

Overney Lab: Phase 1 Return to Research SOP

The following outlines the process and procedures that must be followed to perform research in the Overney Lab at the University of Washington during Phase 1 of Washington State's Reopening.

COVID-19 Response Supervisor:

Dr. René Overney

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COVID-19 Site Supervisor:

Tyler Jorgenson

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Critical Personnel Identification and Training:

Critical personnel are identified using the following [Return to In-Person Research Decision Tree](#)

Critical personnel must complete the EH&S: [COVID-19 Safety Training: Back to the Workplace](#)

Personnel identified as able to return to in-person research and who have already completed the COVID-19 Safety Training, will be trained *via* a remote ZOOM meeting for lab specific protocols outlined within this SOP. During the training meeting the entirety of the outlined Phase 1 research plan will be covered, proper usage of lab and equipment scheduling, and question fielded.

Once training has been completed the personnel's name will be added to Table 1 with date of training listed for both the EH&S COVID-19 Safety Training and the lab's SOP training.

Table 1. Overney Lab Critical Personnel and Phase 1 SOP Training

Name	Role	EH&S Training Date	SOP Training Date
Dr. René Overney	Principal Investigator	06/15/2020	06/15/2020
Tyler Jorgenson	PhD Candidate	06/17/2020	06/15/2020

As additional critical personnel are identified and trained, this list must be updated with their names and date of training.

Symptom Attestation, Departmental Notification, & Illness Reporting:

All permitted critical personnel must attest to a lack of COVID-19 symptoms every day they perform in-person research at the University of Washington. This attestation & notification process has two components:

1. Critical personnel must submit via Workday the UW IT Daily Symptom Attestation form (<https://isc.uw.edu/>)
 - a. Attestation must be preformed **prior** to arriving on site.
 - b. Attestation is only required **once per day**
2. All in-person research must be scheduled on the Overney Lab Google Calendar in order to inform departmental officials

- a. The calendar must be **pre-scheduled** for the date and the expected duration of time of the in-person activity
- b. The UW NetID email of the personnel must be listed as event guests

If critical personnel **cannot** attest to being without symptoms they must:

1. Stay home or leave the University of Washington campus.
2. Monitor their symptoms until they are no longer ill or symptomatic

If personnel believe they have COVID-19 they:

1. Must consult public health criteria for discontinuing home isolation
2. Must contact their health care provider for medical guidance
3. Are **required to report** suspected or confirmed cases to EH&S Employee Health Center at 206.685.1026 or covidehc@uw.edu

Social Distancing Plan, Communication and Facility Scheduling:

The following lab spaces/facilities can be scheduled by approved personnel.

- **Benson 003/003A – Max occupancy 1**
 - Schedulable equipment: Veeco Caliber SPM
- **Benson 319 – Max occupancy 1**
 - Schedulable equipment: Topometrix Explorer SPM

The max occupancy is limited to **one (1) personnel** at a time to ensure adequate social distancing during all research tasks. No modification of floor plan, equipment location or desk reassignments are required.

Individual in-lab Google calendars for the above spaces/equipment will be implemented to schedule time as more critical personnel are identified and trained.

Personnel are permitted to do the following tasks **in-person**:

- Data collection
- Equipment maintenance
- Health & Safety cleaning and checks

Personnel must perform the following tasks **at home**:

- Research planning
- Data analysis
- Writing

Maintaining Hygiene, Preventing Infection and Spread:

In addition to the standard required personal protective equipment (PPE), face masks or face coverings must be worn when in Benson corridors. Facemasks may be removed when in lab spaces alone or when outside Benson Hall with adequate social distancing.

All personnel must maintain proper hygiene by:

- Washing hands for at least 20 seconds with soap and water
- Washing hands when they first enter the lab space
- Washing hands before they leave the lab space

- Washing hands after sneezing, coughing, or touching their eyes/nose/mouth
- Covering mouth and nose when you sneeze or cough
- Avoid touching eyes, nose, mouth

High touch surfaces in the lab facilities must be cleaned at the **start** and **end** of facility use. High touch surfaces are:

- Door handles
- Computer keyboard and mouse
- Counter tops
- Equipment on/off buttons and knobs

Safety guidelines during cleaning and disinfecting:

- Wear disposable gloves
- Wear other PPE depending on the splash or splatter risk, i.e., eye protection, gowns, etc.
- Store chemicals in labeled, closed containers. Keep them in a secure area ensuring proper chemical storage to prevent spills.
- Wash hands immediately after disinfection and cleaning.

The following chemicals (and procedures) can be used to disinfect hard non-porous surfaces:

- 10% diluted bleach solution
 - 5 tablespoons of bleach per gallon of water
 - After application allow 2 minutes of contact time before wiping or allow to air dry without wiping.
- Alcohol solution of at least 70%

These chemical products will be available in the lab spaces for use by personnel.

If a surface is visibly dirty, wash with soap and water before disinfecting with a chemical product. More information on cleaning to prevent COVID-19 can be found [here](#).

Visitor Tracking Plan:

In general, no visitors to the lab will be allowed. If a visitor (either UW or non-UW personnel) does come to the lab, a record of the visit must be recorded by email sent to the COVID-19 supervisor (roverney@uw.edu), and a symptom attestation form must be filled out.