

UW RETURN TO ON-SITE WORK DECISION TREE



This guide assists managers and unit leaders with identifying and approving work activities and personnel for work on site prior to September 10, 2021.

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 necessary or important to be done on site for effective and efficient unit operations?

NO Do not return to on-site work.

YES Continue to #3.

Units with employees who prefer to work on site are encouraged to as along as it is safe and operationally feasible.

#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., vaccination attestation, cleaning and disinfection, face coverings if required, etc.)

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

NO I do not have a plan that includes prevention measures for on-site work.

Develop a COVID-19 Prevention Plan referencing existing guidance; consult with EH&S as needed. Follow instructions from unit head.

#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 COVID-19 recovery 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 face covering requirements, workplace COVID-19 prevention ("Back to the Workplace") 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).

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

- Personnel have completed the EH&S [COVID-19 Safety Training](#) or an EH&S approved departmental alternative (e.g., UW Medicine training).
- Personnel have received training on unit or site-specific COVID-19 Prevention Plan.
- An individual (may be a COVID-19 Site Supervisor) is given authority to implement and monitor the unit or site-specific COVID-19 Prevention Plan.
- Personnel have submitted a COVID-19 Vaccine Attestation Form according to the [UW COVID-19 Vaccination Policy](#).

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

- Face coverings are provided to each individual working on-site 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.
- Monitor, evaluate and update procedures, practices and COVID-19 prevention plan as needed; communicate changes to all unit personnel working on site.