COVID-19 PREVENTION PLANS FOR THE WORKPLACE

AUGUST 5, 2020

BE BOUNDLESS
WELCOME & OVERVIEW

> Back-to-the-Workplace
> University phases
> COVID-19 prevention plans
TODAY’S SPEAKERS

ENVIRONMENTAL HEALTH & SAFETY
 – Katia Harb, senior director
 – Eleanor Wade, occupational health and safety manager
 – Brandon Kemperman, occupational health and safety manager
 – Scott Nelson, fire safety and engineering manager

UW HUMAN RESOURCES
 – Erin Rice, assistance vice president

ACADEMIC HUMAN RESOURCES
 – Sunday Stanley, director

UW FACILITIES BUILDING SERVICES
 – Gene Woodard, director

UW AUTISM CENTER
 – Kathryn Larson, director
COVID-19 PREVENTION PLAN TOPICS

- Physical distancing
- Good hygiene practices
- Symptom attestation
- Procedures for sick personnel, reporting and response
- Contact tracing
- Time off options
- Accommodations for high risk employees
- Face coverings
- Personal protective equipment (PPE)
- Physical barriers
- Cleaning and disinfection
- Communication and training
- Special topics
- COVID-19 site supervisor
- Q&A
PHYSICAL DISTANCING: OCCUPANCY PLANNING

At least 6 feet between people, reduce density, designate on-site personnel.
PHYSICAL DISTANCING: FLOOR PLANS
PHYSICAL DISTANCING: SIGNS

SINGLE OCCUPANCY ONLY

STOP

To observe social distancing, only one person at a time in the restroom.

PLEASE KNOCK before entering. If occupied, please wait at least six feet away from door or use another restroom.

FIRE DOOR MUST BE KEPT CLOSED AT ALL TIMES

STAIR 9

STAIRS GOING UP ONLY

ONE WAY

WAIT HERE

ONE RIDER AT A TIME
GOOD HYGIENE PRACTICES

- Wash hands frequently
- **Hand sanitizer placement and safety**
- **Order cleaning and sanitizing supplies**
- Avoid touching faces and other people (e.g., handshakes)
SYMPTOM ATTESTATION

Erin Rice, UW HR / Sunday Stanley, UW Academic HR

Required each day for all employees and student employees who work onsite at a UW work location

Supervisors required to monitor and follow up if they do not receive attestations from their onsite employees

If employee does not attest because they are symptomatic:

– They must remain at home/work from home
– Request appropriate time off if not teleworking
– Contact their health care provider
– Contact the employee health center for the employee’s work location

If employee does not attest (forgets or refuses):

– Remind/educate them as to the expectation
– Escalate to corrective action if reminders are not effective
– If employee refuses, send them home. Contact HR Consultant.
PROCEDURES FOR SICK PERSONNEL

- Stay home if ill or symptomatic
- **Non-Workday attestation**
- Report to **EH&S** (covidehc@uw.edu)
  > COVID-19 symptoms
  > Positive test results
  > Close contact
- **University’s response** to COVID-19 cases
CONTACT TRACING: LIMIT SPREAD OF ILLNESS

- Isolation and quarantine guidance for COVID-19 positive cases and close contacts:
  - Close contact is being within 6 feet of a COVID-19 positive person for at least 15 minutes
- Triage and information gathering
- Risk assessment
- Cleaning and disinfection
- Notification to those impacted and involved in the response
- Privacy
TIME OFF OPTIONS

• Unpaid time off
• Paid time off for eligible employees, including shared leave
• Family & Medical Leave Act (FMLA) and/or Paid Family & Medical Leave (PFML)
• Expanded FMLA and/or Emergency Paid Sick Leave for those unable to work due to COVID-related reasons (effective through 12/31/20) including:
  ◦ Their own isolation/quarantine;
  ◦ To care for an individual who is subject to a federal/state/local isolation/quarantine; or
  ◦ To care for a minor child due to a COVID-19 related school or child care closure
  ◦ NOTE: Healthcare providers are ineligible

Staff employees: Contact UW HR (hrleaves@uw.edu)
Academic personnel: Contact Academic HR (apleaves@uw.edu)
ACCOMMODATION FOR HIGH-RISK EMPLOYEES

> Per Governor’s Proclamation 20-46; see UW HR site

> For those considered at **increased risk of severe outcome** from COVID-19 infection
  
  – Generally includes all individuals over the age of 60 and anyone with an underlying medical condition

> Provides options for alternative work assignments such as telework, alternative work locations, reassignment, or social distancing measures

> Contact local department or Disability Services Office (DSO)

  Staff employees: Contact UW HR (hrleaves@uw.edu)
  Academic personnel: Contact Academic HR (apleaves@uw.edu)
FACE COVERINGS & PPE

We protect ourselves and each other by wearing a face covering

- **Face covering policy**
- **Order face coverings** and provide **training**
- Face coverings do not replace job required PPE
- **PPE Selection** for COVID-19

- **Face coverings are required:**
  - Indoors in common areas and when other people are present
  - Outdoors when a 6 foot distance cannot be maintained

- **Some employees cannot wear a face covering:** Consult with HR
FACE COVERING POLICY: ACCOMMODATIONS and IMPLEMENTATION—UWHR/AHR

- If an employee states they are unable to wear a face covering, refer them to the Disability Services Office (DSO) to request an accommodation.
- Employees who do not comply should be reminded/educated as to the expectation.
  - Escalate to corrective action if reminders are not effective.
  - Contact your HR Consultant.

Staff employees: Contact UW HR (hrleaves@uw.edu)
Academic personnel: Contact Academic HR (apleaves@uw.edu)
PHYSICAL BARRIERS

- Provides physical barrier between people
- Does not replace the need for 6 foot distance between people or face covering requirement
- Can block large droplets from those in close proximity
- **Guidance and process for Plexiglass Barriers**
CLEANING & DISINFECTION: EH&S

- Clean shared equipment/spaces after use
- Cleaning schedule for work areas
- **Order cleaning products** or use:
  > 10% diluted bleach water solution
  > 70% alcohol solution
- **Communicate chemical hazards**
  > Safety data sheets (SDSs)
  > COVID-19 Chemical Disinfectant Safety Information
- **Enhanced cleaning and disinfection**
CLEANING AND DISINFECTION: UWF
Gene Woodard, UW Facilities Building Services

- Custodial campus is divided into 7 work areas
  - Manager & supervisor(s) in each area
- 270 + custodial personnel performing custodial tasks
  - Majority of cleaning occurs 5 am - 1:30 pm M-F
  - Minimal swing/overnight shift custodians and weekend staffing
- UW Recycling - 12 staff manage waste collection, vendor contracts, outreach and infrastructure
CLEANING PLAN TIMELINE

Plan 1 – Public and instruction areas deep cleaned & disinfected

Plan 2 – Department areas deep cleaned & disinfected

Plan 3 – Project cleaning & floor work

MARCH  APRIL  MAY  JUNE  JULY  AUGUST  SEPT
CLEANING & DISINFECTION PLANS

Academic & Research Buildings

> Classrooms, auditoriums, restrooms, libraries, common spaces, etc.
  - Cleaning and disinfection once daily
  - Depending on the activity in the building, staff will try to revisit those areas and disinfect a second time
  - Restrooms will be cleaned once daily with a high-touch disinfection a second time

> Research Laboratories
  - Custodial staff will dust mop daily and spot mop if stains or spills occur
  - Lab occupants will be responsible for lab disinfection
CLEANING & DISINFECTION PLANS

Administrative Buildings

- Custodians will clean and disinfect high-touch points in restrooms, conference rooms, elevators, door handles, etc. once daily
- Emphasis will be given to conduct a second disinfection of high-touch points, especially elevator buttons, water fountains, etc.
- Restrooms will be cleaned once daily and high-touch points will be disinfected a second time

In all buildings, focus on cleaning and disinfecting high-touch points
HIGH-TOUCH POINT CLEANING

- Tabletops
- Chair armrests
- Light and video switches
- Whiteboards and trays
- Podiums A/V equipment control switches/keyboards
- Public computer tabletops
- Restroom fixtures
- Elevator doors (inside/outside) and call buttons

- Trash, recycle, and compost receptacles
- All doors and handles (inside/outside)
- Accessible powered-door buttons
- Drinking fountains
- Stairwell: Handrails, (doors/handles/push plates/crash bars) in/out side of doors
INDIVIDUAL WORKSTATIONS & DEPARTMENT SPACES

> Custodians will sweep or vacuum once per week for offices
> Occupants will need to disinfect and clean their individual workspaces (unless there is a confirmed COVID-19 positive case)
  > This includes: Plexiglass, individual desk spaces, etc.
> Recommend departments purchase **single-use disinfectant wipes** for human touch-points within their workspaces:
  > Keyboards, public counters, credit card readers, phones
  > Shared surfaces and items
> Order cleaning products from Storefront
Training for all custodians and waste collectors
   – Our staff is following recent EH&S guidelines
   – Communicating about physical distancing with customers/team members
   – Maintaining a 6 foot separation
   – Providing masks daily

We would like your help keeping everyone safe!
   > Encourage others to keep a 6 foot distance around our custodians
     > Ask occupants to not enter the restroom when the custodian is cleaning
     > Please advise occupants that if they request cleaning to vacate the space temporarily for custodians to do their work
OUR CLEANING PRODUCTS

> Hospital-grade, EPA-approved quaternary disinfectant
  – Safety data sheet for 3M disinfectant
  – Review of safety information for 3M disinfectant

> EPA-approved hydrogen peroxide disinfectant
  – Also on the CDC approval list of effective against COVID-19

> All other products used daily are Green Seal® certified

> Appropriate personal protective equipment (PPE) is used for each product
REQUESTS FOR EXTRA CLEANING

> Contact UWF Customer Care Team
  – careteam@uw.edu  |  206-685-1900
  – Some extra cleaning can be chargeable

> Positive COVID-19 cleaning cases are initiated and coordinated by EH&S

UW Facilities Building Services Staff Contact:
Gene Woodard, Director  gwoodard@uw.edu
COMMUNICATION & TRAINING

- **UW COVID-19 Safety Training**
- Training on the site or unit specific plan
- Posters and signage
  - Stay Healthy, Huskies Toolkit
  - UW Creative Communications Storefront
SPECIAL TOPICS

- **Research**: shared lab spaces, field work
- **Visitors**: Limit to essential visitors *(specific guidance forthcoming)*
- **Events**: Limited not to exceed 5 people *(specific guidance forthcoming)*
- **Travel**: Essential travel only
COVID-19 SITE SUPERVISOR
Kathryn Larson, UW Autism Center

- Key elements of site-specific plan
- Considerations for implementation
QUESTIONS
RESOURCES

University Novel coronavirus & COVID-19
www.washington.edu/coronavirus

University Back to the Workplace
www.washington.edu/coronavirus/work-task-force

EH&S COVID-19 Health and Safety Resources
www.ehs.washington.edu/covid-19-health-and-safety-resources

Office of Research Mitigating Impacts of COVID-19
www.washington.edu/research/announcements/migitating-impacts-to-research-activities-due-to-covid-19

UW HR Working during COVID-19
hr.uw.edu/coronavirus

UW Facilities
facilities.uw.edu/buildings/covid
CONTACTS

> UW EH&S General: ehsdept@uw.edu
> UW EH&S Employee Health Center: covidehc@uw.edu
> UW FACILITIES: careteam@uw.edu
> UW HUMAN RESOURCES: hrleaves@uw.edu
> UW ACADEMIC HR: apleaves@uw.edu
> REPORT A CONCERN: www.ehs.washington.edu/report-concern