

**Reopening guidelines of the Nowick Group during the COVID-19 pandemic**

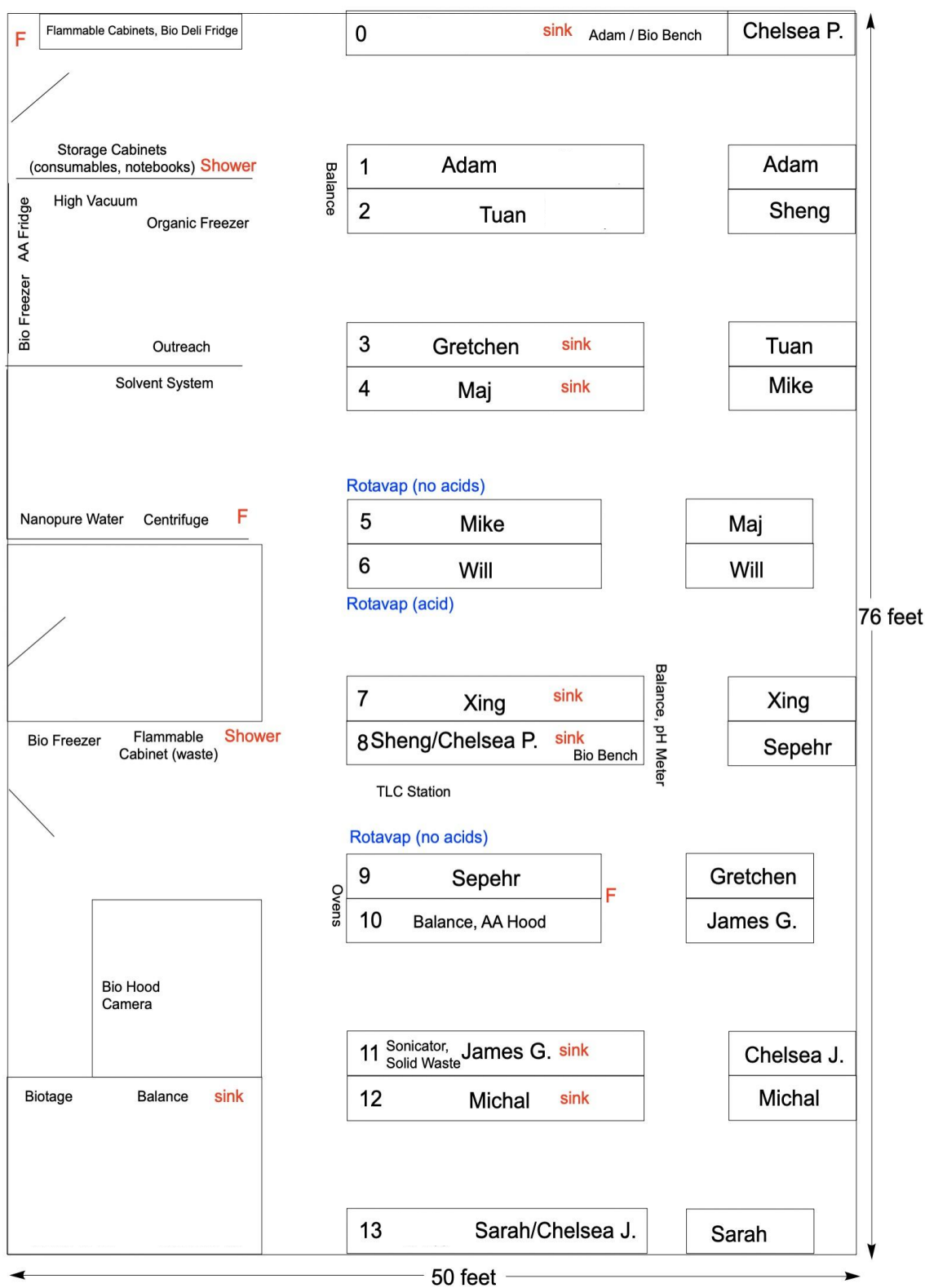
**Name of PI:** Dr. James Nowick

Professor of Chemistry & Professor of Pharmaceutical Sciences

**Name of Research Topic:** Chemical Biology and peptides related to biomedical studies

### Diagram of Nowick Laboratory research space with spatial dimensions.

Distances between desks and bays are 6 feet apart.



The guidelines established in this document are to enable the Nowick Group to perform research while adhering to the safety health practices during the COVID-19 pandemic. The practices outlined are to be strictly followed and will be enforced to ensure the safety and well-being of all members of the laboratory. Laboratory members are not obligated to physically perform research in the laboratory space if they feel unsafe. Should a laboratory member feel unsafe, it is their responsibility to notify their bay partner and PI.

While these guidelines are extensive to maximize safety for all laboratory members, this document is not exhaustive. Should incidences or scenarios not covered by these guidelines arise, members of the Nowick Group are responsible for addressing concerns to the group and reserve the right to update this document.

By signing this document, I agree that I will cooperate with my bay partner and coordinate our fair use of time and space, and to the best of my ability, inform my bay partner about my weekly plans. I, as a member of the Nowick Group, further agree to follow the safety practices and guidelines outlined in this and any associated documents such as the PS safety protocol <https://ps.uci.edu/node/50134>, the EH&S checklist <https://www.ehs.uci.edu/PublicHealth/covid-19/Labs%20Returning%20to%20Work.pdf> and departmental guidelines <https://www.chem.uci.edu/lab%20research%20during%20pandemic> will be met.

<b>Name</b>	<b>Position</b> (include degree stage of graduate students)	<b>Signature</b> (in lieu of signature)	<b>Phone Number</b>
Professor James Nowick	Principal Investigator	<i>Professor James Nowick</i>	###-###-####
Dr. Firstname Lastname	Project Scientist	<i>Dr. Firstname Lastname</i>	###-###-####
Dr. Firstname Lastname	Post-Doctoral Scholar	<i>Dr. Firstname Lastname</i>	###-###-####
Firstname Lastname	6 <sup>th</sup> year, PhD Candidate	<i>Firstname Lastname</i>	###-###-####
Firstname Lastname	5 <sup>th</sup> year, PhD Candidate	<i>Firstname Lastname</i>	###-###-####
Firstname Lastname	4 <sup>th</sup> year, PhD Candidate	<i>Firstname Lastname</i>	###-###-####
Firstname Lastname	4 <sup>th</sup> year, PhD Candidate	<i>Firstname Lastname</i>	###-###-####
Firstname Lastname	3 <sup>rd</sup> year, PhD Candidate	<i>Firstname Lastname</i>	###-###-####
Firstname Lastname	3 <sup>rd</sup> year, PhD Candidate	<i>Firstname Lastname</i>	###-###-####
Firstname Lastname	2 <sup>nd</sup> year, PhD Graduate Student	<i>Firstname Lastname</i>	###-###-####
Firstname Lastname	2 <sup>nd</sup> year, PhD Graduate Student	<i>Firstname Lastname</i>	###-###-####
Firstname Lastname	2 <sup>nd</sup> year, PhD Graduate Student	<i>Firstname Lastname</i>	###-###-####
Firstname Lastname	1 <sup>st</sup> year, PhD Graduate Student	<i>Firstname Lastname</i>	###-###-####
Firstname Lastname	1 <sup>st</sup> year, PhD Graduate Student	<i>Firstname Lastname</i>	###-###-####

**\*All signed on May 25<sup>th</sup>, 2020**

### **Self-monitoring and Personal Protective Equipment (PPE)**

1. Before entering the building, all members of the laboratory must check their temperature at home.
2. While in the building and laboratory space a **face mask** must be worn at all times.
3. In an event where a laboratory member gets sick, they must report to either their PI, or administrative personnel in the department and comply to departmental policy.
4. Laboratory members who are returning from air travel, must self-quarantine for 14 days.
5. Members of the laboratory must perform proper sanitization and personal hygiene procedures including proper and frequent hand washing. Hand soap will be provided at each laboratory sink.
6. Every laboratory member will be provided with a spray bottle and unlimited access to 70 % isopropanol to be used as a disinfectant for personal items (e.g. laptops) and surfaces.
7. While performing experiments in the laboratory, the following additional PPE must be worn:
  - Gloves
  - Safety glasses
  - Laboratory Coat (standard laboratory coat, flame-resistant laboratory coat, or barrier laboratory coat)

### **Shift scheduling and coordinating working hours**

1. Monday to Friday work hours are divided into two shifts (any time after 2am – 2:30pm AND 3pm – any time before 1:30am) with a half an hour transition period for cleaning and disinfecting.
2. Should scheduling conflicts or other arrangements such as working on the weekends arise, it is up to the discretion of bay partners to accommodate to different shifts. Priority will be given to circumstances involving teaching, child care, and etc.
3. To maintain the safety health practices established during the COVID-19 pandemic (e.g. social distancing), maximal occupancy of 7 laboratory members per shift in the laboratory space with not more than one bay partner occupying one bay at a time, during the weekdays and weekends.
4. Up to two additional people may come in for short term purposes for example, EH&S picking up waste, another group to use instrumentation, or fix an instrument, pick up chemicals etc.
5. Below are the weekly schedules of assigned research space occupancy by a person:
  - Morning shift calendar:  
<https://calendar.google.com/calendar/b/1/r?cid=dWNpLmVkdV9mc2cwzbzJpZjczbmwxZmdXBsc2hmMDZ2c0Bncm91cC5jYWxlbnRhci5nb29nbGUuY29t>
  - Evening shift calendar:  
<https://calendar.google.com/calendar/b/1?cid=dWNpLmVkdV84bmJlZWRRhZ202YmU3czlsZWw4ZW9jYXVoZ0Bncm91cC5jYWxlbnRhci5nb29nbGUuY29t>

Per request of the department, schedules will be posted outside the laboratory door for the purposes of clear communication with outside laboratories and is subject to revision.

5. Scheduling work hours will be discussed with the bay partner and will be listed and maintained by a shared Google calendar. The following information must be included on the Google calendar when assigning work hours:
  - Name
  - Working hours time block
  - Special information (e.g. if experiments run overtime)
6. During work shift transitions, bay partners must communicate with their bay partners electronically when it is safe to enter their laboratory space to adhere to social distancing practices.

### Working throughout the laboratory

1. Door handles when entering and leaving the laboratory must be disinfected before and after use.
2. When opening packages, gloves and goggles must be worn.
3. No more than one person will occupy one bay at a time.
4. Laboratory members with desks that are not in the same bays as their fume hoods will use portable desks that will be placed in the vicinity of their fume hoods to enforce having one person occupy one bay.
5. When actively moving in the laboratory space, laboratory members must be conscientious of not physically encountering other laboratory members, maintaining a 6 foot distance.
6. Confined areas of the Nowick laboratory are limited to **one person at a time** and include the following spaces:
  - -80 °C Freezer and High Vac System alcove
  - Centrifuge, Solvent System, and NanoPure Water carboy alcove
  - Bacteria Culture and Camera Developing room
  - Prep HPLC and Biotage alcove
  - Peptide Synthesizer room
  - Mammalian Cell Culture room
  - Group room
  - Amino acid hood
7. For confined areas that are rooms, a clipboard will be placed outside the door to notify members that the room is occupied or vacant. Signs will be in the vicinity of the confined rooms to remind laboratory members to change the occupancy sign when the room is and is not in use.
8. In an event where a group member needs to use shared equipment in open laboratory space, it is up to laboratory members to compromise and accommodate instrument usage. Laboratory members who are utilizing shared equipment must be 6 feet apart from the laboratory member occupying the bay.
9. Shared moveable materials (e.g. MALDI plate) must be returned to designated places at the end of each work shift. Each laboratory member using movable materials is responsible to ensure that all moveable materials are properly returned.
10. When working with high hazardous materials (e.g. pyrophorics, water-reactive/highly reactive chemicals, strong oxidizers, regulated carcinogens, potentially explosive chemicals, etc.) during the morning or evening work shift, another laboratory member must be either electronically or physically present while adhering to social distancing practices. In the case of pyrophorics, trained individuals will physically supervise at a 6 feet distance and will wear either cotton or flame resistant masks.
11. For usage of instruments in other laboratories (vice versa for outside laboratory members), and shared space among laboratories (e.g. cold room) it is up to the members of the laboratory to compromise and make arrangements with outside members of the laboratory and coordinate usages of such spaces to maintain the safety health practices established during the COVID-19 pandemic. The following are instruments that are shared amongst laboratories:

#### Shared instruments *inside* the Nowick Laboratory

- Keyence (Prescher, Patterson, etc.)
- Lyophilizer (Prescher etc.)
- Mammalian Biospace and Equipment (Weiss)
- High vac (Everyone)

#### Shared instruments *outside* the Nowick Laboratory

- Mosquito (Goulding)
- Rigaku (Poulos)

- Incubators (Martin and Tsai)
  - Sonicators (Martin and Tsai)
  - Centrifuge (Martin, Tsai, and Weiss)
12. Requests for chemicals from members outside of the laboratory will be handled and coordinated via email by two designated laboratory members. A sign will be placed outside of both laboratory doors with information on how to request chemicals. To request chemicals from other laboratories, laboratory members must contact members of the laboratory and coordinate chemical pick up and drop off while still maintaining safety health practices established during the COVID-19 pandemic. The following is a list of laboratories that the Nowick Group often visits for certain chemicals:
- Jarvo
  - Dong
  - Prescher
  - Rychnovsky
  - Guan
  - Weiss
13. During this time, it is of the *utmost* importance to adhere to proper procedures when handling highly maintained instruments (e.g. HPLCs). In the event of an instrument breakdown, contact the person in charge of the instrument immediately via Slack or phone for assistance and to notify the need for maintenance. If the person in charge of a highly maintained instrument is not working when the instrument is down, it is not mandatory for them to come into the laboratory space when it is not their work hours-

#### **Non-laboratory shared areas**

1. Restrooms and the group room must be limited to **one person at a time**.
2. Door handles when entering and leaving the restroom and group room must be disinfected before and after use.
3. In the case of restrooms on the fourth floor of Natural Sciences I, a clipboard will be placed outside the door to notify members that the room is occupied or vacant. Signs will be placed on the inside of the restroom door and on the window of the balcony across the restroom to remind individuals to change the occupancy sign when the restroom is and is not in use.
4. Blinds to the group room are to always remain open so that group members can see if the room is occupied or vacant.

#### **Food and beverages**

1. Meals must be consumed outside of the building. Areas where laboratory members can eat, while maintaining 6 feet social distancing around NS1 include the front patio, side seating areas of the building, or the 4<sup>th</sup> floor balcony.
2. Drinking fountains are not to be used at this time.
3. Shared items in the group room (e.g. water cooler) must be touched with clean hands and must be cleaned and disinfected before and after every use.

#### **Cleaning and ramp down procedures**

1. Cleaning supplies and disinfectant sprays will be provided throughout the laboratory.
2. All surfaces for disinfecting must be generously sprayed with 70% isopropanol and left on the surface for at least 30 seconds before thoroughly wiping.
3. Areas of routinely used instruments where hands have touched must be disinfected before and after every use and include the following:
  - Keyence
  - Analytical HPLCs

- Prep HPLCs
  - Analytical Balance
  - Plate Reader
4. At the end of scheduled shifts, members of the laboratory are expected to clean and disinfect their bay and instruments occupying their bay and must sign off when designated areas are clean.
  5. In the morning and evening shifts, safety leads will serve as the point of contact for interactions with other people outside of the laboratory in the building. Safety leads are also the point of contact should safety, cleaning, and or disinfecting problems occur. As part of their responsibility, they must verify cleaning task documents before the start of the next shift.
  6. In an event of an emergency shut down, normal ramp down practices (covered in points 3 and 4 of this paragraph) will be performed and the laboratory will remain closed until further notice.

**Correspondence and points of contact**

1. While in the laboratory space, messaging mediums such as Slack will be used to communicate with members of the group.
2. Group and individual meetings will be maintained via Zoom.
3. All members of the laboratory must have the PI's (James Nowick) phone number in case of an emergency.
4. It is the PI's responsibility to transparently and efficiently communicate any new information relevant to the policies outlined in this document, especially concerning noncompliance.
5. Failure to comply with these policies may result in removal from the laboratory space and loss of laboratory privileges.