

## Abridged guidelines for COVID-19 prevention while working in the laboratory

### Update 05/20/20

1. Every lab will have a COVID-19 Supervisor, whose role and responsibilities can be found [here](#) (pg 1).
2. Daily self-attestations are required for all on-site personnel.
3. Masks or cloth face coverings are required at any time personnel may come within 6' of another person. See [UW Guidelines on Masks](#) for more details.
4. Keep a log of lab visitors that includes, at a minimum, date, name, and contact information and maintain the log for at least 4 weeks.
5. Close-in work that requires a distance of less than 6' between people may be allowed in limited circumstances, if a written, approved safety plan is in place. See instructions on [The Huddle](#).

### Guidelines for laboratory personnel safety

1. **Stop, think, attest** – perform daily attestations of wellness.
2. **Never come to work at a laboratory or research facility if you are experiencing any symptoms of infection.**
3. **If you come to work and start showing any possible symptoms of illness, you must leave the lab** and inform your PI or supervisor and healthcare provider.
4. Be present in the lab only as long as necessary for your experiment. Minimize time around other people.
5. Assume everyone you see is infected, including yourself, and use appropriate precautions. Some transmission occurs from people with no symptoms.

### Guidelines for operating a safe laboratory

1. **If your health care provider suspects or confirms you have COVID-19, contact the EH&S Employee Health Center at 206-685-1026 or [emphlth@uw.edu](mailto:emphlth@uw.edu).**
2. Maintain at least 6 feet between researchers at all times.
3. Follow your lab schedule to minimize the number of people in each laboratory room at any one time.
4. Stagger break times to minimize contact between people in rooms used for eating or drinking.
5. Disinfect lab surfaces regularly with 70% ethanol or another [approved disinfectant](#) after use. See [EH&S guidelines](#).
6. Researchers will wash their hands with soap upon entering and before leaving the lab and touching shared accessory devices like phones (use speaker phone if possible).
7. Each researcher will have their own set of any tools that are used very frequently, including pipets, frequently used reagent bottles, laboratory notebooks, and pens.
8. Gloves, cloths, or disposable towels will be used when handling common reagent bottles, laboratory equipment, and cabinet handles.
9. Door handles will be wiped or sprayed with 70% ethanol or another [approved disinfectant](#) after use.
10. Use disposable tissues, Kimwipe, etc. to touch surfaces that cannot be disinfected and when gloves are not available.
11. Disinfect all shared equipment *before* and after each use.
12. Contact with other labs should be made via phone or electronic means except in cases of extreme emergency.
13. Transfer of items between labs should be arranged by leaving them in the hallway or other

designated area rather than handing them over in person.

14. Use of shared facilities and other labs' equipment should be pre-arranged in order to avoid accidental contact. Be sure that all users know lab sign-in procedures.
15. Use precautions when entering a restroom or other shared use facility. Call out to assess occupancy. Use a cloth or disposable towel to touch door handles and faucets and wash your hands upon entering and leaving.