

Biology Common Space COVID-19 Guidelines

Required Precautions (All buildings)

Physical Distancing of 6-feet is recommended

- Obey “exit only” and “enter only” signs on doors to all buildings.
- Procedure rooms: No occupancy limitations, but an occupancy of 1 for most rooms is recommended.
- Elevators: 2-person limit, priority for people with mobility limitations and those with carts/heavy items. If elevator is occupied, ask before entering.
- Stairwells: Stay to the right. Wait or step aside on landings as needed.
- Hallways: Stay to the right. Step aside as needed.
- Doors with windows: look before entering.
- Doors without windows: use occupied/vacant door tags or signs as provided.
- To reduce in-person contact, labs will be emailed to pick up orders:
 - Non-perishable Orders (LSB): racks on east side of main lab bench room.
 - Non-perishable Orders (HCK/JHN/GRN): rack outside LSB stockroom.
 - Perishable Orders (all buildings): fridge/freezer in LSB B148 (LN2/dry ice room).
 - Sign and leave paperwork in basket or on cart outside stockroom.

Practice Good Hygiene

- Wash your hands frequently with soap and water, 20-seconds minimum.
 - All Kitchens: there is a 1-gallon soap container under the sink. Refill pump bottle as needed.
- Use hand sanitizer when handwashing is not available.
 - Individual bottles are available in mailrooms for common area use.
 - Labs/pods can buy from stockroom: Gallon-sized bottles of sanitizer, pump dispensers, and individual bottles to refill.
- Avoid touching eyes, nose, and mouth with unwashed hands.
- Cough or sneeze into elbow or tissue (even if you are wearing a mask).

Clean and Disinfect Surfaces

- Clean surfaces regularly, particularly before/after you use a common space area.
 - Labeled spray bottles with 70% alcohol are available in common spaces.
 - Labs/pods can buy pre-filled spray bottles from the stockroom (the department owns the bottles, labs pay only for the alcohol).
 - Leave bottles on Lab Services carts to be refilled, purchase new bottle from stockroom.
 - Follow Shared Equipment Protocols.
 - See [Working safely with disinfectants](#) for more information.

PPE and Alternative Strategies / Face masks

- Masks are required in all common area spaces of buildings.
 - **Exceptions:**

- Behind closed doors and alone: offices, procedure rooms, or conference rooms. To use the conference rooms, sign up on the Biology web site for the time and disinfect the room and the door handle (both sides) when finished.
- Kitchens and conference rooms while eating: 20-minute limit. Recommend physical distancing.
- In the LSB shared office area for 5 minutes or less, to have a coffee, cold drink, or snack.
- Outside areas: masks are optional.
- Cloth masks: 2 per **employee** provided by department, order via the [Reusable Mask Request Form](#).
 - You are responsible for laundering your masks.
 - If you forget your masks, contact Sarah O'Hara or Davis Chong to request a disposable mask.
- Cloth and disposable medical masks are for sale in the stockroom.

If you see someone in a shared space/common area not wearing a mask, bring them a disposable mask and ask them to either put the mask on or leave the building. If they do not comply, call UWPD's non-emergency number 685-UWPD. Email [David Perkel](#), [Billie Swalla](#), and [Michele Conrad](#) immediately.

Disposable mask locations:

LSB Mailroom

LSB Kitchens

HCK 318 / 320

JHN Mailroom

KIN 150

Building-Specific Spaces

Life Sciences Building

Admin office (KIN 150)

Email biokeys@uw.edu for a key appointment. Contact [Sarah](#) or [Davis](#) directly for other business.

Stockroom (LSB 147A)

Order stockroom supplies through the [online form](#). You will receive a response when your order is ready to pickup on the rack outside the stockroom, sign the order and leave on the cart. Email [Eddie](#) if you need a shipping label.

Ethanol Room (LSB 146)

Order through the [online form](#). Eddie will email you to schedule a time to pick up. Wait outside the ethanol room. Eddie will set the ethanol on the floor for you to pick up.

LN2/Dry Ice Room (LSB 148)

Sanitize after use.

Café Area	Do not move tables and chairs around, avoid large eating groups. 20-minute maskless eating limit.
Lounging Areas	Masks on unless eating.
Touch-down spaces	Sanitize after use.
LSB Conference Rooms	Sanitize after use. Physical distancing recommended. 20-minute limit maskless eating when not in use for other purposes.
Collaboration Room LSB 108	In use for holding office hours.
Collaboration Room LSB 110	Open for student use, mask on unless eating (20-minute limit).
Active Learning Classrooms	TBD.
Classroom Labs	Masks on.
Mailroom	Sanitize surfaces touched after use.
Lactation Rooms	Sanitize after use.
Restrooms	Restrooms are sanitized daily. Main doors for multi-user restrooms to remain open.
Kitchens	Sanitize surfaces before/after use. Maskless eating: 20-minute limit.
Copy/Office Supply Rooms	Sanitize surfaces after use.
Bike Room	Distance from others.
Showers	TBD if will be open.
Deck	Masks optional.

Hitchcock Hall	
Restrooms	Restrooms are sanitized daily. Main doors for multi-user restrooms to remain open.
Mailroom	Sanitize surfaces touched after use.
Lounging areas (soft furniture)	Masks required.
BSA	Closed for now, will have occupancy limits in place when reopened.
Copier use	Sanitize after use.
420 (LN2 and equipment)	Sanitize after use.
HCK 302 Study Area	Masks required, space tables 6-feet apart. No eating.
HCK 312 and 320	20-minute limit maskless eating when not in use for other purposes.
HCK 103, 216, 318 Kitchens	Sanitize after use. No space for eating.
HCK 4th Floor study area/Atrium space	Sanitize after use. 20-minute limit on maskless eating.
HCK 534 meeting room	Sanitize after use. 20-minute limit for maskless eating.
Johnson	
Mailroom/Copy Room/Keely's office	Keely will post a sign if she is in the office, knock/call/email before entry if that is the case. Sanitize surfaces touched after use.

Meeting room / Kitchen / Lounge	Sanitize after use. 20-minute limit for maskless eating, try to distance from others.
Shared equipment rooms	Sanitize after use.
Restrooms	Restrooms are sanitized daily. Main doors for multi-user restrooms to remain open.

PAA

Kitchen	Sanitize after use. 20-minute limit for maskless eating.
PAA 049, AO42C, AO23D	20-minute limit maskless eating when not in use for other purposes.
Conference Rooms	Single-use only.
Restrooms	Restrooms are sanitized daily. Best practices are still being developed by EH&S and may change at any time.