

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

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 plan and its links and complete this 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.

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 training confirmation form.

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2. Complete the EH&S [COVID-19 Safety Training](#).
3. If applicable, complete training on your lab's safety and COVID-19 prevention plans if deemed critical personnel for research operations.

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

1. Do the Workday attestation. Non-employees should use this [form](#).
2. For departmental faculty, staff, student employees and visitors/vendors not associated with a specific research lab, fill out the [Departmental MEB Occupancy Form](#) when working within the building.

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 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.

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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.

Bathrooms

MEB bathrooms will have occupancy of 1-3 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 Ciela 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

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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 COVID-19 Resources.

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 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.

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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](#).

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 [training confirmation form](#).

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 posted on the MyME webpage.	
Any open labs in MEB have individual prevention plans that must be followed.	

MANAGEMENT AND OVERSIGHT	Check all that apply (all required):	Describe:
1. COVID-19 Prevention Plan and Site-Supervisor	<p>X A COVID-19 supervisor is assigned to ensure all of the elements of the site-specific COVID-19 Prevention Plan are followed.</p> <p>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.</p> <p>X The COVID-19 site supervisor will keep the site-specific plan onsite in paper or electronically so it is available to all personnel.</p>	<p>-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.</p> <p>-A training on this plan will be developed to deliver online or one-on-one depending on needs of critical personnel.</p>

	<p>X The COVID-19 site supervisor will train personnel on the contents of the plan and updates made.</p> <p>X The COVID-19 site supervisor or designee is available to respond to issues and questions during work and class activities.</p>	<p>- 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.</p>
SOCIAL AND PHYSICAL DISTANCING	Check all that apply (all required as possible):	Describe:
<p>2. Describe how you are implementing the social distancing requirements (maintaining 6+ feet spacing between people, minimizing interpersonal contact).</p>	<p>X Telework options offered</p> <p>X Shifts/breaks times/start times staggered</p> <p>X Maximum space capacity determined based on room size</p> <p>X In-person meetings (conference call, virtual) limited</p> <p>X Non-critical in person meetings postponed</p> <p>X Spread out work areas/physically separate workstations</p> <p>X Allowing only infrequent/intermittent passing within 6 feet in between personnel</p> <p>X Minimizing the number of people in a work area</p> <p>NA Designated drop-off/pick-up areas for shared tools and equipment</p> <p>NA Barriers to block direct pathways between individuals are installed</p> <p>NA Layouts to prevent air pathways less than 6 feet have been created</p> <p>x Ensuring good ventilation in work areas</p> <p>X Tasks have been rescheduled</p> <p>X Work tasks have been modified</p> <p>X Organizing work tasks to facilitate social distancing</p>	<p>-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.</p> <p>-Staff/faculty that are regularly on-site are not in close locations within MEB and the Annex and have infrequent contact.</p> <p>-No in-person group meetings will be held without the ME site supervisor's permission and will continued to be conducted remotely.</p> <p>- We will install a plexiglass barrier at the reception desk in the front office before more employees return for extended periods.</p> <p>-All offices have windows to create good ventilation.</p>

<p>3. Describe how you are communicating social distancing requirements to personnel, students, vendors, contractors and visitors.</p>	<ul style="list-style-type: none"> x Posters/signage/floor markings installed or posted x Communicating during staff meetings x Email communication x Establishing policies and procedures x Providing notice to vendors/contractors 	<ul style="list-style-type: none"> - 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. - Communication of MEB COVID-19 Return to Work plan.
<p>4. Describe critical tasks not possible to be done while maintaining the 6-foot distance. Unit head pre-approval required.</p>	<p>Describe task, frequency, duration and required PPE and safety measures in place. If none, specify none. NONE</p>	
<p>PRECAUTIONS FOR SICK PERSONNEL</p>	<p>Check all that apply (all required as possible):</p>	<p>Describe:</p>

<p>5. Describe how you are preventing people with symptoms from coming to the site and/or working while sick.</p>	<ul style="list-style-type: none"> x Performing daily symptom screening or attestation for personnel who work on-site at a UW work location x Following UW policies for time away from work x Informing and requiring personnel who may be ill or symptomatic to stay (or go) home x Requiring close contacts of COVID-19 cases to stay or go home x Consulting with EH&S Employee Health Center x Discussing accommodations for personnel at higher risk of severe illness with your HR Consultant or DSO for academic personnel x Keeping a log of visitors to the work-site (maintain for 4 weeks) 	<ul style="list-style-type: none"> -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.
<p>6. Describe practices for responding to suspected or confirmed COVID-19 cases.</p>	<ul style="list-style-type: none"> x Informing personnel with COVID-19 symptoms to stay home, contact their healthcare provider and to notify the Employee Health Center x Informing personnel with suspect or confirmed COVID-19 to stay home and notify the Employee Health Center x Informing personnel who have had close contact with someone with COVID-19 to stay home and notify the Employee Health Center x Performing enhanced cleaning and disinfection 	<ul style="list-style-type: none"> -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.
CLEANING AND DISINFECTING	Check all that apply (all required):	Describe:
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.	<ul style="list-style-type: none"> x Following a cleaning schedule x Cleaning supplies are available for spot cleaning x Cleaning and disinfecting high touch surfaces daily, between uses or when unclean x Wiping down shared equipment/objects after each use (e.g., door/refrigerator/microwave handles) x Following COVID-19 Enhanced Cleaning and Disinfection Protocols 	<p>-The department already has purchased cleaning supplies for use for the few staff that are in the building on a regular basis.</p> <p>-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.</p> <p>- 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.</p>

<p>8. List the product(s) used to clean and disinfect.</p>	<p>Check all that apply:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Alcohol solution with at least 70% alcohol (includes wipes) <input type="checkbox"/> 10% bleach/water solution <input type="checkbox"/> EPA-registered disinfectant for use against SARS-CoV-2: <ul style="list-style-type: none"> a. Manufacturer: _____ b. Name: _____ c. EPA Registration #: _____ 	<p>-Currently have rubbing alcohol, spray bottles and paper towels.</p>
<p>9. Describe the safety precautions that are taken when using disinfectant(s).</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Reviewing safety data sheet (SDS) for each product <input checked="" type="checkbox"/> Reviewing COVID-19 Chemical Disinfectant Safety Information <input checked="" type="checkbox"/> Following manufacturer’s instructions for products use <input checked="" type="checkbox"/> Using personal protective equipment 	<p>-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.</p> <p>-Safety information and SDSs will be included in this document on the ME Intranet.</p> <p>-Eye protection and gloves will be made available for use during cleaning tasks.</p>
<p>GOOD HYGIENE</p>	<p>Check all that apply (all required):</p>	<p>Describe:</p>

<p>10. Describe methods used to encourage good hygiene practices.</p>	<ul style="list-style-type: none"> x Providing soap and running water x Providing hand sanitizer and/or wipes/towelettes x Asking personnel to avoid touching others x Using reminders to wash hands frequently, correctly at key moments, avoid touching face with unwashed hands, cover mouth when coughing or sneezing 	<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., entry, hallways, etc.) throughout the building.</p>
<p>PERSONAL PROTECTIVE EQUIPMENT</p>	<p>Check all that apply:</p>	<p>Describe:</p>
<p>11. Provide personal protective equipment (PPE) and guidance on how to use it.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Face shields and/or eye protection is worn. <input type="checkbox"/> Respirators are worn. <input type="checkbox"/> Surgical/medical masks are worn. x 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. x Providing instructions on the use, care, cleaning, maintenance, removal, and disposal of PPE 	<p>-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).</p> <p>-Instructions on the proper use and disposal of PPEs will be included in COVID-19 safety training.</p>
<p>COMMUNICATION AND TRAINING</p>	<p>Check all that apply (all required):</p>	<p>Describe:</p>
<p>12. Communicate safe practices.</p>	<ul style="list-style-type: none"> x Personnel completing UW general COVID-19 Safety Training x Providing documented safety training to personnel on site-specific COVID-19 Prevention Plan initially and updates communicated x Posters/signage installed and/or posted in the worksite x Email communications 	<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>

	<ul style="list-style-type: none"> x Covering COVID-19 safety information in staff meetings x Sharing information from the UW Novel coronavirus & COVID-19: facts and resources webpage 	<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>-Updates to procedures will be covered and reminders will be made in weekly staff meetings.</p>
<p>13. Communicate hazards and safeguards to protect personnel.</p>	<ul style="list-style-type: none"> x Providing information about working safely with disinfectants x Communicating the hazards and safeguards required to protect individuals from exposure 	<p>-Department safety training documents will include safe use of disinfectants and made accessible to all staff on MyME.</p>