# U-WIDE HEALTH AND SAFETY COMMITTEE

**7/14/2021 Meeting Minutes | 1:00 p.m. - 2:30 p.m. |**

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<th>Elected Member*</th>
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<th>Faculty Senate Member*</th>
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<td>☒ Ryan Hawkinson (1)</td>
<td>☒ Mark Pekarek (2)</td>
<td>☐ Ian Bennett</td>
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<td>☒ Carmen Parisi (1)</td>
<td>☒ Kurt Oglesby (3)</td>
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<td>☒ Tony Colinares (3)</td>
<td>☒ Liz Kindred, Vice-chair (5)</td>
<td>☐ Paula Lukaszek, WFSE Local 1488</td>
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<td>☒ Christine Aker (4)</td>
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<td>☒ Tracey Mosier, UWF</td>
<td>☐ Rick Gleason, DEOH5</td>
<td>☒ Katia Harb</td>
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<td>☒ Susan Wagshul-Golden, UWT</td>
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<td>☒ Brandon Kemperman, EH&amp;S</td>
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1. **Attendance/Quorum**
   Sonia verified that attendance was counted, and quorum was met.

2. **Call to Order**
   U-Wide Chair Carmen Parisi called the meeting to order with a land acknowledgement and reminder of Zoom voting process.

3. **Approval of June Meeting Minutes**
   Carmen facilitated a vote and June meeting minutes were approved without any changes.

4. **COVID-19 Update**
   Katia started with an overview of the recent major updates. *Physical distancing* is now optional, regardless of vaccination status, except in healthcare, childcare, and K-12 settings. *Face coverings* are now optional if you are fully vaccinated, except in healthcare, K-12, childcare, and UW shuttles. Our policy of COVID-19 *vaccination* is now in effect, requiring vaccination for employees and students, though individuals can choose a medical, religious, or philosophical exemption. The *daily symptom attestation* in Workday is no longer required, unless you work in a healthcare, childcare, or K-12 setting. *Visitor logs* are no longer required unless for site-specific reasons.

   ACCD and EH&S will continue to review and update policies and guidance before Autumn quarter, responding to anticipated regulatory updates and any disease trends. Updates are logged at the top of the [EH&S COVID-19 page](https://www.uw.edu/coronavirus/). The EH&S newsletter and COVID-19 mailing lists are also great resources; you can sign up [here](https://www.uw.edu/coronavirus/).
What has not changed at this point is for everyone to self-monitor daily and stay home if sick or symptomatic. We all still need to report any COVID-19 illness or close contact to EH&S regardless of our vaccination status. The EH&S contact tracing and case response protocol has not changed although staffing has scaled back. Quarantine and isolation guidance has not changed either.

Katia described the COVID-19 vaccination policy. **Employees** submit their vaccine attestation form in Workday as soon as they are fully vaccinated (two weeks following the second dose of two-dose vaccine or two weeks following a single dose vaccine) but not before then. The deadline for being fully vaccinated is September 10th so plan ahead. If you know you are declaring an exemption, please submit it via the attestation form right away. **Students** submit their vaccine attestation via Hall Health electronic form; their deadline is September 29th. Any student who is also an employee must submit both forms because the systems do not share data.

**Supervisors** must verify (in Workday) their personnel are fully vaccinated before advising each individual that they may relax masking requirements; otherwise face coverings are required indoors. There is a paper vaccine attestation form available for supervised non-employees who are interested in relaxing masking requirements. **Contractors, vendors, and visitors** are expected to follow UW signage. Contractors and vendors onsite regularly are asked to confirm (via Purchasing form) that they have their own process to verify vaccination status before relaxing face covering requirements. The [Vaccination Policy website](https://ehs.washington.edu) has excellent FAQs. Do not ask other employees or students their vaccination status as that is private information.

Katia described the current face covering policy. **Outdoors**, face coverings are not required for anyone anymore, but are recommended for people who are not vaccinated when they find themselves in crowded settings. **Indoors**, those not fully vaccinated are still required to wear face coverings where other people are present. Fully vaccinated individuals can relax masking only after their manager has verified their status. In healthcare, childcare, K-12 and shuttle settings, everyone is required to wear face coverings. The public is expected to adhere to posted guidance. Fully vaccinated individuals may still choose to wear a face covering for a variety of reasons.

Katia described the updated, shorter COVID-19 Prevention Plan. It now includes the vaccine verification, and reflects updated guidance regarding face coverings, physical distancing, and symptom monitoring. These plans no longer need be submitted to the Executive Office for approval. A designated COVID-19 Site Supervisor is now optional. You still must train employees on updates to site-specific COVID-19 Prevention Plans.

Katia advised the committee members of obsolete resources, EH&S recent and upcoming updates, and non-EH&S updates. **Obsolete** documents include occupancy restrictions (even in elevators or restrooms) and visitor logs (unless a unit so chooses). EH&S [recently updated](https://ehs.washington.edu) cleaning/disinfection protocols, and information for units with contractors/vendors onsite. **By July 30th**, EH&S expects to update guidance for events, food establishments, symptom monitoring, eating/study space, plexiglass barriers, and building readiness/maintenance, as well as a risk level
and PPE selection matrix. Non-EH&S updates include new University Marketing and Communications posters and communications tools, and updating guidance from the Office of Research, Human Resources, and UW Facilities.

Katia explained that EH&S took down the out-of-date COVID-19 prevention training and is working to update it by July 30th. Any employees returning onsite for the first time before July 30th should just take their site-specific plan training, and then take the UW COVID-19 prevention plan training once it is posted. Anyone who has taken the UW COVID-19 prevention training once does not need to take the updated version once it is posted. Supervisors should train their employees on updates to their site-specific plan.

Finally, Katia summarized the responsibilities of supervisors. Supervisors should review updated policies and share them with their units. They should make sure personnel complete their vaccination attestation forms by the deadline, and then verify them before relaxing indoor face covering requirements for each individual. Supervisors should update site-specific COVID-19 prevention plans and train personnel accordingly. Please reach out to EH&S with any questions.

Question: how do we know which buildings we can reoccupy now? Answer: please get your supervisor's approval before your first return to campus, and then talk with your Account Manager, and/or building coordinator and supervisor about your building's curtailment status, listed on the UW Facilities curtailment page.

Question: Do unpaid volunteers need to submit a vaccination attestation form? Answer: If they are considered UW employees, they are required to attest to their vaccination status. If they are not in Workday, use the slightly condensed paper form in the Vaccination Policy in the Appendix. Even outside employees may need to come inside at times. Volunteers are considered exempt from the policy, but to relax face covering requirements, if they are under your supervision, you must verify they are fully vaccinated.

Question: Are hospital volunteers exempt? Answer: Anyone working in the medical centers should follow medical center procedures. They have their own vaccination attestation form, and they require face coverings everywhere in the hospitals regardless of vaccination status.

5. Seasonal Heat and Wildfire Smoke

Brandon Kemperman provided refresher information about heat stress and wildfire smoke, and regulatory updates and EH&S activities. Our region can experience summer heat and smoke challenges to our air quality both indoors and outdoors. EH&S is developing new online training and new websites for “Outdoor Heat Exposure and Heat Related Illness” and for “Wildfire Smoke”.

Especially for people working outdoors, temperatures in the 90s, 100s, or even 80s can lead to heat-related illness. These illnesses occur when the body overheats from a combination of external factors (temperature, humidity, air movement, direct sunlight, and other heat sources)
and personal factors (PPE, clothing, physical effort or heavy work, lack of acclimation, dehydration, poor fitness and diet, certain medications, and caffeine, alcohol, and nicotine).

Heat related illness may take the form of heat exhaustion (provide rest, shade, water) or heat stroke (requires emergency response). Symptoms of heat exhaustion include dizziness, headache, sweaty skin, weakness, cramps, nausea, vomiting, and fast heartbeat. Symptoms of heat stroke include red/hot/dry skin, high temperature, confusion, convulsions, and fainting. To prevent heat-related illness, supervisors provide shade, rest, and water. Employees can monitor themselves for any symptoms (including color of urine to indicate dehydration), remove PPE to cool off during breaks, and wear sunscreen in direct sunlight.

WAC 296-62-095 addresses employee outdoor heat exposure in Washington from May 1 through September 30. Table 1 defines action level temperatures based on clothing worn by the employee: 52F for non-breathable clothing, 77F for double-layer woven clothing, and 89F for other clothing.

Yesterday, emergency regulation WAC 296-62-09555 “Extreme High Heat Procedures” went into effect. At temperatures at or above 100F, it requires that employers always maintain one or more areas of shade or provide an alternative means of cooling. Employers must also ensure that employees take preventative cool-down rest periods at least ten minutes every two hours.

Washington state does not regulate indoor air temperatures. For air quality assessments, EH&S follows the ASHRAE 55 standard for Thermal Environmental Conditions for Human Occupancy, which recommends summer indoor temperatures between 73-79F and winter indoor temperatures between 68-75F. UW Facilities has their own temperature requirements based on energy standards from the City of Seattle. Many of our buildings do not have air conditioning.

Indoor increased temperature may lead to comfort issues, heat stress, and dehydration. Temperatures approaching 85-90F may cause heat stress, particularly if clothing, PPE, and physical activity are factors. Warmer temperatures may necessitate increased water intake to prevent dehydration.

Naturally ventilated spaces pose particular challenges during summertime. Potential solutions include opening windows only during cooler hours, portable AC units, fans (direct away from body/face during pandemic), telework, cooling vests, or working from a different air-conditioned building. For issues in mechanically ventilated spaces, submit a facility work request.

The news predicts a bad summer for wildfire smoke. It is unhealthy to breathe in the emissions from wildfires. Most concerning are the small particulates that travel deep into your lungs. Health effects may include lung irritation and inflammation, altered immune function, and an increased susceptibility to respiratory infections such as COVID-19.

Washington L&I has drafted but not finalized emergency rule WAC 296-62-085 concerning outdoor workers exposed to the equivalent of Air Quality Index 69 (“unhealthy for sensitive individuals”
level) for more than one hour. The voluntary use of N95 filtering respirators is recommended. To prevent exposure to wildfire smoke, minimize time outdoors and outdoor exercise, work in mechanically ventilated buildings equipped with pre filters and at least MERV 13 filters, and increase the ratio of recirculated to outside air. If in a naturally ventilated building, close windows, and consider portable air cleaners with HEPA filters. EH&S just released a “Portable Air Cleaner Selection, Care and Maintenance” focus sheet, linked from the Indoor Air Quality page.

If you have indoor heat or smoke discomfort, EH&S has equipment to assess indoor air quality and can make recommendations. If an employee feels they have been affected by extreme temperatures or wildfire smoke in their work area, they can report that in the Online Accident Reporting System (or PSN for UW Medicine) so we can document and investigate it. If they feel their health was affected, they can contact their employee health center.

Question: Do UW building HVAC filters protect against smoke? Answer: Luckily, the COVID-19 response included upgrading filtration so many buildings have MERV-13 filters, which protect from wildfire smoke. More efficient filters can be requested, but HVAC systems may not be able to handle the increased static pressure of more restrictive filters.

6. Organizational Group Reports and Election Updates

**HSC-1:** Ryan Hawkinson reported that Group 1 met this morning, reviewed many OARS reports, and had volunteers for Election Coordinator. One OARS report described an employee returning office furniture to work and injuring themselves trying to get the furniture through the door. If you did allow employees to take furniture or equipment home, you may want to provide guidance on the timing and safe return of those items, maybe utilizing carts, ADA doors, or assistance.

**HSC-2:** Mark Pekarek noted that Moving Services can help move large equipment. Group 2 met last week, had low attendance, and belatedly got a volunteer Election Coordinator. They often have 25-30 reports to review. One that was particularly well written was 2021-06-035.

**HSC-3:** Kurt Oglesby reported that Group 3 met June 16th, reviewed OARS and had Jason Goodrich from CriticalArc present on SafeZone. There is only a 10% deployment for that program across the university. Tony reported that the safety application is very good, and it is strongly recommended that you download the app to your phone. Sonia mentioned that the U-wide rescheduled their SafeZone presentation to the August meeting.

**HSC-4:** Christine Aker reported that Group 4 met last Monday, reviewed OARS, and had an interesting report regarding the effect of construction smell on building occupants and the mitigation measures implemented. They had their quarterly review of OARS Dashboard data, and Erin McKeown reviewed their 2020 Incident and Statistics Report. Most units are working on return to campus and return to normal operations plans.
**HSC-5:** Liz Kindred reported that Group 5’s last meeting was during the heat wave. Their Executive Sponsor Walter Thurnhofer retired, and Adam Parcher is taking over. They had their annual safe patient handling presentations. Some of their more severe injuries occur while transferring patients so it is important to train and engage staff regarding appropriate equipment and ceiling lifts. At Harborview they had an interesting report where staff looked too long at UVC machines (used to disinfect for COVID) and hurt their eyes. They continue to message on masking and social distancing at the medical centers.

**HSC-6:** Eric Camp said HSC-6 met a month ago, discussed a few OARS reports, discussed the U-wide, and chose an Election Coordinator.

**HSC-7:** Martin Arroyo reported Group 7 met yesterday. Luckily, Allyson Long had reviewed heat-related illnesses at their June meeting, a few days before the heat wave. At their July meeting, they discussed and chose Election Coordinators (Allyson and Martin). Allyson presented information about safe lifting, emergency Prepare in a Year planning, and wildfire smoke.

**HSC-8:** Chris Barrett reported that Group 8 met on June 10th. They discussed OARS, U-wide updates, and had a presentation on how to access OARS reports remotely. Their head of facilities gave a quick presentation on sprinkler lines and ceiling tiles, advising everyone not to hang things from sprinkler lines in their offices. They meet tomorrow to choose an Election Coordinator.

**HSC-9:** Sheila Prusa reported that Group 9 met June 29th and reviewed OARS and reviewed U-wide minutes.

**HSC-10:** David Warren reported that Group 10 reviewed OARS reports and concluded that as people come back to work it is a good time to remind them about online training for Back Safety and Injury Prevention. They discussed COVID lessons applicable to flu season.

**Faculty Senate Report:** Ian Bennett was not present.

7. **Union Reports**
   Ann Aumann of SEIU 925 had no updates.

   Paula Lukaszek of WFSE and Amanda Clouser of UAW 4121 were not present.

8. **Ex Officio Reports**

   **UW Facilities:** Tracey Mosier had no updates. Chris Pennington reported UWF updated their COVID Prevention Plan – kudos to Tracey!

   **Emergency Management:** Steve Charvat said they are monitoring the smoke and the weather, and the Governor is having a press conference right now advising us that due to climate change
this is the new normal. UW will apply lessons learned from last year and the pandemic to a new decision-making process about university operations during high temperatures or poor air quality.

**UWPD:** Lt. Chris Jaross was not present.

**DEOHS:** Rick Gleason was not present.

**AGO:** Felicia Foster had no updates.

**Claim Services:** Ken Nielsen had no updates.

**UW Tacoma:** Susan Wagshul-Golden had to leave early.

**UW Bothell:** Allyson Long reported that her well-timed heat exposure training led to a great response at UWB to the excessive heat conditions. She said they were bringing water to workers in the field, getting occupants to shut down buildings, and were providing fans to resident students.

9. **HSC Elections**

Sonia Honeydew presented on the HSC elections for the 2022-2023 term. The Health and Safety Committee webpage lists the ten HSCs, and by clicking on the committee anyone can see the departments represented by that committee. She said that the election timeline begins with the selection of an Election Coordinator in July; five of the HSCs have already done that. In August, the Election Coordinator will determine how to reach the employees represented by their HSC and call for nominations. Sonia listed the Election Coordinator responsibilities shown in the Election Guide. Sonia said she'll post a list of Election Coordinators on the Health and Safety Committee page, so employees can find the name of their coordinators.

Sonia described the minimum requirements for committee composition: both employee-elected and employer-appointed members, the number of elected equal to or greater than the number appointed. They serve for a two-year term, and if an elected member must leave their position midterm, a new member must be elected before the next meeting. For this reason, it is best practice to have multiple nominees for each position; then you can ask the person with second highest number of votes to take the role, without running a new election.

She said it good to have a broader group of nominees as they could be designated as a proxy; using a proxy prevents breaks in communications when a member must miss a meeting. Sonia is collecting examples of different representation strategies (how an HSC is composed to represent all employees) and has examples in Catalyst of both nomination and election ballots, and examples of charters (where HSCs often define their representation strategy). Note that an HSC can have multiple Election Coordinators, depending on the needs of the HSC. Please let Sonia know if you, your Election Coordinators, or Executive Sponsors have any questions.
10. EH&S Updates: L&I
Erin McKeown reported that HMC addressed the relocation of an HMC COVID testing clinic from a parking garage. The UW is appealing citations at four healthcare sites and has a hearing scheduled with the Board of Industrial Insurance Appeal on July 28.

EH&S Updates: General
Erin indicated that the updated Accident Prevention Plan (APP) is now on the EH&S website and contains guidance, policies, and procedures to reduce or eliminate anticipated hazards that affect all employees. She thanked all the committees for their review and summarized the significant updates to the APP.

She said an important change to the APP was the introduction of the Supplemental Accident Prevention Plan (SAPP) Template. It is a guide that helps departments take responsibility for hazards that go beyond what is covered in the core Accident Prevention Plan. The SAPP template includes a list of potential safety hazards, and the resources and training to address those. The expectation is that departmental administrators or supervisors would review the APP, develop the departmental SAPP, and then review both with existing and new staff.

Denise reported the release of updated manuals in the next month: the Permit-Required Confined Space manual and the Silica manual. Also, EH&S is piloting a new ticketing system to improve customer service. Some EH&S email addresses are already feeding into it: training, IAQ, and ergo.

Sonia reported that EH&S made some revisions to the HSC Election Guide, to address diversity, equity, and inclusion. The revision is under review and not posted yet, but the basic responsibilities and timeline do not change. Rather, the updated guide reminds people to think about how they are going to reach all employees, including those who work different times of year, work different times of day, do not have access to computers, etc.

11. Good of the Order
Carmen suggested that the group consider the format of U-wide meetings when campus reopens Autumn quarter. Most people believe all virtual or a hybrid format is part of the new normal.

Alexa Russo suggested we consider equity about “heat days” or “smoke days”; we might be sending people home to a worse condition. Steve said Emergency Management have just begun discussions on how to address hot and or smoke conditions and the discussions will include EH&S. He understands that some people prefer to come to work when it’s hot to escape the heat.

12. Adjourn
U-Wide Chair Carmen Parisi adjourned the meeting early at 2:25 pm.