

# UNIVERSITY OF WASHINGTON COVID-19 PREVENTION PLAN FOR THE WORKPLACE

## 1. INTRODUCTION

The University of Washington's COVID-19 Prevention Plan ("University Plan") helps ensure the health and safety of personnel by reducing the potential for COVID-19 transmission at University locations. The measures are based on [Washington Ready COVID-19 guidance](#); [Washington Department of Labor & Industries \(L&I\) requirements](#), the Governor's Proclamations for [Higher Education](#); [Washington Ready](#); [COVID-19 Vaccination Requirements](#) and guidance from state and local public health agencies. This plan is updated as regulations and public health guidance change. UW Medicine medical facilities follow UW Medicine specific policies and procedures.

## 2. DEFINITIONS

**University Plan** is the University of Washington's COVID-19 Prevention Plan for the Workplace.

**University unit** is a unit or campus with an administrator reporting directly to the President or Provost. This includes UW Bothell, UW Tacoma, and UW Medicine.

**Unit leader** is the administrator reporting directly to the President or Provost.

**Unit COVID-19 Prevention Plan** is a local COVID-19 Prevention Plan developed and routinely updated by each University unit that covers all worksites (e.g., UW Facilities, Office of Research).

**Unit or site-specific COVID-19 Prevention Plans** are local plans developed and updated as necessary and appropriate to address unique COVID-19 prevention and control strategies at a local level. The number and structure of these plans are determined by the unit leader and kept on file locally (e.g., Transportation Services, individual research lab).

**Personnel** includes staff, faculty, other academic personnel, students in the workplace, and student employees.

**COVID-19 Site Supervisor (optional)** is an individual identified by their unit leader (or their designee) to ensure adherence with a site-specific COVID-19 Prevention Plan. If a unit does not appointment a COVID-19 Site Supervisor, this is the responsibility of the personnel supervisor, manager, principal investigator, or other unit leadership designee.

**Vaccine attestation** is when an individual has submitted a report of their vaccine status through the appropriate tracking system (personnel through Workday, students through Hall Health Center or another acceptable means). Refer to the [UW COVID-19 Vaccination Policy](#) for more information.

**Vaccination status:** Individuals may have a vaccination status of either fully vaccinated, or *not* fully vaccinated. Individuals who are not fully vaccinated may have declined, may not have finished their vaccine series, or may not have reported their vaccination through the appropriate verification system.

**Fully vaccinated:** An individual is fully vaccinated two weeks after they have received the second dose in a two-dose series of a COVID-19 vaccine authorized for use by the FDA (e.g., Pfizer-BioNTech or Moderna) or two weeks after they have received a single-dose COVID-19 vaccine authorized by the FDA (e.g., Johnson & Johnson/Janssen). This includes emergency use authorization. A person is fully

vaccinated against COVID-19 two weeks after they have received all recommended doses of a COVID-19 vaccine that is listed for use by the World Health Organization (WHO).

### 3. OVERVIEW AND APPLICABILITY

The University Plan covers all University work environments. Each University unit is required to develop and implement a unit-specific COVID-19 Prevention Plan and/or a site-specific plan that covers all personnel and worksites.

[Attachment A](#) is a template for the Unit or Site-Specific COVID-19 Prevention Plan for units or workplaces to use to complete their plans. Please note the following:

- Units are not required to use the template in Attachment A if plans exist in a different format (e.g., individual research labs, UW Medicine hospital and clinics, etc.) or if they prefer to use another format. If an alternative format is used, it must include all required elements in the plan and that it is aligned with University policies and procedures.
- Units with existing plans are required to update their plans as needed to include the required elements in the University Plan, along with any additional industry-specific guidelines, such as, but not limited to, those for healthcare, dental clinics, or COVID-19 research settings.

### 4. ROLES AND RESPONSIBILITIES

The following units and individuals have responsibilities for COVID-19 prevention in the workplace:

#### UNIVERSITY CENTRAL ROLE - EXECUTIVE OFFICE

- Develop policies and procedures for safe on-site work, including vaccination attestation, testing and contact tracing.
- Develop planning parameters to guide personnel who are returning to work and school on site in accordance with state and local requirements and guidelines.
- Review, evaluate and communicate new state and local requirements, and update policies and procedures accordingly.
- Lead and coordinate University-wide response to COVID-19 including deployment of the [Advisory Committee on Communicable Diseases](#) (ACCD) and the [Emergency Operations Center](#) (EOC).
- Coordinate any central procurement of COVID-19 cleaning supplies, personal protective equipment, and other equipment.
- Coordinate central expense tracking for state or federal reimbursement.
- Assess University-wide liability and risks.

#### UNIVERSITY CENTRAL ROLE - UW FACILITIES

(Includes Housing and Food Services and facilities at UW Bothell and Tacoma)

- Perform regular building operations and maintenance, cleaning, and disinfection of common areas.

- Manage University-wide transportation and parking.
- Maintain University buildings including HVAC systems.
- Train and coordinate University building coordinators.

### **UNIVERSITY CENTRAL ROLE - ENVIRONMENTAL HEALTH & SAFETY DEPARTMENT (EH&S)**

- Develop University-wide COVID-19 safety policies, plans and guidance documents.
- Perform COVID-19 case follow up and contact tracing.
- Assist units with COVID-19 Prevention Plans and procedures.
- Respond to health and safety concerns related to adherence to COVID-19 prevention practices.
- Monitor compliance of COVID-19 prevention measures in the workplace.

### **UNIT LEADER (DIRECT REPORT TO PRESIDENT OR PROVOST)**

- Oversee the development and implementation of unit COVID-19 Prevention Plan and any site-specific Prevention Plans.
- If needed, assign a designated COVID-19 Site-Supervisor(s) to oversee unit and site-specific plan implementation. Otherwise, these duties are the responsibility of the supervisor.
- Ensure all personnel are trained
- Acquire appropriate personal protective equipment (PPE), cleaning supplies, and other supplies for distribution to personnel.
- Consult with EH&S as needed.
- Ensure posting of required signage related to COVID-19 safety.
- Work with COVID-19 Site Supervisors to establish [designated eating spaces](#) for the unit.
- Develop strategies to communicate with personnel, COVID-19 Site Supervisors or personnel supervisors, and building coordinator(s) to keep unit and/or site-specific plans current with changes to COVID-19 guidelines, regulations, and University policies.

### **COVID-19 SITE SUPERVISOR (OPTIONAL)**

- The COVID-19 Site Supervisor duties may be assigned to a personnel supervisor, principal investigator, or designee, who is assigned and has the authority to monitor and enforce COVID-19 health and safety requirements and address questions and concerns from personnel.
- Develop and ensure adherence with the site-specific COVID-19 Prevention Plan, including face covering and vaccine verification requirements.
- Enforce face covering requirements per the [COVID-19 Face Covering Policy](#) in locations where they are required.
- Train direct reports in the workplace on the contents of the unit and site-specific COVID-19 Prevention Plan.
- Ensure adherence to the [Eating and Drinking Guidance for COVID-19 Prevention](#) in appropriate eating space(s) designated for or by the unit.

- Keep unit and/or site-specific plans current with changes to COVID-19 guidelines, regulations, and University policies.
- Report COVID-19 safety concerns to the personnel supervisor or to EH&S.

### **PERSONNEL SUPERVISOR**

- Ensure the COVID-19 Prevention Plan is implemented and policies and procedures are adhered to by all personnel.
- Train direct reports in the workplace on the contents of the unit and site-specific COVID-19 Prevention Plan (can be delegated to the COVID-19 Site Supervisor if the individual is different than the personnel supervisor).
- Address or escalate reported or observed safety concerns to a unit leader or to EH&S.

### **PERSONNEL**

- Follow all requirements in the UW's [COVID-19 Face Covering Policy](#).
- Follow all requirements in the [UW COVID-19 Vaccination Policy](#).
- Follow all elements of the site-specific COVID-19 Prevention Plan.
- Get tested if you have COVID-19 [symptoms](#).
- Report COVID-19 positive test results and close contact to the [COVID-19 Response and Prevention Team](#) in the UW Environmental Health & Safety Department.
- Report safety concerns to a supervisor or to [EH&S](#).

### **BUILDING COORDINATOR**

- Help distribute information and updates to building occupants related to COVID-19 prevention and response efforts.
- Post University COVID-19 prevention posters at entrances and in common areas of building(s). Update these posters with transition to Return to Work/School.
- Ensure cleaning supplies and hand sanitizer are available in common areas of buildings.
- Attend trainings and coordinating sessions organized by UW Facilities.
- Establish and monitor adherence to access control, building operations, egress routes and emergency procedures as they relate to the University Plan.
- Perform activities as outlined in the [Facilities Building Readiness Guidelines](#).

*Continued on next page*

## 5. REQUIRED PLAN ELEMENTS

**Required elements of the University's COVID-19 Prevention Plan are below.** The below elements are required to be included in all unit-specific COVID-19 Prevention Plans. Physical distancing is no longer required, except in specific circumstances (see section E).

- A. [Vaccination](#)
- B. [Procedures for sick personnel, symptom monitoring, reporting and response](#)
- C. [Good hygiene](#)
- D. [Clean surfaces](#)
- E. [Face coverings, personal protective equipment \(PPE\), physical distancing and alternative strategies](#)
- F. [Communication and training](#)

### A. VACCINATION

COVID-19 vaccination is the most critical element of the University's COVID-19 Prevention Plan. **All personnel and students are [required](#) to be fully vaccinated against COVID-19, unless a UW-documented medical or religious exemption is approved.**

The vaccination requirement is detailed in the [UW COVID-19 Vaccination Policy](#); all UW units, personnel, and students must comply with this policy.

### B. PROCEDURES FOR SICK AND SYMPTOMATIC PERSONNEL

**University units are required to take measures to prevent sick personnel from entering the worksite, and reporting suspected and confirmed COVID-19 cases and close contacts to EH&S.**

#### Symptom monitoring

The University offers guidance for health care facilities and other units with location-specific requirements for submitting a [symptom attestation](#). Individuals are required to self-monitor daily for symptoms and stay home or go home if they are sick or have any symptoms of COVID-19 infection.

Personnel who experience *any* symptoms of [COVID-19 infection](#), including fever (100.4 degrees or higher), cough, shortness of breath or difficulty breathing, fatigue, loss of taste and/or smell, chills, sore throat, congestion or runny nose, headache, muscle or body aches, and gastrointestinal symptoms, such as nausea, vomiting or diarrhea, are required to follow these instructions:

**Stay home: If you are sick, you *must* stay home and away from other people, even if you are vaccinated and/or have mild symptoms.** University units are required to direct personnel to follow the steps in the FAQ "[What do I do if I feel sick?](#)," which includes the information below.

#### 1. Get tested for COVID-19

- **If you are enrolled in the [Husky Coronavirus Testing program](#), report your symptoms in your daily symptom survey, and you will receive testing instructions. Do **not** go to school or work until you receive your test result, *even if you feel better*. **If you are not enrolled in****



the [Husky Coronavirus Testing](#) program, you can get tested with your personal health care provider or at a public testing site.

- **Notify the [COVID-19 Response and Prevention Team](#) as soon as possible if you test positive for COVID-19** at [covidehc@uw.edu](mailto:covidehc@uw.edu) or [206.616.3344](tel:206.616.3344). UW medical center personnel should contact their respective [employee health services](#).
- Follow **public health guidelines to help you recover and protect others from getting sick**. These actions include staying home and physically away from people and pets, wearing a face covering, and being stringent about hygiene.
- Read the FAQ *“What do I do if I have confirmed or suspected COVID-19?”* on the UW [COVID-19 frequently asked questions](#) webpage for more information about steps you'll need to take. You can also learn more from [Public Health — Seattle & King County](#) and the [Washington State Department of Health](#).

## 2. Report close contact

**Notify the [COVID-19 Response and Prevention Team](#) if you have close contact with individuals who have COVID-19, regardless of your vaccination status.**

Close contact means being within 6 feet of a person with COVID-19 for a cumulative total of at least 15 minutes during a 24-hour period (even if both individuals were wearing face coverings), living with or caring for a person who has COVID-19, or having direct contact with infectious secretions (e.g., being coughed on, kissing, sharing utensils). The exposed individual is required to follow the quarantine requirements outlined in the FAQ [“I may have been exposed to COVID-19. What should I do?”](#)

[Washington Exposure Notifications –WA Notify](#) mobile app is a tool to alert users if they may have been exposed to a COVID-19 positive person. University personnel and students are encouraged to download or activate the app on their mobile devices.

### University response-Contact tracing

When notified of a person with suspected or confirmed COVID-19, the [COVID-19 Response and Prevention Team](#) takes the steps listed below to maintain the health and safety of the campus community. The University is working in coordination with local health departments on COVID-19 response efforts and complies with applicable privacy requirements.

The University's [case response](#) activities include:

- Obtain details about the person's symptoms, locations on campus and close contacts.
- Conduct a risk assessment to determine an action plan, such as:
  - Instructions and guidance for self-isolation.
  - Notifying the academic and/or work unit.
  - Notifying UW-affiliated individuals or groups who were in close contact with the COVID-19 positive person within 48 hours prior to the development of symptoms (or, if asymptomatic, 48 hours before their COVID-19 test).



- Evaluating the specific locations for potential [cleaning and disinfection](#), in accordance with guidance from the Centers for Disease Control and Prevention (CDC) and L&I.
- Provide return-to-work information to individuals who have COVID-19, close contacts of individuals who have COVID-19, University/unit representatives and UW Human Resources.
- The identity of individuals with COVID-19 and their close contacts is not publicly disclosed. It remains private among University representatives involved in the public health response, including EH&S representatives, unit representatives (as needed), and UW Human Resources.

For information about the University's response to a COVID-19 case on campus, visit the [COVID-19 Case Response](#) page on the EH&S website.

### Human Resources assistance

UW Human Resources (UWHR) and the Office of Academic Personnel provide resources for [staff](#) and [academic personnel](#) regarding **time away from work**; talk with your human resources consultant or business partner about issues pertaining to your work area.

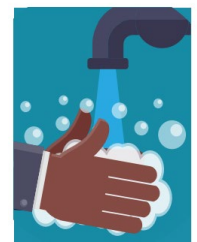
Guidance and protections for those at [higher risk for developing more serious COVID-19 illness](#) are available on the UWHR website.

Per state and local public health guidelines, University units should not request a doctor's note, a negative test result or positive antibody test following a report of COVID-19 illness.

## C. GOOD HYGIENE

**Supervisors are required to remind personnel they can reduce the risk of spreading COVID-19 by doing the following:**

- Wash hands often with soap and water for at least 20 seconds. If water is not available, use hand sanitizer with at least 60% alcohol content.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid contact with people who are sick.
- Stay home when sick and avoid close contact with others, even if you are vaccinated against COVID-19.
- Cover your mouth and nose with your elbow or a tissue when coughing or sneezing, and immediately dispose of the used tissue.



**Personnel must have access to soap and running water to wash their hands** after touching any surface or tool suspected of being contaminated, before and after eating or using the restroom, and before touching their face. Secondary handwashing or sanitizing stations may be set up with either hand sanitizer or wipes/towelettes.

**Place posters in visible locations to remind personnel of key moments to wash hands:**



- **Before, during, and after** preparing food
- **Before** eating food
- **Before** and **after** caring for someone at home who is sick
- **Before** and **after** treating a cut or wound
- **Before** exiting the laboratory
- **After** using the toilet
- **After** contact with high-touch surfaces (e.g., elevators, lobby areas, reception desks, etc.)
- **After** blowing your nose, coughing, or sneezing
- **After** removing gloves or other personal protective equipment.
- **After** touching an animal or animal waste
- **After** touching garbage

**Resources**

- [Stay Healthy, Huskies Toolkit – download posters](#)
- [CDC – What you need to know about handwashing \(video\)](#)

**D. CLEAN SURFACES**

University units are required to clean (and disinfect as needed) their worksite surfaces regularly in accordance with the [University's COVID-19 Cleaning and Disinfection Protocol](#).

Units are required to provide cleaning and disinfection products, along with the appropriate PPE and instructions for the frequency and safe use of products.

University custodial units clean high touch surfaces in common areas of buildings, such as restrooms, stairwells, and elevators. The University maintains a [central procurement site](#) for COVID-19 cleaning supplies and PPE. (Visit the UW Procurement [How to Buy](#) page for details.)

**University units:**

- Keep a cleaning schedule to maintain general housekeeping to prevent buildup of dirt and clutter.
- Make cleaning supplies available for workers to do spot-cleaning when necessary. Consider single-use disinfectant wipes for high touch points.



**Frequency:** Clean work areas regularly.

- For surfaces and equipment touched by multiple workers (e.g., doorknobs, tables, computer keyboards, handrails, exercise rooms), clean and disinfect daily, between uses, or when visibly unclean.
- For surfaces and equipment touched by one individual, clean and disinfect periodically, when unclean, as a minimum.



**Safe use of products:** Follow the manufacturer's instructions for use of all cleaning and disinfecting products, and use personal protective equipment as required.



Use one of the following to disinfect hard, non-porous surfaces:

- [EPA-registered disinfectant for use against SARS-CoV-2](#) **or**
- Alcohol solution with at least 70% alcohol **or**
- Freshly prepared [bleach/water solution](#)

Avoid putting disinfectant gels or liquids on electronics, including elevator buttons, unless they have been indicated as safe for those devices.

[Resources](#) are available on the EH&S website to assist units to safely use disinfectants to prevent the spread of COVID-19.

- [COVID-19 Chemical Disinfectant Safety Information](#)
- [Safer Cleaning, Sanitizing and Disinfecting Strategies to Reduce and Prevent COVID-19 Transmission](#)

## **E. FACE COVERINGS, PERSONAL PROTECTIVE EQUIPMENT (PPE), PHYSICAL DISTANCING AND ALTERNATIVE STRATEGIES**

**All individuals at a University location, including faculty, staff, students, contractors, vendors and visitors must adhere to the [UW COVID-19 Face Covering Policy](#).**

To ensure the health and safety of the University campus community and the public, face coverings are required to be worn at the University of Washington, regardless of vaccination status:

- **Indoors** when other people are present, and in all public and common areas, such as lobbies, hallways, stairways, restrooms, elevators, and in shared vehicles;
- At any **outdoor** in-person event hosted or sponsored by the University or conducted on University of Washington premises with **500 or more people in attendance**.

For other outdoor settings, face coverings are strongly recommended to be worn outdoors by all individuals, regardless of vaccination status, when in crowded settings and in settings where there is a decreased ability to consistently maintain a physical distance between others.

Visit the [Face Covering Requirements webpage](#) for further details and to read frequently asked questions, including *"When is it okay to remove my face covering?"* for a list of exemptions to the policy.

Face coverings are required to be provided to personnel who are working on site at a University location. Personnel must be trained on the proper use, care, storage and disposal of face coverings and PPE. University units should refer to the [EH&S Guidance on Facemask Use for Preventing the Spread of COVID-19](#) for training personnel on the selection, care and use of face coverings and facemasks.

**Public Spaces:** Members of the public, customers, visitors, vendors and contractors at a University location are required to follow the University's [COVID-19 Face Covering Policy](#) at all times when on campus, including posted requirements in specific buildings or spaces.

**In certain work settings, PPE may be required according to potential risk of exposure to COVID-19.** Refer to the [Workplace COVID-19 Risk Level and Selection of Personal Protective Equipment \(PPE\)](#) guide and the [Guidelines for Personal Protective Equipment](#) for additional guidance on the [selection](#) and use of PPE.

### **Physical Distancing**

Physical distancing is recommended for all individuals while indoors at a University location, especially in crowded settings, in areas that are not well ventilated, and when [actively eating and drinking](#).

- Refer to the [Eating and Drinking Guidance for COVID-19 Prevention](#) for best practices on preparing and using eating spaces and food sharing.
- *Physical distancing is required* in health care, child care, and K-12 settings.
- There are no current COVID-related occupancy limits in UW spaces; however, normal building and fire code occupancy limits still apply.

### **Alternative strategies**

The University utilizes a combination of strategies to minimize COVID-19 risk in the workplace. Units should evaluate whether additional or alternative strategies are necessary in their work settings based on their likelihood of exposure to COVID-19, such as in health care or other higher risk settings.

Alternative strategies are listed below in order of *most effective to least effective*:

1. Keeping people with symptoms from entering the workplace
2. Promoting vaccination
3. Using engineering controls (e.g., exhaust ventilation, physical barriers)
4. Further physical distancing requirements where not already specified
5. Administrative controls (e.g., stagger work shifts and/or breaks)
6. Wearing face coverings and PPE where required

### **Steps for selecting and implementing an alternative strategy:**

1. Request EH&S review and unit leadership approval to consider an alternative strategy.
2. Develop a [job hazard analysis](#) that identifies the hazards and control strategies to minimize the risk of exposure.
3. Train personnel on alternative strategies used. Document the training.

## F. COMMUNICATION AND TRAINING

Units are required to communicate to personnel about COVID-19 prevention on campus, and train personnel on the contents of the [University's COVID-19 Prevention Plan](#) and the unit-specific COVID-19 Prevention Plan. Training must be documented.

The University's [COVID-19 Safety Training: Back to the Workplace](#) is required for all University personnel prior to or upon returning to on-site work. In addition, units (e.g., COVID-19 Site Supervisor or personnel manager) are required to train personnel on the contents of the unit or site-specific COVID-19 Prevention Plan.

[Attachment B](#) in this document can be used to document unit or site-specific COVID-19 training. Unit or site-specific training is conducted before or on the first day of returning to work at a University location, reviewed as updates are made, to explain the protective measures in place for all personnel in a unit or worksite. Personnel must be trained, even if they have been performing critical work on site at a UW work location. Training is required to be provided in a terminology best understood by personnel.

### Communicate safe practices

All University units are required to communicate to personnel about ways to prevent the spread of COVID-19, including reviewing their unit and site-specific procedures for COVID-19 prevention.

The [UW Stay Healthy, Huskies](#) toolkit has posters and graphics in various formats to post and communicate in your work area. Download and place posters in common areas, such as in break rooms, lunchrooms, lobbies, and bathrooms.

1. Place the **“Back to the workplace”** poster in work areas and reception areas.
2. Place the **“Face coverings are required”** poster in entrances to buildings and work areas.
3. Place the **“Clean and disinfect”** poster near shared equipment that must be cleaned after each use and in common areas, such as meeting rooms and break rooms, and near high-touch surfaces.
4. Place the **“Wash your hands the right way”** in bathrooms and near handwashing stations.
5. Place signage at **designated eating locations** according to the [Eating and Drinking Guidance for COVID-19 Prevention](#).

The University's [Novel coronavirus & COVID-19: facts and resources](#) webpage provides information about COVID-19 for the campus community and is updated regularly.



Encourage personnel to read guidance from the [COVID-19 frequently asked questions webpage](#), including:

- *What do I do if I feel sick?*
- *What do I do if I have confirmed or suspected COVID-19?*
- *I may have been exposed to COVID-19. What should I do?*

COVID-19 information and workplace safety requirements are available in 36 languages from the [Washington State L&I COVID-19 Resources](#) webpage.

### **Hazard communication for personnel working with disinfectants**

It is important to communicate the potential hazards and safety measures to personnel working with chemical disinfectants. Chemical disinfectant exposure may cause health issues if used improperly, so it is important that health and safety considerations are accounted for prior to use.

Information about working safely with disinfectants is available on the EH&S website:

- [COVID-19 Chemical Disinfectant Safety Information](#)
- [Workplace COVID-19 Risk Level and Selection of Personal Protective Equipment \(PPE\)](#) guide
- [Guidelines for Personal Protective Equipment](#)

Visit the [Chemical Hazard Communication](#) webpage on the EH&S website for additional information about communicating chemical safety.

## 6. NOVEL CORONAVIRUS (COVID-19) RESOURCES

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[CDC Coronavirus \(COVID-19\)](#)

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[EPA Disinfectants for Use Against SARS-CoV-2](#)

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[OSHA COVID-19](#)

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[UW DEOHS: Safer Cleaning, Sanitizing and Disinfecting Strategies to Reduce and Prevent COVID-19 Transmission](#)

[UW EH&S COVID-19 Health & Safety Resources](#)

[UW Novel coronavirus & COVID-19: facts and resources](#)

[UW Stay Healthy, Huskies - Toolkit Downloads \(Posters, Media\)](#)

[UW Clean and Safe Storefront](#)

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[WA DOH – COVID-19](#)

[WA DOH – Face Covering Order](#)

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[Washington Ready Reopening Guidance](#)

[Washington Ready Proclamation](#)

[Washington State COVID-19 Vaccination Requirement Proclamation](#)

[Washington State Higher Education Proclamation](#)

[Washington State Coronavirus Response](#)

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[WA L&I DOSH DIRECTIVE 1.70 General Coronavirus Prevention Under Stay Home-Stay Healthy Order](#)

[WA L&I Coronavirus \(COVID-19\) Safety Topic](#)



[WA L&I Coronavirus \(COVID-19\) Prevention: General Requirements and Prevention Ideas for Workplaces](#)

[WA L&I Directive 11.80 Temporary Enforcement Guidance Annual Fit-Testing for N95 Filtering Facepieces and Respirator/Face Covering Selection During the COVID-19 Outbreak](#)

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Please contact EH&S at [ehsdept@uw.edu](mailto:ehsdept@uw.edu) or call 206.543.7262 with questions or for assistance.

Concerns about COVID-19 safety can be reported anonymously on the [EH&S website](#).

***This document will be updated as regulations and public health guidance change.***



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 worksite 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 required elements for a plan and align with University policies and procedures.

Date:	Completed By:
Name of Responsible Supervisor <u>or</u> COVID-19 Site-Supervisor:	
Unit Name:	Worksite Location(s):
Unit COVID-19 Prevention Plan and Plan Location:	

MANAGEMENT AND OVERSIGHT	Check all that apply (all required):	Describe:
1. COVID-19 Prevention Plan oversight	<input type="checkbox"/> A responsible supervisor or a designated COVID-19 Site Supervisor is assigned to ensure all the elements of the site-specific COVID-19 Prevention Plan are followed. <input type="checkbox"/> The supervisor will keep the site-specific plan updated and current with changes to COVID-19 guidelines, regulations, and University policies. <input type="checkbox"/> The supervisor will keep the site-specific plan on site in hardcopy or electronically, so it is available to all personnel. <input type="checkbox"/> The supervisor will train personnel on the contents of the plan and any updates.	





	<input type="checkbox"/> The supervisor or designee is available to respond to issues and questions during work and class activities.	
<b>VACCINATION</b>	<b>Check all that apply (all required as possible):</b>	<b>Describe:</b>
2. Vaccination verification	<input type="checkbox"/> All personnel have submitted documentation showing proof of vaccination or have an approved UW-documented medical or religious exemption.	
<b>PROCEDURES FOR SICK PERSONNEL</b>	<b>Check all that apply (all required as possible):</b>	<b>Describe:</b>
3. Describe how you are preventing people with symptoms from coming to the site and/or working while sick.	<input type="checkbox"/> Ask personnel to self-monitor their symptoms each day and to stay home if they have any <a href="#">symptoms of COVID-19</a> or if they are sick, regardless of vaccination status. <input type="checkbox"/> Requiring personnel who may be sick or symptomatic to go home, regardless of vaccination status. <input type="checkbox"/> Consult with the <a href="#">COVID-19 Response and Prevention Team</a> . <input type="checkbox"/> Discuss accommodations for <a href="#">personnel at higher risk</a> of severe illness with your HR consultant or AHR business partner.	
4. Describe practices for responding to suspected or confirmed COVID-19 cases.	<input type="checkbox"/> Inform personnel with <a href="#">COVID-19 symptoms</a> to stay home, get tested, and notify the <a href="#">COVID-19 Response and Prevention Team</a> regardless of vaccination status. <input type="checkbox"/> Inform personnel with suspect or confirmed COVID-19 to stay home and notify the <a href="#">COVID-19 Response and Prevention Team</a> . <input type="checkbox"/> Inform non-fully vaccinated personnel who have had close contact with someone with COVID-19 to stay home and notify the <a href="#">COVID-19 Response and Prevention Team</a> . <input type="checkbox"/> Perform necessary <a href="#">cleaning and disinfection</a> .	



CLEANING SURFACES	Check all that apply (all required):	Describe:
5. Cleaning	<ul style="list-style-type: none"><li><input type="checkbox"/> Follow the <a href="#">COVID-19 Cleaning and Disinfection Protocol</a>.</li><li><input type="checkbox"/> Provide supplies for spot cleaning.</li></ul>	
6. List the product(s) used to disinfect.	<p><b>Check all that apply:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Alcohol solution with at least 70% alcohol (includes wipes)</li><li><input type="checkbox"/> Freshly prepared <a href="#">bleach/water solutions</a></li><li><input type="checkbox"/> <a href="#">EPA-registered disinfectant for use against SARS-CoV-2</a></li></ul>	
7. Describe the safety precautions taken when using disinfectant(s).	<ul style="list-style-type: none"><li><input type="checkbox"/> Ensure personnel know where to find <a href="#">safety data sheets</a> (SDS) for each product.</li><li><input type="checkbox"/> Review the <a href="#">COVID-19 Chemical Disinfectant Safety Information</a>.</li><li><input type="checkbox"/> Follow the manufacturer’s instructions for the products used.</li><li><input type="checkbox"/> Use appropriate <a href="#">personal protective equipment</a> (PPE) for the workplace and work tasks.</li></ul>	

GOOD HYGIENE	Check all that apply (all required):	Describe:
8. Describe methods used to encourage good hygiene.	<ul style="list-style-type: none"><li><input type="checkbox"/> Provide soap and running water.</li><li><input type="checkbox"/> Provide hand sanitizer and/or wipes/towelettes.</li><li><input type="checkbox"/> Ask personnel to avoid touching others.</li><li><input type="checkbox"/> Use <a href="#">reminders</a> to wash hands frequently and correctly at key moments, avoid touching face with unwashed hands, and cover mouth when coughing or sneezing.</li></ul>	



FACE COVERINGS, PPE, PHYSICAL DISTANCING & ALTERNATE STRATEGIES	Check all that apply:	Describe:
9. Require face coverings for individuals per the <a href="#">UW Face Covering Policy</a>	<input type="checkbox"/> Ensure that personnel wear face coverings indoors when other people are present and in all public and common areas. <input type="checkbox"/> Post signage and use other means to communicate face covering requirements. <input type="checkbox"/> Notify contractors, vendors, and visitors of the <a href="#">face covering requirements</a> in the <a href="#">UW COVID-19 Face Covering Policy</a> .	
10. Physical distancing	<input type="checkbox"/> Establish or identify a <a href="#">designated eating space</a> , where personnel may eat and drink unmasked while physically distanced from others. <input type="checkbox"/> Notify personnel that physical distancing is recommended indoors, especially in crowded settings, in areas that are not well ventilated, and when actively eating and drinking.	
11. Alternate Strategies and PPE (if applicable)	<input type="checkbox"/> No alternate strategies are necessary. <input type="checkbox"/> A Supervisor identified that alternate strategies are needed through review with EH&S and unit leadership approval. <input type="checkbox"/> Develop or document a job hazard analysis that identifies the hazards and control strategies to minimize the risk of exposure. <input type="checkbox"/> Refer to the <a href="#">Workplace COVID-19 Risk Level and Selection of Personal Protective Equipment</a> to determine if additional PPE is required. <input type="checkbox"/> Train personnel on alternative strategies use, including on the use and care of PPE if applicable. Document the training.	
12. Communicate hazards and safeguards to protect personnel.	<input type="checkbox"/> Provide information about <a href="#">working safely with disinfectants</a> . <input type="checkbox"/> <a href="#">Communicating the hazards and safeguards</a> required to protect individuals from exposure.	



COMMUNICATION AND TRAINING	Check all that apply (all required):	Describe:
1. Communicate safe practices.	<ul style="list-style-type: none"><li><input type="checkbox"/> Invite personnel and/or students to activate the <a href="#">Washington Exposure Notifications – WA Notify</a> on their mobile devices.</li><li><input type="checkbox"/> Ensure all personnel complete UW general <a href="#">COVID-19 Safety Training</a>.</li><li><input type="checkbox"/> Provide documented safety training to personnel on this site-specific COVID-19 Prevention Plan, initially and when updates are made.</li><li><input type="checkbox"/> Post COVID-19 safety <a href="#">posters</a>/signage at the worksite.</li><li><input type="checkbox"/> Share information from the <a href="#">UW Novel coronavirus &amp; COVID-19: facts and resources</a> webpage.</li><li><input type="checkbox"/> Inform personnel and students of the location(s) designated eating space(s) and post signage per the <a href="#">Eating and Drinking Guidance</a>.</li><li><input type="checkbox"/> Inform personnel and students of the <a href="#">best practices for food sharing</a>.</li></ul>	



**ATTACHMENT B:  
Sample Training Documentation Form for  
Unit or Site-Specific COVID-19 Prevention Plan**

Workplace/Lab Name		
Documentation of Training		
COVID-19 Prevention Plan		
Name	Training Date	Signature
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	

**By signing this log, you confirm that you have been provided with COVID-19 safety training, that the content of the training is understood, and that you have had an opportunity to ask questions.**