

# 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 Proclamation for Higher Education](#); 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 appoint 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 Space Guidelines 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](#).

## 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 University personnel and students are required to be vaccinated against COVID-19 unless an exemption is declared.**

All UW units, personnel, and students must comply with the [UW COVID-19 Vaccination Policy](#) requirement by submitting the University **COVID-19 Vaccine Attestation Form** by the established deadline stated in the 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 and child 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](#).

- **All individuals are required to wear a face covering indoors, regardless of vaccination status, when on site at a University of Washington location.** This requirement is applicable indoors when other people are present and in all public and common areas, including, but not limited to lobbies, hallways, stairways, restrooms, elevators, and in shared vehicles.
- **Outdoors, face coverings are optional, regardless of vaccination status.** However, a face covering is recommended when in outdoor 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 Spaces and Food Guidance](#) 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 Spaces and Food Guidance](#).

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

---



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

---



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

---



[OSHA COVID-19](#)

---



[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](#)

---



[WA DOH – COVID-19](#)

[WA DOH – Face Covering Order](#)

---



[Healthy Washington Business Reopening Guidance](#)

[Washington State Higher Education Proclamation](#)

[Washington State Coronavirus Response](#)

---

[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](#)

---

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: September 10, 2021	Completed By: Christina Sunardi
Name of Responsible Supervisor or 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://dance.washington.edu/internal-links">https://dance.washington.edu/internal-links</a> (scroll down to COVID-19 Resources)	

MANAGEMENT AND OVERSIGHT	Check all that apply (all required):	Describe:
1. COVID-19 Prevention Plan oversight	<ul style="list-style-type: none"> <li>x 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.</li> <li>x The supervisor will keep the site-specific plan updated and current with changes to COVID-19 guidelines, regulations, and University policies.</li> <li>x The supervisor will keep the site-specific plan on site in hardcopy or electronically, so it is available to all personnel.</li> <li>x The supervisor will train personnel on the contents of the plan and any updates.</li> <li>x The supervisor or designee is available to respond to issues and questions during work and class activities.</li> </ul>	Christina Sunardi will be in charge of training and disseminating information to faculty and staff.



VACCINATION	Check all that apply (all required as possible):	Describe:
2. Vaccination verification	<p>x All personnel have submitted the University COVID-19 Vaccine Attestation Form in Workday by established deadlines (see <a href="#">UW COVID-19 Vaccination Policy</a>). Paper form or alternative method is used to verify vaccination status for personnel who do not have access to Workday.</p>	<p>Personnel are in the process of submitting the University COVID-19 Vaccine Attestation Form in Workday, although not all have done so yet.</p>
PROCEDURES FOR SICK PERSONNEL	Check all that apply (all required as possible):	Describe:
3. Describe how you are preventing people with symptoms from coming to the site and/or working while sick.	<p>x 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.</p> <p>x Requiring personnel who may be sick or symptomatic to go home, regardless of vaccination status.</p> <p>x Consult with the <a href="#">COVID-19 Response and Prevention Team</a>.</p> <p>x Discuss accommodations for <a href="#">personnel at higher risk</a> of severe illness with your HR consultant or AHR business partner.</p>	<p>Anyone who is sick will be instructed to stay home and then to contact their doctor or the <a href="#">COVID-19 Response and Prevention Team</a>, and ask if they should be tested for COVID-19. If a positive case is found, they will be instructed to notify the <a href="#">COVID-19 Response and Prevention Team</a>, who 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>



<p>4. Describe practices for responding to suspected or confirmed COVID-19 cases.</p>	<ul style="list-style-type: none"> <li>x 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.</li> <li>x Inform personnel with suspect or confirmed COVID-19 to stay home and notify the <a href="#">COVID-19 Response and Prevention Team</a>.</li> <li>x 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>.</li> <li>x Perform necessary <a href="#">cleaning and disinfection</a>.</li> </ul>	<p>All reporting of cases will follow UW protocol and report cases to <a href="#">COVID-19 Response and Prevention Team</a> and we will follow guidance in terms of protocol and next steps, including any enhanced cleaning that may be necessary.</p>
<b>CLEANING SURFACES</b>	<b>Check all that apply (all required):</b>	<b>Describe:</b>
<p>5. Cleaning</p>	<ul style="list-style-type: none"> <li>x Follow the <a href="#">COVID-19 Cleaning and Disinfection Protocol</a>.</li> <li>x Provide supplies for spot cleaning.</li> </ul>	<p>Meany custodians will clean all dance spaces each morning.</p> <p>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 before and after each use.</p> <p>Stations with cleaning supplies are located in each studio.</p>
<p>6. List the product(s) used to disinfect.</p>	<p><b>Check all that apply:</b></p> <ul style="list-style-type: none"> <li>x Alcohol solution with at least 70% alcohol (includes wipes)</li> <li><input type="checkbox"/> Freshly prepared <a href="#">bleach/water solutions</a></li> <li>x <a href="#">EPA-registered disinfectant for use against SARS-CoV-2</a></li> </ul>	<p>Hand sanitizer, disinfectant spray and wipes were ordered from the UW Safe &amp; Clean storefront.</p>

<p>7. Describe the safety precautions taken when using disinfectant(s).</p>	<ul style="list-style-type: none"> <li>x Ensure personnel know where to find <a href="#">safety data sheets</a> (SDS) for each product.</li> <li>x Review the <a href="#">COVID-19 Chemical Disinfectant Safety Information</a>.</li> <li>x Follow the manufacturer's instructions for the products used.</li> <li>x Use appropriate <a href="#">personal protective equipment</a> (PPE) for the workplace and work tasks.</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>
---	---	--

GOOD HYGIENE	Check all that apply (all required):	Describe:
<p>8. Describe methods used to encourage good hygiene.</p>	<ul style="list-style-type: none"> <li>x Provide soap and running water.</li> <li>x Provide hand sanitizer and/or wipes/towelettes.</li> <li>x Ask personnel to avoid touching others.</li> <li>x 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>	<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>As part of all orientations, staff and faculty will be reminded of the proper protocol.</p>



		Hand sanitizer is available in all studios and at many locations around the department.
<b>FACE COVERINGS, PPE, PHYSICAL DISTANCING &amp; ALTERNATE STRATEGIES</b>	<b>Check all that apply:</b>	<b>Describe:</b>
9. Require face coverings for individuals per the <a href="#">UW Face Covering Policy</a>	<ul style="list-style-type: none"> <li>x Ensure that personnel wear face coverings indoors when other people are present and in all public and common areas.</li> <li>x Post signage and use other means to communicate face covering requirements.</li> <li>x Notify contractors, vendors, and visitors of the <a href="#">face covering requirements</a> in the <a href="#">UW COVID-19 Face Covering Policy</a>.</li> </ul>	<p>The Department Chair and Administrator will ensure that personnel wear face coverings indoors when other people are present and in all public and common space areas.</p> <p>We will keep signage around Meany Hall updated and in line with the current <a href="#">UW COVID-19 face covering policy</a>.</p>
10. Physical distancing	<ul style="list-style-type: none"> <li>x Establish or identify a <a href="#">Designated Eating Space</a>, where personnel may eat and drink unmasked while physically distanced from others.</li> <li>x 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.</li> </ul>	Most of the full-time faculty and many staff have individual offices that they can use as their eating space. For personnel who do not have access to a private office, M102 will be a designated eating space during times when M102 is not used



		<p>for meetings. A schedule of when M102 is in use is available online through our website here: <a href="https://uwnetid-my.sharepoint.com/personal/uwdance_uw_edu/Resources/SitePages/Reservations.aspx">https://uwnetid-my.sharepoint.com/personal/uwdance_uw_edu/Resources/SitePages/Reservations.aspx</a></p> <p>Unfortunately, due to space restrictions, we will not be able to designate an eating space for undergraduate students. We will use signage to remind students to eat outside or in a designating eating space in another building. Students in technique classes, however, may step into the hallway to quickly sip water.</p>
11. Alternate Strategies and PPE (if applicable)	<p><input checked="" type="checkbox"/> No alternate strategies are necessary.</p> <p><input type="checkbox"/> A Supervisor identified that alternate strategies are needed through review with EH&amp;S and unit leadership approval.</p> <p><input type="checkbox"/> Develop or document a job hazard analysis that identifies the hazards and control strategies to minimize the risk of exposure.</p> <p><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.</p> <p><input type="checkbox"/> Train personnel on alternative strategies use, including on the use and care of PPE if applicable. Document the training.</p>	

<p>12. Communicate hazards and safeguards to protect personnel.</p>	<ul style="list-style-type: none"> <li>x Provide information about <a href="#">working safely with disinfectants</a>.</li> <li>x <a href="#">Communicating the hazards and safeguards</a> required to protect individuals from exposure.</li> </ul>	<p>We will circulate these guidelines as well as the manufacturer’s guidelines to faculty, staff and students who will be engaging with the products.</p>
---	---	---

COMMUNICATION AND TRAINING	Check all that apply (all required):	Describe:
<p>1. Communicate safe practices.</p>	<ul style="list-style-type: none"> <li>x Invite personnel and/or students to activate the <a href="#">Washington Exposure Notifications – WA Notify</a> on their mobile devices.</li> <li>x Ensure all personnel complete UW general <a href="#">COVID-19 Safety Training</a>.</li> <li>x Provide documented safety training to personnel on this site-specific COVID-19 Prevention Plan, initially and when updates are made.</li> <li>x Post COVID-19 safety <a href="#">posters/signage</a> at the worksite.</li> <li>x Share information from the <a href="#">UW Novel coronavirus &amp; COVID-19: facts and resources</a> webpage.</li> <li>x Inform personnel and students of the location(s) designated eating space(s) and post signage per the <a href="#">Eating Spaces and Food guidance</a>.</li> <li>x Inform personnel and students of the <a href="#">best practices for food sharing</a>.</li> </ul>	<p>We have asked personnel and graduate students to active the <a href="#">Washington Exposure Notifications – WA Notify</a> on their mobile devices by email. We will send reminders and ask undergraduates to do the same closer to the start of Autumn classes.</p> <p>The Department of Dance COVID-19 supervisor will ensure that all personnel complete the UW general <a href="#">COVID-19 Safety Training</a> and keep track of dates completed.</p> <p>Staff has been and will continue to post COVID-19 safety posters/signage at the worksite.</p> <p>We will share information from the <a href="#">UW Novel coronavirus &amp; COVID-19: facts and resources</a> webpage at departmental trainings and when new major changes have been added.</p>

		We will inform personnel and students of designated eating spaces, post appropriate signage, and inform personnel of best practices for food sharing via email and at faculty/staff meetings.
--	--	---



**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.**

## **Addendum to Department of Dance Unit Specific COVID-19 Prevention Plan**

### **Chamber Dance Company Rehearsal Plan and Performance Bubble for COVID-19 Safety and Prevention** **Revised September 9, 2021**

The University of Washington Department of Dance [Chamber Dance Company \(CDC\)](#) under the direction of Professor Hannah Wiley has rehearsed several dance pieces in Meany Hall over the summer months and will resume rehearsals on September 16, 2021. Rehearsal activities will culminate with a performance run from October 21-24, 2021. People involved this season include the CDC director, the assistant to the director, staggers and dancers. Most of the participants are UW faculty, staff and students while a few will be contracted non-UW professionals who are either local or flying in from out of state to stage the dances. We have developed the plan below, which encompasses rehearsals and a performance bubble. We will stay in contact with Environmental Health and Safety to update our protocols as CDC, state, and University guidance change.

#### 1) Rehearsals (early Fall Quarter, 2021)

Chamber Dance Company rehearsals will include participants being closer than ten feet, including close contact and touching each other, for more than a cumulative of fifteen minutes in a twenty-four hour period. Risk will be mitigated during this time by wearing enhanced PPE.

#### 2) Performance Bubble

For the Performance Bubble, dancers will come into closer contact with each other than ten feet, including very close contact and touching each other, for more than a cumulative of fifteen minutes in a twenty-four hour period. Dancers will **not** be wearing enhanced PPE. The Chamber Dance Company Performance Bubble will last from October 18-24, 2021, a period that includes the final rehearsals and the run of the performances.

The scope of this plan is presented in the table below (Figure 1) which identifies to whom the rehearsal and bubble requirements apply, and to what others involved in the production who are not performers must adhere.

Figure 1. Table Outlining the Chamber Dance Company Rehearsal and Performance Bubble Plan Scope

<b>Role</b>	<b>Rehearsal: general prevention practices</b>	<b>Rehearsal: close contact prevention practices</b>	<b>Performance Bubble: general prevention practices</b>	<b>Performance Bubble: close contact prevention practices</b>	<b>Performance Bubble: non-masking/ testing and quarantine requirements</b>
Dancers	When not dancing	Yes	No	When not dancing and around others	Yes
Stagers	Yes	When within 10' of dancing or 6' of others	Yes	When within 10' of dancing or 6' of others	No
Rehearsal Director	Yes	When within 10' of dancing or 6' of others	Yes	When within 10' of dancing or 6' of others	No
Musicians	N/A	N/A	Yes	Only when within 6' of others	No
Tech Crew	N/A	N/A	Yes	Only when within 6' of others	No
Costumer	N/A	Only when within 6' of others	Yes	Only when within 6' of others	No
Technical Director	yes	N/A	yes	Only when within 6' of others	no

This plan was developed in consultation with the UW Environmental Health and Safety office and includes includes:

1. Personal protective equipment (PPE)
2. “Soft” quarantining prior to and following the performance bubble
3. Testing process during the performance bubble
4. Administrative oversight
5. Minimizing participants’ risk of exposure to COVID-19 offsite
6. Response mechanism in the event that a participant tests positive for COVID-19
7. Vaccination

### **Personal Protective Equipment (PPE)**

During the rehearsal period, participants will wear enhanced PPE in the form of medical procedure masks, also known as surgical masks or procedure masks. Eye protection in the form of well fitting safety glasses, plastic goggles, or face shields will be provided by the Department of Dance for individuals who prefer to have it in addition to masks. Each participant will be responsible for cleaning the eyewear they are using each day. The Department of Dance will supply surgical masks for participants to use and whenever possible purchase them through the Clean & Safe Storefront to ensure that the surgical masks meet the filtration requirements and reduce the risk of purchasing counterfeit surgical masks. Participants will likely need to change surgical masks throughout the day as they become saturated.

### **Modified Quarantining Prior to and Following the Performance Bubble**

Performance bubble participants will be instructed to do a modified quarantine for 7 days prior to the bubble commencing, during which participants monitor [symptoms](#) and avoid any potential unmasked or higher-risk exposures (such as unmasked gatherings outside of their household members, significant travel, visiting indoor dining establishments, etc.), but may continue doing routine, low-risk activities that do not entail unmasked exposure to individuals with unknown vaccination status. Examples include going to the grocery store, attending class, and other activities where individuals are able to remain masked. If individuals must be unmasked around others, such as for eating and drinking, this should be while physically distanced from those outside their household. Performers will also be instructed to do a modified quarantine for a week after the last performance.

### **Testing Process During the Performance Bubble**

Bubble participants will be tested one to three days prior to the bubble so that test results are received before October 18, 2021, once during the bubble, and three to five days after their last performance. Participants should note the turnaround time of the testing service they use.

Given that the performance bubble would be in place from October 18-24, 2021, a more specific testing schedule will entail the following:

1. Test one to three days before the bubble, ensuring that results are received before October 18, 2021. Continue quarantine until the bubble begins.
2. Test once during the performance bubble, ideally at least 3 days after the bubble begins, so October 21-24, 2021.
3. Test 3-5 days after the last performance (October 27-29, 2021). Participants will be advised to adhere to strict precautions and minimize contact with outside individuals until a negative test result is received and/or 7 days have passed. This helps protect people at home from exposure, not the performers.

Participants will be instructed to get these tests in their home communities. All participants in the performance bubble live in Seattle and will be instructed to get tested at one of the free testing centers around the city. Test results must be submitted to the Chamber Dance Company Rehearsal and Bubble Plan Administrator. Said administrator will not share any individual test results unless a positive test result needs to be communicated to UW Environmental Health & Safety (EH&S).

### **Administrative Oversight**

This plan includes administrative oversight to be provided by the Chamber Dance Company Rehearsal and Bubble Plan Administrator Professor Hannah Wiley, the Director of the Chamber Dance Company. As the Rehearsal and Bubble Plan Administrator, Professor Wiley will be responsible for:

1. Making sure that participants are wearing appropriate PPE during the rehearsal period and are following the cleaning procedures that are part of our Department of Dance COVID-19 Safety and Prevention Plan, available on our [website](#) (scroll down to COVID-19 Resources)
2. During the performance bubble, ensuring that all bubble participants are completing the required testing and that those testing positive quarantine and notify the UW EH&S COVID-19 Response Team at [covidehc@uw.edu](mailto:covidehc@uw.edu).

### **Minimizing participants' risk of exposure to COVID-19 offsite**

Chamber Dance Company participants will be provided with the following guidelines to minimize their exposure to COVID-19 when they are off site:

- During the rehearsal period (while participants are wearing enhanced PPE) participants will be provided with the guidance that if they have an exposure they cannot return to class/rehearsal until they have completed the required quarantine period as prescribed by EH&S. If participants are socializing with Dance colleagues outside of school, others may also be required to quarantine if identified as potentially exposed during contact tracing, impacting a larger proportion of the Chamber Dance Company. While fully vaccinated individuals may not be required to quarantine if they do not have symptoms, those that develop symptoms will be required to. This may still impact other performers/participants.
- During the period of the performance bubble, participants will be given additional guidance for when they are off site as follows:
  - Minimize contact with other people outside of the bubble for the duration of the bubble period.
  - When contact with other people outside the bubble must occur, bubble participants must maintain physical distance of at least six feet from other people, including those in the same residence, and wear masks indoors when around others, even when around others in the same residence. If bubble participants are housemates, they do not need to distance or mask when around one another while outside the UW environment.
  - If a person in the same residence as a bubble participant tests positive for COVID-19, the participant must notify the Environmental Health & Safety (EH&S) COVID-19 Response

Team at [covidehc@uw.edu](mailto:covidehc@uw.edu) and follow specifications on quarantine per the [University of Washington Environmental Health and Safety Quarantine and Isolation Guidance](#).

**Response Mechanism in the event that a participant tests positive for COVID-19**

If someone tests positive, they must notify the UW Environmental Health & Safety (EH&S) COVID-19 Response Team at [covidehc@uw.edu](mailto:covidehc@uw.edu) or (206) 616-3344 so that EH&S can perform the appropriate contact tracing and notify the appropriate parties who may be at risk for transmission, and with information about appropriate next steps.

We recognize that if one of the participants tests positive that this would affect the rehearsal process and performances. The person who tests positive would have to refrain from participating in rehearsals and/or performances while sick, and there is the possibility that those in close contact with that person might also have to miss rehearsal or performance activity due to needing to quarantine and/or testing positive as well. We are hoping that with the enhanced PPE during the rehearsal process those in close contact with someone who tests positive might not necessarily need to quarantine, but we would follow guidance provided by UW Environmental Health & Safety. A positive case could potentially disrupt several weeks of rehearsal and the performances, and participants and the director will have to adjust rehearsal plans and performances accordingly.

**Vaccination**

Currently, all rehearsal participants report being fully vaccinated. For the purposes of this plan, fully vaccinated individuals will have completed all required doses of their selected vaccine, and two weeks will have passed since the final/only dose in order to build immunity. All must provide vaccination verification through the appropriate method; **UW personnel and students must follow the current [UW COVID-19 Vaccination Policy](#).**