

AERB COVID-19 RETURN TO WORK PLAN

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Management and Oversight

This plan is for AERB which houses Aeronautics & Astronautics, Mechanical Engineering and Industrial Systems Engineering.

This plan will be revisited as the UW, Seattle, King County, and the state enter into new phases. Updates will be sent to the department. However, because classes are, for the most part, online for autumn quarter 2020, it is highly likely this plan will remain in place through December 2020.

The University's general [COVID-19 Safety Training](#) is required for all University personnel.

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Before anyone is allowed back to campus, they are required to read through this guide and its links and complete this survey <https://forms.gle/VWVmNzxjNSZ34g1n7> confirming they have read and understand the AERB's COVID-19 Return to Work Plan.

Contacts

Building Coordinator: Michael Domar mbdomar@uw.edu. If you are onsite and need immediate assistance, call/text 206-383-2271.

Aeronautics & Astronautics COVID-19 Supervisor: Rachel Reichert rreicher@uw.edu. If you are onsite and need immediate assistance, call/text 206-972-5731.

Mechanical Engineering COVID-19 Supervisor: Jennifer Snider jsnider@uw.edu

Industrial Systems Engineering COVID-19 Supervisor: Kelly Foong kellyn@uw.edu

Social & Physical Distancing

Overview

Telework is required of all staff, students, & faculty with these exceptions: critical personnel for infrequent trips for equipment maintenance, one-time exceptions for non-critical personnel and current students and critical personnel who are cleared to work on campus for research tasks that must be completed in person to meet a deadline (the lab needs to be approved to be open). It is essential that anyone, critical personnel or not, complete the attestation before any trip to campus. Building access privileges will be revoked for noncompliance.

Critical Personnel

The list of critical personnel for AERB Hall is maintained by Aero & Astro. For information contact Rachel Reichert rreicher@uw.edu. For access, please fill out this request form:

<https://forms.gle/vCYbbJv6cFS7ipg7>

Anyone who is designated critical personnel for departmental operations will receive two masks to allow one to be worn and the other to be washed on a daily basis. They are welcome to provide their own. Let the Department COVID-19 supervisor know and they will send out masks to you. For critical personnel for in person lab work, please arrange your PPE through your PI.

Before their next trip to campus, critical personnel are required to:

1. Read this COVID-19 Return to Work Plan and complete the quiz
2. Complete the EH&S [COVID-19 Safety Training](#)
3. (Aero & Astro only) Complete training on the SOP and prevention plan for your lab if deemed critical personnel for research operations
4. Get access to the applicable google calendar for contact tracing

Before a daily trip to campus, the critical personnel must:

1. Do the Workday attestation. Non-employees should use this [form](#).
2. (Aero & Astro only) Add their time to the applicable google calendar (Building specific). Make sure to include the following:

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- a. Full Name
- b. Lab, Departmental ops or Remote learning
- c. Location of work in building

- Supervisors can designate critical personnel by using this online form: <https://forms.gle/7rHHYFMi9WZgQgjd7>
- Labs and any shared spaces located in AERB are required to have their own prevention plan separate from this one.
- The COVID-19 Tracking calendar and Workday attestations are audited each week for compliance.
- Critical personnel will be determined based on the following schedule based on their status

Status	Schedule
Students engaged in research	Quarterly
Faculty engaged in remote learning	Quarterly
Critical Operations for the department	At the discretion of their supervisor

Non-Critical Personnel

If you are non-critical personnel or not a personnel (student but not a student personnel) and need to make a trip to campus, please follow these steps:

1. Read this plan and complete this quiz via this google survey <https://forms.gle/C4brr6FgTUd36AKt7>
2. Complete the EH&S [COVID-19 Safety Training](#)
3. Email the COVID-19 supervisor with the intended date and purpose of the visit
4. Once the COVID-19 supervisor confirms the personnel have completed steps 1 and 2:
 - a. Non-critical **personnel** perform the attestation in Workday the day of a campus visit
 - b. **Students** complete the online attestation [form](#) the day of a campus visit
5. The non-critical personnel go to campus and handle your business, making sure to follow the guidelines in steps 1 and 2.

Stairs & Hallways

One staircase will be designated up, another down, to facilitate social distancing. Signs are posted.

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Elevators

Use the stairs whenever possible. If you must use an elevator: only one person at a time and use gloves or a tissue to touch surfaces including buttons. If someone just exited the elevator as you are entering, press the “Door Open” button a few times to allow air to move around.

Bathrooms

Bathrooms on the 1st, 2nd, 3rd, and 4th floors will become single-use. Signage will be posted.

Faculty, Staff & Student Offices

Aero & Astro:

- The majority of offices are single occupancy. These offices are: 132, 134, 136, 138, 232, 234, 236 241, 141A, 141B, 141C, 141D, 141E, 141F, 241, 241A, 241B, 241C, 241D, 241E, 241F, 341A, 432, 434, 436, 438
 - The occupants of these offices will post signage on the outside of their door to notify housekeeping when the space was last occupied.
- All multi occupancy offices are closed: 120, 228, 230, 238, 234, 341, 428, 430 (All open meeting spaces are closed)
- Any need for office space that is generated by on-campus research must go through the PI and lab SOP prevention plan. It is not covered in this prevention plan.
- Lab Spaces that are not included in this plan but covered by individual prevention plans per lab (**Please note many of these spaces are closed as an up to date SOP and prevention plan has not been approved**):012,012A, 012B,013, 036, 036A, 041, 104,117, 123, 201, 223, 214, 216, 221 037A, 304, 323, 317, 341C, 401,418, 421, 421A

Common spaces

During this phase all common spaces are closed and not for use. This includes any microwaves or refrigerators in these shared spaces.

Precautions for Sick Personnel

Anyone who becomes ill or suspects they have had interactions with a COVID-19 positive person ought to follow these steps:

- Anyone **with suspect or confirmed** [COVID-19 symptoms](#) should stay home
- Anyone **with suspect or confirmed COVID-19 symptoms** should contact their healthcare provider and notify the [Employee Health Center](#)
- Anyone who has had **close contact** with someone with COVID-19 should stay home and notify the [Employee Health Center](#)
- If the person requires time off, they should follow UW policies for time away from work. Questions on what these policies are should be directed to the administrators

Cleaning and Disinfecting

Supplies

Custodians check and refill soap dispensers in restrooms and common areas on a daily basis and as needed.

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There is hand sanitizer, disinfectant spray and masks through each department COVID 19 supervisor. There are also sinks with hand washing supplies located in the public restrooms on each floor.

Safety

Prior to using any product, review EH&S's [working safely with disinfectants](#); read the instructions and safety measures on the container.

The sanitizing wipes are [Clorox Disinfecting Wipes](#). Please read the [material data sheet](#) for information on the product.

Wear gloves when cleaning and disinfecting. See the [How to dispose of gloves](#) section below. Linguistics Department gloves are stored in the kitchen. Aero & Astro's gloves are in the department main office (211).

Good Hygiene

A few reminders:

- Wash your hands frequently
- Dry your hands [properly](#)
- Utilize hand sanitizer when you cannot wash
- Avoid touching people and objects—and that includes your face!
- Cover your sneezes and coughs

Personal Protective Equipment

General

Masks/coverings required on campus and in the building.

Masks 101

When to wear, how to wear, and [more](#). Can't get enough? Get extra credit with the graduate student class on [masks](#).

How to dispose of gloves

Removal and disposal [guide](#)

Training and Communication

The COVID-19 supervisors will continue to update personnel on the situation as it evolves. Keep yourself informed via the [UW Novel coronavirus & COVID-19: facts and resources](#) webpage.

A&A and LINGUISTICS PERSONNEL:

In order to come to campus, either as a critical personnel or non-critical personnel, it is required to read through this document and complete this quiz to confirm you understand this plan:

<https://forms.gle/UQzFfWkmcRSKkDx6>

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