

## 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: 9/15/2020	Completed By: Christina Sunardi
Name of COVID-19 Site-Supervisor: Christina Sunardi	
Unit Name: Department of Dance	Worksite Location(s): Meany Hall, lower level and second floor
Unit COVID-19 Prevention Plan and Plan Location: <a href="https://drive.google.com/drive/folders/1Ng6OxzuszAcs3Gt9QlZeQWy0cueAmgsX?usp=sharing">https://drive.google.com/drive/folders/1Ng6OxzuszAcs3Gt9QlZeQWy0cueAmgsX?usp=sharing</a>	

MANAGEMENT AND OVERSIGHT	Check all that apply (all required):	Describe:
1. COVID-19 Prevention Plan and Site- Supervisor	<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.	Christina Sunardi will be in charge of training and disseminating information to faculty and staff.



	<input checked="" type="checkbox"/> The COVID-19 site supervisor or designee is available to respond to issues and questions during work and class activities.	
SOCIAL AND PHYSICAL DISTANCING	Check all that apply (all required as possible):	Describe:
2. Describe how you are implementing the social distancing requirements (maintaining 6+ feet spacing between people, minimizing interpersonal contact).	<div><input checked="" type="checkbox"/> Telework options offered</div> <div><input checked="" type="checkbox"/> Shifts/breaks times/start times staggered</div> <div><input checked="" type="checkbox"/> Maximum space capacity determined based on room size</div> <div><input checked="" type="checkbox"/> In-person meetings (conference call, virtual) limited</div> <div><input checked="" type="checkbox"/> Non-critical in person meetings postponed</div> <div><input checked="" type="checkbox"/> Spread out work areas/physically separate workstations</div> <div><input checked="" type="checkbox"/> Allowing only infrequent/intermittent passing within 6 feet in between personnel</div> <div><input checked="" type="checkbox"/> Minimizing the number of people in a work area</div> <div><input type="checkbox"/> Designated drop-off/pick-up areas for shared tools and equipment</div> <div><input type="checkbox"/> Barriers to block direct pathways between individuals are installed</div> <div><input checked="" type="checkbox"/> Layouts to prevent air pathways less than 6 feet have been created</div> <div><input type="checkbox"/> Ensuring good ventilation in work areas</div> <div><input checked="" type="checkbox"/> Tasks have been rescheduled</div> <div><input checked="" type="checkbox"/> Work tasks have been modified</div> <div><input checked="" type="checkbox"/> Organizing work tasks to facilitate social distancing</div>	<p>All employees are expected to telework and only those employees designated as critical who must be on campus to do either research, teaching or administrative functions that can only be done on campus should return to onsite work.</p> <p>Returning to campus remains voluntary, even for those employees designated as critical.</p> <p>Per advice from Ellie Wade at EH&amp;S, maximum capacity in the studios for dance technique (movement) courses will be 9 students plus one instructor and one musician, or 10 students plus one instructor in the case of salsa. Designated space for each student has been taped out on the floor. Students will stay within this taped space during class. The studios are Room 265 with a square footage of 2781, Room 266 with a square footage of 2772, and Room 267, with a square footage of 2751.</p> <p>When students are present, classes will be timed so each is letting out in 10-minute increments to avoid mass dissention into the hallways and elevator.</p>



		<p>Students will not be allowed to use lockers during the quarter. This includes day use and long-term lockers on the upper level as well as locker rooms on the lower level. Locker rooms will be locked and unavailable to students. They will be allowed to bring their belongings into the studio during their class.</p> <p>While in the facility, UW protocol will be followed: wearing masks, physical distancing, washing hands and/or using hand sanitizer.</p> <p>All public space managed by Dance has designated standing/sitting spots marked to allow for physical distancing. This space includes the benches in the hallway outside the studios and the hallway. Signage has been posted in the hallway to instruct students to not linger in the hallway before or after classes. Maximum capacity at any one time in the hallway is 20 to allow for physical distancing of 6 feet between people (the hallway is approximately 141 feet long). We will make and post signs that have the maximum capacity indicated in the hallway prior to the start of classes on 9/30. Meany has marked designated standing spots in the elevator and we're working with Building coordinator Tom Burke regarding traffic flow for entrances and exits to the space including staircases.</p> <p>Currently, only faculty and staff with keys can enter the building. When students are</p>
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		<p>present for the period of instruction for Autumn Quarter, we will ask Facilities to set the open hours of the building to reduced hours. We propose unlocking the building at 8:00am and locking it at 6:00pm. The Doors in question would be on the lower level and at Red Square.</p> <p>Private offices will have limits of people depending on the size. All offices under 150 square feet will have an occupancy limit of one person at a time. Office room 255 has a square footage of 198; room 256 has a square footage of 331. In these rooms (255 and 256), there will be an occupancy limit of 2 people. Masks will be required when more than one person is present in Rooms 255 and 256.</p> <p>For shared equipment, each staff/faculty member will be responsible for sanitizing items upon pickup and return.</p> <p>There are no spaces to install barriers to block direct pathways. As indicated above, we have taped off standing spaces and made stairs directional with tape and arrows.</p> <p>We have no control of the building ventilation, though have been advised by EH&amp;S that air circulation in the studios is good.</p> <p>We will instruct faculty to keep the outside door to the Dance offices closed at all times to reduce exposure to students as they</p>
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		move through the hallway between classes.
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<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><input checked="" type="checkbox"/> <a href="#">Posters</a>/signage/floor markings installed or posted</li><li><input checked="" type="checkbox"/> Communicating during staff meetings</li><li><input checked="" type="checkbox"/> Email communication</li><li><input checked="" type="checkbox"/> Establishing policies and procedures</li><li><input checked="" type="checkbox"/> Providing <a href="#">notice to vendors/contractors</a></li></ul>	<p>Posters/signage/floor markings will be installed before the first day of instruction on 9/30/20 to indicate proper physical distance in the hallways, elevator and locker rooms.</p> <p>Students will be encouraged to follow the Back-to-School checklist and commit to the Husky PACK Pledge (<a href="https://www.washington.edu/coronavirus/checklist/">https://www.washington.edu/coronavirus/checklist/</a>).</p> <p>Staff and faculty will be reminded of protocol in all meetings.</p> <p>Staff and faculty will be sent a list of policies and procedures as they are finalized via email.</p> <p>Vendors will be notified of procedures and required UW protocol while in the facility: wearing masks, physical distancing, washing hands and/or using hand sanitizer.</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</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>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Performing daily symptom screening or attestation for personnel who work on-site at a UW work location</li> <li><input checked="" type="checkbox"/> Following UW policies for time away from work</li> <li><input checked="" type="checkbox"/> Informing and requiring personnel who may be ill or symptomatic to stay (or go) home</li> <li><input checked="" type="checkbox"/> Requiring close contacts of COVID-19 cases to stay or go home</li> <li><input checked="" type="checkbox"/> Consulting with <a href="#">EH&amp;S Employee Health Center</a></li> <li><input checked="" 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 checked="" type="checkbox"/> Keeping a log of visitors to the work-site (maintain for 4 weeks)</li> </ul>	<p>All faculty and staff are following UW protocol, completing the online attestation in Workday. We have created an online google form for visitors, who don't have access to Workday with the same attestation statement.</p> <p>Anyone who is sick will be instructed to stay home and then to contact their doctor or the UW Employee Health Center and ask if they should be tested for COVID-19. If a positive case is found, they will be instructed to notify the Employee Health Center and EH&amp;S will determine the protocol for next steps.</p> <p>Should anyone who is higher risk need accommodation, they will report this to the Chair, who will work with the Administrator to provide accommodations per UW policy.</p>
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<p>6. Describe practices for responding to suspected or confirmed COVID-19 cases.</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Informing personnel with <a href="#">COVID-19 symptoms</a> to stay home, contact their healthcare provider and to notify the <a href="#">Employee Health Center</a></li> <li><input checked="" type="checkbox"/> Informing personnel <b>with suspect or confirmed COVID-19</b> to stay home and notify the <a href="#">Employee Health Center</a></li> <li><input checked="" type="checkbox"/> 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></li> <li><input checked="" type="checkbox"/> Performing <a href="#">enhanced cleaning and disinfection</a></li> </ul>	<p>All reporting of cases will follow UW protocol and report cases to the Employee Health Center and EH&amp;S.</p> <p>Meany custodians will clean all dance spaces each morning.</p> <p>Faculty and staff will be responsible for disinfecting touched spaces used while on site.</p>
CLEANING AND DISINFECTING	Check all that apply (all required):	Describe:
<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>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Following a cleaning schedule</li> <li><input checked="" type="checkbox"/> Cleaning supplies are available for spot cleaning</li> <li><input checked="" type="checkbox"/> Cleaning and disinfecting high touch surfaces daily, between uses or when unclean</li> <li><input checked="" type="checkbox"/> Wiping down shared equipment/objects after each use (e.g., door/refrigerator/microwave handles)</li> <li><input checked="" type="checkbox"/> Following <a href="#">COVID-19 Enhanced Cleaning and Disinfection Protocols</a></li> </ul>	<p>As stated in #6, Meany custodians will clean all dance spaces each morning. Instructors and Dance staff will be responsible for disinfecting touched spaces used while on site.</p> <p>Faculty and staff will be instructed to wipe down shared equipment/objects after each use.</p> <p>Stations with cleaning supplies are located in each studio.</p>



8. List the product(s) used to clean and disinfect.	<p><b>Check all that apply:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Alcohol solution with at least 70% alcohol (includes wipes)</li> <li><input checked="" type="checkbox"/> 10% bleach/water solution</li> <li><input checked="" type="checkbox"/> <a href="#">EPA-registered disinfectant for use against SARS-CoV-2:</a> <ul style="list-style-type: none"> <li>a. Manufacturer: <u>Ecolab</u></li> <li>b. Name: <u>Disinfectant Cleaning Spray</u></li> <li>c. EPA Registration #: <u>771272/5400/1218</u></li> </ul> </li> </ul>	<p>Hand sanitizer and disinfectant spray were ordered from the UW Safe &amp; Clean storefront. Wipes will be ordered as well when they become available on the site.</p> <p>Not sure where to find the EPA registration information. I've included the product numbers at the bottom of the label.</p>
9. Describe the safety precautions that are taken when using disinfectant(s).	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Reviewing safety data sheet (SDS) for each product</li> <li><input checked="" type="checkbox"/> Reviewing <a href="#">COVID-19 Chemical Disinfectant Safety Information</a></li> <li><input checked="" type="checkbox"/> Following manufacturer's instructions for products use</li> <li><input checked="" type="checkbox"/> Using personal protective equipment</li> </ul>	<p>A summary sheet of the disinfectant SDS and directions will be posted in communal spaces where the disinfectant is most used.</p> <p>PPE, including gloves and masks are provided in each studio.</p>
<b>GOOD HYGIENE</b>	<b>Check all that apply (all required):</b>	<b>Describe:</b>
10. Describe methods used to encourage good hygiene practices.	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Providing soap and running water</li> <li><input checked="" type="checkbox"/> Providing hand sanitizer and/or wipes/towelettes</li> <li><input checked="" type="checkbox"/> Asking personnel to avoid touching others</li> <li><input checked="" type="checkbox"/> 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>Notices have been posted around the department including the "Stay Healthy, Huskies" poster. The "Wash Your Hands the Right Way" posters have also been posted next to all sinks in the department (kitchen, bathrooms, locker rooms).</p> <p>Hand sanitizer is available in all studios and at many locations around the department.</p> <p>As part of all orientations, staff and faculty will be reminded of the proper protocol.</p>

PERSONAL PROTECTIVE EQUIPMENT	Check all that apply:	Describe:
11. Provide personal protective equipment (PPE) and guidance on how to use it.	<input checked="" type="checkbox"/> Face shields and/or eye protection is worn. <input checked="" type="checkbox"/> Respirators are worn. <input checked="" 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	Faculty and staff have been advised of UW's requirement to wear masks. If an individual does not have a mask, the department has a supply of disposable surgical masks that can be provided.
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"/> <a href="#">Posters</a> /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 <a href="#">UW Novel coronavirus &amp; COVID-19: facts and resources</a> webpage	<p>All staff and faculty working on site have completed the online COVID-19 safety training. We are keeping copies of the completion emails sent from <a href="mailto:ehstrain@uw.edu">ehstrain@uw.edu</a>.</p> <p>Additionally, an orientation with critical faculty and staff will be conducted on September 28th.</p> <p>Posters and signs have been installed around the department.</p> <p>Information has been shared via staff meetings, email and the Approved COVID-19 plan will be posted to the Department of Dance website.</p>



13. Communicate hazards and safeguards to protect personnel.	<input checked="" type="checkbox"/> Providing information about <a href="#">working safely with disinfectants</a> <input checked="" type="checkbox"/> <a href="#">Communicating the hazards and safeguards</a> required to protect individuals from exposure	We will circulate these guidelines as well as the manufacturer's guidelines to faculty, staff and students who will be engaging with the products.
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**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	Training Received	Signature
Alexander Olivieri	6/18/20	Dance Studio Use Orientation	Per Zoom (participant log saved)
Alexander Olivieri	6/15/20	COVID-19 Safety Training: Back to the Workplace	Workday email confirmation
Alia Swersky	6/15/20	COVID-19 Safety Training: Back to the Workplace	Workday email confirmation
Art Koshi	6/18/20	Dance Studio Use Orientation	Per Zoom (participant log saved)
Art Koshi	6/15/20	COVID-19 Safety Training: Back to the Workplace	Workday email confirmation
Brian Lawson	6/18/20	Dance Studio Use Orientation	Per Zoom (participant log saved)
Brian Lawson	6/15/20	COVID-19 Safety Training: Back to the Workplace	Workday email confirmation
Christina Sunardi	6/18/20	Dance Studio Use Orientation	Per Zoom (participant log saved)
Christina Sunardi	7/6/20	COVID-19 Safety Training: Back to the Workplace	Workday email confirmation
Gary Palmer	6/18/20	Dance Studio Use Orientation	Per Zoom (participant log saved)
Gary Palmer	6/15/20	COVID-19 Safety Training: Back to the Workplace	Workday email confirmation
Hannah Wiley	6/18/20	Dance Studio Use Orientation	Per Zoom (participant log saved)
Hannah Wiley	6/15/20	COVID-19 Safety Training: Back to the Workplace	Workday email confirmation
Jeff Curtis	6/15/20	COVID-19 Safety Training: Back to the Workplace	Workday email confirmation
Jenifer Moreland	6/18/20	Dance Studio Use Orientation	Per Zoom (participant log saved)
Jenifer Moreland	6/15/20	COVID-19 Safety Training: Back to the Workplace	Workday email confirmation

Jennifer Salk	6/18/20	Dance Studio Use Orientation	Per Zoom (participant log saved)
Jennifer Salk	6/15/20	COVID-19 Safety Training: Back to the Workplace	Workday email confirmation
Juliet McMains	6/18/20	Dance Studio Use Orientation	Per Zoom (participant log saved)
Juliet McMains	6/15/20	COVID-19 Safety Training: Back to the Workplace	Workday email confirmation
Katie Daugherty	6/23/20	COVID-19 Safety Training: Back to the Workplace	Workday email confirmation
Kelly Canaday	7/9/20	COVID-19 Safety Training: Back to the Workplace	Workday email confirmation
Lisa Kwak	6/25/20	COVID-19 Safety Training: Back to the Workplace	Workday email confirmation
Michael O'Neal	6/18/20	Dance Studio Use Orientation	Per Zoom (participant log saved)
Mike O'Neal	6/21/20	COVID-19 Safety Training: Back to the Workplace	Screen shot of completion sent to Chair – confirmed by <a href="mailto:ehstrain@uw.edu">ehstrain@uw.edu</a> on 7/9/20.
Paul Moore	6/15/20	COVID-19 Safety Training: Back to the Workplace	Workday email confirmation
Rachael Lincoln	7/7/20	COVID-19 Safety Training: Back to the Workplace	Workday email confirmation
Yebel Gallegos	6/24/20	COVID-19 Safety Training: Back to the Workplace	Workday email confirmation

**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**

