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

The UW will safely return to in-person instruction and activities this fall. This plan will be revisited when there are safety updates affecting UW, Seattle, King County, and the state. Any changes to this plan and other procedures will be disseminated to the department via email as soon as available and approved.

The University’s general COVID-19 Safety Training is required for all University personnel. In addition, it is recommended that employees and students should activate the Washington Exposure Notifications – WA Notify on their mobile devices.

Everyone entering campus are required to read through this plan and its links and complete the associated form for verification.

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.

Previous Return to Work Plan Discontinuations
Indoor and outdoor social distancing, COVID-19 capacity, and daily COVID-19 symptom attestation requirements have been lifted.

Critical Employees
Designation of critical employees is still required. 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.)

Critical employees are required to:
1. Read this COVID-19 Return to Work Plan and complete the associated training confirmation form.
2. Complete the EH&S COVID-19 Safety Training.
3. If applicable, complete training on your lab’s safety and COVID-19 prevention plans.

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 training confirmation form.
2. Complete the EH&S COVID-19 Safety Training.
3. Complete the Request for Temporary Access to MEB form and email Jennifer Snider at jnsnider@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, building access will be set up for 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 the trainings included in steps 1 and 2.

Members of the public, customers, and visitors on campus, including contractors and vendors, are not required to be vaccinated and vaccine verification is not required. They are, however, required to follow the UW COVID-19 Face Covering Policy at all times when on campus, including any posted requirements in specific buildings or spaces. Host units should also inform them of the requirement for non-fully vaccinated people to wear a face covering indoors and to follow instructions on signs in and around University buildings.

Vaccination Requirement
The UW is requiring that all students, faculty and other academic personnel, staff and trainees get vaccinated against COVID-19 by the start of autumn quarter, if not declaring an exemption. All personnel including student employees verify their vaccination status or claim an exemption through Workday.

If you have volunteers, visitors, etc. who are not required to comply with the vaccination policy, they will still have to observe current safety requirements (e.g., masking) unless they complete the UW COVID-19 Vaccination Attestation Form available on the MyME webpage. If you collect these forms, they should be treated appropriately as private and confidential information.

Supervisors are required to verify vaccination status of personnel prior to lifting the face covering requirement for a fully vaccinated individual in the workplace. Supervisors are able to view the employee vaccine attestation report in Workday by clicking on the “COVID-19 Attestation Audits” icon under Applications after logging into Workday or running the “Employee COVID-19 Vaccination Attestation Response Audit by Supervisory Organization R0711” report.

Washington Department of Labor & Industries regulations require employers to verify that an individual is fully vaccinated before allowing them to go without face coverings at work where it is permitted. Providing false information is grounds for disciplinary or corrective action.

Vaccination attestation information is private and confidential.
- Managers may not use, share or disclose this information for any purpose other than upholding compliance with state regulations.
- Employees may not ask colleagues about their vaccination status.
- Instructors may not ask their students about their vaccination status, nor will they have access to students’ records or be expected to verify students’ vaccination status. Instructors may broadly inform students that individuals who are not fully vaccinated need to wear face coverings in the classroom.

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COVID-19 RETURN TO CAMPUS PLAN

Face Covering Policy
All employees and students must follow the updated 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.

Offices and Conference Rooms
All previously restricted offices are now open to designated critical employees. All cleaning protocols and the face covering policy will need to be followed.

Graduate Students with Assigned Desks
All continuing graduate students who have been assigned a desk will need to contact megrad@uw.edu to arrange access to MEB and their desk. In addition, students will need to complete the requirements to be designated critical personnel:
1. Read this COVID-19 Return to Work Plan and complete the associated training confirmation form.
2. Complete the EH&S COVID-19 Safety Training (if not completed already).
3. Complete the COVID-19 vaccination requirement.

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 COVID-19 Resources.

Procedures for Sick Personnel
- Personnel must self-monitor their symptoms each day and to stay home if they have any symptoms of COVID-19 or if they are sick, regardless of vaccination status.
- Personnel who may be sick or symptomatic will be required to go home, regardless of vaccination status, and should get tested for COVID-19.
- Notify the UW COVID-19 Response and Prevention Team as soon as possible at covidehc@uw.edu or 206.616.3344 if you:
  - Test positive for COVID-19.
  - Have close contact with individuals who have COVID-19 which 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?”

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- When notified of a person with suspected or confirmed COVID-19, the University’s 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.

- 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.

- Discuss accommodations for personnel at higher risk of severe illness with the administrator.

Cleaning and Disinfecting
All personnel are expected to follow the COVID-19 Enhanced Cleaning and Disinfection Protocol.

Enhanced cleaning and disinfection for COVID-19 prevention is done by Custodial Services focusing on high touch surfaces in public and common areas, such as public restrooms, lobbies, and classrooms. While it is possible for people to be infected through contact with contaminated surfaces or objects, the risk of infection from touching a surface is low.

Appendix Table 1 of the COVID-19 Cleaning and Disinfection Protocol outlines the typical spaces and surfaces requiring cleaning and disinfection at the University, roles and responsibilities for custodial staff and users of the spaces, and the minimum recommended frequency for cleaning and disinfection in these areas.

Supplies
The ME department will have hand sanitizer available at the front office and various other areas around the building. Cleaning supplies including gloves are available 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 Ciela 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. Safety data sheets (SDS) for each product ordered by the department are available at the MyME webpage. Use appropriate personal protective equipment (PPE) for the workplace and work tasks.

Good Hygiene
A few reminders:

- Wash your hands frequently with soap and water for at least 20 seconds.
- Dry your hands properly.
- Utilize hand sanitizer when you cannot wash.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Cover your sneezes and coughs with your elbow or a tissue and immediately dispose of the used tissue.

Other Resources
- UW Novel coronavirus & COVID-19: facts and resources
- EH&S COVID-19 Health and Safety Resources