneezes, or speaks.
5. Bring your own mask. If you do not have a mask, contact Professor Bergsman.
6. Follow the EH&S Guidance on Facemask Use for Preventing the Spread of COVID-19: <https://www.ehs.washington.edu/system/files/resources/facemask-guidance-COVID-19.pdf>

#### **After Arriving in Lab or Office:**

7. Do not enter lab or office unless you have a reserved time in the calendar.
8. Wipe or spray door handles with 70% ethanol after use.

9. Unlock doors to the lab and leave them propped open to minimize touching of high-contact surfaces. If leaving, and someone is coming in immediately after you, leave the door open for them. Note: beware of leaving personal belongings unattended in the lab/offices while the doors are open.
10. Wash hands with soap upon entering and before leaving the lab. Wash them after touching any shared accessory devices (e.g. phones, keyboards).

#### **While Working in the Lab or Office:**

11. Clean and disinfect any touched high-touch surfaces after use (e.g. tables, doorknobs, shared equipment).
12. Minimize contact with shared items (e.g. pens, reagent bottles). Disinfect surfaces/items that you come in contact with prior to leaving the lab.
13. Do not touch personal surfaces while wearing gloves (e.g. phones, laptops, headphones, etc.).
14. Maintain 6 feet of distance from others in the lab, excepting any safety issues.

#### **When Leaving Lab:**

15. Wipe down any areas used with 70% ethanol.
16. Remove gloves and wash hands with soap and water upon leaving lab.
17. Turn off lights, lock the door to the lab/office.

#### **Outside of Lab:**

18. Avoid interacting with others in Benson Hall. Prioritize electronic means of communication except in emergencies.
19. Use precautions when entering shared spaces, like restrooms. Call out to determine if a shared space is occupied if necessary.

#### **Guest Use/Visitors of Bergsman Lab Spaces**

1. All guests must be authorized and trained to enter a Bergsman Lab, unless accompanied by an authorized or trained lab member.
2. Before visiting Bergsman Lab spaces (and Benson Hall more generally), all visitors must agree to follow the guidelines included on the ChemE COVID-19 information webpage, including acknowledgement of having read the COVID prevention plan, both of which can be found here: <https://www.cheme.washington.edu/mycheme/coronavirus>
3. Before visiting, all visitors must complete the non-employee attestation, which can be found on the above ChemE COVID-19 website or at the following link: <https://forms.gle/wFmreo7XLQ5M7aGx5>
4. Accompanied visitors must follow the instruction included in this SOP. It is the responsibility of their host to ensure compliance. Failure of a visitor to follow these guidelines may result in the host's loss of lab access.
5. Accompanied visitors may not touch anything in the lab, are required to wear the proper PPE at all times, and must stay with their host (with proper distancing) while in the lab space.
6. Hosts must maintain 6 feet of distance from guests, except in event of emergency.
7. Guests who are themselves authorized and trained should use the lab occupancy calendar to select a time window for usage, as described above. Note that Bergsman lab members have priority over equipment usage.

## **Procedure in the event of a possible or confirmed case of COVID-19 among personnel in the Bergsman Lab**

1. Notify the EH&S Employee Health Center immediately (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.

## **General EH&S Guidelines for Enhanced Cleaning**

### **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!):
  - a. Wash hands often with soap and warm water for at least 20 seconds.
  - b. 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. A 10% diluted bleach solution, an alcohol solution with at least 70% alcohol, and/or an [EPA registered disinfectant](#) for use against COVID- 19.
  - b. Prepare a 10% diluted bleach solution by doing the following:
    - i. Mix five tablespoons of bleach per gallon of water.
    - ii. 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](#).