

UNIVERSITY OF WASHINGTON
DEPARTMENT OF HISTORY

COVID-19 PREVENTION PLAN FOR
THE WORKPLACE

SEPTEMBER 2021

- I. Vaccination
- II. Procedures for sick personnel, symptom monitoring, reporting and response
- III. Good Hygiene
- IV. Clean Surfaces
- V. Face coverings, personal protective equipment (PPE), physical distancing and alternative strategies
- VI. Communication and Training

I. Vaccination

COVID-19 vaccination is the most critical element of the University's COVID-19 Prevention Plan. All University personnel and students are required to be vaccinated against COVID-19 unless an exemption is declared.

All UW units, personnel, and students must comply with the [UW COVID-19 Vaccination Policy](#) requirement by submitting the University COVID-19 Vaccine Attestation Form by the established deadline stated in the policy.

II. Procedures for sick personnel, symptom monitoring, reporting and response

University units are required to take measures to prevent sick personnel from entering the worksite, and reporting suspected and confirmed COVID-19 cases and close contacts to EH&S.

Symptom Monitoring

- UW employees are no longer be required to complete the daily COVID-19 employee symptom attestation prior to working on-site [unless they work in health care, child care, and/or K-12 settings](#).
- All individuals are still required to monitor symptoms daily, stay home if they are sick or experiencing COVID-19 symptoms, and report to [EH&S](#) or UW Medicine employee health if they test positive for COVID-19 or have had close contact with someone who tested positive, *regardless of their vaccination status*.
- The University offers guidance for health care and child care facilities and other units with location-specific requirements for submitting a [symptom attestation](#). Individuals are required to self-monitor daily for symptoms and stay home or go home if they are sick or have any symptoms of COVID-19 infection.
- Personnel 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, and gastrointestinal symptoms, such as nausea, vomiting or diarrhea, are required to follow these instructions:

Stay home: If you are sick, you *must* stay home and away from other people, *even if you are vaccinated and/or have mild symptoms*. University units are required to direct personnel to follow the steps in the FAQ "[What do I do if I feel sick?](#)," which includes the information below.

1. Get tested for COVID-19

- If you are enrolled in the [Husky Coronavirus Testing program](#), report your symptoms in your daily symptom survey, and you will receive testing instructions. Do **not** go to school or work until you receive your test result, *even if you feel better*. If you are not enrolled in the [Husky Coronavirus Testing program](#), you can get tested with your personal health care provider or at a public testing site.
- Notify the [COVID-19 Response and Prevention Team](#) as soon as possible if you test positive for COVID-19 at covidehc@uw.edu or [206.616.3344](tel:206.616.3344). UW medical center personnel should contact their respective [employee health services](#).

- Follow **public health guidelines to help you recover and protect others from getting sick**. These actions include staying home and physically away from people and pets, wearing a face covering, and being stringent about hygiene.
- Read the FAQ *“What do I do if I have confirmed or suspected COVID-19?”* on the UW [COVID-19 frequently asked questions](#) webpage for more information about steps you’ll need to take. You can also learn more from [Public Health — Seattle & King County](#) and the [Washington State Department of Health](#).

2. Report close contact

Notify the [COVID-19 Response and Prevention Team](#) if you have close contact with individuals who have COVID-19, regardless of your vaccination status.

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). The exposed individual is required to follow the quarantine requirements outlined in the FAQ [“I may have been exposed to COVID-19. What should I do?”](#)

[Washington Exposure Notifications –WA Notify](#) mobile app is a tool to alert users if they may have been exposed to a COVID-19 positive person. University personnel and students are encouraged to download or activate the app on their mobile devices.

University response-Contact tracing

When notified of a person with suspected or confirmed 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 is working in coordination with local health departments on COVID-19 response efforts and complies with applicable privacy requirements.

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

- Obtain details about the person’s symptoms, locations on campus and close contacts.
- Conduct a risk assessment to determine an action plan, such as:
 - Instructions and guidance for self-isolation.
 - Notifying the academic and/or work unit.
 - 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).
 - Evaluating the specific locations for potential [cleaning and disinfection](#), in accordance with guidance from the Centers for Disease Control and Prevention (CDC) and L&I.

- Provide return-to-work information 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, visit the [COVID-19 Case Response](#) page on the EH&S website.

Human Resources assistance

UW Human Resources (UWHR) 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 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 UWHR website.

Per state and local public health guidelines, University units should not request a doctor's note, a negative test result or positive antibody test following a report of COVID-19 illness.

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.

III. Good Hygiene

All Department personnel must maintain good hygiene practices. Personnel 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.
- Personnel must wash their hands with soap and water after touching any surface or object suspected of being contaminated, after going to the bathroom, before and after eating, after blowing your nose, coughing, or sneezing, and before touching the face.
- Soap and running hot water are available in the 1st, 2nd and 3rd floor restrooms in Smith Hall. Sanitizing stations are also located at entrances to 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 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.

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

IV. CLEAN SURFACES

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

University units are required to clean (and disinfect as needed) their worksite surfaces and equipment 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.

[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](#)

University units must keep a cleaning schedule to maintain general housekeeping to prevent buildup of dirt and clutter.

Frequency: Clean work areas regularly.

- For surfaces and equipment touched by multiple workers (e.g., doorknobs, tables, computer keyboards, handrails, etc.), 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.

- 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.

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.

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. Follow the manufacturer's instructions for use of all cleaning and disinfecting products, and use personal protective equipment as required. 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 \(PPE\) guide](#)
- [Guidelines for Personal Protective Equipment](#)

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.

Cleaning supplies are available for employees to do spot cleaning when necessary. Cleaning supplies (gloves, paper towels, disinfectant sprays and single-use wipes) are available in Smith 318 (the Main Office).

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

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.
- Users of the printer and copy machine must clean this equipment after each use. Use only disinfectant wipes (not spray disinfectant) on electronics.

V. FACE COVERINGS, PERSONAL PROTECTIVE EQUIPMENT (PPE), AND PHYSICAL DISTANCING

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.

All individuals at a University location, including faculty, staff, students, contractors, vendors and visitors must adhere to the [UW COVID-19 Face Covering Policy](#).

- All individuals are required to wear a face covering indoors, regardless of vaccination status, when on site at a University of Washington location. This requirement is applicable

indoors when other people are present and in all public and common areas, including, but not limited to lobbies, hallways, stairways, restrooms, elevators, and in shared vehicles.

- Face coverings may be removed in private work areas where the wearer is the only person present and the door is closed.
- Outdoors, face coverings are optional, regardless of vaccination status. However, a face covering is recommended when in outdoor crowded settings and in settings where there is a decreased ability to consistently maintain a physical distance between others.

Face coverings must cover the mouth and nose, and fit against the skin at the sides of the face and on the chin

- 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.

The UW Face Covering Policy allows individuals to unmask when actively eating and drinking in appropriate places. When face coverings are removed for eating and drinking an individual will release more respiratory droplets and small particles (aerosols) while chewing, breathing, laughing, and speaking. If a person is infected with COVID-19, the respiratory droplets and aerosols they exhale can contain the SARS-CoV-2 virus which have the potential to expose others. See [Eating Spaces and Food Guidance](#) for COVID-19 Prevention.

Eating and drinking is allowed in an individual office or alone at your desk in a shared workspace or study space when no one else is present.

Consuming water or other beverages in a shared workspace, public/common area, or classroom is allowed if you can: Wash/sanitize your hands before and after touching your mask; Lift or remove your face covering for a brief moment while taking a drink, immediately put your mask back after drinking.

Eating is not permitted during indoor classroom sessions or active meetings

See [Face Covering Requirements](#) webpage for further details and to read frequently asked questions, including *"When is it okay to remove my face covering?"* for a list of exemptions to the policy. 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. See [EH&S Guidance on Facemask Use for Preventing the Spread of COVID-19](#) for the selection, care and use of face coverings and facemasks.

Physical Distancing

Physical distancing is recommended for all individuals while indoors at a University location, especially in crowded settings, in areas that are not well ventilated, and when actively eating and drinking. All University units must take measures to ensure that all personnel maintain at least 6 feet of distance between individuals

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, instructors 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.
- Faculty staff, instructors and TAs are encouraged to hold office hours by appointment only or by remote means (skype, Zoom) rather than having "open" office hours in order to prevent students from waiting outside of offices.

SMITH 318: The Main Office

- Users must maintain at least six feet of distance from each other.
- 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.
- The Main Office can become busy and users should move quickly in and out of this space in order to maintain physical distancing.

- 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.
- In order to limit the touch surfaces needed to be cleaned, there should be no
 - prolonged 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.

TA Offices (SMITH 204E and 214)

- These are shared offices
- TAs will have access to their office only during their scheduled office hours (a maximum of three hours per week).
- TAs will need to work with their office mates to schedule office hours that do not conflict/overlap so that only one TA is holding office hours at a time.

Instructor Offices (SMITH 104C, 103A/B/C and 113A)

- If an office is assigned to more than one instructor, each instructor will have access to the office only during their scheduled office hours (a maximum of three hours per week).
Instructors will need to work with their office mates to schedule office hours that do not conflict/overlap so that only one instructor is holding office hours at a time

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.

Smith 320: The History Department Community Room

- Except for scheduled meetings and events, entrance to Smith 320 is limited to those accessing the refrigerator or using the microwave
 - There will be no sitting/eating/drinking in Smith 320
- Please note: Access to Smith 320 may change if this space becomes the office of the Department's Fiscal Specialist.

VI. Communication and Training

Units are required to communicate to personnel about COVID-19 prevention on campus and to train them on the contents of the [University's COVID-19 Prevention 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.

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 measures are based on [Washington Ready COVID-19 guidance](#); [Washington Department of Labor & Industries \(L&I\) requirements](#), UW Environmental Health and Safety COVID Health and Safety Resources (<https://www.ehs.washington.edu/covid-19-prevention-and-response/covid-19-health-and-safety-resources>) and guidance from state and local public health agencies. This plan is updated as regulations and public health guidance change. UW Medicine medical facilities follow UW Medicine specific policies and procedures.

The University's [Novel coronavirus & COVID-19: facts and resources](#) webpage provides information about COVID-19 for the campus community and is updated regularly.

Personnel should read guidance from the [COVID-19 frequently asked questions webpage](#), including:

- *What do I do if I feel sick?*
- *What do I do if I have confirmed or suspected COVID-19?*
- *I may have been exposed to COVID-19. What should I do?*

COVID-19 information and workplace safety requirements are available in 36 languages from the [Washington State L&I COVID-19 Resources](#) webpage.

The University's [COVID-19 Safety Training: Back to the Workplace](#) is required for all University personnel prior to or upon returning to on-site work. Personnel must provide proof of completion to the Site Supervisor prior to coming to campus.

- 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.

In addition, individual units are required to train personnel on the contents of the unit or site-specific COVID-19 Prevention Plan. The History Department's plan is posted on the Department's website

- The Department's Plan and any future revisions, and links to other UW COVID resources will be emailed to the entire department (faculty, instructors, staff, and graduate students). Major updates and new requirements are also presented in faculty and staff meetings.

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. 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/1FAIpQLSefixLi7w00C7ELu84LgxkKpEEI966FyJ4mpoILLNHdus1VKg/viewform?usp=sf_link
- All questions (exclusive of the extra credit question) must be answered correctly to receive a pass.

NOVEL CORONAVIRUS (COVID-19) RESOURCES



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



[EPA Disinfectants for Use Against SARS-CoV-2](#)



[OSHA COVID-19](#)



[UW DEOHS: Safer Cleaning, Sanitizing and Disinfecting Strategies to Reduce and Prevent COVID-19 Transmission](#)

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

[UW Novel coronavirus & COVID-19: facts and resources](#)

[UW Stay Healthy, Huskies - Toolkit Downloads \(Posters, Media\)](#)

[UW Clean and Safe Storefront](#)



[WA DOH – COVID-19](#)

[WA DOH – Face Covering Order](#)



[Healthy Washington Business Reopening Guidance](#)

[Washington State Higher Education Proclamation](#)

[Washington State Coronavirus Response](#)

[WA L&I DOSH DIRECTIVE 1.70 General Coronavirus Prevention Under Stay Home-Stay Healthy Order](#)

[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 for N95 Filtering Facepieces and Respirator/Face Covering Selection During the COVID-19 Outbreak](#)

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](#).

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