

SITE-SPECIFIC COVID-19 PREVENTION PLAN AEROSPACE & ENGINEERING RESEARCH BUILDING (AERB) (NON-LAB SPACES)

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: 07/28/2020	Completed By: Rachel Reichert, Kelly Foong, Kim Maczko, Jennifer Snider
Name of COVID-19 Site-Supervisor: Rachel Reichert (Floors 1,2,4, AERB 341 for A&A) and Jennifer Snider (Floor 3, AERB 341 for ME) , Kelly Foong (AERB rooms 341 for ISE, A&C; 141A-F)	
Unit Name: Aeronautics & Astronautics / Mechanical Engineering/ Industrial & Systems Engineering (ISE)	Worksite Location(s): AERB
Unit COVID-19 Prevention Plan and Plan Location: All hallways, staircases, public restrooms in AERB as well as single occupancy spaces: 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	
Multi occupancy offices are closed:120, 228, 230, 238, 234, 341, 428, 430 (All open meeting spaces are closed)	
Lab Spaces that are not included in this plan but covered by individual prevention plans per lab (<i>*Please note many of these spaces are closed as an up to date SOP and prevention plan has not been approved*</i>):012,012A, 012B,013, 036, 036A, 041, 104,117, 123, 201, 223, 214, 216, 221 037A, 304, 323, 317, 341C, 401,418, 421, 421A	
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> Any open labs in Guggenheim have individual prevention plans that must be followed.	

MANAGEMENT AND OVERSIGHT	Check all that apply:	Describe:
<p>1. COVID-19 Prevention Plan and Site-Supervisor</p>	<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. × 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>Rachel Reichert (Floors 1,2,4, AERB 341 for A&A), she can be reached 206-616-1116 or rreicher@uw.edu and Jennifer Snider (Floor 3, AERB 341 for ME) , Kelly Foong (AERB rooms 341 A&C; 141A-F) she can be reached at 206-543-5547 or kellyn@uw.edu</p> <p><u>Kelly Foong, Jennifer Snider, Rachel Reichert are back ups for each other.</u></p> <p>COVID-19 plans will be posted on A&A's COVID-19 Information and Resources page located on the A&A's intranet, ME's and ISE's intranet. A physical copy is in the GUG 211 Suite near the mail boxes, ISE and ME in the Mechanical Engineering Building (MEB) 143G.</p> <p>Initial training on this plan will be available online at the A&A Intranet, ISE intranet and ME intranet page and will be tested via an online quiz to confirm the training is complete.</p> <p>Retraining will be performed whenever this COVID-19 prevention plan or associated SOPs are updated. Communications regarding these updates will happen via email provided by the COVID-19 supervisors.</p>
SOCIAL AND PHYSICAL DISTANCING	Check all that apply:	Describe:

<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 <input type="checkbox"/> Maximum space capacity determined based on room size × In-person meetings (conference call, virtual) limited × Non-critical in person meetings postponed or via Zoom × 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 <input type="checkbox"/> Designated drop-off/pick-up areas for shared tools and equipment <input type="checkbox"/> Barriers to block direct pathways between individuals are installed <input type="checkbox"/> Layouts to prevent air pathways less than 6 feet have been created <input type="checkbox"/> Ensuring good ventilation in work areas × Tasks have been rescheduled × Work tasks have been modified × Organizing work tasks to facilitate social distancing 	<p>All staff will continue to telecommute unless tasks require on site resources or equipment that cannot be taken home.</p> <p>On-site activities will be tracked via the COVID-19 Tracking calendar. We've ensured there is only one person assigned to each open office. Shared spaces are closed with signage posted and communications from the chair have been sent.</p> <p>All open offices listed above are single occupancy.</p> <p>No in-person group meetings will be held. All meetings will continue to be conducted remotely (eg. Zoom).</p> <p>Procedures, tasks, and workspaces in common areas have been altered to provide distance and reduce usage and increase cleaning of shared equipment.</p> <p>All shared items, such as tools and computers, must be cleaned and returned to their storage location between uses by different individuals.</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 <input type="checkbox"/> Providing notice to vendors/contractors 	<p>Posters reminding staff of prevention measures are posted throughout office suites and common spaces.</p> <p>Updates will be shared via email.</p> <p>Staff will be trained on the new policies and procedures defined in this document via an online quiz Staff will not have access to the building until the quiz is complete. A current log of this training will be kept on the shared google drive.</p>

		During this time no vendors, contractors, or visitors will be allowed on site.
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. 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.	<ul style="list-style-type: none"> X Performing daily symptom screening or attestation for personnel who work on-site at a UW work location X Following UW policies for time away from work X Informing and requiring personnel who may be ill or symptomatic to stay (or go) home X Requiring close contacts of COVID-19 cases to stay or go home X Consulting with EH&S Employee Health Center X Discussing accommodations for personnel at higher risk of severe illness with your HR Consultant or DSO for academic personnel X Keeping a log of visitors to the work-site (maintain for 4 weeks) 	<p>Symptom attestation will be completed daily for all on-site staff. All staff are to self-monitor for symptoms and remain home if any symptoms are noted.</p> <p>Any staff with close contact to known or suspected COVID-19 cases are to self-isolate (ie. telecommute) for two weeks.</p> <p>A log of all staff working on site will be kept and shared with department staff (via COVID 19 Tracking google calendar).</p> <p>No visitors, vendors, or contractors will be allowed in the lab during this time.</p>
6. Describe practices for responding to suspected or confirmed COVID-19 cases.	<ul style="list-style-type: none"> X Informing personnel with COVID-19 symptoms to stay home, contact their healthcare provider and to notify the Employee Health Center X Informing personnel with suspect or confirmed COVID-19 to stay home and notify the Employee Health Center X Informing personnel who have had close contact with someone with COVID-19 to stay home and notify the Employee Health Center X Performing enhanced cleaning and disinfection 	<p>As part of COVID-19 training, staff will be informed about UW policies on COVID-19 symptoms and contacts. In particular:</p> <ul style="list-style-type: none"> • Staff will be advised to stay home and self-isolate (ie. telecommute) for two weeks after close contact with known or suspected COVID-19 cases.

		<ul style="list-style-type: none"> • Staff will be advised to notify the employee health center if they suspect or have confirmed infection with COVID-19. • If a staff member with a suspected or confirmed case of COVID-19 has been on site their office will close for additional cleaning and disinfection per part 2 of EH&S enhanced cleaning and disinfection procedures.
CLEANING AND DISINFECTING	Check all that apply (all required):	Describe:
<p>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.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Following a cleaning schedule <input checked="" type="checkbox"/> Cleaning supplies are available for spot cleaning <input checked="" type="checkbox"/> Cleaning and disinfecting high touch surfaces daily, between uses or when unclean <input type="checkbox"/> 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 	<ul style="list-style-type: none"> • Individuals will be expected to clean their assigned offices at the end of the day when they leave and to note the last time they were in their office on their door • Masks are required in all areas except individual offices when no one else is present • Disposable latex or nylon gloves will be used when touching any shared equipment/surface that cannot be easily cleaned and disinfected

<p>8. List the product(s) used to clean and disinfect.</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 <input type="checkbox"/> EPA-registered disinfectant for use against SARS-CoV-2: <ul style="list-style-type: none"> a. Manufacturer: _____ b. Name: _____ c. EPA Registration #: _____ 	<p>Cleaning and disinfecting of surfaces will be performed using either a 1:9 solution of bleach and water or a 3:7 solution of distilled water and ethanol. Solutions of each will be prepared for end of day cleaning and at the start of each day for spot and other unplanned cleaning as necessary. Cleaning cloths and paper towels will also be provided for use in cleaning.</p>
<p>9. Describe the safety precautions that are taken when using disinfectant(s).</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 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>Safety procedures for cleaning and disinfecting will be included in COVID-19 building training</p> <p>Safety information will be posted in the main office guggenheim suite 211 and be available through this document on the A&A intranet COVID-19 page, ISE intranet and ME intranet.</p> <p>Gloves, wipes, disinfectant and masks will be made available for use when cleaning.</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>Soap and hot/cold water are available in restrooms located on all levels of Guggenheim Hall. All personnel will be trained in proper hand washing protocol, as highlighted in the good hygiene section of the prevention plan for Guggenheim Hall.</p> <p>Alcohol based hand sanitizer will be provided for building staff.</p> <p>Posters will be displayed throughout the building to remind staff to wash hands</p>

		frequently, avoid touching one's face, and cover one's mouth when coughing or sneezing.
PERSONAL PROTECTIVE EQUIPMENT	Check all that apply:	Describe:
11. Provide personal protective equipment (PPE) and guidance on how to use it.	<input type="checkbox"/> Face shields and/or eye protection is worn. <input type="checkbox"/> Respirators are worn. <input checked="" type="checkbox"/> Surgical/medical masks are worn. <input checked="" type="checkbox"/> 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. <input checked="" type="checkbox"/> Providing instructions on the use, care, cleaning, maintenance, removal, and disposal of PPE	<p>All staff will be required to wear a face covering when in offices and other common spaces (ie. anywhere outside of a single occupancy personal office).</p> <p>Instructions on the proper use and disposal of latex and nylon gloves will be included in COVID-19 safety training.</p>
COMMUNICATION AND TRAINING	Check all that apply (all required):	Describe:
12. Communicate safe practices.	<input checked="" type="checkbox"/> Personnel completing UW general COVID-19 Safety Training <input checked="" type="checkbox"/> Providing documented safety training to personnel on site-specific COVID-19 Prevention Plan initially and updates communicated <input checked="" type="checkbox"/> Posters /signage installed and/or posted in the worksite <input checked="" type="checkbox"/> Email communications <input checked="" type="checkbox"/> Covering COVID-19 safety information in staff meetings <input checked="" type="checkbox"/> Sharing information from the UW Novel coronavirus & COVID-19: facts and resources webpage	<p>All staff will complete COVID-19 safety training before beginning work on site. Completion of this training will be recorded via a google form survey.</p> <p>As described in other sections posters will be displayed throughout the building to remind staff about COVID-19 hygiene and safety procedures and policies.</p> <p>This plan as well as any changes to other procedures will be disseminated to the group via email as soon as available and approved. They will also be stored on the department's shared google drive and posted on the A&A COVID-19 Intranet page and Linguistics COVID-19 page.</p>

13. Communicate hazards and safeguards to protect personnel.	<ul style="list-style-type: none">X Providing information about working safely with disinfectantsX Communicating the hazards and safeguards required to protect individuals from exposure	This information will be provided during training and made accessible to all staff through this document on the intranet A&A COVID-19 page, ISE intranet and ME Intranet page.