**Lab Guidelines for COVID-19 Prevention and Safety**

**Name of Lab:**

**Location of Lab (Building and Room #):**

**Faculty Supervisor:**

**Designated Site Supervisor:**

**All employees must complete the UW COVID-19 Training:** [**https://www.ehs.washington.edu/training/covid-19-safety-training-back-workplace.**](https://www.ehs.washington.edu/training/covid-19-safety-training-back-workplace.)

**A. Prevention Plan Oversight**

**The designated site supervisor will:**

* Be responsible for ensuring all the elements of these guidelines are followed.
* Keep the site-specific plan updated and current with changes to COVID-19 guidelines, regulations, and University policies.
* Keep these guidelines on site in hardcopy or electronically (location), so it is available to all personnel.
* Train personnel on the contents of the plan and any updates and document this training.
* Ask personnel and students to activate the [Washington Exposure Notifications – WA Notify](https://www.doh.wa.gov/Emergencies/COVID19/WANotify) on their mobile devices.
* Be available or their designee to respond to issues and questions during work and class activities.
* Ensure all personnel have completed UW general [COVID-19 Safety Training](file:///C:\Users\jsnider\Downloads\COVID-19%20Safety%20Training).

**B. Procedures for Sick Personnel**

* Personnel must self-monitor their symptoms each day and to stay home if they have any [symptoms of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) or if they are sick, regardless of vaccination status. Symptoms include:
  + fever (100.4 degrees or higher)
  + cough
  + shortness of breath or difficulty breathing
  + fatigue
  + loss of taste and/or smell
  + chills
  + sore throat
  + congestion or runny nose
  + headache
  + muscle or body aches
  + gastrointestinal symptoms, such as nausea, vomiting or diarrhea
* Personnel who may be sick or symptomatic will be required to go home, regardless of vaccination status, and should get tested for COVID-19.
* Notify the [UW COVID-19 Response and Prevention Team](https://www.ehs.washington.edu/covid-19-case-response) as soon as possible at [covidehc@uw.edu](mailto:covidehc@uw.edu) or [206.616.3344](tel:206-616-3344) if you:
  + ***Test positive for COVID-19***.
  + ***Have close contact with individuals who have COVID-19*** which means being within 6 feet of a person with COVID-19 for a cumulative total of at least 15 minutes during a 24-hour period (even if both individuals were wearing face coverings), living with or caring for a person who has COVID-19, or having direct contact with infectious secretions (e.g., being coughed on, kissing, sharing utensils). The exposed individual is required to follow the quarantine requirements outlined in the FAQ [*“I may have been exposed to COVID-19. What should I do?*](https://www.washington.edu/coronavirus/faq/#health)*”*
* When notified of a person with suspected or confirmed COVID-19, the University’s [COVID-19 Response and Prevention Team](https://www.ehs.washington.edu/covid-19-prevention-and-response/covid-19-case-response) takes the steps listed below to maintain the health and safety of the campus community. The University is working in coordination with local health departments on COVID-19 response efforts and complies with applicable privacy requirements**.**

The University’s [case response](https://www.ehs.washington.edu/covid-19-prevention-and-response/covid-19-case-response) activities include:

* Obtain details about the person’s symptoms, locations on campus and close contacts.
* Conduct a risk assessment to determine an action plan, such as:
  + Instructions and guidance for self-isolation.
  + Notifying the academic and/or work unit.
  + Notifying UW-affiliated individuals or groups who were in close contact with the COVID-19 positive person within 48 hours prior to the development of symptoms (or, if asymptomatic, 48 hours before their COVID-19 test).
  + Evaluating the specific locations for potential [cleaning and disinfection](https://www.ehs.washington.edu/system/files/resources/cleaning-disinfection-protocols-covid-19.pdf), in accordance with guidance from the Centers for Disease Control and Prevention (CDC) and L&I.
* Provide return-to-work information to individuals who have COVID-19, close contacts of individuals who have COVID-19, University/unit representatives and UW Human Resources.
* The identity of individuals with COVID-19 and their close contacts is not publicly disclosed. It remains private among University representatives involved in the public health response, including EH&S representatives, unit representatives (as needed), and UW Human Resources.

For information about the University’s response to a COVID-19 case on campus, visit the [COVID-19 Case Response](https://www.ehs.washington.edu/covid-19-case-response) page on the EH&S website.

* Discuss accommodations for [personnel at higher risk](https://hr.uw.edu/coronavirus/policy-updates/covid-19-employment-accommodation-for-high-risk-employees/) of severe illness with your HR consultant or AHR business partner.

**C. Cleaning Surfaces**

* Cleaning and disinfection of high-touch surfaces should be done at least once a day, when visibly dirty, and as often as determined is necessary in occupied spaces. High touch surfaces can include tables, handrails, faucets, doorknobs, light switches, kitchen appliances, drinking fountains, and shared equipment and computer workstations (e.g., monitors, keyboards, mouse). While it is possible for people to be infected through contact with contaminated surfaces or objects, the [risk of infection from touching a surface is low](https://www.cdc.gov/coronavirus/2019-ncov/more/science-and-research/surface-transmission.html). The recommended frequency of routine cleaning and disinfection is determined by considering the COVID-19 transmission rate in the community, the number of users of a space, and whether users of a space are adhering to other COVID-19 prevention measures (e.g., use of face coverings, physical distancing, hand hygiene, vaccination status).
* Each lab member is expected to follow the [COVID-19 Enhanced Cleaning and Disinfection Protocol](https://www.ehs.washington.edu/system/files/resources/cleaning-disinfection-protocols-covid-19.pdf).
* The lab will provide supplies for spot cleaning and the following disinfecting products (list all that apply: Alcohol solution with at least 70% alcohol (including wipes), 10% fresh bleach/water solution, or [EPA-registered disinfectant for use against SARS-CoV-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)).
* Safety data sheets (SDS) for each disinfectant product can be found XXX.
* Each lab member should review the [COVID-19 Chemical Disinfectant Safety Information](https://www.ehs.washington.edu/system/files/resources/chemical-disinfectant-safety.pdf) and follow the manufacturer’s instructions for the products used.
* Use appropriate [personal protective equipment](https://www.ehs.washington.edu/workplace/personal-protective-equipment-ppe) (PPE) for the workplace and work tasks.

**Safety guidelines during cleaning and disinfection**

* Wear disposable gloves when cleaning and disinfecting. Gloves should be discarded after each use. Clean hands immediately after gloves are removed.
* Wear eye protection or surgical mask when there is a potential for splash or splatter to the face.
* For larger scale or frequent cleaning (i.e., a large surface area), gowns or aprons are recommended to protect personal clothing. When applying cleaning or disinfecting agents with electrostatic sprayers (e.g., over large or hard to reach areas) follow additional safety precautions in accordance with the [Electrostatic Sprayers Focus Sheet](https://www.ehs.washington.edu/system/files/resources/electrostatic-sprayers-focus-sheet.pdf).
* Store disinfectants in [labeled](https://www.ehs.washington.edu/chemical/chemical-container-labels), closed containers. If dispensing disinfectants into [secondary containers](https://www.ehs.washington.edu/chemical/chemical-container-labels#SecContainerLabelTemplates) (e.g., spray bottles), these must also be labeled with their contents and hazards. Keep them in a secure area away from children and food. Store them in a manner that prevents tipping or spilling.
* Add disinfectants to your MyChem inventory.

**D. Good Hygiene**

* Wash your hands frequently with soap and water for at least 20 seconds.
* Avoid touching your eyes, nose, or mouth with unwashed hands.
* Cover your mouth and nose with your elbow or a tissue when coughing or sneezing, and immediately dispose of the used tissue.
* Running water and soap is available LOCATION and hand sanitizer and/or wipes/towelettes are provided.

**E. Additional Resources**

* [UW Novel coronavirus & COVID-19](https://www.washington.edu/coronavirus/): facts and resources
* [EH&S COVID-19 Health and Safety Resources](https://www.ehs.washington.edu/covid-19-prevention-and-response/covid-19-health-and-safety-resources)

**F. Any additional lab-specific information needed to be added such as:**

1. Before traveling to the lab
2. After arriving to the lab
3. While working in the lab
4. When leaving the lab
5. Guest users of the lab