

# 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).

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| Date: | Completed By: |
| Name of COVID-19 Site-Supervisor: |
| Unit Name: | Worksite Location(s): |
| Unit COVID-19 Prevention Plan and Plan Location: |

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| **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.
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|  | * The COVID-19 site supervisor or designee is available to respond to issues and questions during work and class activities.
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| **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
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| 3. Describe how you are communicating social distancing requirements to personnel, students, vendors, contractors and visitors. | * [Posters](https://www.washington.edu/brand/healthy-huskies/)/signage/floor markings installed or posted
* Communicating during staff meetings
* Email communication
* Establishing policies and procedures
* Providing [notice to vendors/contractors](https://www.ehs.washington.edu/system/files/resources/notice-personnel-vendors-contractors.pdf)
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| 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. |
| **PRECAUTIONS FOR SICK PERSONNEL** | **Check all that apply (all required as possible):** | **Describe:** |
| 5. Describe how you are preventing people with symptoms from coming to the site and/or working while sick. | * 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](https://www.ehs.washington.edu/workplace/employee-health-center)
* Discussing accommodations for [personnel at higher risk](https://hr.uw.edu/coronavirus/policy-updates/covid-19-employment-accommodation-for-high-risk-employees/) of severe illness with your HR Consultant or DSO for academic personnel
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|  | * Keeping a log of visitors to the work-site (maintain for 4 weeks)
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| 6. Describe practices for responding to suspected or confirmed COVID-19 cases. | * Informing personnel with [**COVID-19 symptoms**](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) to stay home, contact their healthcare provider and to notify the [Employee Health Center](https://www.ehs.washington.edu/workplace/employee-health-center)
* Informing personnel **with suspect or confirmed COVID-19** to stay home and notify the [Employee Health Center](https://www.ehs.washington.edu/workplace/employee-health-center)
* Informing personnel who have had **close contact** with someone with COVID-19 to stay home and notify the [Employee Health Center](https://www.ehs.washington.edu/workplace/employee-health-center)
* Performing [enhanced cleaning and disinfection](https://www.ehs.washington.edu/system/files/resources/cleaning-disinfection-protocols-covid-19.pdf)
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| **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 areas/items to be cleaned. | * 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)
* Following [COVID-19 Enhanced Cleaning and Disinfection Protocols](https://www.ehs.washington.edu/system/files/resources/cleaning-disinfection-protocols-covid-19.pdf)
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| 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:](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)
	1. Manufacturer:
	2. Name: \_
	3. EPA Registration #: \_
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| 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](https://www.ehs.washington.edu/system/files/resources/chemical-disinfectant-safety.pdf)
* Following manufacturer’s instructions for products use
* Using personal protective equipment
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| **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](https://www.washington.edu/brand/healthy-huskies/) to wash hands frequently, correctly at key moments, avoid touching face with unwashed hands, cover mouth when coughing or sneezing
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| **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
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| **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](https://www.washington.edu/brand/healthy-huskies/)/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](https://www.washington.edu/coronavirus/): facts and resources webpage
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| 13. Communicate hazards and safeguards to protect personnel. | * Providing information about [working safely with disinfectants](https://www.ehs.washington.edu/system/files/resources/chemical-disinfectant-safety.pdf)
* [Communicating the hazards and safeguards](https://www.ehs.washington.edu/chemical/chemical-hazard-communication-hazcom) required to protect individuals from exposure
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## ATTACHMENT B:

**Sample Training Documentation Form for Unit or Site-Specific COVID-19 Prevention Plan**

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

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