COVID-19 VISITOR LOG GUIDANCE AT THE UNIVERSITY OF WASHINGTON

1. Introduction

The University of Washington COVID-19 Prevention Plan for the Workplace and the COVID-19 Back to Work and School Resources help ensure the health and safety of employees, faculty, students and visitors by reducing the potential for COVID-19 transmission on campus.

This visitor guidance is for University units with visitors who may come into close contact with University personnel. Washington state requirements for higher education require University units to maintain a visitor log to support contact tracing activities to limit the spread of COVID-19. Visitor access will be limited or restricted to visitors that are authorized and/or supporting critical operations through at least Phase 3 of the COVID-19 pandemic.

Visitors are customers, contractors, vendors, members of the public visiting campus, and anyone who is not a University employee or student, volunteer, or otherwise employed by or serving in an official capacity on behalf of the University.

Contractors and vendors working at UW locations are also required to follow specific requirements outlined in the COVID-19 Information for units with contractors and vendors working on site.

Excluded from this guidance are the requirements for a visitor log when visiting UW retail and food establishments.

2. Visitor Log Requirements

Unit personnel assigned the responsibility for the visitor must:

- Escort visitors to the assigned location.
- Communicate to each visitor the University’s COVID-19 Prevention Plan requirements and any site-specific requirements. Ensure all visitors adhere to the requirements during their visit.
- Maintain a daily log of every visitor who may have close contact with other individuals at the work site or area. Close contact includes being within 6 feet of a person with COVID-19 for a cumulative total of at least 15 minutes during a 24 hour period (even if both persons are wearing face coverings), living with or caring for a person who has COVID-19, or having direct contact with infectious secretions (e.g., being coughed on, kissing, sharing utensils).
- There are two exceptions for visitors that do not require a visitor log entry:
  - Individuals delivering items while wearing required face coverings and/or appropriate PPE, or through contactless means;
- Individuals who are on-site and not in close contact with UW personnel.

- Encourage visitors to provide their name and limited contact information to aid in contact tracing in the event an exposure occurs that necessitates notification by public health officials (see attached log). An entry must be made for each day the visitor is on site.

- Maintain confidentiality of visitor contact information and retain log records for a period of 30 days. Destroy the logs after 30 days if the UW Environmental Health & Safety Department (EH&S) and/or public health officials do not request log records for contact tracing efforts.

3. **Attachment:** Sample Visitor Log
**UNIVERSITY OF WASHINGTON COVID-19 VISITOR LOG**

Washington state regulations require a visitor log to support COVID-19 contact tracing efforts. By providing this information you are self-attesting that you have read the University's [COVID-19 Symptom Self-Attestation for On-Site Personnel and Visitors](#) form and that you do not have any of the listed symptoms.

If you have symptoms of COVID-19 at the time of your scheduled visit, please inform your University contact that you need to reschedule your visit. If you develop symptoms of COVID-19 during your visit, please inform your University contact and leave.

Your information will only be shared with University and public health officials involved with contact tracing if needed in the event of an exposure to COVID-19. They will contact you to inform you of your potential exposure, answer your questions and provide public health resources. The University will not use this information for any other purpose. If this list is not used within 30 days, it will be destroyed.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Name</th>
<th>Company/Affiliation</th>
<th>Phone</th>
<th>Email</th>
<th>Location Visited</th>
</tr>
</thead>
</table>