Management and Oversight
This plan is for the Mechanical Engineering Building which houses Mechanical Engineering and Industrial & Systems Engineering.

This plan will be revisited as the UW, Seattle, King County, and the state enter into new phases. Updates will be sent to the departments. However, because classes are for the most online for autumn quarter 2020, it is highly likely this plan will remain in place through December 2020.

The University’s general COVID-19 Safety Training is required for all University personnel.

As part of entering Phase 2, anyone entering campus are required to read through this guide and its links and take the MEB COVID-19 Return to Work Plan quiz.

Contacts
Building Coordinator: Bill Kuykendall billkuyk@uw.edu. If you are onsite and need immediate assistance, call 206.685.7061.

Mechanical Engineering COVID-19 Supervisor: Jennifer Snider jsnider@uw.edu. If you are onsite and need immediate assistance, call 206.543.6835.

Industrial & Systems Engineering COVID-19 Supervisor: Kelly Foong kellyn@uw.edu. If you are onsite and need immediate assistance, call 206.543.1427.

Social & Physical Distancing
Overview
Telework is required of all staff and students with these exceptions: critical employees for infrequent trips for equipment use, critical employees required for safety reasons in labs/shops, and one-time exceptions for non-critical employees. Telework is strongly recommended for permanent faculty but will be included as critical personnel as a default. It is essential that anyone, critical employee or not, complete a COVID-19 attestation through Workday or this online attestation form for non-employees before any trip to campus. Building access privileges may be revoked for non-compliance.

Critical Employees
The list of critical employees for MEB is maintained by Mechanical Engineering. For information or access, contact Jennifer Snider at jsnider@uw.edu. All current critical personnel have been approved by their supervisor or PI. To add someone as critical personnel, their supervisor or PI must submit this online request form for approval (which may take up to 2 business days for approval.)

Any staff who are designated as a critical employee for departmental operations will receive two masks to allow one to be worn and the other to be washed on a daily basis. They are welcome to provide their own. Let the COVID-19 supervisor know and they will send out masks to you. For critical personnel for in-person lab work, please arrange your PPE through your PI.

Before their next trip to campus, critical employees are required to:

1. Read this COVID-19 Return to Work Plan and complete the associated quiz.
2. Complete the EH&S COVID-19 Safety Training.
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3. If applicable, complete training on your lab’s safety and COVID-19 prevention plans if deemed critical personnel for research operations.
4. Get access to the applicable Google Calendar for contact tracing.

Before a daily trip to campus, the critical employee must:

1. Do the Workday attestation. Non-employees should use this form.
2. Add their time to the applicable Google calendar (lab specific or departmental operations calendar).

Non-Critical Employees

If you are a non-critical employee or not an employee (student but not a student employee) and need to make a trip to campus, please follow these steps:

1. Read this COVID-19 Return to Work Plan and complete the associated quiz.
2. Complete the EH&S COVID-19 Safety Training.
3. Complete the Request for Temporary Access to MEB form and email Jennifer Snider at jsnider@uw.edu after you have completed the form along with the approval of your supervisor or faculty supervisor.
4. Once Jennifer Snider has confirmed the employee has completed steps 1 and 2:
   a. Building access will be set up for the day of the campus visit.
   b. Non-critical employees are required to complete the attestation in Workday on the day of the campus visit.
   c. Students complete the online attestation form the day of the campus visit.
5. The non-critical employee goes to campus and takes care of their task, making sure to follow the safety guidelines in steps 1 and 2.

Entrance/Exit Doorways

MEB South Entrance (double doors = IN; lower stairs door = OUT)
MEB North Entrance (Ramp = IN; West door = OUT)
MEB East Entrance on B Floor = IN
MEB G-floor (near elevator = IN; loading dock = OUT)
Annex EcoCar = OUT
Annex Alley = IN
Annex Grad Offices/Back of Shop = OUT
Signs will be posted.

Stairs & Hallways

North Stairs = UP; South Stairs = DOWN; East Stairs = UP Signs will be posted.
Divide hallways with floor tape and signs to facilitate social distancing.
Annex Hallway 100J is one person at a time only. Signs will be posted.

Elevators

Use the stairs whenever possible. If you must use an elevator: only one person at a time and use gloves or a tissue to touch surfaces including buttons. If someone just exited the elevator as you are entering, press the “Door Open” button a few times to allow air to circulate.
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**Bathrooms**
MEB bathrooms will have occupancy of 1-2 people at one time. Only one stall will be available for use and the entrance door will be propped open. Signs will be posted. Annex bathroom room 115 will be single occupancy. Sign will be posted.

**Faculty, Staff & Student Offices**
Critical employees either have single-person offices or in two cases, share an office (grant manager/student employee, room 257 and two FS2s, room 256). All work is currently done completely remotely so there should not be any issues with sharing office space. If needed for these staff members the following apply:

- One is part time which cuts down on the time that employee may need to access the office.
- They will communicate with each and the COVID-19 supervisor when they do have to work in the shared office and stagger visits.

Non-critical employees: other than an emergency trip to campus for books, supplies, or similar needs, non-critical employees and students ought to telework.

**Front Office/Reception Area**
Room 143. Add 6’ distance markings on the floor from the front office entrance to the reception desk. When front office is open, prop doors open to reduce high touch points on door handles. Post signs on the doors and within the front office asking visitors to maintain a 6’ physical distance. Install plexiglass barrier at reception desk. Limit seating area to only one visitor at a time. *Will happen in Phase 3 or 4.*

**Mail Room/Reception Area**
Room 143G. Limit capacity to 1 person and would need people to follow rules for reception area in order to enter mail room.

**Shipping/Receiving Room**
Room 132. Limit capacity to 1 person within the room and 6’ distance marking outside the room for those needing to pick up packages. Pick up of packages will need to be scheduled with Cielo Valle-Olguin at cmvo@uw.edu.

**Conference Rooms**
Rooms 140, 219A, and 259. Conference room usage is not allowable unless permission has been received from the administrator as virtual meetings are strongly recommended whenever possible. If in-person meeting is needed, reduce capacity size and rearrange chairs to maintain 6’ physical distancing. For conference room 140, have meeting attendees enter through the outer door to minimize the amount of people walking through the reception area. For conference room 219A, have meeting attendees enter through the outer hall way door to minimize the amount of people walking through the kitchen area. Disinfectant and instructions on how to wipe down chairs and tables after each use will be provided. Signs will be posted.

**Kitchen**
During this phase, the 2nd floor kitchen will be limited to 1 person. Disinfectant and instructions on how to clean equipment after each use will be provided as well as information on room capacity.
Copy Room
The 2nd floor copy room (room 264) does not have the room to safely social distance so we will limit the capacity to only 1 person. Explore the possibility of creating a reservation calendar for the room for large copy/print jobs. Disinfectant and instructions on how to wipe down equipment after each use will be provided. Signs will be posted.

ME Department Labs
Only those individual labs with COVID-19 safety research plans that have been reviewed and approved by the Chair are open for use. See the list of approved labs and site supervisors at MyME under Emergency and Safety.

Precautions for Sick Personnel
Anyone who becomes ill or suspects they have had interactions with a COVID-19 positive person must follow these steps:

• Anyone with suspect or confirmed COVID-19 symptoms must stay home.
• Anyone with suspect or confirmed COVID-19 symptoms should contact their healthcare provider and notify the Employee Health Center.
• Anyone who has had close contact with someone with COVID-19 must stay home and notify the Employee Health Center.
• If the person requires time off, they should follow UW policies for time away from work. Questions on what these policies are should be directed to the administrator.

Cleaning and Disinfecting
Supplies
Custodians check and refill soap dispensers and paper towels in restrooms and common areas on a daily basis and as needed.

The ME department will provide hand sanitizer to front office visitors and there is a sink and hand-washing supplies in the kitchen. It will also have cleaning supplies in the front office, all conference rooms, the copy room and kitchen for personnel to use.

If you need to order Safe & Clean PPE, supplies and materials through the UW’s Storefront, please contact Cielo Valle-Olguin at cmvo@uw.edu. Once ordered, supplies usually take at least a couple business days to receive.

Safety
Prior to using any product, review EH&S’s working safely with disinfectants; read the instructions and safety measures on the container.

Will include information on products used to clean and disinfect once purchasing as been made.

Wear gloves when cleaning and disinfecting. See How to Dispose of Gloves.
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**Good Hygiene**
A few reminders:

- Wash your hands frequently.
- Dry your hands **properly**.
- Utilize hand sanitizer when you cannot wash.
- Avoid touching people and objects—and that includes your face!
- Cover your sneezes and coughs.

**Personal Protective Equipment**

**Masks/Face Coverings**
Masks/coverings are required on campus and in the building. When to wear, how to wear, and more.

**How to Dispose of Gloves**
Removal and disposal [guide](#).

**Training and Communication**

The COVID-19 supervisors will continue to update personnel on the situation as it evolves. Keep yourself informed via the [UW Novel coronavirus & COVID-19: facts and resources](#) webpage.

In order to come to campus, either as a critical employee or non-critical employee, you must complete the MEB COVID-19 Return to Work Plan [quiz](#).