



ATTACHMENT A:

UNIT OR SITE-SPECIFIC COVID-19 PREVENTION PLAN TEMPLATE

University units are required to document their workplace COVID-19 prevention measures and review them with personnel. This template may be used for that purpose and used at a work-site level or department level as appropriate for the unit. If an alternative format is used (e.g., Return to In-Person Research Plan), it must include all six required elements for a plan and align with University policies and procedures (e.g., daily symptom attestation).

Date: 9/11/20	Completed By: Shannon Delaney
Name of COVID-19 Site-Supervisor: Mark Albonizio	
Unit Name: SPH/Nutritional Sciences <i>This plan will focus on SPH's general operating procedures, as well as specifically Raitt-hall specific operations.</i>	Worksite Location(s): Raitt Hall
Unit COVID-19 Prevention Plan and Plan Location: Physical Copy: Raitt Hall Room 305; Remote Access Copy: NSP Intranet ( <a href="https://nutr.uw.edu/intranet/">https://nutr.uw.edu/intranet/</a> )	

MANAGEMENT AND OVERSIGHT	Check all that apply (all required):	Describe:
1. COVID-19 Prevention Plan and Site-Supervisor	<input checked="" type="checkbox"/> A COVID-19 supervisor is assigned to ensure all of the elements of the site-specific COVID-19 Prevention Plan are followed. <input checked="" type="checkbox"/> The COVID-19 site supervisor will keep the site-specific plan updated and current with changes to COVID-19 guidelines, regulations and	<p>The COVID-19 Site Supervisors (CSS) for NSP is Mark Albonizio. The CSS will coordinate with NSP Administrator (Shannon Delaney) and the Raitt building manager (Jim Feathers) on general building operations as specified under this plan.</p> <p>The CSS will maintain and update this plan.</p>

	<p>University policies.</p> <p><input checked="" type="checkbox"/> The COVID-19 site supervisor will keep the site-specific plan onsite in paper or electronically so it is available to all personnel.</p> <p><input checked="" type="checkbox"/> The COVID-19 site supervisor will train personnel on the contents of the plan and updates made.</p> <p><input checked="" type="checkbox"/> The COVID-19 site supervisor or designee is available to respond to issues and questions during work and class activities.</p>	<p>These plans will be made available on the SPH COVID-19 website and NSP Intranet.</p> <p>Training on the plan will be provided by the CSS and NSP Administrator and occur by Dec 31, 2020.</p> <p>For questions on the COVID-19 Prevention Plan:</p> <ul style="list-style-type: none"> <li>- For Emergency questions or concerns contact EH&amp;S, the Raitt/NSP Covid Site Supervisor (<a href="mailto:nutr@uw.edu">nutr@uw.edu</a>) and Uli Haller (<a href="mailto:ulih@uw.edu">ulih@uw.edu</a>)</li> <li>- For General (non-emergency questions) contact: the Raitt/NSP Covid Site Supervisor (<a href="mailto:nutr@uw.edu">nutr@uw.edu</a>)</li> <li>-Employees may also contact your immediate supervisor</li> <li>-Students contact Susan Inman (<a href="mailto:susani@uw.edu">susani@uw.edu</a>)</li> <li>-Classroom questions, contact Susan Inman (<a href="mailto:susani@uw.edu">susani@uw.edu</a>) or SPH Student and Academic Services (<a href="mailto:jmricks@uw.edu">jmricks@uw.edu</a>)</li> </ul>
<p><b>SOCIAL AND PHYSICAL DISTANCING</b></p>	<p>Check all that apply (all required as possible):</p>	<p>Describe:</p>
<p>2. Describe how you are implementing the social distancing requirements (maintaining 6+</p>	<p><input checked="" type="checkbox"/> Telework options offered</p> <p><input checked="" type="checkbox"/> Shifts/breaks times/start times staggered</p> <p><input checked="" type="checkbox"/> Maximum space capacity determined based on room size</p> <p><input checked="" type="checkbox"/> In-person meetings (conference</p>	<p>All SPH personnel, other than critical personnel and others who cannot complete their work from home, have been teleworking since before the Governor's initial Stay Home/Stay Safe order. All work tasks have already been modified to accommodate people working from home in order to maximize social</p>

<p>feet spacing between people, minimizing interpersonal contact).</p>	<p>call, virtual) limited</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Non-critical in person meetings postponed</li> <li><input checked="" type="checkbox"/> Spread out work areas/physically separate workstations</li> <li><input checked="" type="checkbox"/> Allowing only infrequent/intermittent passing within 6 feet in between personnel</li> <li><input checked="" type="checkbox"/> Minimizing the number of people in a work area</li> <li><input checked="" type="checkbox"/> Designated drop-off/pick-up areas for shared tools and equipment</li> <li><input type="checkbox"/> Barriers to block direct pathways between individuals are installed</li> <li><input type="checkbox"/> Layouts to prevent air pathways less than 6 feet have been created</li> <li><input checked="" type="checkbox"/> Ensuring good ventilation in work areas</li> <li><input checked="" type="checkbox"/> Tasks have been rescheduled</li> <li><input checked="" type="checkbox"/> Work tasks have been modified</li> <li><input checked="" type="checkbox"/> Organizing work tasks to facilitate social distancing</li> </ul>	<p>distancing. SPH will continue to highly encourage all individuals who are able to complete their work from home to telework as much as possible through Phase 4 of the state reopening plan.</p> <p>All faculty and staff will be trained to implement EHS recommendations on safe work practices. Anyone working on campus will be required to follow all current UW protocols, such as daily attestation, mask wearing and 6 ft. distancing at workstations and in other work areas. While we do not expect the number of people working on campus in the near future to exceed our 6 ft. distanced capacity, we will continuously monitor the situation and will institute staggered/alternating work schedules as necessary to retain adequate internal spacing. Because floorplans vary within Raitt offices, the program administrator will work with employees and their supervisors to plan workspaces and shifted schedules to maintain 6 ft distances. Should EHS safe work recommendations change, we will modify these plans accordingly.</p> <p>SPH does not operate in strict shifts, or have scheduled breaks, though most individuals work between 8 a.m. and 5 p.m. SPH already does allow individuals who work onsite to come in early, leave early or work later for varying needs. Although we prefer to limit people in the workplace by not having them come in at all, we will continue to encourage such hourly staggering for those who do work onsite to help reduce the total number of people within the workplace at any given time.</p>
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<p>3. Describe how you are communicating social distancing requirements to personnel, students, vendors, contractors and visitors.</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <a href="#">Posters</a>/signage/floor markings installed or posted</li> <li><input checked="" type="checkbox"/> Communicating during staff meetings</li> <li><input checked="" type="checkbox"/> Email communication</li> <li><input checked="" type="checkbox"/> Establishing policies and procedures</li> <li><input checked="" type="checkbox"/> Providing <a href="#">notice to vendors/contractors</a></li> </ul>	<p>We will utilize the UW social distancing tool-kit that includes signs in hallways and bathrooms. Social distancing work protocols have been and will continue to be communicated via webcast, email, and in meetings by the Dean, Program Leadership, and others, including the CSS. Any changes to the UW COVID prevention plans will be communicated by the same means.</p> <p>NSP primarily utilizes standard UW vendors (Office Depot, UPS, etc.) but will notify any vendors who may not routinely be doing business on campus about requirements.</p>

<p>4. Describe critical tasks <b>not possible</b> to be done while maintaining the 6-foot distance. Unit head pre-approval required.</p>	<p>Describe task, frequency, duration and required PPE and safety measures in place. If none, specify none.</p> <p>None.</p>	
<p><b>PRECAUTIONS FOR SICK PERSONNEL</b></p>	<p><b>Check all that apply (all required as possible):</b></p>	<p><b>Describe:</b></p>
<p>5. Describe how you are preventing people with symptoms from coming to the site and/or working while sick.</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Performing daily symptom screening or attestation for personnel who work on-site at a UW work location</li> <li><input checked="" type="checkbox"/> Following UW policies for time away from work</li> <li><input checked="" type="checkbox"/> Informing and requiring personnel who may be ill or symptomatic to stay (or go) home</li> <li><input checked="" type="checkbox"/> Requiring close contacts of COVID-19 cases to stay or go home</li> <li><input checked="" type="checkbox"/> Consulting with <a href="#">EH&amp;S Employee Health Center</a></li> <li><input checked="" type="checkbox"/> Discussing accommodations for <a href="#">personnel at higher risk</a> of severe illness with your HR Consultant or DSO for academic personnel</li> <li><input checked="" type="checkbox"/> Keeping a log of visitors to the work-site (maintain for 4 weeks)</li> </ul>	<p>SPH personnel will follow all UW protocols, including daily attestation, wearing masks, and washing hands frequently when coming to work and will be highly encouraged to follow state/county public health guidelines during time away from work. All sick or symptomatic individuals are asked to stay or go home. All individuals in close contact with COVID-19 cases will be required to stay or go home for 14 days after the exposure. SPH will consult with EH&amp;S as necessary and expects to report all COVID cases and exposures through EH&amp;S. Signage will be placed at all building entrances reminding individuals about the requirement that they complete their daily attestation.</p> <p>All SPH personnel who are able to conduct their work remotely will have the option of teleworking in Phases 1-4. Personnel at higher risk will be accommodated per the HR/DSO guidance. SPH will also accommodate those with individual situations that make it hard to come to work on campus (e.g., caring</p>

		<p>for someone at risk, or having school-age children at home), as well as those who may have difficulty in transit (e.g., do not feel comfortable using public transit for extended periods of time as a means of getting to work).</p> <p>A log of visitors to the NSP Main Office (Raitt 305) will be maintained for 4 weeks. In addition, Raitt/NSP occupant electronic calendars will have a record of appointed external visitors. The Raitt ground floor will be open to the public and to students utilizing its three classrooms daily. Course enrollment rosters for classes held in Raitt classrooms will serve as the record for those student visitors.</p>
<p>6. Describe practices for responding to suspected or confirmed COVID-19 cases.</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Informing personnel with <a href="#">COVID-19 symptoms</a> to stay home, contact their healthcare provider and to notify the <a href="#">Employee Health Center</a></li> <li><input checked="" type="checkbox"/> Informing personnel <b>with suspect or confirmed COVID-19</b> to stay home and notify the <a href="#">Employee Health Center</a></li> <li><input checked="" type="checkbox"/> Informing personnel who have had <b>close contact</b> with someone with COVID-19 to stay home and notify the <a href="#">Employee Health Center</a></li> <li><input checked="" type="checkbox"/> Performing <a href="#">enhanced cleaning and disinfection</a></li> </ul>	<p>SPH will follow the UW protocols regarding notification for COVID-19 cases or suspected cases, per the checked boxes.</p> <p>SPH will coordinate any required enhanced cleaning and disinfection with custodial services and the building manager, as needed.</p>
<p><b>CLEANING AND DISINFECTING</b></p>	<p>Check all that apply (all required):</p>	<p>Describe:</p>
<p>7. Describe the procedures used to</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Following a cleaning schedule</li> <li><input checked="" type="checkbox"/> Cleaning supplies are available for</li> </ul>	<p>Raitt common areas will be cleaned regularly by custodial services. This includes</p>

<p>clean and disinfect general areas and high-touch surfaces. This includes the cleaning frequency and areas/items to be cleaned.</p>	<p>spot cleaning</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Cleaning and disinfecting high touch surfaces daily, between uses or when unclean</li> <li><input checked="" type="checkbox"/> Wiping down shared equipment/objects after each use (e.g., door/refrigerator/microwave handles)</li> <li><input checked="" type="checkbox"/> Following <a href="#">COVID-19 Enhanced Cleaning and Disinfection Protocols</a></li> </ul>	<p>restrooms, entrances/exits and hallways.</p> <p>Cleaning of individual workstations will be individuals' responsibility. All building tenant areas will have spot cleaning supplies available.</p> <p>Cleaning of the shared kitchen space and printer/work utility area will be the responsibility of the users of these spaces. The shared areas will have spot cleaning supplies on hand, particularly for wiping down refrigerator/microwave handles, Ricoh printer touchpad, etc. Kitchens will be equipped with disposable plates and silverware to minimize cleaning requirements of those items.</p> <p>Door knobs for office suites will be disinfected.</p>
<p>8. List the product(s) used to clean and disinfect.</p>	<p><b><i>Check all that apply:</i></b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Alcohol solution with at least 70% alcohol (includes wipes)</li> <li><input type="checkbox"/> 10% bleach/water solution</li> <li><input type="checkbox"/> <a href="#">EPA-registered disinfectant for use against SARS-CoV-2:</a> <ul style="list-style-type: none"> <li>a. Manufacturer: _____</li> <li>—</li> <li>b. Name: _____</li> <li>c. EPA Registration #: _____</li> </ul> </li> </ul>	<p>NSP will purchase approved supplies from central stores, which meet all requirements.</p>



<p>9. Describe the safety precautions that are taken when using disinfectant(s).</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reviewing safety data sheet (SDS) for each product</li> <li><input type="checkbox"/> Reviewing <a href="#">COVID-19 Chemical Disinfectant Safety Information</a></li> <li><input type="checkbox"/> Following manufacturer's instructions for products use</li> <li><input type="checkbox"/> Using personal protective equipment</li> </ul>	<p>NSP expects that any deep cleaning requiring the use of stronger chemicals will be performed by custodial staff trained in the use of those chemicals.</p>
<p><b>GOOD HYGIENE</b></p>	<p><b>Check all that apply (all required):</b></p>	<p><b>Describe:</b></p>
<p>10. Describe methods used to encourage good hygiene practices.</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Providing soap and running water</li> <li><input checked="" type="checkbox"/> Providing hand sanitizer and/or wipes</li> <li><input checked="" type="checkbox"/> Asking personnel to avoid touching others</li> <li><input checked="" type="checkbox"/> Using <a href="#">reminders</a> to wash hands frequently, correctly at key moments, avoid touching face with unwashed hands, cover mouth when coughing or sneezing.</li> </ul>	<p>Raitt will have soap and running water in all bathrooms and the kitchen. We will place hand sanitizer and/or wipes in multiple common area locations, as well as personal hygiene reminders per the UW social distancing toolkit.</p>
<p><b>PERSONAL PROTECTIVE EQUIPMENT</b></p>	<p><b>Check all that apply:</b></p>	<p><b>Describe:</b></p>

<p>11. Provide personal protective equipment (PPE) and guidance on how to use it.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Face shields and/or eye protection is worn.</li> <li><input type="checkbox"/> Respirators are worn.</li> <li><input type="checkbox"/> Surgical/medical masks are worn.</li> <li><input checked="" type="checkbox"/> Face coverings (cloth) are worn indoors when others are in the work area and outdoors when a 6 foot distance from others cannot be maintained.</li> <li><input checked="" type="checkbox"/> Providing instructions on the use, care, cleaning, maintenance, removal, and disposal of PPE</li> </ul>	<p>Raitt is an office setting and SPH will follow UW protocols for offices, including the wearing of masks, in the manner required. SPH plans to distribute 2 reusable cloth face coverings to each faculty and staff and that registered students will receive cloth face coverings through the central campaign. Individuals will be responsible for mask use and care. SPH will also have a limited supply of disposable masks available at building entry points for any visitors without masks or individuals who forget their masks at home.</p> <p>Instructions on mask care, and proper removal to avoid contamination will be along with the cloth masks provided by the SPH. These will also be posted in common areas.</p>
<p><b>COMMUNICATION AND TRAINING</b></p>	<p><b>Check all that apply (all required):</b></p>	<p><b>Describe:</b></p>
<p>12. Communicate safe practices.</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Personnel completing UW general COVID-19 Safety Training</li> <li><input checked="" type="checkbox"/> Providing documented safety training to personnel on site-specific COVID-19 Prevention Plan initially and updates communicated</li> <li><input checked="" type="checkbox"/> <a href="#">Posters</a>/signage installed and/or posted in the worksite</li> <li><input checked="" type="checkbox"/> Email communications</li> <li><input checked="" type="checkbox"/> Covering COVID-19 safety information in staff meetings</li> <li><input checked="" type="checkbox"/> Sharing information from the <a href="#">UW Novel coronavirus &amp; COVID-19: facts and resources</a> webpage</li> </ul>	<p>The School will utilize the UW social distancing tool-kit that includes signs in hallways and bathrooms. Social distancing work protocols have been and will continue to be communicated via webcast, email, and in meetings by the Dean, Program Leadership, and others, including the CSS. Any changes to the UW COVID prevention plans will be communicated by the same means.</p>

<p>13. Communicate hazards and safeguards to protect personnel.</p>	<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Providing information about <a href="#">working safely with disinfectants</a></li><li><input checked="" type="checkbox"/> <a href="#">Communicating the hazards and safeguards</a> required to protect individuals from exposure</li></ul>	<p>We will provide chemical disinfectant safety information per the EHS link. A chemical hazards communication program is in place for all lab personnel.</p>
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