

Plan for In-person Research – Jenekhe Lab

Consult Office of Research Checklist for Developing a Return to In-person Research Plan for help with filling the template

Locations covered (list building and room numbers): BNS 301, BNS 338, BNS 336, and BNS 341

COVID-19 Supervisor

Name: Samson A. Jenekhe **Contact Info:** Jenekhe@uw.edu 206-290-2778

A member of the group that can assume the COVID-19 Supervisor role in the PI's absence:

Name: Duyen K. Tran **Contact Info:** kdtran17@uw.edu 408-637-8595

Names of people conducting in-person research:

Xiaomei Ding	xmding@uw.edu	206-604-7359
Mary Nguyen	mnguyen0@uw.edu	714-260-8546
Duyen Tran	kdtran17@uw.edu	408-637-8595
Sarah West	sarah815@uw.edu	360-508-2888
Shripathi Ramakrishnan	sr64@uw.edu	206-636-9141

The reason for designating Sarah West, Mary Nguyen, and Duyen Tran for in-person lab work is “Research with an upcoming deadline;” their work will generate critical preliminary results needed for both NSF and DOE–BES proposals due in September/October 2020. Xiaomei Ding is a chemistry PhD student whose scheduled June 2020 graduation was disrupted because she could not complete needed synthetic experiments without in-person lab work; she now plans to graduate this Fall. Similarly, Shripathi Ramakrishnan now plans to complete his experimental MS thesis (chemE) and graduate Fall 2020. We plan to use a Google Calendar to schedule and track the people in the Jenekhe group conducting in-person research in Benson Hall.

Instructions for Accessing the Shared Jenekhe Group Google Calendar:

To track who is coming to Benson Hall for in-person research, we will use a Google calendar. Each group member coming to perform in-person work in Benson Hall will be required to enter her/his name, the expected duration in Benson, and the Benson room that she/he will work in. The “Jenekhe group work schedule” Google Calendar can be accessed through the following link:

<https://calendar.google.com/calendar?cid=Y18yZTFzNW9ibDM0OW5ubjh0bmnkMWFldXUyMEBncm91cC5jYWxlbmRhci5nb29nbGUuY29t>

Social and Physical Distancing

1. Attach lab floor plan. Label all the room(s)/work area(s) and for each room/work area indicate the maximum occupancy:

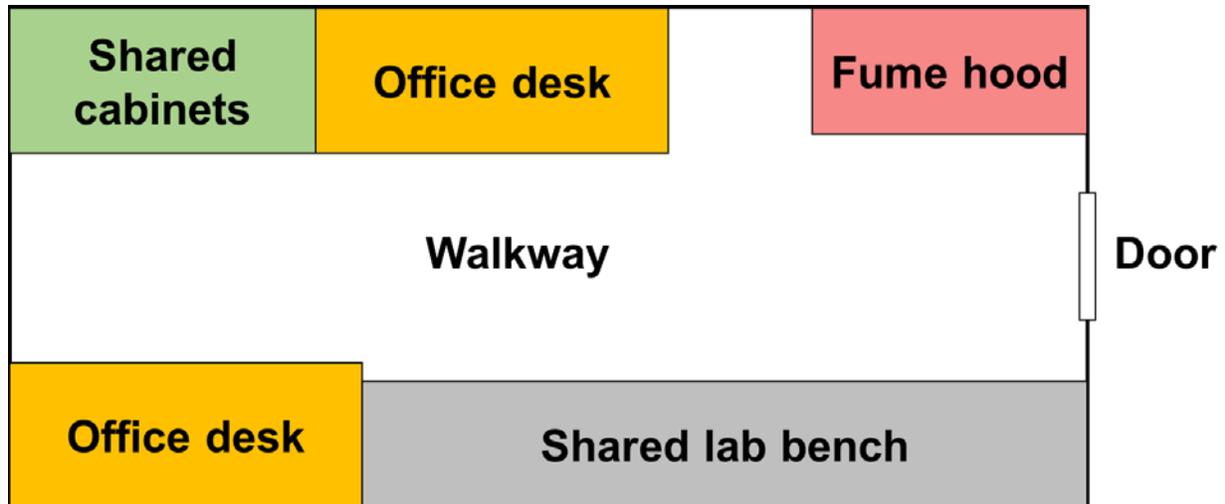


Figure 1. Floor plan of BNS 301.

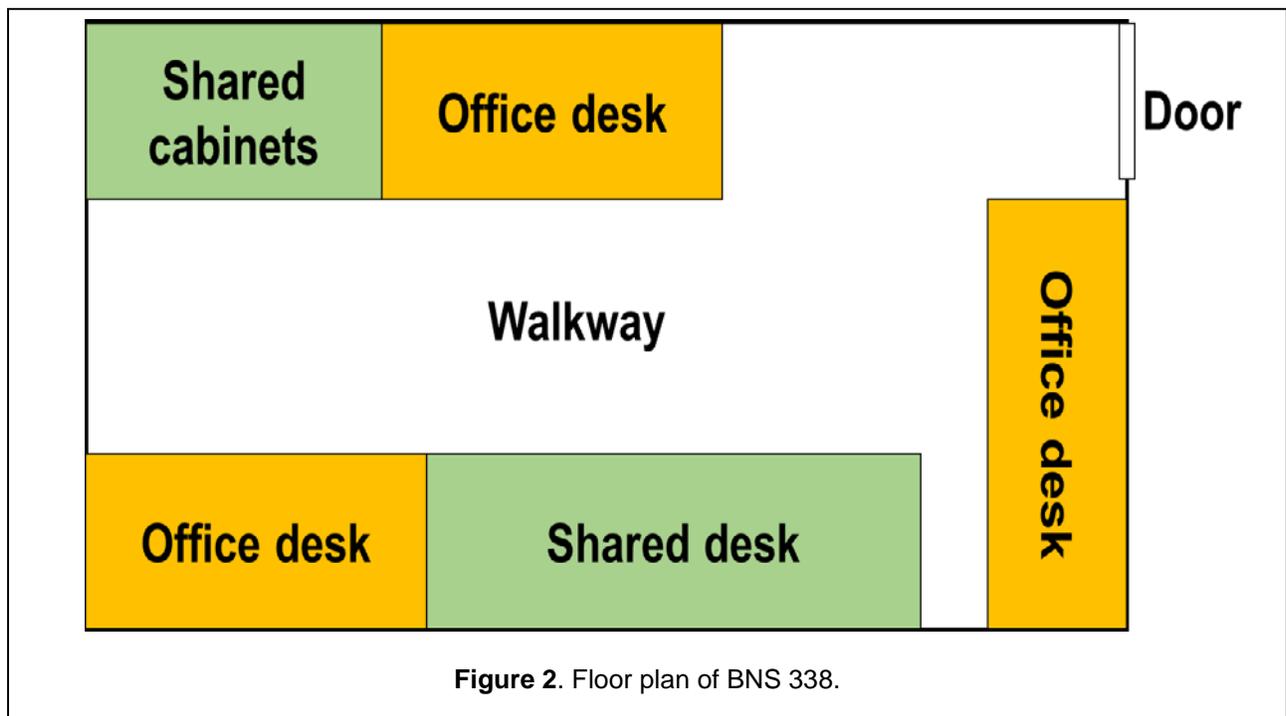
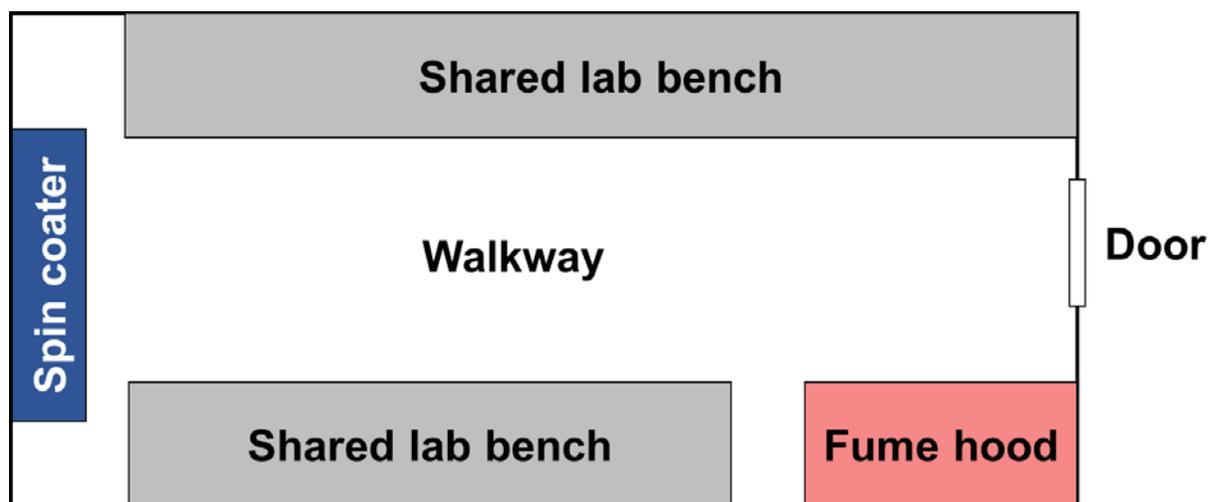
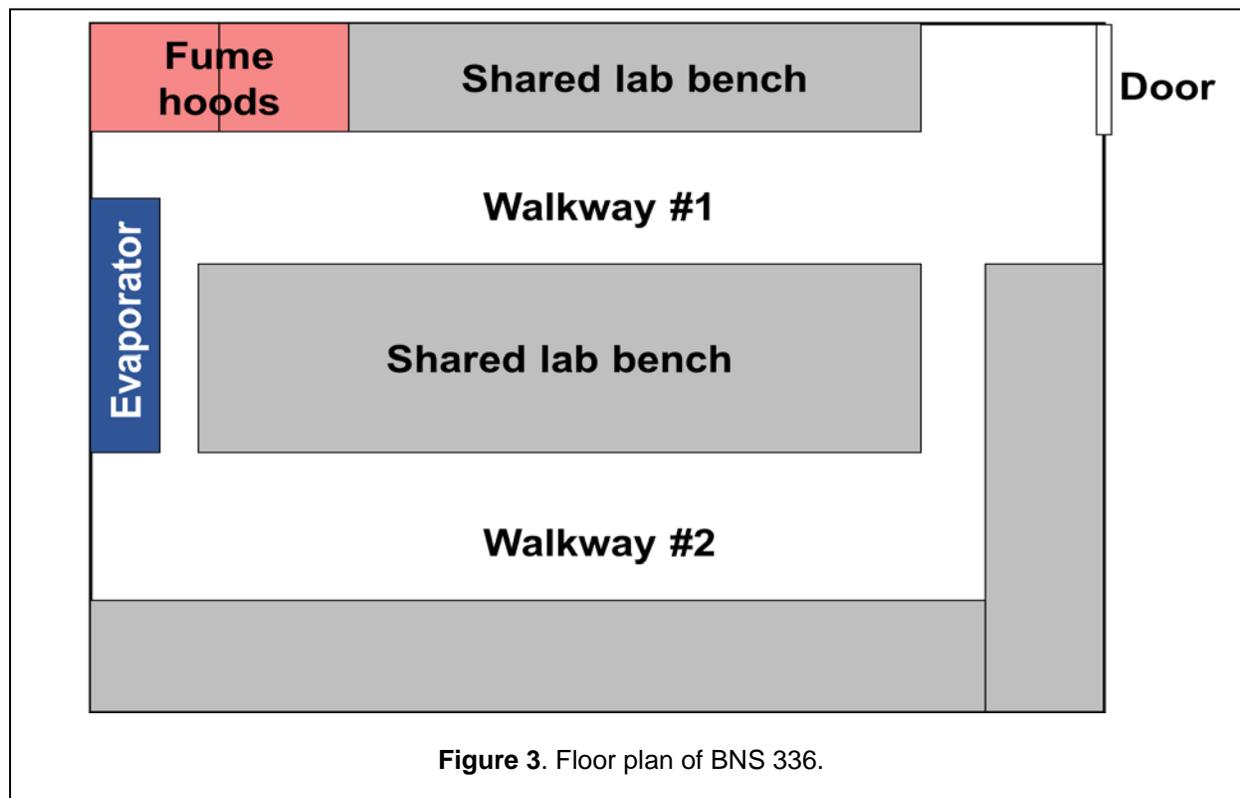


Figure 2. Floor plan of BNS 338.



The Jenekhe lab in Benson Hall (BNS) occupies **BNS 301** (office space), **BNS 338** (office space), **BNS 336** (lab space), and **BNS 341** (lab space). The floor plans of the aforementioned rooms are shown in Figures 1-4.

The office space (BNS 301 and BNS 338) consist of only 1 walkway (Fig. 1 and 2); thus, **each person** (Duyen Tran and Shripathi Ramakrishnan) will **occupy one office space** to ensure 6-ft social distancing. The remaining three people (Xiaomei Ding, Mary Nguyen, and Sarah West) are physically located in Bagley hall; therefore, they will not be using the office spaces in Benson Hall. The use of office space in BNS 301 and BNS 338 will be minimized except for short-term storage of personal items and computer access while running experiments. Any long-duration computer work including data analysis or writing reports will be completed remotely.

The BNS 336 lab space consists of 2 walkways separated by shared bench with shared instruments (Fig. 3). Thus, to ensure 6-ft distance at any given time, **only one person** is allowed to conduct in-person experiment in the room at a time.

The BNS 341 lab space consists of only 1 walkway with shared lab benches running on either side of the room (Fig. 4). Thus, to maintain 6-ft distancing at any given time, **only one person** is allowed to conduct in-person experiments in the room at a time.

2. 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:

- We will be implementing an instrument reservation system and a visiting log so that each person can make prior reservation to use the instruments in the lab spaces (BNS 336 and BNS 341). Each reservation must be made 20 minutes apart from one another to ensure social distancing.

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

- Only one person can be in the lab at any given time.
- For shared equipment/materials in common workspace (balances, ovens, fume hoods, solvent/chemical storage), anyone who enters the workspace must announce it to anyone working near the workspace and must receive verbal approval from the nearby student in order to approach/work in the common workspace and maintain the required 6-ft distance.
- Headphones/ear buds cannot be worn in both ears in order to ensure everyone can be heard at any time.

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

- All standard experiments and measurements that require the use of lab equipment/facilities can be performed using the above guidelines to ensure safety and the required 6-ft social distancing.
- Tasks that can be performed at home must be performed at home. Whenever possible, planning experiments, analyzing data, coding, writing reports or manuscripts and similar activities should be done at home.

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

- In-person lab research is conducted on a voluntary basis. No one is required to go into the lab to work if they do not feel comfortable doing so.
- Sanitizing wipes will be placed at the entrance of each room to disinfect any surfaces before and after usage.
- Chairs and desk spaces will not be shared between lab members.
- A designated person will be designated to pick up delivered items from the front office at predetermined times to minimize interaction with people and spaces outside of the lab. Items needed will be emailed/verbally communicated to the designated person on the pickup days.

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

- All group members were involved in formulating these policies in our Zoom group meetings. Signs reminding group members to wash hands regularly and adhere to social distancing will be placed in the lab.

Responding to Illness

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

- Before starting off from home to come to the lab every member of the group must login to **Workday** <https://isc.uw.edu/> and **attest or sign-off that they are healthy and have no COVID-19 symptoms.**
- **Here is the list of symptoms that UW instructs us to look for:**
 - Since your last day of work, or since your last visit to a University facility, have you experienced any of the following symptoms:
 - 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?
- If you have been in proximity to someone with COVID-19, stay home and follow the instructions of your healthcare provider.

2. Describe the plan in case someone in the group develops COVID-19 symptoms:

- If at work, they must immediately go home. If at home, they are instructed to contact their health provider.
- In case a group member tests positive for COVID-19, they are instructed to immediately contact EH&S Employee Health Center at **206-685-1026** or covidehc@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.

Cleaning and Disinfecting Your Workplace

1. Describe cleaning and disinfection protocols for high-touch surfaces, shared equipment, and common areas in the lab, including who is responsible:

- For all laboratory activities, disposable gloves are required before touching any surfaces. Change often and as needed.

- Before and after using shared equipment (balances, ovens, solvent stills, cabinets, etc.) contact points must be wiped down with 70% ethanol or IPA solution
- At the beginning and the end of every workday in the lab, each person must wipe off their bench, hood sash, and desk using 70% ethanol or IPA solution.
- Before touching the door handle from the inside, make sure you disinfect it using 70% ethanol or IPA solution

Encouraging Good Hygiene

1. Describe measures in your group that will promote and enable uniformly good hygiene practices:

- Upon entry, everyone should wash his or her hands for 20 seconds.
- Every time a person removes their gloves, they should wash their hands for at least 20 seconds.
- Storage or consumption of food items in the lab is not allowed.
- Preparation and consumption of food in the department should be kept to minimum and avoided whenever possible.

2. Describe the lab policy for wearing a mask and other protective equipment:

- Wearing of a mask is discouraged while working with pyrophoric and flammable materials in the hood. In other situations, while in the lab, the group members are strongly encouraged to wear a mask. PPE required for the work in group's lab space (lab coat and glasses) is mandatory.
- Before putting a mask on, taking it off, or adjusting it, take the gloves off and wash your hands with soap and water.
- When taking a mask off, do not touch the front of the mask
- If using a reusable cloth mask, the mask must not be reused until after it has been laundered. Treat it as contaminated until then.
- Policy on wearing gloves in the lab:
 - While working in the lab everyone must wear gloves.
 - Do not touch your face, hair, phones, headphones, computers, or other private items while wearing gloves.
 - Gloves should be changed anytime they become contaminated or at the end of a specific operation (for example setting up an experiment). Gloves should be disposed in your personal trash box.
 - All shared equipment (solvent system, balances, fridges, ovens) should be used only while wearing gloves.
 - All shared chemicals and reagents should be handled with gloves.
 - Every time a person takes their gloves off, they should wash hands with soap and water.
 - You should place used gloves in your own trash box.
 - A fresh pair of gloves must be used every time you use a glove box.
 - The use of gloves is not allowed outside of the lab unless specified by the departmental policies.

General

1. **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 group members participated in determining the policies related to COVID-19. These were reviewed and discussed at our regular Zoom group meetings. All group members have a digital copy of this policy and of the departmental safety policy. A digital copy of this policy and the department policy is available on our group Google drive account.
2. **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):**
 - Visitors to this lab will be strongly discouraged. In an event that a visitor must enter, there must be permission obtained from a lab member. A visitor log will be maintained and recorded. Signs stating our lab protocol will be posted outside our lab. Any non-UW employee visitor will not be allowed at this time.
3. **Describe how group members will be informed of COVID-19-related policies for shared facilities and common spaces in the department:**
 - Policies for shared UW facilities and shared spaces will be discussed at group meetings and shared with group members by email and made accessible to all in a COVID-19 folder in the Jenekhe Lab Google Drive. Before returning to in-person work, group members must confirm that they have read, understand and agree to follow the departmental and group policies.
4. **Describe any other COVID-19 related policies implemented in your group:**

N/A