CHE290 F20 COVID SAFETY PLAN FOR IN-PERSON TEACHING LABS

This is a workplan with protocols for minimizing the risk for work occurring during COVID-19. It is based upon the hierarchy of controls model of risk management outlined in Figure 1 below for COVID-19 specific controls. The premise is to prioritize and implement controls that are known to be most effective (removing/eliminating exposure vs using PPE).

Figure 1: Hierarchy of controls as it applies to COVID-19

In order to maintain a safe working environment in the teaching lab, all participants in the lab (i.e. the Lab Instructor, TAs, Lab Assistant and Students) must agree to follow the protocol outline herein. Please read over this plan, then sign and return last page to Jennifer Moll (jkmoll@uwaterloo.ca) to confirm that its contents are fully understood. If you have any questions/concerns, please contact the lab instructor.
CHE290 F20 TEACHING LAB COVID SAFETY PLAN

Lab Instructor: Jennifer Moll    Laboratory Location: DWE 1518

1.0 ELIMINATION OF NON-CAMPUS RELATED WORK

Eliminating the hazard is the best means of ensuring that risk is minimized.

<table>
<thead>
<tr>
<th>Remote work</th>
<th>Campus work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course set-up and administration.</td>
<td>Training of in-lab TAs</td>
</tr>
<tr>
<td>Answering questions/meetings with students can be done via email or video chat via MSTeams/Webex or other social media.</td>
<td>Preparations and Set-up of Experiments</td>
</tr>
<tr>
<td>Training TA for and administering of computer-based learning tutorials.</td>
<td>Running of In-Person lab sessions with students and Livestream lab sessions with TA and lab assistant</td>
</tr>
<tr>
<td>Pre-lab and Post-lab report writing work performed by students</td>
<td></td>
</tr>
</tbody>
</table>

*To be clear, all work that can occur remotely should be conducted remotely.

2.0 WORKER TRAINING

Prior to coming back to campus, employees, students, and researchers must complete the following training:

- mandatory “(SO2036) Return to Campus Safely during COVID-19” (self enrol on LEARN)
- orientation of new practices outlined in this procedure by the PI

3.0 RESPONSIBILITIES

3.1 SUPERVISOR

Supervisors shall:

- Develop this plan to meet Workplace Health & Safety Guidelines for COVID-19 and create quiz in ChE290 online course (in LEARN) for students to confirm that they have red and understood the COVID19 safety protocol for in-person labs.
- Meet with TA/lab assistant prior to allowing them access to the lab. Orientation shall cover all items within this plan.
- Enforce all criteria within this plan and reiterate reporting requirements to TAs during training.
• Ensure appropriate hand hygiene and surface disinfection supplies are provided for workers.
• Physically visit and inspect the laboratory each lab session:
  o to identify hazards as per the Occupational Health and Safety Act; and,
  o to ensure the adequacy and adherence to this workplan.
  o to ensure that a record of attendance is kept for each lab session.

3.2 WORKERS AND STUDENTS
Workers shall:

• [Work from home](#) for all tasks that do not require laboratory access
• Review and sign declaration that all COVID19-safety training materials are understood and will be followed during lab days and that you are feeling healthy enough to attend campus and are not required to isolate/quarantine due to recent high risk of exposure (TA/lab assistant sign copy of this plan. Students complete safety quiz in ChE290 LEARN course).
• Complete self-assessment on day of lab prior to arriving at DWE. **Do not come on campus if feeling ill.** If you start to feel ill during a lab session, inform instructor/TA in lab then proceed directly home to self-isolate. Contact your health care provider or a COVID-19 Assessment Centre directly. Report symptoms or positive COVID-19 test to Health Services at **519-888-4096**.
• Enter DWE building within 5 minutes of assigned lab time. Wait in hallway by entry door for instructor/TA to bring you into lab. Line-up so that hall traffic can continue to pass with safe distancing. Keep 6 ft (2m) apart from each other and 6 ft from any doorways (follow wall/floor markings).
• Leave personal items not needed for lab in hall locker or other secure location.
  NOTE: Hall locker rental is administered by Mary Bland of EngSoc mbland@uwaterloo.ca; refer to email dated Aug 20.
• Notify the lab instructor if supplies are insufficient to maintain hand hygiene and surface decontamination requirements
• Notify the supervisor of any hazards that are discovered while working
• Leave building immediately after lab session.
• Report any flu-like illness experienced within 14 days after attending a lab session to the lab instructor using the process outlined in Section 4.2.2.
4.0 HEALTH PROTOCOLS

4.1 SELF-ASSESSMENT SCREENING

To minimize risk, workers and students must not come to campus when ill. For this reason, the University requires that employees and students monitor themselves daily for symptoms of influenza-like-illness. The COVID-19 self-assessment tool, found in the WatSAFE app or on the University’s Health & Travel Guidance site, provides clear directions on how to self-assess. WatSAFE has link to Regional public health self-assessment, no personal data collected. Employees and students will also be reminded to conduct self-assessment at building entrances.

4.2 ILLNESS AND ABSENCE REPORTING

4.2.1 EMPLOYEE COVID19 REPORTING

All employees must be aware of the symptoms and the importance of reporting symptoms and/or absences to their supervisors or delegates before the beginning of the first day absent.

Due to COVID-19, all absences should be reported to the lab instructor. Confidentiality of personal information will be maintained at all times and subsequent actions will include:

- If the employee is ill, the lab manager is to report this directly to Occupational Health and proceed with usual illness reporting procedures through Workday
- If the number of sick days exceeds 5 consecutive workdays, the manager will track sick time in Workday (for Staff) and work with the Disability Management team
- During the return to campus phase, Occupational Health will continue to monitor all absences

When reporting the absence please include:

- The name of the absent employee
- The department (include work area or location)
- The employee’s home and/or mobile phone number

Occupational Health will communicate with the individual, as well as the departmental or administrative head, to provide guidance about maintaining good health practices in the workplace.

Normal sick leave procedures captured within the University of Waterloo Disability Management Guide will be followed. Medical documentation will be required after the fifth workday absent.

If you have questions, please consult with Occupational Health for further direction.
4.2.2 STUDENT COVID19 REPORTING

Attendance at in-person lab sessions are optional; the same experiments may be completed via the online version. Attendance at in-person lab sessions will be recorded. Students who are experiencing COVID19 symptoms or live in close contact with someone who tests COVID-positive must not come on campus.

The lab session protocol outlined herein is intended to prevent person-to-person transfer of the COVID19 virus while working in the lab. However, if you experience COVID19 symptoms within 2 weeks after having attended a lab session:

- Contact your local health authority for medical support and guidance.
- Inform the lab instructor asap
- Your full name and contact info (as well as name of health authority contacted and date of contact, if available) will be passed by the lab instructor to the University’s Medical Director and Associate Provost- Students who will determine next steps required: https://uwaterloo.ca/coronavirus/return-campus/workplace-health-and-safety-guidance/health-protocols#student-disclosure

For academic accommodation while you are ill, you can self-declare a COVID19 illness in Quest. For further instructions, refer to: https://uwaterloo.ca/quest/help/students/how-do-i/self-declare-my-illness

5.0 ADJUST THE WORKPLACE - PHYSICAL DISTANCING

Physical distancing is the next best way to reduce risk. To ensure 2 m physical distancing can be maintained, two main tools will require implementation:

- Occupancy limits and traffic-flow
- Scheduling work

5.1 OCCUPANCY LIMITS AND TRAFFIC FLOW

- The computer lab in DWE 2529 is not accessible. There are no in-person computer labs or access to DWE 2529 for the Fall 2020 term. Similarly, the lab instructor/TA are not permitted to host students in their offices. All computer-based tutorials/help sessions will be hosted virtually thru email/MSTeams chat.
- Obey max occupancy posted for labs: 15 for DWE 1518 (2 for adjacent DWE 1516). Occupancy during session: 2 instructors, 2 TAs and 1 lab assistant+ up to 8 students.
- Entrance to DWE 1518: N door.
- Exit from DWE 1518: S door with alternative to leave lab thru adjacent DWE 1516 if working nearest windows in aisle with 2 workstations (see room map below).
To prepare for lab, students should watch demonstration videos available in LEARN content folders for Labs 1 and 4 prior to attending the lab session.

Students will be admitted to lab at staggered times to avoid line-ups in hallway outside lab entrance and to allow TA to provide instruction to each student in timely manner with minimal cross traffic. Attendance of anyone entering the lab will be noted. Please report to lab entrance at your designated entry time. Attendees will be screened at the entrance. Students should enter building no sooner than 10 minutes prior to designated entry time. If early, students should wait along E side of DWE B-wing hallway from N doors heading southward. Line-up close to wall so that hall traffic can continue to pass with safe distancing. Maintain 6 ft (2m) apart from each other and 6 ft from any doorways. Follow markings on floor/wall.

Remember to bring a cloth facemask to wear inside the building. Also bring your own lab coat and goggles for lab. These items cannot be shared.

**NOTE: Personal belongings like knapsacks are not permitted to be stored in the lab space. Do not bring extra items on campus/arrange with Engsoc to use a hallway locker in DWE (refer to Aug 20 email from jkmoll@uwaterloo.ca or check info on ChE290 LEARN content).**

Within lab, obey one-way traffic flow directions indicated on map below. Each student will be designated their own workstation. Enter lab and head up aisle towards assigned workstation. Stations nearest windows should be filled before stations near sinks. Workstations will be filled A→H (see map) with 5-minute delay between each student entering. For Lab 4, this means a 10-20 min delay between starts at stations using shared equipment to stagger demand for shared equipment.

During lab session, wear cloth mask, goggles, labcoat and gloves and work within your assigned workspace. Maintain 6ft (2m) distancing from others including TA/lab assistant/instructor as much as possible. Students can enter/exit their aisle from ends as long as they maintain 2-m distance from other students on bench across middle sink and at shared equipment locations. If working in an aisle with 2 workstations, avoid walking past worker at other station. Exit aisle at end closest to your station and follow direction of traffic flow indicated on the map below to avoid cross traffic in lab. Exit via DWE 1516 can be used to return to front of lab to access shared equipment. Sink is available in DWE 1516 to wash hands before entering hallway.

Figure 2 provides the lab diagram indicating traffic flow and work station locations for a) Lab 1 and b) Lab 4. Lab 1 and Lab 4 will both run in DWE1518 but on different days.
Figure 2: DWE 1518 laboratory diagrams outlining occupancies and traffic flow for (a) Lab 1 and (b) Lab 4

Legend
- Red arrows (←) indicate the one-way flow pattern; (→) workstation aisle exit.
- Circles with OL (OL) indicate an area and occupancy limit for the room.
- Green rectangles (WS) denote shared equipment locations with # of users shown
- Yellow rectangles (WS) denote individual assigned work station locations
Note location of shared equipment (green boxes on lab diagram):

If feeling overwhelmed from wearing a mask during the lab session, exit the lab and either head outside DWE building at S or N doors or go into DWE 1519 across the hall (depending on availability) designated for mask-free breaks. Note: only 1 person permitted per mask-free room at any given time.

**For Biolab 1: incubator** is only shared equipment (will avoid common contact point by having lab assistant distribute/collect cultures to stations pre/post lab).

**For Battery Lab 4: (i) hand punches shared between 2 students, (ii) hydraulic cell crimpers are shared between 4 students, and (iii) potentiostats shared between 2 students.**

Common contact points are: handles on punches, start/stop push button and seat where coin cell assembly is placed/collected on hydraulic crimpers, and computer keyboard and cell holder on potentiostats. These points must be wiped down after each person’s usage with 70% ethanol/75% Molloy’s spray on a kipwipe, alcohol wipe or disinfectant wipe. Alternatively, could designate one student to operate each shared equipment during the lab session but there would still be some contact with items being crimped/cuttings at this shared equipment.

### 5.2 Work Schedules

Lab schedule for Fall Term - note ChE290 lab will run 2 half days every week as listed in table below. Student attendance in lab sessions is optional for all courses.

<table>
<thead>
<tr>
<th>Course</th>
<th>Schedule</th>
<th>Location</th>
<th>Teaching Assistants</th>
<th>Student enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 290 Chemical Engineering Laboratory 1</td>
<td>Tuesday 9:30 – 12:30</td>
<td>DWE 1518</td>
<td>2</td>
<td>70</td>
</tr>
<tr>
<td></td>
<td>Wednesday 1:30 – 4:30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHE 291 Chemical Engineering Laboratory 2</td>
<td>Monday 8:30 -11:30</td>
<td>DWE 1518</td>
<td>2</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>Friday 8:30 – 11:30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHE 490 Chemical Engineering Laboratory 4</td>
<td>Tuesday 1:30 – 4:30</td>
<td>DWE 2526; 1513; 1514; 1519; 1520</td>
<td>3</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>Thursday 1:30 – 4:30</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- ChE291 is scheduled in the same lab space as ChE290. ChE490 uses rooms across the hall. To maintain physical distancing in hallways and allow time for thorough disinfection of room, ChE lab schedules do not overlap. Course schedules will be posted in LEARN Content/on cork board outside lab.
- Courses have designated times in the lab space as shown in table above. Prep and set-up for labs must be performed outside of scheduled lab times and between 8 am - 6 pm. Prep schedule will be coordinated between lab instructors.
- Most ChE290 experiments (i.e. labs 2,3,5 and 5) will be administered virtually thru livestreaming/asynchronous content. In-person sessions will be scheduled so that
Lab 1 sessions run up until Thanksgiving holiday and Lab 4 sessions run in the room in later half of term. Labs 2 will be livestreamed from DWE 1518 lab in between Lab 1 and Lab 4 sessions with only 3 people present: TA, lab instructor and lab assistant. Plan for that session’s layout will be submitted later.

- For ChE290 in-person experiments, each student will begin at their assigned individual workstation (yellow boxes with station letter on map) at designated start time. For Lab 4, students will use shared hand punch located nearest their station (green square labeled with “2” on map). With staggered start times, timing of punch use will be ~20 min apart/can use pre-punched disks. Each individual will take 10-15 min to assemble coin cell at their workstation. Once assembled, they will move (staying 2 m from others at all times) towards nearest hydraulic crimper shared by 4 students (green box labeled “4” on map) near sink-end of bench (~5 min to crimp cell) and then on to their assigned shared potentiostat (green box labeled with 2 associated station letters) to run a test on the cell for approx 15 min. Staggered starting times should spread out demand for all shared equipment over session, otherwise, students must wait at their workstation until shared equipment is disinfected and shared station is vacated. After potentiostat use, students return to their workstation to prep 2nd cell/repeat assembly. They should avoid crossing other students’ path en route which may require them to exit lab via DWE 1516 or the S exit and re-enter at N entrance of DWE 1518 to access their workstation. Everyone inside room should be aware of distance from others in lab at all time.

- Office work will be done at home.
- Meetings with students/TAs should be held virtually via Webex or MSTeams. Students must not visit lab instructor’s/TA’s offices.
- Students should do all lab report writing work at home
- Instructor/Co-op Lab Assistant/TA should follow Working Alone Guidelines, if applicable

### 5.3 OTHER CONSIDERATIONS FOR PHYSICAL DISTANCING

- Entrance and Exit Only signs for N and S doors/DWE1516, respectively.
- Occupancy limit posted at lab entrances and exits.
- 3 Protect Yourself and Others signs (1 for room notice board, 1 for DWE 1516 and 1 on hallway wall next to line-up zone) to reinforce safe distancing and remind waiting students to remain close to wall to allow hallway traffic to pass.
- Stop Before Entering sign posted at entrances to DWE 1516 and DWE 1518.
- 7 Covid hand hygiene procedures posted at all sinks (6 sinks at bench ends in lab + sink in DWE 1516)
• Extra stools will be removed from lab (only 15 can remain in DWE 1518, max 2/aisle). ~20 extra stools will need to be stored in prep room DWE 1516/heavy lab storage space DWE1521 or out-of-reach inside DWE 1518.

• Hand hygiene stations (i.e. sinks) are available at end of each bench. 70% ethanol solution will also be available to sanitize hands.

• Anyone who appears to fall ill during a lab session, will be asked to leave and seek medical attention at Campus Health facility. If later diagnosed as being positive for Covid-19, you must inform lab instructor asap for contact tracing purposes.

• Students must confirm that they have read and understood this plan and submit confirmation via LEARN quiz. All attendees must declare that they are low risk of infection and feeling healthy to participate prior to entering the lab.

6.0 SURFACE DECONTAMINATION
Surface decontamination within the laboratory is the responsibility of the Lab Instructor. At minimum most surfaces should be disinfected twice per day.

6.1 WORK SURFACE AND EQUIPMENT DECONTAMINATION

Table 1: Shared equipment disinfection details.

<table>
<thead>
<tr>
<th>Equipment Identifier</th>
<th>Disinfectant</th>
<th>Concentration</th>
<th>Contact time</th>
<th>Frequency of disinfection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab 1 Incubated Shaker</td>
<td>Bleach/Lysol Sanispray H225</td>
<td>10%, As is</td>
<td>5 min 10 min</td>
<td>Pre and post each lab session.</td>
</tr>
<tr>
<td>Lab 4 Hydraulic Coin Cell Crimper</td>
<td>Ethanol Bleach/Lysol Sanispray H225</td>
<td>70% 10% As is</td>
<td>2 min 5 min 10 min</td>
<td>Pre and post each user and each lab session.</td>
</tr>
<tr>
<td>Lab 4 Hand Punch</td>
<td>Ethanol Bleach/Lysol Sanispray H225</td>
<td>70% 10% As is</td>
<td>2 min 5 min 10 min</td>
<td>Pre and post each user. Pre and post each lab session.</td>
</tr>
</tbody>
</table>

Notes on surface disinfection:

• Bleach and Lysol disinfecting solutions must be prepared just prior to a lab session as they can lose efficacy if stored. 70% ethanol solution will be prepared in-house (as it is also used for surface/hand disinfection during biolabs).

• Molloy 75% spray and Sanispray H225 is used at concentration supplied by Plant Ops.
### 6.2 HIGH TOUCH AREA DECONTAMINATION

All high-touch surfaces will be disinfected twice daily. Complete the table below for your research areas:

*Table 2: High touch surface disinfection summary table.*

<table>
<thead>
<tr>
<th>Item Identifier</th>
<th>Disinfectant</th>
<th>Responsible Person</th>
<th>Schedule</th>
<th>Frequency of disinfection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doorknobs, push bars, handles</td>
<td>70% alcohol or 10% bleach or 6% Lysol solution or Sanispray H225</td>
<td>Lab Instructor Jennifer Moll</td>
<td>Before start and at end of each lab session (i.e. Tuesdays 9 am and 12:30 pm, Wednesdays 1 pm and 4:30 pm)</td>
<td>2 times per lab day</td>
</tr>
<tr>
<td>Cupboard knobs and handles</td>
<td>10% bleach or Lysol solution or Sanispray H225</td>
<td>Lab Instructor Jennifer Moll</td>
<td>Same as above</td>
<td>2 times per lab day</td>
</tr>
<tr>
<td>Faucets and tap handles</td>
<td>10% bleach or Lysol solution or Sanispray H225</td>
<td>Lab Instructor Jennifer Moll</td>
<td>Same as above</td>
<td>2 times per lab day</td>
</tr>
<tr>
<td>Lab phone</td>
<td>10% bleach or Lysol solution or Sanispray H225</td>
<td>Lab Instructor Jennifer Moll</td>
<td>As needed.</td>
<td>If used that day.</td>
</tr>
<tr>
<td>Light switches</td>
<td>10% bleach or Lysol solution or Sanispray H225</td>
<td>Lab Instructor Jennifer Moll</td>
<td>Same as Doorknobs</td>
<td>2 times per lab day</td>
</tr>
<tr>
<td>Keyboards and mice</td>
<td>Kim-Wipe dampened with 70% alcohol or Molloy’s 75% spray or disinfectant wipe.</td>
<td>Instructor JMoll and included in equipment use protocol</td>
<td>Same as Doorknobs + after each user during lab session</td>
<td>after each user</td>
</tr>
</tbody>
</table>

Review the link for more information on the disinfection of surfaces:

7.0 HAND HYGIENE

Hand hygiene should be performed regularly throughout the day. At minimum lab workers shall wash hands or perform hand sanitization when:

- They enter or leave a new space
- When lab gloves are removed
- After using shared equipment (if wearing gloves when using shared equipment, remove and dispose. Replace with fresh pair, if needed.)

NOTE: If hands are soiled (i.e. dirt, debris, oils, grease, and other contaminants), hand sanitizers will not be effective. Use soap and warm water in these cases.

- A sink, liquid soap, paper towels and garbage bin are available in all labs.
- Hand washing is the preferred method of hand hygiene at UW.
- Hand sanitizer will be provided by entry/exit of each lab and at each sink.

TAs will be trained and signage about hand hygiene signs will be posted at each sink. TAs will be instructed to ensure all students wash their hands upon entering the lab and then proceed to their station.

8.0 GENERAL PROTECTIVE EQUIPMENT

If physical distancing is practiced, additional PPE is not typically required. However, as per University guidelines, all attendees must wear face coverings (e.g. cloth or surgical masks or face shield) when inside university buildings.

Details on other general protective equipment are below:

- Students and TAs should bring their own safety goggles, lab coat and cloth mask to the lab session. Please wear mask once you enter the building and when waiting in hallway to access lab. Don lab coat and goggles prior to entering lab space. Spare lab coats/goggles will not be available in the labs as these items cannot be shared.
- Face shields will be provided to TA/lab assistant as needed. They must be wiped with a disinfectant before and after each use.
- Forehead temperature may be measured using a non-contact IR temperature scanner prior to entering the lab space. Anyone with a temperature above 38°C or 100.4°F or who appears to be severely ill will not be permitted to enter the lab. If you are experiencing a fever, please stay home and send an email to inform lab instructor that you are opting to complete the online version of lab instead. Contact your group mate to arrange to view experimental procedure virtually using MSTeams, Zoom or other video chat app.
• Where there is no human contact, gloves are not required to protect against COVID-19 (i.e. study participant). Hand hygiene is more effective than use of gloves for protection against COVID19. **HOWEVER, lab gloves are required when working with chemicals in the lab.** Nitrile Gloves are provided in the lab. Gloves shall not be used in hallways (*this rule has not changed*). Sinks are available near exits. Hand sanitizer will be available in the lab at sinks and near shared equipment/lab computers that are common high contact points.

**9.0 WASTE DISPOSAL**

1. Non-hazardous waste will be removed from labs by custodial services as per the schedule used prior to COVID-19.


**10.0 SHUTDOWN PLAN**

In the event that a lab must be suddenly shutdown, participants/hosts of the lab session must complete their specific checklist outlined below. A copy of this shutdown plan will be posted on the N corkboard in DWE 1518 and on board in DWE 1516 for reference.

Each student must:

• Switch off and unplug any electrical equipment at their workstation.
• Ensure that chemical containers are properly closed.
• Ensure that valve on portable burner is secured to closed position.
• Dispose of all chemical/biological waste in designated waste buckets.
• Wipe down all equipment, tools and workbench with 70% alcohol solution and paper towel/Kimwipe. Dispose of towel/wipe/gloves in garbage.
• Wash up and leave lab.
Shutdown Plan Cont’d

The TA must:

- Supervise students and provide guidance as needed to get workstations cleaned and equipment unplugged.
- Provide any instructions on changes to lab assignment to students and get students out of lab quickly and safely while maintaining 2m distancing.

The Co-op Lab Assistant must:

- Unplug incubated shaker and all balances.
- Check that all lab windows are closed and locked.
- Return any tools to tall black storage locker.
- Check that main valve on all gas cylinders in lab are closed.
- Check that all water lines are closed.
- Remove any chemicals from the fumehoods and place in appropriate storage location.
- Assist with waste collection/labeling.
- Assist lab instructor with final disinfection/shutdown procedures

Lab Instructor must complete the following before leaving campus:

- Disinfect all biowaste and dispose.
- Disinfect high contact points in lab space and wipe down workstations.
- Arrange for disposal of lab waste to Hazardous Waste Facility.
- Remove any items that will spoil over short term from refrigerator. Check that temperature-sensitive items are packed in Styrofoam coolers with cool packs. Check that refrigerator/freezer doors are sealed properly.
- Notify Rick Hecktus of any outstanding packages to be delivered...especially biologicals that are temperature
- Confirm that all equipment is unplugged. Check that all network computers are attached to surge protection and left on for updates.
- Check that no materials/equipment are left stored on the floor where they could be damaged by flooding.
- Ensure that hazardous materials and glassware are off benches and stored properly.
- Confirm that lab space is secured.
11.0 ACKNOWLEDGEMENTS

Worker acknowledgements:
By printing and signing my name in the table below, I acknowledge that I have been trained on the procedures outlined in this document.

<table>
<thead>
<tr>
<th>Worker Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Moll</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lab 1 TA Sara Haghayegh Khorasani</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lab 4 TA Qiuyu Shi</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Co-op lab assistant Raymond Lin</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Principal Investigator Acknowledgement:
All procedures outlined in this document have been implemented by me to reduce infection risk of COVID-19. Those found not following these directives will be subjected to corrective action up to and including disciplinary measures.

Principal Investigator Name: Jennifer Moll

Principal Investigator Signature: ___________________________ Date: ___________