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: 8/14/2020, revised 4/2/2021	Completed By: Ann Buscherfeld
Name of COVID-19 Site-Supervisor: Ann Buscherfeld	
Unit Name: Department of Political Science	Worksite Location(s): Gowen Hall, ground and first floor; Smith Hall, offices on ground and second floor
Unit COVID-19 Prevention Plan and Plan Location: https://www.polisci.washington.edu/covid-19-prevention-plan	

MANAGEMENT AND OVERSIGHT	Check all that apply (all required):	Describe:
1. COVID-19 Prevention Plan and Site-Supervisor	☑ A COVID-19 supervisor is assigned to ensure all of the elements of the site-specific COVID-19 Prevention Plan are followed. ☑ The COVID-19 site supervisor will keep the site-specific plan updated and current with changes to COVID-19 guidelines, regulations and University policies. ☑ The COVID-19 site supervisor will keep the site-specific plan onsite in paper or electronically so it is available to all personnel. ☑ The COVID-19 site supervisor will train personnel on the contents of the plan and updates made.	Ann Buscherfeld will be responsible for training and disseminating information to faculty and staff.

	☑ The COVID-19 site supervisor or designee is available to respond to issues and questions during work and class activities.	
SOCIAL AND PHYSICAL DISTANCING	**Check all that apply (all required as possible):**	**Describe:**
2. Describe how you are implementing the social distancing requirements (maintaining 6+ feet spacing between people, minimizing interpersonal contact).	☑ Telework options offered ☐ Shifts/breaks times/start times staggered ☑ Maximum space capacity determined based on room size ☑ In-person meetings (conference call, virtual) limited ☑ Non-critical in person meetings postponed ☐ Spread out work areas/physically separate workstations ☑ Allowing only infrequent/intermittent passing within 6 feet in between personnel ☑ Minimizing the number of people in a work area ☑ Designated drop-off/pick-up areas for shared tools and equipment ☐ Barriers to block direct pathways between individuals are installed ☑ Layouts to prevent air pathways less than 6 feet have been created ☐ Ensuring good ventilation in work areas ☑ Tasks have been rescheduled ☑ Work tasks have been modified ☑ Organizing work tasks to facilitate social distancing	All faculty and staff who want to continue to telework will be allowed to continue to telework. If they would prefer to work on campus, they will follow UW protocol while in UW facility: wear mask, social distancing, wash hands and/or use hand sanitizer, don't come to work if sick. Maximum Capacity for shared spaces: Main Office (GWN 101): 1 Copy Room (GWN 103): 1 Conference Room (Olson Room-GWN 1A): 8 Conference Room (GWN 1B): 3 Conference Room (SMI 40A) 4 Kitchen (GWN 3): 1 Graduate Student TA/RA Offices: 1, more than one person is assigned to each office so grad students will schedule staggered use of the spaces. Signs are on elevators limiting occupancy to two in the main elevator and one in the EAL elevator. Main stairway (access to two classrooms) is marked with directional arrows. Other stairways are narrow so will only allow one person at a time.

		We have no control of the building ventilation.
3. Describe how you are communicating social distancing requirements to personnel, students, vendors, contractors and visitors.	☑ Posters/signage/floor markings installed or posted ☑ Communicating during staff meetings ☑ Email communication ☑ Establishing policies and procedures ☑ Providing notice to vendors/contractors	Posters/signage/floor markings are installed to indicate proper physical distance in the hallways, restrooms, etc. Faculty and staff will be reminded of procedures in meetings and e-mails. Faculty, staff and students will be informed they are required to take the online training. Any vendors coming to our facility will be notified of procedures and required UW protocol: wearing masks, physical distancing, washing hands and/or using hand sanitizer.
4. Describe critical tasks **not possible** to be done while maintaining the 6-foot distance. Unit head pre-approval required.	Describe task, frequency, duration and required PPE and safety measures in place. If none, specify none. None	
PRECAUTIONS FOR SICK PERSONNEL	**Check all that apply (all required as possible):**	**Describe:**
5. Describe how you are preventing people with symptoms from coming	☑ Performing daily symptom screening or attestation for personnel who work on-site at a UW work location ☑ Following UW policies for time away from work	All faculty, staff and students will follow UW protocol by completing the online attestation in Workday on the days they are coming on campus. I have created an online google form

to the site and/or working while sick.	☑ Informing and requiring personnel who may be ill or symptomatic to stay (or go) home ☑ Requiring close contacts of COVID-19 cases to stay or go home ☑ Consulting with EH&S Employee Health Center ☑ Discussing accommodations for personnel at higher risk of severe illness with your HR Consultant or DSO for academic personnel ☑ Keeping a log of visitors to the work-site (maintain for 4 weeks)	(https://catalyst.uw.edu/webq/survey/buscherf/393704) for students, vendors and visitors, who don't have access to Workday, to complete the same attestation statement. Anyone who is sick will stay home. If test positive for COVID19, will contact EH&S Employee Health Center. Anyone at higher risk who needs accommodation will report this to the Chair. Chair will work with Administrator to provide accommodations per UW policy. Will follow COVID-19 Visitor Log Guidance at UW
6. Describe practices for responding to suspected or confirmed COVID-19 cases.	☑ 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	Will work with EH&S and custodians to do enhanced cleaning of area where personnel with suspected or confirmed COVID-19 symptoms spent time.
CLEANING AND DISINFECTING	**Check all that apply (all required):**	**Describe:**
7. Describe the procedures used to clean and disinfect general areas and high-touch surfaces. This includes the cleaning frequency and	☑ Following a cleaning schedule ☑ Cleaning supplies are available for spot cleaning ☑ Cleaning and disinfecting high touch surfaces daily, between uses or when unclean	Faculty, staff and grad students will be responsible for cleaning their own offices. Cleaning supplies will be provided in the conference rooms and kitchen.

areas/items to be cleaned.	☑ Wiping down shared equipment/objects after each use (e.g., door/refrigerator/microwave handles) ☑ Following COVID-19 Enhanced Cleaning and Disinfection Protocols	Users will be required to clean and disinfect the space after each use.
8. List the product(s) used to clean and disinfect.	***Check all that apply:*** ☐ Alcohol solution with at least 70% alcohol (includes wipes) ☐ 10% bleach/water solution ☑ EPA-registered disinfectant for use against SARS-CoV-2: a. Manufacturer:_Ecolab Inc_____ b. Name: _Bleach Disinfectant Cleaner_____ c. EPA Registration #:_1677-235_____ d. Manufacturer: Clorox Company e. Name: Clorox Disinfecting Wipes f. EPA Registration #: 5813-79	
9. Describe the safety precautions that are taken when using disinfectant(s).	☑ Reviewing safety data sheet (SDS) for each product ☑ Reviewing COVID-19 Chemical Disinfectant Safety Information ☑ Following manufacturer's instructions for products use ☑ Using personal protective equipment	SDS for each product along with EH&S COVID19 Chemical Safety Disinfectant Safety Information will be posted in communal spaces where disinfectant is most used. Gloves provided where products are used.

GOOD HYGIENE	Check all that apply (all required):	Describe:
10. Describe methods used to encourage good hygiene practices.	☑ Providing soap and running water ☑ Providing hand sanitizer and/or wipes/towelettes ☑ Asking personnel to avoid touching others ☑ Using reminders to wash hands frequently, correctly at key moments, avoid touching face with unwashed hands, cover mouth when coughing or sneezing	Notices have been posted around the department including the "Stay Health, Huskies" poster. The "Wash Your Hands the Right Way" posters are posted next to all sinks (restrooms and kitchen). Hand sanitizer is available. Staff and faculty will be reminded of the proper protocol by e-mail.
PERSONAL PROTECTIVE EQUIPMENT	**Check all that apply:**	**Describe:**
11. Provide personal protective equipment (PPE) and guidance on how to use it.	☐ Face shields and/or eye protection is worn. ☐ Respirators are worn. ☐ Surgical/medical masks are worn. ☑ 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. ☑ Providing instructions on the use, care, cleaning, maintenance, removal, and disposal of PPE	Faculty, staff and students have been advised of the UW policy that face masks are required to be worn on campus.
COMMUNICATION AND TRAINING	**Check all that apply (all required):**	**Describe:**
12. Communicate safe practices.	☑ Personnel completing UW general COVID-19 Safety Training ☑ Providing documented safety training to personnel on site-specific COVID-19 Prevention Plan initially and updates communicated ☑ Posters/signage installed and/or posted in the worksite ☑ Email communications ☑ Covering COVID-19 safety information in staff meetings	All staff and faculty working on site have completed the online COVID19 safety training. Will train staff initially on Prevention Plan. We are keeping copies of the completion certificates or emails sent from ehstrain@uw.edu.

	☑ Sharing information from the UW Novel coronavirus & COVID-19: facts and resources webpage	Posters and signs have been installed around the department. Information shared by e-mail and website.
13. Communicate hazards and safeguards to protect personnel.	☑ Providing information about working safely with disinfectants ☑ Communicating the hazards and safeguards required to protect individuals from exposure	We will circulate these guidelines as well as the manufacturer's guidelines to faculty, staff and students who will using the products.

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.	

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.