This guide assists managers and unit leaders with identifying and approving work activities and personnel for work on site from March 22 - September 10, 2021.

On-site work: Work conducted in-person at any University location, including UW owned and leased properties; any in-person work on behalf of the University, including in-person meetings or field research not conducted at a University location.

Answer these questions to determine whether your unit can safely return to on-site work.

**#1**
Are some or all work activities in your unit allowed to be conducted on site under the current University and Washington state guidelines?

- NO: Do not return to on-site work.
- YES: Continue to #2.

**#2**
Are there any work activities performed by your unit that are necessary or important to be done on site for effective and efficient unit operations?

- NO: Do not return to on-site work.
- YES: Continue to #3.

Telework is supported if it does not impact necessary operations. Unit leaders may authorize employees to return to on-site work if it is requested as long as it is safe and operationally feasible.

**#3**
Has your unit leader approved your unit or site-specific COVID-19 Prevention Plan that includes all necessary prevention measures for returning to on-site work safely?

- NO: PREPARE FOR ON-SITE WORK.
- YES: Prepare for on-site work.

**#4**
Are any personnel at high risk for serious illness from COVID-19 or unable to return to on-site work?

- NO: PREPARE FOR ON-SITE WORK.
- YES: Inform personnel of accommodations available as needed. Contact HR or AHR for accommodations options.

(See next page.)
ON-SITE WORK PREPARATION CHECKLIST

Complete the checklist to ensure a safe return to on-site work.

Visit the Environmental Health & Safety Department COVID-19 Health and Safety Resources webpage for information and guidance to safely return to on-site work.

Visit the University’s Novel coronavirus & COVID-19 webpage for updates on the University’s Safe Start Status, information for employees and frequently asked questions.

A. Work site is ready for limited return to on-site work.

☐ Building is ready for on-site workers. Note: Some University buildings may have limited access and curtailed building ventilation and other systems per UW Facilities.

☐ Supplies are available (e.g., face coverings, cleaning supplies, PPE as specified in the unit or site-specific COVID-19 prevention plan).

☐ Posters/signs are visible indicating occupancy limits in common areas (e.g., elevators, restrooms, kitchens), room/workspace layouts, and handwashing reminders.

☐ Instructions are communicated for cleaning and disinfection of high-touch surfaces in shared work spaces, and shared equipment (e.g., copy machines, water fountains, tools).

☐ A work schedule is used to monitor which personnel is approved to work on site at specified times to ensure reduced density and spacing between people (as applicable).

B. Personnel are prepared to return safely to on-site work.

☐ Personnel have completed the EH&S COVID-19 Safety Training or EH&S approved departmental alternative (e.g., UW Medicine training).

☐ Personnel have received training on unit or site-specific COVID-19 prevention plan.

☐ COVID-19 site supervisor is assigned and given authority to implement and monitor the unit or site-specific COVID-19 prevention plan.

C. Personnel have tools and information to do their jobs safely.

☐ Two reusable face coverings are provided to each on-site worker and training is provided on the use and care of face coverings.

☐ PPE is provided to individuals as indicated by the site-specific COVID-19 prevention plan and personnel are trained on the use, care, removal and disposal of PPE.

☐ In the rare circumstance where a work task does not allow for 6 feet of distance at all times, personnel are trained on risk assessment and additional PPE/controls needed; these tasks require approval of unit head or designee.

☐ Monitor, evaluate and update procedures, practices and COVID-19 prevention plan as needed; communicate changes to all unit personnel working on site.