

UNIVERSITY OF WASHINGTON COVID-19 PREVENTION PLAN

1. INTRODUCTION

The University of Washington's COVID-19 Prevention Plan ("University Plan") helps ensure the health and safety of personnel by reducing the potential for COVID-19 transmission at University locations.

The COVID-19 prevention measures in the University Plan are in alignment with federal, state and local agencies, workplace safety requirements and public health guidance. This plan is updated as regulations and guidance change.

This University Plan is a supplement to the [UW Accident Prevention Plan](#). View a [log of changes](#) on the EH&S website.

UW Medicine medical facility personnel follow UW Medicine policies and procedures.

2. OVERVIEW AND APPLICABILITY

This University Plan covers all University work environments. University units may choose to develop and implement a unit-specific COVID-19 Prevention Plan that is supplemental to the University Plan; however, this is optional.

[Attachment A](#) in this document is a template for units or workplaces that choose to implement a unit or site-specific plan. Please note the following:

- If a unit chooses to implement a unit or site-specific plan, an alternative format may be used. Units are *not* required to use the template in Attachment A.
- If an alternative format is used, it should include all elements in the University plan and be aligned with University policies and procedures. A unit may not implement policies that do not align with existing University policies.
- Units that implement unit or site-specific plans are required to update their plans as needed to align with the University Plan, along with any additional industry-specific guidelines, such as, but not limited to, those for healthcare, dental clinics, and COVID-19 research settings.

3. ROLES AND RESPONSIBILITIES

The following units and individuals have responsibilities for COVID-19 prevention in the workplace.

UNIVERSITY CENTRAL ROLE - EXECUTIVE OFFICE

- Develop policies and procedures for safe on-site work.
- Develop planning parameters to guide personnel working on site in accordance with state and local requirements and guidelines.
- Review, evaluate, and communicate new state and local requirements, and update policies and procedures accordingly.

- Lead and coordinate University-wide response to COVID-19 including deployment of the [Advisory Committee on Communicable Diseases](#) (ACCD) and the [Emergency Operations Center](#) (EOC).
- Coordinate any central procurement of COVID-19 cleaning supplies, personal protective equipment, and other equipment.
- Coordinate central expense tracking for state or federal reimbursement.
- Assess University-wide liability and risks.

UNIVERSITY CENTRAL ROLE - UW FACILITIES

(Includes Housing and Food Services and Facilities at UW Bothell and Tacoma)

- Perform regular building operations and maintenance, cleaning, and disinfection of common areas.
- Manage University-wide transportation and parking.
- Maintain University buildings and systems, including HVAC systems.
- Train and coordinate University building coordinators.

UNIVERSITY CENTRAL ROLE - ENVIRONMENTAL HEALTH & SAFETY DEPARTMENT (EH&S)

- Develop University-wide COVID-19 safety policies, plans and guidance documents.
- Perform COVID-19 case follow up, contact tracing and surveillance activities.
- Assist units with COVID-19 Prevention Plans and procedures.
- Respond to health and safety concerns related to adherence to COVID-19 prevention practices.
- Monitor compliance of COVID-19 prevention measures in the workplace.

UNIT LEADER (DIRECT REPORT TO PRESIDENT OR PROVOST)

A **University unit** is a unit or campus with an administrator reporting directly to the President or Provost. This includes UW Bothell, UW Tacoma, and UW Medicine.

- Oversee the development and implementation of unit or site-specific COVID-19 Prevention Plans, as needed.
- Ensure all personnel are trained.
- Acquire appropriate personal protective equipment (PPE), cleaning supplies, and other supplies for distribution to personnel.
- Consult with EH&S as needed.
- Ensure posting of required signage related to COVID-19 safety.
- Develop strategies to communicate with personnel, personnel supervisors, and building coordinator(s) to keep up-to-date with changes to COVID-19 guidelines, regulations, and University policies.

PERSONNEL SUPERVISOR

- Ensure the COVID-19 Prevention Plan is implemented and policies and procedures are adhered to by all personnel.
- Enforce face covering requirements per the [COVID-19 Face Covering Policy](#) in locations where they are required.
- Train direct reports in the workplace on the contents of the University's COVID-19 Prevention Plan and any unit or site-specific plan.
- Keep any unit and/or site-specific plans current with changes to COVID-19 guidelines, regulations, and University policies.
- Report COVID-19 safety concerns to the personnel supervisor or to EH&S.
- Address or escalate reported or observed safety concerns to a unit leader or to EH&S.

PERSONNEL

Personnel includes staff, faculty, other academic personnel, students in the workplace, and student employees as defined in UW Administrative Policy Statement 40.1.

- Follow all elements of the University's COVID-19 Prevention Plan and any unit or site-specific plan.
- Follow all requirements in the UW's [COVID-19 Face Covering Policy](#).
- Follow the [UW COVID-19 Vaccination Requirements](#).
- Follow the [UW Public Health Flowchart](#) if you have symptoms, test positive, or are exposed to COVID-19.
- Report safety concerns to a supervisor or to [EH&S](#).

BUILDING COORDINATOR

- Distribute information and updates to building occupants related to COVID-19 prevention and response efforts.
- Post University COVID-19 prevention posters at entrances and in common areas of building(s). Update these posters as needed.
- Ensure cleaning supplies and hand sanitizer are available in common areas of buildings.
- Attend trainings and coordinating sessions organized by UW Facilities.
- Establish and monitor adherence to access control, building operations, egress routes and emergency procedures as they relate to the University Plan.
- Perform activities as outlined in the [Building Guidelines for COVID-19 Prevention](#).

4. REQUIRED PLAN ELEMENTS

Required elements of the University's COVID-19 Prevention Plan:

- A. [Vaccination](#)
- B. [Procedures for sick individuals, reporting and COVID-19 case response](#)
- C. [Good hygiene](#)
- D. [Clean surfaces](#)
- E. [Face coverings, personal protective equipment \(PPE\), and alternative strategies](#)
- F. [Communication and training](#)

A. VACCINATION

COVID-19 vaccination is the most critical element of the University's COVID-19 Prevention Plan.

All personnel and students are **required** to be fully vaccinated against COVID-19, or have a University approved medical or religious exemption.

Being [up-to-date on COVID-19 vaccination](#), including getting booster doses, is strongly encouraged; however, booster doses are *not* required to be considered [fully vaccinated](#) (as of the publication date of this document).

The University's vaccination requirement is detailed on the [UW COVID-19 vaccination requirement webpage](#).

- All UW units, personnel, and students must comply with the vaccination requirement.
- Suppliers, vendors or contractors working on site at a UW facility must complete and return the [COVID-19 Vaccination Requirement Declaration Form](#).
- University units must verify proof of vaccination of on-site volunteers prior to the individual volunteering on site at a UW facility. More information can be found on [COVID-19 vaccination requirement for on-site volunteers webpage](#).

B. PROCEDURES FOR SICK INDIVIDUALS, REPORTING, AND COVID-19 CASE RESPONSE

University units are required to take measures to prevent sick personnel from entering the worksite, and report suspected and confirmed COVID-19 cases to EH&S. The [COVID-19 Public Health Flowchart](#) outlines the University's requirements and procedures. Additional information is below.

Symptom monitoring

Personnel and students are required to self-monitor daily for symptoms and stay home (or go home) if they are sick or have [symptoms](#) of COVID-19 infection.

Personnel and students who experience *any* symptoms of COVID-19 infection, including fever (100.4 degrees or higher), cough, shortness of breath or difficulty breathing, fatigue, loss of taste and/or smell, chills, sore throat, congestion or runny nose, headache, muscle or body aches, not attributed to another condition, are required to follow these instructions:



1. You **must** stay home (or go home) and isolate away from other people, even if you have mild symptoms, *regardless of your vaccination status*.
2. University units are required to direct personnel and students to follow the steps in the UW <https://www.ehs.washington.edu/system/files/resources/COVID-19-public-health-flowchart.pdf> **COVID-19 Public Health Flowchart**.
3. **Get [tested](#) for COVID-19**. The UW offers students and personnel several no-cost options for coronavirus testing, including both PCR and rapid antigen test options. Read guidance on [how to select a PCR versus rapid antigen test](#).
 - **Do not** go to work or class until you receive a negative test result, *even if you feel better*.
 - UW Medicine medical facility personnel should contact their respective [employee health services](#) regarding testing options.

Testing positive

1. **Report your positive test result to the University:** Personnel and students are required to report their positive test result to the UW COVID-19 Response and Prevention team. Supervisors and instructors may also report to the UW COVID-19 Response and Prevention team at covidehc@uw.edu if they learn an individual in their workplace or classroom tested positive.
2. **Stay home** and self-isolate.
3. **Send an anonymous [Exposure Notification](#)** from your mobile device to alert users of potential COVID-19 exposure.
4. **Follow the steps in the UW <https://www.ehs.washington.edu/system/files/resources/COVID-19-public-health-flowchart.pdf> **COVID-19 Public Health Flowchart**** to help you recover from COVID-19 infection and protect others from getting sick. Refer to the University's [Isolation Guidance](#) for detailed information on additional precautions, re-testing and when it is safe to return to work and/or class.

Close contact exposure

Close contact means 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 individuals were 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).

An individual who had [close contact](#) and is experiencing [symptoms of COVID-19](#), is required to stay home, get [tested](#), and follow the UW [COVID-19 Public Health Flowchart](#).

University case response

When the University is notified that a UW student, staff, faculty or other academic personnel tests positive for COVID-19, the [COVID-19 Response and Prevention Team](#) takes the steps listed below to maintain the health and safety of the campus community. The University works in coordination with local health departments on COVID-19 response efforts and complies with applicable privacy requirements.

The University's [case response](#) activities include:

- Obtaining information about the person's symptoms, locations on campus and close contacts.
- Providing instructions and guidance for self-isolation.
- Notifying the academic and/or work unit. This includes working with the unit to distribute a workplace/area notification when a COVID-19 positive person was present and potentially infectious to others.
- Notifying UW-affiliated individuals or groups who were in close contact with the COVID-19 positive person within 48 hours prior to the development of symptoms (or, if asymptomatic, 48 hours before their COVID-19 test).
- Providing return-to-work information to individuals who may need to self-isolate or quarantine (stay home).

The identity of individuals with COVID-19 and their close contacts is not publicly disclosed. It remains private among University representatives involved in the public health response, including EH&S representatives, unit representatives (as needed), and UW Human Resources or Office of Academic Personnel.

University units and personnel follow the [COVID-19 Cleaning and Disinfection Protocol](#) in accordance with guidance from the Centers for Disease Control and Prevention (CDC) and L&I.

For information about the University's response to a COVID-19 case at a University location, visit the [COVID-19 Case Response](#) webpage on the EH&S website.

Human Resources assistance

UW Human Resources and the Office of Academic Personnel provide resources for [staff](#) and [academic personnel](#) regarding **time away from work**; talk with your human resources consultant or academic business partner about issues pertaining to your work area.

Guidance and protections for those at [higher risk for developing more serious COVID-19 illness](#) are available on the UW Human Resources website.

University units should *not* request a doctor's note or a negative test from students or personnel following a report of COVID-19 illness.

C. GOOD HYGIENE

Supervisors are required to remind personnel they can reduce the risk of spreading COVID-19 by doing the following:



- Wash hands often with soap and water for at least 20 seconds. If water is not available, use hand sanitizer with at least 60% alcohol content.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid contact with people who are sick.
- Stay home when sick and avoid close contact with others, even if you are vaccinated against COVID-19.
- Cover your mouth and nose with your elbow or a tissue when coughing or sneezing, and immediately dispose of the used tissue.



Personnel must have access to soap and running water to wash their hands. Secondary handwashing or sanitizing stations may be set up with either [hand sanitizer](#) or wipes/towelettes. Units/responsible parties can place sanitizing supplies at breakrooms and gathering spaces where food and drink are served or shared. Place [Stay Healthy, Huskies posters](#) in visible locations to remind personnel of [key times](#) to wash hands and of [respiratory etiquette](#).

D. CLEAN SURFACES

University units are required to clean (and disinfect as needed) their worksite surfaces regularly in accordance with the [University's COVID-19 Cleaning and Disinfection Protocol](#). Units are required to provide cleaning and disinfection products, along with the appropriate PPE and instructions for the frequency and safe use of products. University custodial units clean high touch surfaces in common areas of buildings, such as restrooms and stairwells.

The University maintains a [central procurement site](#) for COVID-19 cleaning supplies and PPE. (Visit the UW Procurement [How to Buy](#) page for details.)

University units

- Keep a cleaning schedule and/or maintain general housekeeping to prevent buildup of dirt and clutter.
- Make cleaning supplies available for workers to do spot-cleaning when necessary. Consider single-use disinfectant wipes for high touch points.
- Refer to [Appendix Table 1](#) of the [University's COVID-19 Cleaning and Disinfection Protocol](#) for detailed information on the responsibilities for cleaning and disinfection in University spaces.



Frequency

- Clean work areas regularly.
- For surfaces and equipment touched by multiple workers (e.g., doorknobs, tables, computer keyboards, handrails, exercise rooms), clean and disinfect daily, between uses, or when visibly unclean.
- For surfaces and equipment touched by one individual, clean and disinfect periodically, when unclean, as a minimum.
- Refer to [Appendix Table 1](#) of the [University's COVID-19 Cleaning and Disinfection Protocol](#) for detailed information on the cleaning and disinfection frequencies in University spaces.

Safe use of products: Follow the manufacturer's instructions for use of all cleaning and disinfecting products, and use personal protective equipment as required.

Use one of the following to disinfect hard, non-porous surfaces:

- [EPA-registered disinfectant for use against SARS-CoV-2](#) or
- Alcohol solution with at least 70% alcohol or
- Freshly prepared [bleach/water solution](#)

Avoid putting disinfectant gels or liquids on electronics, including elevator buttons, unless they have been indicated as safe for those devices.

[Resources](#) are available on the EH&S website to assist units to safely use disinfectants to prevent the spread of COVID-19.

- [COVID-19 Chemical Disinfectant Safety Information](#)
- [Safer Cleaning, Sanitizing and Disinfecting Strategies to Reduce and Prevent COVID-19 Transmission](#)

E. FACE COVERINGS, PERSONAL PROTECTIVE EQUIPMENT (PPE), AND ALTERNATIVE STRATEGIES

All individuals at a University location, including faculty, staff, students, contractors, vendors and visitors must follow the [UW COVID-19 Face Covering Policy](#) to ensure the health and safety of the University campus community and the public.

Face coverings are [required](#) to be worn indoors at the University of Washington, regardless of vaccination status, in **healthcare settings**, when conducting **patient care activities**, and on **UW Shuttles serving healthcare**.

Personnel and students who **test positive** for COVID-19 or have been in **close contact** with someone who tested positive are required to wear a well-fitted face covering for the time period noted in the <https://www.ehs.washington.edu/system/files/resources/COVID-19-public-health-flowchart.pdf> [COVID-19 Public Health Flowchart](#).

In all other indoor settings, face coverings are *recommended* when the [COVID-19 Community Levels](#) for King and Pierce counties are **low** and *strongly recommended* when the community levels are **medium**. The [UW COVID-19 Face Covering Policy](#) is re-evaluated when community levels are **high**.

Face covering requirements will be reassessed if public health indicators change (and/or Community Levels change), cases surge, new [variants of concern](#) are identified locally, and between academic quarters.

When you wear a mask, choose a well-fitted, high-quality mask, [such as a KN95, KF94, or N95 respirator, or surgical mask](#), which when worn helps protect you and those around you. UW employees voluntarily wearing a respirator in the workplace must be provided with [advisory information](#).

Members of the public, customers, visitors, [vendors and contractors](#) at a University location are required to follow the University's [COVID-19 Face Covering Policy](#) at all times when on campus, including posted requirements in specific buildings or spaces.

In certain work settings, PPE may be required according to potential risk of exposure to COVID-19. Refer to the [Workplace COVID-19 Risk Level and Selection of Personal Protective Equipment \(PPE\)](#) guide and the [Guidelines for Personal Protective Equipment](#) for additional guidance on the [selection](#) and use of PPE.

Multilayered and alternative strategies

The University utilizes a combination of strategies to minimize COVID-19 risk in the workplace. Units should evaluate whether additional or alternative strategies are necessary in their work settings based on their likelihood of exposure to COVID-19, such as in healthcare or other higher risk settings.

Some additional strategies are listed below:

1. Using **engineering controls** (e.g., exhaust ventilation, physical barriers)
2. **Testing protocols** for higher risk activities (e.g., overnight assignments, research vessels)
3. As possible, **physical distancing** is recommended, but not required, in indoor crowded settings in areas that are not well ventilated. Units may consider planning group gatherings in areas where personnel can distance from others if they choose to do so.
4. In areas of low occupancy, follow the University's [Working Alone Safely](#) guidelines.
5. **Eating spaces** best practices
 - If sharing food with others: Ensure the area remains clean and that surfaces are cleaned regularly. Make cleaning supplies and hand sanitizer and/or hand washing sinks available.
 - Protect unpackaged food by using barriers to reduce potential for contamination (e.g., serving utensils so people do not use bare hands, deli paper, sneeze guards); and clean/replace shared serving utensils frequently.
 - Units may consider selecting larger spaces that are well ventilated and have space for people to distance if they wish. Also be mindful of bottlenecks so organize the food areas to support foot traffic flow (e.g., multiple food distribution and/or dish drop-off locations at gatherings where food is served).

Steps for selecting and implementing an alternative strategy:

1. Develop a [job hazard analysis](#) that identifies the hazards and control strategies to minimize the risk of exposure.

2. Train personnel on alternative strategies used. Document the training.
3. Contact EH&S for consultation as needed.

F. COMMUNICATION AND TRAINING

Units are required to communicate and train personnel on the contents of the [University's COVID-19 Prevention Plan](#) and any unit-specific requirements or procedures. Training must be documented.

The University's [COVID-19 Safety Training](#) is required for all University personnel prior to or upon starting on-site work. Re-training is recommended annually or when significant changes have been made to the University Plan.

- [Attachment B](#) in this document can be used to document any unit or site-specific COVID-19 training.
- Training is required to be provided in a language best understood by personnel. COVID-19 information and workplace safety requirements are available in 36 languages from the [Washington State L&I COVID-19 Resources](#) webpage.

University units are required to post [UW Stay Healthy, Huskies](#) posters and signage in common areas, such as in break rooms, lunchrooms, lobbies, and bathrooms as indicated in the [COVID-19 Posters and Signage Plan](#).

The University's [COVID-19: facts and resources](#) webpage provides information about COVID-19 for the campus community and is updated regularly. Encourage personnel to read guidance from the [COVID-19 frequently asked questions](#).

Hazard communication for personnel working with disinfectants

It is important to communicate the potential hazards and safety measures to personnel working with chemical disinfectants. Chemical disinfectant exposure may cause health issues if used improperly, so it is important that health and safety considerations are accounted for prior to use.

Information about working safely with disinfectants is available on the EH&S website:

- [COVID-19 Chemical Disinfectant Safety Information](#)
- [Workplace COVID-19 Risk Level and Selection of Personal Protective Equipment \(PPE\)](#)
- [Guidelines for Personal Protective Equipment](#)

Visit the [Chemical Hazard Communication](#) webpage on the EH&S website for additional information about communicating chemical safety.

5. NOVEL CORONAVIRUS (COVID-19) RESOURCES



[CDC Coronavirus \(COVID-19\)](#)



[OSHA COVID-19](#)



[UW EH&S COVID-19 Health & Safety](#)

[COVID-19: facts and resources](#)

[UW Stay Healthy, Huskies posters](#)

[UW Clean and Safe Storefront](#)



[Washington State Department of Health – COVID-19](#)



[Washington State COVID-19 Vaccination Requirement Proclamation](#)

[Washington State Higher Education Proclamation](#)

[WA L&I Coronavirus \(COVID-19\) Safety Topic](#)



[WA L&I Coronavirus \(COVID-19\) Prevention: General Requirements and Prevention Ideas for Workplaces](#)

[WA L&I Directive 11.80 Temporary Enforcement Guidance Annual Fit-Testing, Respiratory Protection and Face Coverings during COVID-19 Pandemic](#)

Please contact EH&S at ehsdept@uw.edu or call 206.543.7262 with questions or for assistance.

Concerns about COVID-19 safety can be reported anonymously on the [EH&S website](#).

This plan will be updated as regulations and public health guidance change.



ATTACHMENT A (OPTIONAL):

UNIT OR SITE-SPECIFIC COVID-19 PREVENTION PLAN TEMPLATE

Units may use this template if they wish to develop a unit or site-specific COVID-19 prevention plan for use at a worksite level or department level as appropriate as a supplement to the University plan. A unit or site-specific plan is optional.

Date:	Completed By:
Name of Responsible Person:	
Unit Name:	Worksite Location(s):
Unit COVID-19 Prevention Plan and Plan Location:	

MANAGEMENT AND OVERSIGHT	Check all that apply (all required):	Describe:
1. COVID-19 Prevention Plan oversight	<input type="checkbox"/> A supervisor (or a designated person) is assigned to ensure all the elements of the COVID-19 Prevention Plan (and unit or site-specific plan) are followed. <input type="checkbox"/> The supervisor will keep the unit/site-specific plan (if any) updated and current with changes to COVID-19 guidelines, regulations, and University policies. <input type="checkbox"/> The supervisor will keep the COVID-19 Prevention Plan and site-specific plan (if any) on site in hardcopy or electronically, so it is available to all personnel. <input type="checkbox"/> The supervisor will train personnel on the contents of the plan and any updates. <input type="checkbox"/> The supervisor or designee is available to respond to issues and questions during work/class activities.	



VACCINATION	Check all that apply (all required as possible):	Describe:
2. Vaccination verification	<input type="checkbox"/> All personnel have submitted documentation showing proof of vaccination or have a University approved medical or religious exemption.	
PROCEDURES FOR SICK PERSONNEL	Check all that apply (all required as possible):	Describe:
3. Describe how you are preventing people with symptoms from coming to the site and/or working while sick.	<input type="checkbox"/> Ask personnel to self-monitor their symptoms each day and to stay home if they have any symptoms of COVID-19 or if they are sick and get tested for COVID-19. <input type="checkbox"/> Require personnel who may be sick or symptomatic to go home, and ask them to follow the UW COVID-19 Public Health Flowchart . <input type="checkbox"/> Consult with the COVID-19 Response and Prevention Team as needed . <input type="checkbox"/> Discuss accommodations for personnel at higher risk of severe illness with your HR consultant or AHR business partner.	
4. Describe practices for responding to suspected or confirmed COVID-19 cases.	<input type="checkbox"/> Inform personnel with COVID-19 symptoms to stay home and get tested, regardless of vaccination status. <input type="checkbox"/> Inform personnel with suspect or confirmed COVID-19 to stay home, notify the COVID-19 Response and Prevention Team and follow public health guidance . <input type="checkbox"/> Inform personnel who had a close contact exposure to follow the UW COVID-19 Public Health Flowchart . <input type="checkbox"/> Perform necessary cleaning and disinfection .	



CLEANING SURFACES	Check all that apply (all required):	Describe:
5. Cleaning	<input type="checkbox"/> Follow the COVID-19 Cleaning and Disinfection Protocol . <input type="checkbox"/> Provide supplies for spot cleaning.	
6. List the product(s) used to disinfect.	<p><i>Check all that apply:</i></p> <input type="checkbox"/> Alcohol solution with at least 70% alcohol (includes wipes) <input type="checkbox"/> Freshly prepared bleach/water solutions <input type="checkbox"/> EPA-registered disinfectant for use against SARS-CoV-2	
7. Describe the safety precautions taken when using disinfectant(s).	<input type="checkbox"/> Ensure personnel know where to find safety data sheets (SDS) for each product. <input type="checkbox"/> Review the COVID-19 Chemical Disinfectant Safety Information . <input type="checkbox"/> Follow the manufacturer’s instructions for the products used. <input type="checkbox"/> Use appropriate personal protective equipment (PPE) for the workplace and work tasks.	
GOOD HYGIENE	Check all that apply (all required):	Describe:
8. Describe methods used to encourage good hygiene.	<input type="checkbox"/> Provide soap, running water, and hand towels. <input type="checkbox"/> Provide hand sanitizer and/or wipes/towelettes . <input type="checkbox"/> Provide hand hygiene supplies in breakrooms or when food is served/shared. <input type="checkbox"/> Use reminders to wash hands frequently and correctly at key moments, avoid touching face with unwashed hands, and cover mouth when coughing or sneezing. <input type="checkbox"/> Where possible provide no touch trash receptacles.	



FACE COVERINGS, PPE, PHYSICAL DISTANCING & ALTERNATE STRATEGIES	Check all that apply:	Describe:
9. Follow the UW Face Covering Policy	<input type="checkbox"/> Ensure that personnel wear face coverings where required according to the UW COVID-19 Face Covering Policy . <input type="checkbox"/> Post signage and use other means to communicate face covering requirements. <input type="checkbox"/> Notify contractors, vendors, and visitors of the UW COVID-19 Face Covering Policy . <input type="checkbox"/> Encourage personnel to upgrade to a facemask with a higher level of protection <input type="checkbox"/> Provide advisory information for employees who use a respirator voluntarily in the workplace when it is not required. <input type="checkbox"/> Order supplies from the Clean and Safe Storefront as needed.	
10. Alternate Strategies and PPE (if applicable)	<input type="checkbox"/> No alternate strategies are necessary. <input type="checkbox"/> A supervisor identified that alternate strategies are needed through review with EH&S and unit leadership approval. <input type="checkbox"/> Refer to the Workplace COVID-19 Risk Level and Selection of Personal Protective Equipment to determine if additional PPE is required. <input type="checkbox"/> Train personnel on alternative strategies use, including on the use and care of PPE if applicable. Document the training. <input type="checkbox"/> Where possible, organize events and spaces to allow some physical distancing such as indoor crowded settings and gatherings.	
11. Communicate hazards and safeguards to protect personnel.	<input type="checkbox"/> Provide information about working safely with disinfectants . <input type="checkbox"/> Communicating the hazards and safeguards required to protect individuals from exposure.	



COMMUNICATION AND TRAINING	Check all that apply (all required):	Describe:
12. Communicate safe practices.	<ul style="list-style-type: none"><input type="checkbox"/> Ask personnel and students to activate the Washington Exposure Notifications – WA Notify on their mobile devices.<input type="checkbox"/> Ensure all personnel complete UW general COVID-19 Safety Training.<input type="checkbox"/> Provide documented safety training to personnel on this site-specific COVID-19 Prevention Plan, initially and when updates are made.<input type="checkbox"/> Post COVID-19 safety posters/signage at the worksite.<input type="checkbox"/> Share information from the UW Novel coronavirus & COVID-19: facts and resources webpage.	



ATTACHMENT B:
Sample Training Documentation Form for
Unit or Site-Specific COVID-19 Prevention Plan

Workplace/Lab Name Documentation of Training COVID-19 Prevention Plan		
Name	Training Date	Signature
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	

By signing this log, you confirm that you have been provided with COVID-19 safety training, that the content of the training is understood, and that you have had an opportunity to ask questions.