

Biology Common Space COVID-19 Guidelines

Required Precautions (All buildings)

Maintain Physical Distancing of 6-feet

- Obey “exit only” and “enter only” signs on doors to all buildings.
- Procedure rooms: 1-person limit (exceptions are noted on individual doors).
- Elevators: 1-person limit, priority for people with mobility limitations and those with carts/heavy items.
- Stairwells: 1-person limit (except LSB open staircase: stay to the right). Wait or step aside on landings as needed.
- Hallways: Look before entering hallway, let others finish their journey first. Step aside as needed.
- Doors with windows: look before entering, particularly for one-person-occupancy rooms.
- 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 by LSB service elevator doors.
 - 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. Bring your own pen.

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 liberally 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 (desks, kitchens, etc.), in particular 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: 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.
- Dining area near the kitchen while eating: maintain a 6-foot space between other diners with a 20-minute limit.
- In the LSB shared office area for 5 minutes or less, to have a coffee, cold drink, or snack.
- Outside areas: make sure you are at least 6-feet from others.
- Cloth masks: 2 per **employee** provided by department, order via the [Reusable Mask Request Form](#): They will be delivered to mailboxes on M/W/F afternoons.
 - You are responsible for laundering your masks.
 - If you forget your masks, contact Sarah O'Hara or Davis Chong to request a disposable mask.
- Masks are for sale in the stockroom for people that need more than 2.

If you see someone in a shared space/common area not wearing a mask, ask them to put their mask on. If they do not comply, email [David Perkel](#), [Billie Swalla](#), and [Michele Conrad](#) immediately.

Building-Specific Spaces

Life Sciences Building

Admin office (108)

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

Stockroom

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

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

1-person limit. Sanitize after use.

Café Area (hard furniture)

1-person per table, 6-feet from others. 20-minute maskless eating limit.

Lounging Areas (soft furniture)

Closed for now.

Touch-down spaces

1-person limit, sanitize after use.

LSB Conference Rooms

Sanitize after use. Occupancy limits: **Small 1**; **Medium 2** (scheduled meetings) or 1 (drop-in use); **Large** 1-person per table, space tables 6-feet apart.

Collaboration Rooms

1-person limit, sanitize after use.

Active Learning Classrooms

TBD.

Classroom Labs

TBD.

Mailroom	1-person limit. Wait in the main corridor. Sanitize surfaces touched after use.
Lactation Rooms	Sanitize after use.
Restrooms	Alternate stalls to maintain 6-foot distance. Restrooms are sanitized daily. Main doors for multi-user restrooms to remain open. Best practices are still being developed by EH&S and may change.
Kitchens	1-person at Fridge/sink/counter/microwave at a time. Do not use table closest to counter. Sanitize surfaces after use. 1-person per table limit, 20-minute limit. Dishwashers should be used instead of letting dishes dry in rack, Pods should develop dishwasher schedule.
Copy/Office Supply Rooms	1-person limit, sanitize surfaces after use.
Bike Room	1-person limit, wait outside, sanitize surfaces after use.
Showers	CLOSED until Phase 4.
Deck	1-person per table, tables at least 6-feet apart. Maskless eating 20-minute limit.

Hitchcock Hall	
Restrooms	1-person limit. Restrooms are sanitized daily. Main doors for multi-user restrooms to remain open. Best practices are still being developed by EH&S and may change at any time.
Mailroom	1-person limit. Wait in hallway. Sanitize surfaces touched after use.
Lounging areas (soft furniture)	Closed for now.
BSA	Closed for now, will have occupancy limits in place when reopened.
Copier use	1-person limit, sanitize after use.
420 (LN2 and equipment)	1-person limit, sanitize after use.
HCK 302 Study Area	3 people total, 1-person limit per table, space tables 6-feet apart, leave entry/exit egress. No eating.
HCK 312	2-person limit, spaced 6-feet apart with egress. 1-person maskless eating limit.
HCK 320	1-person limit per table, space tables 6-feet apart. 1-person maskless eating limit.
HCK 103, 216, 318 Kitchens	1-person limit, sanitize after use. No space for eating.
HCK 4th Floor study area/Atrium space	2-person limit, sanitize after use. 20-minute limit on maskless eating.
HCK 534 meeting room	1-person limit, 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.

1-person limit, sanitize surfaces touched after use.

Meeting room / Kitchen / Lounge

1-person limit, sanitize after use.

20-minute limit for maskless eating.

Shared equipment rooms

1-person limit, sanitize after use.

Restrooms

Do not use any taped off stalls.

Restrooms are sanitized daily.

Main doors for multi-user restrooms to remain open.

Best practices are still being developed by EH&S and may change at any time.

PAA

Kitchen

1-person limit, sanitize after use.

20-minute limit for maskless eating.

PAA 049 Conference Room

2-person limit, sit 6-feet apart, sanitize after use.

20-minute limit for maskless eating, 1-person limit

PAA 042C Conference Room

1-person limit sanitize after use.

20-minute limit for maskless eating, 1-person limit

PAA 023D Conference Room

2-person limit, sit 6-feet apart, sanitize after use.

20-minute limit for maskless eating, 1-person limit

Restrooms

Single-use only.

Restrooms are sanitized daily.

Best practices are still being developed by EH&S and may change at any time.