UNIVERSITY REQUIREMENTS FOR COVID-19 PREVENTION IN THE WORKPLACE

These important workplace COVID-19 prevention elements are developed to help ensure the health and safety of personnel by reducing the potential for COVID-19 transmission. They are based on guidance from the Centers for Disease Control and Prevention (CDC) and the regulatory directive of the Washington State Department of Labor & Industries Division of Occupational Safety and Health (DOSH) Directive 1.70, and are required to be implemented in all University work environments. (UW Medical Center personnel should follow UW Medicine protocols.) Departments or work units are required to document their site-specific COVID-19 prevention measures. The included checklist can be used for that purpose.

Maintain social and physical distancing

Prevent close contact between workers and others

- Maintain at least 6 feet between people with or without the use of facemasks.
- Separate work stations by at least 6 feet or use physical barriers (e.g., curtains, shields).
- Allow only infrequent and intermittent passing within 6 feet.
- Limit the number of people riding in elevators.
- Social/physical distancing during breaks and at shift start and end times must be maintained.
- Stagger break times.
- Limit in-person meetings to fewer than 10 people and maintain 6-foot spacing.
- Take separate vehicles.
- Schedule tasks for a later time and date when protective measures are in place.
- Organize work to break up tasks in a manner that facilitates social distancing or other protective measures.
- Avoid hugging and handshakes.

Organize the work area

- Require one-at-a-time access at designated drop-off/pick-up points
- Use drop boxes or bins to collect items.

Create a schedule

- Minimize the number of people in a work area at the same time.
- Small, narrow offices/facilities on the order of 100-150 square feet can likely accommodate only one person at a time.
- Square or rectangle work areas larger than 200 square feet can likely accommodate more people, but keep the number to a minimum.

Rule of thumb:
These square footage specifications are guidelines only. In general, occupants must be able to enter, work in, and exit the space while maintaining 6’ of physical distance from other occupants.
If an employee, vendor, contractor or visitor is sick or experiencing even mild symptoms of illness, they **must stay home**. If symptoms of illness are experienced while on a University work site, personnel must leave the worksite. Follow the University’s daily **symptom screening** or self-attestation requirements to **prevent sick personnel from coming to work** and identify workers who exhibit signs or symptoms of COVID-19 illness.

If an employee experiences symptoms of **COVID-19 infection**, including **fever, cough, shortness of breath, loss of taste and/or smell, chills**, or other respiratory symptoms, such as sore throat, sneezing or runny nose, provide them with the following instructions:

- **If you are sick, you **must** stay home.** Even if you have mild symptoms.
- Separate yourself from others. Avoid common areas where people gather.
- Practice good hygiene.
- Wear a mask.

**Direct sick personnel to read the FAQ “do I do if I feel sick?”** and instruct them to follow these steps:

- **Contact your health provider in advance.** Please do not show up at a clinic, urgent care center or other health-care facility without contacting them first.
- If your health-care provider confirmed or suspects that you have COVID-19, you are required to **contact the EH&S Employee Health Center** at emphlth@uw.edu or 206.685.1026 for public health case tracking and follow-up. The EH&S Employee Health Center can also facilitate COVID-19 testing through UW Medicine.

University units and personnel are **required to report suspected or confirmed cases** of COVID-19 to a University **Employee Health Center**.

Follow the **COVID-19 Enhanced Cleaning and Disinfection Protocols** to disinfect areas where a person with symptoms of respiratory illness spent time in a University space.

UW Human Resources (HR) has additional resources for **staff** and **academic personnel** regarding **time away from work**; talk with your HR consultant or AHR Business Partner with issues pertaining to your work area. UW units are asked to refrain from requesting sick personnel to provide a doctor’s note to excuse their absence.

For information about the University’s response to a COVID-19 case on campus, read the FAQ **“How does the UW respond when a member of the UW community has confirmed COVID-19?”**
Encourage good hygiene

Remind personnel they can **reduce the risk** of spreading coronaviruses by taking the same steps to help prevent infection:

- 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.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid contact with people who are sick.
- Stay home while 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.
- Secondary handwashing or sanitizing stations may be set up with either hand sanitizer or wipes/towelettes.

**Personnel must be able to wash their hands** after touching any surface/tool suspected of being contaminated, before and after eating or using the restroom, and before touching their face.

**Key Times to Wash Hands**

- **Before, during, and after** preparing food
- **Before** eating food
- **Before and after** caring for someone at home who is sick
- **Before and after** treating a cut or wound
- **Before** exiting the laboratory
- **After** using the toilet
- **After** contact with high touch surfaces (e.g., elevators, lobby areas, reception desks, etc.)
- **After** blowing your nose, coughing, or sneezing
- **After** removing gloves or other personal protective equipment.
- **After** touching an animal or animal waste
- **After** touching garbage

Stay Healthy, Huskies - Toolkits

**CDC – What you need to know about handwashing**
Clean and disinfect surfaces

It is important to clean and disinfect work areas regularly, as well as to clean high touch areas daily, between uses, or when unclean, to help prevent the spread of coronavirus.

Clean and disinfect frequently touched surfaces (e.g., door knobs, tables, computer keyboards, handrails, exercise rooms) regularly to maintain a visibly clean state (no obvious soiling, smearing, or streaks).

- Keep a cleaning schedule to maintain general housekeeping to prevent buildup of dirt and clutter.
- Make cleaning supplies available for workers to do spot cleaning when necessary.
- For surfaces touched by multiple workers, clean and disinfect on a frequent schedule, or between workers.
- For surfaces touched by a single worker, clean and disinfect periodically, at least once per shift or when unclean, as a minimum.
- Wipe down shared equipment after each use.
- 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:

- An EPA-registered disinfectant approved for use against SARS-CoV-2 or
- An alcohol solution with at least 70% alcohol or
- A 10% bleach/water solution

It is also recommended that all departments purchase single use disinfectant wipes for touch points within their work spaces. Please avoid putting disinfectant gels or liquids on electronics and other equipment, including elevator buttons, unless they have been indicated as safe to use on those devices.

EH&S developed resources to assist units safely use disinfectants to prevent the spread of COVID-19.

- COVID-19 Enhanced Cleaning and Disinfection Protocols
- COVID-19 Prevention Protocol for Food Establishments
- COVID-19 Chemical Disinfectant Safety Information
Use alternative strategies as needed

Some workplaces may encounter challenges with basic prevention elements so one or more of the following alternatives may be used to provide protection for workers.

**Engineering controls**
- Install barriers that block direct pathways between individuals’ faces.
- Create layouts that prevent air pathways of less than 6 feet.
- Place nonporous covers on frequently touched surfaces that cannot be easily cleaned, such as fabric or foam. The covers should be a surface that can be cleaned easily or something that can be changed between users.
- Ventilation that provides a clean air supply to a worker’s breathing zone.

**Health Surveillance**
Some workplaces with unique considerations may implement health surveillance to identify early signs of infection, and separate workers who may present a risk to others. UW units may conduct health surveillance for personnel who reside at a UW property (e.g., research vessel) and are not able to isolate or return home when sick. Workplaces that implement these measures should work closely with the EH&S Employee Health Center at emphlth@uw.edu.

- Depending on the work environment, daily or regular screenings may be needed to track symptoms and risks for contracting COVID-19.
- Workers who are at higher risk for severe COVID-19 disease outcomes should consult with their primary care provider.
- Consult with the Employee Health Center to determine whether the program relies on self-reporting by workers or if someone will be actively reviewing worker health on a regular basis.
- Follow the University’s requirements for symptom monitoring for COVID-19.

**Personal Protective Equipment**
Personal protective equipment (PPE) may be helpful to prevent transmission of the disease. PPE has limitations and increases burden on the worker. Other controls should be considered first, but in certain situations there may be no better option.

- **Face shields** can prevent direct exposure to expelled droplets and provide splash/spray protection from disinfectants.
- **Respirators** require care in use and management under the UW Respiratory Protection Program, which complies with WAC 296-842. Respirators are not normally recommended for social distancing purposes, but may be appropriate where workers must have close proximity to others during certain job tasks.
● **Facemasks** primarily prevent exposures to others when the wearer coughs or sneezes. Facemasks do not replace the need for social and physical distancing, frequent handwashing, avoiding touching the face, and staying away from people who are ill.

● **Surgical/medical mask** use is prioritized for healthcare providers; and also used by UW personnel doing work to support critical operations that require them to be on site but may not be able to maintain a distance of at least six feet between themselves and others at all times.

● **Cloth facemasks** are optional for UW personnel, and may have limited benefit. Refer to the Guidance on Facemask Use for Preventing the Spread of COVID-19. This guidance includes links to visual instructions and instructional videos.

● Workers should not touch their mouth, nose, eyes, and nearby surfaces when putting on, using, and removing PPE and masks. Wash hands before putting on and after removing PPE and masks.

With the expanding COVID-19 pandemic, EH&S recommends measures to conserve personal protective equipment (PPE) while maintaining our commitment to provide a safe and healthful place for employment and learning. This aligns with current guidance from the CDC and Public Health Seattle-King County.

The EH&S PPE conservation guidance is based on existing policy from the UW Medicine enterprise. These recommendations apply only to work activities where use of PPE is required to perform a job safely. If you have questions about whether PPE is required for a specific job activity, ask your supervisor and/or refer to the EH&S Guidelines for Personal Protective Equipment.

These guidelines do not apply to clinical work. For those engaged in patient care, please refer to the UW Medical Center Personal Protective Equipment (PPE) Conservation Policy. The guidelines in this document are not meant to be exhaustive, and are subject to change as the situation evolves. EH&S recognizes that each department or unit may have its own unique PPE considerations and conservation solutions. Please contact EH&S at ehsdept@uw.edu or call 206.543.7262 for consultation regarding PPE use and conservation.
Communicate safety information

Education is an important aspect in helping to slow the spread of the coronavirus. Informing personnel of guidance, such as social distancing, proper hygiene and methods to keep work areas clean that can help prevent the spread of COVID-19.

Communicate Safe Practices

To keep the UW community informed about COVID-19, all UW units and departments are required to communicate to personnel about ways to prevent the spread of COVID-19 including reviewing their unit and worksite-specific procedures for COVID-19 prevention.

The UW Stay Healthy, Huskies webpage has posters and graphics in various formats for you to post and communicate in your work area. Download and post them in common areas, such as in break rooms, lunch rooms, lobbies and bathrooms.

- Download the **STOP! Feeling Sick?** poster to remind sick personnel to stay home and report COVID-19 symptoms to the EH&S Employee Health Center.
- Download the **Stay Healthy, Huskies** and **5 Steps to Wash Your Hands the Right Way** posters to encourage good hygiene in the workplace.

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 Frequently Asked Questions, including:

- How do I prevent the spread of viruses, including the novel coronavirus?
- What do I do if I feel sick?
- I have been in close contact with someone who has COVID-19. What should I do?

Hazard Communication

If personnel work with chemical disinfectants it is important to communicate the potential hazards. Chemical disinfectant exposure may cause health issues if used improperly, so it is important that health and safety considerations are accounted for prior to product use. EH&S has provided information about working safely with disinfectants as well as guidance and program documents related to PPE and how to properly use it.

To assure individual health and safety, and meet regulatory requirements, the UW developed the Chemical Hazard Communication Program to communicate the hazards and safeguards required to protect individuals from exposure to those hazards. For additional information about how to protect personnel from chemical hazards please visit the [EH&S Chemical Hazard Communication](#) webpage.
Novel Coronavirus (COVID-19) Resources

**CDC**
- CDC Coronavirus (COVID-19)

**EPA**
- EPA Disinfectants for Use Against SARS-CoV-2

**OSHA**
- OSHA COVID-19
- UW DEOHS: Safer Cleaning, Sanitizing and Disinfecting Strategies to Reduce and Prevent COVID-19 Transmission

**W**
- UW EH&S COVID-19 Health & Safety Resources
- UW Novel coronavirus & COVID-19: facts and resources
- UW Stay Healthy, Huskies - Toolkit Downloads (Posters, Media)

**Health**
- WA DOH - Novel Coronavirus Outbreak 2020

**Washington State Department of Labor & Industries**
- WA L&I DOSH DIRECTIVE 1.70 General Coronavirus Prevention Under Stay Home-Stay Healthy Order
- WA L&I Dealing with COVID-19 (coronavirus) in Construction
- WA L&I Coronavirus (COVID-19) Prevention: General Requirements and Prevention Ideas for Workplaces

Please contact EH&S at ehsdept@uw.edu or call 206.543.7262 with questions or for assistance.

*This document will be updated as regulations and public health guidance change.*
# Checklist for COVID-19 Prevention in the Workplace

University departments or work units are required to document their workplace COVID-19 prevention measures and review them with personnel. This checklist may be used for that purpose.

<table>
<thead>
<tr>
<th>Date:</th>
<th>Completed By:</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Organization/Department Name:</th>
<th>Worksite Location(s):</th>
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**Department/Unit COVID-19 Prevention Plan and Plan Location:**

## Social and Physical Distancing

<table>
<thead>
<tr>
<th>Check all that apply:</th>
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<tbody>
<tr>
<td>☐ Telework options offered</td>
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<tr>
<td>☐ Shifts/breaks times/start times staggered</td>
</tr>
<tr>
<td>☐ Maximum space capacity determined based on room size</td>
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<tr>
<td>☐ In-person meetings (conference call, virtual) limited</td>
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<tr>
<td>☐ Non-critical in person meetings postponed</td>
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<td>☐ Spread out work areas/physically separate workstations</td>
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<td>☐ Allowing only infrequent/intermittent passing within 6 feet in between personnel</td>
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<tr>
<td>☐ Minimizing the number of people in a work area</td>
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<tr>
<td>☐ Designated drop-off/pick-up areas for shared tools and equipment</td>
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**Other measures taken (describe):**

1. Describe how you are implementing the social distancing requirements (maintaining 6+ feet spacing between people, minimizing interpersonal contact).
2. Describe how you are communicating social distancing requirements to workers, customers and visitors.

|☐  | Posters/signage/floor markings installed or posted |
|☐  | Communicated during staff meetings |
|☐  | Email communication |
|☐  | Established policies and procedures |
|☐  | Provided notice to vendors/contractors |

### RESPONDING TO ILLNESS

3. Describe how you are preventing people with symptoms from coming to the site and/or working while sick.

|☐  | Following UW policies for time away from work |
|☐  | Process in place for symptom monitoring or attestation |
|☐  | Requiring personnel who may be ill or symptomatic to stay (or go) home |

4. Describe practices for responding to suspected or confirmed COVID-19 cases.

|☐  | Asking personnel with COVID-19 symptoms to stay home and contact their healthcare provider |
|☐  | Notification to a University Employee Health Center |
|☐  | Performing enhanced cleaning and disinfection |

5. Describe the reporting procedures followed when personnel tests positive for COVID-19.

<p>|☐  | Notifying the EH&amp;S Employee Health Center |</p>
<table>
<thead>
<tr>
<th>CLEANING AND DISINFECTING</th>
<th>Check all that apply:</th>
<th>Other measures taken (describe):</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Describe the procedures used to clean and disinfect general areas and high-touch surfaces.</td>
<td>☐ Following a cleaning schedule &lt;br&gt; ☐ Cleaning supplies are available for spot cleaning &lt;br&gt; ☐ Cleaning and disinfecting high touch surfaces daily, between uses or when unclean &lt;br&gt; ☐ Wiping down shared equipment/objects after each use (e.g., door/refrigerator/microwave handles) &lt;br&gt; ☐ Following <a href="#">COVID-19 Enhanced Cleaning and Disinfection Protocols</a></td>
<td></td>
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<tr>
<td>7. List the product(s) used to clean and disinfect.</td>
<td>☐ Alcohol solution with at least 70% alcohol &lt;br&gt; ☐ 10% bleach/water solution &lt;br&gt; ☐ <a href="#">EPA-registered disinfectant for use against SARS-CoV-2</a>: &lt;br&gt; a. Manufacturer:______________&lt;br&gt;b. Name: __<strong><strong><strong><strong><strong><strong><strong>&lt;br&gt;c. EPA Registration #:</strong></strong></strong></strong></strong></strong></strong></td>
<td></td>
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<tr>
<td>8. Describe the safety precautions that are taken when using disinfectant(s).</td>
<td>☐ Reviewing safety data sheet (SDS) for each product &lt;br&gt; ☐ Reviewing <a href="#">COVID-19 Chemical Disinfectant Safety Information</a> &lt;br&gt; ☐ Following manufacturer's instructions for products use &lt;br&gt; ☐ Using personal protective equipment</td>
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### ENCOURAGING GOOD HYGIENE

9. Describe methods used to encourage good hygiene practices.

- [ ] Providing soap and running water, hand sanitizer and/or wipes/towelettes
- [ ] Asking personnel to avoid hand shaking and hugging
- [ ] Using [reminders](#) to wash hands correctly at key moments, avoid touching face with unwashed hands, cover mouth when coughing or sneezing

### USING ALTERNATIVE STRATEGIES (OPTIONAL)

10. Use engineering controls.

- [ ] Barriers to block direct pathways between individuals are installed
- [ ] Layouts to prevent air pathways less than 6 feet have been created
- [ ] Impervious covers over fabric and other porous surfaces have been installed
- [ ] Ensuring good ventilation in work areas

11. Administrative control

- [ ] Tasks have been rescheduled
- [ ] Work tasks have been modified
- [ ] Organized work tasks to facilitate social distancing

12. Conduct health surveillance/symptom screening.

- [ ] Performing daily symptom screening or attestation to ensure ill personnel do not come to work on-site at a UW Facility.
| 13. Provide personal protective equipment (PPE) and guidance on how to use it. | ☐ Consulting with [EH&S Employee Health Center](https://www.ehs.washington.edu)  
☐ Discussing accommodations for personnel at higher risk of severe illness with your HR Consultant | ☐ Face shields and/or eye protection is worn  
☐ Respirators are worn  
☐ Surgical/medical masks are worn  
☐ Providing instructions on the use, care, cleaning, maintenance, disposal of PPE |
| --- | --- | --- |
| 14. Communicate safe practices. | ☐ Posters/signage are installed and/or posted  
☐ Email communications have been sent  
☐ Information is covered in staff meetings  
☐ Sharing information from the [UW Novel coronavirus & COVID-19: facts and resources](https://www.ehs.washington.edu) webpage. |  |
| 15. Communicate hazards and safeguards to protect personnel. | ☐ Providing information about [working safely with disinfectants](https://www.ehs.washington.edu)  
☐ [Communicating the hazards and safeguards](https://www.ehs.washington.edu) required to protect individuals from exposure |  |

**COMMUNICATING SAFETY AND HAZARDS**  
Check all that apply:  
Other measures taken (describe):