

June, 8, 2020

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Covid-19 health & safety plan for the EDGE Functional Genomics laboratories (EDGE-FGL; rooms # 268, #295 and # 2310) located at 4225 Roosevelt Way NE

EDGE-FGL Covid-19 RTW supervisor: Theo Bammler

EDGE-FGL personnel are to follow departmental guidelines, posted here:
<https://portal.deohs.washington.edu/covid-19>.

Personnel with COVID-19 symptoms will be required to stay home, notify their supervisor and notify the University of Washington Employee Health Center.

All four personnel of the EDGE Functional Genomics lab (Afsharinejad, Bammler, Janssen, Srinouanprachanh) will adhere to the following guidelines to prevent Covid-9 infections.

At the beginning of each day, the staff will complete:

- a) The Workday "COVID-19 Symptom Attestation for Working On-Site".
- b) The DEOHS [on-line survey](#) as part of the return-to-work plan for personnel engaged research that cannot be conducted remotely.

All personnel will wear surgical masks in UW buildings at all times, whenever you are moving about the building (where you may encounter other personnel) and whenever you are working in shared spaces and other personnel are nearby. Under the DEOHS-specific policy, personal cloth masks are not appropriate for use in DEOHS workplaces, because they provide less protection than surgical masks.

The personnel will maintain the required 6 feet of social distancing at the workplace.

The personnel will follow the maximum occupancy rules. More specifically, the maximum occupancy for each of the two laboratories, i.e. rooms # 2310 and # 268-295 is 4. Please note that rooms #268 and #295 are internally connected and function as one lab. This lab will only be entered via the room #268 door and not via the room #295 door. The latter will have a sign posted to its entrance door stating, "STOP, Do Not Enter, Enter via room #268".

Personnel will enter and exit each lab through one door only. Signs will be posted next to the door specifying the maximum occupancy. There will be a "paper button" with each staff members name printed on it next to each of the two labs' doors. When a staff member enters the lab, she/he will attach the button to the door, and will remove it when she/he exists the lab. The numbers of buttons displayed on the door will indicate how many people are in the lab. When the maximum occupancy is reached, a sign saying "Stop- Do Not Enter" will be attached to the lab door.

Lab personnel will also adhere to the DEOHS guidelines (“Occupancy Considerations for Shared Space at Roo”) copied below.

Lab personnel will clean surfaces and equipment after each use with a disinfectant. All high-touch surfaces and equipment used rooms # 2310 and # 268-295 (particularly the doorknobs and handles) will be cleaned before and after use, and every two hours if multiple of our staff are present. To verify that the cleaning plan is being followed, we will use a check sheet marked and signed after each round of cleaning.

The lab personnel will inform any outside visitors of the requirement to wear surgical face masks when entering the Roosevelt building, and to fill out hardcopies of:

- a) The Workday “COVID-19 Symptom Attestation for Working On-Site”.
- b) The DEOHS on-line survey as part of the return-to-work plan for personnel engaged in research that cannot be conducted remotely.

Visitors with COVID-19 symptoms will not be permitted on site at Roosevelt.

Training Requirement: Electronically sign/date below to acknowledge you have read, discussed, and understand the BBU and DEOHS return to in person work policies.

Name: _____

Date: _____

Name: _____

Date: _____

Name: _____

Date: _____

Name: _____

Date: _____

Name: _____

Date: _____

Name: _____

Date: _____

Occupancy Considerations for Shared Space at Roo

5/15/20

General occupancy:

-We generally advise a “1 person per bay” rule of thumb for occupancy limits in research space at Roosevelt. Occupancy limits, hygiene practices, and social distancing protocols will be determined and implemented by the PI in their *Return to In-Person Research Plan* for each individual lab. Below is policy implemented for shared spaces at Roo.

-We advise wearing PPE and wiping down shared instruments/equipment with 70% ethanol before and after use until further notice. We have a specific SOP posted for the wiping down the microscope in 267 between uses.

-We’ve identified 3 potential high traffic areas that could pose problems if a significant number of researchers return to work at Roo: the entrances to 267, 281, and 284 from the main corridor. We strongly advise no person work in close proximity to these high traffic areas and only use them transiently.

Occupancy of shared spaces:

267 (Tox Tissue Culture): 3 occupants with coordination and communication needed among users.

There will only be 3 BSC’s available in 267 to maximize social distancing, specifically #1, #2, and #5. We will also pause usage on the benchtop centrifuge adjacent to BSC #1 (BiochemGARD) to provide enough distance from users of that BSC and will rely on the benchtop centrifuge furthest from the BSC’s for the time being. We will also ask those who wish to use the microscopes/cameras in 267 to sign up and coordinate closely with other users to maximize distancing.

2298 (Dry/Wet Ice and Instrumentation): 2 occupants, one on each side of the room.

We will continue to allow 1 user on the left side for dry and wet ice and 1 on the right side for instrumentation. The highest demand instrument in 2298 is the i3x plate reader, so we will post a signup for the instrument outside the door. The other high use instrument in 2298, the Nanodrop, will be moved to 265, described below.

285 and 266 (Cold and Warm Room): 1 occupant in each at a time.

Given the limited space, only 1 person should be allowed in the cold or warm rooms at a time. Moreover, users of the warm room should coordinate with users in 265 below.

265 (Shared Equipment): 2 occupants on the left side or “shared” half of the room, in coordination with the Meschke and Cui labs on the center and right sections of the room.

We will move the Nanodrop from 2298 to the far left bay given the low demand of the other equipment there. Access to the -80, large centrifuges, and warm room should be coordinated with users of the Nanodrop. The gel docs should be far enough from users from the Nanodrop, but going back and forth between the bays should be coordinated between other users in 265 in a way to maximize physical distance. The Meschke lab, using the imaging system in the middle bay should be mindful of users in the left bay and should coordinate use of the imaging system with the Cui lab’s use of the center-right and right sides of 265.

264 (Animal Procedure Room): 2 occupants without increased PPE requirements.

Only 2 occupants can fit in 264 and follow the current 6-foot distancing requirements. Users must adhere to this limit of 2 and allow for 6 feet of distance or use increased PPE (i.e. N95 masks with proper training). We will allow use of hoods in 260 if more space is needed.

260 (Cytometry, Cryostat, and Hoods): 3 occupants, at the cytometer, the cryostat or adjacent hood, and the bench space and/or other empty hood. Occupants may also be at 260A or 260B, but only with close coordination with Collin.

In 260 there is the cytometer, the cryostat, and 2 empty usable hoods, and bench space for work on the other side of the bench from the cytometer. Given the layout of the items there could safely be 3 occupants in this space. There is also space in 260A (microscope room) and 260B (hood with homogenizer), but access to these spaces must be coordinated with occupants in 260. All use must be coordinated with Collin White. This space could also be overflow space for 264.

198 (Freezer Farm): No specific number of occupants, but please work around each other and implement social distancing whenever possible.

Animal Rooms

-In addition to DEOHS personnel, technicians from Comp Med often service the Roo Vivarium. We ask you to be mindful of giving them space to do their work, and if you have an experiment requiring regular access at specific times we ask

you coordinate with Comp Med if needed. Michael Treptor, Collin White, and Dianne Botte can liaise for these situations.

-We will either post sign-up sheets or manage a shared calendar for individual animal rooms if needed. We will check in with lab managers with animals in the vivarium to see what best suits are needs.

Non-Roosevelt Personnel

-All non-Roosevelt personnel, such as vendors, techs, and visitors must check-in at the front desk, complete the UW Attestation Form, and wear a mask at all times while onsite. They must also follow distancing protocols and observe the occupancy limits described above.