

MECHANICAL ENGINEERING BUILDING (MEB) COVID-19 RETURN TO CAMPUS PLAN

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.
4. Complete the COVID-19 vaccination attestation via Workday.

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.

MECHANICAL ENGINEERING BUILDING (MEB) COVID-19 RETURN TO CAMPUS PLAN

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, 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.

MECHANICAL ENGINEERING BUILDING (MEB) COVID-19 RETURN TO CAMPUS PLAN

Face Covering Policy

All employees and students must follow the updated [UW COVID-19 Face Covering Policy](#). Face coverings are optional for [fully vaccinated individuals](#) at UW campuses and facilities, with specific exceptions that include health-care and child-care facilities, and UW shuttles. You must continue to wear face coverings in these settings, regardless of your vaccination status. Personnel are welcome to continue wearing face coverings wherever and whenever they wish for any reason.

Under state regulations, individuals who are **not fully vaccinated** are required to wear masks while in all UW buildings and facilities and should also consider wearing face coverings outdoors when distancing is not possible.

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, will be available 7/30/21).
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](tel: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

MECHANICAL ENGINEERING BUILDING (MEB) COVID-19 RETURN TO CAMPUS PLAN

the quarantine requirements outlined in the FAQ [“I may have been exposed to COVID-19. What should I do?”](#)

- 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.

MECHANICAL ENGINEERING BUILDING (MEB) COVID-19 RETURN TO CAMPUS PLAN

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](#)

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: 7/16/21	Completed By: Jennifer Snider
Name of Responsible Supervisor <u>or</u> COVID-19 Site-Supervisor: Jennifer Snider	
Unit Name: Mechanical Engineering	Worksite Location(s): Mechanical Engineering Building, Designated ME space in the Engineering Annex
Unit COVID-19 Prevention Plan and Plan Location: Posted on the MyME webpage under 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"> 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. X The supervisor will keep the site-specific plan updated and current with changes to COVID-19 guidelines, regulations, and University policies. X The supervisor will keep the site-specific plan on site in hardcopy or electronically, so it is available to all personnel. X The supervisor will train personnel on the contents of the plan and any updates. X The supervisor or designee is available to respond to issues and questions during work and class activities. 	<ul style="list-style-type: none"> -Jennifer Snider is the appointed COVID-19 site supervisor the ME department. During regular business hours, she may be contacted at 206.543.6835 or jsnider@uw.edu. -This site plan will be posted on the MyME webpage under COVID-19 Resources. -All personnel will be required to review this plan and any updates by attest their confirmation of this review

		by a Google form available on the MyME webpage under COVID-19 Resources.
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 UW COVID-19 Vaccination Policy). Paper form or alternative method is used to verify vaccination status for personnel who do not have access to Workday.</p> <p>X Ensure personnel not verified to be fully vaccinated are required to wear a face covering.</p> <p>X Contractors, vendors, and visitors are notified of the UW COVID-19 Face Covering Policy and the requirement to wear face coverings at the University unless fully vaccinated except where face coverings are required regardless of vaccination status (e.g., health care, child care, K-12 settings).</p>	<p>-All specific site supervisors are responsible for verifying vaccination status for their personnel and guests/visitors and ensuring that those not vaccinated are wearing a required face covering at all times.</p> <p>-A Google form on the MyME page is available for those not able to attest via Workday and confirmation of verification can be requested by a supervisor from Jennifer Snider.</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 symptoms of COVID-19 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 COVID-19 Response and Prevention Team.</p> <p>X Discuss accommodations for personnel at higher risk of severe illness with your HR consultant or AHR business partner.</p>	<p>-The administrator and supervisors have communicated to employees about self-monitoring their symptoms of COVID-19 and that they must stay home when they are ill or have come in close contact with someone who has been diagnosed with COVID-19 regardless of their vaccination status.</p>

<p>4. Describe practices for responding to suspected or confirmed COVID-19 cases.</p>	<p>X Inform personnel with COVID-19 symptoms to stay home, get tested, and notify the COVID-19 Response and Prevention Team, regardless of vaccination status.</p> <p>X Inform personnel with suspect or confirmed COVID-19 to stay home and notify the COVID-19 Response and Prevention Team.</p> <p>X Inform non-fully vaccinated personnel who have had close contact with someone with COVID-19 to stay home and notify the COVID-19 Response and Prevention Team.</p> <p>X Perform necessary cleaning and disinfection.</p>	<p>-All employees who suspect they are ill with COVID-19 or have come into close contact with someone who has been diagnosed with COVID-19 have been instructed to stay home, get tested, and notify the COVID-19 Response & Prevention Team regardless of vaccination status.</p> <p>-COVID-19 Cleaning and Disinfection Protocol will be followed when notified of suspected or known case of COVID-19 by EH&S.</p>
<p>CLEANING SURFACES</p>	<p>Check all that apply (all required):</p>	<p>Describe:</p>
<p>5. Cleaning</p>	<p>X Follow the COVID-19 Enhanced Cleaning and Disinfection Protocol.</p> <p>X Provide supplies for spot cleaning.</p>	<p>-All employees are expected to follow the COVID-19 Enhanced Cleaning and Disinfection Protocol.</p> <p>-Cleaning supplies are available by request for specific areas.</p> <p>-Shared common areas such as the copy room, kitchen and conference rooms have specific cleaning protocols posted along with appropriate cleaning supplies and gloves.</p>

<p>6. List the product(s) used to disinfect.</p>	<p>Check all that apply:</p> <p>X Alcohol solution with at least 70% alcohol (includes wipes)</p> <p><input type="checkbox"/> 10% fresh bleach/water solution</p> <p>X EPA-registered disinfectant for use against SARS-CoV-2:</p>	<p>-Have rubbing alcohol/spray bottles, Lysol Disinfectant Bleach Cleaner, and paper towels.</p>
<p>7. Describe the safety precautions taken when using disinfectant(s).</p>	<p>X Ensure personnel know where to find safety data sheets (SDS) for each product.</p> <p>X Review the COVID-19 Chemical Disinfectant Safety Information.</p> <p>X Follow the manufacturer's instructions for the products used.</p> <p>X Use appropriate personal protective equipment (PPE) for the workplace and work tasks.</p>	<p>-Gloves are included with cleaning supplies for shared common areas.</p> <p>-SDS are posted on the MyME website.</p>

GOOD HYGIENE	Check all that apply (all required):	Describe:
<p>1. Describe methods used to encourage good hygiene.</p>	<p>X Provide soap and running water.</p> <p>X Provide hand sanitizer and/or wipes/towelettes.</p> <p>X Ask personnel to avoid touching others.</p> <p>X Use reminders to wash hands frequently and correctly at key moments, avoid touching face with unwashed hands, and cover mouth when coughing or sneezing.</p>	<p>-Soap and water are available in all restrooms, the 2nd floor kitchen and in conference room 140.</p> <p>-Hand sanitizer dispensers are in various locations throughout the building.</p> <p>-Signage has been posted in restrooms, kitchen, copy room and other frequented public areas (i.e.,</p>

		entry, hallways, etc.) throughout the building.
FACE COVERINGS, ALTERNATE STRATEGIES AND PPE	Check all that apply:	Describe:
2. Require face coverings for individuals who are not verified to be fully vaccinated.	<p><input checked="" type="checkbox"/> Follow the procedures in the UW COVID-19 Vaccination Policy to identify personnel who must continue to wear face coverings.</p> <p><input checked="" type="checkbox"/> Ensure that non-fully vaccinated individuals wear face coverings indoors when other people are present and in all public and common areas.</p> <p><input checked="" type="checkbox"/> Ensure all wear face coverings in areas where they are required regardless of vaccination status (e.g., health care, childcare, K-12)</p> <p><input checked="" type="checkbox"/> Communicate through signage and other means to vendors, visitors, and the public on face covering requirements, as dictated by vaccination status or other space-use designations (healthcare, K-12 settings, etc.)</p>	<p>-All supervisors will be verifying the completion of the vaccination attestation and monitoring those not fully vaccinated are complying with the face covering policy.</p> <p>-Signage is required in all labs and is posted throughout the building.</p>
3. Alternate Strategies and PPE (if applicable)	<p><input checked="" type="checkbox"/> No alternate strategies are necessary.</p> <p><input type="checkbox"/> Supervisor identified that alternate strategies are needed through review with EH&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 Workplace COVID-19 Risk Level and Selection of Personal Protective Equipment 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>	N/A

COMMUNICATION AND TRAINING	Check all that apply (all required):	Describe:
4. Communicate safe practices.	<p>X Ask personnel and students to activate the Washington Exposure Notifications – WA Notify on their mobile devices.</p> <p>X Ensure all personnel complete UW general COVID-19 Safety Training.</p> <p>X Provide documented safety training to personnel on this site-specific COVID-19 Prevention Plan, initially and when updates are made.</p> <p>X Post a COVID-19 safety posters/signage at the worksite.</p> <p>X Share information from the UW Novel coronavirus & COVID-19: facts and resources webpage.</p>	<p>-Employees will be required to complete both the UW and the department’s safety training prior to returning to the office.</p> <p>-Completion of training will be logged and maintained by the site supervisor.</p> <p>- 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 MyME.</p> <p>-Signage is required in all labs and is posted throughout the building.</p>
5. Communicate hazards and safeguards to protect personnel.	<p>X Provide information about working safely with disinfectants.</p> <p>X Communicating the hazards and safeguards required to protect individuals from exposure.</p>	<p>-Information is included in the department’s Prevention Plan posted on the MyME webpage.</p>