

ME Composite Shop COVID-19 Prevention Plan

We need everyone's help to minimize the risk of COVID-19 transmission. Speak up if you observe someone not following these precautions. We are all responsible for stopping the spread of the virus.

General Guidelines

1. **Note that only individuals officially designated as critical personnel are allowed to come to work on campus.** Critical personnel must be designated by their PI or supervisor. Critical personnel must be designated by their PI or supervisor by filling out the Critical Personnel Request Form on the MyME COVID-19 Resources page under ME Forms: <https://www.me.washington.edu/myme/covid-19-resources>. You will receive a confirmation of the designation by the ME Department Administrator, Jennifer Snider, within 2 business days.
2. **Everyone working on campus has to take the UW COVID-19 Safety Training**, even if they have already been working on campus in previous phases: <https://www.ehs.washington.edu/training/covid-19-safety-training-back-workplace>.
3. **You must adhere to all safety rules and restrictions laid out in the University of Washington COVID-19 Prevention Plan for the Workplace**, which can be found at <https://www.ehs.washington.edu/covid-19-health-and-safety-resources>, as well as the guidance published by the University of Washington Office of Research: <https://www.washington.edu/research/announcements/mitigating-impacts-to-research-activities-due-to-covid-19/>. In particular, in-person research is currently only allowed if it falls into one of the categories listed in the above document:
 - Research that will help deal with the pandemic.
 - Public health research.
 - Research that has the potential to lead to therapies to treat human health problems.
 - Research that will help the nation recover after the pandemic eases.
 - Research involving long-term experiments, or maintaining vital equipment, cell lines, animals, and other time-sensitive research items, for which a pause would cause undue harm and/or cost.
 - Some areas of research that involve human subjects, travel, or field work that are already allowed. Please check the Office of Research website above for more information and for additional allowable research that will be announced in the next few weeks.
 - Research involving long-term experiments, or maintaining vital equipment, cell lines, animals, and other time-sensitive research items, for which a pause would cause undue harm and/or cost.
 - All areas of research that are required to meet an upcoming deadline.
 - All facilities that support research, if the support cannot be carried out remotely.
4. **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?
5. 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 this Catalyst survey: <https://catalyst.uw.edu/webq/survey/jsnider/390702>.
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 covidehc@uw.edu or 206-685-1026. For further information on what to do you can consult the FAQ: <https://www.washington.edu/coronavirus/faq/#health>. The identity of individuals who have or may have COVID-19 is handled as protected information. EH&S will provide guidance on communicating to staff (as appropriate). EH&S will notify individuals who had close contact with the ill person up to 48 hours prior to the development of symptoms. EH&S will provide close contacts with public health recommendations that may include staying home and monitoring their health for 14 days. EH&S will evaluate the locations where the person spent time on campus for enhanced cleaning and disinfection.
7. If you **start showing symptoms of illness while at work**, immediately leave, notify EH&S as above, and notify Jennifer Snider (jsnider@uw.edu) and the staff in charge of the lab/shop where you were working.
8. **Develop a personal transportation plan** that minimizes proximity to other people. Consider cycling, walking, or driving instead of public transportation.
9. Be present in the shop **only as long as necessary**. Plan in advance to minimize time around other users and the general population on campus.
10. Assume that everyone (including yourself) might be an asymptomatic carrier. Use appropriate precautions as **transmission may still occur with people displaying no symptoms**.

Guidelines for Working in the ME Composite Shop

1. Before traveling to campus
 - a. You have to be an **authorized and trained user** to use the ME Composite Shop. This includes having an active CORAL account and up-to-date [online fire extinguisher training](#). Please verify this before making an appointment.
 - b. **Contact the lab/shop staff (currently Bill Kuykendall, billkuyk@uw.edu) to make an appointment** - due to our efforts to adhere to the university's COVID-19 prevention measures, our staff is working from home as much as possible. For this reason, there are limited windows of time when staff are on hand to monitor the use of the facility.
 - c. The **maximum occupancy limit** for the composite shop is three (3).
 - d. After making an appointment, reserve your equipment in CORAL (if applicable).
 - e. Fill in the COVID-19 symptom attestation **every day before coming to campus**.
2. After arriving at the lab/shop
 - . **Wash your hands** with soap and water upon entering and leaving the lab. A handwashing sink is available in the hallway outside the composite shop, directly across from room G045 (the WOOF3D space).

- a. **Disinfect all high-touch surfaces and tools which you will be using** with the provided disinfectant.
 - 3. While working in the lab/shop
 - . **Wear a mask and eye protection** - due to limited supplies, we require that users bring their own face mask before entering the facility. If at all possible, bring your own safety glasses. If you decide to use the provided eye protection, carefully disinfect it BEFORE and AFTER use. Please note that most disinfectants require several minutes of contact time to be effective. Other PPE (e.g. gloves) may be required as usual, depending on your work.
 - a. **Minimize the number of people in the room**, but do not compromise other safety rules - remember to adhere to the shops' regular safety rules against working alone when using specific equipment.
 - b. **Always maintain a distance of at least 6 feet** unless it compromises safety. If a critical activity cannot be performed while staying 6 feet apart, and participants must work in "close contact", they must upgrade from cloth to surgical masks, and the duration of this activity must be limited to less than 10min.
 - c. **Minimize the use of shared items**, wash your hands after using shared devices like keyboards.
 - 4. When using shared equipment
 - . Allow 10 minutes between usage by different users.
 - a. Follow existing protocols for safe maintenance and operation.
 - b. After use, wipe down equipment (including tools, keyboards, high-touch surfaces on machinery) with the provided disinfectant and let air dry - do not pat dry. Every disinfectant has a minimum contact time to be effective.
 - 5. When leaving
 - . **Disinfect all high-touch surfaces and tools used** with the provided disinfectant.
 - a. **Clean up your workspace, put away all tools.**
 - b. **Remove gloves and wash hands** with soap and water upon leaving the lab/shop.
 - c. **Check in with the lab/shop staff to let them know that you are done.**

Safety Guidelines for Cleaning/Disinfection

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

Floorplan

