



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: 8/3/2020		Completed By: Nick Yasinski
Name of COVID-19 Site-Supervisor: Nick Yasinski		
Unit Name: Department of Biostatistics <i>The department operates out of the following locations. This plan will encompass all locations with notes specifying any site-specific differences.</i>	Worksite Location(s): <ul style="list-style-type: none"> <li>• <i>Hans Rosling Center for Population Health (HRC)</i></li> <li>• <i>UW Tower, 15<sup>th</sup> Floor</i></li> <li>• <i>Sand Point Building 29, Floors 2 &amp; 3</i></li> <li>• <i>T-wing T330 Suite, Health Sciences Building</i></li> <li>• <i>H-wing H690 Suite, Health Sciences Building</i></li> </ul>	
Unit COVID-19 Prevention Plan and Plan Location:		
<b>MANAGEMENT AND OVERSIGHT</b>	<b>Check all that apply (all required):</b>	<b>Describe:</b>
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	The department's COVID-19 plan will be managed by the Department Administrator (Nick Yasinski), who will coordinate plan implementation with the COVID-19 Site

	<p>Plan are followed.</p> <ul style="list-style-type: none"> <li><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 University policies.</li> <li><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.</li> <li><input checked="" type="checkbox"/> The COVID-19 site supervisor will train personnel on the contents of the plan and updates made.</li> <li><input checked="" type="checkbox"/> The COVID-19 site supervisor or designee is available to respond to issues and questions during work and class activities.</li> </ul>	<p>Supervisor (CSS) for each location:</p> <p><b>Sandra Coke (b-deptops@uw.edu)</b></p> <ul style="list-style-type: none"> <li>• Hans Rosling Center for Population Health (HRC):</li> <li>• UW Tower, 15<sup>th</sup> Floor</li> <li>• T-wing T330 Suite, Health Sciences Building</li> <li>• F-wing F600 floor, Health Sciences Building (vacating Aug 2020)</li> </ul> <p><b>Annique Atwater (annique@uw.edu)</b></p> <ul style="list-style-type: none"> <li>• H-wing H690 Suite, Health Sciences Building</li> </ul> <p><b>Lisa Sharamitaro (lms77@uw.edu)</b></p> <ul style="list-style-type: none"> <li>• Sand Point Building 29, Floors 2 &amp; 3: Lisa Sharamitaro</li> </ul> <p>The Department Administrator, together with the CSSs, will implement and maintain the COVID-19 prevention plans.</p> <p>All plans will be posted on the Biostatistics intranet site (<a href="https://www.biostat.washington.edu/">https://www.biostat.washington.edu/</a>) so that they are available to all personnel.</p> <p>Training on the plan will occur by Zoom meetings with on-site walk-throughs with the CSS and any other critical employees.</p> <ul style="list-style-type: none"> <li>• For questions on the COVID-19 Prevention Plan:</li> <li>• Employees, contact your site's CSS (Coke, Atwater, or Sharamitaro)</li> <li>• Students, contact your Graduate Program</li> </ul>
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		<p>Advisor or Graduate Program Director</p> <ul style="list-style-type: none"> <li>• For plan policy questions, please contact the Department Administrator</li> <li>• For Emergency questions or concerns contact UW Environmental Health &amp; Safety (EH&amp;S) at 206-543-7262 or <a href="mailto:ehsdept@uw.edu">ehsdept@uw.edu</a> and notify immediate site supervisor.</li> </ul>
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SOCIAL AND PHYSICAL DISTANCING	Check all that apply (all required as possible):	Describe:
<p>2. Describe how you are implementing the social distancing requirements (maintaining 6+ feet spacing between people, minimizing interpersonal contact).</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Telework options offered</li> <li><input checked="" type="checkbox"/> Shifts/breaks times/start times staggered</li> <li><input checked="" type="checkbox"/> Maximum space capacity determined based on room size</li> <li><input checked="" type="checkbox"/> In-person meetings (conference call, virtual) limited</li> <li><input checked="" type="checkbox"/> Non-critical in person meetings postponed</li> <li><input 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 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> </ul>	<p>All Biostat personnel, other than critical lab 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 distancing. Biostat 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</p>

	<ul style="list-style-type: none"> <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>staggered/alternating work schedules as necessary to retain adequate internal spacing. Because floorplans vary within a floor and throughout the building, workplace shifting plans will be established at the work area level within the building, under the direction of the respective department administrators and bearing in mind the general approach to the various physical layout types described below. Should EHS safe work recommendations change, we will modify these plans accordingly.</p> <p>Biostat does not operate in strict shifts, or have scheduled breaks, though most individuals work between 8 a.m. and 5 p.m. Biostat 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> <p>Our work sites host a mix of individual offices and shared open work areas.</p> <p>We expect to utilize shifted occupancy in the event that multiple people are assigned to an enclosed office or to open/cubicle spaces that cannot accommodate simultaneous occupants at more than 6 feet distant.</p> <p>Signs will be placed in workspaces reminding individuals that face coverings need to be worn at all times in enclosed workspaces when two or more individuals are present.</p> <p>Our conference rooms hold from 6-40 people.</p>
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		<p>need to be worn at all times in open areas.</p> <p>HRC has operable windows in all enclosed rooms and many common spaces and utilizes a chilled beam heating/cooling system, which together deliver 30% more outdoor air than the current ASHRAE building standards. The system also includes multiple stages of air filtration, designed to reduce airborne mold, bacteria, and viruses.</p>
<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 type="checkbox"/> Providing <a href="#">notice to vendors/contractors</a></li> </ul>	<p>The Biostat Dept 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, department Chairs, and others, including the CSS. Any changes to the UW COVID prevention plans will be communicated by the same means.</p> <p>Biostat has no onsite vendors/contractors. We assume that regular delivery contractors (e.g., FedEx and UPS) are educated at the university level.</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>Check all that apply (all required as possible):</p>	<p>Describe:</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>Biostat 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. Biostat will consult with the SPH dean's office and 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 Biostat 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. Biostat will also accommodate those with individual situations that make it hard to come to work on campus (e.g., caring 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>HRC has multiple access points with card key access; the card key access system itself will maintain a log of building occupants and UW-affiliated visitors for floors 2-8. In addition, building occupant electronic calendars will have a record of appointed external visitors. The HRC ground floor will</p>
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		<p>be open to the public and to students utilizing its three classrooms daily. Course enrollment rosters for classes held in HRC classrooms will serve as the record for those student visitors.</p> <p>The UW Tower and Sand Point locations have Husky Card entry systems that allow for tracking individuals entering the building. Those two sites, as well as the HRC and HSB H-wing site will keep a sign-in sheet at the entry to each floor that will allow for tracking occupants and visitors to know who is using the facility and who should be included in a contact tracing situation.</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>Biostat will follow the UW protocols regarding notification for COVID-19 cases or suspected cases, per the checked boxes.</p> <p>Biostat 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><b>Check all that apply (all required):</b></p>	<p><b>Describe:</b></p>
<p>7. Describe the procedures used to clean and</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>Common areas will be cleaned regularly by custodial services. This includes high touch common study and seating areas,</p>

<p>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>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 spaces will be the responsibility of the floor tenants. All kitchens will have spot cleaning supplies on hand, particularly for wiping down refrigerator/microwave handles, etc. Kitchens will be equipped with disposable plates and silverware to minimize cleaning requirements of those items.</p> <p>HRC offices open/close with sliding doors, which will allow for 'elbow opening' but we will also have wipes available.</p>
<p>8. List the product(s) used to clean and disinfect.</p>	<p><b>Check all that apply:</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 checked="" type="checkbox"/> 10% bleach/water solution</li> <li><input checked="" 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>Biostat 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>Biostat 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>All locations will have soap and running water in all bathrooms and wellness rooms. We will place hand sanitizer and/or wipes in multiple common area locations on each floor, 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>Our locations are office settings, and Biostat will follow UW protocols for offices, including the wearing of masks, in the manner required. The SPH dean's office has distribute 2 reusable cloth face coverings to each faculty and staff, and registered students will receive cloth face coverings though the central campaign. Individuals will be responsible for mask use and care. Biostat 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 Biostat. 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 Dept 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, department Chairs, 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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