

University of Washington

School of Art + Art History + Design

COVID-19 Prevention Plan

January 5, 2022

The University of Washington’s COVID-19 Prevention Plan (“University Plan”) helps ensure the health and safety of personnel by reducing the potential for COVID-19 transmission at University locations. The measures are based on [Washington Ready COVID-19 guidance](#); [Washington Department of Labor & Industries \(L&I\) requirements](#), the Governor’s Proclamations for [Higher Education; Washington Ready](#); [COVID-19 Vaccination Requirements](#) and guidance from state and local public health agencies. This plan is updated as regulations and public health guidance change. UW Medicine medical facilities follow UW Medicine specific policies and procedures.

Key personnel charged with developing this plan:

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1. VACCINATION

Employees and Students

COVID-19 vaccination is the most critical element of the University's COVID-19 Prevention Plan. **All personnel and students are [required](#) to be fully vaccinated against COVID-19, unless a medical or religious exemption is approved by the University. Those with approved exemptions are required to get [tested for COVID-19](#) on a regular basis in addition to following other additional safety requirements.**

The vaccination requirement is detailed in the [UW COVID-19 Vaccination Policy](#); all UW units, personnel, and students must comply with this [policy](#).

Volunteers or Contracted Personnel

Vaccination mandates also apply to anyone who is a *volunteer* or *contracted to work* in UW properties/facilities. In the School, this may often look like volunteers, guest artists or guest speakers (either paid honoraria or without a payment). Any individual who already works for UW would follow an employee verification process. Individuals “managing” a volunteer or guest are responsible for checking vaccine documentation prior to an on campus visit. This can be achieved via a zoom meeting and by filling out the [School's COVID 19 Vaccine verification for volunteers and contracted individuals form](#) with the individuals name and the date you verified their vaccine status.

In order to check vaccinations status, view both sides of the document when verifying vaccination and maintain a [tracking system](#). Below is a brief outline of information for “managers” of guests/volunteers and your responsibilities for ensuring individuals are fully vaccinated:

- Personal attestation is not an acceptable form of verification of COVID-19 vaccination.
- Examples of valid proof of COVID-19 vaccination are provided in the [Department of Health Visual Guide to Official Washington State Proof of COVID-19 Vaccination](#).
- Do not copy or store copies of vaccine documentation
- Only store basic information (*i.e.* name and date vaccination status verified), do not copy or store copies of vaccine documentation, and communicate that emailing documents will not suffice for verification.
- You are also responsible for checking this information to maintain privacy: verify vaccination status in a private setting
- It is recommended to add the vaccination requirement to any invite and verifying vaccine before an MOU or offer is made.

A sample notification to request vaccination verification from volunteers/contracted personell.

Dear XXX

Governor Inslee's proclamation [21-14.1](#), requiring all University Personnel who are considered "employees" of Washington higher education institutions under the mandate, to be fully vaccinated by Oct. 18, 2021, as a condition of employment. This policy extends to anyone who may be contracted for work or who is a volunteer at the University. All "workers" must provide proof of full vaccination against COVID-19. I will need to inspect your vaccine documentation no later than XXXXX. Please, DO NOT send me copies of your documents via email. I must only view these documents in person or via zoom. I have the following times available to do so: XXXXX

If you absolutely cannot make this time, please contact me to schedule a one-on-one appointment.

Acceptable documents include:

- CDC COVID-19 Vaccination Record Card or photo of both sides of the card;*
- For zoom verification please be prepared to hold up a paper version of the card not a picture on a phone display. Pictures on phones don't read well.*
- A screen share is possible as well.*
- Documentation of vaccination from a health care provider or electronic health record;*
- State immunization information system record; or*
- For an individual who was vaccinated outside of the United States, a reasonable equivalent of any of the above.*

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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 to EH&S.

Symptom monitoring

The University offers guidance for health care facilities and other units with location-specific requirements for submitting a [symptom attestation](#). Individuals are required to self-monitor daily for symptoms and stay home or go home if they are sick or have any symptoms of COVID-19 infection.

Personnel who experience *any* symptoms of [COVID-19 infection](#), including fever (100.4 degrees or higher), cough, shortness of breath or difficulty breathing, fatigue, loss of taste and/or smell, chills, sore throat, congestion or runny nose, headache, muscle or body aches, 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 and away from other people, even if you are vaccinated and/or have mild symptoms. 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 information below.

1. 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. Read the FAQ “I want to get tested for COVID-19. Where can I go?” on the UW [COVID-19 frequently asked questions](#) webpage for testing options.
- Notify the [COVID-19 Response and Prevention Team](#) as soon as possible if you test positive for COVID-19 at covidehc@uw.edu or [206.616.3344](tel: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](#).

2. Report close contact

Notify the [COVID-19 Response and Prevention Team](#) if you have close contact with individuals who have COVID-19, *regardless of your vaccination status.*

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?”](#)

University response-Contact tracing

When notified of a person with suspected or confirmed COVID-19, the [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](#) page on the EH&S website.

Human Resources assistance

UW Human Resources (UWHR) and the Office of Academic Personnel provide resources for [staff](#) and [academic personnel](#) regarding **time away from work**; talk

with your human resources consultant or business partner about issues pertaining to your work area.

Guidance and protections for those at [higher risk for developing more serious COVID-19 illness](#) are available on the UWHR 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.

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3. GOOD HYGIENE

Supervisors are required to remind personnel 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.



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. Secondary handwashing or sanitizing stations may be set up with either hand sanitizer or wipes/towelettes.

Place posters in visible locations to remind personnel of 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 or laboratory.
- **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

Resources

[Stay Healthy, Huskies Toolkit - download posters](#)

[CDC - What you need to know about handwashing \(video\)](#)

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4. CLEAN SURFACES

SoA+AH+D is required to clean (and disinfect as needed) their worksite surfaces regularly in accordance with the [University's COVID-19 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 pamlynn@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 (room 114)** and in the **Kitchen (room 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.
- All occupants should follow the cleaning guidelines in this section.
- Report any problems and concerns to a technician, Program Chair, or the Director of the School.

Safe use of 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:

- [EPA-registered disinfectant for use against SARS-CoV-2](#) **or**
- Alcohol solution with at least 70% alcohol **or**
- Freshly prepared [bleach/water solution](#)

Avoid putting disinfectant gels or liquids on electronics, including elevator buttons, unless they have been indicated as safe for 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](#)

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5. FACE COVERINGS, PERSONAL PROTECTIVE EQUIPMENT (PPE), PHYSICAL DISTANCING 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](#). For updated recommendations on how to increase the protection of your face covering, visit the [“Level Up Your Facemask” story](#) on the [EH&S News Posts](#).

To ensure the health and safety of the University campus community and the public, face coverings are required to be worn at the University of Washington, regardless of vaccination status:

- **Indoors** when other people are present, and in all public and common areas, such as lobbies, hallways, stairways, restrooms, elevators, and in shared vehicles;
- At any **outdoor** in-person event hosted or sponsored by the University or conducted on University of Washington premises with **500 or more people in attendance**.

For other outdoor settings, face coverings are strongly recommended to be worn outdoors by all individuals, regardless of vaccination status, when in 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.

Personnel and students with an approved exemption from the [vaccination requirement](#) must wear a [medical/procedure mask](#) (see link for performance standards) or [higher level of protection](#) where face coverings are required at the University in accordance with the [Face Covering Policy](#). **Cloth masks are not permitted.**

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 and Drinking Guidance for COVID-19 Prevention](#) 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

The University utilizes a combination of strategies to minimize COVID-19 risk in the workplace. 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.

Alternative 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. Further physical distancing requirements where not already specified
5. Administrative controls (e.g., stagger work shifts and/or breaks)
6. Wearing face coverings and PPE where required

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 used. Document the training.

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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 and Drinking Guidance for COVID-19 Prevention](#).

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 reference the [COVID-19 Public Health Requirements and Guidance Flow Chart](#) and read guidance from the [COVID-19 frequently asked questions webpage](#), 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 regarding specific School policies, procedures, or facilities, should be directed to School COVID-19 Point-Person

Ruth Kazmerzak, askartadmin@uw.edu.

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7. GUIDELINES FOR VENUES AND IN-PERSON EVENTS

COVID-19 Prevention Guidelines for In-Person Events

Faculty, staff and students facilitating in-person meetings, including one-on-one meetings, related to University business, research activities or academic instruction are required to follow all aspects of their unit's [COVID-19 Prevention Plan](#). In addition, meeting facilitators may choose to use the optional COVID-19 prevention strategies described in the [Meeting Safely During COVID-19 Focus Sheet](#).

Follow the [Eating and Drinking Guidance for COVID-19 Prevention](#) best practices when eating and drinking, food sharing, and designating areas for eating and drinking.

- The designated eating and drinking space for the ART building is located Room 134 and is available for all faculty, staff and enrolled Art, Art History and Design Students from 9 AM – 4 PM on weekdays.
- Designated eating and drinking spaces for events held in the ART building are located in the Jacob Lawrence Gallery (Room 132) and in Room 227/229.

COVID-19 Vaccination Verification Policy for Venues and In-Person Events

The purpose of the [COVID-19 Vaccination Verification Policy for Venues and In-Person University Events](#) assists University of Washington units, event organizers and venue operators in establishing a vaccine requirement for University sponsored, organized or hosted events.

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8. NOVEL CORONAVIRUS (COVID-19) RESOURCES

	CDC Coronavirus (COVID-19)
	EPA Disinfectants for Use Against SARS-CoV-2
	OSHA COVID-19
	UW DEOHS: Safer Cleaning, Sanitizing and Disinfecting Strategies to Reduce and Prevent COVID-19 Transmission UW EH&S COVID-19 Health & Safety Resources UW Novel coronavirus & COVID-19: facts and resources UW Stay Healthy, Huskies - Toolkit Downloads (Posters, Media) UW Clean and Safe Storefront
	WA DOH – COVID-19 WA DOH – Face Covering Order
	Washington Ready Reopening Guidance Washington Ready Proclamation Washington State COVID-19 Vaccination Requirement Proclamation Washington State Higher Education Proclamation Washington State Coronavirus Response
	WA L&I DOSH DIRECTIVE 1.70 General Coronavirus Prevention Under Stay Home-Stay Healthy Order WA L&I Coronavirus (COVID-19) Safety Topic WA L&I Coronavirus (COVID-19) Prevention: General Requirements and Prevention Ideas for Workplaces WA L&I Directive 11.80 Temporary Enforcement Guidance Annual Fit-Testing for N95 Filtering Facepieces and Respirator/Face Covering Selection During the COVID-19 Outbreak

Please contact Ruth Kazmerzak at askartadmin@uw.edu or call 206.221.2354 for questions or assistance with. The template for this prevention plan was provided by UW Environmental Health & Safety, you can contact EH&S at ehsdept@uw.edu or call 206.543.7262.

Concerns about COVID-19 safety can be reported anonymously on the [EH&S website](#).

This document will be updated as regulations and public health guidance change.

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ATTACHMENT B:

**Sample Training Documentation Form for
Unit or Site-Specific COVID-19 Prevention Plan**

Workplace/Lab Name		
Documentation of Training COVID-19 Prevention Plan		
Name	Training Date	Signature
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	
Click here to enter name.	Click here to enter date.	

By signing this log, you confirm that you have been provided with COVID-19 safety training, that the content of the training is understood, and that you have had an opportunity to ask questions.

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