

## Physics COVID-19 Prevention Plan

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### MAINTAIN SOCIAL AND PHYSICAL DISTANCING

Maintain at least 6 feet of distance between individuals (with or without the use of PPE or facemasks/face coverings). Measures to prevent close contact include, but are not limited to:

- Open work stations/cubicles will be separated by at least 6 feet by using teleworking options, staggering work schedules, and using conference rooms for those needing work stations.
- Allow only infrequent and intermittent passing within 6 feet.
- Obey entry only/exit only signs into building.
- One-person limit in elevators, priority for people with mobility limitations and people with carts/heavy objects.
- Remind personnel to maintain social and physical distancing during breaks and at shift start and end times.
- Stagger break times and maintain social/physical distancing.
- If needed, schedule tasks for a later time and date when protective measures are in place.
- Organize work to break up tasks in a manner that facilitates social distancing or other protective measures.
- Avoid touching other people (e.g., handshakes).
- See your Individual Lab Plans for specifics.
- High risk areas:
  - ❖ Lounges: CLOSED.
  - ❖ Kitchens: one person at fridge/sink/counter/microwave at a time. Sanitize surfaces after use.
  - ❖ Administration Office (C-121): appointment only.
  - ❖ Mailrooms/copy rooms: one-person limit.
  - ❖ Restrooms on floors 1, 2 & 5, 1-person limit. Restrooms on 4<sup>th</sup> floor will have middle stall taped off, 2 – person limit.
- Shared office occupants will stagger work schedules.
- Opening windows to increase airflow is acceptable.



## WORK SCHEDULES BY SAFE START PHASE

### Surge and Phase 1

**No research personnel may be required or pressured to come to campus, to their usual work location, or into the field, unless they are designated critical personnel and they are ALSO required to maintain critical operations.** The decision to come into the lab to work is individual and based on your own risk assessment. It is an entirely voluntary choice until WA state and UW officially alter work related guidance.

Graduate students whose lab work falls into a critical research category can only be designated critical personnel with their consent. Any questions or disputes involving students in the lab should be brought to the attention of the department chair, Laurence Yaffe. If critical employees are in a high-risk category or concerned about safety, supervisors are asked to do their best to accommodate their employees without impacting critical operations. If accommodations are not possible, please notify Department Chair.

**All conduct of allowable research must minimize the number of researchers in the laboratory or other facilities at any one time.** The concept of a “skeleton crew” should be in place, but it could be a rotating crew. In that case, scheduling is critical. Note that this is a guideline only. We cannot envision every circumstance. Always exhibit your best judgement, and if you have any doubts please consult with the Laurence Yaffe, the Physics Department Chair, Peter Kammel, the Safety Committee Chair.

### Phase 2

Non-critical personnel may return to worksites if work can be performed safely and is necessary to maintain unit operations.

**Telework:** Required if employee cannot return to work safely. Strongly encouraged for all non-critical personnel.

**High-risk populations:** High-risk population accommodations required.

**In-person social events and gatherings:** If necessary and with no more than 5 people. Hold remote when possible.

**Travel:** Essential travel and limited non-essential travel to engage in Phase 1-2 activities is permitted.

#### **Instruction:**

- Offered remotely.
- Lab and practicum courses with physical distancing and safety protocols may be offered in-person.

### Phase 3

Non-critical personnel may return to worksites if work can be performed safely and necessary to maintain unit operations or employee prefers to report to work.

Telework: Required if employee cannot return to work safely. Strongly encouraged for all non-critical personnel.

High-risk populations: High-risk population accommodations required.

**In-person social events and gatherings**: If necessary and with no more than 10 people. Hold remote when possible.

**Travel**: Non-essential travel permitted.

#### **Instruction:**

- In-person instruction is expanded to prioritized courses with enrollments up to 50.
- Courses over 10 offered remotely.
- Courses will be required to adhere to an instructional plan to promote safety.
- In-person courses have remote/asynchronous options (where possible) to accommodate students that are not able to attend in-person.

### Phase 4

Non-critical personnel may return to worksites if work can be performed safely

Telework: Telework flexibility encouraged and allowable.

High-risk populations: High-risk population accommodations required.

**In-person social events and gatherings**: If necessary – more than 50 people are permitted. Hold remote when possible.

**Travel**: Non-essential travel permitted.

#### **Instruction:**

- Potential increases in number of in-person courses with enrollments of up to 50 depending on available space and cleaning capacity.
- Courses will be required to adhere to an instructional plan to promote safety.
- In-person courses have remote/asynchronous options (where possible) to accommodate students that are not able to attend in-person.
- Physical distancing requires that courses with enrollments over 50 continue be offered remotely.

### **PROCEDURES FOR SICK PERSONNEL, SYMPTOM MONITORING, REPORTING AND RESPONSE**

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 campus, the individual must leave the site.

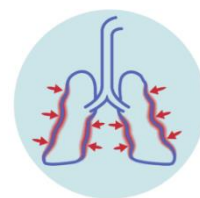
Daily symptom attestations are **required** by employees entering the work site (no matter how short the visit) follow the [symptom screening or attestation](#) requirements via Workday.

Volunteers, visitors, and vendors to department must fill out the attestation form in the main office as soon as they enter the building.

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 ([What do I do if I feel sick?](#)):

**1. Stay Home: If you are sick, you *must* stay home.** Even if you have mild symptoms.

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



**2. Contact your health-care provider** in advance.

Please do not show up at a clinic, urgent care center or other health-care facility without contacting them first. If your health-care provider suspects that you have COVID-19, they should arrange for COVID-19 testing in accordance with public health guidance. The [EH&S Employee Health Center](#) can also facilitate COVID-19 testing through UW Medicine.

**3. Contact the [Employee Health Center](#):** If your health-care provider confirms or suspects that you have COVID-19, you are **required** to **contact the EH&S Employee Health Center**.

### Reporting illness and Close Contact

University units and personnel are **required to report to** a University [Employee Health Center](#):

- **Suspected or confirmed cases of COVID-19.** This includes any individual who has spent time in a University location, including, but not limited to, all personnel, whose healthcare provider has suspected or confirmed COVID-19 illness.
- **Close contacts with individuals who have COVID-19.** This includes an individual who has a household member with COVID-19 or has had close contact with someone with COVID-19. [Close contact includes](#) being within approximately 6 feet of a person with confirmed COVID-19 for more than a few minutes, having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on, sharing utensils) or living with a person who has COVID-19. The individual is required to follow the isolation requirements as established by public health agencies and are outlined in the FAQ [“I have been in close contact with a person with COVID-19. What should I do?”](#)

### University Response- EH&S Contact Tracing

When notified of a person with suspected or confirmed COVID-19, the University, through EH&S, takes the following steps to maintain the health and safety of the campus community. The

University is in ongoing coordination with local health departments on COVID-19 response efforts and complies with applicable privacy requirements. 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. The plan may include:
  - Provide a recommendation for and/or assistance with self-isolation.
  - Notify the school, and/or work unit.
  - Notify individuals or groups who were in close contact (within 6 feet, for more than a few minutes) with the ill person within 48 hours prior to the development of symptoms. Close contacts will be provided with public health recommendations that includes staying home (quarantine) and monitoring their health for 14 days and getting tested for COVID-19. For more information, read the FAQ ["How does the UW follow up with close contacts of a person who tested positive for COVID-19?"](#)
  - Evaluate the specific locations where the person spent time on campus for [enhanced cleaning and disinfection](#) in accordance with guidance from the Centers for Disease Control and Prevention (CDC). Enhanced cleaning and disinfection is conducted in spaces where an ill person spent time 48 hours prior to symptoms developing through seven days after the person last spent time in a University space.
- Return to work information: Per public health guidance, the EH&S Employee Health Center provides instructions for returning to the workplace 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, read the FAQ ["How does the UW respond when a member of the UW community has confirmed COVID-19?"](#)

#### **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 on the HR website.
- University units are asked to refrain from requesting sick personnel to provide a doctor's note to excuse their absence.

## **PRACTICE 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.
- 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.

**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 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



[Stay Healthy, Huskies - Toolkits](#)

[CDC – What you need to know about handwashing](#)

## CLEAN AND DISINFECT SURFACES

University custodial units will clean high touch surfaces in common areas of buildings such as restrooms, stairwells and elevators.

The department is providing 70% alcohol-based disinfectant for common areas.

Labs can purchase 70% alcohol-based disinfectant and single use disinfectant wipes (when available from vendors) from the main office for their labs and offices.

### Frequency

Clean and disinfect work areas regularly, as well as to clean high touch areas daily, between uses, or when unclean, to help prevent the spread of coronavirus.

Clean and disinfect frequently touched surfaces (e.g., doorknobs, tables, computer keyboards, handrails, exercise rooms) regularly to maintain a visibly clean state (no obvious soiling, smearing, or streaks).

- For surfaces touched by multiple workers, clean and disinfect on a frequent schedule, or between workers.
- For surfaces touched by one individual, clean and disinfect periodically, at least once per shift or when unclean, as a minimum.
- Wipe down shared equipment after each use.
- Clean and disinfect common areas spaces (kitchens, mailrooms, etc.) after use.



### 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:

- 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.

EH&S developed [resources](#) to assist units safely use disinfectants to prevent the spread of COVID-19.

- [COVID-19 Enhanced Cleaning and Disinfection Protocols](#)
- [COVID-19 Prevention Protocol for Food Establishments](#)
- [COVID-19 Chemical Disinfectant Safety Information](#)

## PERSONAL PROTECTIVE EQUIPMENT (PPE) AND ALTERNATIVE STRATEGIES

PPE is the last line of protection and does not replace the need for physical distancing and other exposure prevention methods.

**Facemasks** primarily prevent exposures to others when the wearer coughs or sneezes. Facemasks do *not* replace the need for social and physical distancing, frequent handwashing, avoiding touching the face, and staying away from people who are ill. Refer to the [Guidance on Facemask Use for Preventing the Spread of COVID-19](#) and the [Facemask Focus Sheet](#) for more information, which includes links to instructional posters and videos to wear facemasks safely.



The [UW Face Covering Policy](#) is to help ensure the health and safety of the UW campus community and the public, face coverings are **required** to be worn on site at the UW:

- Indoors when other people are present; this includes common areas, such as hallways, stairways, restrooms and elevators
- Outdoor when keeping a six-foot distance from others may not be possible
- **Face shields** can prevent direct exposure to expelled droplets and provide splash/spray protection from disinfectants. This may also prolong life of facemasks

If you see someone in a shared space/common area not wearing a mask, ask them to put their mask on. If you see somebody behaving in an unsafe manner please let us know.

#### Conservation of PPE

With the expanding COVID-19 pandemic, EH&S recommends measures to [conserve personal protective equipment \(PPE\)](#) while maintaining our commitment to provide a safe and healthful place for employment and learning. These PPE conservation measures align with current guidance from the [CDC](#) and [Public Health Seattle-King County](#) and are based on existing policy from UW Medicine.

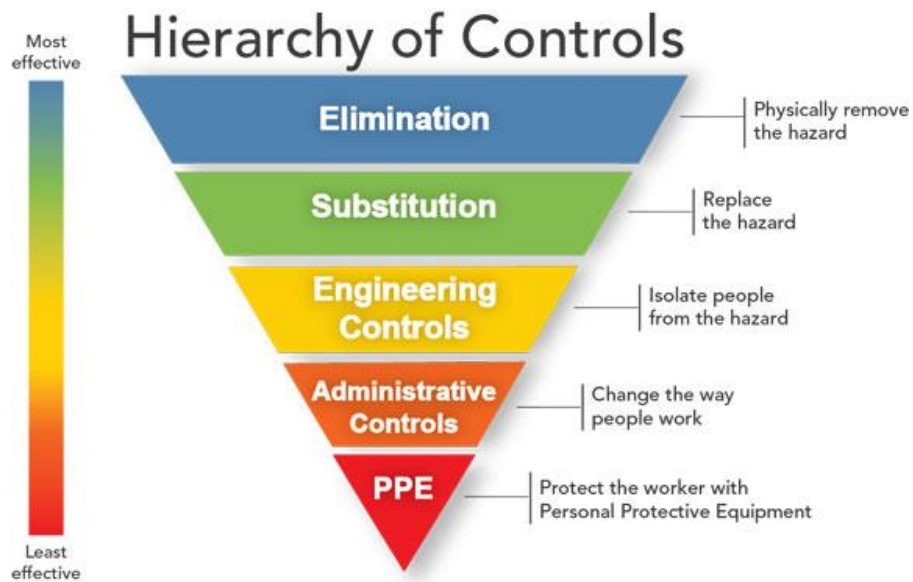
#### Alternative strategies

PPE, while important in minimizing the potential exposure to the virus that causes COVID-19 illness, is least effective and should **not** be relied on as the single control to protect personnel. If personnel must perform a job task deemed critical, and during which maintaining a 6-foot distance is not possible, after exhausting all other options, PPE is required and alternative strategies should also be considered. These tasks, in general, should be infrequent and for a limited duration and approved by the unit.

Alternative strategies may involve eliminating exposure to the hazard and should be considered first. If these options are not possible, consider engineering and/or administrative control measures together to best protect personnel.

The strategy used for the selection of controls is called the “hierarchy of controls” which prioritizes the types of controls that are most effective in eliminating or reducing the risk of exposure to the hazard. Depending on the risk of transmission, one or more control strategies may be required to reduce the risk.





## Steps for selecting and implementing an alternative strategy:

1. Request EH&S review and unit leadership approval to consider an alternative strategy.
2. Develop or document a [job hazard analysis](#) (JHA) that identifies the hazards and control strategies to minimize the risk of exposure.
3. Train personnel on alternative strategies use. Document the training.

## TRAINING

The University's general [COVID-19 Safety Training](#) is required for all University personnel. Please complete the training on your first day back in the office.

### COMMUNICATE SAFE PRACTICES

All unit and worksite-specific procedures for COVID-19 prevention are posted on the Physics website. Posters from the [UW Stay Healthy, Huskies](#) webpage and department-specific posters are displayed in work areas.

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?*
- *I have been in close contact with someone who has COVID-19. What should I do?*

### Hazard Communication

If personnel work with chemical disinfectants it is important to communicate the potential hazards and safety measures. Chemical disinfectant exposure may cause health issues if used improperly, so it is important that health and safety considerations are accounted for prior to product use. EH&S has provided information about [working safely with disinfectants](#) as well as guidance and program documents related to PPE and how to properly use it. For additional information about chemical safety please visit the [EH&S Chemical Hazard Communication](#) webpage.