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 University locations. The measures are based on Washington state COVID-19 reopening guidance; the regulatory directive of the Washington State Department of Labor & Industries (WA L&I), Division of Occupational Safety and Health (DOSH) Directive 1.70 General Coronavirus Prevention in the workplace; and guidance from local public health agencies. This plan is 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. COVID-19 site supervisors have specific responsibilities outlined in WA L&I guidance. 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. In addition to unit-specific plans, 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 (listed in section 5) 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, such as, but not limited to, those for healthcare, dental clinics, COVID-19 research, or construction settings.

4. 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 on-site work, including testing and contact tracing.
- Develop planning parameters to guide personnel who are eligible to work on site in each recovery Phase established by the state.
- 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 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.
- Retain unit COVID-19 Safe Start Checklists.

UNIVERSITY CENTRAL ROLE - UW FACILITIES

(Includes Housing and Food Services 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 work on site in each recovery Phase established by the state.
• 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 with EH&S on enhanced safety protocols, as needed.
• Ensure posting of required signage related to COVID-19 protections.
• 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 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 personnel supervisor or 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 PPE.

• Review daily symptom attestation report and ensure compliance.

• Address or escalate reported or observed safety concerns to a unit leader or to EH&S.

PERSONNEL

• Follow all elements of the site-specific COVID-19 Prevention Plan, including completing daily symptom attestation when reporting to on-site work.

• Practice physical 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 worksite.

• Follow instructions for the use, maintenance and disposal of PPE.

• Follow unit’s procedure for using sick time or requesting to telework if you have any COVID-19 symptoms.

• Get tested if you have COVID-19 symptoms.

• Report COVID-19 positive test results to the EH&S COVID-19 Response & Prevention Team.

• Report close contact with a person with COVID-19 to the EH&S COVID-19 Response & Prevention Team.

• 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 distribute information and updates to building occupants related to COVID-19 prevention and response efforts.
• 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.
• Perform activities as outlined in the Facilities Building Readiness Guidelines.

5. REQUIRED PLAN ELEMENTS

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

A. Physical distancing
B. Procedures for sick personnel, symptom monitoring, reporting and response
C. Good hygiene
D. Cleaning and disinfecting
E. Personal protective equipment (PPE) and alternative strategies
F. 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.

A. MAINTAIN PHYSICAL DISTANCING

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

• Separate workstations 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 in elevators.
• Remind personnel to maintain physical distance 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 physical 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 physical 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 physical distancing for each member. If more than one group/class must be on site, at a minimum, they must maintain physical 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 (e.g., 100-150 square feet) can 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.

For more information, see the Room Occupancy Limits Guidance on the EH&S website.

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 30 days.

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.

• When possible, open windows.
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 suspected and confirmed COVID-19 cases and close contacts.

Symptom monitoring

Personnel who are sick or experiencing even mild symptoms of illness, must stay home, even if they are vaccinated against COVID-19. If symptoms of illness are experienced by an individual while at a University worksite, the individual must leave the worksite.

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

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

Stay home: If you are sick, you must stay home and away from other people, even if you're vaccinated and/or have mild symptoms. 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 information below.

1. Get tested for COVID-19

- **If you are enrolled in the Husky Coronavirus Testing program**, report your symptoms in your daily symptom survey, and you will receive testing instructions from the Husky Coronavirus Testing program. Stay home while you have symptoms and until you receive your test result. Do not go to school or work until you receive your test result, even if you feel better.

- **If you are not enrolled in the Husky Coronavirus Testing program**, you can get tested with your personal health care provider or at a public testing site (see below). UW community members can contact the UW EH&S COVID-19 Response and Prevention Team at covidehc@uw.edu or 206.616.3344 to discuss testing options.

  Free testing through local public health departments:
  - Public Health — Seattle & King County testing sites
  - Pierce County testing sites
  - Snohomish Health Districts testing sites

2. Notify the UW EH&S COVID-19 Response and Prevention Team as soon as possible if you test positive for COVID-19.
• UW Seattle, Bothell, and Tacoma students, staff, faculty and other academic personnel should contact the COVID-19 Response and Prevention Team at covidehc@uw.edu or 206.616.3344.

• UW medical center personnel should contact their respective employee health services.

3. Follow public health guidelines to help you recover and protect others from getting sick. These actions include staying home and physically away from people and pets, wearing a face covering, and being stringent about hygiene. Read the FAQ “What do I do if I have confirmed or suspected COVID-19?” on the UW COVID-19 frequently asked questions webpage for more information about steps you'll need to take. You can also learn more from Public Health — Seattle & King County and the Washington State Department of Health.

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, regardless of vaccination status.

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 COVID-19 Response and Prevention Team.

Reporting illness and close contact exposure

University units and personnel are required to report to the EH&S COVID-19 Response and Prevention Team:

• Suspected or confirmed cases of COVID-19. This includes any University employee or student who receives a positive test result for COVID-19.

• Close contact with individuals who have COVID-19. Close contact means being within 6 feet of a person with COVID-19 for a cumulative total of at least 15 minutes during a 24 hour period (even if both individuals were wearing face coverings), living with or caring for a person who has COVID-19, or having direct contact with infectious secretions (e.g., being coughed on, kissing, sharing utensils). The exposed individual is required to follow the quarantine requirements outlined in the FAQ “I may have been exposed to COVID-19. What should I do?”

  o Washington Exposure Notifications – WA Notify mobile app is a tool to alert users if they may have been exposed to a COVID-19 positive person. University employees and students are encouraged to download or activate the app on their mobile devices.

University response- EH&S contact tracing

When notified of a person with suspected or confirmed COVID-19, the University’s COVID-19 Response and Prevention Team takes the steps listed below to maintain the health and safety of the campus community. The University is working in coordination with local health departments on COVID-19 response efforts and complies with applicable privacy requirements.

The University's case 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:
  o Provide a recommendation for and/or assistance with self-isolation.
  o Notify the academic and/or work unit.
  o Notify UW-affiliated individuals or groups who were in close contact with the COVID-positive person within 48 hours prior to the development of symptoms (or, if asymptomatic, 48 hours before their COVID test). Close contacts are provided public health guidance that includes staying home and away from other people (self-quarantine), monitoring their health, 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?”
  o 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 may be 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 COVID-19 Response and Prevention Team 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, visit the COVID-19 Case Response page on the EH&S website.

**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 available on the HR website.

Per state and local public health guidelines, University units should not request a doctor’s note, a negative test result or positive antibody test following a report of COVID-19 illness.
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 when sick and avoid close contact with others, even if you are vaccinated against COVID-19.
- Cover your mouth and nose with your elbow or a tissue when coughing or sneezing, and immediately dispose of the used tissue.

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. Secondary handwashing or sanitizing stations may be set up with either hand sanitizer or wipes/towelettes.

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

Resources

Stay Healthy, Huskies Toolkit – download posters
CDC – What you need to know about handwashing (video)
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 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. (Visit the UW Procurement How to Buy page for details.)

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 material that can be cleaned easily or be changed between users.
- Purchase single-use disinfectant wipes for touch points within workspaces.

Frequency: Clean and disinfect work areas regularly.

- For surfaces and equipment touched by multiple workers (e.g., doorknobs, tables, computer keyboards, handrails, exercise rooms), clean and disinfect daily, between uses, or when visibly unclean.
- For surfaces and equipment touched by one individual, clean and disinfect periodically, at least once per shift or when unclean, as a minimum.

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 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, including elevator buttons, unless they have been indicated as safe for those devices.

Resources are available on the EH&S website to assist units to safely use disinfectants to prevent the spread of COVID-19.

- COVID-19 Enhanced Cleaning and Disinfection Protocols
- 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 COVID-19 exposure prevention methods. Face coverings are required indoors, where other people are present, and in all public and common areas, regardless of vaccination status. Face coverings are required outdoors when keeping at least a 6-foot distance from other people may not be possible, regardless of vaccination status.

Units are required to conduct an assessment and determine the required personal protective equipment (PPE) for their personnel. See the Workplace COVID-19 Risk Level and Selection of Personal Protective Equipment (PPE) guide and the 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; it 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 physical distancing, frequent handwashing, avoiding touching the face, staying home when symptomatic (even if vaccinated), 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 Governor Inslee’s statewide face covering order, King County’s public health directive and workplace health and safety requirements, are required indoors 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 when 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. The focus sheet includes links to instructional posters and videos regarding how to wear face coverings 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. Face shields are not a replacement for face coverings; they may be worn in addition to a medical/surgical mask or face covering.

- **Respirators**, including N95s, require care in use and management under the University Respiratory Protection Program, which complies with WAC 296-842. Respirators are not normally recommended for physical distancing purposes, but they may be appropriate when 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 coverings. Wash hands before putting on and after removing PPE and coverings. The order of removal of PPE (doffing) is important to prevent cross contamination and should be reviewed with personnel.

Conservation of PPE

During times of PPE shortage, 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

To effectively minimize COVID-19 risk, it is important to implement multi-layered strategies. In order of effectiveness, workplaces should focus on eliminating the potential for exposure by keeping people with symptoms from entering the workplace, maintaining a physical distance of six feet between people, using engineering controls (e.g., exhaust and fresh air ventilation), administrative controls (e.g., staggered break times), and enforcing face covering requirements. It is necessary for workplaces to use these types of interventions together, along with encouraging good hygiene and frequent handwashing. Strategies are customized for the work environment.

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 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 the unit-specific COVID-19 Prevention Plan. This includes information and guidance on physical distancing, staying home if you are sick (even if vaccinated), 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 in this document can be used to document unit or site-specific COVID-19 training. Unit or site-specific training is conducted before or on the first day of returning to work at a University location, reviewed regularly and as updates are made, to explain the protective measures in place for all personnel. Personnel must be trained, even if they have been performing critical work on site at a UW work location. Training is required to be provided in a terminology 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 toolkit has posters and graphics in various formats 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.

1. Post “Back to the Workplace” in work areas and reception areas.
2. Post “Physical distancing at work” and “Face coverings are required” in common areas, work spaces, teaching spaces, at entrances to department spaces.
3. Post “Clean and disinfect” near shared equipment that must be cleaned after each use and in common areas, such as meeting rooms and break rooms, and near high-touch surfaces.
4. Post “Wash your hands the right way” in bathrooms and near handwashing stations.

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?
- What do I do if I have confirmed or suspected COVID-19?
- I may have been exposed to COVID-19. What should I do?
Hazard communication for personnel working with disinfectants

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 use.

Information about working safely with disinfectants is available on the EH&S website:

- [COVID-19 Chemical Disinfectant Safety Information](#)
- [Workplace COVID-19 Risk Level and Selection of Personal Protective Equipment (PPE) guide](#)
- [Guidelines for Personal Protective Equipment](#)

For additional information about chemical safety, please visit the [Chemical Hazard Communication](#) webpage on the EH&S website.
6. NOVEL CORONAVIRUS (COVID-19) RESOURCES

| CDC | CDC Coronavirus (COVID-19) |
| EPA | EPA Disinfectants for Use Against SARS-CoV-2 |
| OSHA | OSHA COVID-19 |
| UW DEOHS | UW DEOHS: Safer Cleaning, Sanitizing and Disinfecting Strategies to Reduce and Prevent COVID-19 Transmission |
| UW EH&S | 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 |
| WA DOH | WA DOH - Novel Coronavirus Outbreak 2020 |
| Healthy Washington Business Reopening Guidance |
| Washington State Higher Education Proclamation |
| Washington State Campus Reopening Guide |
| Washington State Coronavirus Response |
| WA L&I | 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 |

Please contact EH&S at ehsdept@uw.edu or call 206.543.7262 with questions or for assistance.

Concerns about COVID-19 safety can be reported anonymously on the EH&S website.

*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 worksite 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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<table>
<thead>
<tr>
<th>MANAGEMENT AND OVERSIGHT</th>
<th>Check all that apply (all required):</th>
<th>Describe:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ A COVID-19 site supervisor is assigned to ensure all of the elements of the site-specific COVID-19 prevention plan are followed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ The COVID-19 site supervisor will keep the site-specific plan updated and current with changes to COVID-19 guidelines, regulations and University policies.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ The COVID-19 site supervisor will keep the site-specific plan on site in hardcopy or electronically, so it is available to all personnel.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ The COVID-19 site supervisor will train personnel on the contents of the plan and any updates.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ The COVID-19 site supervisor or designee is available to respond to issues and questions during work and class activities.</td>
<td></td>
</tr>
</tbody>
</table>

April 7, 2021 | ehsdept@uw.edu | 206.543.7262 | www.ehs.washington.edu | COVID-19 Prevention Plan ATTACHMENT A | Page 17 of 23
## PHYSICAL DISTANCING

Check all that apply (all required as possible):

<table>
<thead>
<tr>
<th>Describe:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Offer telework options.</td>
</tr>
<tr>
<td>☐ Stagger shifts, breaks, and start times.</td>
</tr>
<tr>
<td>☐ Limit <a href="#">room capacity</a> to allowable limit.</td>
</tr>
<tr>
<td>☐ Limit in-person meetings.</td>
</tr>
<tr>
<td>☐ Spread out work areas, and physically separate workstations.</td>
</tr>
<tr>
<td>☐ Allow only infrequent/intermittent passing within 6 feet between personnel.</td>
</tr>
<tr>
<td>☐ Minimize the number of people in a work area.</td>
</tr>
<tr>
<td>☐ Designate drop-off and pick-up areas for shared tools and equipment.</td>
</tr>
<tr>
<td>☐ Install barriers to block direct pathways between individuals.</td>
</tr>
<tr>
<td>☐ Create layouts to prevent air pathways less than 6 feet.</td>
</tr>
<tr>
<td>☐ Ensure good ventilation in work areas.</td>
</tr>
<tr>
<td>☐ Modify work tasks, as needed.</td>
</tr>
<tr>
<td>☐ Organize work tasks to facilitate physical distancing.</td>
</tr>
</tbody>
</table>

### 2. Describe how you are implementing physical distancing requirements (maintaining 6 feet or greater between people, minimizing interpersonal contact).

- Post or install [posters](#)/signage/floor markings.
- Communicate during staff meetings.
- Send communication via email.
- Establish policies and procedures.
- Provide [notice to vendors/contractors](#).

### 3. Describe how you are communicating physical distancing requirements to personnel, students, vendors, contractors and visitors.
4. **Describe critical tasks not possible** to be done while maintaining a 6-foot distance. Unit head pre-approval required.  

Describe task, frequency, duration and required PPE and safety measures in place. If none, specify none.

<table>
<thead>
<tr>
<th>PRECAUTIONS FOR SICK PERSONNEL</th>
<th>Check all that apply (all required as possible):</th>
<th>Describe:</th>
</tr>
</thead>
</table>
| 5. Describe how you are preventing people with symptoms from coming to the site and/or working while sick. | ☐ Perform daily symptom screening or attestation for personnel who work on site at a UW location.  
☐ Follow UW policies for time away from work.  
☐ Requiring personnel who may be ill or symptomatic to stay (or go) home, even if they've been vaccinated.  
☐ Require close contacts of COVID-19 cases to stay or go home.  
☐ Discuss accommodations for personnel at higher risk of severe illness with your HR Consultant or DSO for academic personnel.  
☐ Keep a log of visitors to the worksite (keep for 30 days). | |
| 6. Describe practices for responding to suspected or confirmed COVID-19 cases. | ☐ Inform personnel with COVID-19 symptoms to stay home, get tested, and notify the [EH&S COVID-19 Response and Prevention Team](https://www.ehs.washington.edu), even if they've been vaccinated.  
☐ Inform personnel with suspect or confirmed COVID-19 to stay home and notify the [EH&S COVID-19 Response and Prevention Team](https://www.ehs.washington.edu).  
☐ Inform personnel who have had close contact with someone with COVID-19 to stay home and notify the [EH&S COVID-19 Response and Prevention Team](https://www.ehs.washington.edu).  
☐ Perform enhanced cleaning and disinfection. | |
**CLEANING AND DISINFECTING**

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
<th>Check all that apply (all required):</th>
<th>Describe:</th>
</tr>
</thead>
</table>
| 7.     | Describe the procedures used to clean and disinfect general areas and high-touch surfaces. This includes cleaning frequency and areas/items cleaned. | ☐ Develop and follow a cleaning schedule.  
☐ Clean and disinfect high-touch surfaces daily (including work equipment and surfaces in break rooms), between uses or when unclean.  
☐ Provide supplies for spot cleaning.  
☐ Follow [COVID-19 Enhanced Cleaning and Disinfection Protocol](#). | |

| 8.     | List the product(s) used to clean and disinfect. | **Check all that apply:**  
☐ Alcohol solution with at least 70% alcohol (includes wipes)  
☐ 10% bleach/water solution  
☐ [EPA-registered disinfectant for use against SARS-CoV-2](#):  
  a. Manufacturer: _______________________________  
  b. Name: _______________________________  
  c. EPA Registration #: _________________ | |

| 9.     | Describe the safety precautions taken when using disinfectant(s). | ☐ Ensure employees know where to find safety data sheets (SDS) for each product.  
☐ Review [COVID-19 Chemical Disinfectant Safety Information](#).  
☐ Follow manufacturer's instructions for products use.  
☐ Use appropriate personal protective equipment (PPE) for the workplace and work tasks. | |
### GOOD HYGIENE

**10. Describe methods used to encourage good hygiene.**

- ☐ Provide soap and running water.
- ☐ Provide hand sanitizer and/or wipes/towelettes.
- ☐ Ask personnel to avoid touching others.
- ☐ Use reminders to wash hands frequently and correctly at key moments, avoid touching face with unwashed hands, and cover mouth when coughing or sneezing.

### PERSONAL PROTECTIVE EQUIPMENT

**11. Provide personal protective equipment (PPE) and guidance on how to use it.**

- ☐ Ensure use of face shields and/or eye protection, as needed.
- ☐ Ensure use of respirators, as needed.
- ☐ Ensure use of surgical/medical masks, as needed.
- ☐ Ensure that face coverings are worn indoors when other people are present and in all public and common areas, and outdoors when a 6-foot distance from others cannot be maintained.
- ☐ Providing instruction on the use, care, cleaning, maintenance, removal, and disposal of PPE

### COMMUNICATION AND TRAINING

**12. Communicate safe practices.**

- ☐ Provide documented safety training to personnel regarding this site-specific COVID-19 Prevention Plan, initially and when updates are made.
- ☐ Post and install COVID-19 safety [posters/signage](https://www.ehs.washington.edu) at the worksite.
- ☐ Communicate via email.
- ☐ Cover COVID-19 safety information in staff meetings.
| ☐ Encourage employees and students to activate the [Washington Exposure Notifications – WA Notify](https://waxpose.exposurenotifications.org) on their mobile devices. |

| ☐ Provide information about [working safely with disinfectants](https://uw.covid19.washington.edu/disinfection). |
| ☐ [Communicating the hazards and safeguards](https://uw.covid19.washington.edu/safety) required to protect individuals from exposure. |

13. Communicate hazards and safeguards to protect personnel.
ATTACHMENT B:
Sample Training Documentation Form for
Unit or Site-Specific COVID-19 Prevention Plan

<table>
<thead>
<tr>
<th>Workplace/Lab Name</th>
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<tbody>
<tr>
<td>Documentation of Training</td>
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<tr>
<td>COVID-19 Prevention Plan</td>
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</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Training Date</th>
<th>Signature</th>
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<tbody>
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<td>Click here to enter name.</td>
<td>Click here to enter date.</td>
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</tbody>
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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.