

UNIVERSITY OF WASHINGTON  
DEPARTMENT OF HISTORY

COVID-19 PREVENTION PLAN  
FOR THE WORKPLACE

OCTOBER 2020

- I. Personal Protective Equipment (PPE)
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# I. Personal Protective Equipment (PPE)

Personal Protective Equipment is the last line of protection and does not replace other exposure prevention methods. Face coverings primarily prevent exposure to others when the wearer coughs or sneezes. Facemasks do not replace the need for social and physical distancing, frequent handwashing, avoiding touching the face, and staying away from people who are ill.

**Face coverings are required for anyone entering a UW facility.** As per the Public Health-Seattle & King County's public health directive and workplace health and safety requirements, face coverings are required indoors where other people are present because keeping at least a 6-foot distance may not be possible. This includes common areas such as hallways, stairways, restrooms and elevators. Face coverings are required outdoors where keeping at least a 6-foot distance from other people may not be possible.

- Please refer to the University of Washington COVID-19 Face Covering Policy and the Guidance on Facemask use for Preventing the Spread of COVID-19 assembled by EH&S for more detailed information.
- Face coverings may be removed in private work areas where the wearer is the only person present.
- Face coverings must cover the mouth and nose, and fit against the skin at the sides of the face and on the chin
  - o Bandannas that hang loosely on the face and plastic face shields are not acceptable face coverings.
- Masks with at least two layers of fabric are most likely to reduce the spread of COVID-19 when they are widely used by people in public settings.

History Department personnel should provide their own cloth face coverings to insure a comfortable style and a proper fit.

- Users should make sure that their masks are maintained and cleaned regularly.

The History Department will maintain a supply of disposal face masks, available for use as necessary.

## II. Practicing Good Hygiene

All Department personnel and visitors are advised to maintain other good hygiene practices. 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.
- Remember to employ hand washing strategies or hand sanitizer after visiting high touch areas such as door knobs, elevator buttons, phones, remote controls, light switches, bathroom fixtures, and water fountains.
- Ensure that handwashing strategies include washing with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Soap and running hot water are available in the 1st, 2nd and 3rd floor restrooms in Smith Hall.

Avoid touching your eyes, nose or mouth with unwashed hands.

Avoid contact with people who are sick.

Avoid touching other people (e.g., handshakes).

Stay home while sick and avoid close contact with others.

Cover your mouth and nose with your elbow or a tissue when coughing or sneezing, and immediately dispose of the used tissue.

The History Department will provide boxes of tissues and bottles of hand sanitizer for use in staff offices and common spaces.

### III. Maintaining Social and Physical Distancing

**All University units must take measures to ensure that all personnel maintain at least 6 feet of distance between individuals (with or without the use of PPE or facemasks/face coverings).**

Staff who are uncomfortable returning to work and/or are at greater risk of contracting the COVID-19 virus should consult with their supervisor about other options including teleworking, having an altered work schedule, taking leave, etc.

**All non-critical personnel are advised to work from home. Critical personnel are advised to come in only when absolutely necessary and to minimize the number of these trips by consolidating tasks into single short-term visits. Necessary trips to campus are to be reported to the COVID-19 Site Supervisor at least one day in advance.**

**Department personnel are encouraged to avoid in-person meetings if possible.**

- Use email, telephone, or ZOOM meetings instead.
- If an in-person meeting is necessary, Faculty/TAs/staff should meet with one person at a time during office hours by appointment only, to prevent others from gathering in waiting areas, foyers and small hallways outside their offices during open office hours.

**History Department offices and other spaces must be configured to maintain at least six feet of distance between individuals.**

- In general, occupants must be able to enter, work in and exit the space while maintaining 6' of physical distance from other occupants.
  - o No gathering or waiting in foyers and small hallways accessing offices and other spaces.
  - o Many faculty offices are located off small hallways and foyers; faculty should work with others in their area to coordinate their scheduled use of their offices to reduce traffic in these narrow entryways.
- Small, narrow offices/workspaces on the order of 100-150 square feet can likely accommodate only one person at a time.
- If an office cannot be configured to accommodate more than one person, the Department will arrange for faculty and TAs to meet with one student at a time in a seminar room or other space during office hours.

To maintain only infrequent and intermittent passing within 6 feet, if possible schedule movement within the building to those times when fewer people will be in the elevators, hallways and other passing and gathering places.

### **SMITH 318: The Main Office**

- This space will be available for faculty/staff/TAs to pick up print and copy jobs, to access mailboxes, and to obtain office supplies/ mailing supplies/ cleaning supplies.
  - o Faculty/staff/TAs are encouraged to send print/copy jobs from their offices so that they can be quickly picked up without waiting in the Main Office.
- The door will remain closed and locked.
- Access will be limited to one-person occupancy at a time and for 5 minutes only during the day (8:00am-5:00pm) , Monday through Friday.
- Access to Smith 318 during the evening and the weekend will not be limited by time, but limit your stay to 15 minutes if another person needs to use the office. Occupancy is limited to one person at a time during the evening and on the weekend.
- In order to limit the touch surfaces needed to be cleaned, there will be no standing at the counter as a workspace or sitting at unused desks in the room.
- Coffee/tea/hot water/snacks will not be available in Smith 318.
- Users must sign in and out of Smith 318

### **SMITH 320: The History Community Room**

- This will now be the office of the Department's Fiscal Specialist, formerly housed in the Main Office.
- Meetings with the Fiscal Specialist will be by appointment only, and for only one person at a time.
- The door will remain closed and locked.
- There will be no faculty/staff/student access to the microwave or the refrigerator, or to Smith 320 for other purposes.

SMITH 316A

- The Department's Assistant to the Chair will be moved from a current semi-shared workspace to this single office.

#### SMITH 210: Digital History Room

#### SMITH 204E/08/214: TA Offices

- It is likely that the Department will not be able to use the smaller TA/Instructor offices (eg., the Smith 103A/B/C offices) because of social distancing requirements, and that more TAs than usual (and possibly Instructors) will need to be housed in these larger TA offices.
- TAs/Instructors will have access to an office only during their scheduled office hours (a maximum of three hours per week).
  - o TAs will need to work with the other TAs assigned to their office, so that office hours do not conflict.

#### SMITH 306 and 230E: Seminar Rooms

- These rooms can accommodate only up to 2 persons total.
  - o While it might be possible to distance users appropriately around the tables, the width of the tables do not provide appropriate spacing between users sitting across from one another.
- The places at which users can sit will be marked with an X in tape on the table.

#### Smith 10 and Smith 103G: Emeritus Offices

- Occupancy of these offices will be limited to one person at a time.

Personnel are advised to leave doors and windows (where available) open while present to increase ventilation and air circulation. They must remember to close windows and doors when leaving these spaces.

The Department Chair will email this plan and subsequent updates to all personnel. Reminders will be provided in staff and faculty meetings. The COVID-19 Site Supervisor urges all personnel to review the Department's plan checklist (Appendix A) in advance of necessary trips to campus.

## IV. Cleaning and Disinfecting Surfaces

**University units are required to clean and disinfect their worksite surfaces and equipment regularly. They are required to provide cleaning and disinfection products, along with instructions for the frequency and safe use of products.**

University custodial units will clean high touch surfaces in common areas of buildings such as restrooms, stairwells and elevators.

History personnel will need to resume cleaning of their individual workspaces when they return to their buildings.

The History Department will provide cleaning and disinfecting products (sprays and single-use wipes) for use on hard, non-porous surfaces of touch points within workspaces:

- An EPA-registered disinfectant approved for use against SARS-CoV-2 or
- An alcohol solution with at least 70% alcohol or
- A 10% bleach/water solution
- Cleaning supplies will be made available for employees to do spot cleaning when necessary.

**Cleaning supplies (gloves, disinfectant sprays and single-use wipes) are available in Smith 318 (the Main Office).**

**Departmental personnel must follow the manufacturer's instructions for use of all cleaning and disinfecting products, including which products are appropriate for use on computer keyboards and monitors, telephones, printers and copy machines.**

**Department personnel will maintain a regular cleaning schedule of surfaces and high-touch areas in departmental workspaces.**

- Faculty, staff and TAs will be responsible for maintaining the cleanliness of their own workspaces.
- Personnel are required to clean high touch surfaces (desks, chairs, tables, counters, doorknobs, etc.) when entering and leaving workspaces, and more frequently when multiple users of the workspace have been present.
- Clean and disinfect work areas regularly, as well as clean high touch areas daily, between uses, or when unclean, to help prevent the spread of coronavirus.



- Clean and disinfect frequently touched surfaces (e.g., doorknobs, tables, computer keyboards) regularly to maintain a visibly clean state (no obvious soiling, smearing, or streaks).
- For surfaces touched by one individual, clean and disinfect periodically, at least once per day or when unclean, as a minimum.
- For surfaces touched by multiple people and shared equipment, clean and disinfect on a frequent schedule, or between users.
  - o Users of the printer and copy machine must clean this equipment after each use.

## V. Procedures for Sick Personnel, Symptom Monitoring, Reporting and Response

**University units are required to take measures to prevent sick personnel from entering the worksite, including symptom monitoring, and reporting suspect and confirmed COVID-19 cases and close contacts. All personnel must follow the University's daily symptom screening or attestation requirements to prevent sick personnel from coming to work and identify personnel who exhibit signs or symptoms of COVID-19 illness.**

### **Health Surveillance – Daily Symptom Attestation**

**Daily symptom attestations are required at the University of Washington for personnel who work on site at a University work location.**

- Daily attestation on COVID-19 symptoms will be required for all employees returning to their on-site work location to ensure the safety and public health of the UW campus and community. The attestation is available in Workday for all campus staff and student employees (<https://isc.uw.edu/>)
  - o Personnel who do not have access to Workday can implement their daily symptom screening process following the University's Guidance for Symptom Monitoring.
  - o The COVID-19 Site Supervisor will send the symptom screening criteria to personnel without current access to Workday.
- **Personnel who are sick or experiencing even mild symptoms of illness, must stay home. If symptoms of illness are experienced by an individual while on a University work site, the individual must leave the worksite immediately.**
- **Personnel who have had close contact with COVID-19 cases must stay home, or leave the UW worksite immediately.**

**All personnel are warned NOT to come to campus if they are experiencing symptoms.**

All visits to the worksite will be recorded via the required attestation through Workday.

**To facilitate contact tracing, the History Department will maintain a log of visitors to the worksite (Smith 318) and keep the log for 30 days. Department personnel must inform the Site Supervisor of any in-person contacts (meetings, etc.) with non-departmental visitors and with students on site outside of regularly-scheduled classes.**

Staff who are uncomfortable returning to work and/or are at greater risk of contracting the COVID-19 virus should consult with their supervisor about other options including teleworking, having an altered work schedule, taking leave, etc.

**Employees are advised to follow UW guidance to contact their health provider and EH&S if they develop symptoms or have close contact with a known COVID case.**

Personnel who experience symptoms of COVID-19 infection, including fever (100.4 degrees or higher), cough, shortness of breath, loss of taste and/or smell, chills, sore throat, runny nose, headache, muscle pain and gastrointestinal symptoms, such as nausea, vomiting or diarrhea, are required to follow these instructions (See the FAQ “What do I do if I feel sick?”):

**1. Stay Home: If you are sick, you must stay home, even if you have mild symptoms.**

- Separate yourself from others. Avoid common areas where people gather.
- Practice good hygiene.
- Wear a mask or other approved facial covering.

**2. Contact your health-care provider** in advance. Please do not show up at a clinic, urgent care center or other health-care facility without contacting them first. If your health-care provider suspects that you have COVID-19, they should arrange for COVID-19 testing in accordance with public health guidance. The EH&S Employee Health Center can also facilitate COVID-19 testing through UW Medicine.

**3. Contact the Employee Health Center:** If your health-care provider confirms or suspects that you have COVID-19, you are required to contact the EH&S Employee Health Center. The EH&S Employee Health Center can facilitate COVID-19 testing through UW Medicine.

## **Reporting illness and Close Contact**

**University units and personnel are required to report to a University Employee Health Center:**

- **Suspected or confirmed cases of COVID-19.** This includes any individual who has spent time in a University location, including, but not limited to, all personnel, whose healthcare provider has suspected or confirmed COVID-19 illness.
- **Close contacts with individuals who have COVID-19.** This includes an individual who has a household member with COVID-19 or has had close contact with someone with COVID-19. Close contact includes being within approximately 6 feet of a person with confirmed COVID-19 for more than a few minutes, having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on, kissing, sharing utensils) or living with a person who has COVID-19. The individual is required to follow the isolation requirements as established by

public health agencies and are outlined in the FAQ “I have been in close contact with a person with COVID-19. What should I do?”

### **University Response- EH&S Contact Tracing**

When notified of a person with suspected or confirmed COVID-19, the University, through EH&S, takes the following steps to maintain the health and safety of the campus community. The University is in ongoing coordination with local health departments on COVID-19 response efforts and complies with applicable privacy requirements. Response activities include:

- Obtaining details about the person’s symptoms, locations on campus and close contacts.
- Conducting a risk assessment to determine an action plan. The plan may include:
  - o Providing a recommendation for and/or assistance with self-isolation.
  - o Notifying the school, and/or work unit.
  - o Notifying individuals or groups who were in close contact (within 6 feet, for more than a few minutes) with the ill person within 48 hours prior to the development of symptoms. Close contacts will be provided with public health recommendations that includes staying home (quarantine) and monitoring their health for 14 days and getting tested for COVID-19. For more information, read the FAQ “How does the UW follow up with close contacts of a person who tested positive for COVID-19?”
  - o Evaluating the specific locations where the person spent time on campus for enhanced cleaning and disinfection in accordance with guidance from the Centers for Disease Control and Prevention (CDC). Enhanced cleaning and disinfection is conducted in spaces where an ill person spent time 48 hours prior to symptoms developing through seven days after the person last spent time in a University space.

**If informed that a member of the Department or someone who has visited the Department developed symptoms after their visit, the Site Supervisor will communicate with EH&S to establish which spaces they visited. Those spaces will be closed and “off-limits” signs will be posted at their entrances until enhanced cleaning and disinfection can occur. The Site Supervisor will consult with EH&S on the appropriate cleaning practices for those affected spaces.**

Return to work information:

Per public health guidance, the EH&S Employee Health Center provides instructions for returning to the workplace to individuals who have COVID-19, close contacts of individuals who have COVID-19, University/unit representatives and UW Human Resources.

- 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.
- For information about the University's response to a COVID-19 case on campus, read the FAQ "How does the UW respond when a member of the UW community has confirmed COVID-19?"

Human Resources Assistance UW Human Resources (HR) and Academic Human Resources (AHR) provide resources for staff and academic personnel regarding time away from work; talk with your HR consultant with issues pertaining to your work area. Guidance and protections for those at higher risk for developing more serious COVID-19 illness are also on the HR website.

## VI. Communication and Training

The University of Washington COVID-19 Prevention Plan (“University Plan”) helps ensure the health and safety of personnel by reducing the potential for COVID-19 transmission at the University of Washington. The measures are based on Governor Inslee’s Safe Start requirements, the regulatory directive of the Washington State Department of Labor & Industries, Division of Occupational Safety and Health (DOSH) Directive 1.70 General Coronavirus Prevention Under Stay Home-Stay Healthy Order, and guidance from public health agencies. This plan will be updated as regulations and public health guidance change.

**Units are required to communicate to personnel about COVID-19 prevention on campus and to train on the contents of the University Plan and site-specific COVID-19 Prevention Plan. This includes information and guidance on social distancing, staying home if you are sick, symptom attestation, proper hygiene measures, cleaning and disinfection procedures, and PPE. Training is required for all personnel and must be documented.**

In addition, individual units are required to train personnel on the contents of the unit or site-specific COVID-19 Prevention Plan. Unit or site-specific training is conducted at all locations on the first day of returning to work, reviewed weekly and as updates are made, to explain the protective measures in place for all personnel. Training is required to be provided in a language best understood by personnel.

**COVID-19 Safety Training: The University’s EH&S COVID-19 Safety Training is required for all University personnel, who must provide proof of completion to the Site Supervisor prior to coming to campus.** <https://www.ehs.washington.edu/training/covid-19-safety-training-back-workplace>

- This mandatory course must be completed by all University personnel before or upon returning to work on site at a University location, even if personnel have been performing critical work on site at a UW work location.

All University units are required to communicate to personnel about ways to prevent the spread of COVID-19, including reviewing their unit and worksite-specific procedures for COVID-19 prevention.

- **The Department Chair will email this plan, any future revisions, and links to other UW COVID resources to the entire department (faculty, instructors, staff, and graduate students). Major updates and new requirements are also presented in faculty and staff meetings.**
- Informational signage posted at worksite

- **All History personnel are required to take and pass the Department's training quiz on the departmental-level plan prior to coming to the Department.**
  - The History Department's required training quiz can be found here:  
[https://docs.google.com/forms/d/e/1FAIpQLSeflxLi7w00C7ELu84LgkKpEEI966FyJ4mpoILLNHdus1VKg/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSeflxLi7w00C7ELu84LgkKpEEI966FyJ4mpoILLNHdus1VKg/viewform?usp=sf_link)
  - All questions (exclusive of the extra credit question) must be answered correctly to receive a pass.
- Upon reporting a planned trip to campus (at least one day in advance), the Site Supervisor provides visitors a link to this plan and reminds them about safety practices. Posters are installed throughout the worksite regarding safe practices and other information.