



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:	Completed By: SPH Workplace Taskforce
Name of COVID-19 Site-Supervisor: Uli Haller	
Unit Name: School of Public Health (SPH) <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, the Tower, 9th & Jefferson Building, and Sand Point. This plan will focus on SPH's general operating procedures, as well as specifically focus on HRC operations. 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 & Jefferson, which will operate under a School of Medicine plan.</i>	Worksite Location(s): Hans Rosling Center for Population Health
Unit COVID-19 Prevention Plan and Plan Location: 3980 15th Ave NE, Seattle, WA 98195	

MANAGEMENT AND OVERSIGHT	Check all that apply (all required):	Describe:
<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 SPH is Uli Haller. The CSS will coordinate with the HRC building manager on general building operations as specified under this plan.</p> <p>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</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 questions, contact Student and Academic Services (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
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"> <input checked="" type="checkbox"/> Telework options offered <input checked="" type="checkbox"/> Shifts/breaks times/start times staggered <input checked="" type="checkbox"/> Maximum space capacity determined based on room size <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>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.</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 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>SPH does not operate in strict shifts, or have scheduled breaks, though most</p>
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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.	<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>
4. Describe critical tasks not possible to be done while maintaining the 6-foot distance. Unit head pre-approval required.	<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>	
PRECAUTIONS FOR SICK PERSONNEL	Check all that apply (all required as possible):	Describe:
5. Describe how you are preventing	<input checked="" type="checkbox"/> Performing daily symptom screening or attestation for personnel who work on-site at a UW work	SPH personnel will follow all UW protocols, including daily attestation, wearing masks,

<p>people with symptoms from coming to the site and/or working while sick.</p>	<p>location</p> <ul style="list-style-type: none"> <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>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>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</p>
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		classrooms will serve as the record for those student visitors.
6. Describe practices for responding to suspected or confirmed COVID-19 cases.	<input checked="" type="checkbox"/> Informing personnel with COVID-19 symptoms to stay home, contact their healthcare provider and to notify the Employee Health Center <input checked="" type="checkbox"/> Informing personnel with suspect or confirmed COVID-19 to stay home and notify the Employee Health Center <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 <input checked="" type="checkbox"/> Performing enhanced cleaning and disinfection	<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>
CLEANING AND DISINFECTING	Check all that apply (all required):	Describe:
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.	<input checked="" type="checkbox"/> Following a cleaning schedule <input checked="" type="checkbox"/> Cleaning supplies are available for spot cleaning <input checked="" type="checkbox"/> Cleaning and disinfecting high touch surfaces daily, between uses or when unclean <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>HRC 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 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>

		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.	<p>Check all that apply:</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"/> EPA-registered disinfectant for use against SARS-CoV-2:</p> <p>a. Manufacturer: _____</p> <p>—</p> <p>b. Name: _____</p> <p>c. EPA Registration #: _____</p>	SPH will purchase approved supplies from central stores, which meet all requirements.
9. Describe the safety precautions that are taken when using disinfectant(s).	<p><input type="checkbox"/> Reviewing safety data sheet (SDS) for each product</p> <p><input type="checkbox"/> Reviewing COVID-19 Chemical Disinfectant Safety Information</p> <p><input type="checkbox"/> Following manufacturer's instructions for products use</p> <p><input 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.
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>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.</p>
<p>PERSONAL PROTECTIVE EQUIPMENT</p>	<p>Check all that apply:</p>	<p>Describe:</p>
<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>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 though 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</p>

		also be posted in common areas.
COMMUNICATION AND TRAINING	Check all that apply (all required):	Describe:
12. Communicate safe practices.	<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	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.	<input checked="" type="checkbox"/> Providing information about working safely with disinfectants <input checked="" type="checkbox"/> 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.