

**ATTACHMENT A:****UNIT OR SITE-SPECIFIC COVID-19 PREVENTION PLAN TEMPLATE**

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:	Completed By:
Name of Responsible Supervisor <u>or</u> COVID-19 Site-Supervisor:	
Unit Name:	Worksite Location(s):
Unit COVID-19 Prevention Plan and Plan Location:	

MANAGEMENT AND OVERSIGHT	Check all that apply (all required):	Describe:
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.	
VACCINATION	Check all that apply (all required as possible):	Describe:
2. Vaccination verification	☐ All personnel have submitted the University COVID-19 Vaccine Attestation 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.	
PROCEDURES FOR SICK PERSONNEL	Check all that apply (all required as possible):	Describe:
3. Describe how you are preventing people with symptoms from coming to the site and/or working while sick.	☐ 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. ☐ Requiring personnel who may be sick or symptomatic to go home, regardless of vaccination status. ☐ Consult with the COVID-19 Response and Prevention Team . ☐ Discuss accommodations for personnel at higher risk of severe illness with your HR consultant or AHR business partner.	
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	Check all that apply (all required):	Describe:
5. Cleaning	☐ Follow the COVID-19 Cleaning and Disinfection Protocol . ☐ Provide supplies for spot cleaning.	
6. List the product(s) used to disinfect.	Check all that apply: ☐ Alcohol solution with at least 70% alcohol (includes wipes) ☐ Freshly prepared bleach/water solutions ☐ 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.	

GOOD HYGIENE	Check all that apply (all required):	Describe:
8. 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.	



FACE COVERINGS, PPE, PHYSICAL DISTANCING & ALTERNATE STRATEGIES	Check all that apply:	Describe:
9. Require face coverings for individuals per the UW Face Covering Policy	☐ Ensure that personnel wear face coverings indoors when other people are present and in all public and common areas. ☐ Post signage and use other means to communicate face covering requirements. ☐ Notify contractors, vendors, and visitors of the face covering requirements in the UW COVID-19 Face Covering Policy.	
10. Physical distancing	☐ Establish or identify a Designated Eating Space, where personnel may eat and drink unmasked while physically distanced from others. ☐ Notify personnel that physical distancing is recommended indoors, especially in crowded settings, in areas that are not well ventilated, and when actively eating and drinking.	Thomson Hall will not have 'Designated Eating Areas' in the building. Eating in personal office spaces with door closed, or outside is recommended.
11. Alternate Strategies and PPE (if applicable)	☐ No alternate strategies are necessary. ☐ A 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 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.	
12. 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.	



COMMUNICATION AND TRAINING	Check all that apply (all required):	Describe:
1. Communicate safe practices.	☐ Invite personnel and/or students to activate the Washington Exposure Notifications – WA Notify on their mobile devices. ☐ Ensure all personnel complete UW general COVID-19 Safety Training. ☐ Provide documented safety training to personnel on this site-specific COVID-19 Prevention Plan, initially and when updates are made. ☐ Post COVID-19 safety posters/signage at the worksite. ☐ Share information from the UW Novel coronavirus & COVID-19: facts and resources webpage. ☐ Inform personnel and students of the location(s) designated eating space(s) and post signage per the Eating Spaces and Food guidance. ☐ Inform personnel and students of the best practices for food sharing.	



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.	

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.