

ATTACHMENT A:

UNIT OR SITE- 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:	Completed By: Steve Marty, SOM Back to Work Safely Project Manager
Name of local COVID-19 Site-Supervisor (CSS): Steve Marty as delegee of Paul Ramsey, CEO UW Medicine and Dean, School of Medicine	
Unit Name: UW School of Medicine and additional UW Medicine central administrative units under the responsibility of the CEO and Dean, Chief Medical Officer, Chief Business Officer and Chief Advancement Officer	Worksite Location(s): Health Sciences Building, South Lake Union, Hans Rosling Center for Population Health, various other campus and off-campus locations
Unit COVID-19 Prevention Plan and Plan Location: On file in HS Suite 314	

The UW Covid-19 Prevention Plan for the Workplace offers guidance on most of the issues below.

<https://www.ehs.washington.edu/system/files/resources/COVID-19-Prevention-Plan-for-the-Workplace.pdf>

MANAGEMENT AND OVERSIGHT	Check all that apply (all required):	Describe:
1. COVID-19 Prevention Plan and Site-Supervisor	<input checked="" type="checkbox"/> A COVID-19 supervisor is assigned to ensure all of the elements of the site-specific COVID-19 Prevention Plan are followed.	Brief Overview -- This plan provides workplace guidance for the 31 academic departments, institutes, centers and self-sustaining units and dean's office administrative units in the school and also for UW Medicine central units under

	<p><input checked="" type="checkbox"/> 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><input checked="" type="checkbox"/> 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><input checked="" type="checkbox"/> The COVID-19 site supervisor will train personnel on the contents of the plan and updates made.</p> <p><input checked="" type="checkbox"/> The COVID-19 site supervisor or designee is available to respond to issues and questions during work and class activities.</p>	<p>the CEO and Dean, Chief Medical Officer, Chief Business Officer and Chief Advancement Officer. It is based on separate local plans done for each of those units, site specific plans for SOM personnel at Health Sciences and at South Lake Union, and multiple research-specific plans. These “sub-plans” have been rolled up into this overall Unit Plan.</p> <p>The SOM CSS will maintain and update this plan as new information and guidance becomes available.</p> <p>One or more COVID Site Supervisors (CSS) were identified for each local plan. See Attachment C. The SOM CSS will use an email list serve to update local CSSs as new information and guidance from UW becomes available. CSSs will update their plans accordingly.</p> <p>Most CSSs wrote their local plans. Those that did not have reviewed and will follow site specific plans for SOM personnel at Health Sciences and South Lake Union.</p> <p>Training on the plan will be handled at the local level using team meetings, emails, and other forums as appropriate. All personnel must be trained on the local plan and this must be documented. Attachment B at the end of this document can be used for this purpose but other alternatives are available as well.</p> <p>For questions on the COVID-19 Prevention Plan:</p> <ul style="list-style-type: none"> -Employees should contact their immediate supervisor or their local CSS: (see Attachment c for contact information) - For urgent questions or concerns contact EH&S at (206) 543-7262 or ehsdept@uw.edu; and notify local CSS.
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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>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Telework options offered <input checked="" type="checkbox"/> Shifts/breaks times/start times staggered <input checked="" type="checkbox"/> Maximum space capacity determined based on room size <input checked="" type="checkbox"/> In-person meetings (conference call, virtual) limited <input checked="" type="checkbox"/> Non-critical in person meetings postponed <input checked="" type="checkbox"/> Spread out work areas/physically separate workstations <input checked="" type="checkbox"/> Allowing only infrequent/intermittent passing within 6 feet in between personnel <input checked="" type="checkbox"/> Minimizing the number of people in a work area <input checked="" type="checkbox"/> Designated drop-off/pick-up areas for shared tools and equipment <input type="checkbox"/> Barriers to block direct pathways between individuals are installed <input type="checkbox"/> Layouts to prevent air pathways less than 6 feet have been created <input checked="" type="checkbox"/> Ensuring good ventilation in work areas <input checked="" type="checkbox"/> Tasks have been rescheduled <input checked="" type="checkbox"/> Work tasks have been modified <input checked="" type="checkbox"/> Organizing work tasks to facilitate social distancing 	<p>Non-critical personnel began teleworking when the Governor's initial Stay Home/Stay Safe order was issued. Work tasks have been modified to accommodate working from home. Anyone working on-site is required to follow all UW protocols, including daily attestation, wearing face coverings and 6 ft. distancing at workstations and in other work areas. At such time as school personnel begin to return to working on-site in larger numbers, we will continuously monitor the situation and will institute staggered/alternating work schedules as necessary to maintain adequate spacing.</p> <p>SOM floor plans can be found on the SOM intranet at: https://depts.washington.edu/uwsom/administration-and-finance/facilities/som-floor-plans</p> <p>Although we prefer to limit non-critical personnel in the workplace by not having them come in at this time, we will continue to encourage staggering of schedules to help reduce the total number of personnel within the workplace at any given time.</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"> <input checked="" type="checkbox"/> Posters/signage/floor markings installed or posted <input checked="" type="checkbox"/> Communicating during staff meetings <input checked="" type="checkbox"/> Email communication <input checked="" type="checkbox"/> Establishing policies and procedures <input checked="" type="checkbox"/> Providing notice to vendors/contractors 	<p>We will utilize the UW social distancing materials that include signs in hallways and bathrooms.</p> <p>Materials can be downloaded at https://www.washington.edu/brand/healthy-huskies/</p> <p>Material can be purchased in bulk quantities at: https://dsf2.creatcom.washington.edu/DSF/SmartStore.aspx?SITEGUID=30c8599e-17ba-458a-8f5a-dffc4660c977#!/CategoryHome/119</p> <p>Social distancing work protocols have been and will continue to be communicated via email and in meetings by supervisors and the local CSS. Changes to UW guidance will be communicated by the same means.</p> <p>Departments that have contractors, vendors or visitors on site will follow EH&S guidance: https://www.ehs.washington.edu/system/files/resources/notice-personnel-vendors-contractors.pdf</p>
<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.</p> <p>We have very few tasks that are not possible while maintaining a six-foot distance. However, in some cases, clinical procedures and training on new equipment cannot be done while maintaining the six-foot rule. These exceptions are documented in the local plans. Appropriate PPE is provided. The one other exception identified is that heavy objects occasionally need two or more personnel to lift them. Personnel involved in this type of task will wear face coverings and the activity will be very short in duration.</p>	

PRECAUTIONS FOR SICK PERSONNEL	Check all that apply (all required as possible):	Describe:
<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"> <input checked="" type="checkbox"/> Performing daily symptom screening or attestation for personnel who work on-site at a UW work location <input checked="" type="checkbox"/> Following UW policies for time away from work <input checked="" type="checkbox"/> Informing and requiring personnel who may be ill or symptomatic to stay (or go) home <input checked="" type="checkbox"/> Requiring close contacts of COVID-19 cases to stay or go home <input checked="" type="checkbox"/> Consulting with EH&S Employee Health Center <input checked="" type="checkbox"/> Discussing accommodations for personnel at higher risk of severe illness with your HR Consultant or DSO for academic personnel <input checked="" type="checkbox"/> Keeping a log of visitors to the work-site (maintain for 4 weeks) 	<p>Our personnel will follow all UW protocols, including daily attestation, wearing face coverings, and washing hands frequently when on-site. All sick or symptomatic individuals are instructed to stay home or go home if symptoms develop at work. All individuals in close contact with COVID-19 cases will be directed to Employee Health and will follow their instructions. We will consult with EH&S as necessary and expect to report all COVID cases and exposures through EH&S.</p> <p>In most cases the local CSS will need to implement a visitors log at each entry point. Attachment D was developed for distribution but alternatives can be developed locally. In some cases an electronic log is being used.</p>
<p>6. Describe practices for responding to suspected or confirmed COVID-19 cases.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Informing personnel with COVID-19 symptoms to stay home, contact their healthcare provider and to notify the Employee Health Center <input checked="" type="checkbox"/> Informing personnel with suspect or confirmed COVID-19 to stay home and notify the Employee Health Center <input checked="" type="checkbox"/> Informing personnel who have had close contact with someone with COVID-19 to stay home and notify the Employee Health Center 	<p>We will follow the UW protocols for COVID-19 cases or suspected cases, per the checked boxes.</p> <p>We will coordinate any required enhanced cleaning and disinfection with custodial services and the building manager, as needed.</p>

	<input checked="" type="checkbox"/> Performing enhanced cleaning and disinfection	
CLEANING AND DISINFECTING	Check all that apply (all required):	Describe:
<p>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.</p>	<input checked="" type="checkbox"/> Following a cleaning schedule <input checked="" type="checkbox"/> Cleaning supplies are available for spot cleaning <input checked="" type="checkbox"/> Cleaning and disinfecting high touch surfaces daily, between uses or when unclean <input checked="" type="checkbox"/> Wiping down shared equipment/objects after each use (e.g., door/refrigerator/microwave handles) <input checked="" type="checkbox"/> Following COVID-19 Enhanced Cleaning and Disinfection Protocols	<p>Cleaning supplies will be readily available for personnel to use in cleaning their workstations and common areas they use. Everyone shares in the responsibility to keep the workplace clean and safe.</p> <p>Common areas will be cleaned regularly by custodial services.</p>
<p>8. List the product(s) used to clean and disinfect.</p>	<p>Check all that apply:</p> <input checked="" type="checkbox"/> Alcohol solution with at least 70% alcohol (includes wipes) <input type="checkbox"/> 10% bleach/water solution (<i>uncertain</i>) <input type="checkbox"/> EPA-registered disinfectant for use against SARS-CoV-2: <ol style="list-style-type: none"> Manufacturer: Name: EPA Registration #: 	<p>Each department is responsible for purchasing cleaning supplies since they are aware of what is needed when. Local plans will document what cleaning supplies are used. We will purchase approved supplies from the UW's Safe and Clean website: https://docs.google.com/forms/d/e/1FAIpQLSejLusdNm_KrDjTAeXhKPw59VpfHEk9pL5oKjjPsTNYJ51d1g/viewform</p> <p>Or through the SOM's Biochemistry Store - Sales Window J-014 HSB - Hours: 9:30-12, 1-3pm http://depts.washington.edu/biowww/departmental-resources/stores/ Or through central stores</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>We expect that any required enhanced cleaning requiring the use of stronger chemicals will be done by custodial staff trained in the use of those chemicals.</p> <p>We will encourage safe use of cleaning products. Unit personnel will read and follow directions for use.</p> <p>Gloves will be available for personnel to use when cleaning.</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"> <input checked="" type="checkbox"/> Providing soap and running water <input checked="" type="checkbox"/> Providing hand sanitizer and/or wipes/towelettes <input checked="" type="checkbox"/> Asking personnel to avoid touching others <input checked="" type="checkbox"/> Using reminders to wash hands frequently, correctly at key moments, avoid touching face with unwashed hands, cover mouth when coughing or sneezing. 	<p>We will have soap and running water in all bathrooms.</p> <p>We will place hand sanitizer and/or wipes/towelettes in common areas.</p> <p>Personnel will be able to keep hand sanitizer and/or wipes/towelettes at their workstations.</p> <p>We will post personal hygiene reminders per the UW social distancing toolkit. Materials available at https://www.washington.edu/brand/healthy-huskies/</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. <input checked="" type="checkbox"/> Face coverings (cloth) are worn indoors when others are in the work area and outdoors 	<p>We have a separate plan for each lab/research space that details PPE usage.</p> <p>Our office and administrative settings will follow UW protocols for offices, including the wearing of face coverings, in the manner required.</p>

	<p>when a 6 foot distance from others cannot be maintained.</p> <p><input checked="" type="checkbox"/> Providing instructions on the use, care, cleaning, maintenance, removal, and disposal of PPE</p>	<p>https://www.ehs.washington.edu/system/files/resources/COVID-19-face-cover-policy.pdf</p> <p>Facemask Guidance from EH&S including instructions on the use, care, cleaning, removal and disposal.</p> <p>We will distribute reusable cloth face coverings to all personnel. Personnel may use a personally purchased alternative face covering as appropriate. We will also have a supply of disposable masks available for any visitors without masks.</p> <p>At present, the only PPE required in our office settings are disposable gloves which we are providing (note: cloth face coverings are not considered PPE). We will provide all required PPE as guidance evolves. Personnel may bring their own PPE if they want to take extra precautions.</p>
COMMUNICATION AND TRAINING	Check all that apply (all required):	Describe:
<p>12. Communicate safe practices.</p>	<p><input checked="" type="checkbox"/> Personnel completing UW general COVID-19 Safety Training</p> <p><input checked="" type="checkbox"/> Providing documented safety training to personnel on site-specific COVID-19 Prevention Plan initially and updates communicated</p> <p><input checked="" type="checkbox"/> Posters/signage installed and/or posted in the worksite</p> <p><input checked="" type="checkbox"/> Email communications</p>	<p>Prior to returning to on-site work or ASAP after returning all personnel must complete the EH&S COVID-19 Safety Training: Back to the Workplace located at:</p> <p>https://www.ehs.washington.edu/training/covid-19-safety-training-back-workplace</p> <p>Note: Clinical personnel may complete the UW Medicine alternative instead of the EH&S training once it is available (anticipated by the middle of August).</p> <p>All personnel must be trained on the local plan and this must be documented. Attachment B at the end of this</p>

	<input checked="" type="checkbox"/> Covering COVID-19 safety information in staff meetings <input checked="" type="checkbox"/> Sharing information from the UW Novel coronavirus & COVID-19: facts and resources webpage	<p>document can be used for this purpose but other alternatives are available as well.</p> <p>We will utilize the UW social distancing materials that includes signs in hallways and bathrooms. Materials available at https://www.washington.edu/brand/healthy-huskies/</p> <p>Social distancing work protocols have been and will continue to be communicated via email and in meetings by supervisors and the CSS. Any changes to the UW COVID prevention plan will be communicated by the same means.</p>
<p>13. Communicate hazards and safeguards to protect personnel.</p>	<input checked="" type="checkbox"/> Providing information about working safely with disinfectants <input checked="" type="checkbox"/> Communicating the hazards and safeguards required to protect individuals from exposure	<p>See above.</p>

ATTACHMENT B:
Sample Training Documentation Form for
Unit or Site-Specific COVID-19 Prevention Plan

Workplace/Lab Name		
Documentation of Training		
COVID-19 Prevention Plan		
Name	Training Date	Signature
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	

By signing this log, you confirm that you have been provided with COVID-19 safety training, that the content of the training is understood, and that you have had an opportunity to ask questions.

ATTACHMENT C:
Local COVID Site Supervisors (CSSs)

Academic Departments		
Department	CSS	CSS email address
Anesthesiology and Pain Medicine	David Warsing	warsing@uw.edu
Biochemistry	Trisha Davis, Chair	tdavis@uw.edu
Bioengineering	Colleen Irvin	cairvin@uw.edu
Bioethics and Humanities	Niambi Kanye	kanyen@uw.edu
Biological Structure	Rachel Wong, Chair	wongr2@uw.edu
Biomedical Informatics & Medical Education	Heidi Krueger	heidi5@uw.edu
Comparative Medicine	Thea Brabb, Chair	thea@uw.edu
Family Medicine	Eric Tobiason	tobiason@uw.edu
Emergency Medicine	Rhea Quimson	quimsonr@uw.edu
Genome Sciences	Maureen Larsen	mvlarsen@uw.edu
Global Health	Athena Galdonez	athenabg@uw.edu
Health Metrics	Helen Carter	helenc4@uw.edu
Immunology	Joan Goverman, Chair	goverman@uw.edu
Laboratory Medicine	Kim Garner	kimgar@uw.edu
Medicine	Barbara Jung, Chair	bhjung@uw.edu
Microbiology	David Sherman, Chair	dsherman@uw.edu
Neurological Surgery	Jana Pettit (HMC) and Megan Schade (UWMC)	jmpettit@uw.edu; schadm@uw.edu
Neurology	Jana Pettit (HMC) and Megan Schade (UWMC)	jmpettit@uw.edu; schadm@uw.edu
Obstetrics & Gynecology	Estrella Weaver	eweaver5@uw.edu
Ophthalmology	Michele D'Alessandro	mbda@uw.edu
Orthopaedics and Sports Medicine	Calina Garcia	calinab@uw.edu
Otolaryngology / HNS	Judy Liang & Wendy Parkinson	jkliang@uw.edu; parkiw@uw.edu
Pathology	Kim Garner	kimgar@uw.edu
Pediatrics	Heather Bliss	hbliss@uw.edu
Pharmacology	Sally Weatherford	wazzu@uw.edu
Physiology/Biophysics	Laurie B. Levy	lbl@uw.edu
Psychiatry & Behavioral Sciences	Rosemary Whitright and Semhar Abraha	rwhit@uw.edu, semhar12@uw.edu
Radiation Oncology	Thao Eichhorn	thaochau@uw.edu
Radiology	Katy Menzimer	menz@uw.edu
Rehabilitation Medicine	DeAnn Lestenkof	lest2@uw.edu
Surgery	Susan Marx	smarx@uw.edu
Urology	Joseph Meno	jmeno@uw.edu
MEDEX Northwest (Family Med)	Lisa Kleintjes Kamemoto	lisakk@uw.edu

Administrative Departments		
Department	CSS	CSS email
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Administration and Finance	Steve Marty	sbmarty@uw.edu
Advancement	Jessica Wang	wangjess@uw.edu
Academic, Rural and Regional Affairs	Miranda Olsen	miranda2@uw.edu
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Clinical Business Affairs	Kate Merriwether	k8lynch@uw.edu
CMO	Steve Marty	sbmarty@uw.edu
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Faculty Business Planning	Mandy Gill for HS; Elsa Kassa for SLU	mkgill@uw.edu; ekassa@uw.edu
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