University of Washington
School of Art + Art History + Design
COVID-19 Prevention Plan

September 20, 2021

The University of Washington School of Art + Art History + Design COVID-19 Prevention Plan helps ensure the health and safety of faculty, staff and students by reducing the potential for COVID-19 transmission at the University of Washington. The measures are based on Washington Ready COVID-19 guidance; Washington Department of Labor & Industries (L&I) requirements, the Governor’s Proclamation for Higher Education; and guidance from state and local public health agencies. This plan is updated as regulations and public health guidance change.

Key personnel charged with developing this plan:

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Table of Contents

1. Vaccination
2. Procedures for sick and symptomatic personnel
3. Practicing Good Hygiene
4. Cleaning and Disinfecting Surfaces
5. Personal Protective Equipment (PPE) and Alternative Strategies
6. Communication and Training
7. Novel Coronavirus (COVID-19) Resources
8. Facility Floor Plans
1. Vaccination

COVID-19 vaccination is the most critical element of the University’s COVID-19 Prevention Plan. All University personnel and students are required to be vaccinated against COVID-19 unless an exemption is declared. All UW units, personnel, and students must comply with the UW COVID-19 Vaccination Policy requirement by submitting the University COVID-19 Vaccine Attestation Form by the established deadlines in accordance with the policy.

University personnel submit a COVID-19 Vaccine Attestation Form in Workday. Personnel who do not have access to Workday will be provided an alternative method by their supervisor.

Students submit a COVID-19 Vaccine Attestation Form on the Hall Health Center website.

Students who are employed by the University must submit both the student and personnel COVID-19 Vaccine Attestation Forms.

[Return to Table of Contents]
2. Procedures for Sick and Symptomatic Personnel

The SoA+AH+D is required to take measures to prevent sick personnel from entering the worksite, and reporting suspected and confirmed COVID-19 cases and close contacts.

Symptom monitoring

Personnel who are sick or experiencing even mild symptoms of illness, must stay home. If symptoms of illness are experienced by an individual while on a University work site, the individual must leave the worksite.

Personnel who experience symptoms of COVID-19 infection, including fever (100.4 degrees or higher), cough, shortness of breath, loss of taste and/or smell, chills, sore throat, runny nose, headache, muscle pain and gastrointestinal symptoms, such as nausea, vomiting or diarrhea, are required to follow these instructions:

Stay Home: If you are sick, you must stay home.
Even if you are vaccinated and/or have mild symptoms.

- Separate yourself from others. Avoid common areas where people gather.
- Practice good hygiene.
- Wear a mask or other approved facial covering.

Get tested for COVID-19

- If you are enrolled in the Husky Coronavirus Testing program, report your symptoms in your daily symptom survey, and you will receive testing instructions. Do not go to school or work until you receive your test result, even if you feel better. If you are not enrolled in the Husky Coronavirus Testing program, you can get tested with your personal health care provider or at a public testing site.

- Notify the UW COVID-19 Response and Prevention Team as soon as possible if you test positive for COVID-19 at covidhec@uw.edu or 206.616.3344. UW medical center personnel should contact their respective employee health services.

- Follow public health guidelines to help you recover and protect others from getting sick. These actions include staying home and physically away from people and pets, wearing a face covering, and being stringent about hygiene. Read the FAQ “What do I do if I have confirmed or suspected COVID-19?” on the UW COVID-19 frequently asked questions webpage for
more information about steps you'll need to take. You can also learn more from Public Health — Seattle & King County and the Washington State Department of Health.

**Notify the UW COVID-19 Response and Prevention Team if you have close contact with individuals who have COVID-19.** Close contact means being within 6 feet of a person with COVID-19 for a cumulative total of at least 15 minutes during a 24-hour period (even if both individuals were wearing face coverings), living with or caring for a person who has COVID-19, or having direct contact with infectious secretions (e.g., being coughed on, kissing, sharing utensils). The exposed individual is required to follow the quarantine requirements outlined in the FAQ “I may have been exposed to COVID-19. What should I do?”

**Washington Exposure Notifications – WA Notify** mobile app is a tool to alert users if they may have been exposed to a COVID-19 positive person. University personnel and students are encouraged to download or activate the app on their mobile devices.

**University response - EH&S contact tracing**

When notified of a person with suspected or confirmed COVID-19, the University's COVID-19 Response and Prevention Team takes the steps listed below to maintain the health and safety of the campus community. The University is working in coordination with local health departments on COVID-19 response efforts and complies with applicable privacy requirements.

The University's case response activities include:

- Obtain details about the person’s symptoms, locations on campus and close contacts.

- Conduct a risk assessment to determine an action plan, such as:
  - Instructions and guidance for self-isolation.
  - Notifying the academic and/or work unit.
  - Notifying UW-affiliated individuals or groups who were in close contact with the COVID-19 positive person within 48 hours prior to the development of symptoms (or, if asymptomatic, 48 hours before their COVID-19 test).
  - Evaluating the specific locations for potential cleaning and disinfection, in accordance with guidance from the Centers for Disease Control and Prevention (CDC) and L&I.

- Provide return-to-work information to individuals who have COVID-19, close contacts of individuals who have COVID-19, University/unit representatives and UW Human Resources.
The identity of individuals with COVID-19 and their close contacts is not publicly disclosed. It remains private among University representatives involved in the public health response, including EH&S representatives, unit representatives (as needed), and UW Human Resources.

For information about the University's response to a COVID-19 case on campus, visit the [COVID-19 Case Response](https://www.ehs.washington.edu/case-response) page on the EH&S website.

**Human Resources assistance**

UW Human Resources (HR) and Academic Human Resources (AHR) provide resources for staff and academic personnel regarding time away from work; talk with your HR consultant or AHR Business Partner with issues pertaining to your work area.

Guidance and protections for those at higher risk for developing more serious COVID-19 illness are also available on the HR website.

Per state and local public health guidelines, University units should not request a doctor's note, a negative test result or positive antibody test following a report of COVID-19 illness.

University units are required to direct personnel to follow the steps in the FAQ “*What do I do if I feel sick?*” which includes the above information.

[Return to Table of Contents](https://www.ehs.washington.edu/case-response)
3. Practicing Good Hygiene

All SoA+AH+D personnel need to know they can reduce the risk of spreading COVID-19 by doing the following:

- Wash hands often with soap and water for at least 20 seconds. If water is not available, use hand sanitizer with at least 60% alcohol content.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Avoid contact with people who are sick.
- Stay home while sick and avoid close contact with others, even if you are vaccinated against COVID-19.
- Cover your mouth and nose with your elbow or a tissue when coughing or sneezing, and immediately dispose of the used tissue.
- Secondary handwashing or sanitizing stations may be set up with either hand sanitizer or wipes/towelettes.

Personnel must have access to soap and running water to wash their hands after touching any surface or tool suspected of being contaminated, before and after eating or using the restroom, and before touching their face.

We can all have a much healthier environment if we remember key moments to wash hands:

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick
- Before and after treating a cut or wound
- Before exiting the studio, classroom or office.
- After using the toilet
- After contact with high touch surfaces (e.g., elevators, lobby areas, reception desks, etc.)
- After blowing your nose, coughing, or sneezing
- After removing gloves or other personal protective equipment.
- After touching an animal or animal waste
- After touching garbage

Stay Healthy, Huskies - Toolkits
CDC – What you need to know about handwashing

Return to Table of Contents
4. Cleaning and Disinfecting Surfaces

SoA+AH+D personnel are required to clean (and disinfect as needed) their worksite surfaces regularly in accordance with the University’s COVID-19 Enhanced Cleaning and Disinfection Protocol. Units are required to provide cleaning and disinfection products, along with the appropriate PPE and instructions for the frequency and safe use of products.

University custodial units clean high touch surfaces in common areas of buildings, such as restrooms, stairwells, and elevators. The University maintains a central procurement site for COVID-19 cleaning supplies and PPE. (Visit the UW Procurement How to Buy page for details.)

University units:

- Keep a cleaning schedule to maintain general housekeeping to prevent buildup of dirt and clutter.
- Make cleaning supplies available for workers to do spot-cleaning when necessary. Consider single-use disinfectant wipes for high touch points.

**Frequency:** Clean work areas regularly.

- For surfaces and equipment touched by multiple workers (e.g., doorknobs, tables, computer keyboards, handrails, exercise rooms), clean and disinfect daily, between uses, or when visibly unclean.
- For surfaces and equipment touched by one individual, clean and disinfect periodically, when unclean, as a minimum.

**Locations of disinfecting and cleaning supplies**

**Art Building**

- Disinfectant spray bottles, paper towels/cloths and gloves are located in the mailroom (room 102A)

- Please take only the minimum amount needed. Supplies are only available in limited quantities due to nationwide supply issues. Resources are scarce.
  - Contact pamlynne@uw.edu if supplies need to be restocked.

- Check with technician regarding the disinfecting procedures for specialized equipment as some chemicals can ruin work surfaces.
• Report any problems and concerns to the technician, Program Chair, and the Director of the School.

CMA
• Disinfectant spray bottles and gloves are located near every bathroom and water fountain as well as the kitchen.

• Supplies of disinfectant and hand cleaner will be available near the sinks in the Foundry RM 114 and in the Kitchen RM 101.

• Any equipment in the wood or metal shop needs special instruction for disinfection as the chemicals can ruin work surfaces. Check with a technician.

• Report any problems and concerns to a technician, Program Chair, or the Director of the School.

Sand Point
• The cleaning and disinfection supplies are stored in the cabinet under the kitchen sink. The student assistant will monitor and replenish the stock.

• Everyone, after using one’s studio, should clean it before leaving the facility, including the door handle. The Sand Point OSRP (On-Site Research Plan) student assistant will clean door handles of bathrooms, brush-wash room, and the doors by the west entrance, and log the cleaning time on the "Door Handle Cleaning Record."

• The Sand Point OSRP graduate student assistant is Yongqi Tang. They monitor the implementation of the plan, order the necessary supplies, and report any problems and concerns to the Sand Point Coordinator Helen O'Toole, the Program Chair, Zhi Lin, and the Director of the School.

Safe use of cleaning products

Follow the manufacturer’s instructions for use of all cleaning and disinfecting products, and use personal protective equipment as required.

Use one of the following to disinfect hard, non-porous surfaces:

• An EPA-registered disinfectant approved for use against SARS-CoV-2 or

• An alcohol solution with at least 70% alcohol or
- A 10% bleach/water solution

Avoid putting disinfectant gels or liquids on electronics and other equipment, including elevator buttons, unless they have been indicated as safe to use on those devices.

Resources are available on the EH&S website to assist units to safely use disinfectants to prevent the spread of COVID-19.

- COVID-19 Chemical Disinfectant Safety Information
- Safer Cleaning, Sanitizing and Disinfecting Strategies to Reduce and Prevent COVID-19 Transmission

Return to Table of Contents
5. Personal Protective Equipment (PPE) and Alternative Strategies

All individuals at the SoA+AH+D, including faculty, staff, students, contractors, vendors and visitors must adhere to the UW COVID-19 Face Covering Policy.

- **All individuals are required to wear a face covering indoors, regardless of vaccination status, when on site at a University of Washington location.** This requirement is applicable indoors when other people are present and in all public and common areas, including, but not limited to lobbies, hallways, stairways, restrooms, elevators, and in shared vehicles.

- **Outdoors, face coverings are optional, regardless of vaccination status.** However, a face covering is recommended when in outdoor crowded settings and in settings where there is a decreased ability to consistently maintain a physical distance between others.

Visit the [Face Covering Requirements webpage](#) for further details and to read frequently asked questions, including “*When is it okay to remove my face covering?*” for a list of exemptions to the policy.

Face coverings are required to be provided to personnel who are working on site at a University location. Personnel must be trained on the proper use, care, storage and disposal of face coverings and PPE. University units should refer to the [EH&S Guidance on Facemask Use for Preventing the Spread of COVID-19](#) for training personnel on the selection, care and use of face coverings and facemasks.

**Public Spaces:** Members of the public, customers, visitors, vendors and contractors at a University location are required to follow the University’s [COVID-19 Face Covering Policy](#) at all times when on campus, including posted requirements in specific buildings or spaces.

In certain work settings, **PPE may be required according to potential risk of exposure to COVID-19.** Refer to the [Workplace COVID-19 Risk Level and Selection of Personal Protective Equipment (PPE)](#) guide and the [Guidelines for Personal Protective Equipment](#) for additional guidance on the selection and use of PPE.

**Physical Distancing**

Physical distancing is recommended for all individuals while indoors at a University location, especially in crowded settings, in areas that are not well ventilated, and when **actively eating and drinking.**

- Refer to the [Eating Spaces and Food Guidance](#) for best practices on preparing and using eating spaces and food sharing.

- *Physical distancing is required* in health care, child care, and K-12 settings.
There are no current COVID-related occupancy limits in UW spaces; however, normal building and fire code occupancy limits still apply.

**Alternative strategies**

A combination of strategies are utilized to minimize COVID-19 risk in the workplace. These strategies are listed below in order of most effective to least effective:

1. Keeping people with symptoms from entering the workplace
2. Promoting vaccination
3. Using engineering controls (e.g., exhaust ventilation, physical barriers)
4. Physical distancing is recommended for those who are not fully vaccinated, particularly in crowded settings or in spaces that are not well ventilated. Physical distancing is required in health care, child care, and K-12 settings. Fire code occupancy limits are met.
5. Administrative controls (e.g., stagger work shifts and/or breaks)
6. Wearing face coverings and PPE where required

Units should evaluate whether additional or alternative strategies are necessary in their work settings based on their likelihood of exposure to COVID-19, such as in health care or other higher risk settings.

**Steps for selecting and implementing an alternative strategy:**

1. Request EH&S review and unit leadership approval to consider an alternative strategy.
2. Develop a job hazard analysis that identifies the hazards and control strategies to minimize the risk of exposure.
3. Train personnel on alternative strategies use. Document the training.
6. Communication and Training

The SoA+AH+D is required to communicate to personnel about COVID-19 prevention on campus, and train personnel on the contents of the University’s COVID-19 Prevention Plan and the unit-specific COVID-19 Prevention Plan. Training must be documented.

The University's COVID-19 Safety Training: Back to the Workplace is required for all University personnel prior to or upon returning to on-site work. In addition, units (e.g., COVID-19 Site Supervisor or personnel manager) are required to train personnel on the contents of the unit or site-specific COVID-19 Prevention Plan.

Attachment B in this document can be used to document unit or site-specific COVID-19 training. Unit or site-specific training is conducted before or on the first day of returning to work at a University location, reviewed as updates are made, to explain the protective measures in place for all personnel in a unit or worksite. Personnel must be trained, even if they have been performing critical work on site at a UW work location. Training is required to be provided in a terminology best understood by personnel.

Communicate safe practices

All University units are required to communicate to personnel about ways to prevent the spread of COVID-19, including reviewing their unit and site-specific procedures for COVID-19 prevention.

The UW Stay Healthy, Huskies toolkit has posters and graphics in various formats to post and communicate in your work area. Download and place posters in common areas, such as in break rooms, lunchrooms, lobbies, and bathrooms.

1. Place the “Back to the workplace” poster in work areas and reception areas.

2. Place the “Face coverings are required” poster in entrances to buildings and work areas.

3. Place the “Clean and disinfect” poster near shared equipment that must be cleaned after each use and in common areas, such as meeting rooms and break rooms, and near high-touch surfaces.

4. Place the “Wash your hands the right way” in bathrooms and near handwashing stations.

5. Place signage at designated eating locations according to the Eating Spaces and Food Guidance.
The University's Novel coronavirus & COVID-19: facts and resources webpage provides information about COVID-19 for the campus community and is updated regularly.

Encourage personnel to read guidance from the Frequently Asked Questions, including:

- What do I do if I feel sick?
- What do I do if I have confirmed or suspected COVID-19?
- I may have been exposed to COVID-19. What should I do?

COVID-19 information and workplace safety requirements are available in 36 languages from the Washington State L&I COVID-19 Resources webpage.

Hazard communication for personnel working with disinfectants

It is important to communicate the potential hazards and safety measures to personnel working with chemical disinfectants. Chemical disinfectant exposure may cause health issues if used improperly, so it is important that health and safety considerations are accounted for prior to use. Information about working safely with disinfectants is available on the EH&S website:

- COVID-19 Chemical Disinfectant Safety Information
- Workplace COVID-19 Risk Level and Selection of Personal Protective Equipment (PPE) guide
- Guidelines for Personal Protective Equipment

Visit the Chemical Hazard Communication webpage on the EH&S website for additional information about communicating chemical safety.

Any additional questions, particularly in regard to specific School policies, procedures or facilities, should be directed to School COVID-19 Supervisor John Martin, jtmartin@uw.edu.

Return to Table of Contents
7. Novel Coronavirus (COVID-19) Resources

<table>
<thead>
<tr>
<th>CDC</th>
<th>CDC Coronavirus (COVID-19)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPA</td>
<td>EPA Disinfectants for Use Against SARS-CoV-2</td>
</tr>
<tr>
<td>OSHA</td>
<td>OSHA COVID-19</td>
</tr>
<tr>
<td>W</td>
<td>UW DEOHS: Safer Cleaning, Sanitizing and Disinfecting Strategies to Reduce and Prevent COVID-19 Transmission</td>
</tr>
<tr>
<td></td>
<td>UW EH&amp;S COVID-19 Health &amp; Safety Resources</td>
</tr>
<tr>
<td></td>
<td>UW Novel coronavirus &amp; COVID-19: facts and resources</td>
</tr>
<tr>
<td></td>
<td>UW Stay Healthy, Huskies - Toolkit Downloads (Posters, Media)</td>
</tr>
<tr>
<td></td>
<td>UW Clean and Safe Storefront</td>
</tr>
<tr>
<td>Health</td>
<td>WA DOH - Novel Coronavirus Outbreak 2020</td>
</tr>
<tr>
<td>W</td>
<td>WA L&amp;I DOSH DIRECTIVE 1.70 General Coronavirus Prevention Under Stay Home-Stay Healthy Order</td>
</tr>
<tr>
<td></td>
<td>WA L&amp;I Dealing with COVID-19 (coronavirus) in Construction</td>
</tr>
<tr>
<td></td>
<td>WA L&amp;I Coronavirus (COVID-19) Prevention: General Requirements and Prevention Ideas for Workplaces</td>
</tr>
<tr>
<td></td>
<td>WA L&amp;I Directive 11.80 Temporary Enforcement Guidance Annual Fit-Testing for N95 Filtering Facepieces and Respirator/Face Covering Selection During the COVID-19 Outbreak</td>
</tr>
</tbody>
</table>

[Return to Table of Contents]
8. Facility Floor Plans
Sand Point Facilities

Updated 05.28.2020