

## STUDENT CLUBS/TEAMS RETURN TO WORK PLAN - Engineering Annex

### APPROVAL REQUIRED BEFORE BUILDING ACCESS:

Students will be allowed access to the clubs/teams' space in the Annex only if:  
They are registered for research credits related to a club/team, or participation is needed to complete a deadline for a team project or competition. The club/team must have confirmation from a faculty member who will serve as their club/team's COVID-19 site supervisor. The faculty supervisor or club/team student manager must contact the department's administrator, Jennifer Snider at [jsnider@uw.edu](mailto:jsnider@uw.edu), to designate team members as critical personnel in order to allow access to the Annex.

**CREATE A CORAL ACCOUNT:** <https://www.me.washington.edu/shops>

### REQUIRED TRAINING/ATTESTATION

Once you have received confirmation of your critical personnel designation by the department's administrator, you are required to complete the following steps:

- Complete the EH&S [COVID-19 Safety Training: Back to the Workplace](#).
- Review and confirm understanding of [Annex: Student Clubs/Teams COVID-19 Prevention Plan](#).
- Complete the [Non-employee Work Attestation Form](#) EACH DAY that you will be using the clubs/teams' space. This must be completed before you come on campus.
- Complete the following trainings through EH&S:

#### Annually:

UW EH&S online fire extinguisher training: <https://www.ehs.washington.edu/training/fire-extinguisher-training-online>

UW EH&S hearing conservation:

[online:https://www.ehs.washington.edu/training/hearing-conservation-online](https://www.ehs.washington.edu/training/hearing-conservation-online)

#### Once:

UW EH&S basic electrical safety:

[online:https://www.ehs.washington.edu/training/electrical-safety-basic-online](https://www.ehs.washington.edu/training/electrical-safety-basic-online)

EH&S hazard communication online: <https://www.ehs.washington.edu/training/ghs-hazcom-hazard-communication-online>

EH&S Fire Extinguisher training hands-on: <https://www.ehs.washington.edu/training/fire-extinguisher-training-hands>

### SCHEDULING:

Each space and work area must have a shared calendar accessible by users to schedule time in the area. This will allow compliance with social distancing requirements by maintaining 6+ feet spacing between people and minimizing interpersonal contact while reducing confusion about access. Students are only allowed to be in the building during their scheduled time. We are working on an online scheduling system through CORAL that all people certified by the department for Annex access will be able to use. **Until this is up and running, the clubs/teams need to manage their own spaces to make sure they do not go over their designated capacity. Each club/team is required to create a shared calendar to ensure this.**

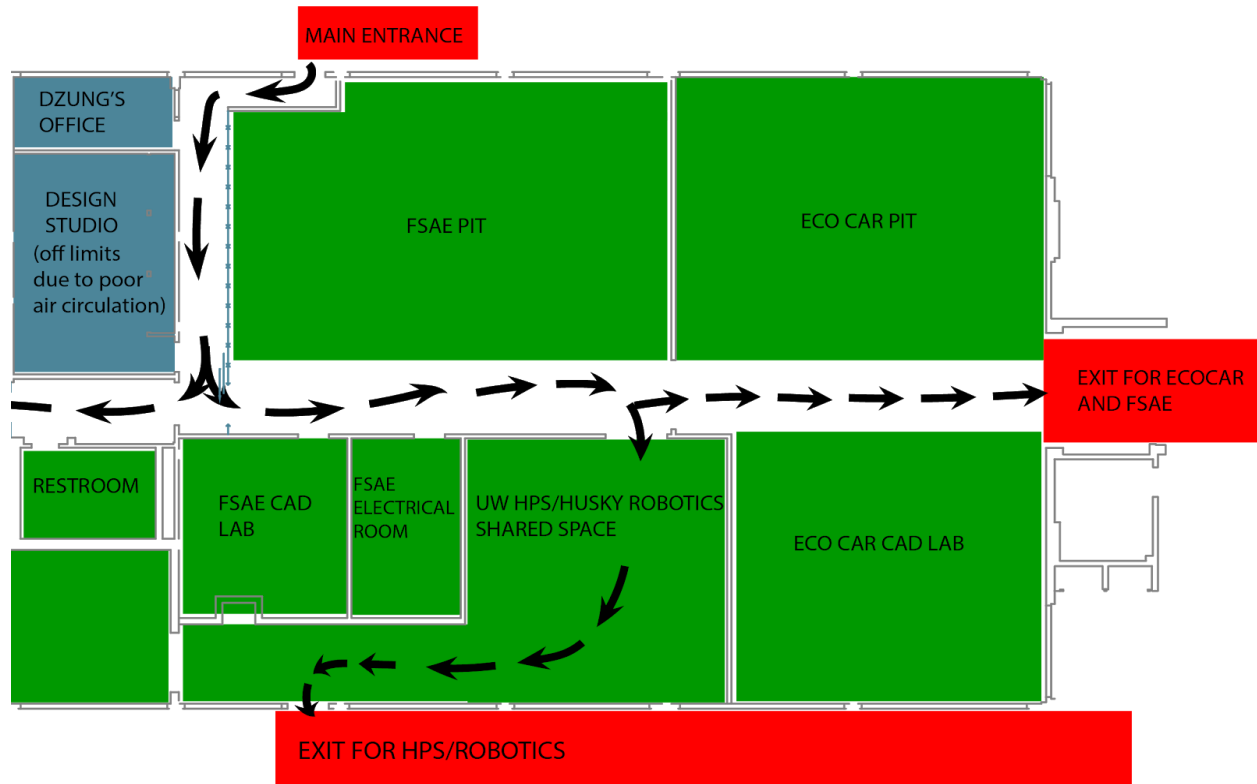
### BUILDING INGRESS AND EGRESS:

**INGRESS POINT: ENG101** (The West entrance from the C15 parking lot (upper) across from MEB rollup door.)

#### EGRESS POINTS:

**Annex North door** (Through EcoCar),

## HPS/Husky Robotics room East door (Exit faces the power plant and Jefferson RD.)



### REQUIRED PPE BEFORE ENTERING THE ANNEX:

Face coverings are required to be worn on site at the University of Washington:

- Indoors when other people are present and in all public and common areas, such as lobbies, hallways, stairways, restrooms, elevators, and in shared vehicles
- Outdoors when keeping a six-foot distance from others may not be possible.

Face covering requirements including type of covering to wear can be found at:

<https://www.ehs.washington.edu/face-covering-requirements>.

### DECONTAMINATION:

A portable handwash station and table with hand sanitizer are available in the entrance hallway before the design studio. It will have signage explicitly stating all who enter and exit the facility must decontaminate their hands.

### RESTROOM OCCUPANCY:

The Engineering Annex restroom will have a posted maximum occupancy of 1 person. Door can be closed and locked between users.

### CLEANING and DISINFECTING

#### Tool Exchange:

All tools must be disinfected before being returned to the tool box. Tools and work area must be disinfected and wiped down prior to user leaving, even if the project sits in a partially completed state.

**Workstations:**

Each work area must have a spray bottle with disinfectant and paper towels available for the user to disinfect any and all surfaces they may have touched while using the area. This must be done **before** the user leaves for any extended period of time.

**Shared Equipment:**

Shared equipment like computer keyboards, mice, tool boxes, etc. must be disinfected **before** the user leaves for any extended period of time.

**SHOP OCCUPANCY (Remote):**

Users must schedule ahead of time with their area host to prevent over occupation.

**CLEANING SUPPLIES:**

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.

**MAXIMUM STUDENT SPACE OCCUPANCIES BY ROOM:**

**FSAE Workspace 9 occupants maximum:**

*CAD Lab (101-6) :*

Workstation 1  
Workstation 2  
Workstation 3

*Electrical/Storage (Room 101-5):*

Workstation 1

*Pit workspace (Room 101-A):*

Workstation 1  
Workstation 2  
Workstation 3  
Workstation 4  
Workstation 5

**ECO CAR Workspace (Room 101-1) 10 occupants maximum:**

*CAD Lab:*

Workstation 1  
Workstation 2  
Workstation 3  
Workstation 4  
Workstation 5  
Workstation 6

*High voltage area:*

Workstation 1

*Lift area:*

Workstation 1

Workstation 2  
Workstation 3

**Robotics/HPSUB Workspace (Room 101-4) 6 occupants maximum:**

Workstation 1  
Workstation 2  
Workstation 3  
Workstation 4  
Workstation 5  
Workstation 6

Annex Ingress/Egress paths:

