COVID-19 NOTICE FOR UNIVERSITY PERSONNEL, CONTRACTORS AND VENDORS

Washington’s Governor Jay Inslee issued a Stay Home, Stay Healthy order strengthening mandates already in place to encourage social distancing, a crucial measure for slowing the spread of COVID-19. **All personnel working onsite at a University owned or leased facility are required to follow the order and the directives of the University, including, but not limited to, employees, visiting scholars, vendors and contractors.**

With this new order, the University has moved to a state of restricted operations, which allows for in-person functions to continue, only if it is considered mission critical and essential, and all personnel meet these safety requirements:

- **Stay home when sick.**
  - All personnel experiencing symptoms of illness must not work on site.
  - Any personnel who develops symptoms while working at a University location must not remain on site. Symptoms may include fever, cough, shortness of breath and other respiratory symptoms, such as sore throat, runny nose and sneezing.
  - Any personnel who has been in close contact with a person with confirmed COVID-19 must stay home for 14 days since their last contact with that person. During that time, the close contact should monitor their symptoms very closely, including taking their temperature daily.

- **Maintain social and physical distancing.** All personnel should maintain at least a six-foot distance from each other. If it is difficult to maintain distance due to the nature of the work or location, personnel should work in shifts and set up schedules so that the number of people working at any one time does not preclude the ability to maintain a six-foot distance.

- **Practice good hygiene.**
  - Cover your mouth and nose with your elbow or a tissue when you cough or sneeze, and immediately dispose of the tissue.
  - Wash your hands often with soap and water, for at least 20 seconds, or use hand sanitizer that contains at least 60% alcohol if soap and water are not available.
  - Avoid touching your eyes, nose or mouth.

- **Clean and disinfect** work surfaces and frequently touched surfaces often.
Health screenings: If your worksite conducts health screenings, all personnel must participate, including employees, vendors and contractors.

- A UW department that learns of a suspect or confirmed COVID-19 case among an employee, contractor, vendor or visitor should notify the UW Employee Health Center at (206) 685-1026 or emphlth@uw.edu for public health follow-up.

For more information and updates, visit www.washington.edu/coronavirus.