Section 1: Plan and Site Supervisor

Site Supervisor:
  N. Shane Patrick
  Manager, Lab Operations and Safety
  patricns@uw.edu
  206-221-1045

Personnel Supervisor:
  Maria Huffman
  Director
  mhuffm@uw.edu
  206-543-5101

Plan Location:
  Online – WNF CORAL Implementation
  Physical – WNF Safety Board

Training:
  Document Review and Pre-Recorded Presentation
  Training enforced and logged via CORAL

Change and Updates:
  Situation and policies monitored by COVID-19 Site Supervisor
  Documents and Training updated as needed
  Updates communicated via email and CORAL
  Compliance/acknowledgement/certification required within 7 days.
Section 2: Social and Physical Distancing

General Implementation:

The WNF maintains a separate document titled “Social Distancing Policy”, posted and distributed electronically, that details the majority of its efforts and requirements in this area. All persons accessing WNF are expected to adhere to this policy without exception. The policy is available at the following link:

Telework:

UW policy remains that all work that can be done remotely must be done remotely. All WNF staff are authorized and required to exercise remote work options as much as possible. Due to the nature of the facility, a degree of on-site presence is required. The WNF manages this by defining all RSE staff as critical and utilizing a rotating schedule with shared responsibilities, taking staff preferences and necessary tasks into account. Staff are not required to come in should a situation develop that makes them uncomfortable, particularly as concerns their health or that of their family units. At this time, the WNF remains closed in general and staff are only asked to support those tasks necessary to the continued safety and longevity of the facility and its equipment and the limited categories of essential research authorized to be performed by the site director.

Undergraduate Research Assistants are likewise required to telework in order to perform any tasks and responsibilities that can be performed remotely. For those tasks that cannot be performed remotely, a minimal contingent may be considered for on-site work provided all appropriate precautions can be maintained. The designated leads and the site’s Personnel Supervisor work together to decide who is reasonable to bring in and when to do so. URAs are only to report to work when approved, when specific tasks are assigned, and when they are comfortable doing so.

Users are only permitted in the facility with explicit authorization of the site director and only for those activities in compliance with UW and State policies such as maintenance of equipment and authorized categories of essential business and research. Further, users are asked to be on-site for only that work which cannot be done in another location and to leave the facility as soon as possible.

Shift/Break Times, Workspace Distancing, and Task Scheduling

The WNF currently allows explicitly approved research activities between the hours of 8am and 5pm, Monday through Friday, holidays excepted. WNF routinely schedules 3 members of staff to be on-site on any given day, and hours are staggered to support the above operating window and distancing requirements. Additional staff may be approved by the COVID-19 Site or Personnel Supervisors when maintenance or critical needs warrant, provided all necessary precautions can continue to be met. Where possible, staff are sharing all responsibilities equally, but response times will be extended. Tasks will be prioritized and executed as possible, but only safety related items will justify overriding any of the precautions in place for personnel.
Undergraduate Research Assistants may be allowed on-site in a minimal capacity at the discretion of the site’s Personnel Supervisor to support those tasks necessary to the continued operation of the facility in support of approved essential areas of business and research. When needed, the Personnel Supervisor will provide guidance to the current Lead URAs regarding the needs of the facility. The Lead URAs will determine who is willing and capable to support operations based on the guidance provided and construct a schedule proposal for review. The proposal must ensure all physical distancing requirements are accounted for and that the minimal number of people necessary for the task(s) are put forward. No more than 2 URAs may be on site at any given time. After hours work is acceptable and encouraged to minimize exposure so long as all safety measures are still followed. URAs may report to work once both the Personnel and Site Supervisors have approved the proposal. Schedules may be approved (and revoked) by the day, week, or more at the discretion of the Personnel and Site Supervisors.

Users are required to list their occupancy hours on the WNF User Calendar (details given when work is approved by the director) and limit total occupancy to 25 persons to facilitate spacing and planning. We recognize the limited processing hours necessitated by our need to reduce operational staff, limits the ability to spread tasks out over time. WNF asks users to be considerate of the limited occupancy and resources available at this time to ensure as many people and groups have access to critical infrastructure as possible while remaining safe. In the future, WNF intends to broaden available time windows to make this more feasible, but hope this visibility enables smoother planning.

All personnel must stagger their use of common facilities (such as the break rooms) and 6 feet of distance must be maintained at all times. Do not share tables or workspaces when this is not possible. Spread out, go outside, or go home if your on-site work is finished. This is especially important since eating and drinking cannot be conducted with masks in place.

Fluke Hall’s various spaces are not readily reconfigurable. Use of general office spaces is highly discouraged – please take any work that doesn’t need to be done at Fluke Hall elsewhere. If you must work in available spaces, 6 feet of separation must still be maintained at all times. This will mean not all desks may be occupied. Staff are not to share office spaces regardless of normal arrangements – only one person to each cubicle set or office.

**Space Capacity, Minimizing Occupancy, and Organizing Work**

All personnel are asked to limit their occupancy of Fluke Hall to the time needed to perform those tasks which cannot be performed off-site only in order to preserve critical infrastructure. Options may include concentrating work activities across projects into one or two individuals or deferring work that is less critical. 6 feet of distance must be maintained at all times. The facility is limited to a total occupancy of 25 people at a time, the gowning room is limited to 3 people at a time, and bays are limited to 5 people at a time. This provision does not override the requirement to maintain 6 feet of space between personnel. If current activities cannot be performed while maintaining this distance, you must wait or return at another time to do your work.
Meetings
In person meetings are allowed only while maintaining 6 feet of separation between all parties, when they can take place in a space with proper air flow, and when distance or remote options are not possible. All other meetings, regardless of number of people, must be conducted remotely.

Shared Tools and Equipment
The WNF is a shared facility. There is no way around this. The gowning protocols, airflow, and filtration inherent to cleanroom operation in addition to the Social Distancing Policy minimize the chance of spreading contagion when followed appropriately. Please reference the above policy and posted gowning procedures for full details, including requirements for special storage and disinfecting of anything that comes near or in direct contact with the face. Further, individual tools that are available for use should not be handed from one person to another but rather collected and returned to their designated areas, whether that is a tool box, equipment or drying rack, or a table or drybox. If you need to coordinate exchange of materials between users or between staff, please make appropriate contact-free arrangements with the person in question. Our front desk may be able to assist.

Protective Barriers
Due to the high-traffic nature of the location, a protective barrier has been installed at the WNF reception desk to protect workers. The barrier is not license to ignore the social distancing policy with those at the desk other than when strictly necessary. Staff offices also include, by design, a certain level of barrier between hallway traffic and the occupant. Other areas of the facility are not as conducive to these protective measures. Physical distancing must be maintained at all times.

Air Pathways and Ventilation
Fluke Hall features a persistent ventilation system with positive pressure, including a separate system driving cleanroom functions. Air exchange and ventilation are adequate, particularly in hallways and especially in the cleanroom, but users should avoid congregating in narrow or closed off spaces. The user office area is the most likely space to exhibit reduced airflow and exchanges. Use of these spaces should be minimized wherever possible and proper distancing must be maintained. Avoid situations where air pathways are less that 6 feet between you and another person.
Section 3: Communication

Posters, Signage, and Floor Markings

UW EH&S approved posters regarding hygiene and other preventative measures have been posted at the main entrance to the WNF secured zone and entry has been restricted to this one path. The WNF Laboratory Manual states that users must read and follow all posted signage, a provision agreed to in the course of becoming a user. Signs on entry are no exception. In addition, the most recent version of our internal policies are posted near the entrance. Hygiene reminders such as equipment sanitizing, mask requirements, and more are posted through the laboratory spaces where relevant. Additional information is also maintained on the WNF Safety Board located just outside of the main entrance to the cleanroom. WNF has not currently implemented floor markings, preferring clear policies and reliance on our dedicated community to do what is needed to ensure the facility can remain open. This has been successful thus far, but is consistently monitored and will be adjusted if it becomes necessary.

Meetings

The WNF maintains its weekly staff and user meetings, held remotely via Zoom. Current practices and policy updates are communicated during these meetings among other developing news. The meetings also serve as a forum for questions and clarifications. Staff are expected to attend the weekly staff meetings. Attendance of the weekly user meeting is voluntary for all personnel, but we strongly encourage users to make use of the opportunity to stay informed.

Electronic Communications

WNF’s implementation of the CORAL management system allows for the easy administration of various mailing lists and records of individual email addresses for lab-appropriate uses. Lab management leverages these email and messaging functions extensively, providing immediate notice of emerging situations both at-large and tool-specific, depending on the situation. Further, the WNF website and social media presences are kept up-to-date with emerging developments.

Policies and Procedures

WNF staff has carefully constructed clear policy documents to communicate our expectations to all users authorized for essential work within the facility. All policies specific to COVID-19 are contained within the WNF Social Distancing Policy document, which is posted online and throughout the facility, as well as distributed by email when updated or upon request. The WNF also maintains various site-specific documents, notably the WNF Laboratory User Manual, detailing our expected safe operating procedures.

Notice to Vendors and Contractors

All access to WNF requires explicit approval of laboratory management, including service vendors, contractors, non-WNF UW personnel, etc. As part of the approval process, all policy documents and statements are provided electronically before occupancy is authorized.
Section 4: Social Distancing Exceptions

For safety, access, lifting assistance, or other areas of tool and equipment maintenance it may not be possible to maintain social distancing practices. RSE Staff should be the only personnel engaged in these activities at WNF. Staff should perform only those activities they are comfortable with and must defer or work with management to delegate such tasks they are not comfortable with. Whenever possible, management must be informed of such activities in advance. Should an emergency situation develop, management should be informed at the earliest opportunity. These situations should be rare, and staff must attempt to find solutions that do not violate social distancing policies before proceeding.

WNF Undergraduate Research Assistants are never authorized to violate distancing policies unless a threat to life or safety develops or exists. In the event an emergency requires an in-the-moment exception, management must be informed at the earliest opportunity.

WNF Users are never authorized to violate distancing policies during processing unless a threat to life or safety develops or exists. Users with privately owned equipment on site with a specific maintenance need requiring an exception should submit information to lab management for approval prior to commencing work, including assessment of alternatives and risks. In the event an emergency requires an in-the-moment exception, laboratory management must be informed at the earliest opportunity.
Section 5: Dealing with Illness and Infection Spread

Daily Attestations of Health

In compliance with UW policy, WNF requires daily attestations of health from all authorized personnel entering Fluke Hall. This includes our academic and industrial users, contractors, vendors, guests (currently suspended), and delivery couriers. This helps to establish contact tracing and also provides a moment for introspection – should you really be where you are right now? Two methods currently exist.

Workday

Any UW employee, non-UW personnel with affiliate/contingent status, or other user with access to UW’s Workday personnel management platform MUST attest in Workday prior to coming to campus. WNF is not able to make exceptions to this policy. If you need assistance with accessing Workday, please contact the Integrated Services Center (isc.uw.edu).

Paper

Signage, a list of the attestation statements, and a sign-in sheet are posted at the WNF reception desk. If you are entering the WNF secured zone and are not a UW employee or affiliate, you must stop, read the attestation statements, and sign and date the log sheet when your first entry to the facility on any day you are on-site. Your signature is your attestation that you are in good health according to the posted statements.

Unable or Unwilling to Attest

If you are unable to attest due to not meeting one of the statements, you may not proceed into WNF and must leave campus. Similarly, if you are unwilling to attest, you may not proceed into WNF and must leave campus.

Time Away

For staff who feel they cannot, should not, or must not come into work on a day they are scheduled in-person, all UW HR time away policies apply. Please contact management or HR to discuss if you have questions or concerns, or reference UW’s HR policies online at hr.uw.edu.

For all other UW personnel, you have rights and policies set forth by UW HR and your department. Please speak with your PI, department leads, or HR representative if you have questions or concerns, or reference UW’s HR policies online at hr.uw.edu.

For all non-UW personnel, please contact your management or HR teams for direction. In the event your company policies conflict with UW and WNF stipulations and a situation develops that requires you to stay home under UW and WNF policy, then you must stay home. Any violations places not only other users at risk, but also threatens the ability of WNF to remain open.
Exhibiting Symptoms

If you are sick, or experiencing symptoms that may indicate the onset of an illness, whether COVID-19 related or not, you must not come to WNF.

If you enter WNF in good health and later develop symptoms while on-site, whether COVID-19 related or not, you must remove yourself from the facility and campus.

If WNF staff observes concerning signs or behaviors, you may be informed and asked to leave the facility and consult a health professional. You are not required to volunteer any health information beyond the attestation policy.

COVID-19 Contact

If you have been in close proximity to someone with a suspected or confirmed case of COVID-19, you must stay home and follow isolation requirements set forth by public health agencies. See the UW Coronavirus FAQ page for current information and guidance.

https://www.washington.edu/coronavirus/faq/

Reporting and Resources

If you experience COVID-19 related symptoms following any time spent at WNF:

FIRST:

Contact your health-care provider for guidance. Please do not show up at a clinic, urgent care, or other facility without prior notice as special precautions may need to be taken. UW employees and students have access to various campus resources. Please see the UW Coronavirus FAQ page for current information and guidance.

https://www.washington.edu/coronavirus/faq/

SECOND:

If your health-care provider has confirmed or suspects that you have COVID-19, you are required to notify the UW Employee Health Center, even if you are not a UW Employee, at emphlth@uw.edu or 206.685.1026. Following your report, expect to be contacted by UW’s EH&S personnel as they begin their contact tracing efforts. EH&S will alert WNF personnel if their findings warrant it.

Internally, WNF requests but cannot and will not mandate, that you alert the COVID-19 Site Supervisor via the contact info in the first section of this document of any confirmed or suspected case so we may seek to take preemptive measures against the spread of infection.

THIRD:

Stay home except to get medical care. Avoid contact for 72 hours after your symptoms disappear. If your healthcare provider has confirmed or suspects you have COVID-19, stay
isolated until you meet the CDC recommendations for discontinuing home isolation: 

Additional Info:

https://www.washington.edu/coronavirus/faq/
https://www.doh.wa.gov/Emergencies/NovelCoronavirusOutbreak2020COVID19/FrequentlyAskedQuestions#what-if-i-have-symptoms

Personnel at Higher Risk

Certain groups of people, particularly the elderly and those with underlying health conditions, are believed to be at higher risks of developing life-threatening complications from contracting COVID-19. UW personnel who are concerned they may fall into one of these categories should review the following information from UW HR: 
https://hr.uw.edu/coronavirus/policy-updates/covid-19-employment-accommodation-for-high-risk-employees/

Non-UW users should consult with their PI, supervisor, internal HR teams for guidance and policies. Additional information on state directives regarding this matter is available here: 

Visitors

Access to WNF is currently restricted to explicitly approved personnel performing areas of research classified as essential by the UW Office of Research and the State of Washington and those vendors and contractors necessary to the operation of the facility in supporting those areas of research. All visitor access and requests are currently suspended.
Section 6: COVID-19 Response

Symptomatic Individuals
Anyone experiencing symptoms related to COVID-19 must stay home, contact their healthcare provider, and notify UW’s Employee Health Center (emphilth@uw.edu or 206.685.1026).

For the latest symptom guidance, see: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html

Suspected or Confirmed Cases
Anyone whose healthcare provider suspects or confirms they have COVID-19 must stay home and notify UW’s Employee Health Center (emphilth@uw.edu or 206.685.1026).

Close Contact
Anyone who has had close contact with someone with suspected or confirmed COVID-19 must stay home and notify UW’s Employee Health Center (emphilth@uw.edu or 206.685.1026).

Enhanced Cleaning and Disinfection
Upon report of any of the above scenarios, a full disinfection of occupied spaces will be performed. For these reasons, it may be helpful if you inform the COVID-19 Site Supervisor in addition to the Employee Health Center, but this is not required. EH&S will follow-up on the report to the Employee Health Center ASAP to guide this process in either case. More details may be found here: https://www.ehs.washington.edu/system/files/resources/cleaning-disinfection-protocols-covid-19.pdf

Due to the specialized nature of the WNF facility, access restrictions, and facilities policies, a closure of WNF may occur with little to no notice if such a situation should develop.
Section 7: Cleaning and Disinfecting

Cleaning Schedule

WNF personnel, in addition to the work performed by UW Custodial Services, disinfects high-touch surfaces outside of the cleanroom 3 times a day in periodic blocks. A sign-off sheet is posted near the entrance for tracking these cleaning cycles. Surfaces include communal surfaces, break room/kitchenette surfaces and handles, restroom fixtures, tables, faucets, door knobs and breaker bars, sliding panels, and more.

The gowning room is wiped down on the same schedule as the non-cleanroom common areas. Inside the cleanroom, standard gowning protocols should minimize spread any bacteria or viruses, so other high touch surfaces are wiped down on a rotating schedule with lower frequency as staff time allows.

Cleaning Supplies

Inside and outside of the cleanroom, a mixture of 70% isopropyl alcohol and water is available along with wipes or paper towel for anyone to perform spot cleaning at anytime.

High-touch Surfaces

In addition to scheduled and spot cleaning, certain high-touch surfaces or surfaces that may come into close contact with the face should be disinfected between uses. These include safety glasses, face shield, microscope eyepieces, and more. The WNF Social Distancing Policy document outlines these areas as well as other procedures for materials that approach the face.

Outside of the cleanroom, personnel should disinfect common touch surfaces after each use. These include door, refrigerator, and microwave handles and items such as faucets, tables, workstations, etc.

Protocols

Section 8: Disinfectant Products

The WNF maintains mixtures of 70% isopropyl alcohol and 30% water for disinfecting, both inside and outside of the cleanroom.
Section 9: Safety when Using Disinfectants

All WNF personnel are trained extensively on the appropriate ways to handle chemicals and isopropyl alcohol is one of the most common chemical throughout the facility. There should be no unexpected hazards involved in using the diluted form as a disinfectant. Users must review the SDS (safety data sheet) for any chemical they work with, but in general IPA (isopropyl alcohol or isopropanol) is safe to handle. Care should be taken to avoid any contact with the eyes, and skin exposure may cause dryness or irritation. You may use disposable gloves when disinfecting if desired. Areas of skin that come into contact with IPA should be rinsed with water. If contact with the eyes occurs, follow WNF standard policy for using eyewash stations or refer to the SDS. In the event of a spill, follow standard WNF policy per the Laboratory User Manual. Avoid any heat and flame sources as IPA is highly flammable.

In addition to reviewing the SDS, personnel must review EH&S’s recommendations for using different types of disinfectants:

Follow all manufacturer instructions for product use.
Section 10: Hygiene Practices

Hand Washing

Running water and soap are available throughout Fluke Hall. Frequent handwashing is a critical defense against contracting any infectious agent. Handwashing is required prior to entry to the WNF secured zone and strongly encouraged throughout the day in between tasks. Refer to the WNF Social Distancing Policy document for minimum requirements. Hand washing posters from the CDC are located near each sink on the first floor to assist you with washing in the most effective manner.

Hand Sanitizer

Hand sanitizer is not considered as effective as soap and water, but is provided in commercial pump bottle form at the front desk and other locations for those situations when hand washing might not be achievable in a short time frame.

Avoid Touching Face and Others

Most infectious agents spread more rapidly via direct contact. Avoid touching others (such as handshaking), maintain 6 feet of separation, and avoid touching your face as transmission via mucous membrane is a fast vector to illness. WNF requires face covers at all times while on premises, and requests that eating be done outside so as to minimize those times when padding or fleeting contact may occur with masks. If you find yourself without your mask in place and a sneeze or cough coming on, please use you elbow or arms to mask the release. If you must or instinctually use your hands, wash your hands ASAP, avoiding touching other surfaces. Disinfect any surfaces you may have touched or coughed/sneezed on.

Reminders

Hand washing posters are posted at each sink, and other posters commenting on hygiene are posted through the facility. Consider how long it has been since you last washed your hands. If you are taking a short break outside the cleanroom between tasks, this is a great time to wash up before heading back in. Certainly do so before and after eating.
Section 11: Personal Protective Equipment for COVID-19

Face Coverings
Per the WNF Social Distancing Policy document, cloth or non-surgical disposable masks are required inside the WNF secure zone at all times and in addition to the cleanroom masks. Surgical and N95 masks should be avoided to preserve critical PPE for medical personnel. Face shields should likewise be conserved, but may be used (outside of their normal use per WNF chemical policies) in cases of approved exceptions to the 6 foot distancing requirements as additional protection.

Eye Protection
No additional eye protection is required beyond standard WNF policies

Respirators
Respirator usage requires explicit approval of UW EH&S and appropriate fit testing. Only authorized personnel should use respirators for approved tasks and not for general COVID-19 protection.

Use and Care
Follow manufacturers guidelines for all PPE usage.

Paper masks are considered single use and disposable. Wash your hands prior to donning one, secure it properly over your nose and mouth and behind your ears. Wash your hand before removing the mask to avoid transferring any infections agents to mucous membranes, unhook the mask from your ears, and throw away.

Per the CDC, personal cloth masks should be washed before first use and after each day’s use. Check for holes or excessive wear prior to donning, and discard mask if damaged. Be sure to wash your hands before approaching your face with the mask. Wash hands before removing as well. PM2.5 or similar filters, while not as effective as N95 filters, do not place a burden on the healthcare system and may provide small benefits over no filter. If your mask supports the insertion of one of these filters, they should be removed before laundering and replaced after no more than 1 week, earlier if contact with a contagion is suspected.

Face shields must be inspected and disinfected before and after each use. Discard in the trash if deterioration has occurred. If outside of the cleanroom environment, hands should be wash immediately before donning or removing the face shield.
Section 12: Communicating Safe Practices

Training

All WNF personnel are required to take the UW COVID-19 Safety Training located at https://www.ehs.washington.edu/training/covid-19-safety-training-back-workplace. Training records will be noted in CORAL. Please list the CORAL Safety Robot as your supervisor, or forward the certificate you receive to WNF-safety@coral.washington.edu.

Training on this WNF Site-Specific COVID-19 Prevention plan will be provided via pre-recorded presentation and backed up by CORAL quiz. At any point during the process, contact the COVID-19 Site Supervisor with any questions, concerns, trouble with the training, or for additional consultation.

Information regarding these new training requirements will be distributed by CORAL mailing lists.

Notification

Notification of these requirements will be sent via CORAL mailing lists and discussed in weekly staff and user meetings. This and all supporting documents are available online as well as posted on the WNF Safety Board.

https://www.wnf.washington.edu/lab-user-portal/edocs/

Updates and Modifications

Any modifications to the plan or the UW plan will be communicated promptly via CORAL mailing lists to all users.

The COVID-19 Site Supervisor will also monitor UW resources such as the UW facts and resources page and communicate relevant information via CORAL mailing lists. Any necessary changes will be incorporated into this and other documents as needed and updated provided. Users can monitor current UW guidelines and policies themselves at the following resources.

Facts and Resources: https://www.washington.edu/coronavirus/
Section 13: Hazards and Safeguards

Working with Disinfectants

While WNF’s standard chemical training is sufficient to cover the use of IPA as a disinfectant throughout the facility, users should review UW EH&S’s guide on safe usage of these chemicals.


General Hazards

All personnel are encouraged to use this opportunity to review both UW’s and WNF’s safety guidance documents.


UW Accident Prevention Plan: