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**Management and Oversight**

This plan is for the Department of Aeronautics & Astronautics and covers all departmental spaces in AERB and Guggenheim. The faculty lab spaces, Kirsten Wind Tunnel and 3x3 Wind Tunnel have separate plans.

This plan will be revisited as the UW, Seattle, King County, and the State of Washington provide new updates. Currently as of July 23, Washington State has reopened. Courses for the summer 2021 are primarily online but it is anticipated that campus will be fully open by September 10th and students will return for Autumn 2021 Quarter on September 29th.

The University's EH&S COVID-19 Safety Training is required for all University personnel and A&A students. The training is currently being updated and will be online again July 30.

Before anyone is allowed back to campus, they are required to read through this guide and its links and complete this A&A Covid-19 Prevention Plan Quiz to confirm they have read and understand this COVID-19 Prevention Plan

**Contacts**

Building Coordinator for AERB and Guggenheim: Carter Beamish cbeamish@uw.edu. If you are onsite and need immediate assistance, call 206-221-3032.

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

**Campus Access**

**Overview**

Telework is encouraged for all staff, students, & faculty. Faculty and staff can now come to work as needed, provided they have completed their vaccine verification and have completed the back to work training as well as completed the department specific prevention plan quiz. Please work with your supervisor if you wish to come back to campus prior to September 10th. Students are limited to critical personnel, however the definition has been expanded to include graduate students who are assigned a desk through September 10th. We anticipate being fully back on campus effective September 13, 2021.

**Employees and Graduate Students with Assigned Desks**

There are two processes for people allowed current access to department spaces, one for UW employees and a second process for students.

The student process is maintained by academic services, for questions please contact gradadvising@aa.washington.edu or your faculty PI with any questions. A&A will be giving access to the buildings via caams as well as student offices effective 07/29/2021 provided all students have completed their vaccine verification, reviewed this prevention plan and completed the quiz and completed the EHS training back to work training by August 6th (currently it is unavailable until 07/30/2021). For access to individual labs the student must be trained in the appropriate lab SOP's and
either be a currently enrolled student or currently employed at the UW preferably in the Department of Aero and Astro.

Before coming to campus, you are required to:

1. Read this Prevention Plan and complete the Quiz
2. Complete the UW EH&S COVID-19 Safety Training (please note this is not available until 07/30/2021, those that have not completed this training have until August 6th to get compliant)
3. Complete training on the SOP and prevention plan for your lab for research operations
4. Complete the UW Vaccine Verification.
5. Principle Investigators can designate students as critical personnel for specific lab spaces by contacting gradadvising@aa.washington.edu once they have been hired or the student has enrolled in credits.

Additional Information

- Labs and any shared research spaces located in AERB or Guggenheim are required to have their own prevention plans in addition to this one.
- Status-based schedule:

<table>
<thead>
<tr>
<th>Status</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty and staff employed in the Department</td>
<td>If not already approved as critical personnel, they will be added effective 07/29/2021 if they have completed the new requirements above</td>
</tr>
<tr>
<td>Students employed in the department or who possess a desk</td>
<td>Provided they complete the above requirements, anyone who currently does not have access will be added on 07/29/2021</td>
</tr>
<tr>
<td>Faculty, Staff and students who need access to individual labs because they are either employed or enrolled in credits</td>
<td>This is based on PI approval. They are required to complete individual lab prevention plans and safety trainings and receive approval from their PI</td>
</tr>
</tbody>
</table>

**Visitors**
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Visitors can come to campus but are required to adhere to the same rules for masking as employees and students. If they have not been vaccinated then they must wear a mask. Vaccinated visitors can wear masks at their own discretion. All visitors are required to read through this prevention plan and complete the quiz prior to coming to campus.

**Contractors and Vendors**

Contractors and vendors are allowed on campus but they must follow [the certification requirements provided by UW procurement services](#) prior to coming to campus. They must also follow the [masking guidelines](#) while on campus set by the UW and read through this prevention plan and complete the quiz prior to coming to campus.

**Faculty, Staff & Student Offices**

Aero & Astro:
- Faculty/Staff office spaces are open
- Graduate student shared office spaces are opening July 29.

**Common Spaces**
- All common spaces are open
- Conference rooms are open for staff and faculty effective immediately. Students will have access beginning September 13th once the department is fully operational. Access our [new policies and reservations system](#).

**Precautions for Sick Personnel**

Anyone who becomes ill or suspects they have had interactions with a COVID-19 positive person must 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 through each department COVID 19 supervisor. There are also sinks with hand washing supplies located in the public restrooms on each floor.
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**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).

For further detail regarding cleaning and disinfection protocols, please see EH&S’ cleaning protocols.

**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 are required for non-vaccinated individuals. Please note that masks are optional for vaccinated individuals. Please see the University Face Covering Requirements for additional details.

**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.
ATTACHMENT A:

UNIT OR SITE-SPECIFIC COVID-19 PREVENTION PLAN FOR AERONAUTICS AND ASTRONAUTICS

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: 07/20/20221
Completed By: Rachel Reichert

Name of Responsible Supervisor or COVID-19 Site-Supervisor: Rachel Reichert

Unit Name: Guggenheim Hall
Worksite Location(s): Department of Aeronautics and Astronautics


<table>
<thead>
<tr>
<th>MANAGEMENT AND OVERSIGHT</th>
<th>Check all that apply (all required):</th>
<th>Describe:</th>
</tr>
</thead>
</table>
| 1. COVID-19 Prevention Plan Oversight | ✅ 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.  
✅ The supervisor will keep the site-specific plan updated and current with changes to COVID-19 guidelines, regulations, and University policies.  
✅ The supervisor will keep the site-specific plan on site in hardcopy or electronically, so it is available to all personnel.  
✅ The supervisor will train personnel on the contents of the plan and any updates.  
✅ The supervisor or designee is available to respond to issues and questions during work and class activities. | There is an overall plan for departmental spaces. Faculty lab spaces have their own separate plans and are maintained by the PI. |
### Aeronautics and Astronautics COVID-19 Prevention Plan - Updated 07.23.2021

<table>
<thead>
<tr>
<th>VACCINATION</th>
<th>Check all that apply (all required as possible):</th>
<th>Describe:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Vaccination Verification</td>
<td>🔄 All personnel have submitted the University COVID-19 Vaccine Verification Form in Workday by established deadlines (see UW COVID-19 Vaccination Policy). Paper form or alternative method is used to verify vaccination status for personnel who do not have access to Workday.</td>
<td>Employees, students, visitors, vendors and contractors are required to complete their vaccination attestations and read through the dept plan and take quiz prior to coming to campus.</td>
</tr>
<tr>
<td></td>
<td>🔄 Ensure personnel not verified to be fully vaccinated are required to wear a face covering.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>🔄 Contractors, vendors, and visitors are notified of the UW COVID-19 Face Covering Policy and the requirement to wear face coverings at the University unless fully vaccinated except where face coverings are required regardless of vaccination status (e.g., health care, child care, K-12 settings).</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROCEDURES FOR SICK PERSONNEL</th>
<th>Check all that apply (all required as possible):</th>
<th>Describe:</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Describe how you are preventing people with symptoms from coming to the site and/or working while sick.</td>
<td>🔄 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.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>🔄 Requiring personnel who may be sick or symptomatic to go home, regardless of vaccination status.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>🔄 Consult with the COVID-19 Response and Prevention Team.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>🔄 Discuss accommodations for personnel at higher risk of severe illness with your HR consultant or AHR business partner.</td>
<td></td>
</tr>
</tbody>
</table>
4. Describe practices for responding to suspected or confirmed COVID-19 cases.

- Inform personnel with COVID-19 symptoms to stay home, get tested, and notify the COVID-19 Response and Prevention Team, regardless of vaccination status.
- Inform personnel with suspect or confirmed COVID-19 to stay home and notify the COVID-19 Response and Prevention Team.
- 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.
- Perform necessary cleaning and disinfection.

CLEANING SURFACES

<table>
<thead>
<tr>
<th>5. Cleaning</th>
<th>Check all that apply (all required):</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Follow the COVID-19 Enhanced Cleaning and Disinfection Protocol.</td>
<td></td>
</tr>
<tr>
<td>✓ Provide supplies for spot cleaning.</td>
<td></td>
</tr>
</tbody>
</table>

6. List the product(s) used to disinfect.

| ✓ Alcohol solution with at least 70% alcohol (includes wipes) |
| ✓ 10% fresh bleach/water solution |
| ✓ EPA-registered disinfectant for use against SARS-CoV-2: |
7. Describe the safety precautions taken when using disinfectant(s).

- Ensure personnel know where to find safety data sheets (SDS) for each product.
- Review the COVID-19 Chemical Disinfectant Safety Information.
- Follow the manufacturer's instructions for the products used.
- Use appropriate personal protective equipment (PPE) for the workplace and work tasks.

<table>
<thead>
<tr>
<th>GOOD HYGIENE</th>
<th>Check all that apply (all required):</th>
<th>Describe:</th>
</tr>
</thead>
</table>
| 1. Describe methods used to encourage good hygiene. | ✅ Provide soap and running water.  
✅ Provide hand sanitizer and/or wipes/towelettes.  
✅ Ask personnel to avoid touching others.  
✅ Use reminders to wash hands frequently and correctly at key moments, avoid touching face with unwashed hands, and cover mouth when coughing or sneezing. | |

<table>
<thead>
<tr>
<th>FACE COVERINGS, ALTERNATE STRATEGIES AND PPE</th>
<th>Check all that apply:</th>
<th>Describe:</th>
</tr>
</thead>
</table>
| 2. Require face coverings for individuals who are not verified to be fully vaccinated. | ✅ Follow the procedures in the UW COVID-19 Vaccination Policy to identify personnel who must continue to wear face coverings.  
✅ Ensure that non-fully vaccinated individuals wear face coverings indoors when other people are present and in all public and common areas. | |
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| Ensure all wear face coverings in areas where they are required regardless of vaccination status (e.g., health care, childcare, K-12) | ✅ |
| Communicate through signage and other means to vendors, visitors, and the public on face covering requirements, as dictated by vaccination status or other space-use designations (healthcare, K-12 settings, etc.) | ✅ |

3. **Alternate Strategies and PPE (if applicable)**

| ✅ No alternate strategies are necessary. |
| ✅ Supervisor identified that alternate strategies are needed through review with EH&S and unit leadership approval. |
| ✅ Develop or document a job hazard analysis that identifies the hazards and control strategies to minimize the risk of exposure. |
| ✅ Refer to the [Workplace COVID-19 Risk Level and Selection of Personal Protective Equipment](https://example.com) to determine if additional PPE is required. |
| ✅ Train personnel on alternative strategies use, including on the use and care of PPE if applicable. Document the training. |

<table>
<thead>
<tr>
<th><strong>COMMUNICATION AND TRAINING</strong></th>
<th>Check all that apply (all required):</th>
</tr>
</thead>
</table>

4. **Communicate safe practices.**

| ✅ Ask personnel and students to activate the [Washington Exposure Notifications – WA Notify](https://example.com) on their mobile devices. |
| ✅ Ensure all personnel complete UW general [COVID-19 Safety Training](https://example.com). |
| ✅ Provide documented safety training to personnel on this site-specific COVID-19 Prevention Plan, initially and when updates are made. |
| ✅ Post a COVID-19 safety [posters/signage](https://example.com) at the worksite. |
| ✅ Share information from the [UW Novel coronavirus & COVID-19: facts and resources](https://example.com) webpage. |
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| 5. Communicate hazards and safeguards to protect personnel. | ✔️ Provide information about [working safely with disinfectants](#).  
✔️ **Communicating the hazards and safeguards** required to protect individuals from exposure. |