



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: 09/01/2020	Completed By: Jo Gallagher, Nick Yasinski
Name of COVID-19 Site-Supervisor: Amanda Horton	
Unit Name: School of Public Health (SPH); Department of Health Services, Department of Biostatistics	Worksite Location(s): Magnuson Health Sciences Building; H-Wing
Unit COVID-19 Prevention Plan and Plan Location: 1959 NE Pacific Street, H Wing Annex – 6 th Floor; Campus Box 357660 Seattle, WA 98195	

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 Supervisor (CSS) for HSB H-Wing is Amanda Horton. The CSS will coordinate with the HSB building manager on general building operations as specified under this plan.</p> <p>The H-Wing CSS will maintain and update this plan, coordinating with Uli Haller, SPH CSS. These plans will be made available on the SPH</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>COVID-19 website: https://sph.washington.edu/coronavirus/update S</p> <p>Training on the plan will occur by Dec 31, 2020.</p> <p>For questions on the COVID-19 Prevention Plan:</p> <ul style="list-style-type: none"> - Employees, contact your immediate supervisor - Student employees, contact your immediate supervisor - student classroom/academic services contacts: <p>Paul Siscel portland@uw.edu Building Management/Security Manager</p> <p>Steve Berard sberard@uw.edu Assistant Director of Health Sciences Academic Services</p> <ul style="list-style-type: none"> - For General (non-emergency questions) contact: Amanda Horton hortonae@uw.edu - For Emergency questions or concerns contact EH&S and notify Amanda Horton hortonae@uw.edu and Uli Haller ulih@uw.edu
<p>SOCIAL AND PHYSICAL DISTANCING</p>	<p>Check all that apply (all required as possible):</p>	<p>Describe:</p>
<p>2. Describe how you are implementing the social distancing</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</p>	<p>All SPH personnel, other than critical personnel 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</p>

<p>requirements (maintaining 6+ feet spacing between people, minimizing interpersonal contact).</p>	<p>based on room size</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> In-person meetings (conference call, virtual) limited <input checked="" type="checkbox"/> Non-critical in person meetings postponed <input type="checkbox"/> Spread out work areas/physically separate workstations <input checked="" type="checkbox"/> Allowing only infrequent/intermittent passing within 6 feet in between personnel <input checked="" type="checkbox"/> Minimizing the number of people in a work area <input type="checkbox"/> Designated drop-off/pick-up areas for shared tools and equipment <input type="checkbox"/> Barriers to block direct pathways between individuals are installed <input type="checkbox"/> Layouts to prevent air pathways less than 6 feet have been created <input checked="" type="checkbox"/> Ensuring good ventilation in work areas <input checked="" type="checkbox"/> Tasks have been rescheduled <input checked="" type="checkbox"/> Work tasks have been modified <input checked="" type="checkbox"/> Organizing work tasks to facilitate social distancing 	<p>accommodate people working from home in order to maximize social 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 throughout HSB H-Wing, workplace shifting plans will be established at the work area level, under the direction of the department administrators and site supervisor 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>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</p>
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		<p>who do work onsite to help reduce the total number of people within the workplace at any given time.</p> <p>HSB H-Wing hosts a mix of individual offices, shared offices and shared open work areas. The shared offices are not scheduled to house more than one person at a time. 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>Workstations in one of the HSB H-Wing shared open area configurations are slightly within 6 ft. of one another and cannot be rearranged. To ensure 6 ft. separation between individuals we will employ the work shifting/staggering described above. Signs will be placed in open workspaces reminding individuals that face coverings need to be worn at all times in open areas.</p> <p>HSB H-Wing conference rooms hold from 6-40 people. Through Phase 4, SPH expects to continue to use of phone or video meetings in place of in-person meetings, even when some participants may be in their respective offices (as opposed to using the office conference room). We have no meetings that must be done in person. For any meetings where we choose to have in person attendance, we will limit participation to no more than half of a given room's capacity. Signs will be placed in conference rooms reminding individuals that face coverings need to be worn at all times when two or more individuals are present.</p> <p>HSB H-Wing common seating area ("Lookout" in</p>
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		<p>southwest corner) will limit seating via signage marking off tables to ensure 6 foot distancing can be maintained.</p> <p>HSB H-Wing interior hallways are not wide enough to allow for people to pass workstations or passers-by with a 6 ft clearance. Signs reminding people to wear masks in the halls and to pass quickly or pause to let others pass will be posted.</p> <p>SPH does not operate with shared tools.</p> <p>Most HSB H-Wing open workspaces have multiple points of access from multiple hallways, by design. It is not possible to physically isolate each workstation through the use of barriers. In addition, the erection of physical barriers would disrupt the ventilation, which was calibrated for the open floor plans. Signs will be placed in open workspaces reminding individuals that face coverings need to be worn at all times in open areas.</p> <p>HSB H-Wing has inoperable windows throughout and counts on HVAC to move air. UW Facilities is following the recommendations set forth by the HVAC industry which states that it is best to continue running HVAC systems during this COVID-19 pandemic. HVAC technicians are focused on ensuring that systems are in good working order and are making corrections as needed. Where possible, UW Facilities will increase the amount of outside airflow in building HVAC systems.</p> <p>UW Facilities will inspect and replace air filters in the HVAC systems on campus. In addition to our regular filter inspection program, Facilities staff are also performing</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"> <input checked="" type="checkbox"/> Posters/signage/floor markings installed or posted <input checked="" type="checkbox"/> Communicating during staff meetings <input checked="" type="checkbox"/> Email communication <input checked="" type="checkbox"/> Establishing policies and procedures <input type="checkbox"/> Providing notice to vendors/contractors 	<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, department Chairs, and others, including the CSS. Any changes to the UW COVID prevention plans will be communicated by the same means.</p> <p>SPH 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 not possible 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, other than within labs or continuing education for worker training. These have developed separate safety plans, which have been approved by the respective Department Chair.</p>	
<p>PRECAUTIONS FOR SICK PERSONNEL</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"> <input checked="" type="checkbox"/> Performing daily symptom screening or attestation for personnel who work on-site at a UW work location <input checked="" type="checkbox"/> Following UW policies for time away from work <input checked="" type="checkbox"/> Informing and requiring personnel who may be ill or symptomatic to stay (or go) home <input checked="" type="checkbox"/> Requiring close contacts of COVID-19 cases to stay or go home <input checked="" type="checkbox"/> Consulting with EH&S Employee Health Center <input checked="" type="checkbox"/> Discussing accommodations for personnel at higher risk of severe illness with your HR Consultant or DSO for academic personnel <input checked="" type="checkbox"/> Keeping a log of visitors to the work-site (maintain for 4 weeks) 	<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&S as necessary and expects to report all COVID cases and exposures through EH&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 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>HSB has multiple access points with card key access; the card key access system itself maintains a log of building occupants and UW-affiliated visitors. In addition, building occupant electronic calendars will have a record of appointed external visitors. Currently, only staff and faculty are</p>
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		<p>authorized to enter the building.</p> <p>H-Wing office suites are kept locked during business hours and are likely to be kept locked until the university returns to normal operations. H-Wing suites can only be accessed via physical key or keycode. When HSB H-Wing is open to allow visitors, a visitor log will be instituted using the following criteria from EH&S: https://www.ehs.washington.edu/system/files/resources/COVID-19-visitor-log-guidance.pdf</p>
<p>6. Describe practices for responding to suspected or confirmed COVID-19 cases.</p>	<p><input checked="" type="checkbox"/> Informing personnel with COVID-19 symptoms to stay home, contact their healthcare provider and to notify the Employee Health Center</p> <p><input checked="" type="checkbox"/> Informing personnel with suspect or confirmed COVID-19 to stay home and notify the Employee Health Center</p> <p><input checked="" type="checkbox"/> Informing personnel who have had close contact with someone with COVID-19 to stay home and notify the Employee Health Center</p> <p><input checked="" type="checkbox"/> Performing enhanced cleaning and disinfection</p>	<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 with EHS regarding any required enhanced cleaning and disinfection needed by custodial services and the building manager.</p>
<p>CLEANING AND DISINFECTING</p>	<p>Check all that apply (all required):</p>	<p>Describe:</p>
<p>7. Describe the procedures used to clean and disinfect general areas and high-</p>	<p><input checked="" type="checkbox"/> Following a cleaning schedule</p> <p><input checked="" type="checkbox"/> Cleaning supplies are available for spot cleaning</p> <p><input checked="" type="checkbox"/> Cleaning and disinfecting high touch surfaces daily, between uses</p>	<p>HSB H-Wing common areas will be cleaned regularly by custodial services. This includes high touch common study and seating areas, entrances/exits and hallways.</p> <p>Cleaning of individual workstations will be individuals' responsibility. All building</p>

<p>touch surfaces. This includes the cleaning frequency and areas/items to be cleaned.</p>	<p>or when unclean</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Wiping down shared equipment/objects after each use (e.g., door/refrigerator/microwave handles) <input checked="" type="checkbox"/> Following COVID-19 Enhanced Cleaning and Disinfection Protocols 	<p>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>HSB H-Wing offices open/close with levered handles, which can allow for 'elbow opening' but we will also have wipes available. Custodial services are aware of the critical employees working in the building. Office door handles, inside and out, are cleaned twice daily for these employees.</p>
<p>8. List the product(s) used to clean and disinfect.</p>	<p>Check all that apply:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Alcohol solution with at least 70% alcohol (includes wipes) <input type="checkbox"/> 10% bleach/water solution <input checked="" type="checkbox"/> EPA-registered disinfectant for use against SARS-CoV-2: <ul style="list-style-type: none"> a. Manufacturer: <u>Keystone</u> b. Name: <u>Bleach Disinfectant Cleanser</u> c. EPA Registration #: <u>1677-235</u> 	<p>SPH 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"> <input checked="" type="checkbox"/> Reviewing safety data sheet (SDS) for each product <input checked="" type="checkbox"/> Reviewing COVID-19 Chemical Disinfectant Safety Information <input checked="" type="checkbox"/> Following manufacturer's instructions for products use <input checked="" type="checkbox"/> Using personal protective equipment 	<p>SPH 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>
GOOD HYGIENE	Check all that apply (all required):	Describe:
<p>10. Describe methods used to encourage good hygiene practices.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Providing soap and running water <input checked="" type="checkbox"/> Providing hand sanitizer and/or wipes <input checked="" type="checkbox"/> Asking personnel to avoid touching others <input checked="" type="checkbox"/> Using reminders to wash hands frequently, correctly at key moments, avoid touching face with unwashed hands, cover mouth when coughing or sneezing. 	<p>HSB H-Wing will have soap and running water in all bathrooms. 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>
PERSONAL PROTECTIVE EQUIPMENT	Check all that apply:	Describe:

<p>11. Provide personal protective equipment (PPE) and guidance on how to use it.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Face shields and/or eye protection is worn. <input type="checkbox"/> Respirators are worn. <input type="checkbox"/> Surgical/medical masks are worn. <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. <input checked="" type="checkbox"/> Providing instructions on the use, care, cleaning, maintenance, removal, and disposal of PPE 	<p>HSB H-Wing 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>COMMUNICATION AND TRAINING</p>	<p>Check all that apply (all required):</p>	<p>Describe:</p>
<p>12. Communicate safe practices.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Personnel completing UW general COVID-19 Safety Training <input checked="" type="checkbox"/> Providing documented safety training to personnel on site-specific COVID-19 Prevention Plan initially and updates communicated <input checked="" type="checkbox"/> Posters/signage installed and/or posted in the worksite <input checked="" type="checkbox"/> Email communications <input checked="" type="checkbox"/> Covering COVID-19 safety information in staff meetings <input checked="" type="checkbox"/> Sharing information from the UW Novel coronavirus & COVID-19: facts and resources webpage 	<p>The School will utilize the UW social distancing tool-kit that includes signs in kitchens, common gathering areas, 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>	<p><input checked="" type="checkbox"/> Providing information about working safely with disinfectants</p> <p><input checked="" type="checkbox"/> Communicating the hazards and safeguards required to protect individuals from exposure</p>	<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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