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).

<table>
<thead>
<tr>
<th>Date:</th>
<th>Completed By: SPH Workplace Taskforce</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of COVID-19 Site–Supervisor: Uli Haller</td>
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</tr>
<tr>
<td>Unit Name: School of Public Health (SPH)</td>
<td>Worksite Location(s): Hans Rosling Center for Population Health</td>
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<td>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, the Tower, 9th &amp; Jefferson Building, and Sand Point. <strong>This plan will focus on SPH’s general operating procedures, as well as specifically focus on HRC operations.</strong> Additional plans are in place for currently operating lab facilities and for the Roosevelt I complex and will be in place for departmental operations in the buildings named above, with the exception of the 9th &amp; Jefferson, which will operate under a School of Medicine plan.</td>
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<tr>
<td>Unit COVID-19 Prevention Plan and Plan Location: 3980 15th Ave NE, Seattle, WA 98195</td>
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<tr>
<td>MANAGEMENT AND OVERSIGHT</td>
<td>Check all that apply (all required):</td>
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| 1. COVID-19 Prevention Plan and Site Supervisor | ☑ A COVID-19 supervisor is assigned to ensure all of the elements of the site-specific COVID-19 Prevention Plan are followed.  
☑ The COVID-19 site supervisor will keep the site-specific plan updated and current with changes to COVID-19 guidelines, regulations and University policies.  
☑ The COVID-19 site supervisor will keep the site-specific plan onsite in paper or electronically so it is available to all personnel.  
☑ The COVID-19 site supervisor will train personnel on the contents of the plan and updates made.  
☑ The COVID-19 site supervisor or designee is available to respond to issues and questions during work and class activities. | The COVID-19 Site Supervisor (CSS) for SPH is Uli Haller. The CSS will coordinate with the HRC building manager on general building operations as specified under this plan.  
The CSS will maintain and update this plan, as well as collect the other SPH COVID-19 prevention plans. These plans will be made available on the SPH COVID-19 website: [https://sph.washington.edu/coronavirus/updates](https://sph.washington.edu/coronavirus/updates)  
Training on the plan will occur by Dec 31, 2020.  
For questions on the COVID-19 Prevention Plan:  
- Employees, contact your immediate supervisor  
- Student employees, contact your immediate supervisor  
- Student classroom questions, contact Student and Academic Services ([jmricks@uw.edu](mailto:jmricks@uw.edu))  
- For General (non-emergency questions) contact: ulih@uw.edu  
- For Emergency questions or concerns contact EH&S and notify immediate site supervisor and [ulih@uw.edu](mailto:ulih@uw.edu) |
2. Describe how you are implementing the social distancing requirements (maintaining 6+ feet spacing between people, minimizing interpersonal contact).

| ✔ Telework options offered |
| ✔ Shifts/breaks times/start times staggered |
| ✔ Maximum space capacity determined based on room size |
| ✔ In-person meetings (conference call, virtual) limited |
| ✔ Non-critical in person meetings postponed |
|   Spread out work areas/physically separate workstations |
| ✔ Allowing only infrequent/intermittent passing within 6 feet in between personnel |
| ✔ Minimizing the number of people in a work area |
|   Designated drop-off/pick-up areas for shared tools and equipment |
|   Barriers to block direct pathways between individuals are installed |
|   Layouts to prevent air pathways less than 6 feet have been created |
| ✔ Ensuring good ventilation in work areas |
| ✔ Tasks have been rescheduled |
| ✔ Work tasks have been modified |
| ✔ Organizing work tasks to facilitate social distancing |

All SPH 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. 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.

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 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.

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.

HRC hosts a mix of individual offices, shared offices and shared open work areas. The shared two-person offices can hold two people a minimum of six feet apart. The shared six-person offices can hold a maximum of four people while maintaining the six foot separation. Most of the six-person offices are initially set up to hold four people (with expansion room for later occupation). We expect to utilize shifted occupancy in the event more than four people are assigned to a six-person room. 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.

Workstations in the HRC shared open area configurations are generally within 6 ft. of one another and cannot easily be rearranged. To achieve 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.

HRC 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 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. 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.

HRC kitchen seating areas (“lunchrooms without walls”) will be limited signage by marking off tables to ensure 6 foot distancing can be maintained.

In most cases, HRC hallways are 10 ft. wide, allowing for people to pass workstations at more than 6 ft. Signs reminding people to wear masks in the halls and to pass quickly or pause to let others pass will be posted in HRC hallways that are narrower and do not allow for 6 ft. distance between people.

SPH does not operate with shared tools.

HRC 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 throughout each floor 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.
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.

### 3. Describe how you are communicating social distancing requirements to personnel, students, vendors, contractors and visitors.

- Posters/signage/floor markings installed or posted
- Communicating during staff meetings
- Email communication
- Establishing policies and procedures
  - Providing notice to vendors/contractors

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.

SPH has no onsite vendors/contractors. We assume that regular delivery contractors (e.g., FedEx and UPS) are educated at the university level.

### 4. Describe critical tasks not possible to be done while maintaining the 6-foot distance. Unit head pre-approval required.

Describe task, frequency, duration and required PPE and safety measures in place. If none, specify none.

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.

### PRECAUTIONS FOR SICK PERSONNEL

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<tr>
<th>Check all that apply (all required as possible):</th>
<th>Describe:</th>
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<tbody>
<tr>
<td>Performing daily symptom screening or attestation for personnel who work on-site at a UW work</td>
<td>SPH personnel will follow all UW protocols, including daily attestation, wearing masks,</td>
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people with symptoms from coming to the site and/or working while sick.

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<tr>
<th>Location</th>
<th>Following UW policies for time away from work</th>
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<tr>
<td></td>
<td>Informing and requiring personnel who may be ill or symptomatic to stay (or go) home</td>
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<td>Requiring close contacts of COVID-19 cases to stay or go home</td>
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<td>Consulting with <a href="#">EH&amp;S Employee Health Center</a></td>
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<td>Discussing accommodations for personnel at higher risk of severe illness with your HR Consultant or DSO for academic personnel</td>
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<td>Keeping a log of visitors to the work-site (maintain for 4 weeks)</td>
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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.

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).

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 be open to the public and to students utilizing its three classrooms daily. Course enrollment rosters for classes held in HRC...
6. Describe practices for responding to suspected or confirmed COVID-19 cases.

- Informing personnel with COVID-19 symptoms to stay home, contact their healthcare provider and to notify the Employee Health Center
- Informing personnel with suspect or confirmed COVID-19 to stay home and notify the Employee Health Center
- Informing personnel who have had close contact with someone with COVID-19 to stay home and notify the Employee Health Center
- Performing enhanced cleaning and disinfection

SPH will follow the UW protocols regarding notification for COVID-19 cases or suspected cases, per the checked boxes.
SPH will coordinate any required enhanced cleaning and disinfection with custodial services and the building manager, as needed.

### CLEANING AND DISINFECTING

Check all that apply (all required):

- Following a cleaning schedule
- Cleaning supplies are available for spot cleaning
- Cleaning and disinfecting high touch surfaces daily, between uses or when unclean
- Wiping down shared equipment/objects after each use (e.g., door/refrigerator/microwave handles)
- Following COVID-19 Enhanced Cleaning and Disinfection Protocols

### Describe:

HRC common areas will be cleaned regularly by custodial services. This includes high touch common study and seating areas, entrances/exits and hallways.

Cleaning of individual workstations will be individuals’ responsibility. All building tenant areas will have spot cleaning supplies available.

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.
HRC offices open/close with sliding doors, which will allow for ‘elbow opening’ but we will also have wipes available.

8. List the product(s) used to clean and disinfect.

**Check all that apply:**
- Alcohol solution with at least 70% alcohol (includes wipes)
- 10% bleach/water solution
- EPA-registered disinfectant for use against SARS-CoV-2:
  a. Manufacturer:_________________
  __
  b. Name: ____________________
  c. EPA Registration #:_____________

SPH will purchase approved supplies from central stores, which meet all requirements.

9. Describe the safety precautions that are taken when using disinfectant(s).

- Reviewing safety data sheet (SDS) for each product
- Reviewing **COVID-19 Chemical Disinfectant Safety Information**
- Following manufacturer’s instructions for products use
- Using personal protective equipment

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.

**GOOD HYGIENE**

Check all that apply (all required):

Describe:
10. Describe methods used to encourage good hygiene practices.

- Providing soap and running water
- Providing hand sanitizer and/or wipes
- Asking personnel to avoid touching others
- Using reminders to wash hands frequently, correctly at key moments, avoid touching face with unwashed hands, cover mouth when coughing or sneezing.

HRC 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.

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<thead>
<tr>
<th>PERSONAL PROTECTIVE EQUIPMENT</th>
<th>Check all that apply:</th>
<th>Describe:</th>
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| 11. Provide personal protective equipment (PPE) and guidance on how to use it. | Face shields and/or eye protection is worn.  
Respirators are worn.  
Surgical/medical masks are worn.  
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.  
Providing instructions on the use, care, cleaning, maintenance, removal, and disposal of PPE | HRC 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.  
Instructions on mask care, and proper removal to avoid contamination will be along with the cloth masks provided by the SPH. These will |
<table>
<thead>
<tr>
<th><strong>COMMUNICATION AND TRAINING</strong></th>
<th><strong>Check all that apply (all required):</strong></th>
<th><strong>Describe:</strong></th>
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☑ Providing documented safety training to personnel on site-specific COVID-19 Prevention Plan initially and updates communicated  
☑ Posters/signage installed and/or posted in the worksite  
☑ Email communications  
☑ Covering COVID-19 safety information in staff meetings  
☑ Sharing information from the UW Novel coronavirus & COVID-19: facts and resources webpage | 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. |
| 13. Communicate hazards and safeguards to protect personnel. | ☑ Providing information about working safely with disinfectants  
☑ Communicating the hazards and safeguards required to protect individuals from exposure | We will provide chemical disinfectant safety information per the EHS link. A chemical hazards communication program is in place for all lab personnel. |