

## UNIVERSITY OF WASHINGTON COVID-19 PREVENTION PLAN FOR THE WORKPLACE

### 1. INTRODUCTION

The University of Washington COVID-19 Prevention Plan (“University Plan”) helps ensure the health and safety of personnel by reducing the potential for COVID-19 transmission at the University of Washington. The measures are based on Governor Inslee’s [Safe Start](#) requirements, the regulatory directive of the Washington State Department of Labor & Industries, Division of Occupational Safety and Health (DOSH) [Directive 1.70](#) General Coronavirus Prevention Under Stay Home-Stay Healthy Order, and [guidance](#) from public health agencies. This plan will be updated as regulations and public health guidance change.

### 2. DEFINITIONS

**University Plan** is the University of Washington’s COVID-19 Prevention Plan for the Workplace.

**University unit** is a unit or campus with an administrator reporting directly to the President or Provost. This includes UW Bothell, UW Tacoma, and UW Medicine.

**Unit leader** is the administrator reporting directly to the President or Provost.

**Safe Start Checklist** is the document unit leaders are required to complete and have on file at the Executive Office to document local compliance with the University Plan.

**Unit COVID-19 Prevention Plan** is a local COVID-19 prevention plan developed and routinely updated by each University unit that covers all worksites.

- Example: Facilities
- Example: Office of Research

**Unit or site-specific COVID-19 Prevention Plans** are local plans developed and updated as necessary and appropriate to address unique COVID-19 prevention and control strategies at a local level. The number and structure of these plans are determined by the unit leader and kept on file locally.

- Example: Transportation Services
- Example: Individual research lab

**Personnel** includes staff, faculty, other academic personnel, students in the workplace, and student employees.

**COVID-19 Site Supervisor** is an individual identified by their unit leader (or their designee) to ensure adherence with a site-specific COVID-19 Prevention Plan. Site supervisors are required by the DOSH Directive 1.70 and have specific responsibilities outlined in the directive. They may be different from an employee's regular University supervisor.

### 3. OVERVIEW AND APPLICABILITY

The University Plan covers all University work environments. To ensure compliance with the University Plan, each University unit is required to develop and implement a unit-specific COVID-19 Prevention Plan that covers all personnel of a unit work area(s). In addition to unit-level plans, work area or site-specific plans are required as necessary and appropriate to address required COVID-19 prevention and control strategies.

Each University unit is required to submit a COVID-19 Safe Start Checklist to the Executive Office to document compliance for their unit. A link to an electronic form will be provided to unit leadership by the Executive Office and kept on file for updating. Attachment A is a template for the Unit or Site-Specific COVID-19 Prevention Plan that units or workplaces can use to complete their required unit-specific or site-specific plan. Please note the following:

- Units are not required to use the template in Attachment A if plans exist in a different format (e.g., individual research labs, UW Medicine hospital and clinics, etc.) or if they prefer to use another format. If an alternative format is used, it must include all six required elements for a plan and align with University policies and procedures (e.g. daily symptom attestation).
- Units with existing plans are required to update their plans as needed to include the required elements in the University Plan, along with any additional industry specific guidelines needed, such as, but not limited to, those for healthcare, dental clinics, COVID-19 research, or construction settings.

### 4. REQUIRED ELEMENTS OF THE UNIVERSITY AND UNIT-SPECIFIC PLANS

Required elements of the University's COVID-19 Prevention Plan are below. These elements are required to be included in all unit-specific COVID-19 Prevention Plans.

- [Maintain social and physical distancing](#)
- [Procedures for sick personnel, symptom monitoring, reporting and response](#)
- [Practice good hygiene](#)
- [Clean and disinfect surfaces](#)
- [Personal protective equipment \(PPE\) and alternative strategies](#)
- [Communication and training](#)

In addition, each University unit is required to designate COVID-19 site supervisors to ensure all elements of the unit-specific COVID-19 Prevention Plan are followed. COVID-19 site supervisors are

expected to keep unit and site-specific plans current with changes to COVID-19 guidelines, regulations and University policies. COVID-19 site supervisors (or designee) should be available during work and class activities.

## 5. ROLES AND RESPONSIBILITIES

The following units and individuals have responsibilities for COVID-19 prevention in the workplace:

### UNIVERSITY CENTRAL ROLE - EXECUTIVE OFFICE

- Develop policies and procedures for safe return to working on site, including testing and contact tracing.
- Develop planning parameters to guide personnel who are eligible to return physically to the workplace in each Phase 1-4.
- Review, evaluate and communicate new state and local requirements, and update policies and procedures accordingly.
- Lead and coordinate University-wide response to COVID-19 including the deployment of the [Advisory Committee on Communicable Diseases](#) (ACCD) and the [Emergency Operations Center](#) (EOC).
- Coordinate any central procurement of COVID-19 cleaning supplies, personal protective equipment, and other equipment.
- Coordinate central expense tracking for state or federal reimbursement.
- Assess University-wide liability and risks.
- Keep unit COVID-19 Safe Start Checklists.

### UNIVERSITY CENTRAL ROLE - UW FACILITIES

(Includes Housing and Food Services, Health Sciences Administration, and facilities at UW Bothell and Tacoma)

- Perform regular building operations and maintenance, enhanced daily cleaning of common areas and COVID-19 exposure cleaning.
- Manage University-wide transportation and parking.
- Train and coordinate University building coordinators.

### UNIVERSITY CENTRAL ROLE - ENVIRONMENTAL HEALTH & SAFETY DEPARTMENT (EH&S)

- Develop University-wide COVID-19 safety policies, plans and guidance documents.
- Perform COVID-19 case follow-up and contact tracing.
- Assist units with COVID-19 Prevention Plans and procedures, including determination of engineering controls necessary to ensure safety.
- Respond to health and safety concerns related to adherence to COVID-19 prevention practices.
- Monitor compliance of COVID-19 prevention measures in the workplace.

### UNIT LEADER (DIRECT REPORT TO PRESIDENT OR PROVOST)

- Identify local personnel who are eligible to return physically to the workplace in each Phase 1-4.

- Oversee the development and implementation of unit COVID-19 Prevention Plan and any site-specific prevention plans.
- Complete a COVID-19 Safe Start Checklist to remain on file with the Executive Office.
- Assign or ensure COVID-19 site-supervisor(s) are assigned to oversee unit and site-specific plan implementation.
- Ensure all personnel are trained on the University Plan and site-specific COVID-19 Prevention Plan. Training must be documented.
- Acquire appropriate personal protective equipment (PPE), cleaning supplies and disinfectants, and other supplies for distribution to personnel.
- Ensure critical tasks **not possible** to be performed while maintaining the current 6-foot separation requirement are reviewed and approved by the unit head or designee, and consult on enhanced safety protocol with EH&S as needed.
- Ensure required COVID-19 signage to communicate protections against COVID-19 is posted.
- Develop strategies to communicate with personnel, COVID-19 site supervisors, and building coordinator(s) to keep unit and/or site-specific plans current with changes to COVID-19 guidelines, regulations and University policies.

### COVID-19 SITE SUPERVISORS

- Develop and ensure adherence with the site-specific COVID-19 Prevention Plan, including social and physical distancing requirements.
- Train direct reports in the workplace on the contents of the unit and site-specific COVID-19 Prevention Plan.
- Keep unit and/or site-specific plans current with changes to COVID-19 guidelines regulations and University policies.
- Be available during work and/or class activities to monitor compliance and answer questions and concerns as needed. This does not require a physical presence at each worksite at all times, but requires a supervisor to have a physical presence as needed to meet the responsibilities outlined as appropriate for the work environment.
- Report COVID-19 Prevention Plan implementation and safety concerns to the supervisor or directly to EH&S.
- The COVID-19 Site Supervisor may be a personnel supervisor, principal investigator, or designee, who is assigned and has the authority to monitor and enforce COVID-19 health and safety requirements and address questions and concerns from personnel.

### PERSONNEL SUPERVISOR

- Train direct reports in the workplace on the contents of the unit and site-specific COVID-19 Prevention Plan (can be delegated to the COVID-19 site supervisor if the individual is different than the personnel supervisor).

- Create schedules for use of workspaces and shared equipment in accordance with the unit or site-specific Prevention Plan.
- Provide instructions on the use, maintenance and disposal of appropriate PPE.
- Review daily symptom attestation report and ensure daily compliance.
- Address or escalate reported or observed safety concerns to the unit or to EH&S.

## PERSONNEL

- Follow all elements of the site-specific COVID-19 Prevention Plan, including completing daily symptom attestation when reporting to work on site.
- Practice social distancing both at your worksite and in other University areas.
- Wear a face covering when required.
- Use PPE, as appropriate or required by the unit or work-site.
- Follow instructions for the use, maintenance and disposal of PPE.
- Follow unit's procedure for using sick time or requesting to telework if you are not feeling well.
- Report COVID-19 symptoms and positive test results to the [Employee Health Center](#).
- Report close contact with a person with COVID-19 to the [Employee Health Center](#).
- Report safety concerns to a supervisor or directly to EH&S.

## BUILDING COORDINATORS

- Ensure cleaning supplies and hand sanitizer are available in common areas of buildings.
- Post University COVID-19 prevention posters at entrances and in common areas of building(s).
- Help disseminate information and updates to building occupants related to COVID-19 prevention and about restricted areas for cleaning in response to COVID-19 cases in a building.
- Attend trainings and coordinating sessions organized by UW Facilities.
- Establish and monitor adherence to access control, building operations, egress routes and emergency procedures as they relate to the University Plan.

## 6. REQUIRED PLAN ELEMENTS

### A. MAINTAIN SOCIAL AND PHYSICAL DISTANCING

All University units must take measures to ensure that all personnel maintain at least 6 feet of distance between individuals (with or without the use of PPE or facemasks/face coverings). Measures to prevent close contact include, but are not limited to:

- Separate work stations by at least 6 feet.
- Allow only infrequent and intermittent passing within 6 feet.
- Segregate entry and exit pathways into building or work area.
- Limit the number of people riding in elevators.
- Remind personnel to maintain social and physical distancing during breaks and at shift start and end times.



- Stagger break times.
- Ensure University personnel take separate vehicles.
- If needed, schedule tasks for a later time and date when protective measures are in place.
- Organize work to break up tasks in a manner that facilitates social distancing or other protective measures.
- Avoid touching other people (e.g., handshakes).

**Additional considerations for laboratories and teaching spaces:**

- Identify and control “choke points” and “high-risk areas” at locations where workers and students typically congregate so that social distancing is always maintained.
- Minimize physical interactions during workplace activities; ensure minimum 6-foot separation by physical barriers, and/or demarking floors with tape. Limit the number of people in a space to allow for a 6-foot separation. Consult with EH&S on proper use and installation of barriers.
- To the extent practical allow only one group/class at a time at the same location/lab/classroom and maintain a 6-foot separation and social distancing for each member. If more than one group/class must be on site at a minimum they must maintain social distancing policies in accordance with this guidance.



**Workspace organization and occupancy**

- Require one-at-a-time access at designated drop-off/pick-up points.
- Use drop boxes or bins to collect and distribute shared equipment, mail and other items that must be passed from one person to another.
- Small, narrow offices/facilities on the order of 100-150 square feet can likely accommodate only one person at a time.
- Square or rectangle work areas larger than 200 square feet can likely accommodate more people, but keep the number to a minimum.

***Rule of thumb:***  
*These square footage specifications are guidelines only. In general, occupants must be able to enter, work in and exit the space while maintaining 6' of physical distance from other occupants.*

**Work schedules**

- Coordinate work schedules to minimize the number of people in a work area at the same time.
- Maintain a log of visitors to the worksite and keep the log for at least four weeks.

**Building engineering controls (*Requires consultation with EH&S*)**

- Install barriers that block direct pathways between people.
- Create layouts that prevent air pathways of at least 6 feet.
- Consider enhancing ventilation to provide a sufficient clean air supply to work area.

**B. PROCEDURES FOR SICK PERSONNEL, SYMPTOM MONITORING, REPORTING AND RESPONSE**



University units are required to take measures to prevent sick personnel from entering the worksite, including symptom monitoring, and reporting suspect and confirmed COVID-19 cases and close contacts.

## Symptom monitoring

Personnel who are sick or experiencing even mild symptoms of illness, ***must stay home***. If symptoms of illness are experienced by an individual while on a University work site, the individual must leave the worksite.

Follow the University's daily [symptom screening or attestation](#) requirements to **prevent sick personnel from coming to work** and identify personnel who exhibit signs or symptoms of COVID-19 illness. Units with personnel who do not have access to Workday can implement their daily symptom screening process following the [University's Guidance for Symptom Monitoring](#).

Personnel who experience symptoms of [COVID-19 infection](#), including fever (100.4 degrees or higher), cough, shortness of breath, loss of taste and/or smell, chills, sore throat, runny nose, headache, muscle pain and gastrointestinal symptoms, such as nausea, vomiting or diarrhea, are required to follow these instructions:

1. **Stay Home: If you are sick, you *must* stay home.** Even if you have mild symptoms.

- Separate yourself from others. Avoid common areas where people gather.
- Practice good hygiene.
- Wear a mask or other approved facial covering.



2. **Contact your health-care provider** in

advance. Please do not show up at a clinic, urgent care center or other health-care facility without contacting them first. If your health-care provider suspects that you have COVID-19, they should arrange for COVID-19 testing in accordance with public health guidance. The [EH&S Employee Health Center](#) can also facilitate COVID-19 testing through UW Medicine.

3. **Contact the [Employee Health Center](#):** If your health-care provider confirms or suspects that you have COVID-19, you are **required** to **contact the EH&S Employee Health Center**. The EH&S Employee Health Center can facilitate COVID-19 testing through UW Medicine.

University units are required to direct personnel to follow the steps in the FAQ "[What do I do if I feel sick?](#)" which includes the above information.

## Health Surveillance – Daily Symptom Attestation

Daily symptom attestations are **required** at the University of Washington for personnel who work on site at a University work location. Some workplaces with unique considerations may implement health surveillance to identify early signs of infection and separate workers who may present a risk to others. University units may conduct health surveillance for personnel who reside at a University property (e.g., research vessel) and are not able to isolate or return home when sick. Workplaces that implement these measures should work closely with the EH&S Employee Health Center.

## Reporting illness and Close Contact

University units and personnel are **required to report to** a University [Employee Health Center](#):

- **Suspected or confirmed cases of COVID-19.** This includes any individual who has spent time in a University location, including, but not limited to, all personnel, whose healthcare provider has suspected or confirmed COVID-19 illness.
- **Close contacts with individuals who have COVID-19.** This includes an individual who has a household member with COVID-19 or has had close contact with someone with COVID-19. [Close contact includes](#) being within approximately 6 feet of a person with confirmed COVID-19 for more than a few minutes, having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on, kissing, sharing utensils) or living with a person who has COVID-19. The individual is required to follow the isolation requirements as established by public health agencies and are outlined in the FAQ [“I have been in close contact with a person with COVID-19. What should I do?”](#)

## University Response- EH&S Contact Tracing

When notified of a person with suspected or confirmed COVID-19, the University, through EH&S, takes the following steps to maintain the health and safety of the campus community. The University is in ongoing coordination with local health departments on COVID-19 response efforts and complies with applicable privacy requirements. Response activities include:

- Obtain details about the person’s symptoms, locations on campus and close contacts.
- Conduct a risk assessment to determine an action plan. The plan may include:
  - Provide a recommendation for and/or assistance with self-isolation.
  - Notify the school, and/or work unit.
  - Notify individuals or groups who were in close contact (within 6 feet, for more than a few minutes) with the ill person within 48 hours prior to the development of symptoms. Close contacts will be provided with public health recommendations that includes staying home (quarantine) and monitoring their health for 14 days and getting tested for COVID-19. For more information, read the FAQ [“How does the UW follow up with close contacts of a person who tested positive for COVID-19?”](#)
  - Evaluate the specific locations where the person spent time on campus for [enhanced cleaning and disinfection](#) in accordance with guidance from the Centers for Disease Control and Prevention (CDC). Enhanced cleaning and disinfection is conducted in spaces where an ill person spent time 48 hours prior to symptoms developing through seven days after the person last spent time in a University space.
- Return to work information: Per public health guidance, the EH&S Employee Health Center provides instructions for returning to the workplace to individuals who have COVID-19, close contacts of individuals who have COVID-19, University/unit representatives and UW Human Resources.



- The identity of individuals with COVID-19 and their close contacts is not publicly disclosed. It remains private among University representatives involved in the public health response including EH&S representatives, unit representatives as needed and UW Human Resources.
- For information about the University's response to a COVID-19 case on campus, read the FAQ ["How does the UW respond when a member of the UW community has confirmed COVID-19?"](#)

### Human Resources Assistance

UW Human Resources (HR) and Academic Human Resources (AHR) provide resources for [staff](#) and [academic personnel](#) regarding **time away from work**; talk with your HR consultant or AHR Business Partner with issues pertaining to your work area.

Guidance and protections for those at [higher risk for developing more serious COVID-19 illness](#) are also on the HR website.

University units are asked to refrain from requesting sick personnel to provide a doctor's note to excuse their absence.

## C. PRACTICE GOOD HYGIENE

**Supervisors are required to remind personnel they can reduce the risk of spreading COVID-19 by doing the following:**

- Wash hands often with soap and water for at least 20 seconds. If water is not available, use hand sanitizer with at least 60% alcohol content.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Avoid contact with people who are sick.
- Stay home while sick and avoid close contact with others.
- Cover your mouth and nose with your elbow or a tissue when coughing or sneezing, and immediately dispose of the used tissue.
- Secondary handwashing or sanitizing stations may be set up with either hand sanitizer or wipes/towelettes.



**Personnel must have access to soap and running water to wash their hands** after touching any surface or tool suspected of being contaminated, before and after eating or using the restroom, and before touching their face.

**Place posters in visible locations to remind personnel of key moments to wash hands:**

- **Before, during, and after** preparing food
- **Before** eating food
- **Before and after** caring for someone at home who is sick



- Before and after treating a cut or wound
- Before exiting the laboratory
- After using the toilet
- After contact with high touch surfaces (e.g., elevators, lobby areas, reception desks, etc.)
- After blowing your nose, coughing, or sneezing
- After removing gloves or other personal protective equipment.
- After touching an animal or animal waste
- After touching garbage

[Stay Healthy, Huskies - Toolkits](#)

[CDC – What you need to know about handwashing](#)

## D. CLEAN AND DISINFECT SURFACES

University units are required to clean and disinfect their worksite surfaces and equipment regularly. They are required to provide cleaning and disinfection products, along with the appropriate PPE and instructions for the frequency and safe use of products. University custodial units will clean high touch surfaces in common areas of buildings such as restrooms, stairwells and elevators. The University maintains a [central procurement site](#) for COVID-19 cleaning supplies and PPE.

### University units:

- Keep a cleaning schedule to maintain general housekeeping to prevent buildup of dirt and clutter.
- Make cleaning supplies available for workers to do spot cleaning when necessary.
- Consider placing nonporous covers on frequently touched surfaces that cannot be easily cleaned, such as fabric or foam. The covers should be a surface that can be cleaned easily or something that can be changed between users.
- Purchase single use disinfectant wipes for touch points within their workspaces.

### Frequency



Clean and disinfect work areas regularly, as well as to clean high touch areas daily, between uses, or when unclean, to help prevent the spread of coronavirus.

Clean and disinfect frequently touched surfaces (e.g., doorknobs, tables, computer keyboards, handrails, exercise rooms) regularly to maintain a visibly clean state (no obvious soiling, smearing, or streaks).



- For surfaces touched by multiple workers, clean and disinfect on a frequent schedule, or between workers.
- For surfaces touched by one individual, clean and disinfect periodically, at least once per shift or when unclean, as a minimum.
- Wipe down shared equipment after each use.

### Safe use of products

Follow the manufacturer's instructions for use of all cleaning and disinfecting products, and use personal protective equipment as required.



Use one of the following to disinfect hard, non-porous surfaces:

- An EPA-registered disinfectant approved for use against SARS-CoV-2 or
- An alcohol solution with at least 70% alcohol or
- A 10% bleach/water solution

Avoid putting disinfectant gels or liquids on electronics and other equipment, including elevator buttons, unless they have been indicated as safe to use on those devices.

EH&S developed [resources](#) to assist units safely use disinfectants to prevent the spread of COVID-19.

- [COVID-19 Enhanced Cleaning and Disinfection Protocols](#)
- [COVID-19 Prevention Protocol for Food Establishments](#)
- [COVID-19 Chemical Disinfectant Safety Information](#)

## E. PERSONAL PROTECTIVE EQUIPMENT (PPE) AND ALTERNATIVE STRATEGIES

**PPE is the last line of protection and does not replace the need for physical distancing and other exposure prevention methods. Face coverings are required indoors where other people are present because keeping at least a 6-foot distance *may* not be possible. Face coverings are required outdoors where keeping at least a 6-foot distance from other people may not be possible. Units are required to conduct an assessment and determine the required personal protective equipment (PPE) for their personnel. See the [EH&S COVID-19 PPE Risk Level Selection Guide](#) and the [EH&S Guidelines for Personal Protective Equipment](#) for additional guidance on the selection and use of PPE.**

The information in this section is not meant to be exhaustive, and is subject to change as the situation evolves. EH&S recognizes that each unit may have its own unique PPE considerations, conservation solutions, and alternative strategies. Please contact EH&S for consultation regarding PPE use.

- **Facemasks** primarily prevent exposures to others when the wearer coughs or sneezes. Facemasks do *not* replace the need for social and physical distancing, frequent handwashing, avoiding touching the face, and staying away from people who are ill.
  - **Medical/surgical mask** use is prioritized for health-care providers; these are also used by University personnel doing in-person work to support critical operations where they may not be able to maintain a distance of at least six feet between themselves and others at all times.
  - **Face coverings**, per the [Public Health-Seattle & King County, public health directive](#) and workplace health and safety requirements, are **required** indoors where other people are present because keeping at least a 6-foot distance may not be possible. This includes common areas such as hallways, stairways, restrooms and elevators. Face coverings are required outdoors where keeping at least a 6-foot distance from other people may not be possible. Cloth face coverings do *not* replace or supersede job-specific PPE requirements.
  - Refer to the [Guidance on Facemask Use for Preventing the Spread of COVID-19](#) and the [Facemask Focus Sheet](#) for more information, which includes links to instructional posters and videos to wear facemasks safely.
- **Face shields** can prevent direct exposure to expelled droplets and provide splash/spray protection from disinfectants. This may also prolong the life of facemasks.
- **Respirators** require care in use and management under the University [Respiratory Protection Program](#), which complies with [WAC 296-842](#). Respirators are not normally recommended for social distancing purposes, but may be appropriate where workers must have close proximity to others during certain job tasks as identified by a PPE risk assessment.



Workers should not touch their mouth, nose, eyes and nearby surfaces when putting on, using and removing PPE and masks. Wash hands before putting on and after removing PPE and masks. The order of [removal of PPE \(doffing\)](#) is important to prevent cross contamination and is to be reviewed with personnel.

Refer to the [EH&S COVID-19 Risk Level Selection Guide](#) and the [EH&S Guidelines for Personal Protective Equipment](#) for additional guidance on the selection and use of PPE.

### Conservation of PPE

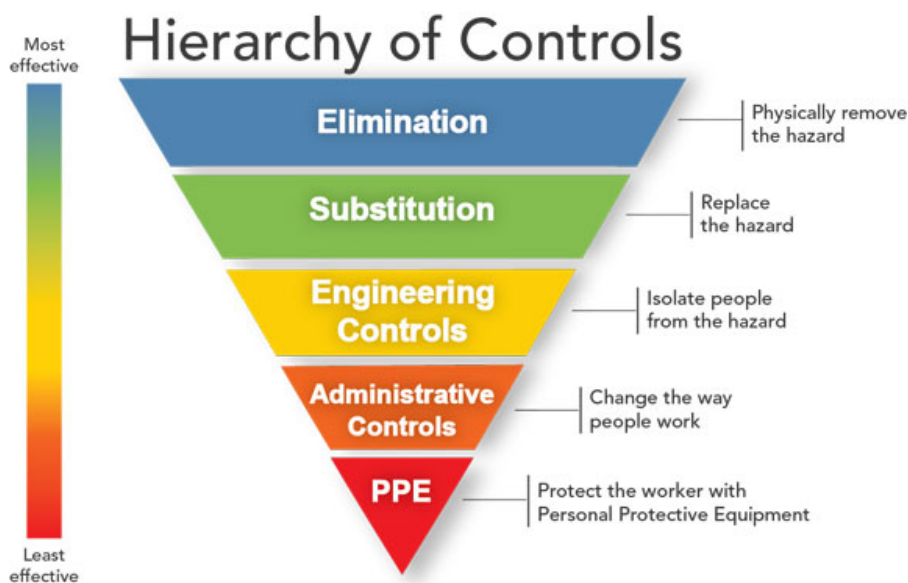
With the expanding COVID-19 pandemic, EH&S recommends measures to [conserve personal protective equipment \(PPE\)](#) while maintaining our commitment to provide a safe and healthful place for employment and learning. These PPE conservation measures align with current guidance from the [CDC](#) and [Public Health Seattle-King County](#) and are based on existing policy from UW Medicine. For those engaged in patient care, please refer to the [UW Medical Center Personal Protective Equipment \(PPE\) Conservation Guidance](#).

### Alternative strategies

PPE, while important in minimizing the potential exposure to the virus that causes COVID-19 illness, is least effective and should **not** be relied on as the single control to protect personnel. If personnel must perform a job task deemed critical, and during which maintaining a 6-foot distance is not possible, after exhausting all other options, PPE is required and alternative strategies should also be considered. These tasks, in general, should be infrequent and for a limited duration and approved by the unit.

Alternative strategies may involve eliminating exposure to the hazard and should be considered first. If these options are not possible, consider engineering and/or administrative control measures together to best protect personnel.

The strategy used for the selection of controls is called the “hierarchy of controls” which prioritizes the types of controls that are most effective in eliminating or reducing the risk of exposure to the hazard. Depending on the risk of transmission, one or more control strategies may be required to reduce the risk.



### Steps for selecting and implementing an alternative strategy:

1. Request EH&S review and unit leadership approval to consider an alternative strategy.
2. Develop or document a [job hazard analysis](#) (JHA) that identifies the hazards and control strategies to minimize the risk of exposure.
3. Train personnel on alternative strategies use. Document the training.

## F. COMMUNICATION AND TRAINING:

Units are required to communicate to personnel about COVID-19 prevention on campus and to train on the contents of the University Plan and site-specific COVID-19 Prevention Plan. This includes information and guidance on social distancing, staying home if you are sick, symptom attestation, proper hygiene measures, cleaning and disinfection procedures, and PPE. Training is required for all personnel and must be documented.

The University’s general [COVID-19 Safety Training](#) is required for all University personnel. In addition, units (e.g., site-supervisor or personnel manager) are required to train personnel on the contents of the unit or site-specific COVID-19 Prevention Plan. Attachment B can be used to document unit or site-specific COVID-19 training. Unit or site-specific training is conducted at all locations on the first day of returning to work, reviewed weekly and as updates are made, to explain the protective measures in place for all personnel. Training is required to be provided in a language best understood by personnel.



## Communicate Safe Practices

All University units are required to communicate to personnel about ways to prevent the spread of COVID-19, including reviewing their unit and worksite-specific procedures for COVID-19 prevention.

The [UW Stay Healthy, Huskies](#) webpage has posters and graphics in various formats for you to post and communicate in your work area. Download and place posters in common areas, such as in break rooms, lunch rooms, lobbies and bathrooms.

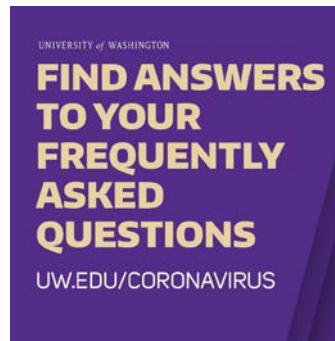
- Download the *STOP! Feeling Sick?* poster to remind sick personnel to stay home and report COVID-19 symptoms to the EH&S Employee Health Center.
- Download the *Stay Healthy, Huskies* and *5 Steps to Wash Your Hands the Right Way* posters to encourage good hygiene in the workplace.

The University's [Novel coronavirus & COVID-19: facts and resources](#) webpage provides information about COVID-19 for the campus community and is updated regularly. Encourage personnel to read guidance from the [Frequently Asked Questions](#), including:

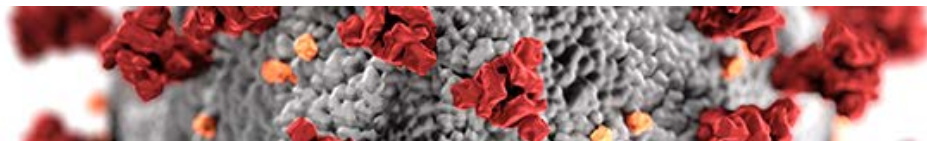
- *What do I do if I feel sick?*
- *I have been in close contact with someone who has COVID-19. What should I do?*

## Hazard Communication

If personnel work with chemical disinfectants it is important to communicate the potential hazards and safety measures. Chemical disinfectant exposure may cause health issues if used improperly, so it is important that health and safety considerations are accounted for prior to product use. EH&S has provided information about [working safely with disinfectants](#) as well as guidance and program documents related to PPE and how to properly use it. For additional information about chemical safety please visit the [EH&S Chemical Hazard Communication](#) webpage.







## 7. NOVEL CORONAVIRUS (COVID-19) RESOURCES

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[CDC Coronavirus \(COVID-19\)](#)

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[EPA Disinfectants for Use Against SARS-CoV-2](#)

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[OSHA COVID-19](#)

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[UW DEOHS: Safer Cleaning, Sanitizing and Disinfecting Strategies to Reduce and Prevent COVID-19 Transmission](#)

[UW EH&S COVID-19 Health & Safety Resources](#)

[UW Novel coronavirus & COVID-19: facts and resources](#)

[UW Stay Healthy, Huskies - Toolkit Downloads \(Posters, Media\)](#)

[UW Clean and Safe Storefront](#)

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[WA DOH - Novel Coronavirus Outbreak 2020](#)

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[WA L&I DOSH DIRECTIVE 1.70 General Coronavirus Prevention Under Stay Home-Stay Healthy Order](#)

[WA L&I Dealing with COVID-19 \(coronavirus\) in Construction](#)



[WA L&I Coronavirus \(COVID-19\) Prevention: General Requirements and Prevention Ideas for Workplaces](#)

[WA L&I Directive 11.80 Temporary Enforcement Guidance Annual Fit-Testing for N95 Filtering Facepieces and Respirator/Face Covering Selection During the COVID-19 Outbreak](#)

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Please contact EH&S at [ehsdept@uw.edu](mailto:ehsdept@uw.edu) or call 206.543.7262 with questions or for assistance.

Concerns about COVID-19 safety can be reported anonymously to EH&S via an [online form](#).

*This document will be updated as regulations and public health guidance change.*



ATTACHMENT A:

UNIT OR SITE-SPECIFIC COVID-19 PREVENTION PLAN TEMPLATE

University units are required to document their workplace COVID-19 prevention measures and review them with personnel. This template may be used for that purpose and used at a work-site level or department level as appropriate for the unit. If an alternative format is used (e.g., Return to In-Person Research Plan), it must include all six required elements for a plan and align with University policies and procedures (e.g., daily symptom attestation).

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| Date: 8/28/20   | Completed By: Marcia Feinstein-Tobey and Eric Ames |
| Name of COVID-19 Site-Supervisor: Marcia Feinstein-Tobey  |  |
| Unit Name: Department of Cinema and Media Studies (CMS)   | Worksite Location(s): Padelford Hall B-531         |
| Unit COVID-19 Prevention Plan and Plan Location: <a href="https://cinema.washington.edu/resources">https://cinema.washington.edu/resources</a> and hard copy in PDL B-531 |  |

| MANAGEMENT AND OVERSIGHT                        | Check all that apply (all required):  | Describe:   |
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| 1. COVID-19 Prevention Plan and Site-Supervisor | <ul style="list-style-type: none"> <li>x A COVID-19 supervisor is assigned to ensure all of the elements of the site-specific COVID-19 Prevention Plan are followed.</li> <li>x The COVID-19 site supervisor will keep the site-specific plan updated and current with changes to COVID-19 guidelines, regulations and University policies.</li> <li>x The COVID-19 site supervisor will keep the site-specific plan onsite in paper or electronically so it is available to all personnel.</li> <li>x The COVID-19 site supervisor will train personnel on the contents of the plan and updates made.</li> </ul> | <p>Site-specific training will be conducted via Power Point, Zoom, shared drive, and email.</p> <p>If supervisor is not on site, she can be contacted via email: <a href="mailto:maf@uw.edu">maf@uw.edu</a></p> |



|  | <ul style="list-style-type: none"> <li>x The COVID-19 site supervisor or designee is available to respond to issues and questions during work and class activities.</li> </ul>   |  |
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| SOCIAL AND PHYSICAL DISTANCING   | Check all that apply (all required as possible):   | Describe:  |
| <p>2. Describe how you are implementing the social distancing requirements (maintaining 6+ feet spacing between people, minimizing interpersonal contact).</p> | <ul style="list-style-type: none"> <li>x Telework options offered</li> <li>x Shifts/breaks times/start times staggered</li> <li>x Maximum space capacity determined based on room size</li> <li>x In-person meetings (conference call, virtual) limited</li> <li>x Non-critical in person meetings postponed</li> <li>x Spread out work areas/physically separate workstations</li> <li>x Allowing only infrequent/intermittent passing within 6 feet in between personnel</li> <li>x Minimizing the number of people in a work area</li> <li>x Designated drop-off/pick-up areas for shared tools and equipment</li> <li>x Barriers to block direct pathways between individuals are installed</li> <li>x Layouts to prevent air pathways less than 6 feet have been created</li> <li>x Ensuring good ventilation in work areas</li> <li>x Tasks have been rescheduled</li> <li>x Work tasks have been modified</li> <li>x Organizing work tasks to facilitate social distancing</li> </ul> | <p>Main office (B-531) is a shared space with one copy machine, faculty and staff mailboxes, and two work stations: Marcia's and a common desk. The common desk will be closed off. The copy machine will be shielded by a plexiglass barrier and will be sanitized before and after each use. Marcia's desk will be shielded by a plexiglass barrier. The mailboxes will be cleaned with sanitizing spray after each use. Only one person allowed at the copy machine or the mailboxes at a time, so only 1 person allowed in B-531 at a time with face covering. Marcia's desk area (in a separate office space) will be limited to herself only.</p> <p>With two exceptions, all offices (including those with two or more workstations for TAs) may be occupied by no more than 1 person at a time. The two exceptions are the main office (B-531) and the</p> |



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|  |  | <p>chair's office (B-537), which may accommodate a maximum of 2 people at a time with PPE and social distancing.</p> <p>Conference room (B-527/8) has 2 workstations, graduate student mailboxes, one sofa, one large table for meetings, and a kitchenette (coffee pot, tea pot, fridge, microwave). Workstations will be located at opposite ends of the rectangular room, ca. 10 feet apart. Kitchenette will be closed. Center table may be used for 1 or 2 people, if no one is at the computer workstations, and will be sanitized after use. Room may accommodate a maximum of 2 people at a time with PPE and social distancing. Room reservation will be required. Faculty meetings and all committee meetings will be conducted remotely.</p> <p>Equipment room (B-536) holds office supplies and DVD collection. Maximum occupancy: 1 person at a time. DVD covers will be disinfected</p> |
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|  |   | <p>upon return and prior to re-shelving. Door handles will be sanitized after each use.</p> <p>Hallways allow for six feet of distance between individuals, if caution is taken around doorways.</p> <p>Men's and women's restrooms: posted signs will require social distancing as much as possible (which is also what building signs will require).</p> |
| <p>3. Describe how you are communicating social distancing requirements to personnel, students, vendors, contractors and visitors.</p> | <ul style="list-style-type: none"><li>x <a href="#">Posters</a>/signage/floor markings installed or posted</li><li>x Communicating during staff meetings</li><li>x Email communication</li><li>x Establishing policies and procedures</li><li>x Providing <a href="#">notice to vendors/contractors</a></li></ul> | <p>Posters and signage will be posted in hallways, main office, and conference room. Email, Zoom, and shared drive will be used for training and communication of policies, procedures, and updates.</p> <p>Contractors (carrier services) will be notified via signage about required face covering before entering office.</p>                           |



| <p>4. Describe critical tasks <b>not possible</b> to be done while maintaining the 6-foot distance. Unit head pre-approval required.</p> | <p>Describe task, frequency, duration and required PPE and safety measures in place. If none, specify none.</p> <p>None</p>  |   |
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| <p>PRECAUTIONS FOR SICK PERSONNEL</p>  | <p>Check all that apply (all required as possible):</p>  | <p>Describe:</p>  |
| <p>5. Describe how you are preventing people with symptoms from coming to the site and/or working while sick.</p>                        | <ul style="list-style-type: none"> <li>x Performing daily symptom screening or attestation for personnel who work on-site at a UW work location</li> <li>x Following UW policies for time away from work</li> <li>x Informing and requiring personnel who may be ill or symptomatic to stay (or go) home</li> <li>x Requiring close contacts of COVID-19 cases to stay or go home</li> <li>x Consulting with <a href="#">EH&amp;S Employee Health Center</a></li> <li>x Discussing accommodations for <a href="#">personnel at higher risk</a> of severe illness with your HR Consultant or DSO for academic personnel</li> <li>x Keeping a log of visitors to the work-site (maintain for 4 weeks)</li> </ul> | <p>Visitors will be asked to sign log book posted on table in hallway, providing name, date, and phone number.</p> <p>Higher risk personnel have been and will continue to be encouraged to work remotely.</p>  |
| <p>6. Describe practices for responding to suspected or confirmed COVID-19 cases.</p>  | <ul style="list-style-type: none"> <li>x Informing personnel with <a href="#">COVID-19 symptoms</a> to stay home, contact their healthcare provider and to notify the <a href="#">Employee Health Center</a></li> <li>x Informing personnel <b>with suspect or confirmed COVID-19</b> to stay home and notify the <a href="#">Employee Health Center</a></li> <li>x Informing personnel who have had <b>close contact</b> with someone with COVID-19 to stay home and notify the <a href="#">Employee Health Center</a></li> <li>x Performing <a href="#">enhanced cleaning and disinfection</a></li> </ul>  | <p>We will use email to inform personnel and to notify EHC.</p> <p>In the event of a suspected or confirmed contamination, we will notify personnel and notify EH&amp;S for assessment and instructions. We</p> |





|   |   | will follow EH&S instructions for enhanced cleaning and disinfection of space.  |
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| CLEANING AND DISINFECTING   | Check all that apply (all required):  | Describe:   |
| 7. Describe the procedures used to clean and disinfect general areas and high-touch surfaces. This includes the cleaning frequency and areas/items to be cleaned. | <ul style="list-style-type: none"><li>x Following a cleaning schedule</li><li>x Cleaning supplies are available for spot cleaning</li><li>x Cleaning and disinfecting high touch surfaces daily, between uses or when unclean</li><li>x Wiping down shared equipment/objects after each use (e.g., door/refrigerator/microwave handles)</li><li>x Following <a href="#">COVID-19 Enhanced Cleaning and Disinfection Protocols</a></li></ul> | We will follow a regular schedule, with twice-daily cleaning of common spaces (main office and conference room) by staff and chair and daily cleaning of offices by occupants (their desks, door knobs, any high-touch surfaces). Kitchenette will be closed. Disinfectant spray and disposable towels or wipes will be available in all common touch areas and sanitizing will be required before and after use (door knobs, copy machine, common use workstations). |



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| <p>8. List the product(s) used to clean and disinfect.</p>                           | <p><i>Check all that apply:</i></p> <p>X Alcohol solution with at least 70% alcohol (includes wipes)</p> <p>X 10% bleach/water solution (Clorox Cleaner + Bleach)</p> <p><input type="checkbox"/> <a href="#">EPA-registered disinfectant for use against SARS-CoV-2:</a></p> <p>a. Manufacturer: _____</p> <p>b. Name: _____</p> <p>c. EPA Registration #: _____</p> | <p>From UW Storefront:</p> <p>Clorox Cleaner + Bleach;<br/>Disinfecting Wipes; Hand Sanitizer.</p> <p>From Other Vendor:</p> <p>Masks, gloves, 99% Isopropyl Alcohol and spray bottles, paper towels.</p>   |
| <p>9. Describe the safety precautions that are taken when using disinfectant(s).</p> | <p>x Reviewing safety data sheet (SDS) for each product</p> <p>x Reviewing <a href="#">COVID-19 Chemical Disinfectant Safety Information</a></p> <p>x Following manufacturer's instructions for products use</p> <p>x Using personal protective equipment</p>   | <p>We will provide gloves for people using cleaning supplies. If they accidentally get cleaning product in their eyes, we will file an incident report with EH&amp;S.</p> <p>All employees will be asked to provide and wear their own masks. The unit will provide disposable masks as needed.</p> |
| <p><b>GOOD HYGIENE</b></p>   | <p><b>Check all that apply (all required):</b></p>  | <p><b>Describe:</b></p>   |



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| <p>10. Describe methods used to encourage good hygiene practices.</p>                 | <ul style="list-style-type: none"> <li>x Providing soap and running water</li> <li>x Providing hand sanitizer and/or wipes/towelettes</li> <li>x Asking personnel to avoid touching others</li> <li>x Using <a href="#">reminders</a> to wash hands frequently, correctly at key moments, avoid touching face with unwashed hands, cover mouth when coughing or sneezing</li> </ul>  | <p>Sanitizing stations will be provided at key locations. Hygiene signs (reminders) will be posted in or around main office, conference room, and bathrooms.</p>   |
| <p><b>PERSONAL PROTECTIVE EQUIPMENT</b></p>   | <p><b>Check all that apply:</b></p>  | <p><b>Describe:</b></p>  |
| <p>11. Provide personal protective equipment (PPE) and guidance on how to use it.</p> | <ul style="list-style-type: none"> <li>x Face shields and/or eye protection is worn.</li> <li><input type="checkbox"/> Respirators are worn.</li> <li><input type="checkbox"/> Surgical/medical masks are worn.</li> <li>x Face coverings (cloth) are worn indoors when others are in the work area and outdoors when a 6 foot distance from others cannot be maintained.</li> <li>x Providing instructions on the use, care, cleaning, maintenance, removal, and disposal of PPE</li> </ul> | <p>Face coverings will be required in hallways and all shared areas (main office, conference room, bathrooms). Instructions on use, care, cleaning, and removal of masks will be posted in hallways, main office, and conference room.</p> |
| <p><b>COMMUNICATION AND TRAINING</b></p>  | <p><b>Check all that apply (all required):</b></p>   | <p><b>Describe:</b></p>  |
| <p>12. Communicate safe practices.</p>  | <ul style="list-style-type: none"> <li>x Personnel completing UW general COVID-19 Safety Training</li> <li>x Providing documented safety training to personnel on site-specific COVID-19 Prevention Plan initially and updates communicated</li> <li>x <a href="#">Posters</a>/signage installed and/or posted in the worksite</li> </ul>  | <p>Site-specific training will be conducted via Zoom, shared drive, and email.</p> <p>Posters and signage will be posted in and around the main office,</p>  |



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|  | <ul style="list-style-type: none"><li>x Email communications</li><li>x Covering COVID-19 safety information in staff meetings</li><li>x Sharing information from the <a href="#">UW Novel coronavirus &amp; COVID-19: facts and resources</a> webpage</li></ul> | hallways, conference room, and bathrooms.<br>Safety information will be covered in all staff and faculty meetings. |
| 13. Communicate hazards and safeguards to protect personnel. | <ul style="list-style-type: none"><li>x Providing information about <a href="#">working safely with disinfectants</a></li><li>x <a href="#">Communicating the hazards and safeguards</a> required to protect individuals from exposure</li></ul>                | Information will be posted at each location where products are stationed.  |



**ATTACHMENT B:  
Sample Training Documentation Form for  
Unit or Site-Specific COVID-19 Prevention Plan**

| <b>Workplace/Lab Name</b>        |                           |                  |
|----------------------------------|---------------------------|------------------|
| <b>Documentation of Training</b> |                           |                  |
| <b>COVID-19 Prevention Plan</b>  |                           |                  |
| <b>Name</b>                      | <b>Training Date</b>      | <b>Signature</b> |
| Click here to enter name.        | Click here to enter date. |                  |
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**By signing this log, you confirm that you have been provided with COVID-19 safety training, that the content of the training is understood, and that you have had an opportunity to ask questions.**