This document outlines procedures to maximize social distancing for lab restart and ongoing operations while there are still public health advisories in place.

Goals:
- Maximize safety of lab staff and users
- Meet or exceed public health and UW social interaction/distancing recommendations
- Enable safe operation of the WNF lab for the maximum number of users and projects

EHS recommendations for COVID-19 prevention and safety in research labs (April 2020)
- Maintain as few people on-site as possible to conduct work safely.
- Maintain social and physical distance between people (at least 6 feet).
- Conduct enhanced cleaning and disinfection of high touch surfaces daily.
- Follow good hygiene measures (not touching faces, wash hands frequently)
- Ensure personnel stay home if they are sick, experiencing symptoms of illness, or have had contact with someone who has COVID-19.

Find EHS resources on COVID-19 at https://www.washington.edu/coronavirus/

Overview:

Working inside the cleanroom is naturally a lower risk than many other public places for a few reasons:
- High Airflow exchange and filtering throughout the lab.
- High volume negative air flow in all process benches.
- Cleanroom garb: Facemasks, gloves are normal protocols.
- Normal wipe down processes sterilize everything going into the lab (≥ 70% Isopropanol).

The following policies are proposed in line with EHS and other agencies’ recommendations to further reduce risk for users operating in the lab:
- Do not come to WNF if you are sick or have been in contact with anyone who has COVID-19 symptoms. BEFORE ENTERING THE LAB EACH DAY, ALL USERS ARE REQUIRED TO SIGN AN ATTESTATION TO THEIR HEALTH IN ACCORDANCE WITH UW POLICY. Sign off is required in WorkDay when applicable or on the signature sheet as provided at the WNF main entrance.

- Wash hands in lobby bathrooms before entering the Fluke main hallway
- Utilize hand sanitization stations or wash hands regularly while in the building
- Social Facemasks are to be worn at all times in WNF hallways and offices
- Maximum of 25 people in the cleanroom at any given time
- Maintain 6 feet of working distance between people at all times
- Maximum of 4 people in the changing room (while maintaining 6 ft working distance)
- Maximum of 5 people in any cleanroom bay (while maintaining 6 ft working distance)
- Lab safety glasses and PPE face shields must be wiped down with IPA before & after each use.
- Equipment eyepieces must be wiped down with IPA before & after each use.
WNF RULES for Operation during Social Distancing

Updated 7/1/20 (Effective until further notice)

1. Be Healthy:
   - Do not come into WNF if you are sick or have been in contact with anyone experiencing COVID-19 symptoms.
   - **ALL USERS MUST SIGN A HEALTH ATTESTATION BEFORE ENTERING THE LAB EACH DAY.** The UW policy will be posted with a signature sheet at the front entrance to WNF. Eligible individuals must use UW Workday for tracking as directed.

2. Practice Good Hygiene:
   - Please wash your hands in the Fluke lobby bathrooms when entering the building.
   - Wash your hands frequently as needed while in the facility.
   - Hand sanitization stations are available in several locations.
   - Staff will sanitize door handles and work areas several times each day.

3. Social Facemasks are required onsite at Fluke Hall (all WNF controlled areas)
   - Personal cloth masks are ok.
   - Disposable masks will be provided on entry to the Fluke 1st floor main hallway.
   - **Cleanroom facemasks are to be worn in addition to (on top of) social facemasks** to maintain cleanliness in the lab.

4. Maintain Social Distancing of at least 6 feet working distance:
   - **Maximum of 4 people in the changing room at any one time.**
     - Attempt to operate with a maximum of 2 people in front and rear half of gowning area.
     - Do not linger in gowning area (Minimize talking. No laptop/phone use.)
   - **Maximum of 5 people in any cleanroom bay.**
     - Minimize interactions of less than 6 feet as much as possible and only when critical to lab execution. Avoid “close talking” and working “shoulder to shoulder.”

5. Total Staff & Users in the cleanroom should not exceed 25 people.
   - Log planned lab hours in CORAL to facilitate coordination with other users.
   - Reserve all tools ahead of time, but do not monopolize equipment or spaces.
     - Be sure to delete unused reservations and clear unneeded time when you finish early.
   - **Users are requested to spread out hours of operation as much as possible to minimize total users in the facility at any given time.**
   - **Groups are encouraged to concentrate work to minimize the number of individual users who need to have access to the facility.**
   - **Users should minimize onsite activities that are not directly in the cleanroom.**
     - Execute your lab work and leave the facility when complete.
     - Use of user offices and public working areas is not recommended.
     - Work that does not require the lab should be performed offsite.
     - Users are responsible to maintain 6 ft distance at all workstations, tables, seating areas, etc.

6. Safety Glasses & PPE Face Shields must be wiped down with IPA before & after each use.
7. Equipment eyepieces must be wiped down with IPA before & after each use.
8. When not in use, store your Cleanroom Hood and Facemask in a ziplock bag (provided)
   - Policies will be updated as needed to maintain safety and maximize lab usability.