

Guidelines for COVID-19 prevention while working in the DeForest 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 & record date in the [DeForest Training Log](#).
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
 - h. Headache
 - i. New loss of smell and taste
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.
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) or Debbie Carnes.
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 on campus and in the laboratory.

8. **Assume everyone you see is infected, including yourself, and use appropriate precautions.** Transmission may occur from people with no symptoms.

Guidelines for operating a safe laboratory

Prior to coming to campus:

1. **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](#) (MS/Undergraduate students)
2. **Create an event** on the [DeForest On Site Work](#) Calendar and **invite your UW NetID email to the event**
3. **Sign up for an available shift** prior to getting to lab using [DeForest Lab Shifts Sheet](#)
 - a. One name per slot
 - b. Each slot corresponds to a primary location within Benson Hall in 30-min intervals
 - c. Do not enter lab unless you are logging your usage & a slot is available

Mandatory in-lab practices:

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.
 - a. Wash hands before and after using ANY face covering.
 - b. Follow the EH&S Guidance for [Facemasks Use for Preventing the Spread of COVID-19](#).
 - c. Use a disposable procedure/surgical mask when working in B23 or using hazardous materials and dispose of the mask at the end of the day.
2. **Always maintain 6 feet between researchers.** To ensure distancing, maximum lab occupancy is as follows:
 - a. B33 – 4 researchers (work areas are indicated at the end of this document)
 - b. B23 – 1 researcher
 - c. B20 – 1 researcher
 - d. B45 – 1 researcher per cubicle area
3. **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.
4. **Wipe or spray door handles with 70% ethanol** after use (EH&S guidelines). Leave doors open while working to minimize touching of high-contact surfaces.

5. **Disinfect surfaces that you contact** prior to leaving the lab each day. [EH&S disinfection guidelines](#) are described below
6. Additional recommendations:
 - a. Lab coats are recommended to protect personal clothing.
 - b. Minimize shared items (pens, notebooks, frequently used reagent bottles, etc.) – each person should have their own.
 - c. **DO NOT touch personal surfaces while wearing gloves (phones, laptops, headphones, etc.)**
 - d. 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.
 - e. 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.
7. **If you are a guest user of BNS B33:**
 - a. You must first contact Cole DeForest (profcole@uw.edu) to get permission to work in the space
 - b. Failure to adhere to this SOP will result in revocation of privileges

Procedures in the event of a possible or confirmed case of COVID-19 among personnel in the DeForest 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.

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](#).

B-033 Floor Plan

