COVID-19 PREVENTION PLANS FOR THE WORKPLACE

JULY 30, 2020

BE BOUNDLESS
WELCOME & OVERVIEW

> Back-to-the-Workplace
> Key elements COVID-19 prevention plans
PHYSICAL DISTANCING: OCCUPANCY PLANNING

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

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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.

STAIRS GOING UP ONLY

STAIR 9

FIRE DOOR MUST BE KEPT CLOSED AT ALL TIMES

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

> In effect through August 1, 2020 (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) about high-risk accommodation options

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

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**FACE COVERINGS** | **MEDICAL/PROCEDURE MASKS** | **RESPIRATORS**
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[Images of face coverings, medical procedure masks, and respirators with sources: Public Health -- Seattle & King County, Grainger.com]
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.

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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**
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
- September

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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
OUR SAFETY EFFORTS

> 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
Josh Gana, UW Housing and Food Services

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