

# 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](mailto: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](mailto:jsnider@uw.edu). If you are onsite and need immediate assistance, call 206.543.6835.

## Previous Return to Work Plan Discontinuations

Critical personnel designation, supervisors' verification of vaccine status, indoor and outdoor social distancing, COVID-19 capacity, and daily COVID-19 symptom attestation requirements have been lifted.

## ME Department Labs

All individual labs must have updated COVID-19 safety research plans that have been reviewed and approved by the Chair.

## All Employees

All employees are required to:

1. Read this COVID-19 Return to Campus 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. Provide proof of vaccine documentation to Jennifer Snider ([jsnider@uw.edu](mailto:jsnider@uw.edu)), Teri Lazzara ([tlazz@uw.edu](mailto:tlazz@uw.edu)) or Kit Curtis ([kyt@uw.edu](mailto:kyt@uw.edu)) or submitted medical or religious exemption by **October 4th**.

## Non-Employees

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.

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## Vaccination Requirement

COVID-19 vaccination is the most critical element of the University's COVID-19 Prevention Plan. **All personnel and students are [required](#) to be fully vaccinated against COVID-19, unless a UW-documented medical or religious exemption is approved.**

The vaccination requirement is detailed in the [UW COVID-19 Vaccination Policy](#); all UW units, personnel, and students must comply with this policy.

## Face Covering Policy

**All individuals at a University location, including faculty, staff, students, contractors, vendors and visitors must adhere to the [UW COVID-19 Face Covering Policy](#).**

To ensure the health and safety of the University campus community and the public, face coverings are required to be worn at the University of Washington, regardless of vaccination status:

- **Indoors** when other people are present, and in all public and common areas, such as lobbies, hallways, stairways, restrooms, elevators, and in shared vehicles;
- At any **outdoor** in-person event hosted or sponsored by the University or conducted on University of Washington premises with **500 or more people in attendance**.

For other outdoor settings, face coverings are strongly recommended to be worn outdoors by all individuals, regardless of vaccination status, when in 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 and Drinking Guidance for COVID-19 Prevention](#) 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.

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- There are no current COVID-related occupancy limits in UW spaces; however, normal building and fire code occupancy limits still apply.

### Procedures for Sick 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 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?](#)"

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[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.

## 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](#).

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[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. In addition, cloth and disposal masks, hand sanitizers, and disinfectant wipes are available for offices, stop by room 143 or email Jay Wolin at [jaywolin@uw.edu](mailto:jaywolin@uw.edu).

Supplies for labs - if you would like to order Safe & Clean PPE, supplies and materials through the UW's Storefront, please contact Jay Wolin at [jaywolin@uw.edu](mailto:jaywolin@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 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.
- Dry your hands [properly](#).
- 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.

## Other Resources

- [UW Novel coronavirus & COVID-19: facts and resources](#)
- [EH&S COVID-19 Health and Safety Resources](#)