



Sociolinguistics Laboratory Return to Research Plan COVID-19 prevention protocols

08-14-2020

This document spells out procedures intended to protect the health of Sociolinguistics Lab users and to comply with the University's COVID-19 Environmental Health & Safety Plan. The Sociolinguistics 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This plan is valid from now until superseded by a new plan.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 Sociolinguistics 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 Sociolab. This plan requires:

1. Taking the UW Environmental Health & Safety [Back to the Workplace](#) training (30 min.)
2. Reading the specific [plan for Guggenheim Hall](#)
3. Taking the [Guggenheim Hall Quiz](#)
4. Completing a health attestation every day that you go to campus. UW employees must complete this attestation in [Workday](#), nonemployees must use the [nonemployee attestation form](#).

In-person use of the lab

Most lab members can work remotely and should during this phase. However, should a lab member's tasks require in-lab work, lab members must use the lab's physical facilities by reservation only in the lab's Booked Reservation System [[login](#) | [user guide](#)]. Note that lab reservations require 24-hour lead-time for lab director approval (this is not a new policy). When requesting a reservation, make sure you include names of all individuals requesting use of lab facilities. Remote access to the lab's file servers is fully described in the document **SSH-Sociolab.docx** (available 9/15 in the Sociolab GoogleDrive folder). To request an account, please contact David Nichols (mithreal@...).

In-person lab use will be limited to pick-up or drop-off of laboratory equipment, brief use of computers, and access or use of equipment or materials that can only be used in the laboratory, as follows:

1. Short trips (~30 min.) may be made to access:
 - Grant-related materials (e.g., hard copies of demographic data or consent forms in locked storage, if not accessible online).
 - Research-related materials (files on lab computers, audio CDs/DVDs, flash drives).
 - Portable fieldwork equipment (flash recorders, ultrasound equipment and peripherals, iPads, microphones, headphones). Note: fieldwork with human subjects is on pause until further notice. This refers to equipment that students take out to complete data management or analysis tasks.
 - Books.
2. Before coming to campus, (1) forward confirmation of your completed EH&S COVID-19 Training to lingadmn@uw.edu (one-time), (2) complete the Guggenheim Hall Return-to-Work quiz, (3) confirm that you have read and agree to comply with the Socio Lab's Return-to-Research plan, (4) book and have confirmed your lab reservation at least 24 hours in advance, (5) complete the appropriate day-of visit health attestation ([Workday](#) or [nonemployee](#), 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.
3. Masks must be worn while in the laboratory (if no others are present, mask wearing is recommended, but not required). Use of the lab's fan is encouraged. Wearing gloves is a good idea if you plan to handle keyboards.
4. Disinfect surfaces that are shared or used by multiple people (door handles, trilogy lock keypad, computer keyboards and mice, computer screens, research equipment).
5. Use of personal earbuds is required. Use of the laboratory's headphones, or of the earbuds included in the Zoom flash recorder setups, is not allowed.

The lab is closed to non-members, including other UW-community people, visitors, and research subjects.

Note: In an effort to observe physical and social distancing, no more than two people will be approved for use of the lab at any given time. **Reading/discussion groups, advising groups, research teams or study groups will not be allowed to use the lab for the time being.** Your reservation will be returned (with an explanation), in the event that more requests are received. Study groups are encouraged to create Zoom rooms to allow for continued meeting. The Lab's Brown Bag meetings will be held entirely on Zoom.

Handling Equipment

Cleaning and disinfecting supplies (hand sanitizer, EPA-approved Clorox or Lysol multisurface disinfectant wipes, spray disinfectant, 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, or earcups on headphones!** If you aren't sure what to use, **contact the lab staff assistant or lab director.** Disinfecting appropriately is the most important thing we can do to prevent the spread of coronavirus on hard surfaces (Flash recorders, Ultrasound, door handles, tabletops, computer keyboards and mice), so ensure that you disinfect surfaces you've touched before leaving the lab, or when you return equipment.