

Plan for summer 2020 research activities using AMSEC facilities.

While AMSEC is excited and supportive for research activity to resume, we are still endeavoring to **minimize the number of people accessing facilities and the time and frequency of occupancy**. Therefore, we ask, and expect, that individuals practice careful planning of their use of AMSEC facilities, being as efficient as possible on their visits. The better we can be at minimizing activity, the safer we can make it for users and our staff.

The health and safety of students, faculty and staff is our top priority. Access to hands-on research is an important part of the mission of AMSEC, the College of Science and Engineering, and Western Washington University. Therefore, our goal is to enable research while preventing the spread of COVID-19 and enabling contact tracing for all on-campus activities.

The Environmental Studies Building Policies:

1. Everyone must follow government, university, and college requirements and guidelines regarding social distancing and other coronavirus mitigation measures.
2. Everyone must wear cloth masks/face coverings at all times in the Environmental Studies Building, except for people working alone in an office or lab behind closed doors where no other people are expected, or by any individual who is deaf or hard of hearing – or who is communicating with someone – who relies on language cues such as facial markers and expression and mouth movements as a part of communication, or when the job has no in-person interaction. Individuals may choose to wear their own facial coverings at work, provided it meets the [minimum requirements](#). Masks will be provided by the department/unit on request.
3. Practice good hygiene.
 - Frequently wash your hands for at least 20 seconds with soap and water.
 - Avoid touching your eyes, nose or mouth.
4. Doors will remain locked and secured at all times and shall not be propped open.
5. Elevator use is restricted to a single occupant. If you need to use the elevator and it is already occupied, you will have to wait.
6. Stairways are known travel pinch points in the ES building. Except in emergencies, it is preferred that the stairways will become one-way, with the west stair well (closest to the science quad) going up, and the east stair well (closest to the arboretum) going down. If there is a conflict of travel paths, one person should pull aside, preferably on a landing, and let the other person through.
7. Hallways will become one-way where possible (except in emergencies). Please follow posted signs for direction, but generally clockwise with respect to compass direction.
8. Restrooms should only be used by a single occupant at a time. If the restroom is occupied, please wait. If possible, please lock door upon entering.
9. All personnel must maintain at least a six-foot distance from other people. If it is difficult to maintain distance due to the nature of the work or location, personnel should work in

shifts and set up schedules so that the number of people working at any one time does not preclude the ability to maintain a six-foot distance.

10. **Outside Vendors:** All visitors/vendors must follow these policies, and for further information regarding the process for allowing on-premise visits please review the Safely Restarting On-Premise Research, Scholarly and Creative Activities document.
11. If a given unit within ES has its own protocols then, when within that unit's facilities, those protocols supersede these general ES protocols.

Research, Health, and Safety Plan:

1. **Plan Coordinator:** Stephen McDowall (AMSEC Director, mcdowas@wwu.edu, 360-595-8618, ES 130)
2. **COVID-19 Site Supervisor:** no one will be able to use any AMSEC facilities unless one of the following site supervisors is in the building. Among other things, this means that should there be an emergency, there is someone available to help, other than the individual in the lab. The site supervisor will supervise ES 128, 128A, 129, 130, and 131. Any use of CF 11 or CF 14 will be subject to supervision by the Physics and Astronomy site supervisor.
 - a. The principal site supervisor will be Kyle Mikkelsen (Lab manager, Kyle.Mikkelsen@wwu.edu, 360-650-4280, ES 130, W00927917)
 - b. Secondary and tertiary site supervisors will be Stephen McDowall (AMSEC Director, mcdowas@wwu.edu, 360-595-8618, ES 130, W00385857) and Juliet Barnes (Department Manager, Juliet.Barnes@wwu.edu, 360-650-6522, ES 131, W00052537).
3. **On-site personnel list** (predominantly ES; occasionally CF): To begin with, the only designated onsite person will be Kyle Mikkelsen.
4. **Room occupancy:** Occupancy limits have been determined by considering instrument use, and constraining occupancy to be within a specified zone for each instrument. Some instruments have been relocated within the labs to maximize distances between users. See Appendix C for details.
 - a. ES 131 (Julie's office): Up to two people: one person (Julie) in residence, with a second person permitted to enter the office to communicate with Julie.
 - b. ES 130 (Kyle's and the Director's office): Two people.
 - c. ES 130A (AMSEC conference room): One person.
 - d. ES 129 (lab): Up to two people.
 - e. ES 128 (lab): Up to five people, with rigidly defined zones of occupation (see Appendix C).
 - f. ES 128A (lab): Up to two people.
5. **Access:** Access to the ES building will be facilitated by requiring users to have their own ES key; individual groups, or departments may organize their own check-out system for

keys so as to reduce the total number needed. Access to AMSEC facilities is facilitated by use of coded key boxes (see item j), below).

6. **Training:** Upon returning to campus for the first time, and weekly thereafter, the following training will be completed:
 - a. Reading/review of this plan.
 - b. Reading/review of [Western's COVID-19 Prevention in the Workplace](#)
 - c. In order to enter AMSEC facilities, individuals will be required to attest to their health according to item h) below. Should an individual answer "yes" to any of the listed questions, they must report this to Stephen McDowall (mcdowas@wwu.edu) or Kyle Mikkelsen (Kyle.Mikkelsen@wwu.edu) and must leave campus if currently present, or stay home.
 - d. Become educated of any updates to the protocols due to WWU COVID-19 policy changes – these will be appended to this plan, and highlighted as new changes, will be shared with all users via email, and will be posted on the doors to AMSEC facilities.
 - e. Become versed in the practices of
 - i. safely using the key boxes to enter rooms (see item j) below),
 - ii. using the QR scan codes or paper equivalents to log activity and to attest to health status (see item i) below),
 - iii. sanitizing and disinfecting before and after periods of work (see item o) below).
7. **Cleaning:** Apart from the disinfecting and sanitizing required of users, there will be further cleaning performed by the site supervisor. This will involve the following activities:
 - a. To maintain cleanliness of computer keyboards, keyboard will be covered with clear plastic wrap. After the user leaves, the site supervisor will liberally spray the wrap with disinfectant, leave it for long enough to be effective, then remove and discard the plastic wrap. They will then cover the keyboard with a new sheet of plastic wrap.
 - b. The key boxes will be more thoroughly cleaned and sprayed each day.
 - c. The door handles, faucets, and other commonly touched areas will be sprayed and cleaned periodically.
 - d. "Dead" time will be scheduled between use of instruments so that the site supervisor can access the area and perform a thorough cleaning of commonly touched areas.
8. The Director will continue to call weekly Zoom staff meetings to ensure everyone involved remains comfortable with how the return to research is functioning, and feels safe in their roles. Adaptations will be made as necessary after discussion as a group and reaching a consensus that meets everyone's needs. Should anyone no longer feel comfortable, or safe, continuing in their role, they will be free to remove themselves

from their role, even if the result is cessation of research, instrumentation use, and facility occupation.

Protocols for use of AMSEC facilities:

- a) CF 14, the lab housing the XPS, will not be open to use through AMSEC by anyone except Kyle. Samples to be run must be delivered to Kyle at pre-arranged times and locations (see below). Preparation of samples must be coordinated with Kyle.
- b) Use of the Denton Thermal Evaporator (located in CF 011) must be coordinated with Kyle. Individuals who have arranged with Kyle to use the Denton instrument must follow the COVID-19 research, health, and safety plan approved for the CF building and the Physics and Astronomy Department.
- c) When within common areas of the ES building, the protocols listed above must be followed.
- d) Hand sanitizer dispensers: there is a dispenser located in the hallway outside the AMSEC labs ES 128 and 129. Additionally, on the first floor of ES, there is a dispenser just inside the main doors at the NW corner of the building, and a dispenser outside ES 118 at the E end of the building.
- e) Everyone must wear masks, which cover the nose and mouth, at all times when using AMSEC equipment and/or within rooms under AMSEC control. Disposable surgical-type masks will be available in the AMSEC labs for those who need them. PPE specific to the work the individual is doing (independent of COVID-19 considerations) must be used at all times, as would usually be the case.
- f) Upon entering a lab, individuals must wash their hands (or use hand sanitizer if hand-washing facilities are not present) and sanitize/disinfect all surfaces where they will be working, before they begin their work. Upon completion of their work, individuals must, again, sanitize/disinfect all surfaces they have interacted with, and wash their hands.
- g) If entering ES 131 (Julie's office) or ES 130 (Kyle's office space) knock first to alert Julie or Kyle to your arrival, thus enabling them to be sure to be wearing a mask. Wear a mask yourself when entering the room.
- h) Attestation of health status: Have you had any of the following symptoms (per WA Department of Health) that are not attributable to another condition or have been in contact with anyone with these symptoms:
 - I. Cough
 - II. Shortness of breath or difficulty breathing
 - III. Or at least two of these symptoms:
 - Fever
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache

- Sore throat
- New loss of taste or smell

If the answer to *any* of these questions is yes, then you should not be in the building. Contact the site supervisor and the AMSEC director.

- i) Logging of room occupancy and instrument use:
1. Once per day, users must attest to their current health status. This can be done either electronically by visiting the [COVID AMSEC Page](#) (see Appendix B), or manually by signing a paper login sheet (see below).
 2. In addition, users must login to register use of an instrument, or use of ES 128. If the instrument is scheduled through FOM, the user should go to the [COVID AMSEC Page](#) and click on the appropriate instrument icon located at the bottom of that page. If the instrument is not on FOM, or the user is entering ES 128 for another reason, the user should go to this same [COVID AMSEC Page](#) and click on the ES 128 icon.
 3. There will also be a paper login/logout sheet (name, date, time in, expected length of visit, acknowledgement of health status, time out) at each of the doors to ES 128 and 129. These are to be filled out using a pen or pencil **of your own** (a common-use pen will not be provided).
 4. To facilitate ease of logging in and out, there will be a QR code which you can scan with your smart phone and which will take you to the COVID AMSEC Page.
 5. Upon completion of use of an instrument, or use of ES 128, users must logout. This is done using the COVID AMSEC Page, clicking on the appropriate icon to logout, or, if you signed in using the paper login/logout sheet, enter the time at which you leave the room.
- j) Use of the key boxes to enter locked rooms: hand sanitizer must be used before opening the key box; after unlocking the room and returning the key to the box, hand sanitizer must be used again. A sanitizer dispenser is available nearby, outside ES 128 and 129. Periodic, more intensive cleaning of the key boxes will be performed by AMSEC staff.
- k) Sample Delivery: Individuals who have not received training to use the desired instrument will need to arrange with Kyle to run samples for them. Preparation of samples should be coordinated with Kyle. Delivery of samples must be prearranged with Kyle. There will be a red plastic box, with the AMSEC logo on it, placed outside the main doors to ES (at the NW corner of the building).
- l) Scheduling of use of instruments will be handled by FOM as usual. Kyle will control scheduling to maintain the ability to practice effective social distancing. Periodic “down time” will be included in the schedule when no one is able to use an instrument so that it can be more thoroughly cleaned and disinfected by AMSEC staff.
- m) Social distancing and safe practices within the labs:

- I. Each lab has a maximum occupancy limit: (ES 128: 5; ES 128A: 2; ES 129: 2; ES 130: 2; ES 131: 2). See item 1. Room Occupancy above for more details.
 - II. Taped markings on the floors will indicate which part of the lab is dedicated to the users of each instrument. Desired occupancy flow will also be indicated. It is the occupants' responsibility to behave in a manner that maintains proper social distancing, including waiting for others to exit shared areas before entering.
 - III. The labs are under video surveillance. Failure to abide by these safety rules may result in the user being banned from the lab.
- n) Cleaning and disinfecting:
- I. Instruction sheets will be at each instrument guiding the user as to what cleaning is required. This will include instructions specific to the instrument, and general instructions for wiping down all surfaces where the individual has been working.
 - II. Cleaning and disinfecting supplies will be supplied at each instrument.
 - III. Disposal of cleaning materials will be explained on the instruction sheets.

Process for reporting symptoms.

Employees have an ethical and legal obligation to minimize exposure to COVID-19 by immediately reporting potential (i.e. not necessarily confirmed) symptoms to their supervisor.

Each individual must perform symptom checking each day prior to coming to the workplace. If symptomatic, an employee must report their condition to their immediate supervisor and the AMSEC Site Supervisor and must not come to the workplace. Supervisors must provide alternate paid remote work while employees are symptomatic to reduce financial pressure to return to the workplace while symptomatic.

Process for reporting potential exposure.

Employees who are well but have extended (>10 minutes) contact with an individual known or suspected to have COVID-19 should notify their supervisor and the AMSEC Site Supervisor of the contact and follow [CDC recommended precautions](#).

Appendix B.



AMSEC
Advanced Materials Science
& Engineering Center

AMSEC COVID Page

[Home](#) [Documents](#) [Pages](#) [Site contents](#)

☆ Not following [Share](#)

Otherwise, please choose the instrument/module you plan to login to below. You only need to login to your final destination.
It is recommended to go to your FOM homepage and under "My Profile" check the box labeled "Log me on automatically on this computer until I manually logout".

Daily Attestation Questions

This form must be filled out once daily before you can enter any AMSEC facility

Hi Stephen, when you submit this form, the owner will be able to see your name and email address.

Required

1. Input phone number: *
Enter without punctuation (i.e. 3606504280)

The value must be a number

2. DO NOT COME ON-SITE if you have any of the following symptoms (per WA Dept of Health) that are not attributable to another condition or have been in contact with anyone with these symptoms:

- Cough
- Shortness of breath or difficulty breathing
- Or at least two of these symptoms:
 - Fever
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell

Answer No Symptoms to confirm that you do not have any of these symptoms *

No Symptoms

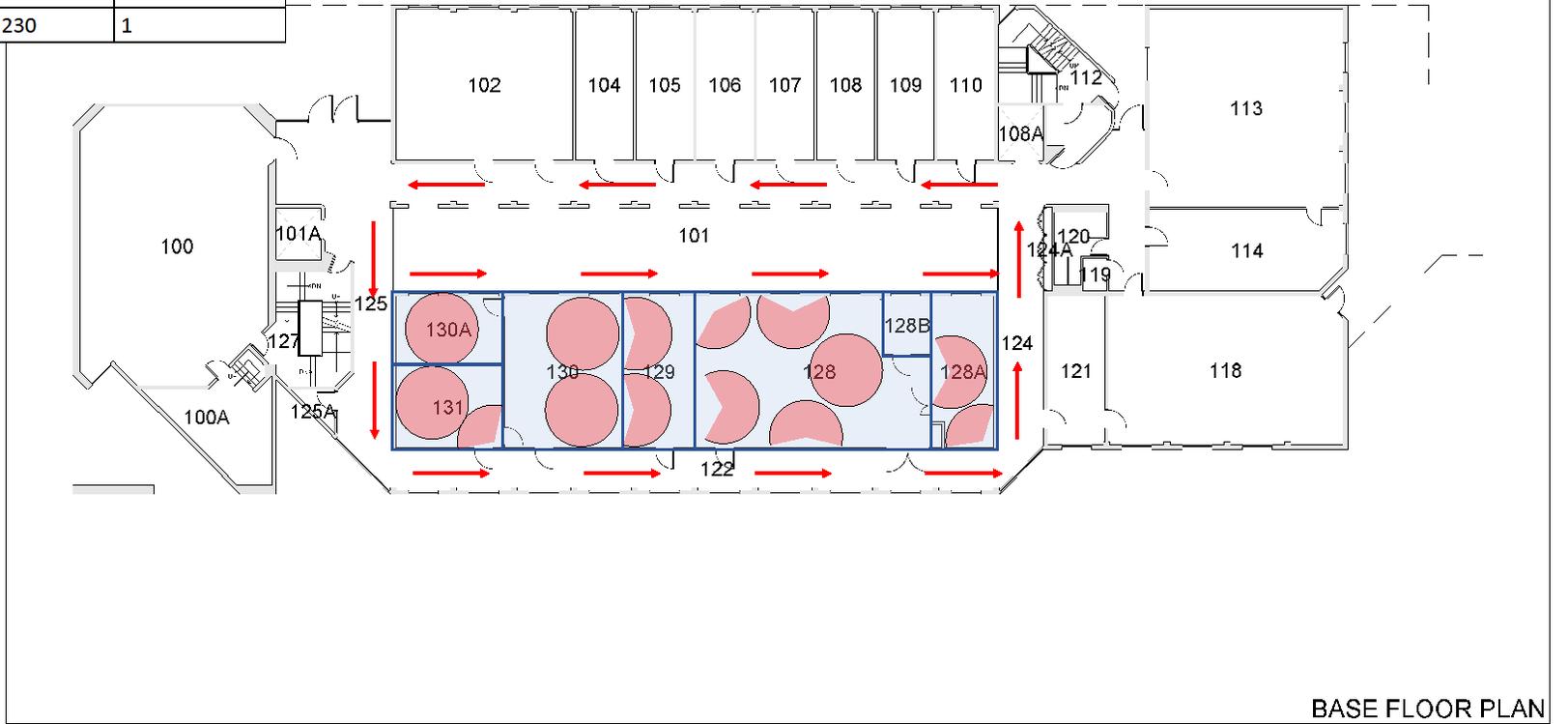
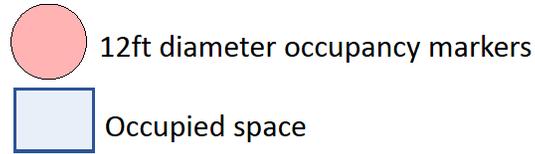
Yes. I have one or more symptoms

Submit

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 <p>ES128 Login</p>	 <p>3D Printer Login</p>	 <p>AFM Login</p>	 <p>DMA Login</p>	 <p>DSC Login</p>	 <p>HP-DSC Login</p>	 <p>ICP-MS Login</p>	 <p>Optical Microscop...</p>	 <p>Rheometer Login</p>
 <p>SLS Printer Login</p>	 <p>TGA Login</p>	 <p>TGA-FTIR Login</p>	 <p>Vacuum Oven Login</p>	 <p>XRD-PANalytical...</p>	 <p>XRD-Rigaku Login</p>			

Rooms	Approx. ft ²	Max Occupancy
128	871	5
128A	238	2
128B	72	1
129	280	2
130	480	2
130A	190	1
131	230	1



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