UNIVERSITY OF WASHINGTON COVID-19 PREVENTION PLAN

1. INTRODUCTION

The University of Washington’s 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 Department of Labor & Industries (L&I) requirements; the Washington COVID-19 Vaccination Requirements; WA Department of Health guidance for institutions of higher education, and other guidance from state and local public health agencies. This plan is updated as regulations and public health guidance change. This plan is a supplement to the UW Accident Prevention Plan. UW Medicine medical facility personnel follow UW Medicine policies and procedures.

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.

Unit COVID-19 Prevention Plan is a local COVID-19 Prevention Plan developed and routinely updated by each University unit that covers all worksites (e.g., UW Facilities, Office of Research).

Unit or site-specific COVID-19 Prevention Plans (optional) are local plans developed and updated as needed to address unique COVID-19 prevention and control strategies at a unit or local level. The number and structure of these plans are determined by the unit and kept on file locally (e.g., Transportation Services, individual research lab).

Personnel includes staff, faculty, other academic personnel, students in the workplace, and student employees as defined in UW Administrative Policy Statement 40.1.

Vaccine attestation is when an individual has submitted a report of their vaccine status through the appropriate tracking system (personnel through Workday, students through Hall Health Center or another acceptable means). Refer to the UW COVID-19 Vaccination Requirement webpage for more information.

Vaccination status: Individuals may have a vaccination status of either fully vaccinated, or not fully vaccinated. Individuals who are not fully vaccinated may have declined, may not have finished their vaccine series, or may not have reported their vaccination through the appropriate verification system.

Fully vaccinated: An individual is fully vaccinated two weeks after they have received the second dose in a two-dose series of a COVID-19 vaccine authorized for use by the FDA (e.g., Pfizer-BioNTech or Moderna) or two weeks after they have received a single-dose COVID-19 vaccine authorized by the FDA (e.g., Johnson & Johnson/Janssen). This includes emergency use authorization. A person is fully vaccinated against COVID-19 two weeks after they have received all recommended doses of a COVID-19 vaccine that is listed for use by the World Health Organization (WHO). While booster shots are recommended, they are not required to be considered fully vaccinated at this time.
3. OVERVIEW AND APPLICABILITY

The University Plan covers all University work environments. In addition, University units may choose to develop and implement a unit-specific COVID-19 Prevention Plan and/or site-specific plans.

Attachment A is a template for the unit or site-specific COVID-19 Prevention Plan for units or workplaces that choose to implement a unit or site-specific plan. Please note the following:

- Units are not required to use the template in Attachment A. If a unit chooses to implement a unit or site-specific plan, an alternative format may be used.
- If an alternative format is used, it should include all elements in the University plan and be aligned with University policies and procedures. A unit may not implement policies that do not align with existing University policies.
- Units that implement unit or site-specific plans are required to update their plans as needed to align with the University Plan, along with any additional industry-specific guidelines, such as, but not limited to, those for healthcare, dental clinics, or COVID-19 research 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.
- Develop planning parameters to guide personnel working on site in accordance with state and local requirements and guidelines.
- 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.

**UNIVERSITY CENTRAL ROLE - UW FACILITIES**

(Includes Housing and Food Services and facilities at UW Bothell and Tacoma)

- Perform regular building operations and maintenance, cleaning, and disinfection of common areas.
- Manage University-wide transportation and parking.
- Maintain University buildings and systems, including HVAC systems.
- 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 and surveillance activities.
- Assist units with COVID-19 Prevention Plans and procedures.
- Respond to health and safety concerns related to adherence to COVID-19 prevention practices.

UNIT LEADER (DIRECT REPORT TO PRESIDENT OR PROVOST)

- Oversee the development and implementation of unit or site-specific COVID-19 Prevention Plans, as needed.
- Ensure all personnel are trained.
- Acquire appropriate personal protective equipment (PPE), cleaning supplies, and other supplies for distribution to personnel.
- Consult with EH&S as needed.
- Ensure posting of required signage related to COVID-19 safety.
- Develop strategies to communicate with personnel, personnel supervisors, and building coordinator(s) to keep up-to-date with changes to COVID-19 guidelines, regulations, and University policies.

PERSONNEL SUPERVISOR

- Ensure the COVID-19 Prevention Plan is implemented and policies and procedures are adhered to by all personnel.
- Enforce face covering requirements per the COVID-19 Face Covering Policy in locations where they are required.
- Train direct reports in the workplace on the contents of the University's COVID-19 Prevention Plan and any unit or site-specific plan.
- Keep any unit and/or site-specific plans current with changes to COVID-19 guidelines, regulations, and University policies.
- Report COVID-19 safety concerns to the personnel supervisor or to EH&S.
- Address or escalate reported or observed safety concerns to a unit leader or to EH&S.

PERSONNEL

- Follow all elements of the University's COVID-19 Prevention Plan and any unit or site-specific plan.
- Follow all requirements in the UW's COVID-19 Face Covering Policy.
- Follow the UW COVID-19 Vaccination Requirements.
- Follow the UW Public Health Requirements and Guidance if you have symptoms, test positive, or are exposed to COVID-19.
- Report safety concerns to a supervisor or to EH&S.

BUILDING COORDINATOR

- Distribute information and updates to building occupants related to COVID-19 prevention and response efforts.
- Post University COVID-19 prevention posters at entrances and in common areas of building(s). Update these posters as needed.
- Ensure cleaning supplies and hand sanitizer are available in common areas of buildings.
- 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.

A. Vaccination
B. Procedures for sick personnel, reporting and COVID-19 case response
C. Good hygiene
D. Clean surfaces
E. Face coverings, personal protective equipment (PPE), and alternative strategies
F. Communication and training

A. VACCINATION

COVID-19 vaccination is the most critical element of the University's COVID-19 Prevention Plan. All personnel and students are required to be fully vaccinated against COVID-19, or have a University approved medical or religious exemption. Those with University-approved exemptions are required to get tested for COVID-19 on a regular basis and follow additional safety requirements.

All personnel are strongly encouraged to keep up-to-date on their COVID-19 vaccinations and booster doses.

The vaccination requirement is detailed on the UW COVID-19 Vaccination Requirement webpage.

- All UW units, personnel, and students must comply with the vaccination requirement.
- Suppliers, vendors or contractors working on site at a UW facility must complete and return the COVID-19 Vaccination Requirement Declaration Form.
- University units must verify proof of vaccination of on-site volunteers prior to the individual volunteering on site at a UW facility. More information can be found on COVID-19 vaccination requirement for on-site volunteers webpage.
B. PROCEDURES FOR SICK PERSONNEL, REPORTING, AND COVID-19 CASE RESPONSE

University units are required to take measures to prevent sick personnel from entering the worksite, and report suspected and confirmed COVID-19 cases to EH&S. The COVID-19 Public Health Requirements and Guidance Flowchart outlines the University's requirements and procedures. Additional information is below.

Symptom monitoring

Individuals are required to self-monitor daily for symptoms and stay home or go home if they are sick or have any symptoms of COVID-19 infection.

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:

1. Stay home: If you are sick, you must stay home (or go home) and away from other people, even if you have mild symptoms, regardless of your vaccination status. University units are required to direct personnel to follow the steps in the COVID-19 Public Health Requirements and Guidance Flowchart.


   - If you are enrolled in the Husky Coronavirus Testing program, a voluntary research study, report your symptoms in your daily symptom survey; you will receive testing instructions. You do not need to notify the COVID-19 Response and Prevention Team if your test result is positive, as test results are communicated directly to the response team.

   - If you are not enrolled in the Husky Coronavirus Testing program, see the FAQ “I want to get tested for COVID-19. Where can I go?” on the UW COVID-19 frequently asked questions webpage for a list of testing options.

     o Positive test results from samples that were not collected via the Husky Coronavirus Testing voluntary research study must be reported as soon as possible to the COVID-19 Response and Prevention Team.

     o UW Medicine medical facility personnel should contact their respective employee health services.

   - Do not go to work or class until you receive a negative test result, even if you feel better.

To learn more about different COVID-19 tests, see the EH&S test type guidance.

3. Follow the steps in the COVID-19 Public Health Requirements and Guidance Flowchart to help you recover from COVID-19 infection 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.

   - Refer to the University's Quarantine and Isolation Guidance for detailed information on additional precautions, testing and when it is safe to return to work and/or class.
• Learn more from Public Health — Seattle & King County and the Washington State Department of Health.

4. Follow the COVID-19 Public Health Requirements and Guidance Flowchart after a close contact exposure.

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).

An individual who had close contact and is experiencing symptoms of COVID-19, or is not up-to-date on their COVID-19 vaccination and boosters (and/or have not tested positive for COVID-19 in the past 90 days) should stay home, get tested, and follow public health requirements and guidance.

Washington Exposure Notifications –WA Notify mobile app is a tool to alert users if they may have been exposed to an individual who tested positive for COVID-19. University personnel and students are encouraged to download or activate the app on their mobile devices. Follow the public health requirements and guidance if you receive a notification that you may have had a close contact exposure. Individuals should also issue an anonymous notification via this app if they test positive.

University response—Contact tracing

When the University is notified of a person with suspected or confirmed COVID-19, the COVID-19 Response and Prevention Team takes the steps listed below to maintain the health and safety of the campus community. The University works 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 information about the person's symptoms, locations on campus and close contacts.
• Providing instructions and guidance for self-isolation
• Notifying the academic and/or work unit
• Notifying UW-affiliated individuals or groups who were in close contact with the COVID-19 positive person within 48 hours prior to the development of symptoms (or, if asymptomatic, 48 hours before their COVID-19 test).
• Provide return-to-work information to: individuals who have COVID-19; close contacts of individuals who have COVID-19 who may need to quarantine; 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/Office of Academic Personnel.
• University locations follow the cleaning and disinfection protocol in accordance with guidance from the Centers for Disease Control and Prevention (CDC) and L&I.

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 (UWHR) and the Office of Academic Personnel provide resources for staff and academic personnel regarding time away from work; talk with your human resources consultant or business partner about issues pertaining to your work area.

Guidance and protections for those at higher risk for developing more serious COVID-19 illness are available on the UWHR website.

University units should not request a doctor's note or a negative test following a report of COVID-19 illness.

C. 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 before/after eating, after using the restroom, and before touching their face. Secondary handwashing or sanitizing stations may be set up with either hand sanitizer or wipes/towelettes.

Units/responsible parties can place sanitizing supplies at breakrooms and gathering spaces where food and drink are served or shared.

Place Stay Healthy, Huskies posters in visible locations to remind personnel of key times to wash hands and of respiratory etiquette.

Resources

Stay Healthy, Huskies Toolkit – download posters
CDC – What you need to know about handwashing (video)
D. CLEAN SURFACES

University units are required to clean (and disinfect as needed) their worksite surfaces regularly in accordance with the University's COVID-19 Cleaning and Disinfection Protocol. Units 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 and/or maintain general housekeeping to prevent buildup of dirt and clutter.
- Make cleaning supplies available for workers to do spot-cleaning when necessary. Consider single-use disinfectant wipes for high touch points.

Frequency: Clean 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, 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:

- EPA-registered disinfectant for use against SARS-CoV-2 or
- Alcohol solution with at least 70% alcohol or
- Freshly prepared 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 Chemical Disinfectant Safety Information
- Safer Cleaning, Sanitizing and Disinfecting Strategies to Reduce and Prevent COVID-19 Transmission
E. FACE COVERINGS, PERSONAL PROTECTIVE EQUIPMENT (PPE), AND ALTERNATIVE STRATEGIES

All individuals at a University location, including faculty, staff, students, contractors, vendors and visitors must follow the UW COVID-19 Face Covering Policy to ensure the health and safety of the University campus community and the public.

As of March 28, 2022, face coverings are required to be worn indoors at the University of Washington, regardless of vaccination status, in healthcare settings, when conducting patient care activities, and on UW Shuttles. Personnel and students who have tested positive for COVID-19 or have been in close contact with someone who tested positive are required to wear a well-fitted face covering for the time period noted in the COVID-19 Public Health Requirements and Guidance Flowchart.

Face coverings are recommended indoors, particularly for the following:

- University personnel and students with approved COVID-19 vaccine exemptions; weekly testing continues to be required for these individuals.
- Immunocompromised individuals or those at high risk for severe illness (particularly when COVID-19 community levels are medium and high)
- Childcare settings
- Activities that may generate more respiratory aerosols and involve frequent close contact (being within 6 feet of others), such as indoor performing arts
- Crowded settings especially when there is a decreased ability to distance from others or when in spaces that may not be well ventilated
- When an EH&S risk assessment of activities determines there is a higher risk of exposure to SARS-CoV-2 (e.g., working with unvaccinated populations)

When you wear a mask, choose a well-fitted, high-quality mask — such as a KN95, KF94, N95 or surgical mask — which when worn helps protect you and those around you. UW employees voluntarily wearing a respirator in the workplace must be provided with specific advisory information.

Members of the public, customers, visitors, vendors and contractors at a University location are required to follow the University’s COVID-19 Face Covering Policy at all times when on campus, including posted requirements in specific buildings or spaces.

In certain work settings, PPE may be required according to potential risk of exposure to COVID-19. Refer to 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.
Alternative strategies

The University utilizes a combination of strategies to minimize COVID-19 risk in the workplace. Units should evaluate whether additional or alternative strategies are necessary in their work settings based on their likelihood of exposure to COVID-19, such as in health care or other higher risk settings.

Alternative strategies are listed below:

1. Keeping people with symptoms from entering the workplace
2. Requiring vaccination and promoting boosters
3. Using engineering controls (e.g., exhaust ventilation, physical barriers)
4. Testing protocols for higher risk activities (e.g., overnight assignments, research vessels)
5. Administrative controls (e.g., physical distancing where not already specified, stagger work shifts and/or breaks)
6. As possible, physical distancing is recommended, but not required in indoor crowded settings, in areas that are not well ventilated. Units may consider planning group gatherings in areas where personnel can distance from others if they choose to do so.
7. In areas of low occupancy, consider implementing Working Alone guidelines.

Steps for selecting and implementing an alternative strategy:

1. Request EH&S review and unit leadership approval to consider an alternative strategy.
2. Develop a job hazard analysis that identifies the hazards and control strategies to minimize the risk of exposure.
3. Train personnel on alternative strategies used. Document the training.

Eating spaces best practices

- If sharing food with others: Ensure the area remains clean and that surfaces are cleaned regularly. Make cleaning supplies and hand sanitizer and/or hand washing sinks available.
- Protect unpackaged food by using barriers to reduce potential for contamination (e.g., serving utensils so people do not use bare hands, deli paper, sneeze guards); and clean/replace shared serving utensils frequently.
- Units may consider selecting larger spaces that are well ventilated and have space for people to distance if they wish. Also be mindful of bottlenecks so organize the food areas to support foot traffic flow (e.g., multiple food distribution and/or dish drop-off locations at gatherings where food is served).
**F. COMMUNICATION AND TRAINING**

Units are required to communicate and train personnel on the contents of the [University’s COVID-19 Prevention Plan](#) and any unit-specific requirements or procedures. Training must be documented.

The University’s [COVID-19 Safety Training](#) is required for all University personnel prior to or upon starting or returning to on-site work. Attachment B in this document can be used to document any unit or site-specific COVID-19 training. Training is conducted before or on the first day of starting work at a University location. 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 ways to prevent the spread of COVID-19. 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, lunchrooms, lobbies, and bathrooms.

1. Place the “**Stay Healthy, Huskies**” poster in work areas and reception areas.
2. Place a “**Face coverings**” poster in entrances to buildings and work areas.
3. Place the “**Clean and disinfect**” poster 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. Place the “**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 [COVID-19 frequently asked questions webpage](#). COVID-19 information and workplace safety requirements are available in 36 languages from the [Washington State L&I COVID-19 Resources](#) webpage.

**Hazard communication for personnel working with disinfectants**

It is important to communicate the potential hazards and safety measures to personnel working with chemical disinfectants. 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](#)

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

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<tr>
<th>Agency</th>
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<tr>
<td>CDC</td>
<td>CDC Coronavirus (COVID-19)</td>
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<td>EPA</td>
<td>EPA Disinfectants for Use Against SARS-CoV-2</td>
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<td>OSHA</td>
<td>OSHA COVID-19</td>
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<tr>
<td>UW DEOHS</td>
<td>UW DEOHS: Safer Cleaning, Sanitizing and Disinfecting Strategies to Reduce and Prevent COVID-19 Transmission</td>
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<td>UW EH&amp;S COVID-19</td>
<td>UW EH&amp;S COVID-19 Health &amp; Safety</td>
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<td>UW Novel coronavirus &amp; COVID-19: facts and resources</td>
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<td>UW Stay Healthy, Huskies - Toolkit Downloads (Posters, Media)</td>
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<td>UW Clean and Safe Storefront</td>
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<td>WA DOH – COVID-19</td>
<td>Washington Ready Reopening Guidance</td>
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<td>Washington Ready Proclamation</td>
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<td>Washington State COVID-19 Vaccination Requirement Proclamation</td>
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<td>Washington State Higher Education Proclamation</td>
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<td>Washington State Coronavirus Response</td>
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<td>WA L&amp;I DOSH DIRECTIVE 1.70 General Coronavirus Prevention Under Stay Home-Stay Healthy Order</td>
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<td>WA L&amp;I Coronavirus (COVID-19) Safety Topic</td>
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<td>WA L&amp;I Coronavirus (COVID-19) Prevention: General Requirements and Prevention Ideas for Workplaces</td>
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<td>WA L&amp;I Directive 11.80 Temporary Enforcement Guidance Annual Fit-Testing for N95 Filtering Facepieces and Respirator/Face Covering Selection During the COVID-19 Outbreak</td>
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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](http://www.ehs.washington.edu).

This plan will be updated as regulations and public health guidance change.
ATTACHMENT A (OPTIONAL):
UNIT OR SITE-SPECIFIC COVID-19 PREVENTION PLAN TEMPLATE

Units may use this template if they wish to develop a unit or site-specific COVID-19 prevention plan for use at a worksite level or department level as appropriate as a supplement to the University plan. Having a unit or site-specific plan is optional.

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<th>Unit Name:</th>
<th>Worksite Location(s):</th>
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<th>Unit COVID-19 Prevention Plan and Plan Location:</th>
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**MANAGEMENT AND OVERSIGHT**

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1. COVID-19 Prevention Plan oversight

- ☐ A supervisor (or a designated person) is assigned to ensure all the elements of the COVID-19 Prevention Plan (and unit or site-specific plan) are followed.
- ☐ The supervisor will keep the unit/site-specific plan (if any) updated and current with changes to COVID-19 guidelines, regulations, and University policies.
- ☐ The supervisor will keep the COVID-19 Prevention Plan and site-specific plan (if any) on site in hardcopy or electronically, so it is available to all personnel.
- ☐ The supervisor will train personnel on the contents of the plan and any updates.
- ☐ The supervisor or designee is available to respond to issues and questions during work/class activities.
### VACCINATION

Check all that apply (all required as possible):

<table>
<thead>
<tr>
<th>2. Vaccination verification</th>
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<td>☐ All personnel have submitted documentation showing proof of vaccination or have an University approved medical or religious exemption.</td>
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Describe:

### PROCEDURES FOR SICK PERSONNEL

Check all that apply (all required as possible):

<table>
<thead>
<tr>
<th>3. Describe how you are preventing people with symptoms from coming to the site and/or working while sick.</th>
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<tbody>
<tr>
<td>☐ Ask personnel to self-monitor their symptoms each day and to stay home if they have any symptoms of COVID-19 or if they are sick, regardless of vaccination status.</td>
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<tr>
<td>☐ Require personnel who may be sick or symptomatic to go home, regardless of vaccination status.</td>
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<td>☐ Consult with the COVID-19 Response and Prevention Team as needed.</td>
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<td>☐ Discuss accommodations for personnel at higher risk of severe illness with your HR consultant or AHR business partner.</td>
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### CLEANING SURFACES

Check all that apply (all required):

<table>
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<tr>
<th>5. Cleaning</th>
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<tbody>
<tr>
<td>☐ Follow the COVID-19 Cleaning and Disinfection Protocol.</td>
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<td>☐ Provide supplies for spot cleaning.</td>
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Describe:

<table>
<thead>
<tr>
<th>4. Describe practices for responding to suspected or confirmed COVID-19 cases.</th>
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<tr>
<td>☐ Inform personnel with COVID-19 symptoms to stay home and get tested, regardless of vaccination status.</td>
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<tr>
<td>☐ Inform personnel with suspect or confirmed COVID-19 to stay home, notify the COVID-19 Response and Prevention Team and follow public health guidance.</td>
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<tr>
<td>☐ Inform personnel who had a close contact exposure to follow public health guidance.</td>
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<tr>
<td>☐ Perform necessary cleaning and disinfection.</td>
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If sharing food with others: protect unpackaged food with barriers to hand contact or other contamination (e.g., sneeze guards, serving utensils, deli paper); ensure the area is kept clean; and replace/clean serving utensils frequently.

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<tr>
<th>Checks</th>
<th>6. List the product(s) used to disinfect.</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>Alcohol solution with at least 70% alcohol (includes wipes)</td>
</tr>
<tr>
<td>☐</td>
<td>Freshly prepared bleach/water solutions</td>
</tr>
<tr>
<td>☐</td>
<td>EPA-registered disinfectant for use against SARS-CoV-2</td>
</tr>
</tbody>
</table>

Ensure personnel know where to find safety data sheets (SDS) for each product. Review the COVID-19 Chemical Disinfectant Safety Information. Follow the manufacturer’s instructions for the products used. Use appropriate personal protective equipment (PPE) for the workplace and work tasks.

Ensure personnel know where to find safety data sheets (SDS) for each product. Review the COVID-19 Chemical Disinfectant Safety Information. Follow the manufacturer’s instructions for the products used. Use appropriate personal protective equipment (PPE) for the workplace and work tasks.

Provide soap, running water, and hand towels. Provide hand sanitizer and/or wipes/towelettes. Provide hand hygiene supplies in breakrooms or when food is served/shared. Use reminders to wash hands frequently and correctly at key moments, avoid touching face with unwashed hands, and cover mouth when coughing or sneezing. Where possible provide no touch trash receptacles.

<table>
<thead>
<tr>
<th>Checks</th>
<th>8. Describe methods used to encourage good hygiene.</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>Provide soap, running water, and hand towels.</td>
</tr>
<tr>
<td>☐</td>
<td>Provide hand sanitizer and/or wipes/towelettes.</td>
</tr>
<tr>
<td>☐</td>
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<td>Use reminders to wash hands frequently and correctly at key moments, avoid touching face with unwashed hands, and cover mouth when coughing or sneezing.</td>
</tr>
<tr>
<td>☐</td>
<td>Where possible provide no touch trash receptacles.</td>
</tr>
</tbody>
</table>
### FACE COVERINGS, PPE, PHYSICAL DISTANCING & ALTERNATE STRATEGIES

<table>
<thead>
<tr>
<th>Check all that apply:</th>
<th>Describe:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Ensure that personnel wear face coverings where required according to the <strong>UW COVID-19 Face Covering Policy</strong>.</td>
<td></td>
</tr>
<tr>
<td>□ Post <strong>signage</strong> and use other means to communicate face covering requirements.</td>
<td></td>
</tr>
<tr>
<td>□ Notify contractors, vendors, and visitors of the <strong>UW COVID-19 Face Covering Policy</strong>.</td>
<td></td>
</tr>
<tr>
<td>□ Encouraging personnel to upgrade to a <strong>facemask</strong> with a higher level of protection during times of high COVID-19 transmission.</td>
<td></td>
</tr>
<tr>
<td>□ Provide <strong>advisory information</strong> for employees who use a respirator voluntarily in the workplace when it is not required.</td>
<td></td>
</tr>
<tr>
<td>□ Order supplies from the <strong>Clean and Safe Storefront</strong> as needed.</td>
<td></td>
</tr>
</tbody>
</table>

9. Follow the **UW Face Covering Policy**

10. Alternate Strategies and PPE (if applicable)

<table>
<thead>
<tr>
<th>Check all that apply:</th>
<th>Describe:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ No alternate strategies are necessary.</td>
<td></td>
</tr>
<tr>
<td>□ A Supervisor identified that alternate strategies are needed through review with EH&amp;S and unit leadership approval.</td>
<td></td>
</tr>
<tr>
<td>□ Develop or document a <strong>job hazard analysis</strong> that identifies the <strong>hazards</strong> and control strategies to minimize the risk of exposure.</td>
<td></td>
</tr>
<tr>
<td>□ Refer to the <strong>Workplace COVID-19 Risk Level and Selection of Personal Protective Equipment</strong> to determine if additional PPE is required.</td>
<td></td>
</tr>
<tr>
<td>□ Train personnel on alternative strategies use, including on the use and care of <strong>PPE</strong> if applicable. Document the training.</td>
<td></td>
</tr>
<tr>
<td>□ Where possible, organize events and spaces to allow some physical distancing such as indoor crowded settings and gatherings.</td>
<td></td>
</tr>
</tbody>
</table>
| 11. Communicate hazards and safeguards to protect personnel. | □ Provide information about [working safely with disinfectants](#).  
□ [Communicating the hazards and safeguards](#) required to protect individuals from exposure. |

<table>
<thead>
<tr>
<th>COMMUNICATION AND TRAINING</th>
<th>Check all that apply (all required):</th>
<th>Describe:</th>
</tr>
</thead>
</table>
| 12. Communicate safe practices. | □ Invite personnel and/or students to activate the [Washington Exposure Notifications – WA Notify](#) on their mobile devices.  
□ Ensure all personnel complete UW general [COVID-19 Safety Training](#).  
□ Provide documented safety training to personnel on this site-specific COVID-19 Prevention Plan, initially and when updates are made.  
□ Post COVID-19 safety [posters](#)/signage at the worksite.  
□ Share information from the [UW Novel coronavirus & COVID-19: facts and resources](#) webpage. | |

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

<table>
<thead>
<tr>
<th>Workplace/Lab Name</th>
<th>Documentation of Training</th>
<th>COVID-19 Prevention Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Training Date</td>
<td>Signature</td>
</tr>
<tr>
<td>Click here to enter name.</td>
<td>Click here to enter date.</td>
<td></td>
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<tr>
<td>Click here to enter name.</td>
<td>Click here to enter date.</td>
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<td>Click here to enter date.</td>
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<td>Click here to enter date.</td>
<td></td>
</tr>
</tbody>
</table>

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.