Initial Restart of Work
Procedure for Class Labs, Prep Lab and Research Lab Access During Quarantine

- Before you can come to campus you must complete an online UW training on COVID-19 safety (it takes 20 minutes). You only need to do this once.
- We have streamlined the process for coming to campus. Before coming to campus:
  - Complete a daily Symptom Attestation on Workday;
    - (Note: Students/volunteers who are not currently employees of the university must email their daily attestation to their site supervisor.)
  - Send a message to uwtsafe@uw.edu and let them know where you will be, when you will get there and when you will leave
  - Buildings will be accessible only during the hours of 8 a.m.- 4 p.m. Mon – Fri, and only with your Husky Card (Carlton Center exception)
- Utilize PPE and social distancing while on campus.
  - Including a face mask when in close proximity to other users
- Before leaving check out and use cleaning solutions on all surfaces and equipment used during visit.
  - Follow guidance provided by Facilities.
- More information about coronavirus response on the Tacoma campus and at UW as a whole is available.
- Let Joel or one of the Lab Staff know via email, the rooms used for follow up cleaning.
  - We are tracking the use of rooms for cleaning, at the request of Facilities

Identify Critical Personnel
- A Manager or Lab PI should identify the critical personnel that will need to use Shared Instrumentation. If you are unsure if you meet this criteria speak with your PI or manager.
- List of critical building personnel:
  - Joel Larson; Phone: (253)692-4532 Email: jilarson@uw.edu
  - Bob Landowski; Phone: (253)692-5788 Email: ski0@uw.edu
  - Chris Barrett; Phone: (253)692-5860 Email: barrecm5@uw.edu
  - Don McLane; Phone: (253)692-4328 Email: dmclane@uw.edu
  - Stephen Rondeau; Phone: (253)692-5710 Email: srondeau@uw.edu
  - For Individual Research Labs the critical personnel are the PI (faculty member associated with the lab).
Location of Labs Covered in this Document

- SCI 113 – Will be restricted until Phase 4 when unstaffed access is open to student groups again
- CP 206I, 206M – Space used for Specific Faculty Research
  - CP 206 I:
    - PI: Matthew Tolentino; Phone: (253)692-4579; email: metolent@uw.edu
  - CP 206M
    - PI: Debasis Dawn; Phone: (253)692-5758; email: ddawn@uw.edu
    - PI: Eyhab Al-Masri; Phone: (253)692-4721; email: ealmasri@uw.edu
- CP206D, CP206C – Student Lab Spaces
  - CP 206D:
    - PI: Mike McCourt; Phone: (253)692-4327; email: mmccourt@uw.edu
    - PI: Jie Sheng; Phone: (253)692-4576; email: shengj2@uw.edu
    - PI: Thillainathan Logenthiran; Phone: (253)692-4681; email: loganthn@uw.edu
    - PI: Nafiul Siddique; Phone: ; email: nafiul@uw.edu
  - CP 206C:
    - PI: Chuck Costarella; Phone: (253)692-5980; email: costarec@uw.edu
    - PI: DC Grant; Phone: (253)692-4537; email: dcgrant@uw.edu
- TPS202 – Student Lab Space
  - PI: Mike McCourt; Phone: (253)692-4327; email: mmccourt@uw.edu
  - PI: Jie Sheng; Phone: (253)692-4576; email: shengj2@uw.edu
  - PI: Thillainathan Logenthiran; Phone: (253)692-4681; email: loganthn@uw.edu
  - PI: Nafiul Siddique; Phone: ; email: nafiul@uw.edu

Scheduling of Building Spaces
- All Instructional Lab Classes: will be scheduled by lab staff in their listed rooms and added to room use calendars. General room guidelines listed in this document should be reviewed by laboratory staff with faculty.
- Non Instructional Use of lab Space: Any individual wishing to use instructional spaces for any purpose other than a scheduled instructional lab must schedule their time by requesting access from Lab Staff.

Encouraging Good Hygiene
Methods for encouraging good hygiene

- Soap and running water, hand sanitizer, and/or wipes/ towelettes.
  - Remember to wash hands before touching face and eyes with unwashed hands.
  - Wash hands frequently and wash for 20 seconds.
- Avoid direct physical contact where possible; avoid hand shaking and hugging.
- Remember to cover your mouth when coughing or sneezing.

Personal Protective Equipment (PPE)/Facemask use
Guidance for Resuming Work in Classroom CP and SCI Lab Spaces for Instruction, Research and Classroom Support

- Make sure all members of your team/class have access to the necessary PPE and facemasks. You may have specific requirements based on your research and lab activities or team members.
- Have gloves on for touching common areas and items.
- Have masks for all members of the team in to use during the duration of their work that meet the criteria listed in the online resources here:
  - Guidance on Facemask use for Preventing the Spread of COVID-19; COVID-19 Risk Level and Selection of Personal Protective Equipment (PPE); Guidance for Conservation of Personal Protective Equipment
Guidance for Resuming Work in Classroom CP and SCI Lab Spaces for Instruction, Research and Classroom Support

Responding to Illness

Preventing people with illness from coming to work

- Remind employees when contacting about room and instrument reservations
  - Attestation needs to be completed before going to work
  - Normal monitoring of symptoms is not a bad idea, to prevent spreading the illness to friends, coworkers and family
  - STOP! if you are feeling ill or symptomatic you must stay home or go home!

Experiencing symptoms:

Employees who are unable to complete the attestation because they are experiencing symptoms should do the following:

If the employee is at home, the employee must:

1. Remain at home and not go to work when sick, even if the symptoms are mild.
2. Notify their supervisor according to their department’s procedures.
3. Contact their health care provider by phone.

If the employee is already at work, the employee must:

1. Inform their supervisor that they are experiencing COVID-19 symptoms, leave work, and go home.
2. Contact their health care provider by phone.

Whether the employee is at home or at work, employees need to contact their employee health center if experiencing the symptoms in the attestation. This ensures appropriate contact tracing and that employees are provided support in accordance with privacy regulations. If needed, employee health centers can also help facilitate COVID-19 testing through UW Medicine.

Health center contact information:

Seattle, Bothell, and Tacoma campuses EH&S Employee Health Center | covidehc@uw.edu | 206-685-1026

Practices for responding to cases of COVID-19, either suspected or confirmed

- Directly request that employees with symptoms of COVID-19 stay home and contact their healthcare provider.
  - Cough
  - Shortness of breath or difficulty breathing
  - Fever
  - Chills
Guidance for Resuming Work in Classroom CP and SCI Lab Spaces for Instruction, Research and Classroom Support

- Muscle pain
- Sore throat
- New loss of taste or smell
- **COVID-19 symptoms**

- Have workers notify the University and your PI or Manager if you have symptoms
  - **Employee Health Center**.

- Make sure that you are following the cleaning guidelines from EH&S to prevent further transmission of COVID-19 (see section below)
  - **cleaning and disinfection**

**Social and Physical Distancing**
The Plan for social and physical distancing for use in the physical facilities that maintains social and physical distancing of 6 feet.

- **Floor Plans**: Each floor plan is listed in the Lab Specific Information section of this document.

- **We will make every effort to only schedule one individual to work in a room with an instrument and to stagger people that wish to use an instrument area. Where there is unavoidable overlap of use in a room or use by a team of two, there will be a maximum space occupancy to provide 6ft social distancing.**
  - Use a staff member to schedule the appropriate room.
  - Max 4 person work space(s): CP 206I
  - Max 6 person work space(s): SP 206M, SCI 113
  - Max 12 person work space(s): CP 206C
  - Max 14 person work space(s): CP 206D
  - Max 16 person work space(s): TPS 202
  - See attached spreadsheet for occupancy limits based on COVID-19 guidelines and Campus Planning

- **When you are scheduled in a space with another individual keep a distance of 6ft and allow alternate passing when entering narrow passages. Communicate all movement between and within rooms to allow proper social distancing.**

- **Review**: Social Distancing in Laboratories and Continuity Guidance

- **Guidelines for using the shared space:**
  - The entire space in the shared labs should be considered shared and all surfaces and equipment treated as such.
  - Clean all surfaces and equipment that were used by you.
  - For sample and supply pickup and drop off to/from the copy center see the associated: Guidance to Researchers and Research Support for Retrieval of Packages from UW Tacoma Copy and Mailing Services (See Appendix).
  - Designate a person on your team that is responsible for ensuring all items are cleaned and returned to their storage locations.
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The Plan to Communicate Social Distancing

- Print and post the associated posters, UWT will also be providing and posting signage.
  - [https://www.washington.edu/brand/healthy-huskies/](https://www.washington.edu/brand/healthy-huskies/)
  - [Stay Healthy Husky Guide: Stay Healthy](https://www.washington.edu/brand/healthy-huskies/)
  - [Guidance on Facemask use for Preventing the Spread of COVID-19; COVID-19 Risk Level and Selection of Personal Protective Equipment (PPE); Guidance for Conservation of Personal Protective Equipment](https://www.washington.edu/brand/healthy-huskies/)

- Communicate the established policies and procedures listed in this document during research, classes and department meetings.
- Follow up the document posting and meetings with email communication.
- Communicate the policies with vendors, contractors, and non-UW partners that may come out to on-site work, on the instrumentation associated with this document.
  - Contact Stephen Rondeau ([srondeau@uw.edu](mailto:srondeau@uw.edu), or 253-692-5710) to schedule maintenance with a vendor.
  - [notice to vendors/contractors](mailto:srondeau@uw.edu)

Lab Specific Information

An occupancy sign will be posted on the entryway door to every shared space and classroom. When entering a space, all parties will adhere to the maximum occupancy allowed for the space they are entering. All social distancing requirements from the above Social and Physical distancing section should be followed. All students, instructors and researchers are required to wear appropriate PPE, including lab coats, gloves, eye protection and masks while in instructional lab spaces. PPE will be available near the entrance so students and instructors can put on required PPE prior to entering the lab space. Students and faculty are encouraged to bring their own reusable masks (for more information reference the Encouraging Good Hygiene section of this document).
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- CP 206I Engineering Research Lab
  - Max occupancy: 4 Individuals
  - Wash your hands before entering
  - Ensure the use of a face mask (personal or disposable) and gloves upon entrance into the room. These items must stay on throughout the entire time in the lab. Changing of gloves may be necessary for lab work.
  - Besides this safety equipment be sure to wear additional safety equipment (PPE) based on the items being used within the lab space.
  - Work within the space in designated work locations to maintain proper social distancing.
  - Limit your movement into others, space as much as possible.
  - Before starting your work: the space you were working at should be cleaned following facility guidelines listed in the Cleaning and Disinfecting Your Workplace section of your document.
  - After completing your work: Tidy up the station, returning equipment to the condition as it was provided. Cables returned and components put in their place.
  - As leaving the space: Remove your gloves and wash your hands after you leave.

- CP 206M Engineering Research Space and Faculty Offices
  - Max occupancy: 6 Individuals
  - Wash your hands before entering
Guidance for Resuming Work in Classroom CP and SCI Lab Spaces for Instruction, Research and Classroom Support

- Ensure the use of a face mask (personal or disposable) and gloves upon entrance into the room. These items must stay on throughout the entire time in the lab. Changing of gloves may be necessary for lab work.
- Besides this safety equipment be sure to wear additional safety equipment (PPE) based on the items being used within the lab space.
- Work within the space in designated work locations to maintain proper social distancing.
- Limit your movement into others, space as much as possible.
- Before starting your work: the space you were working at should be cleaned following facility guidelines listed in the Cleaning and Disinfecting Your Workplace section of your document.
- After completing your work: Tidy up the station, returning equipment to the condition as it was provided. Cables returned and components put in their place.
- As leaving the space: Remove your gloves and wash your hands after you leave.
• CP 206C IT Lab
  ○ Max occupancy: 12 Individuals
  ○ Wash your hands before entering
  ○ Ensure the use of a face mask (personal or disposable) and gloves upon entrance into the room. These items must stay on throughout the entire time in the lab. Changing of gloves may be necessary for lab work.
  ○ Besides this safety equipment be sure to wear additional safety equipment (PPE) based on the items being used within the lab space.
  ○ Work within the space in designated work locations to maintain proper social distancing.
  ○ Limit your movement into others, space as much as possible.
  ○ Before starting your work: the space you were working at should be cleaned following facility guidelines listed in the Cleaning and Disinfecting Your Workplace section of your document.
  ○ After completing your work: Tidy up the station, returning equipment to the condition as it was provided. Cables returned and components put in their place.
  ○ As leaving the space: Remove your gloves and wash your hands after you leave.
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- CP 206D Engineering Lab
  - Max occupancy: 14 Individuals
  - Wash your hands before entering
  - Ensure the use of a face mask (personal or disposable) and gloves upon entrance into the room. These items must stay on throughout the entire time in the lab. Changing of gloves may be necessary for lab work.
  - Besides this safety equipment be sure to wear additional safety equipment (PPE) based on the items being used within the lab space.
  - Work within the space in designated work locations to maintain proper social distancing.
  - Limit your movement into others, space as much as possible.
  - Before starting your work: the space you were working at should be cleaned following facility guidelines listed in the Cleaning and Disinfecting Your Workplace section of your document.
  - After completing your work: Tidy up the station, returning equipment to the condition as it was provided. Cables returned and components put in their place.
  - As leaving the space: Remove your gloves and wash your hands after you leave.
Guidance for Resuming Work in Classroom CP and SCI Lab Spaces for Instruction, Research and Classroom Support

- TPS 202 Engineering Lab
  - Max occupancy: 16 Individuals
  - Wash your hands before entering
  - Ensure the use of a face mask (personal or disposable) and gloves upon entrance into the room. These items must stay on throughout the entire time in the lab. Changing of gloves may be necessary for lab work.
  - Besides this safety equipment be sure to wear additional safety equipment (PPE) based on the items being used within the lab space.
  - Work within the space in designated work locations to maintain proper social distancing.
  - Limit your movement into others, space as much as possible.
  - Before starting your work: the space you were working at should be cleaned following facility guidelines listed in the Cleaning and Disinfecting Your Workplace section of your document.
  - After completing your work: Tidy up the station, returning equipment to the condition as it was provided. Cables returned and components put in their place.
  - As leaving the space: Remove your gloves and wash your hands after you leave.
Cleaning and Disinfecting your Workplace
All cleaning supplies are located in CP 233 (mailroom) for checkout. For CP 206C, cleaning supplies will be maintained in CP 206A outside of the reach of students coming and going. CP 206D will have cleaning supplies stationed at the entrance to the room (door closest to the mailroom). TPS 202 will keep local supplies on a table inside the room.

Cleaning Procedure Recommendations from Facilities:

- Surfaces and highly touched areas are to be sprayed with the Century256 solution and to be left on for 10 minutes for optimal cleaning. After 10 minutes, secondary spray/towel wipe and then dry with disposable towels (stock provided in SCI315 for checkout).
- For computers and equipment that allows general cleaners, the solution is to be sprayed onto provided paper towels and equipment wiped down. Try to saturate towels and follow with a secondary wipe after 10 minutes. Engage communication with manufacturers if there are concerns on product application to equipment on for appropriate application.
- Contact Facilities (x2-5700) with questions or concerns about the cleaner.
- Pipets should be cleaned following the guidelines for External Pipette Cleaning to Prevent COVID-19 Transfer. (see Appendix)
- When necessary shared equipment and lab materials should be sanitized between each student use
- Students, staff, faculty and researchers should follow appropriate cleaning procedures to sanitize their own work space when the lab is finished
- Make sure that you are following the cleaning guidelines from EH&S to prevent further transmission of COVID-19
  - cleaning and disinfection

General
The plan to communicate social distancing with all members of your research group is: Provide this document and have your team read it before planning their trip to the University. Print and post the associated posters listed above in the work spaces they will be utilizing. Communicate the established policies and discuss this document during research and department meetings. Finally follow up the document posting and the meeting with email communication restating the importance of following the above guidelines.

Some of the instrumentation that you are intending to use may have been shut down during the quarantine or was left in a state that is not configured for your intended use. Communicate the necessity of scheduling the instrumentation or alerting the instrument technician of your planned
use before arriving on campus, as there may be some lead time in the preparation of your
desired instrumentation.

Small Shared Equipment and Instrumentation: Soldering Irons, Power Generators, etc.

If shared equipment is needed, instructors should establish a rotation to allow students to
maintain appropriate social distancing while moving around the lab. Shared equipment should
be sanitized between each student use or have an established instrument specific procedure to
prevent contamination between users.

- All equipment must be checked out and logged either by filling out a hard copy check out
  sheet (in room), or by entering equipment on the shared google doc here: Item Checkout
  Sheet
- Any borrowed equipment must be used while wearing PPE and sanitized/disinfected
  before returning to its original location
- If it is not appropriate to return borrowed equipment to its original location during
  scheduled time (ie: the space is at maximum capacity), the borrower must notify lab staff
  where the equipment was left, and that it was properly sanitized.

**Ongoing Use**

Monitor the personnel in your team or department coming to UW facilities through their
attestations, email schedule requests and possibly their cardkey use through Security. Keep a
log of your team or departments use of UW facilities to back up the aforementioned utilities.

Stay in close communication with your research team or department. Be available for the
concerns and changing conditions, of your team or department. Be alert to any issues that
arise and work with your team or department, to address them.

Finally, stay informed of changes that may occur as we transition from the quarantine to Phase
1 (possible extension of this phase) and into Phase 2 and beyond. These guidelines will be
updated periodically to reflect any recommended changes. Through the leadership of your unit,
you can help mitigate transmission of this virus as we resume normal operation.


Thank you,
SET Staff