

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: 7/7/20	Completed By: Simon Reeve-Parker
Name of COVID-19 Site-Supervisor: Simon Reeve-Parker (Back-up site supervisor: Kim Lee)	
Unit Name: Department of Economics	Worksite Location(s): Savery Hall 3 rd floor
Unit COVID-19 Prevention Plan and Plan Location: Savery Hall, Economic Dept main office	

MANAGEMENT AND OVERSIGHT	Check all that apply (all required):	Describe:
1. COVID-19 Prevention Plan and Site-Supervisor	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> A COVID-19 supervisor is assigned to ensure all of the elements of the site-specific COVID-19 Prevention Plan are followed. <input checked="" type="checkbox"/> The COVID-19 site supervisor will keep the site-specific plan updated and current with changes to COVID-19 guidelines, regulations and University policies. <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. <input checked="" type="checkbox"/> The COVID-19 site supervisor will train personnel on the contents of the plan and updates made. <input checked="" type="checkbox"/> The COVID-19 site supervisor or designee is available to respond to issues and questions during work and class activities. 	I will train personnel on the plan via Zoom and/or email. The hard copy of the plan will be kept in the department's main office. An electronic copy will be sent to all personnel.

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>	<p>X Telework options offered</p> <p>X Shifts/breaks times/start times staggered</p> <p>X Maximum space capacity determined based on room size</p> <p>X In-person meetings (conference call, virtual) limited</p> <p>X Non-critical in person meetings postponed</p> <p>X Spread out work areas/physically separate workstations</p> <p>X Allowing only infrequent/intermittent passing within 6 feet in between personnel</p> <p>X Minimizing the number of people in a work area</p> <p><input type="checkbox"/> Designated drop-off/pick-up areas for shared tools and equipment</p> <p><input type="checkbox"/> Barriers to block direct pathways between individuals are installed</p> <p>X Layouts to prevent air pathways less than 6 feet have been created</p> <p>X Ensuring good ventilation in work areas</p> <p><input type="checkbox"/> Tasks have been rescheduled</p> <p><input type="checkbox"/> Work tasks have been modified</p> <p>X Organizing work tasks to facilitate social distancing</p>	<ul style="list-style-type: none"> • Only personnel who meet the criteria for the relevant phase and have done appropriate training are allowed back to work. For critical employees return to work remains voluntary for phase 2. • Staff will be given flexibility to telework as appropriate. • All staff and faculty offices are individual (except admin asst and GSA desks – see below) • Capacity limited in student offices: 319A-H – (331sq ft) 3 people at a time using opposite doors; 403 (910 sq ft) – 6 people at a time. • Conference room capacity: 311 (215 sq ft) – 2 people; 410 (524 sq ft) – 4 people • Computer lab (412) – 3 people • One person to use copy room, storage room, and kitchen at a time. • Plastic safety barriers for admin asst and GSA desks.

		<ul style="list-style-type: none"> • Restrooms nearest main office designated as single user. • Flow of people around corridors and the main office space will be managed by use of signs and arrows. In the longer section of the 3rd floor, foot traffic will be single direction each side of the central offices. • The elevators will be restricted to one person at a time, with priority given to those with mobility issues. Signs will be posted accordingly. • Stairs: The NE stairs are wide enough to maintain distancing and can remain for foot traffic up and down. The central stairs will be restricted to people going up, while the SE stairs will be restricted for those going down. Signs will be posted.
<p>3. Describe how you are communicating social distancing requirements to personnel, students, vendors, contractors and visitors.</p>	<ul style="list-style-type: none"> X Posters/signage/floor markings installed or posted X Communicating during staff meetings X Email communication X Establishing policies and procedures X Providing notice to vendors/contractors 	<ul style="list-style-type: none"> • Signs outside main office will clearly designate distancing requirements to all visitors/students, etc. • The site plan, once approved, will be clearly communicated to all faculty, staff, and students via email and other appropriate communication.

<p>4. Describe critical tasks not possible to be done while maintaining the 6-foot distance. Unit head pre-approval required.</p>	<p>Describe task, frequency, duration and required PPE and safety measures in place. If none, specify none.</p> <p>None</p>	
<p>PRECAUTIONS FOR SICK PERSONNEL</p>	<p>Check all that apply (all required as possible):</p>	<p>Describe:</p>
<p>5. Describe how you are preventing people with symptoms from coming to the site and/or working while sick.</p> <p>May 28, 2020 ehsdept@uw.edu 206.543.7262 www.ehs.washington.edu COVID-19 Prevention Plan ATTACHMENT A Page 18 of 22</p>	<p><input checked="" type="checkbox"/> Performing daily symptom screening or attestation for personnel who work on-site at a UW work location</p> <p><input checked="" type="checkbox"/> Following UW policies for time away from work</p> <p><input checked="" type="checkbox"/> Informing and requiring personnel who may be ill or symptomatic to stay (or go) home</p> <p><input checked="" type="checkbox"/> Requiring close contacts of COVID-19 cases to stay or go home</p> <p><input checked="" type="checkbox"/> Consulting with EH&S Employee Health Center</p> <p><input checked="" type="checkbox"/> Discussing accommodations for personnel at higher risk of severe illness with your HR Consultant or DSO for academic personnel</p> <p><input checked="" type="checkbox"/> Keeping a log of visitors to the work-site (maintain for 4 weeks)</p>	<ul style="list-style-type: none"> • All personnel who still have building access have been told that they need to email the site supervisor and complete the attestation any day they work on site. • The site supervisor will work with the Administrator and Dept Chair to enforce policies regarding personnel needing to stay or go home. • A visitor log will be provided. Visitors must also attest they have no COVID symptoms by email to the site supervisor. • Employees must complete the symptom attestation in Workday each day they work on campus.

<p>6. Describe practices for responding to suspected or confirmed COVID-19 cases.</p>	<p>X Informing personnel with COVID-19 symptoms to stay home, contact their healthcare provider and to notify the Employee Health Center</p> <p>X Informing personnel with suspect or confirmed COVID-19 to stay home and notify the Employee Health Center</p> <p>X Informing personnel who have had close contact with someone with COVID-19 to stay home and notify the Employee Health Center</p> <p>X Performing enhanced cleaning and disinfection</p>	<ul style="list-style-type: none"> Personnel will be instructed on when they would need to stay home and notify the department and other units. The staff will set up a rotation for cleaning and disinfection.
<p>CLEANING AND DISINFECTING</p>	<p>Check all that apply (all required):</p>	<p>Describe:</p>
<p>7. Describe the procedures used to clean and disinfect general areas and high-touch surfaces. This includes the cleaning frequency and areas/items to be cleaned.</p>	<p>X Following a cleaning schedule</p> <p>X Cleaning supplies are available for spot cleaning</p> <p>X Cleaning and disinfecting high touch surfaces daily, between uses or when unclean</p> <p>X Wiping down shared equipment/objects after each use (e.g., door/refrigerator/microwave handles)</p> <p>X Following COVID-19 Enhanced Cleaning and Disinfection Protocols</p>	<ul style="list-style-type: none"> Cleaning supplies will be provided for wiping down shared objects after use (copy machine screen/buttons, microwave, etc.) Staff will set up a cleaning rotation and will be instructed on protocols.
<p>8. List the product(s) used to clean and disinfect.</p>	<p>Check all that apply:</p> <p>X Alcohol solution with at least 70% alcohol (includes wipes)</p> <p><input type="checkbox"/> 10% bleach/water solution</p> <p>X EPA-registered disinfectant for use against SARS-CoV-2:</p> <p>a. Manufacturer: _____</p> <p>b. Name:</p>	<p>The department will buy the disinfectant available at the UW Safe and Clean Storefront</p>

<p>9. Describe the safety precautions that are taken when using disinfectant(s).</p>	<p>X Reviewing safety data sheet (SDS) for each product X Reviewing COVID-19 Chemical Disinfectant Safety Information X Following manufacturer’s instructions for products use X Using personal protective equipment</p>	<p>All appropriate safety precautions will be taken for each cleaning product.</p>
<p>GOOD HYGIENE</p>	<p>Check all that apply (all required):</p>	<p>Describe:</p>
<p>10. Describe methods used to encourage good hygiene practices.</p>	<p>X Providing soap and running water X Providing hand sanitizer and/or wipes/towelettes X Asking personnel to avoid touching others X Using reminders to wash hands frequently, correctly at key moments, avoid touching face with unwashed hands, cover mouth when coughing or sneezing</p>	<p>Custodians will replenish supplies in bathrooms, but department will provide soap in kitchens, and hand sanitizer in all shared spaces. Posters will be placed in appropriate locations to remind personnel about handwashing.</p>
<p>PERSONAL PROTECTIVE EQUIPMENT</p>	<p>Check all that apply:</p>	<p>Describe:</p>
<p>May 28 2020 ehsdept@uw.edu 206.543.7262 www.ehs.washington.edu COVID-19 Prevention Plan ATTACHMENT A Page 20 of 22</p> <p>11. Provide personal protective equipment (PPE) and guidance on how to use it.</p>	<p><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. X 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.</p>	<p>Per state requirements, masks are mandatory indoors except when alone in a work area. Accordingly, anyone entering the office not wearing a mask will be provided with a disposable mask or asked to leave if they choose not to wear one.</p>

	<input type="checkbox"/> Providing instructions on the use, care, cleaning, maintenance, removal, and disposal of PPE	
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	<p>Staff, faculty, and graduate students will be trained as required.</p> <p>Signage will be added throughout the department regarding handwashing, mask wearing, distancing, etc.</p>
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	<p>Instructions will be provided to all with cleaning responsibilities.</p>