

# UNIVERSITY OF WASHINGTON COVID-19 HEALTH AND SAFETY PLAN

The purpose of the University of Washington's (UW) COVID-19 Health and Safety Plan ("University Plan") is to reduce the potential for COVID-19 transmission at University locations and to align with federal, state and local workplace safety requirements and public health guidance. This plan is updated as regulations and guidance change. A [log of changes](#) is available on the EH&S website.

This University Plan is a supplement to the [UW Accident Prevention Plan](#). As applicable, worksite-specific COVID-19 prevention practices should be included in the unit's Supplemental Accident Prevention Plan.

*UW Medicine medical facility personnel follow UW Medicine policies and procedures.*

## 1. ROLES AND RESPONSIBILITIES

The following units and roles have responsibilities for COVID-19 health and safety in the workplace.

### UNIVERSITY CENTRAL ROLE - EXECUTIVE OFFICE

- Review, evaluate, and communicate any new or revised federal, state, and local requirements, and update policies and procedures accordingly.
- Approve University-level policies and guidelines for COVID-19 prevention.
- 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) as needed.
- 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, including cleaning, and disinfection of common areas/high-touch surfaces.
- 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)

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- Develop University-wide COVID-19 safety policies, plans, safety training, and guidance documents.
- Facilitate and Administer the University's Advisory Committee on Communicable Diseases (ACCD).
- Provide consultation and assist units and personnel with COVID-19 health and safety measures.
- Respond to health and safety concerns and suspected outbreaks related to COVID- 19.
- Maintain the OSHA 300 Log requirements for tracking cases of reported COVID-19 workplace transmission.

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

A 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.

- Ensure all personnel are trained.
- Acquire appropriate personal protective equipment (PPE), cleaning supplies, and other supplies for unit.
- Consult with EH&S as needed.
- Ensure posting of required signage related to COVID-19 safety.
- Oversee the development and implementation of any unit or site-specific COVID-19 policies and guidance.
- 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 Health and Safety Plan is reviewed with personnel, implemented, and followed by all personnel.
- Ensure personnel who are sick or test positive for COVID-19 stay home or go home.
- Enforce face covering requirements per the [COVID-19 Face Covering Policy](#) in situations and locations where they are required.
- Ensure personnel complete [EH&S COVID-19 safety training](#) and train direct reports on any unit or site specific safety measures in places.
- Report COVID-19 safety concerns, including suspected workplace outbreaks of COVID-19 to EH&S.
- Address or escalate reported or observed safety concerns to a unit leader or to EH&S.



- Report cases of COVID-19 workplace transmission to EH&S via the [Online Accident Reporting System \(OARS\)](#).

### PERSONNEL

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

- Follow all elements of the University's COVID-19 Health and Safety Plan and any unit or site-specific requirements.
- Stay home (or go home) if you are sick or test positive for COVID-19.
- Follow the [UW Public Health Flowchart](#) if you have symptoms, test positive, or are exposed to COVID-19.
- Follow all requirements in the UW's [COVID-19 Face Covering Policy](#).
- Report safety concerns to a supervisor or to [EH&S](#).
- Report COVID-19 workplace transmission to EH&S via the [Online Accident Reporting System \(OARS\)](#).

### BUILDING COORDINATOR

- Distribute information and updates to building occupants related to COVID-19 prevention.
- Post University COVID-19 prevention posters as advised by EH&S.
- Attend trainings and coordinating sessions organized by UW Facilities.
- Perform activities as outlined in the [Building Guidelines for COVID-19 Prevention](#).

## 2. PLAN ELEMENTS

The elements of the University's COVID-19 Health and Safety Plan:

- [Vaccination](#)
- [Procedures for sick individuals and reporting work-related COVID-19 cases](#)
- [Clean surfaces](#)
- [Face coverings, personal protective equipment \(PPE\), other risk reduction strategies](#)
- [Training](#)

## A. VACCINATION

COVID-19 vaccination is the most important element of the University's COVID-19 Health and Safety Plan. University personnel and students are strongly encouraged to be vaccinated against COVID-19, and to be [up-to-date](#) on their COVID-19 vaccinations.

UW Medicine medical facility personnel are required to follow the UW Medicine COVID-19 vaccination policy.

Students working or training in UW Medicine clinical or other settings, including students participating in the [Health Sciences Immunization Program \(HSIP\)](#), follow HSIP's COVID-19 vaccination requirements.

## B. PROCEDURES FOR SICK INDIVIDUALS & REPORTING WORK- RELATED COVID-19 CASES

University units are required to take measures to prevent sick personnel from entering the worksite, and must [report](#) work-related cases of COVID-19 to EH&S.

The [COVID-19 Public Health Flowchart](#) outlines the University's requirements and procedures. Additional information is below.

### Symptom monitoring

Personnel and students are required to self-monitor daily for symptoms and stay home (or go home) if they are sick or have [symptoms](#) of COVID-19 infection.

Personnel and students who experience **any** new onset of 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, that are *not attributed to another condition*, are required to follow these instructions:

1. Stay home (or go home) and isolate away from other people, even if you have mild symptoms.
2. University units are required to direct personnel and students to follow the steps in the UW [COVID-19 Public Health Flowchart](#).
3. Get [tested](#) for COVID-19. The UW offers [no-cost rapid antigen tests](#) at various campus locations.
  - Do not go to work or class until you have confirmed whether or not you have COVID-19 via testing, *even if you feel better*. Refer to the [COVID-19 Public Health Flowchart](#) for details.
  - UW Medicine medical facility personnel should contact their respective [employee health services](#) regarding testing options.

### Testing positive

1. Stay home and self-isolate.

2. Follow the steps in the [UW COVID-19 Public Health Flowchart](#) to help you recover from COVID-19 infection and protect others from getting sick.
3. Refer to the University's [COVID-19 Case and Exposure](#) guidance for detailed information on additional precautions, re-testing and when it is safe to return to work and/or class.

### Reporting work-related COVID-19 cases

Report your positive test result to EH&S *if you suspect you were infected with COVID-19 while at work*; this report must be submitted through the UW [Online Accident Reporting System \(OARS\)](#). EH&S may follow up with individuals to confirm an exposure occurred in the workplace.

If supervisors have reason to believe that their workforce is experiencing an outbreak of COVID-19 (as a guide, more than 10% of unit personnel are out sick and have tested positive), contact EH&S for assistance and follow up (via [covidehc@uw.edu](mailto:covidehc@uw.edu) or 206.616.3344).

### Exposure to COVID-19

An individual who had a [close contact](#) exposure **and** is experiencing [symptoms of COVID-19](#) is required to stay home, get [tested](#), and follow the UW [COVID-19 Public Health Flowchart](#). If they are not experiencing symptoms, they are not required to stay home.

Supervisors are encouraged 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.
- Cover your mouth and nose with your elbow or a tissue when coughing or sneezing, and immediately dispose of the used tissue.

### Human Resources assistance

UW Human Resources 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 academic business partner about issues pertaining to your work area.

Guidance for seeking a disability accommodation is available on the [UW Human Resources website](#).

### c. CLEAN SURFACES

University units are required to clean (and disinfect as needed) their worksite surfaces regularly in accordance with the University's [Communicable Disease Cleaning 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 and stairwells.

### 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.
- Refer to [Appendix Table 1](#) of the [Communicable Disease Cleaning Protocol](#) for detailed information on the responsibilities for cleaning and disinfection in University spaces.

### 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.
- Refer to [Appendix Table 1](#) of the [Communicable Disease Cleaning Protocol](#) for more information on the cleaning and disinfection frequencies in University spaces.

**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](#)

### D. FACE COVERINGS, PERSONAL PROTECTIVE EQUIPMENT (PPE), OTHER RISK REDUCTION STRATEGIES

All individuals at a University location, including personnel, students, contractors, vendors and visitors, are required to follow the [UW COVID-19 Face Covering Policy](#) to ensure the health and safety of the University campus community and the public. This policy is re-evaluated as public health indicators change.

As part of the University's multi-layered strategy to limit the transmission of COVID-19, University **healthcare facilities will return to required masking** in all patient care settings **based on respiratory virus transmission (COVID-19, flu, and RSV) metrics**. Follow the masks signs posted upon entry to clinics.

**It is strongly recommended** that personnel and students wear a well-fitted face covering when returning to campus after ending COVID-19 isolation and after a higher risk COVID-19 [exposure](#) for the time period noted in the [COVID-19 Public Health Flowchart](#). Visit the [Face Covering Policy webpage](#) on the EH&S website for more information.

When you wear a mask, choose a [well-fitted, high-quality mask](#), which when worn helps protect you and those around you.

UW personnel voluntarily wearing a respirator in the workplace are required to be provided with [advisory information](#).

Guidelines on the selection of other personal protective equipment that may be needed to reduce the potential for exposure based on specific job duties can be found in the [EH&S Guidelines for Personal Protective Equipment](#).

#### Additional risk reduction strategies

Units are encouraged to evaluate whether additional strategies are needed in their work settings based on their likelihood of exposure to COVID-19, such as in healthcare, overnight assignments, or other higher risk settings.

Some additional strategies are listed below:

1. Use **engineering controls** (e.g., exhaust ventilation, physical barriers).
2. Implement additional **testing protocols** for higher risk activities (e.g., overnight assignments).
3. When possible, **physical distancing** is recommended, but not required, in indoor crowded settings in areas that are not well ventilated.
4. In areas of low occupancy, follow the University's [Working Alone Safely](#) guidelines.
5. Event organizers and venue operators follow **Public Health Precautions** detailed in the [EH&S Campus Event Safety](#) guidance.

### E. TRAINING

Units are required to educate personnel on the contents of the University's COVID-19 Health and



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Safety Plan and as applicable, any unit-specific requirements or procedures. Training is required to be documented.

This requirement can be met by completing the EH&S online [COVID-19 Safety Training](#) prior to starting work on site. Re-training is recommended annually or when significant changes have been made to the University Plan.

Training is required to be provided in a language best understood by personnel. EH&S will assist unit supervisors with seeking translation or interpretation services. As an additional resource, COVID-19 safety information is available in 36 languages from the [Washington State L&I COVID-19 Resources](#) webpage.

### **Hazard communication for personnel working with disinfectants**

Supervisors are required to communicate the potential hazards and safety measures to personnel working with chemical disinfectants prior to use. Chemical disinfectant exposure may cause health issues if used improperly. Information about working safely with disinfectants is available on the EH&S website:

- [COVID-19 Chemical Disinfectant Safety Information](#)
- [Guidelines for Personal Protective Equipment](#)

Visit the [Chemical Hazard Communication](#) webpage on the EH&S website for additional information about communicating chemical safety.

## 3. COVID-19 RESOURCES

1. [CDC: Coronavirus \(COVID-19\)](#)
2. [EH&S: COVID-19 Health & Safety](#)
3. [UW: COVID-19 facts and resources](#)
4. [Washington State Department of Health: COVID-19](#)
5. [L&I: Basic COVID-19 Requirements for All Workplaces](#)

Please contact EH&S at [covidehc@uw.edu](mailto:covidehc@uw.edu) or call (206) 616-3344 with questions or for assistance.

