



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: July 22, 2020	Completed By: NACC PI and Staff Managers
Name of COVID-19 Site-Supervisor: NACC Research Administrator (recruitment of this staff position is in process)	
Unit Name: School of Public Health (SPH) – <b>site-specific plan for NACC</b> <i>NOTE: SPH currently operates out of more than 20 facilities and will be consolidating about half of its personnel in the newly opening Hans Rosling Center for Population Health (HRC) in Aug 2020. Even after the consolidation, SPH will operate out of about multiple facilities, including the HRC, the Health Sciences Building, Raitt Hall, Roosevelt I, Roosevelt Commons East, the Tower, 9<sup>th</sup> &amp; Jefferson Building, and Sand Point. This plan will focus on the National Alzheimer’s Coordinating Center (NACC) at Roosevelt Commons East, and draws heavily from the same details SPH will use at HRC.</i>	Worksite Location(s): <b>Roosevelt Commons East (RVC), Suite 300</b>
Unit COVID-19 Prevention Plan and Plan Location: 4311 11 <sup>th</sup> Ave NE, Suite 300, Seattle, WA 98105	

MANAGEMENT AND OVERSIGHT	Check all that apply (all required):	Describe:
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<p>1. COVID-19 Prevention Plan and Site-Supervisor</p>	<p><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.</p> <p><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.</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>The COVID-19 Site Supervisor (CSS) for NACC is the Research Administrator (recruitment in process). The CSS will coordinate with the RVC building manager on general building operations as specified under this plan.</p> <p>The CSS will maintain and update this plan.</p> <p>The CSS will keep a copy of the site-specific plan printed onsite.</p> <p>Training on the plan will occur by the CSS via zoom with the relevant NACC staff and faculty.</p> <p>For questions on the COVID-19 Prevention Plan:</p> <ul style="list-style-type: none"> <li>-Employees, contact your immediate supervisor</li> <li>- For General (non-emergency questions) contact: the CSS via email.</li> <li>- For Emergency questions or concerns contact EH&amp;S and notify immediate site supervisor and CSS.</li> </ul>
<p><b>SOCIAL AND PHYSICAL DISTANCING</b></p>	<p><b>Check all that apply (all required as possible):</b></p>	<p><b>Describe:</b></p>
<p>2. Describe how you are implementing the social distancing requirements (maintaining 6+ feet spacing between people, minimizing interpersonal</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 call, virtual) limited</p> <p><input checked="" type="checkbox"/> Non-critical in person meetings postponed</p>	<p>All NACC personnel have been teleworking since 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. NACC will continue to highly encourage all non-critical personnel to telework as much as possible through Phase 4 of the state reopening plan. Anyone working on campus will be required to follow all UW protocols, including daily attestation, mask wearing and</p>

<p>contact).</p>	<ul style="list-style-type: none"> <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> <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>6 ft. distancing at workstations and in other work areas. While we do not expect the number of people working on campus 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.</p> <p>NACC does not operate in strict shifts, or have scheduled breaks, though most individuals work between 8 a.m. and 5 p.m. As is common across SPH, NACC already does allow individuals 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 to help reduce the total number of people within the workplace at any given time.</p> <p>Most NACC personnel at RVC have individual offices. We expect to utilize shifted occupancy in the event individuals are not assigned to single offices.</p> <p>NACC conference rooms at RVC hold ~20 people. NACC expects to continue to use of phone or video meetings in place of in-person meetings, even when some participants are may be 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.</p> <p>In most cases, RVC hallways are ~8-10 ft. wide, allowing for people to pass at more</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>Similar to SPH as a whole, NACC will plan to utilize the UW social distancing tool-kit including signs in hallways and bathrooms. Social distancing work protocols have been and will continue to be communicated via email, and in meetings by the NACC PI and managers, including the CSS. Any changes to the UW COVID prevention plans will be communicated by the same means.</p> <p>Similar to SPH, there are 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, 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><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</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</li> </ul>	<p>NACC 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</p>

<p>coming to the site and/or working while sick.</p>	<p>from work</p> <ul style="list-style-type: none"> <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>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. NACC will consult with SPH and EH&amp;S as necessary and expects to report all COVID cases and exposures through EH&amp;S.</p> <p>All personnel will have the option of teleworking in Phases 1-4. Personnel at higher risk will be accommodated per the HR/DSO guidance. NACC 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>RVC has multiple access points with card key access; key cards also provide access via elevators to specific floors.; the card key access system itself will maintain a log of building occupants and UW-affiliated visitors. In addition, building occupant electronic calendars will have a record of meetings with appointed external visitors. The RVC ground floor will be open to the public.</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</li> </ul>	<p>NACC will follow the UW protocols for COVID-19 cases or suspected cases, per the checked boxes.</p> <p>NACC will coordinate with SPH on any required enhanced cleaning and disinfection with custodial services and the building manager,</p>

	<p>and notify the <a href="#">Employee Health Center</a></p> <p><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></p> <p><input checked="" type="checkbox"/> Performing <a href="#">enhanced cleaning and disinfection</a></p>	as needed.
<b>CLEANING AND DISINFECTING</b>	<b>Check all that apply (all required):</b>	<b>Describe:</b>
<p>7. Describe the procedures used to clean and disinfect general areas and high-touch surfaces. This includes the cleaning frequency and areas/items to be cleaned.</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 or when unclean</p> <p><input checked="" type="checkbox"/> Wiping down shared equipment/objects after each use (e.g., door/refrigerator/microwave handles)</p> <p><input checked="" type="checkbox"/> Following <a href="#">COVID-19 Enhanced Cleaning and Disinfection Protocols</a></p>	<p>NACC common areas will be cleaned regularly by custodial services. This includes high touch areas, 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.</p>
<p>8. List the product(s) used to clean and disinfect.</p>	<p><b>Check all that apply:</b></p> <p><input checked="" type="checkbox"/> Alcohol solution with at least 70% alcohol (includes wipes)</p> <p><input type="checkbox"/> 10% bleach/water solution</p> <p><input type="checkbox"/> <a href="#">EPA-registered disinfectant for use against SARS-CoV-2:</a></p> <p style="margin-left: 20px;">a. Manufacturer: _____</p> <p style="margin-left: 40px;">—</p> <p style="margin-left: 20px;">b. Name: _____</p>	<p>SPH will purchase approved supplies from central stores, which meet all requirements.</p>

	<p>c. EPA Registration #: _____</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>Following SPH guidance, NACC expects that any required deep cleaning requiring the use of stronger chemicals, will be done by custodial staff trained in the use of those chemicals.</p>
<b>GOOD HYGIENE</b>	<b>Check all that apply (all required):</b>	<b>Describe:</b>
<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/towelettes</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>RVC will have soap and running water in all bathrooms. Following receiving supplies from SPH, we will place hand sanitizer and/or wipes/towelettes in common areas, 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"> <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>RVC is an office setting and SPH/NACC will follow UW protocols for offices, including the wearing of masks, in the manner required. SPH expects to distribute a reusable cloth mask, to all faculty, staff and registered students, though individuals will be responsible for mask use and care. SPH will also have a limited supply of disposable masks available for any visitors without masks.</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, and flyers provided to all persons in private offices who may be donning and doffing masks more frequently as they are not required in private offices.</p>
COMMUNICATION AND TRAINING	Check all that apply (all required):	Describe:
<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</a></li> </ul>	<p>In collaboration with SPH, NACC 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 email, and in meetings by the NACC PI and managers, including the CSS. Any changes to the UW COVID prevention plans will be communicated by the same means.</p>



	<a href="#">Novel coronavirus &amp; COVID-19: facts and resources</a> webpage	
13. Communicate hazards and safeguards to protect personnel.	<ul style="list-style-type: none"><li>☐ Providing information about <a href="#">working safely with disinfectants</a></li><li>☐ <a href="#">Communicating the hazards and safeguards</a> required to protect individuals from exposure</li></ul>	