



UNIVERSITY of WASHINGTON

The Linguistic Phonetics Laboratory Return to Research Plan COVID-19 prevention protocols

9-30-2020

This document spells out procedures intended to protect the health of the Linguistic Phonetics Lab users and to comply with the University's COVID-19 Environmental Health & Safety Plan. The Phonetics laboratory's protocols include minimizing use of the lab's on-campus facilities and equipment, cleaning and disinfecting stationary and portable equipment, and using room reservations to allow for social distancing.

This plan is valid from now until superseded by a new plan.

General Guidelines

Note that the lab is currently closed to general use until an operating plan for COVID-19 compliance is approved.

As a laboratory within the Department of Linguistics, the Phonetics Laboratory will follow the Department of Linguistics' Coronavirus Return to Work & Research plan, spelled out [here](#). This plan serves as the "parent plan" for the Phonetics Lab. In order to visit the lab, this plan requires you:

1. Complete the UW Environmental Health & Safety [Back to the Workplace](#) training, which takes ~30 minutes
2. Read the specific [plan for Guggenheim Hall](#) and complete the related quiz
3. Complete a health attestation for each day that you go to campus. UW employees must complete this attestation in [Workday](#), and students (non-employees) must use the [non-employee attestation form](#).

In-person use of the lab

Most lab members can work remotely and should do so during this phase. However, should a lab member's tasks require access to the lab's physical facilities, members must make a reservation in the lab's Booked Reservation System [[login](#) | [user guide](#)] **AND** must get written (email) permission from the acting lab director (Marina Oganyan marina0@uw.edu). Note that lab reservations require 24-hour lead-time for lab director approval.

In-person lab use will be limited to **one person at a time**. A period of two hours must elapse before another person can enter the lab. Refer to the following calendar to see the current lab availability:

https://calendar.google.com/calendar/embed?src=4hbufgadsipa0d2cbrj58nkl4%40group.calendar.google.com&ctz=America%2FLos_Angeles

With prior approval, brief use of computers and access or use of other equipment or materials is allowed for the following situations:

1. You are allowed to pick up field equipment. However, please note that a much smaller inventory of equipment will be available depending on how easily sanitizable an item is. You can find the current inventory in Booked. As usual, you will need to reserve an item online and have it approved 24 hours in advance. However, the new guidelines require that:
 - a. You must schedule a time for pick up and return.
 - i. This will happen via reservation with the lab director (Marina Oganyan).
 - b. Equipment will be set out on top of the cabinet for pickup in a plastic bag with a label.
 - i. Do **NOT** open the cabinet. Anything needed will be set aside for you. If there is a problem, email xlabsa@uw.edu or marina0@uw.edu.
 - c. When returning equipment, place it on top of the cabinet and use the provided sanitizer kit to sanitize equipment and dispose of the plastic bag. To prevent equipment damage and ensure safety, do not sanitize equipment with anything other than what is provided and follow the instructions carefully.
2. Short trips (~30 min.) may be made to access:
 - a. Grant-related materials
 - b. Research-related materials (files on lab computers, audio CDs/DVDs, flash drives)
3. Longer trips to use lab restricted software (~2hr unless otherwise agreed upon).

Before coming to campus, you must:

1. Forward confirmation of your completed EH&S COVID-19 Training to the COVID-19 Supervisor (lingadmn@uw.edu).
2. Read the Guggenheim building plan and complete the related quiz.
3. Read this document, the Phonetics Lab Return to Research plan.
4. Book, and have confirmed, your lab reservation at least 24 hours in advance.
 - a. Do this both through Booked and the lab director.
5. Complete the appropriate day-of visit health attestation ([Workday](#) or [non-employee](#), depending on your status, see Department Return to Work & Research plan, above). The health attestation form must be completed **each day** you go to campus.

Rules in the lab:

1. Masks must be worn while in the laboratory. Use of the lab's fan is encouraged. Wearing gloves is a good idea if you plan to handle keyboards.
2. Disinfect surfaces that are shared or used by multiple people (door handles, computer keyboards and mice, computer screens, and other research equipment). Please **follow proper protocol and instructions** for specific equipment in order to not damage it.
3. Use of personal headphones is required. Laboratory's headphones are not available for checkout.
4. At this time, the lab is closed to non-members, including other UW-community people, visitors, and research subjects. Additionally, in an effort to observe physical and social distancing, **no more than one person** will be approved for use of the lab at any given time.
 - a. Reading/discussion groups, advising groups, research teams or study groups will **not be allowed** to use the lab for the time being.
5. A **two hour time** limit must elapse between use of the lab (except for pick-up of equipment).

Handling Equipment

Cleaning and disinfecting supplies (e.g. hand sanitizer, EPA-approved Clorox or Lysol multi-surface disinfectant wipes, Clorox disinfectant spray, tissues, and/or 70% alcohol wipes) are provided in the laboratory. Custodians refill soap in dispensers daily. Wash your hands regularly or use hand sanitizer. **Please be sure to use only appropriate disinfecting**

products on recorders, computer screens, keyboards, microphones). If you aren't sure what to use, contact the lab staff assistant (lxlabsa@uw.edu) or lab director (marina0@uw.edu). Disinfecting appropriately is the most important thing we can do to prevent the spread of coronavirus on hard surfaces (Flash recorders, door handles, tabletops, computer keyboards and mice). Please ensure that you disinfect surfaces you've touched before leaving the lab, or when you return equipment.