This guide assists managers and unit leaders with identifying and approving on-site work activities during the 2020-2021 academic year. On-site work: Work conducted in-person at any University location, including UW owned and leased properties; any in-person work on behalf of the University, including in-person meetings or field research not conducted at a University location.

Answer these questions to determine whether your unit can safely return to on-site work.

**#1**
Are some or all work activities in your unit allowed to be conducted on site under the current University and Washington state guidelines?

- **NO**: Do not return to on-site work.
- **YES**: Continue to #2.

**#2**
Are there any work activities performed by your unit that are absolutely necessary to be done on site to maintain unit operations effectively? Telework is strongly encouraged.

- **NO**: Do not return to on-site work.
- **YES**: Continue to #3.

**#3**
Has your unit leader approved your unit or site-specific COVID-19 Prevention Plan that includes all necessary prevention measures for returning to on-site work safely? (E.g., reducing occupancy, maintaining a 6-foot distance between people, cleaning and disinfection, required face coverings, etc.)

- **YES**: PREPARE FOR ON-SITE WORK. (See next page.)

  - **I do not have a plan that includes prevention measures for on-site work.**
    - Develop a plan referencing existing guidance; consult with EH&S as needed.
  - **Unit or site-specific COVID-19 prevention plan has not been approved.**
    - Submit COVID-19 prevention plan to unit leader for approval and/or wait for approval to proceed.

- **NO**: PREPARE FOR ON-SITE WORK. (See next page.)

**#4**
Are any personnel at high risk for serious illness from COVID-19 or unable to return to on-site work?

- **YES**: Inform personnel of accommodations available as needed. Contact HR or AHR for accommodations options.

- **NO**: PREPARE FOR ON-SITE WORK. (See next page.)
ON-SITE WORK PREPARATION CHECKLIST

Complete the checklist to ensure a safe return to on-site work.

Visit the Environmental Health & Safety Department COVID-19 Health and Safety Resources webpage for information and guidance to safely return to on-site work.

Visit the University’s Novel coronavirus & COVID-19 webpage for updates on the University’s Safe Start Status, information for employees and frequently asked questions.

A. Work site is ready for limited return to on-site work.

- Building is ready for on-site workers. Note: Some University buildings may have limited access and curtailed building ventilation and other systems per UW Facilities.
- Supplies are available (e.g., face coverings, cleaning supplies, PPE as specified in the unit or site-specific COVID-19 prevention plan).
- Posters/signs are visible indicating occupancy limits in common areas (e.g., elevators, restrooms, kitchens), room/workspace layouts, and handwashing reminders.
- Instructions are communicated for cleaning and disinfection of high-touch surfaces in shared work spaces, and shared equipment (e.g., copy machines, water fountains, tools).
- A work schedule is used to monitor which personnel is approved to work on site at specified times to ensure reduced density and spacing between people (as applicable).

B. Personnel are prepared to return safely to on-site work.

- Personnel have completed the EH&S COVID-19 Safety Training or EH&S approved departmental alternative (e.g., UW Medicine training).
- Personnel have received training on unit or site-specific COVID-19 prevention plan.
- COVID-19 site supervisor is assigned and given authority to implement and monitor the unit or site-specific COVID-19 prevention plan.

C. Personnel have tools and information to do their jobs safely.

- Two reusable face coverings are provided to each on-site worker and training is provided on the use and care of face coverings.
- PPE is provided to individuals as indicated by the site-specific COVID-19 prevention plan and personnel are trained on the use, care, removal and disposal of PPE.
- In the rare circumstance where a work task does not allow for 6 feet of distance at all times, personnel are trained on risk assessment and additional PPE/controls needed; these tasks require approval of unit head or designee.
- Monitor, evaluate and update procedures, practices and COVID-19 prevention plan as needed; communicate changes to all unit personnel working on site.