

Washington Nanofabrication Facility COVID-19 Prevention Plan

Created: June 9, 2020
Last Updated: October 19, 2021

Prepared By:
N. Shane Patrick
Manager, Lab Operations and Safety

Section 1: Management and Oversight

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

Worksite Location:

Fluke Hall, All WNF Controlled Spaces

Plan Location:

Online – WNF Website – User Documents
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.

Phasing Guidance:

Effective June 30, 2021, All phased opening guidelines of the State of Washington were rescinded by Governor Jay Inslee.

University of Washington guidelines for removing many COVID-19 restrictions on campus were published July 7, 2021.]

Vaccination requirements were released in early September, verification requirements in late September, and all verification deadlines set for October 18th or earlier.

This document is created in accordance with and in support of these administrative decisions.

WNF reserves the right to reinstate COVID-19 precautions in order to preserve its ability to operate. These decisions may be made in advance of any made by public health officials as the circumstances warrant. Communication will be provided should changes become necessary and this documentation updated as soon as is feasible.

Section 2: Vaccination

Individual Requirement

In alignment with University policy, all personnel on-site at WNF are required to be vaccinated, and WNF is required to verify vaccination status in order to lift COVID-19 precautionary measures.

Verification Methods

Student Employees, Staff, Faculty, and those with Affiliate/Contingent Status

All persons working on-site and fitting these categories have access to UW's personnel management platform known as Workday and are required to verify their vaccination status by providing proof of vaccination to their HR representative.

External Users without Affiliate/Contingent Status and Access to Workday (Volunteers)

All persons working on-site and fitting this category must still be verified as fully vaccinated. A paper form is available for this case, and verification of proof of vaccination can be performed by any WNF Staff member. Contact the WNF COVID-19 Site Supervisor for further information.

Students

Students who are not employed by the university should submit a Student COVID-19 Vaccine Attestation Form to document their vaccination status. Proof of vaccination will need to be provided to Academic Affairs as well.

<https://sps.uw.edu/attestations/#/covid19>

Contractors, Vendors, and Visitors

All contractors, vendors, and visitors to WNF must be approved by WNF's Site or Personnel supervisor. Users can submit requests using the established WNF Visitor Request form. WNF management will work with the requesting user to ensure proper communication of policies and requirements that apply to the person in question and approve or deny the request at their sole discretion.

All persons whose sole relationship with WNF is via a sales or service contract falls under the governance of UW's Office of Procurement who collects and verifies vaccination compliance for such companies and individuals. Prior to being admitted to WNF, all vendors must be listed on the Office of Procurement's approved list. For more information visit:

<https://finance.uw.edu/ps/suppliers>

Requesting an Exemption

University policy allows for exemptions to the COVID-19 Vaccination Requirement on the grounds of medical, religious, or deeply-held philosophical reasons. Decisions are made similar to the existing tri-campus requirements for student vaccinations. Declaration of exemption status and basis for such is required.

Student Employees, Staff, Faculty, and those with Affiliate/Contingent Status

The University COVID-19 Vaccine Attestation Form includes a method for declaring an exemption, which will be reviewed by UW HR personnel.

External Users without Affiliate/Contingent Status (Volunteers)

The University of Washington does not allow exemptions of any type for this category of user. All such users must be vaccinated and have shown proof of vaccination in order to be on-site.

Students

The Student COVID-19 Vaccine Attestation Form includes a method for declaring an exemption, which will be reviewed by the appropriate UW personnel.

Privacy Protection

Any information regarding vaccination verification should be communicated via Workday or directly to WNF's Site and Personnel supervisors only. UW HR personnel may involve themselves during the review process of any submitted information. Per UW policy, WNF management will not use, share, or disclose this information for any purpose other than upholding compliance with state regulations and University policy. Further, WNF users should not ask their colleagues about their vaccination status. If you have concerns, bring them to the Site or Personnel supervisor.

Deadline to Declare

All deadlines have passed. All new users must provide verification immediately on enrollment at WNF.

Questions or Issues

Any questions or concerns with this policy should be addressed to UW HR or WNF's Site and Personnel Supervisors as appropriate.

Section 3: Dealing with Illness and Infection Spread

Symptom Self-Monitoring

Regardless of vaccination status, daily health attestation is no longer required. However, all personnel are still required to monitor their own health for [symptoms of COVID-19](#) as determined by the CDC.

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

Symptomatic Individuals

Anyone experiencing symptoms related to COVID-19 must stay home, regardless of their vaccination status.

Individuals who develop symptoms while already on-site must leave and go home, regardless of vaccination status.

Suspected or Confirmed Cases

Anyone whose healthcare provider suspects or confirms they have COVID-19 must stay home and notify UW's COVID-19 Response and Prevention Team (covidehc@uw.edu or 206.616.3344).

Close Contact

Anyone who has had close contact with someone with suspected or confirmed COVID-19 must stay home and notify UW's COVID-19 Response and Prevention Team (covidehc@uw.edu or 206.616.3344). Individuals who are fully vaccinated **and** asymptomatic are not required to isolate or report.

Response

In the event of a confirmed COVID-19 case that presents an exposure risk to WNF, EH&S's COVID-19 Response and Prevention Team work to determine individuals who need to be notified and proceed accordingly as well as advise on any closures or sanitization that may be needed. Following EH&S investigation and determinations, a general advisory will be sent to all facility users explaining the incident, the determination, and reminding users to be mindful of and report any developing symptoms.

For more information on reporting and response, see:

<https://www.ehs.washington.edu/covid-19-prevention-and-response/covid-19-case-response>

Section 4: Hygiene Practices

Hand Washing

Regardless of vaccination status, all WNF users are required to wash their hands prior to entry to the controlled space, before eating, after using the restroom, and before entering the cleanroom following other activities. Running water and soap are available throughout Fluke Hall, other than inside the WNF cleanroom. Frequent handwashing is a critical defense against spreading any infectious agent, chemical hazard, and other contamination. Handwashing is strongly encouraged throughout the day, in-between tasks.

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, and many chemical hazards affect sensitive skin and the eyes quickly and aggressively. To help contain contamination, avoid touching others (such as handshaking) inside the cleanroom.

Reminders

Hand washing posters are posted at each sink, and other posters commenting on hygiene are posted throughout 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. Again, pay particular attention before eating and after using the restroom.

Section 5: Facial Coverings

As of August 14th, 2021, university policy requires all individuals to wear a mask or facial coverings at all times while indoors, regardless of vaccination status, when on site at a University of Washington location. This requirement is applicable indoors when other people are present and in all public and common areas, including, but not limited to, lobbies, hallways, stairways, restrooms, elevators, and in shared vehicles.

Outdoors, face coverings are optional, regardless of vaccination status. However, a face covering is recommended when in outdoor crowded settings and in settings where there is a decreased ability to consistently maintain a physical distance between others.

For more information on facial covering policy at large across the University of Washington, see: <https://www.ehs.washington.edu/covid-19-prevention-and-response/face-covering-requirements>

Section 6: Social and Physical Distancing

Vaccinated Persons

Those who are fully vaccinated and have properly declared their vaccination status as in Section 2 are not required to maintain social distancing.

Exempt and Unvaccinated Persons

Those who have an approved exemption, have not yet been vaccinated, or have not yet declared their vaccination status are required to maintain 6 feet of separation from other individuals at all times in all WNF spaces.

Occupancy Limits

Occupancy limits on individual bays have been removed. Exempt and unvaccinated individuals are still responsible for maintaining appropriate distancing as above.

The global occupancy limit of 25 persons inside the cleanroom remains in effect due to fire code requirements. To help manage activity and activity planning, users are required to list their occupancy hours on the CORAL occupancy (location) calendar prior to entering the cleanroom.

Telework:

Continuing telework arrangements are possible at the discretion of WNF's Director and with appropriate paperwork files. Staff and Student Staff who have declared their vaccination status as in Section 2 may return to work on-site at any time.

Operating Hours:

WNF is open to all authorized users 24 hours a day, 7 days a week, when staff support allows for proper sanitization, excepting announced closures.

Onboarding and Equipment Training

Many aspects of WNF's changes to its training programs in response to the COVID-19 pandemic have proven very effective. Remote training is expected to continue as a part of normal business going forward. WNF staff may elect to modify current training processes to incorporate more in-person activity and may do so without facial coverings and social distancing policies as long as all involved are fully vaccinated and properly verified as in Section 2.

Meetings and Collaboration

Meetings may be held in person again at WNF with no social distancing requirements as long as all involved are fully vaccinated and properly verified as in Section 2, and compliant with facial covering policies.

Personal Choice

Please understand that some people may choose, for any number of personal reasons, to continue distancing from others despite being vaccinated. Users are asked to work together and

endeavor to respect any requests for distancing whenever possible. If conflicts arise, please contact the Site or Personnel supervisors.

Section 7: Cleaning and Disinfecting

Cleaning Schedule

WNF personnel, in addition to the work performed by UW Custodial Services, disinfects all high-touch surfaces, outside and inside the cleanroom, once a day. 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. Inside the cleanroom, standard gowning protocols should minimize the spread of 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 any time. Users are encouraged to wipe down surfaces in between activities. SDS for this chemical is available electronically in CORAL and as a paper copy in the binders in the gowning room.

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.

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

UW maintains a protocol guide for enhanced cleaning here:
<https://www.ehs.washington.edu/system/files/resources/cleaning-disinfection-protocols-covid-19.pdf>

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 chemicals 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:

<https://www.ehs.washington.edu/system/files/resources/chemical-disinfectant-safety.pdf>

Follow all manufacturer instructions for product use.

Section 8: 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 is posted near the entrance. Hygiene reminders such as equipment sanitizing, mask requirements, and more are posted throughout 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 within the facility. All policies related to COVID-19 response are 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. Vendors and contractors must also have approval from UW's Office of Procurement.

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, but note that WNF may maintain more stringent requirements.

Facts and Resources: <https://www.washington.edu/coronavirus/>

COVID-19 FAQ: <https://www.washington.edu/coronavirus/faq/>

EH&S Health and Safety: <https://www.ehs.washington.edu/covid-19-health-and-safety-resources>

Section 9: 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.

<https://www.ehs.washington.edu/system/files/resources/chemical-disinfectant-safety.pdf>

General Hazards

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

UW Laboratory Safety Manual: <https://www.ehs.washington.edu/resource/laboratory-safety-manual-510>

WNF Laboratory User Manual: <https://www.wnf.washington.edu/wnf-user-manual/>

UW Accident Prevention Plan:

<https://www.ehs.washington.edu/system/files/resources/UniversityofWashingtonAPP.pdf>

WNF Health and Safety Plan: https://www.wnf.washington.edu/docs/WNF_hsplan.pdf