

ATTACHMENT A:

UNIT OR SITE-SPECIFIC COVID-19 PREVENTION PLAN TEMPLATE

University units are required to document their workplace COVID-19 prevention measures and review them with personnel. This template may be used for that purpose and used at a work-site level or department level as appropriate for the unit. If an alternative format is used (e.g., Return to In-Person Research Plan), it must include all six required elements for a plan and align with University policies and procedures (e.g., daily symptom attestation).

Date: 7/29/20	Completed By: Mike Kane
Name of COVID-19 Site-Supervisor: Mike Kane	
Unit Name: Electrical and Computer Engineering	Worksite Location(s): 3787 E Sevens Way N Seattle, WA 98195
Unit COVID-19 Prevention Plan and Plan Location: 3787 E Sevens Way N Seattle, WA 98195	

MANAGEMENT AND OVERSIGHT	Check all that apply (all required):	Describe:
COVID-19 Prevention Plan and Site-Supervisor	<input checked="" type="checkbox"/> A COVID-19 supervisor is assigned to ensure all of the elements of the site-specific COVID-19 Prevention Plan are followed. <input checked="" type="checkbox"/> The COVID-19 site supervisor will keep the site-specific plan updated and current with changes to COVID-19 guidelines, regulations and University policies. <input checked="" type="checkbox"/> The COVID-19 site supervisor will keep the site-specific plan onsite in paper or electronically so it is available to all personnel. <input checked="" type="checkbox"/> The COVID-19 site supervisor will train personnel on the contents of the plan and updates made.	Mike Kane – Facilities Manager & Building Coordinator Hours: 7:30 – 4:30 Monday – Friday Office: 206-543-0889 Email: kane213@uw.edu Employees are required to take the UW COVID-19 Safety Training: Back to the Workplace . The current ECE COVID-19 Prevention Plan will be available on the department Covid-19

	<input checked="" type="checkbox"/> The COVID-19 site supervisor or designee is available to respond to issues and questions during work and class activities.	<p>Information and Resources webpage and updated as necessary.</p> <p>Training logs for the ECE COVID-19 Prevention Plan will be managed through a Google form that requires each person to attest that they have read the document.</p> <p>The Chair has delegated compliance and tracking of UW COVID-19 Safety Training and lab-specific training to department supervisors. Supervisors must manage and keep a log of the UW COVID-19 Safety Training and lab-specific training for all personnel.</p>
SOCIAL AND PHYSICAL DISTANCING	Check all that apply (all required as possible):	Describe:
<p>Describe how you are implementing the social distancing requirements (maintaining 6+ feet spacing between people, minimizing interpersonal contact).</p>	<input checked="" type="checkbox"/> Telework options offered <input checked="" type="checkbox"/> Shifts/breaks times/start times staggered <input checked="" type="checkbox"/> Maximum space capacity determined based on room size <input checked="" type="checkbox"/> In-person meetings (conference call, virtual) limited <input checked="" type="checkbox"/> Non-critical in person meetings postponed <input checked="" type="checkbox"/> Spread out work areas/physically separate workstations <input checked="" type="checkbox"/> Allowing only infrequent/intermittent passing within 6 feet in between personnel <input checked="" type="checkbox"/> Minimizing the number of people in a work area <input checked="" type="checkbox"/> Designated drop-off/pick-up areas for shared tools and equipment <input checked="" type="checkbox"/> Barriers to block direct pathways between individuals are installed <input checked="" type="checkbox"/> Layouts to prevent air pathways less than 6 feet have been created	<p>All non-essential staff are to continue to work remotely until Phase 4.</p> <p>Occupancy limits will be determined by CDC recommended 116 sq. ft. per person.</p> <p>Circulation plans to be displayed at all building entrances and on every floor at stairwells, elevators, and common areas. Please see Appendix A.</p> <p>No in-person meetings; all meetings to be conducted via Zoom.</p> <p>PPE will be available in ECE Copy Room, hand sanitizer bottles to be placed in multiple public areas in the main office for easy access.</p>

	<ul style="list-style-type: none"> ☑ Ensuring good ventilation in work areas ☑ Tasks have been rescheduled ☑ Work tasks have been modified ☑ Organizing work tasks to facilitate social distancing 	<p>Plexiglass barriers to be installed at reception desk.</p>
<p>Describe how you are communicating social distancing requirements to personnel, students, vendors, contractors and visitors.</p>	<ul style="list-style-type: none"> ☑ Posters/signage/floor markings installed or posted ☑ Communicating during staff meetings ☑ Email communication ☑ Establishing policies and procedures ☑ Providing notice to vendors/contractors 	<p>This document serves as the training on the policies and procedures defined by the UW and the ECE department.</p> <p>People are informed via email communications, staff meetings, site specific training, and via signage installed at every entrance and common areas throughout the building.</p> <p>The COVID-19 Site Supervisor updates staff in monthly staff meetings, and emails weekly CoE COVID-19 digests to all COVID Supervisors in the building.</p> <p>The Site Supervisor also implements & enforces policies per UW EH&S recommendations and has developed an ECE Safety protocols document that includes all safety information for visitors and vendors.</p>

<p>Describe critical tasks not possible to be done while maintaining the 6-foot distance. Unit head pre-approval required.</p>	<p>Describe task, frequency, duration and required PPE and safety measures in place. If none, specify none.</p> <p style="text-align: center;">None</p>	
<p>PRECAUTIONS FOR SICK PERSONNEL</p>	<p>Check all that apply (all required as possible):</p>	<p>Describe:</p>
<p>Describe how you are preventing people with symptoms from coming to the site and/or working while sick.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Performing daily symptom screening or attestation for personnel who work on-site at a UW work location <input checked="" type="checkbox"/> Following UW policies for time away from work <input checked="" type="checkbox"/> Informing and requiring personnel who may be ill or symptomatic to stay (or go) home <input checked="" type="checkbox"/> Requiring close contacts of COVID-19 cases to stay or go home <input checked="" type="checkbox"/> Consulting with EH&S Employee Health Center <input checked="" type="checkbox"/> Discussing accommodations for personnel at higher risk of severe illness with your HR Consultant or DSO for academic personnel <input checked="" type="checkbox"/> Keeping a log of visitors to the work-site (maintain for 4 weeks) 	<p>Access is restricted to essential personnel and all other staff are working remotely. When the department receives requests to enter the building, the requestor provides their certificate of completion from the EH&S Return to Work training. Daily attestations are required, and ECE provides a Google form attestation for those who do not have access to Workday.</p> <p>ECE maintains a daily log of every visitor who may have close contact (within six feet for more than 15 minutes) with other individuals at the work site or area, with two exceptions:</p> <ul style="list-style-type: none"> - Individuals delivering items while wearing required face coverings and/or appropriate PPE, or through contactless means;



		<ul style="list-style-type: none"> - Individuals that are on-site and not in close contact with UW personnel.
<p>Describe practices for responding to suspected or confirmed COVID-19 cases.</p>	<ul style="list-style-type: none"> ☑ Informing personnel with COVID-19 symptoms to stay home, contact their healthcare provider and to notify the Employee Health Center ☑ Informing personnel with suspect or confirmed COVID-19 to stay home and notify the Employee Health Center ☑ Informing personnel who have had close contact with someone with COVID-19 to stay home and notify the Employee Health Center ☑ Performing enhanced cleaning and disinfection 	<p>ECE will follow the guidance provided by the UW, specifically:</p> <ul style="list-style-type: none"> - Individuals are advised to stay home and self-isolate (i.e. telecommute) for two weeks after close contact with known or suspected COVID-19 cases. - Individuals are advised to notify the Employee Health Center if they suspect or have confirmed infection with COVID-19. - Personnel are required to report to a University Employee Health Center: suspected or confirmed cases of COVID-19 or close contacts with individuals who have COVID-19. <p>Enhanced cleaning is completed by Custodial Services daily. ECE personnel are provided disinfectant and cleaning supplies in the main office to clean their own personal spaces throughout the day.</p>

CLEANING AND DISINFECTING	Check all that apply (all required):	Describe:
<p>Describe the procedures used to clean and disinfect general areas and high-touch surfaces. This includes the cleaning frequency and areas/items to be cleaned.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Following a cleaning schedule <input checked="" type="checkbox"/> Cleaning supplies are available for spot cleaning <input checked="" type="checkbox"/> Cleaning and disinfecting high touch surfaces daily, between uses or when unclean <input checked="" type="checkbox"/> Wiping down shared equipment/objects after each use (e.g., door/refrigerator/microwave handles) <input checked="" type="checkbox"/> Following COVID-19 Enhanced Cleaning and Disinfection Protocols 	<p>Custodial services will clean all common areas daily. Personnel are encouraged to clean workstations throughout the day. Disinfectant wipes are provided at all locations where shared equipment is used (copy rooms, kitchenettes, etc.) so individuals can clean equipment after use.</p>
<p>List the product(s) used to clean and disinfect.</p>	<p>Check all that apply:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Alcohol solution with at least 70% alcohol (includes wipes) <input checked="" type="checkbox"/> 10% bleach/water solution <p>EPA-registered disinfectant for use against SARS-CoV-2: Manufacturer: <u> 3M </u> Name: <u>Ecolab Peroxide multi surface cleaner disinfectant</u> EPA Registration #: <u>XN-1015-6371-8</u></p>	
<p>Describe the safety precautions that are taken when using disinfectant(s).</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Reviewing safety data sheet (SDS) for each product <input checked="" type="checkbox"/> Reviewing COVID-19 Chemical Disinfectant Safety Information <input checked="" type="checkbox"/> Following manufacturer's instructions for products use <input checked="" type="checkbox"/> Using personal protective equipment 	<p>ECE is using products specified by UW Custodial Services. The MSDS kept on file electronically and product use and safety information provided in site specific training.</p>

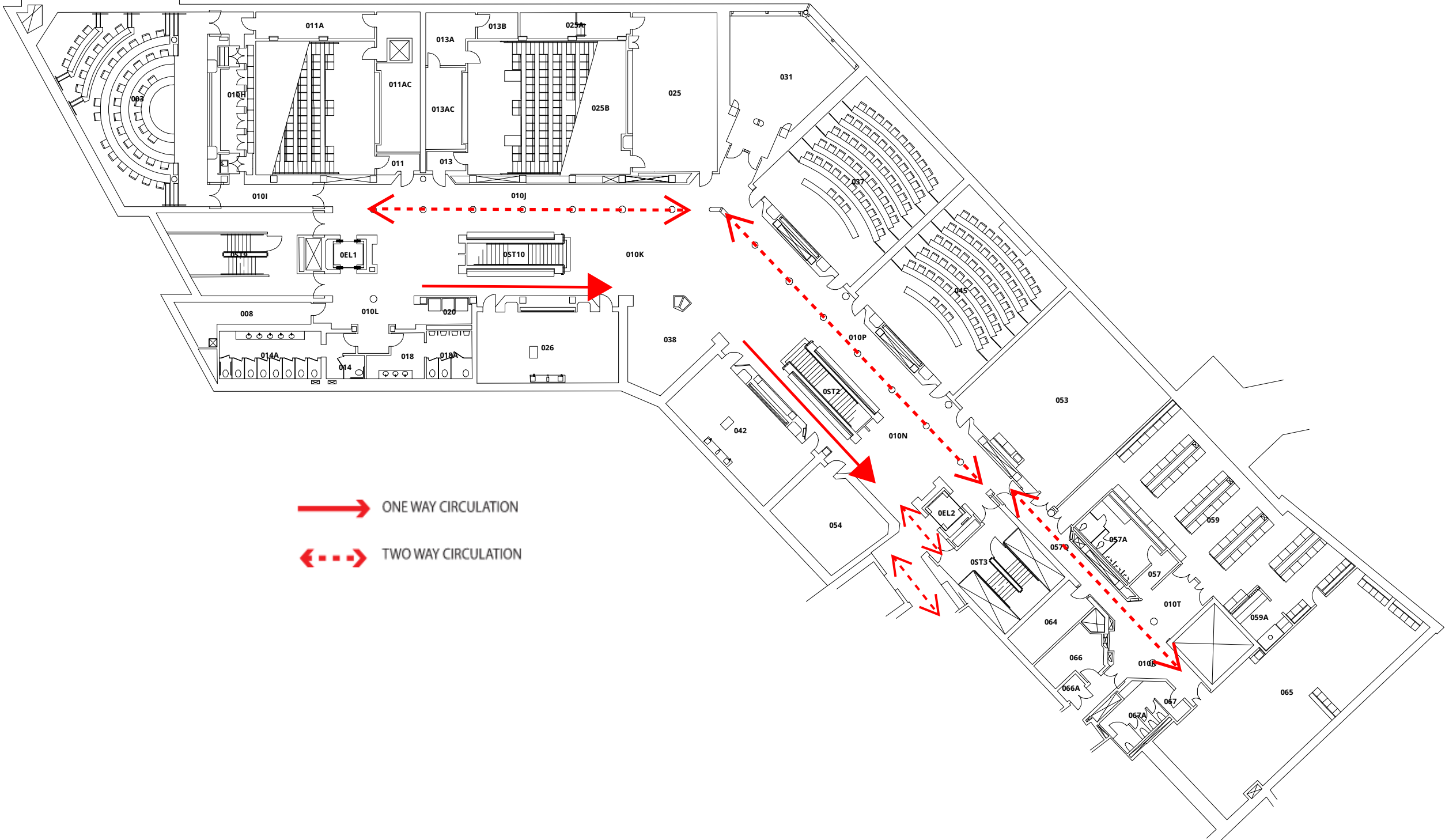
GOOD HYGIENE	Check all that apply (all required):	Describe:
<p>Describe methods used to encourage good hygiene practices.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Providing soap and running water <input checked="" type="checkbox"/> Providing hand sanitizer and/or wipes/towelettes <input checked="" type="checkbox"/> Asking personnel to avoid touching others <input checked="" type="checkbox"/> Using reminders to wash hands frequently, correctly at key moments, avoid touching face with unwashed hands, cover mouth when coughing or sneezing 	<p>All floors have multiple public restrooms available with running water. All other items covered in various forms of communication as previously indicated (email, meetings, training, and signage).</p>
PERSONAL PROTECTIVE EQUIPMENT	Check all that apply:	Describe:
<p>Provide personal protective equipment (PPE) and guidance on how to use it.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Face shields and/or eye protection is worn. <input type="checkbox"/> Respirators are worn. <input type="checkbox"/> Surgical/medical masks are worn. <input checked="" type="checkbox"/> Face coverings (cloth) are worn indoors when others are in the work area and outdoors when a 6 foot distance from others cannot be maintained. <input checked="" type="checkbox"/> Providing instructions on the use, care, cleaning, maintenance, removal, and disposal of PPE 	<p>Face coverings required in all common areas of the building. Instructions provided via signage and latest UW Face covering policy information can be read here: Face covering guidelines</p>



COMMUNICATION AND TRAINING	Check all that apply (all required):	Describe:
Communicate safe practices.	<input checked="" type="checkbox"/> Personnel completing UW general COVID-19 Safety Training <input checked="" type="checkbox"/> Providing documented safety training to personnel on site-specific COVID-19 Prevention Plan initially and updates communicated <input checked="" type="checkbox"/> Posters/signage installed and/or posted in the worksite <input checked="" type="checkbox"/> Email communications <input checked="" type="checkbox"/> Covering COVID-19 safety information in staff meetings <input checked="" type="checkbox"/> Sharing information from the UW Novel coronavirus & COVID-19: facts and resources webpage	Before entering the building, all personnel should: <ul style="list-style-type: none"> - View the UW COVID-19 Safety Training - Read the ECE COVID19 Prevention Plan and log your completion in the Google form - If your destination is a specific lab, obtain training for that space from the appropriate Covid-19 Site Supervisor. - Complete daily attestations in Workday (employees) or Google Form (non-employees). - Bring and wear your face covering.
Communicate hazards and safeguards to protect personnel.	<input checked="" type="checkbox"/> Providing information about working safely with disinfectants <input checked="" type="checkbox"/> Communicating the hazards and safeguards required to protect individuals from exposure	



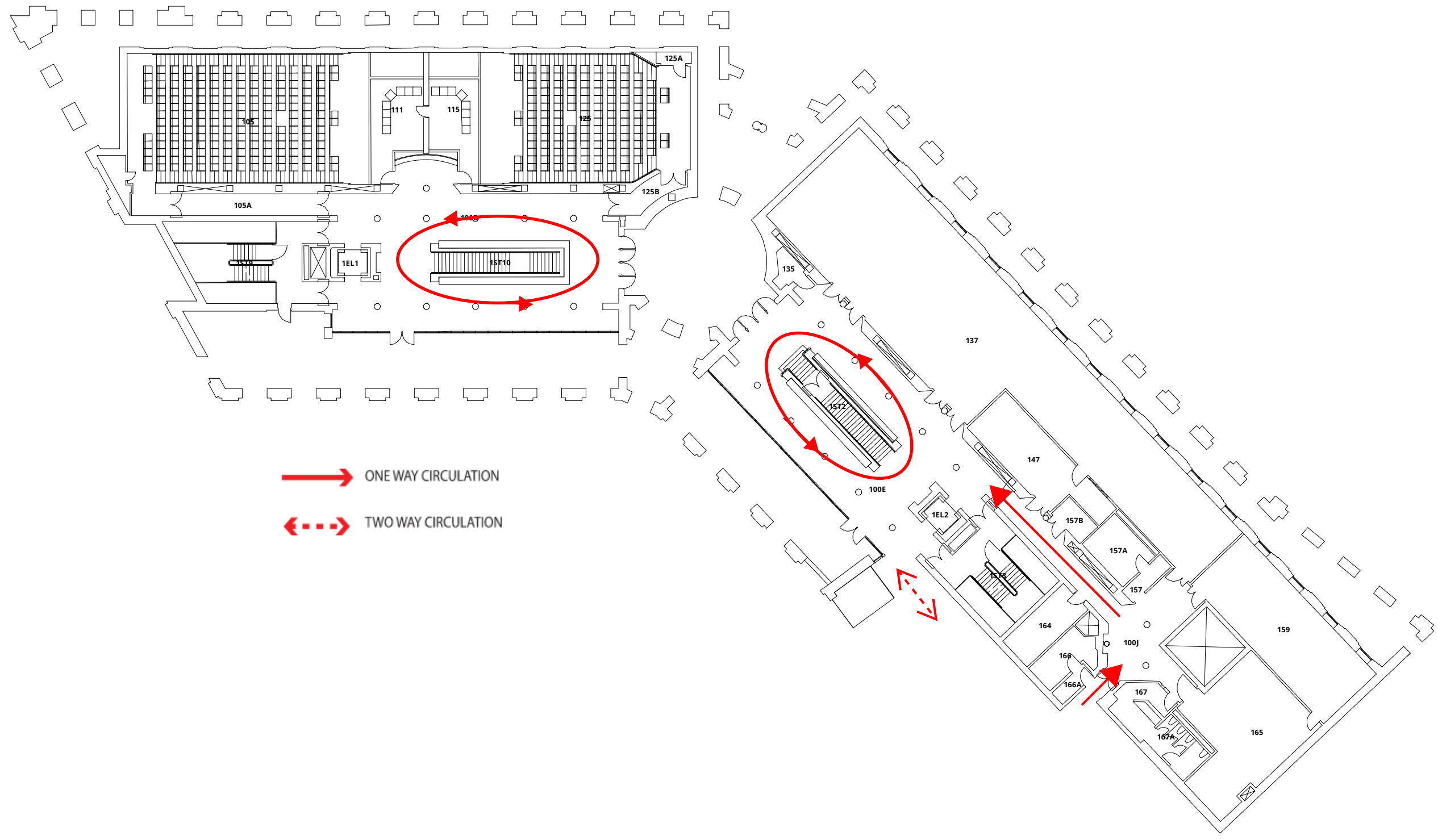
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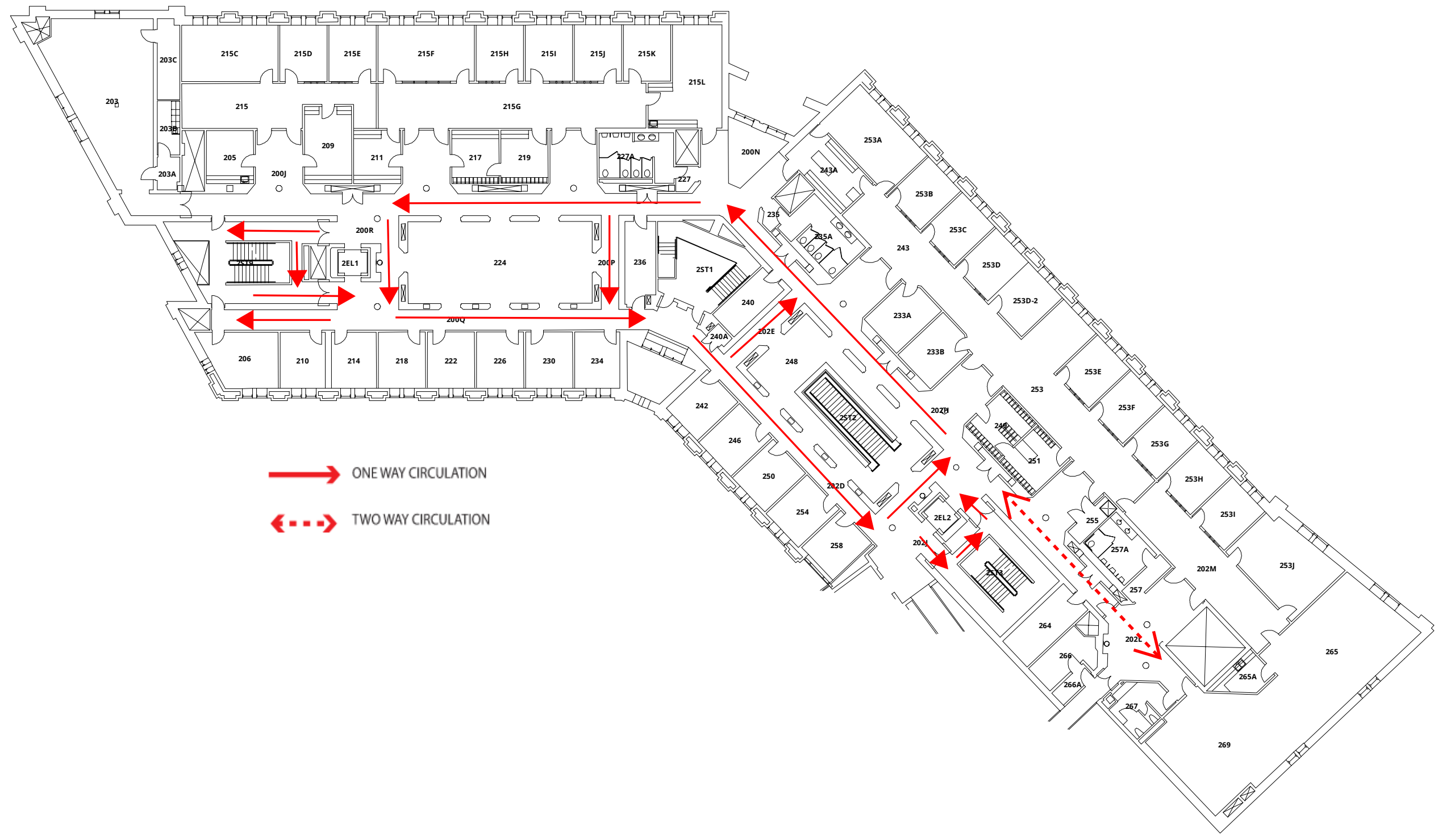
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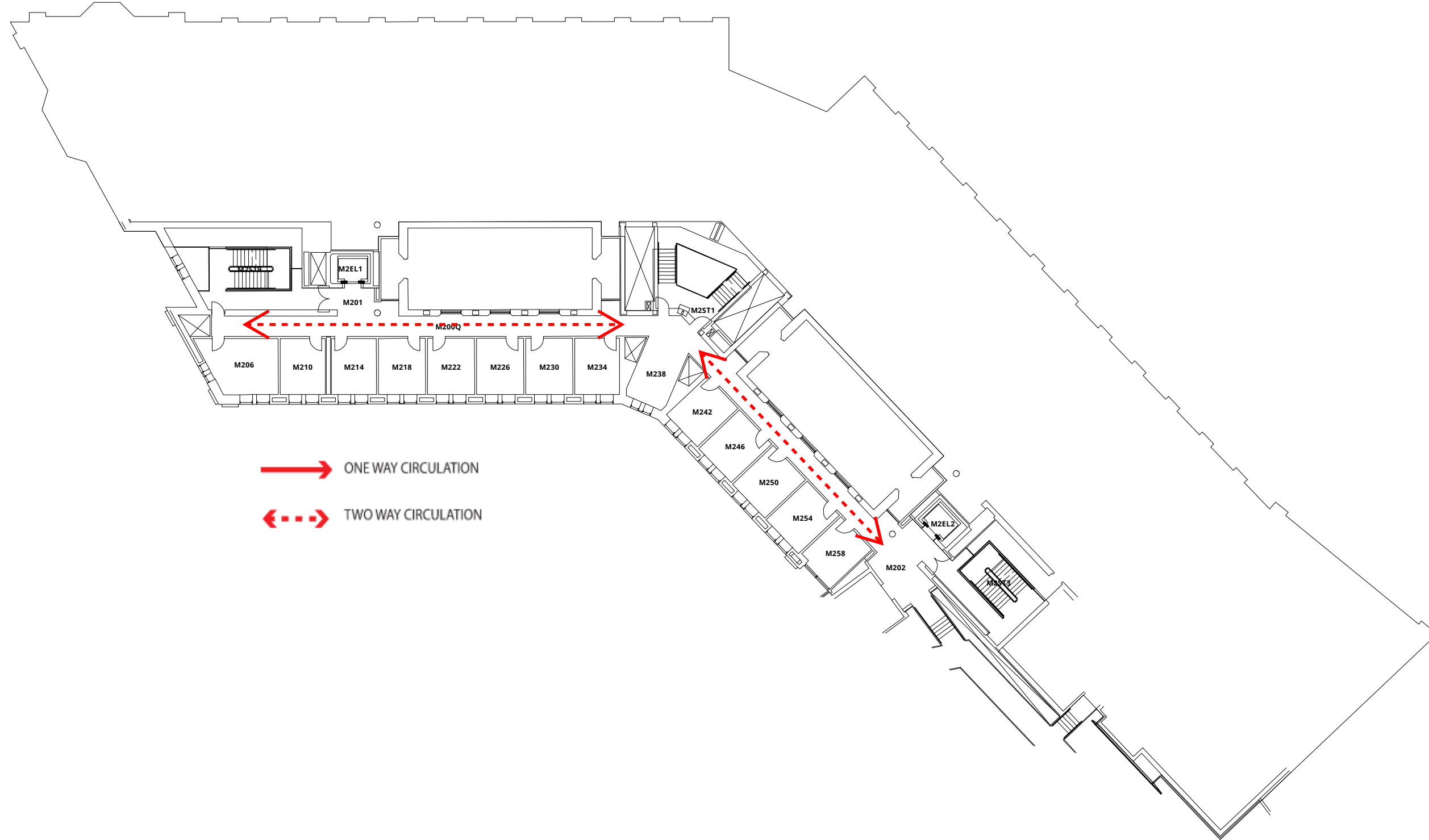
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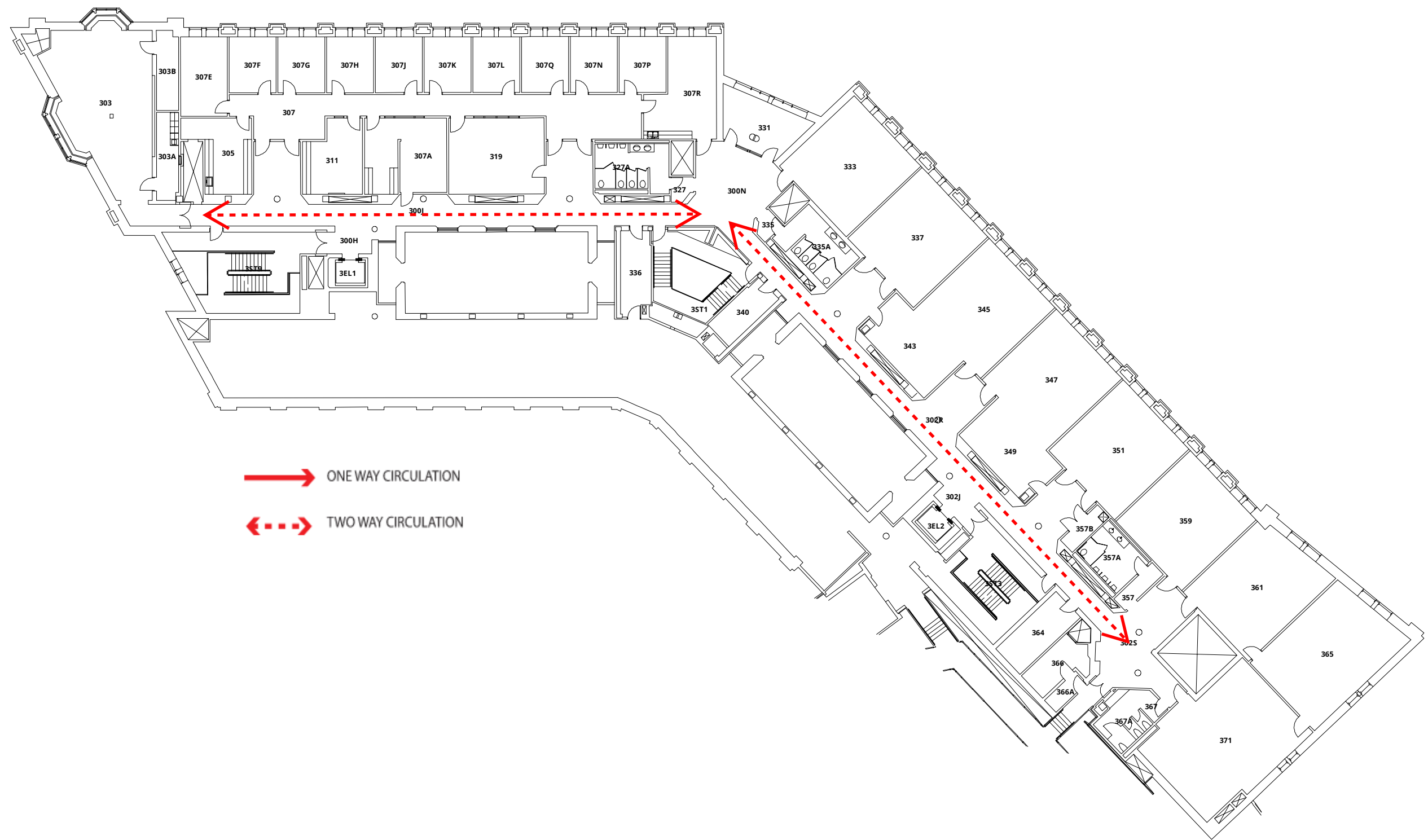
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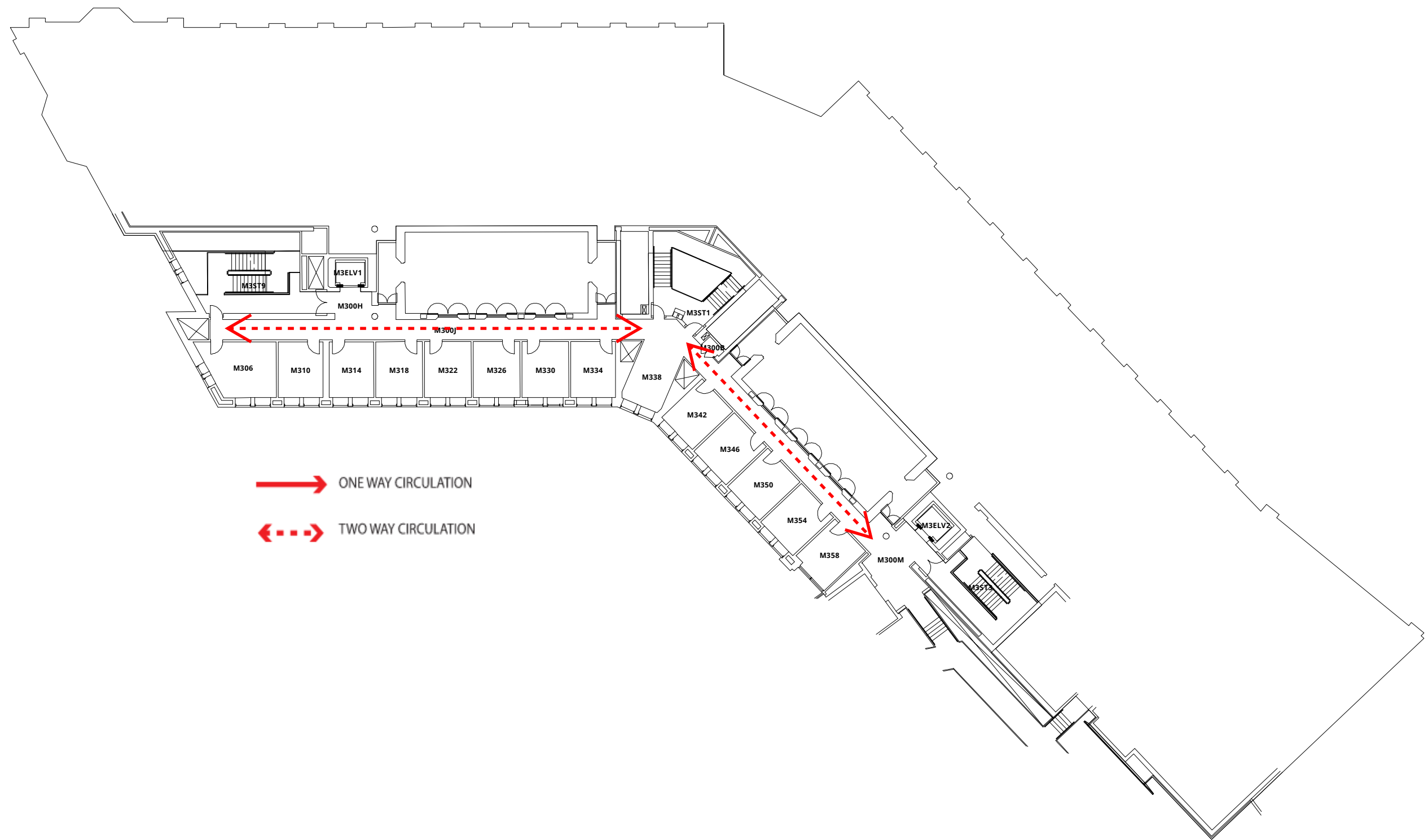
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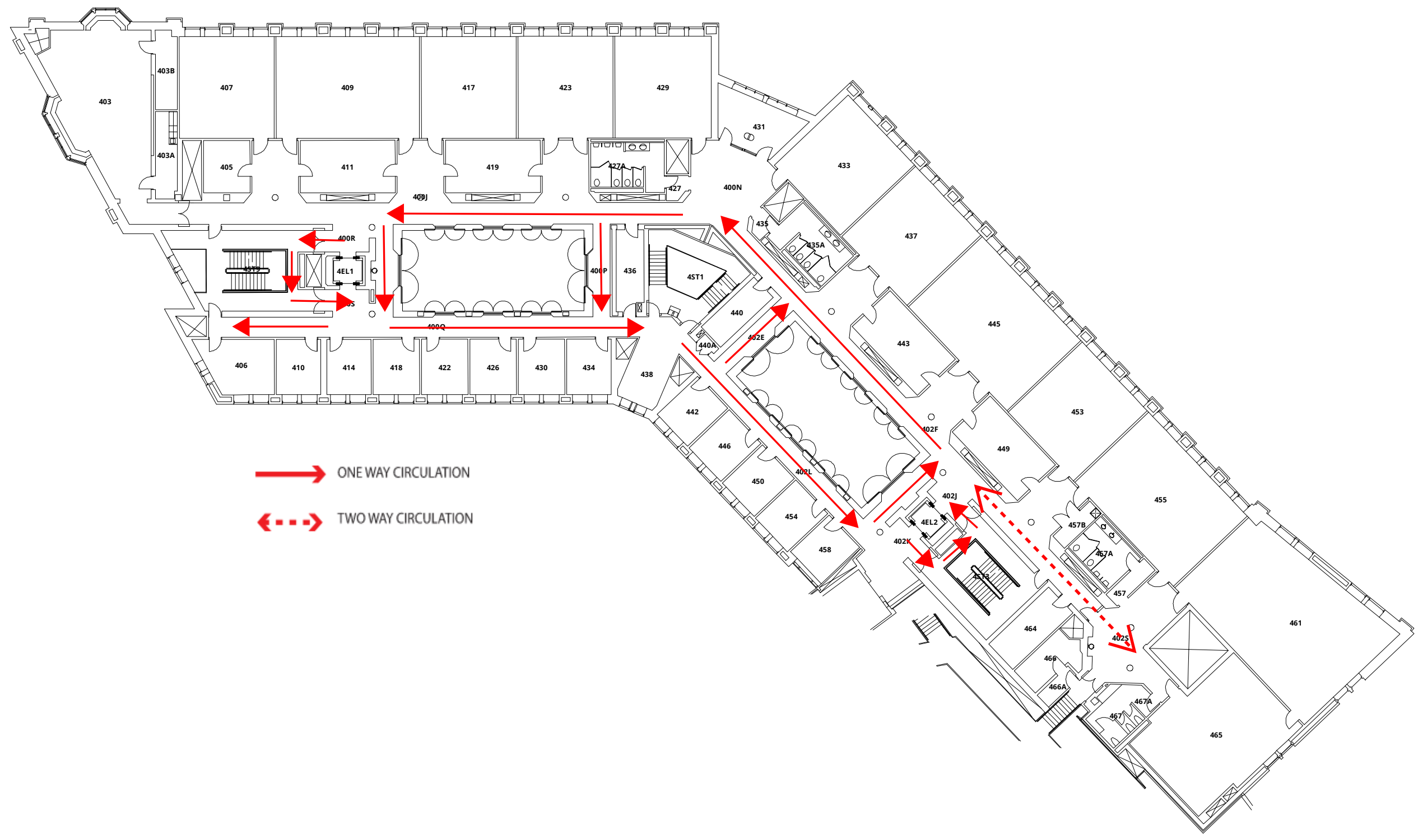
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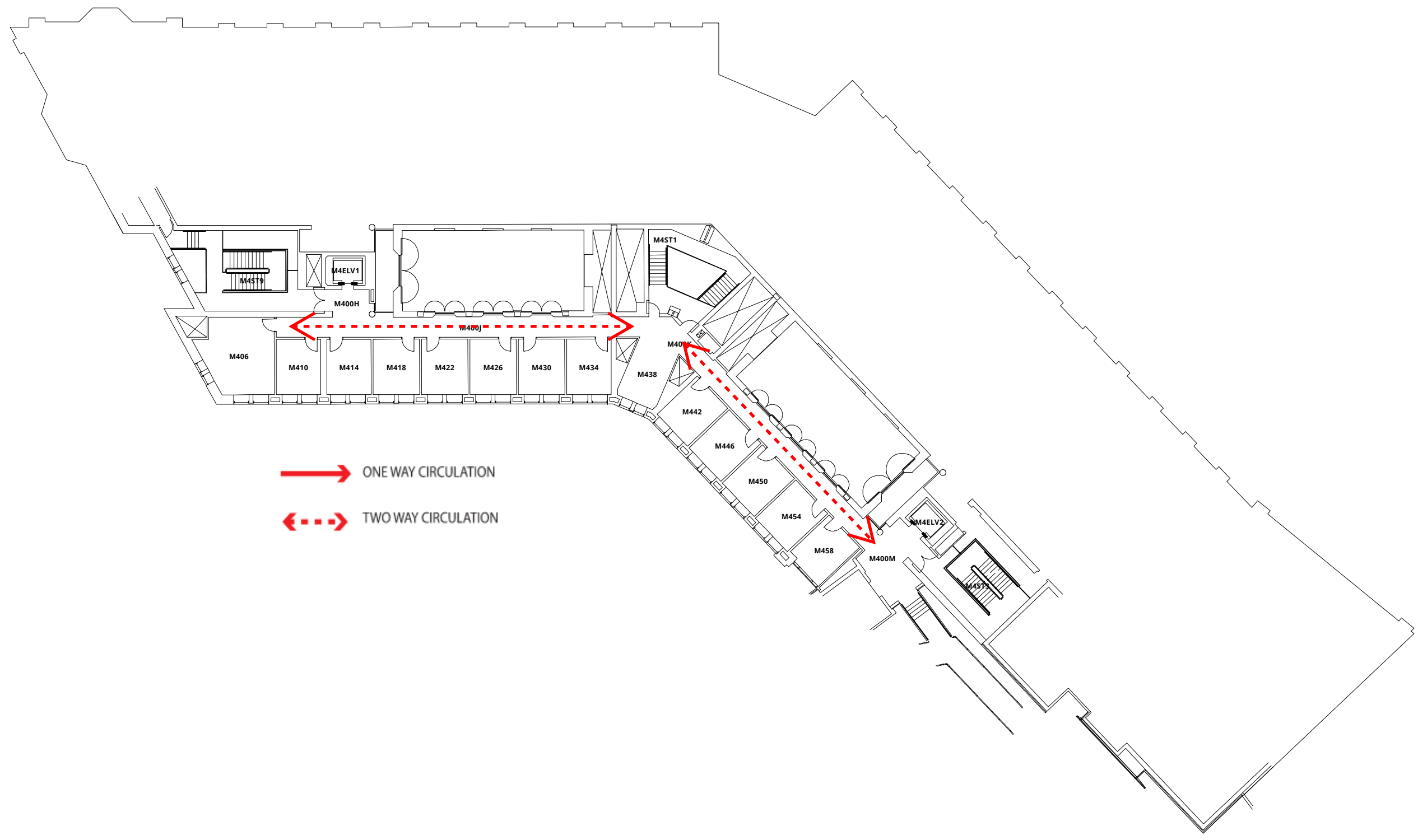
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