

## ATTACHMENT A:

### UNIT OR SITE-SPECIFIC COVID-19 PREVENTION PLAN TEMPLATE

University units are required to document their workplace COVID-19 prevention measures and review them with personnel. This template may be used for that purpose and used at a work-site level or department level as appropriate for the unit. If an alternative format is used (e.g., Return to In-Person Research Plan), it must include all six required elements for a plan and align with University policies and procedures (e.g., daily symptom attestation).

Date: July 23, 2020	Completed By: Collaboration Core
Name of COVID-19 Site-Supervisor: Amanda McCracken & John Young	
Unit Name: Collaboration Core	Worksite Location(s): MoIES/NanoES Building
Unit COVID-19 Prevention Plan and Plan Location: 3946 W Stevens Way NE, Seattle, WA 98195	

MANAGEMENT AND OVERSIGHT	Check all that apply (all required):	Describe:
1. COVID-19 Prevention Plan and Site-Supervisor	<p>X A COVID-19 supervisor is assigned to ensure all of the elements of the site-specific COVID-19 Prevention Plan are followed.</p> <p>X 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>X 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>X The COVID-19 site supervisor will train personnel on the contents of the plan and updates made.</p>	<p>The Administrator and Building Manager are the COVID-19 Site-Supervisors.</p> <p>The building houses multiple disciplines. We have multiple COVID-19 Unit Supervisors. Usually this role is assigned to the lab manager from each research unit. They have back to work plans which are approved by their home department chairs.</p>

	<input type="checkbox"/> The COVID-19 site supervisor or designee is available to respond to issues and questions during work and class activities.	
<b>SOCIAL AND PHYSICAL DISTANCING</b>	<b>Check all that apply (all required as possible):</b>	<b>Describe:</b>
<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"> <li>X Telework options offered</li> <li>X Shifts/breaks times/start times staggered</li> <li>X Maximum space capacity determined based on room size</li> <li>X In-person meetings (conference call, virtual) limited</li> <li>X Non-critical in person meetings postponed</li> <li>X Spread out work areas/physically separate workstations</li> <li>X Allowing only infrequent/intermittent passing within 6 feet in between personnel</li> <li>X Minimizing the number of people in a work area</li> <li><input type="checkbox"/> Designated drop-off/pick-up areas for shared tools and equipment</li> <li><input type="checkbox"/> Barriers to block direct pathways between individuals are installed</li> <li><input type="checkbox"/> Layouts to prevent air pathways less than 6 feet have been created</li> <li>X Ensuring good ventilation in work areas</li> <li>X Tasks have been rescheduled</li> <li>X Work tasks have been modified</li> <li>X Organizing work tasks to facilitate social distancing</li> </ul>	<p>Staff are recommended to telework until further notice. In-office work can be conducted in a limited capacity if it's critical and must be done on campus.</p> <p>Meeting rooms are not reservable until Phase 3. They're currently used as surge space for shared offices where social distancing is not possible. Meetings should be held virtually to maintain social distancing guidelines.</p> <p>In-Person research is restricted to critical only. For those that are critical personnel, they use shared calendars to schedule in person work and stagger when they're on-site between members of their unit and other units using the same shared spaces.</p>

<p>3. Describe how you are communicating social distancing requirements to personnel, students, vendors, contractors and visitors.</p>	<ul style="list-style-type: none"> <li>X <a href="#">Posters</a>/signage/floor markings installed or posted</li> <li>X Communicating during staff meetings</li> <li>X Email communication</li> <li>X Establishing policies and procedures</li> <li>X Providing <a href="#">notice to vendors/contractors</a></li> </ul>	<p>Signs are posted throughout the building. Reminders are also sent via email to all building occupants. It was also included as part of each unit's back to work plan.</p>
<p>4. Describe critical tasks <b>not possible</b> to be done while maintaining the 6-foot distance. Unit head pre-approval required.</p>	<p>Describe task, frequency, duration and required PPE and safety measures in place. If none, specify none.</p> <p>None at the moment.</p>	
<p><b>PRECAUTIONS FOR SICK PERSONNEL</b></p>	<p><b>Check all that apply (all required as possible):</b></p>	<p><b>Describe:</b></p>
<p>5. Describe how you are preventing people with symptoms from coming</p>	<ul style="list-style-type: none"> <li>X Performing daily symptom screening or attestation for personnel who work on-site at a UW work location</li> <li>X Following UW policies for time away from work</li> <li>X Informing and requiring personnel who may be ill or symptomatic to stay (or go) home</li> <li>X Requiring close contacts of COVID-19 cases to stay or go home</li> <li>X Consulting with <a href="#">EH&amp;S Employee Health Center</a></li> <li><input type="checkbox"/> Discussing accommodations for <a href="#">personnel at higher risk</a> of severe illness with your HR Consultant or DSO for academic personnel</li> <li><input type="checkbox"/> Keeping a log of visitors to the work-site (maintain for 4 weeks)</li> </ul>	<p>Collaboration Core administrative staff is working from home until further notice. Anyone coming to the building must attest in Workday and have completed training. Same applies to occupants of the building</p>

<p>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>6. Describe practices for responding to suspected or confirmed COVID-19 cases.</p>	<p>X Informing personnel with <b>COVID-19 symptoms</b> to stay home, contact their healthcare provider and to notify the <a href="#">Employee Health Center</a></p> <p>X Informing personnel <b>with suspect or confirmed COVID-19</b> to stay home and notify the <a href="#">Employee Health Center</a></p> <p>X Informing personnel who have had <b>close contact</b> with someone with COVID-19 to stay home and notify the <a href="#">Employee Health Center</a></p> <p><input type="checkbox"/> Performing <a href="#">enhanced cleaning and disinfection</a></p>	<p>Practice is to notify the Administrator or the Building Manager. Building Manager would reach out to UW EHC and follow their protocol.</p>
<p><b>CLEANING AND DISINFECTING</b></p>	<p><b>Check all that apply (all required):</b></p>	<p><b>Describe:</b></p>
<p>7. Describe the procedures used to clean and disinfect general areas</p>	<p>X Following a cleaning schedule</p> <p>X Cleaning supplies are available for spot cleaning</p>	<p>UW Custodial Services handles the general areas of the building. This includes high touch surfaces. Labs are</p>

<p>and high-touch surfaces. This includes the cleaning frequency and areas/items to be cleaned.</p>	<p>X Cleaning and disinfecting high touch surfaces daily, between uses or when unclean</p> <p><input type="checkbox"/> Wiping down shared equipment/objects after each use (e.g., door/refrigerator/microwave handles)</p> <p>X Following <a href="#">COVID-19 Enhanced Cleaning and Disinfection Protocols</a></p>	<p>responsible for cleaning/sanitizing their areas and equipment.</p>
<p>8. List the product(s) used to clean and disinfect.</p>	<p><b>Check all that apply:</b></p> <p>X Alcohol solution with at least 70% alcohol (includes wipes)</p> <p><input type="checkbox"/> 10% bleach/water solution</p> <p><input type="checkbox"/> <a href="#">EPA-registered disinfectant for use against SARS-CoV-2:</a></p> <p>a. Manufacturer: _____</p> <p>b. Name: _____</p> <p>c. EPA Registration #: _____</p>	<p>All Spec Hand sanitizer gel: Ethyl Alcohol 70%</p>
<p>May 28 2020   ehsdept@uw.edu   206.543.7262   www.ehs.washington.edu   COVID-19 Prevention Plan ATTACHMENT A   Page 19 of 22</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</p> <p>X Reviewing <a href="#">COVID-19 Chemical Disinfectant Safety Information</a></p> <p>X Following manufacturer's instructions for products use</p> <p>X Using personal protective equipment</p>	<p>made copies to keep next to the hand sanitizer gel.</p>
<p><b>GOOD HYGIENE</b></p>	<p><b>Check all that apply (all required):</b></p>	<p><b>Describe:</b></p>

<p>10. Describe methods used to encourage good hygiene practices.</p>	<ul style="list-style-type: none"> <li>X Providing soap and running water</li> <li>X Providing hand sanitizer and/or wipes/towelettes</li> <li>X Asking personnel to avoid touching others</li> <li>X Using <a href="#">reminders</a> to wash hands frequently, correctly at key moments, avoid touching face with unwashed hands, cover mouth when coughing or sneezing</li> </ul>	<p>Two separate restrooms are stocked with soap and running water or the kitchen with a sink/soap on each floor.</p> <p>Hand sanitizer is provided to Collaboration Core, RTT, and MAF staff.</p>
<p><b>PERSONAL PROTECTIVE EQUIPMENT</b></p>	<p><b>Check all that apply:</b></p>	<p><b>Describe:</b></p>
<p>11. Provide personal protective equipment (PPE) and guidance on how to use it.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Face shields and/or eye protection is worn.</li> <li><input type="checkbox"/> Respirators are worn.</li> <li><input type="checkbox"/> Surgical/medical masks are worn.</li> <li>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.</li> <li><input type="checkbox"/> Providing instructions on the use, care, cleaning, maintenance, removal, and disposal of PPE</li> </ul>	<p>Face coverings are required in the MoES and NanoES building.</p>
<p><b>COMMUNICATION AND TRAINING</b></p>	<p><b>Check all that apply (all required):</b></p>	<p><b>Describe:</b></p>
<p>12. Communicate safe practices.</p>	<ul style="list-style-type: none"> <li>X Personnel completing UW general COVID-19 Safety Training</li> <li>X Providing documented safety training to personnel on site-specific COVID-19 Prevention Plan initially and updates communicated</li> <li>X <a href="#">Posters</a>/signage installed and/or posted in the worksite</li> </ul>	<p>Everyone is required to take the COVID-19 safety training prior to coming back into the building. Email</p>

	<p>X Email communications</p> <p>X Covering COVID-19 safety information in staff meetings</p> <p>X Sharing information from the <a href="#">UW Novel coronavirus &amp; COVID-19: facts and resources</a> webpage</p>	<p>reminders are sent frequently in addition to signage/posters in place.</p>
<p>13. Communicate hazards and safeguards to protect personnel.</p>	<p><input type="checkbox"/> Providing information about <a href="#">working safely with disinfectants</a></p> <p><input type="checkbox"/> <a href="#">Communicating the hazards and safeguards</a> required to protect individuals from exposure</p>	