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.

#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?

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