



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: <b>July 17, 2020</b>	Completed By: <b>Leigh Ann Ruben</b>
Name of COVID-19 Site-Supervisor: <b>Leigh Ann Ruben</b>	
Unit Name: <b>Spanish &amp; Portuguese Studies</b>	Worksite Location(s): <b>Padelford Hall</b>
Unit COVID-19 Prevention Plan and Plan Location: <b>Padelford Hall, C-wing 1st &amp; 2nd floor</b>	

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. <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. <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. <input checked="" type="checkbox"/> The COVID-19 site supervisor will train personnel on the contents of the plan and updates made.	SPS Administrator, Leigh Ruben is the Covid-19 supervisor for the department. The Covid-19 supervisor will make required updates and keep the plan current. The department plan will be available in both paper form as a hard copy in the main office and electronic form by being on the SPS website. The Covid-19 supervisor will present safety information at faculty meeting. The supervisor will be available to all personnel over email or phone for any questions.



	<input checked="" type="checkbox"/> The COVID-19 site supervisor or designee is available to respond to issues and questions during work and class activities.	
<b>SOCIAL AND PHYSICAL DISTANCING</b>	<b>Check all that apply (all required as possible):</b>	<b>Describe:</b>
<p>2. Describe how you are implementing the social distancing requirements (maintaining 6+ feet spacing between people, minimizing interpersonal contact).</p>	<input checked="" type="checkbox"/> Telework options offered <input type="checkbox"/> Shifts/breaks times/start times staggered <input type="checkbox"/> Maximum space capacity determined based on room size <input checked="" type="checkbox"/> In-person meetings (conference call, virtual) limited <input type="checkbox"/> Non-critical in person meetings postponed <input checked="" type="checkbox"/> Spread out work areas/physically separate workstations <input type="checkbox"/> Allowing only infrequent/intermittent passing within 6 feet in between personnel <input type="checkbox"/> Minimizing the number of people in a work area <input 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 type="checkbox"/> Ensuring good ventilation in work areas <input type="checkbox"/> Tasks have been rescheduled <input checked="" type="checkbox"/> Work tasks have been modified <input type="checkbox"/> Organizing work tasks to facilitate social distancing	<p>At this time, all our classes for Summer quarter and the upcoming Fall quarter are online only. Our faculty, staff and grad students are all working remotely and will be during the fall. Classes and meetings are taking place via Zoom. If faculty or staff need to come to campus, they are able to work in private office spaces and should have no social distancing issues.</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"> <li><input checked="" type="checkbox"/> <a href="#">Posters/signage/floor markings</a> installed or posted</li> <li><input checked="" type="checkbox"/> Communicating during staff meetings</li> <li><input checked="" type="checkbox"/> Email communication</li> <li><input checked="" type="checkbox"/> Establishing policies and procedures</li> <li><input checked="" type="checkbox"/> Providing <a href="#">notice to vendors/contractors</a></li> </ul>	<p>Official posters from EH&amp;S will be printed and posted in relevant spaces. We have worked with the other departments in Padelford to cover common spaces with signage and provide notice with vendors that come to the building. SPS faculty will be reminded of policy via email and/or in meetings.</p>
<p>4. Describe critical tasks <b>not possible</b> 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>none</p>	
<p><b>PRECAUTIONS FOR SICK PERSONNEL</b></p>	<p><b>Check all that apply (all required as possible):</b></p>	<p><b>Describe:</b></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"> <li><input checked="" type="checkbox"/> Performing daily symptom screening or attestation for personnel who work on-site at a UW work location</li> <li><input checked="" type="checkbox"/> Following UW policies for time away from work</li> <li><input checked="" type="checkbox"/> Informing and requiring personnel who may be ill or symptomatic to stay (or go) home</li> <li><input checked="" type="checkbox"/> Requiring close contacts of COVID-19 cases to stay or go home</li> <li><input checked="" type="checkbox"/> Consulting with <a href="#">EH&amp;S Employee Health Center</a></li> <li><input checked="" type="checkbox"/> Discussing accommodations for <a href="#">personnel at higher risk</a> of severe illness with your HR Consultant or DSO for academic personnel</li> </ul>	<p>All UW policies will be communicated to faculty and staff regarding coming to campus sick, attestation, and use of time away from work. We do not anticipate having sick personnel on campus as our department is telecommuting. However, the policy of symptomatic or close contacts of those who may be symptomatic to stay home will be greatly emphasized.</p>



	<input type="checkbox"/> Keeping a log of visitors to the work-site (maintain for 4 weeks)	
6. Describe practices for responding to suspected or confirmed COVID-19 cases.	<input checked="" type="checkbox"/> Informing personnel with <a href="#">COVID-19 symptoms</a> to stay home, contact their healthcare provider and to notify the <a href="#">Employee Health Center</a> <input checked="" type="checkbox"/> Informing personnel <b>with suspect or confirmed COVID-19</b> to stay home and notify the <a href="#">Employee Health Center</a> <input checked="" type="checkbox"/> Informing personnel who have had <b>close contact</b> with someone with COVID-19 to stay home and notify the <a href="#">Employee Health Center</a> <input checked="" type="checkbox"/> Performing <a href="#">enhanced cleaning and disinfection</a>	Should personnel come to campus and show signs of sickness, all protocols will be followed including contacting the Employee Health Center and performing the enhanced cleaning and disinfecting.
<b>CLEANING AND DISINFECTING</b>	<b>Check all that apply (all required):</b>	<b>Describe:</b>
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.	<input 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 type="checkbox"/> Following <a href="#">COVID-19 Enhanced Cleaning and Disinfection Protocols</a>	We do not have personnel working on campus at this time. If someone does work in Padelford they will have access to cleaning supplies for any surfaces that need cleaned between uses. This will be communicated and revised as needed in the future.



<p>8. List the product(s) used to clean and disinfect.</p>	<p><b>Check all that apply:</b></p> <p><input type="checkbox"/> Alcohol solution with at least 70% alcohol (includes wipes)</p> <p><input checked="" type="checkbox"/> 10% bleach/water solution</p> <p><input type="checkbox"/> <a href="#">EPA-registered disinfectant for use against SARS-CoV-2:</a></p> <p>    a. Manufacturer: _____</p> <p>    b. Name: _____</p> <p>    c. EPA Registration #: _____</p>	<p>We have purchased a supply of bleach, spray bottles, gloves and wipes if anyone works on campus and needs to make use of them.</p>
<p>9. Describe the safety precautions that are taken when using disinfectant(s).</p>	<p><input type="checkbox"/> Reviewing safety data sheet (SDS) for each product</p> <p><input checked="" type="checkbox"/> Reviewing <a href="#">COVID-19 Chemical Disinfectant Safety Information</a></p> <p><input checked="" type="checkbox"/> Following manufacturer's instructions for products use</p> <p><input checked="" type="checkbox"/> Using personal protective equipment</p>	<p>Disinfecting information and cleaning protocols from EH&amp;S will be communicated to department and posted in shared equipment areas.</p>
<p><b>GOOD HYGIENE</b></p>	<p><b>Check all that apply (all required):</b></p>	<p><b>Describe:</b></p>
<p>10. Describe methods used to encourage good hygiene practices.</p>	<p><input checked="" type="checkbox"/> Providing soap and running water</p> <p><input checked="" type="checkbox"/> Providing hand sanitizer and/or wipes/towelettes</p> <p><input checked="" type="checkbox"/> Asking personnel to avoid touching others</p> <p><input checked="" type="checkbox"/> Using <a href="#">reminders</a> to wash hands frequently, correctly at key moments, avoid touching face with unwashed hands, cover mouth when coughing or sneezing</p>	<p>SPS office has kitchenette with sink and running water. Soap and paper towels are provided. Hand sanitizer and wet wipes are provided. EH&amp;S safety posters will be displayed as reminders for hygiene and distancing.</p>



PERSONAL PROTECTIVE EQUIPMENT	Check all that apply:	Describe:
<p>11. Provide personal protective equipment (PPE) and guidance on how to use it.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Face shields and/or eye protection is worn.</li> <li><input type="checkbox"/> Respirators are worn.</li> <li><input type="checkbox"/> Surgical/medical masks are worn.</li> <li><input checked="" type="checkbox"/> 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.</li> <li><input checked="" type="checkbox"/> Providing instructions on the use, care, cleaning, maintenance, removal, and disposal of PPE</li> </ul>	<p>If personnel are on campus they will be expected to follow all UW safety rules and this will be communicated via email, in meetings, and on safety posters up in office spaces. PPE will be provided.</p>
COMMUNICATION AND TRAINING	Check all that apply (all required):	Describe:
<p>12. Communicate safe practices.</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Personnel completing UW general COVID-19 Safety Training</li> <li><input checked="" type="checkbox"/> Providing documented safety training to personnel on site-specific COVID-19 Prevention Plan initially and updates communicated</li> <li><input checked="" type="checkbox"/> <a href="#">Posters</a>/signage installed and/or posted in the worksite</li> <li><input checked="" type="checkbox"/> Email communications</li> <li><input checked="" type="checkbox"/> Covering COVID-19 safety information in staff meetings</li> <li><input checked="" type="checkbox"/> Sharing information from the <a href="#">UW Novel coronavirus &amp; COVID-19: facts and resources</a> webpage</li> </ul>	<p>All Covid safety information will be communicated to department and available in multiple ways - email, website and meetings. Signage will be prominent in department spaces. Personnel returning to campus will need to complete safety training.</p>
<p>13. Communicate hazards and safeguards to protect personnel.</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Providing information about <a href="#">working safely with disinfectants</a></li> <li><input checked="" type="checkbox"/> <a href="#">Communicating the hazards and safeguards</a> required to protect individuals from exposure</li> </ul>	<p>Information on disinfectants will be communicated to department personnel and will also be posted at cleaning supply location.</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.	

**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.**