



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: 6/15/2020	Completed By: Terri Simonsen
Name of COVID-19 Site-Supervisor: Terri Simonsen (Primary); Jennifer Mitchell (Back-Up)	
Unit Name: UW Tacoma School of Social Work and Criminal Justice (SSWCJ)	Worksite Location(s): WCG-203 + all SSWCJ faculty and staff offices
Unit COVID-19 Prevention Plan and Plan Location: UW Tacoma School of Social Work and Criminal Justice, WCG – 203	

MANAGEMENT AND OVERSIGHT	Check all that apply (all required):	Describe:
1. COVID-19 Prevention Plan and Site-Supervisor	<ul style="list-style-type: none"> ✓ 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. 	<p>Terri Simonsen – Primary COVID-19 supervisor; Back-up Jennifer Mitchell</p> <p>The plan will be kept updated as information changes.</p> <p>Hard copy of plan will be kept at front desk in SSWCJ in WCG-203. PDF version will be available on the SSWCJ Intranet for all faculty and staff to access.</p>

	<ul style="list-style-type: none"> ✓ The COVID-19 site supervisor will train personnel on the contents of the plan and updates made. ✓ The COVID-19 site supervisor or designee is available to respond to issues and questions during work and class activities. 	<p>Terri Simonsen will be responsible for training/communication and record keeping. Back-up person will be Jennifer Mitchell.</p> <p>Terri and Jennifer coordinate work schedules so one person is always available (vial email, phone) during working hours.</p>
<p style="text-align: center;">May 28 2020 ehsdept@uw.edu 206.543.7262 www.ehs.washington.edu COVID-19 Prevention Plan ATTACHMENT A Page 16 of 22</p> <ul style="list-style-type: none"> • SOCIAL AND PHYSICAL DISTANCING 	<p>Check all that apply (all required as possible):</p>	<p>Describe:</p>
<p>2. Describe how you are implementing the social distancing requirements (maintaining 6+ feet spacing between people, minimizing interpersonal contact).</p>	<ul style="list-style-type: none"> ✓ 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 <input type="checkbox"/> Barriers to block direct pathways between individuals are installed 	<p>SSWCJ is committed to offering telework options and other accommodations needed to and within UW approved guidelines to all SSWCJ employees.</p> <p>All SSWCJ personnel have individual offices with doors. The front office cubicles will only have 1 person staffing front area when workers can be back on site.</p> <p>Any shared space (supply room, mailboxes, common area) will have social distancing signage reminders.</p> <p>SSWCJ has two doors into the main suite; one will be designated for entry only and one for exit only.</p> <p>All committee and business related meetings will continue to be conducted</p>

	<ul style="list-style-type: none"> <input type="checkbox"/> 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 	<p>via virtual/zoom until deemed safe by UW to return to “normal” operations. As possible, work related tasks will continue to be managed via telecommuting and virtual.</p> <p>HVAC in WCG was updated a few years ago and seems to have good air flow/ventilation</p>
<p>3. 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, visitors and students 	<p>Posters requested from Brian Anderson via Facilities Request system. Other signage will be added as needed and necessary for exits, social distancing reminders, etc.</p> <p>We will communicate during School, Division and Staff meetings as well as via all Student email Listservs.</p> <p>We will leverage UW/UWT policies related to COVID-19 management and create what is needed for SSWCJ specifics.</p> <p>We will communicate notice to vendors, contractors, visitors and students.</p>
<p>4. 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>None determined at this time.</p>	

PRECAUTIONS FOR SICK PERSONNEL	Check all that apply (all required as possible):	Describe:
<p>5. 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"> ✓ 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 ✓ 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) 	<p>Daily attestations through Workday</p> <p>All UW Policies followed, and stay home/go home policies in place for all who have symptoms, have been diagnosed, and their close contacts.</p> <p>Consulting with EH&S on all cases as applicable</p> <p>Accommodations for at-risk personnel procedures in place. In general, we will continue to recommend that our staff work from home.</p> <p>A visitor log will be maintained at the SSWCJ front desk for any on site visitors. Advisors or other SSWCJ personnel meeting with students/visitors in person will be responsible for documenting/saving the visitor name and contact information.</p>
<p>6. 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 	<p>This information is provided in the required COVID-19 training, policies and procedures by UW, and will be provided to our SSWCJ faculty and staff in our local COVID-19 resource location.</p> <p>Performing enhanced cleaning and disinfection of spaces where those individuals have been.</p>

	<ul style="list-style-type: none"> ✓ Performing enhanced cleaning and disinfection 	
<p>This information is provided in the required COVID-19 training, policies and procedures by UW, and will be provided to our SOE faculty and staff in our local COVID-19 resource location.</p> <p>Performing enhanced cleaning and disinfection of spaces where those individuals have been.</p>	<p>Check all that apply (all required):</p>	<p>Describe:</p>
<p>7.</p>	<ul style="list-style-type: none"> ✓ Following a cleaning schedule ✓ Cleaning supplies are available for spot cleaning ✓ Cleaning and disinfecting high touch surfaces daily, between uses or when unclean ✓ Wiping down shared equipment/objects after each use (e.g., door/refrigerator/microwave handles) <input type="checkbox"/> Following COVID-19 Enhanced Cleaning and Disinfection Protocols 	<p>We will rely on the UWT janitorial services to clean common/public spaces per the designated campus schedule.</p> <p>The SSWCJ suite and front desk surface spaces (door knobs, mailbox areas, counters, etc.) will be sanitized throughout the work day when people are on site.</p> <p>We will ensure every staff and faculty member will have cleaning supplies or cleaning wipes in their office to sanitize as their space. We will also ensure the copy room has cleaning supplies/wipes so individuals can wipe down the machine after each, and prior to use.</p>

<p>We will rely on the UWT janitorial services to clean common/public spaces per the designated campus schedule.</p> <p>The SOE main suite and front desk surface spaces (door knobs, microwave, mailbox areas, counters, etc.) will be sanitized through-out the work day when people are on site.</p> <p>8. We will ensure every staff and faculty member will have cleaning supplies or cleaning wipes in their office to sanitize as their space. We will also ensure the copy room has cleaning supplies/wipes so individuals can wipe down the machine after each, and prior to use.</p>	<p>Check all that apply:</p> <ul style="list-style-type: none"> ✓ Alcohol solution with at least 70% alcohol (includes wipes) ✓ 10% bleach/water solution ✓ EPA-registered disinfectant for use against SARS-CoV-2: <ul style="list-style-type: none"> a. Manufacturer: _____ b. Name: _____ c. EPA Registration #: _____ 	<p>Office cleaning products will be ordered through Facilities Services.</p>
<p>9. Describe the safety precautions that are taken when using disinfectant(s).</p>	<ul style="list-style-type: none"> ✓ 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 	<p>Provided through Facilities Services.</p>
<p>GOOD HYGIENE</p>	<p>Check all that apply (all required):</p>	<p>Describe:</p>

<p>10. Describe methods used to encourage good hygiene practices.</p>	<ul style="list-style-type: none"> ✓ 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 	<p>Continued access to soap/running water (bathrooms are located on 2nd floor of WCG and in faculty and staff lounge in WCG-214).</p> <p>Hand sanitizer or equivalent will be provided to all SSWCJ employees (pending supply through Facilities Services and SSWCJ departmental order as well.)</p> <p>Training, signage, and communications about the importance of good personal hygiene.</p>
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<p>PERSONAL PROTECTIVE EQUIPMENT</p>	<p>Check all that apply:</p>	<p>Describe:</p>
<p>11. 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. ✓ 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 	<p>Face coverings required when others are in area (indoors) and when not able to maintain 6' (outdoors)</p> <p>Instruction on PPE provided in training and in signage.</p> <p>6/17/20 - UW Face Covering Policy was sent out to all SSWCJ faculty and staff.</p>
<p>COMMUNICATION AND TRAINING</p>	<p>Check all that apply (all required):</p>	<p>Describe:</p>
<p>12. Communicate safe practices.</p>	<ul style="list-style-type: none"> ✓ Personnel completing UW general COVID-19 Safety Training 	<p>UW COVID-19 training is mandatory. Information has been communicated to</p>

	<ul style="list-style-type: none"> ✓ 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 ✓ Sharing information from the UW Novel coronavirus & COVID-19: facts and resources webpage 	<p>SSWCJ employees initially on 6/5/2020 and again on 6/17/2020.</p> <p>Updates will be provided as necessary.</p> <p>Communications will be guided by B2F committee and carried out by UWT communications.</p> <p>Posters will be installed as soon as they are available and it is physically possible to reenter space.</p>
<p>13. Communicate hazards and safeguards to protect personnel.</p>	<ul style="list-style-type: none"> ✓ Providing information about working safely with disinfectants ✓ Communicating the hazards and safeguards required to protect individuals from exposure 	<p>Communications about safely working with disinfectants and the hazards and safeguards required to protect from exposure will be covered in training and supported through continued communication.</p> <p>Additional communication may be sent through Facility Services.</p>