

# Carothers Group COVID-19 Lab Safety Guidelines

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Last reviewed: 7/21/2020

## Daily rules for working in MoES:

- Complete the daily attestation in workday
- Schedule time by inviting the Carothers Group Calendar:  
[uw.edu\\_pn2ne455qui2vrau02gum7g0bs@group.calendar.google.com](mailto:uw.edu_pn2ne455qui2vrau02gum7g0bs@group.calendar.google.com)
- Follow all COVID-19-specific safety rules
- Have previously completed the EH&S COVID-19 training. You can access the training here:  
<https://www.ehs.washington.edu/training/covid-19-safety-training-back-workplace>

## Records Show that the following have completed EH&S COVID-19 training

UWNetID	First Name	Last Name	Course Title	Completed	Expire	Status
cholpk	Cholpsit	Kiattisewee	COVID-19 Safety Training: Back to the Workplace	06-16-2020		Current
idf	Ian	Faulkner	COVID-19 Safety Training: Back to the Workplace	06-22-2020		Current
dwsy	David Will	Sparkman-yager	COVID-19 Safety Training: Back to the Workplace	06-22-2020		Current
dalba	Diego	Alba Burbano	COVID-19 Safety Training: Back to the Workplace	06-21-2020		Current
btickman	Benjamin	Tickman	COVID-19 Safety Training: Back to the Workplace	06-18-2020		Current
jcaroth	James	Carothers	COVID-19 Safety Training: Back to the Workplace	06-19-2020		Current

## Guidelines for laboratory personnel safety

1. Never come to work at a laboratory or research facility if you are experiencing any symptoms of infection. Your own department or School/College may have specific procedures for daily attestations of wellness. In particular, no one should come to work if they are beginning to experience any of the following symptoms:

- Fever
- Cough
- Shortness of breath
- Difficulty breathing
- Respiratory symptoms

2. 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).

3. If you come to work and start showing any possible symptoms of illness, you must leave the lab and inform your PI or supervisor.

4. Develop a personal transportation plan that minimizes proximity to other people. Consider cycling, walking, or driving instead of public transit.

5. Be present in the lab only as long as necessary for your experiment. Minimize time around other People.

6. Assume everyone you see is infected, including yourself, and use appropriate precautions. Some transmission may occur from people with no symptoms.

# MoES/NanoES Building Policies for COVID-19 Prevention

In addition to UW policies, please note the following:

## Social Distancing:

- Social distancing of at least 6ft is required. This will mean staggering work schedules and/or using temporary work stations.
- Workspaces and common areas used must be cleaned frequently.

## Facemasks or coverings:

- Cloth face masks or coverings are required in all areas in the MoES/NanoES building except for where a cloth covering is not appropriate for a research work environment or in a closed office. Cloth face masks or coverings are not a substitute for following 6ft of social distancing.
  - Additional guidance on facemasks from EH&S can be found [here](#).

## COVID Symptom Attestation:

- Occupants who come physically to the MoES/NanoES building will be required to attest daily that they do not have COVID symptoms in [Workday](#).
- Individuals who come physically to the MoES/NanoES building who are not in Workday will be required to attest daily that they do not have COVID symptoms with this [online form](#) or QR code below. Paper forms will also be available in the MoES/NanoES building office.

## Guidelines for operating a safe laboratory or research facility

### 1. Adhere to the lab schedule.

The schedule is intended to minimize the number of people in each laboratory room at any one time. This may require some people coming to the lab at times other than daytimes M-F. We used a shared google calendar for this purpose.

- The on-line google calendar will signify who is present in the lab space at any given time.
- Break times should be staggered to minimize contact between people in rooms used for eating or drinking.
  - Be sure to disinfect surfaces such as tables and chairs before and after using such facilities.
  - Cups, mugs, plates, and silverware must be washed with soap before and after use.
  - Use hand sanitizer and/or wash your hands after using a break room.

### 2. Safe spaces to maintain at least 6 feet between researchers at all times.

- The lab map will be posted inside the lab entryway with maximum room/bay occupancy to maintain social distancing. (Small, narrow laboratories/facilities on the order of

100-150 sf can likely only accommodate one person at a time. Square or rectangle laboratories larger than 200 sf can possibly accommodate more, but keep the number to a minimum. If you cannot maintain at least 6 feet of social distance, revise the schedule and/or reconfigure the room).

- Note that depending on the research area, safety guidelines may require more than one person at any one time. In this case, it must be possible to maintain 6 feet distance at all times. Note: In situations where this is not possible, contact EH&S for guidance and get supervisor approval prior to conducting any work.
- Use chair barricades when working at the bench as 'speed bumps' to slow people coming through the lab (e.g. to the warm room) down and get people coming through the lab to respect 6-foot social distancing rules.

### **3. Safe practices in the lab.**

- Maintain a distance of at least 6 feet from other people. This is our best protection against COVID-19.
- In addition, wearing a mask, such as a cloth mask, can add another layer of protection. Masks can help protect others by containing respiratory droplets when the mask wearer coughs, sneezes or speaks. Surgical/medical masks should be reserved for healthcare providers who are on the front lines working to protect us all. There are shortages of these masks, and it is critically important that healthcare workers have the equipment they need to do their jobs. Cloth masks are not a replacement for surgical/medical masks, but as noted above, they do provide another layer of protection for those who can maintain 6 feet social distance standards.
- **Cloth face masks or coverings are required in all areas in the MoIES/NanoES building except for where a cloth covering is not appropriate for a research work environment or in a closed office. Cloth face masks or coverings are not a substitute for following 6ft of social distancing.**
  - **Additional guidance on facemasks from EH&S can be found [here](#).**
- Hand hygiene before and after using ANY face covering is critical. Follow the EH&S Guidance for Facemask Use for Preventing the Spread of COVID-19.
- Use hand sanitizer and/or wash your hands with soap upon entering and before leaving the lab, and wash them after touching shared accessory devices like phones (use speaker-phone if possible). Minimize shared items (pens, notebooks, frequently used reagent bottles, etc.). As much as possible, each person should have their own. If it can be done safely, use paper towels or Kimwipes when handling common laboratory items, laboratory equipment and cabinet handles. Wipe or spray door handles with 70% ethanol (or other EPA-registered disinfectant) after use. See EH&S guidelines.
- Consider footwear and clothing as a possible transmission source. You should have a pair of shoes that you use for external use (including working in a laboratory/facility) that you do not wear into your place of residence. Such shoes could be left just inside the door of your place of residence.

### **4. Plan for shared equipment.**

- All shared equipment must be disinfected before and after each use. Wear disposable gloves when cleaning and disinfecting. Discard (where supplies allow) or disinfect gloves

after each use. Clean your hands immediately after gloves are removed. Continue to follow Lab PPE practices with regard to public places. Remove lab coats and gloves when leaving the lab. Wear eye protection when there is a potential for splash or splatter to the face, or when surface contact is a possibility, e.g. microscopy work.

- Lab coats, gowns or aprons are recommended to protect personal clothing. Follow EH&S guidelines (and see below) for cleaning and disinfection of hard, non-porous surfaces. Special care should be taken to disinfect equipment that makes direct physical contact with skin, including eyepieces for microscopes, touch pads, etc. Use disposable tissues, Kimwipes, etc. to touch surfaces that cannot be disinfected and when gloves are not available.

#### **5. Plan for interactions with others outside the lab**

- Contact with other labs should be made via phone or electronic means except in cases of extreme emergency.
- Transfer of items should be arranged by leaving them in the hallway or other designated area rather than handing them over in person.
- Use of shared facilities and other labs' equipment should be pre-arranged in order to avoid accidental contact. Be sure that all users know lab sign-in procedures.
- Use precautions when entering a restroom, shared use facility, or other common areas. Call out to assess occupancy. Use a disposable towel or Kimwipe to touch door handles and faucets and wash your hands upon entering and leaving.

#### **6. In the event of a possible or confirmed case of COVID-19 among personnel in a lab**

- 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.
- EH&S will provide guidance on communicating to staff (as appropriate).
- EH&S will notify individuals who had close contact with the ill person up to 48 hours prior to the development of symptoms.
- EH&S will provide close contacts with public health recommendations that may include staying home and monitoring their health for 14 days.
- EH&S will evaluate the locations where the person spent time on campus for enhanced cleaning and disinfection.

If everyone working in a laboratory or research facility uses such precautions, we will 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.

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### **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.

2. Increased frequency of cleaning and disinfecting with attention to these areas helps remove bacteria and viruses, including the novel coronavirus.

3. Carothers lab: We will start stocking hand sanitizer and will try a 'gel-in and gel-out' procedure for entering and leaving the desk area. Please post to #purchasing when we are getting low on hand sanitizer so we can restock. Where possible, the automated door openers into the desk area and into the lab should be used -- and operated using a napkin or cloth.

4. 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.