

# GUGGENHEIM HALL COVID-19 RETURN TO WORK PLAN

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## Management and Oversight

This plan is for Guggenheim Hall which houses Aeronautics & Astronautics and Linguistics.

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/C4brr6FgTUd36AKt7> confirming they have read and understand the Guggenheim COVID-19 Return to Work Plan.

## Contacts

Building Coordinator: Michael Domar [mbdomar@uw.edu](mailto: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](mailto:rreicher@uw.edu). If you are onsite and need immediate assistance, call/text 206-972-5731.

Linguistics COVID-19 Supervisor: Monica Cohn [lingadmn@uw.edu](mailto:lingadmn@uw.edu). If you are onsite and need immediate assistance, call/text 206-992-1538.

## 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 Guggenheim Hall is maintained by Aero & Astro. For information contact Rachel Reichert [rreicher@uw.edu](mailto:rreicher@uw.edu). If you are in the Aeronautics and Astronautics Department, please fill out this request form: <https://forms.gle/vCYbbJvm6cFS7ipg7> to request critical personnel designation. If you are in the Linguistics Department all critical personnel have been approved at this time.

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 COVID-19 supervisor know and they will not 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 by requesting critical personnel access. For Aero & Astro fill out this form <https://forms.gle/8LHNPaVSPWA5oEvn8> For Linguistics, contact Monica Cohn ([nannerl@uw.edu](mailto:nannerl@uw.edu))

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

1. Do the Workday attestation. Non-employees should use this [form](#).

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2. Add their time to the applicable google calendar (lab specific or departmental operations calendar)

### Aero & Astro:

- A&A supervisors can designate critical personnel by using this online form: <https://forms.gle/7rHHYFMI9WZgQgjd7>
- Labs and any shared spaces located in Guggenheim Hall are required to have their own prevention plan separate from this one.
- Administrative staff listed as critical personnel and who plan to be on campus must submit an attestation via Workday and place a calendar entry on the COVID-19 Tracking calendar. The COVID-19 Tracking calendar and Workday attestations are audited each week for compliance.
- Critical personnel will be determined quarterly.

### Linguistics:

Although critical personnel letters and designations were sent Spring 2020, the critical personnel designation has been revisited. Monica Cohn will send out critical personnel designations July 2020. If you have questions about your designation, contact Monica at [nannerl@uw.edu](mailto:nannerl@uw.edu).

### 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.

### 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 all floors will become single-use. Signage will be posted.

### Faculty, Staff & Student Offices

#### Linguistics:

Critical personnel either have single-person offices or in one case, share an office (Linguistics computer and system administrators). For these staff members the following apply:

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- A majority of their work can be handled remotely and they must telework if they can at all.
- One is part time which cuts down on the time that personnel may need to access the office.
- They will communicate with each other and the COVID-19 supervisor when they do have to work in the shared office and stagger visits.
- 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\**): 407A, 416A, 416.

Non-critical personnel: other than an emergency trip to campus for books, supplies, or similar needs, non-critical personnel and students ought to telework.

Classes: Linguistics has a few classes to be held in person autumn quarter. They will be for no more than four people, including the faculty, and be held in the Linguistics Room 415L with 368 sq. ft. or the Treehouse (CL Laboratory). Faculty will request a time [online](#).

- At least half an hour will be set between bookings
- Fan will be provided in the room
- Faculty and students should take advantage of the room's size to social distance
- They should wear masks
- Cleaning supplies (sanitizing wipes, tissues) and sanitizer will be provided in the room

### Aero & Astro:

- The majority of offices are single occupancy. These offices are: 115B, 211A, 211B, 211C, 211E, 211F, 211G, 311A, 311B, 311C, 311D, 311E, 311F, 316B, 316C, 316D, 316E, 316F, 317A, 317B, 318A, 318B, 318C, 318D, 318E, 320, 400A, 400B, 400C, 408, 414, 414C, 414D, 415, 415A, 415B, 415C, 415D, 415E, 415F, 415G, 415H, 415J, 415K, 418A, 418B, 418D
  - 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 and shared spaces are closed: 100E, 109, 117, 211D, 211k, 205, 212, 214, 217, 305, 306, 307, 309, 311G, 312, 315, 316A, 317, 318F, 406, 407, 418C, 414A
- 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\**): 100F, 105, 105A, 106, 107, 114, 115, 315, 407A, 416A, 416.
- All classroom spaces on the second floor: 204, 218, 220 are covered by classroom services and not included in this plan There are no classrooms on the first and third floor of Guggenheim Hall.
- Custodial spaces: 300B are covered by facilities and not in this plan

### Kitchen

During this phase, the Linguistics and Aero & Astro kitchens (211K, GUG 309) should not have any use.

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## 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.

There is hand sanitizer, disinfectant spray and masks available in the main offices for Linguistics (414) and Aero & Astro (211) for visitors. There are also sinks with hand washing supplies located in the public restrooms on each floor. For additional supplies, please contact [aerobuy@uw.edu](mailto:aerobuy@uw.edu) if you are in Aero & Astro or request [online](#) if you are in the Linguistics

### 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

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## 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/C4brr6FgTUd36AKt7>