**Guidelines for COVID-19 prevention while working in the xxx Lab**

*If everyone working in the laboratory uses the precautions detailed below, we will 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.*

**A. General guidelines for laboratory personnel safety**

1. **Never come to campus, MEB, ME Annex, a ME lab, or a shared facility if you are experiencing any of the following symptoms of infection:**
* 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 pain** that you cannot attribute to another health condition or that may have been caused by a specific activity, such as physical exercise?
* **New gastrointestinal symptoms**, such as nausea, vomiting or diarrhea that you cannot attribute to another health condition?
* **New respiratory symptoms**, such as a runny nose, that you cannot attribute to another health condition?
* **New chills** that you cannot attribute to another health condition?
* **New loss of taste or smell** that you cannot attribute to another health condition?
* **New headache** that you cannot attribute to another health condition or emotional reason?
1. **Complete UW COVID-19 Training:** <https://www.ehs.washington.edu/training/covid-19-safety-training-back-workplace>.
2. **You must complete the daily COVID-19 symptom attestation in Workday** every day you come to work. If you are not able to access the attestation through Workday, please use <https://catalyst.uw.edu/webq/survey/jsnider/390702> to attest that you are symptom-free of COVID-19.
3. **Physical Distancing:** Physical distancing of at least 6ft to include workspaces and common areas is required (i.e. kitchen tables, benches, and first floor lobby). This will mean staggering work schedules with other members of your team or moving to temporary desk assignments.
4. Clean workspace and common area surfaces frequently.
5. **Face Coverings:** Cloth facemasks or coverings are required in all areas in the MEB except for where a cloth covering is not appropriate for a research work environment or in a closed office. Cloth facemasks or coverings are not a substitute for following 6ft of social distancing. Additional guidance on facemasks from EH&S can be found at: <https://www.ehs.washington.edu/system/files/resources/facemask-guidance-COVID-19.pdf>.
6. 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 immediately notify the EH&S Employee Health Center at emphlth@uw.edu or 206-685-1026.
7. The identity of individuals who have or may have COVID-19 is handled as protected information.
8. EH&S will provide guidance on communicating to staff (as appropriate).
9. EH&S will notify individuals who had close contact with the ill person up to 48 hours prior to the development of symptoms.
10. EH&S will provide close contacts with public health recommendations that may include staying home and monitoring their health for 14 days.
11. EH&S will evaluate the locations where the person spent time on campus for enhanced cleaning and disinfection.
12. If you **start showing symptoms of illness while at work,** immediately leave the lab, notify EH&S as above, and notify Jennifer Snider (jsnider@uw.edu) and your lab manager.
13. **Develop a personal transportation plan** that minimizes proximity to other people. Consider cycling, walking, or driving instead of public transportation.
14. Be present in the building/lab **only as long as** **necessary** for conducting work that cannot be done remotely. Plan in advance to minimize time around lab members and the general population on campus.
15. Assume that everyone (including yourself) might be an asymptomatic carrier. Use appropriate precautions as **transmission may still occur with people displaying no symptoms.** We advise everyone to follow the “Guidance for Individuals” recommended by the state of Washington: <https://www.governor.wa.gov/sites/default/files/SafeStartWA_4May20_1pm.pdf>.

**B. Guidelines for working in the xxx Lab**

1. *Before traveling to the lab*
2. Attest in **Workday every day**.
3. **Sign up for a shift every day** using you xxx Lab Occupancy Calendar. Briefly describe your planned experimental workflow in the calendar entry (e.g., protein purification). A **maximum number of 6 users** is allowed in MEB xxx at any one time.
4. Book the **following shared equipment every day** using the xxx Lab Equipment Calendar:
5. XXX
6. XXX
7. XXX
8. *After arriving to the lab*
9. **Do not enter unless you are logged in the Lab Occupancy calendar and your usage slot is available.**
10. Face coverings are required in all areas of MEB except where specified below.
11. The first person to arrive each day should unlock the door to the Lab to allow others to enter through the lab door as it can be pushed open without touching the handle. Beware of leaving personal belongings unattended while lab/office doors are open. If the lab has dedicated entrance and exit doors please use them as directed.
12. **Wash your hands** with soap and water upon entering and leaving the lab
13. Increase the frequency of cleaning and disinfecting of **high-touch surfaces**, such as buttons, handrails, tables, faucets, doorknobs, shared equipment, and shared keyboards.
14. *While working in the lab*
15. **Always maintain 6 feet between researchers** unless it compromises safety.
16. Wear a face covering when walking through the hallways/shared areas of the building. Keep 6 feet between anyone you must pass. Avoid sharing elevators with anyone.
17. Adhere to the **6 feet tape markings** around the shared equipment, individual workstations, and common work areas as diligently as possible. The boundaries are highlighted in green and yellow (individual workstations), pink (common work area), and purple (shared equipment) in the attached floor plan. The direction of foot traffic is indicated by blue arrows.
18. Follow existing protocols for safe maintenance and operation of equipment and EH&S safety protocols for working in a lab space.
19. Designate drop-off/pick-up areas for shared tools and equipment.
20. Minimize the use of shared items (pens, notebooks, frequently used reagent bottles, etc.). As much as possible, each person should have their own.
21. After you are done working in a lab area, disinfect high-touch surfaces with 70% ethanol and allow the solution to contact the surface for at least 30 seconds.
	* 1. Use paper towels moistened with 70% ethanol to disinfect sensitive surfaces (e.g., keyboards, electronics) instead of directly spraying them with the ethanol solution
		2. After at least 30 seconds have passed, pat surfaces dry using paper towels or allow to air dry.
22. **Do not wear gloves** and wash your hands after using shared devices like keyboards and lab phones.
23. *When using shared equipment*
24. Allow 10 minutes between usage by different users.
25. Follow existing protocols for safe maintenance and operation.
26. After use, wipe down instruments (including …) and marked bench space with paper towels moistened with 70% ethanol (keypads and electronics) or a spray bottle (bench top).
27. Pat dry using paper towels or allow to air dry.
28. *When leaving the lab*
29. Disinfect your personal workspace with 70% ethanol.
30. Wash hands with soap and water upon leaving the lab. Use hand sanitizer containing at least 70% ethanol if no sink is available in the lab space you were working in.
31. Make sure equipment is left in the proper state (powered off, standby mode, etc.)
32. Make sure all doors are closed and locked before leaving.
33. *When using other space related to lab (office space) (if applicable)*
34. Usage of [room number] should be minimized. A maximum of 1 person per office and 1 person in the common space are permitted at any one time.
35. No gloves / PPE are allowed in [room number].
36. Wash hands before entering and upon leaving [room number].
37. Use of cups, mugs, plates, and silverware should be limited and these items must be washed with soap before and after use.
38. Desks and doorknobs should be wiped down after use.
39. *If you are a guest user of the xxx Lab*
40. You must be an **authorized and trained** user to enter MEB [room number].
41. **Failure to adhere to this SOP will result in revocation of privileges.**
42. Use the Lab Occupancy and Lab Equipment calendars to select a time window for usage. Enter your name, email address and a brief description of the workflow.

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](https://www.ehs.washington.edu/system/files/resources/cleaning-disinfection-protocols-covid-19.pdf).

**General guidance for cleaning and disinfection**

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:

• 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 70% alcohol.

**Safety guidelines during cleaning and disinfection**

1. Wear disposable gloves when cleaning and disinfecting. Clean hands immediately after gloves are removed.
2. Wear eye protection when there is a potential for splash or splatter to the face.

3. Lab coats are recommended to protect personal clothing.

4. Store chemicals in labeled, closed containers. Store them in a manner that prevents tipping or spilling.

**Disinfectant Solutions**

|  |  |  |  |
| --- | --- | --- | --- |
| 10 % Bleach Solution | 100 ml Bleach | 900 ml Water | Allow 2 minutes of contact time and pat dry with towels/ kimwipes |
| 70 % Ethanol Solution  | 700 ml Ethanol | 300 ml water | Allow 2 minutes of contact time and pat dry with towels/ kimwipes |

**Hand hygiene** (<https://www.who.int/gpsc/5may/Hand_Hygiene_Why_How_and_When_Brochure.pdf>)

