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:** 7/28/20

**Completed By:** Jennifer Snider

**Name of COVID-19 Site-Supervisor:** Jennifer Snider

**Unit Name:** Mechanical Engineering

**Worksite Location(s):** Mechanical Engineering Building, Engineering Annex

**Unit COVID-19 Prevention Plan and Plan Location:** 3900 E Stevens Way NE, Seattle, WA 98195 and will be posted to the MyME webpage.

Any open labs in MEB have individual prevention plans that must be followed.

<table>
<thead>
<tr>
<th>MANAGEMENT AND OVERSIGHT</th>
<th>Check all that apply (all required):</th>
<th>Describe:</th>
</tr>
</thead>
</table>
| 1. COVID-19 Prevention Plan and Site-Supervisor | X A COVID-19 supervisor is assigned to ensure all of the elements of the site-specific COVID-19 Prevention Plan are followed.  
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.  
X The COVID-19 site supervisor will keep the site-specific plan onsite in paper or electronically so it is available to all personnel. | -Jennifer Snider is the appointed COVID-19 site supervisor for the ME department. During work activities, she may be contacted at 206.543.6835 or jsnider@uw.edu.  
-A training on this plan will be developed to deliver online or one-on-one depending on needs of critical personnel. |
The COVID-19 site supervisor will train personnel on the contents of the plan and updates made. 
X The COVID-19 site supervisor or designee is available to respond to issues and questions during work and class activities.

The site supervisor will continue to track university, state and public health requirements to adjust the plan accordingly. Retraining will be performed whenever plan is updated.

<table>
<thead>
<tr>
<th>SOCIAL AND PHYSICAL DISTANCING</th>
<th>Check all that apply (all required as possible):</th>
<th>Describe:</th>
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</thead>
<tbody>
<tr>
<td>X Telework options offered</td>
<td>- The majority of staff/faculty will continue to telecommute unless tasks require on site resources or equipment that cannot be taken home or short visits for essential needs.</td>
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<tr>
<td>X Shifts/breaks times/start times staggered</td>
<td>- Staff/faculty that are regularly on-site are not in close locations within MEB and the Annex and have infrequent contact.</td>
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<tr>
<td>X Maximum space capacity determined based on room size</td>
<td>- No in-person group meetings will be held without the ME site supervisor’s permission and will continued to be conducted remotely.</td>
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<tr>
<td>X In-person meetings (conference call, virtual) limited</td>
<td>- We will install a plexiglass barrier at the reception desk in the front office before more employees return for extended periods.</td>
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<tr>
<td>X Non-critical in person meetings postponed</td>
<td>-All offices have windows to create good ventilation.</td>
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<tr>
<td>X Spread out work areas/physically separate workstations</td>
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<tr>
<td>X Allowing only infrequent/intermittent passing within 6 feet in between personnel</td>
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<tr>
<td>X Minimizing the number of people in a work area</td>
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<tr>
<td>X Designated drop-off/pick-up areas for shared tools and equipment</td>
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<td></td>
</tr>
<tr>
<td>X Non-critical in person meetings postponed</td>
<td></td>
<td></td>
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<tr>
<td>X Barriers to block direct pathways between individuals are installed</td>
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<td></td>
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<tr>
<td>X NA Layouts to prevent air pathways less than 6 feet have been created</td>
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<tr>
<td>X Ensuring good ventilation in work areas</td>
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<tr>
<td>X Tasks have been rescheduled</td>
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<tr>
<td>X Work tasks have been modified</td>
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<tr>
<td>X Organizing work tasks to facilitate social distancing</td>
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</tbody>
</table>
3. Describe how you are communicating social distancing requirements to personnel, students, vendors, contractors and visitors.

- Posters/signage/floor markings installed or posted
- Communicating during staff meetings
- Email communication
- Establishing policies and procedures
- Providing notice to vendors/contractors

- Signs encouraging social distancing, hand washing and mask wearing have been posted in MEB. Building Coordinator will maintain and update signage as necessary.
- Updates are regularly discussed at weekly staff meetings by the site supervisor.
- Weekly digest of COVID-19 information from the College is forwarded to the department.
- Add 6’ distance markings on the floor from the front office entrance to the reception desk. Post signs on the doors and within the front office asking visitors to maintain a 6’ physical distance.

4. Describe critical tasks **not possible** to be done while maintaining the 6-foot distance. Unit head pre-approval required.

Describe task, frequency, duration and required PPE and safety measures in place. If none, specify none.

NONE

**PRECAUTIONS FOR SICK PERSONNEL**

Check all that apply (all required as possible):

Describe:
5. **Describe how you are preventing people with symptoms from coming to the site and/or working while sick.**

- Performing daily symptom screening or attestation for personnel who work on-site at a UW work location
- Following UW policies for time away from work
- Informing and requiring personnel who may be ill or symptomatic to stay (or go) home
- Requiring close contacts of COVID-19 cases to stay or go home
- Consulting with [EH&S Employee Health Center](#)
- Discussing accommodations for personnel at higher risk of severe illness with your HR Consultant or DSO for academic personnel
- Keeping a log of visitors to the work-site (maintain for 4 weeks)

- All critical personnel who work on site are required to complete the UW’s attestation through Workday. If not able to access the attestation through Workday, critical personnel will complete an attestation created and maintained by the department.
- The administrator and managers have communicated to employees that they must stay home when they are ill or have come in close contact with someone who has been diagnosed with COVID-19 as well as policies regarding time away from work.
- Require vendors/contractors to complete a pdf of attestation and logging their visit with the administrator.
- All employees are required to follow protocols outlined on the [www.uw.edu/coronavirus](http://www.uw.edu/coronavirus).

6. **Describe practices for responding to suspected or confirmed COVID-19 cases.**

- Informing personnel with **COVID-19 symptoms** to stay home, contact their healthcare provider and to notify the [Employee Health Center](#)
- Informing personnel with **suspect or confirmed COVID-19** to stay home and notify the [Employee Health Center](#)
- Informing personnel who have had **close contact** with someone with COVID-19 to stay home and notify the [Employee Health Center](#)
- Performing **enhanced cleaning and disinfection**

- All employees have been instructed to notify their manager and EH&S if they suspect they are ill with COVID-19 or have come into close contact with someone who has been diagnosed with COVID-19.
- If managers are notified of a potential or positive COVID-19 case they need to report this to Human
Resources and the site supervisor, who will work with EH&S on required next steps. If a staff member with a suspected or confirmed case of COVID-19 has been on site the lab will close for additional cleaning and disinfection per part 2 of EH&S enhanced cleaning and disinfection procedures.

<table>
<thead>
<tr>
<th>CLEANING AND DISINFECTING</th>
<th>Check all that apply (all required):</th>
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<tr>
<td>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.</td>
<td>x Following a cleaning schedule&lt;br&gt;x Cleaning supplies are available for spot cleaning&lt;br&gt;x Cleaning and disinfecting high touch surfaces daily, between uses or when unclean&lt;br&gt;x Wiping down shared equipment/objects after each use (e.g., door/refrigerator/microwave handles)&lt;br&gt;x Following COVID-19 Enhanced Cleaning and Disinfection Protocols</td>
<td>- The department already has purchased cleaning supplies for use for the few staff that are in the building on a regular basis.&lt;br&gt;- High touch areas currently being used are wiped down after each use. A cleaning schedule will be developed once more employees return to work on a regular basis.&lt;br&gt;- Shared items such as the copy room and kitchen will have a specific protocol posted for all users who either enter this space, as described in the MEB COVID-19 Return to Work plan.</td>
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</table>
8. List the product(s) used to clean and disinfect.

**Check all that apply:**
- x Alcohol solution with at least 70% alcohol (includes wipes)
- □ 10% bleach/water solution
- □ EPA-registered disinfectant for use against SARS-CoV-2:
  - a. Manufacturer:___________________
  - b. Name: _________________
  - c. EPA Registration #:____________________

- Currently have rubbing alcohol, spray bottles and paper towels.

9. Describe the safety precautions that are taken when using disinfectant(s).

- 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

- Safety procedures for cleaning and disinfecting will be included in COVID-19 staff training. Safety Data Sheets (SDSs) for all products will be distributed along with cleaning supplies.

- Safety information and SDSs will be included in this document on the ME Intranet.

- Eye protection and gloves will be made available for use during cleaning tasks.

**GOOD HYGIENE**

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10. Describe methods used to encourage good hygiene practices.
- Providing soap and running water
- Providing hand sanitizer and/or wipes/towelettes
- Asking personnel to avoid touching others
- Using reminders to wash hands frequently, correctly at key moments, avoid touching face with unwashed hands, cover mouth when coughing or sneezing
- Soap and water are available in all restrooms, the 2nd floor kitchen and in conference room 140.
- Hand sanitizer dispensers are in various locations throughout the building.
- Signage has been posted in restrooms, kitchen, copy room and other frequented public areas (i.e., entry, hallways, etc.) throughout the building.

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<td>11. Provide personal protective equipment (PPE) and guidance on how to use it.</td>
<td>☐ Face shields and/or eye protection is worn. ☐ Respirators are worn. ☐ Surgical/medical masks are worn. ☐ 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. ☐ Providing instructions on the use, care, cleaning, maintenance, removal, and disposal of PPE</td>
<td>- All staff/faculty will be required to wear a face covering when in the building and other common spaces (i.e., anywhere outside of a single occupancy personal office). - Instructions on the proper use and disposal of PPEs will be included in COVID-19 safety training.</td>
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<td>12. Communicate safe practices.</td>
<td>☒ Personnel completing UW general COVID-19 Safety Training ☒ Providing documented safety training to personnel on site-specific COVID-19 Prevention Plan initially and updates communicated ☐ Posters/signage installed and/or posted in the worksite ☐ Email communications</td>
<td>- Employees will be required to complete both the UW and the department’s safety training prior to returning to the office. - Completion of training will be logged and maintained by the site supervisor.</td>
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</table>
| x Covering COVID-19 safety information in staff meetings  
| x Sharing information from the [UW Novel coronavirus & COVID-19: facts and resources](https://www.uwhealth.org/coronavirus) webpage | - This plan as well as any changes to other procedures will be disseminated to the department via email as soon as available and approved. They will also be posted on the ME Intranet.  
| | - Updates to procedures will be covered and reminders will be made in weekly staff meetings. |  

| 13. Communicate hazards and safeguards to protect personnel.  
| x Providing information about [working safely with disinfectants](https://www.who.int/china/blueprints/disease-prevention/coronavirus-safety-guidelines)  
| x [Communicating the hazards and safeguards](https://www.who.int/china/blueprints/disease-prevention/coronavirus-safety-guidelines) required to protect individuals from exposure | - Department safety training will include safe use of disinfectants and made accessible to all staff on the ME Intranet. |