



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 worksite 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 required elements for a plan and align with University policies and procedures.

Date: 9/9/2021	Completed By: Derrick Van Kirk
Name of Responsible Supervisor or COVID-19 Site-Supervisor: Derrick Van Kirk	
Unit Name: Aeronautics and Astronautics	Worksite Location(s): GUG 115
Unit COVID-19 Prevention Plan and Plan Location: Web	

MANAGEMENT AND OVERSIGHT	Check all that apply (all required):	Describe:
1. COVID-19 Prevention Plan oversight	<input checked="" type="checkbox"/> A responsible supervisor or a designated COVID-19 Site Supervisor is assigned to ensure all the elements of the site-specific COVID-19 Prevention Plan are followed. <input checked="" type="checkbox"/> The supervisor will keep the site-specific plan updated and current with changes to COVID-19 guidelines, regulations, and University policies. <input checked="" type="checkbox"/> The supervisor will keep the site-specific plan on site in hardcopy or electronically, so it is available to all personnel. <input checked="" type="checkbox"/> The supervisor will train personnel on the contents of the plan and any updates.	



	<input checked="" type="checkbox"/> The supervisor or designee is available to respond to issues and questions during work and class activities.	
VACCINATION	Check all that apply (all required as possible):	Describe:
2. Vaccination verification	<input checked="" type="checkbox"/> All personnel have submitted the University COVID-19 Vaccine Attestation Form in Workday by established deadlines (see UW COVID-19Vaccination Policy). Paper form or alternative method is used to verify vaccination status for personnel who do not have access to Workday.	
PROCEDURES FOR SICK PERSONNEL	Check all that apply (all required as possible):	Describe:
3. Describe how you are preventing people with symptoms from coming to the site and/or working while sick.	<input checked="" type="checkbox"/> Ask personnel to self-monitor their symptoms each day and to stay home if they have any symptoms of COVID-19 or if they are sick, regardless of vaccination status. <input checked="" type="checkbox"/> Requiring personnel who may be sick or symptomatic to go home, regardless of vaccination status. <input checked="" type="checkbox"/> Consult with the COVID-19 Response and Prevention Team . <input checked="" type="checkbox"/> Discuss accommodations for personnel at higher risk of severe illness with your HR consultant or AHR business partner.	
4. Describe practices for responding to suspected or confirmed COVID-19 cases.	<input checked="" type="checkbox"/> Inform personnel with COVID-19 symptoms to stay home, get tested, and notify the COVID-19 Response and Prevention Team regardless of vaccination status. <input checked="" type="checkbox"/> Inform personnel with suspect or confirmed COVID-19 to stay home and notify the COVID-19 Response and Prevention Team . <input checked="" type="checkbox"/> Inform non-fully vaccinated personnel who have had close contact with someone with COVID-19 to stay home and notify the COVID-19 Response and Prevention Team .	



	<input checked="" type="checkbox"/> Perform necessary cleaning and disinfection .	
CLEANING SURFACES	Check all that apply (all required):	Describe:
5. Cleaning	<input checked="" type="checkbox"/> Follow the COVID-19 Cleaning and Disinfection Protocol . <input checked="" type="checkbox"/> Provide supplies for spot cleaning.	
6. List the product(s) used to disinfect.	Check all that apply: <input checked="" type="checkbox"/> Alcohol solution with at least 70% alcohol (includes wipes) <input checked="" type="checkbox"/> Freshly prepared bleach/water solutions <input checked="" type="checkbox"/> EPA-registered disinfectant for use against SARS-CoV-2	
7. Describe the safety precautions taken when using disinfectant(s).	<input checked="" type="checkbox"/> Ensure personnel know where to find safety data sheets (SDS) for each product. <input checked="" type="checkbox"/> Review the COVID-19 Chemical Disinfectant Safety Information . <input checked="" type="checkbox"/> Follow the manufacturer's instructions for the products used. <input checked="" type="checkbox"/> Use appropriate personal protective equipment (PPE) for the workplace and work tasks.	

GOOD HYGIENE	Check all that apply (all required):	Describe:
8. Describe methods used to encourage good hygiene.	<input checked="" type="checkbox"/> Provide soap and running water. <input checked="" type="checkbox"/> Provide hand sanitizer and/or wipes/towelettes. <input checked="" type="checkbox"/> Ask personnel to avoid touching others. <input checked="" type="checkbox"/> Use reminders to wash hands frequently and correctly at key moments, avoid touching face with unwashed hands, and cover mouth when coughing or sneezing.	



FACE COVERINGS, PPE, PHYSICAL DISTANCING & ALTERNATE STRATEGIES	Check all that apply:	Describe:
9. Require face coverings for individuals per the UW Face Covering Policy	<input checked="" type="checkbox"/> Ensure that personnel wear face coverings indoors when other people are present and in all public and common areas. <input checked="" type="checkbox"/> Post signage and use other means to communicate face covering requirements. <input checked="" type="checkbox"/> Notify contractors, vendors, and visitors of the face covering requirements in the UW COVID-19 Face Covering Policy .	
10. Physical distancing	<input checked="" type="checkbox"/> Establish or identify a Designated Eating Space , where personnel may eat and drink unmasked while physically distanced from others. <input checked="" type="checkbox"/> Notify personnel that physical distancing is recommended indoors, especially in crowded settings, in areas that are not well ventilated, and when actively eating and drinking.	
11. Alternate Strategies and PPE (if applicable)	<input checked="" type="checkbox"/> No alternate strategies are necessary. <input checked="" type="checkbox"/> A Supervisor identified that alternate strategies are needed through review with EH&S and unit leadership approval. <input checked="" type="checkbox"/> Develop or document a job hazard analysis that identifies the hazards and control strategies to minimize the risk of exposure. <input checked="" type="checkbox"/> Refer to the Workplace COVID-19 Risk Level and Selection of Personal Protective Equipment to determine if additional PPE is required. <input checked="" type="checkbox"/> Train personnel on alternative strategies use, including on the use and care of PPE if applicable. Document the training.	
12. Communicate hazards and safeguards to protect personnel.	<input checked="" type="checkbox"/> Provide information about working safely with disinfectants . <input checked="" type="checkbox"/> Communicating the hazards and safeguards required to protect individuals from exposure.	



COMMUNICATION AND TRAINING	Check all that apply (all required):	Describe:
1. Communicate safe practices.	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Invite personnel and/or students to activate the Washington Exposure Notifications – WA Notify on their mobile devices.<input checked="" type="checkbox"/> Ensure all personnel complete UW general COVID-19 Safety Training.<input checked="" type="checkbox"/> Provide documented safety training to personnel on this site-specific COVID-19 Prevention Plan, initially and when updates are made.<input checked="" type="checkbox"/> Post COVID-19 safety posters/signage at the worksite.<input checked="" type="checkbox"/> Share information from the UW Novel coronavirus & COVID-19: facts and resources webpage.<input checked="" type="checkbox"/> Inform personnel and students of the location(s) designated eating space(s) and post signage per the Eating Spaces and Food guidance.<input checked="" type="checkbox"/> Inform personnel and students of the best practices for food sharing.	