

# University of Washington

## School of Art + Art History + Design

### COVID-19 Prevention Plan

March 29, 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 Department of Labor & Industries \(L&I\) requirements](#); the Washington [COVID-19 Vaccination Requirements](#); [WA Department of Health guidance for institutions of higher education](#), and other guidance from state and local public health agencies. This plan is updated as regulations and public health guidance change. This plan is a supplement to the [UW Accident Prevention Plan](#). *UW Medicine medical facility personnel follow UW Medicine policies and procedures.*

#### Key personnel charged with developing this plan:

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## 1. VACCINATION

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, or have a University approved medical or religious exemption.** Those with University-approved exemptions are required to get [tested for COVID-19](#) on a regular basis and follow 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](#).

All personnel are strongly encouraged to keep [up-to-date](#) on their COVID-19 vaccinations and booster doses.

The vaccination requirement is detailed on the [UW COVID-19 Vaccination Requirement webpage](#).

- All UW units, personnel, and students must comply with the vaccination requirement.
- Suppliers, vendors or contractors working on site at a UW facility must complete and return the [COVID-19 Vaccination Requirement Declaration Form](#).
- University units must verify proof of vaccination of on-site volunteers prior to the individual volunteering on site at a UW facility. More information can be found on [COVID-19 vaccination requirement for on-site volunteers webpage](#).

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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 report suspected and confirmed COVID-19 cases to EH&S. The [COVID-19 Public Health Requirements and Guidance Flowchart](#) outlines the University's requirements and procedures. Additional information is below.

### Symptom monitoring

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:

1. **Stay home: If you are sick, you *must* stay home (or go home) and away from other people**, even if you have mild symptoms, *regardless of your vaccination status*. University units are required to direct personnel to follow the steps in the [COVID-19 Public Health Requirements and Guidance Flowchart](#)
2. **Get tested for COVID-19**
  - **If you are enrolled in the [Husky Coronavirus Testing](#) program**, a voluntary research study, report your symptoms in your daily symptom survey; you will receive testing instructions. You do *not* need to notify the COVID-19 Response and Prevention Team if your test result is positive, as test results are communicated directly to the response team.
  - **If you are *not* enrolled in the [Husky Coronavirus Testing](#) program**, see the FAQ "[I want to get tested for COVID-19. Where can I go?](#)" on the UW [COVID-19 frequently asked questions](#) webpage for a list of testing options.
    - Positive test results from samples that were *not* collected via the Husky Coronavirus Testing voluntary research study must be reported as soon as possible to the [COVID-19 Response and Prevention Team](#).
    - UW Medicine medical facility personnel should contact their respective [employee health services](#).
3. **Follow the steps in the [COVID-19 Public Health Requirements and Guidance Flowchart](#) to help you recover from COVID-19 infection 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. follow the quarantine requirements outlined in the FAQ "[I may have been exposed to COVID-19. What should I do?](#)"
  - Refer to the University's [Quarantine and Isolation Guidance](#) for detailed information on additional precautions, testing and when it is safe to return to work and/or class.

- Learn more from [Public Health – Seattle & King County](#) and the [Washington State Department of Health](#).

**4. Follow the [COVID-19 Public Health Requirements and Guidance Flowchart](#) after a close contact exposure.**

*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).

An individual who had [close contact](#) and is experiencing [symptoms of COVID-19](#), or is *not* up-to-date on their [COVID-19 vaccination and boosters](#) (and/or have *not* tested positive for COVID-19 in the past 90 days) should **stay home**, get tested, and follow [public health requirements and guidance](#).

[Washington Exposure Notifications –WA Notify](#) mobile app is a tool to alert users if they may have been exposed to an individual who tested positive for COVID-19. University personnel and students are encouraged to download or activate the app on their mobile devices. Follow the [public health requirements and guidance](#) if you receive a notification that you may have had a close contact exposure. Individuals should also issue an anonymous notification via this app if they test positive.

**University response-Contact tracing**

When the University is 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 works 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 information about the person's symptoms, locations on campus and close contacts.
- Providing 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).
- Provide return-to-work information to: individuals who have COVID-19; close contacts of individuals who have COVID-19 who may need to quarantine; 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/Office of Academic Personnel.

- University locations follow the [cleaning and disinfection](#) protocol in accordance with guidance from the Centers for Disease Control and Prevention (CDC) and L&I.

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.

University units should not request a doctor’s note or a negative 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 before/after eating, after using the restroom, and before touching their face. Secondary handwashing or sanitizing stations may be set up with either [hand sanitizer](#) or wipes/towelettes.

Units/responsible parties can place sanitizing supplies at breakrooms and gathering spaces where food and drink are served or shared

Place [Stay Healthy, Huskies posters](#) in visible locations to remind personnel of [key times](#) to wash hands and of [respiratory etiquette](#).

#### 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](mailto: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 follow to the [UW COVID-19 Face Covering Policy](#) to ensure the health and safety of the University campus community and the public.

As of March 28, 2022, face coverings are required to be worn indoors at the University of Washington, regardless of vaccination status, in **healthcare settings**, when conducting **patient care activities**, and on **UW Shuttles**. Personnel and students who have **tested positive** for COVID-19 or have been in **close contact** with someone who tested positive are required to wear a well-fitted face covering for the time period noted in the [COVID-19 Public Health Requirements and Guidance Flowchart](#).

Face coverings are *recommended* indoors, particularly for the following:

- University personnel and students with approved COVID-19 vaccine exemptions; [weekly testing](#) continues to be required for these individuals.
- Immunocompromised individuals or those at [high risk](#) for severe illness (particularly when [COVID-19 community levels](#) are medium and high)
- Childcare settings
- Activities that may generate more respiratory aerosols and involve frequent close contact (being within 6 feet of others), such as indoor performing arts
- Crowded settings especially when there is a decreased ability to distance from others or when in spaces that may not be well ventilated
- When an EH&S risk assessment of activities determines there is a higher risk of exposure to SARS-CoV-2 (e.g., working with unvaccinated populations)

When you wear a mask, choose a well-fitted, high-quality mask – [such as a KN95, KF94, N95 or surgical mask](#) – which when worn helps protect you and those around you. UW employees voluntarily wearing a respirator in the workplace must be provided with specific [advisory information](#).

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.

- 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:

1. Keeping people with symptoms from entering the workplace
2. Requiring vaccination and promoting boosters
3. Using engineering controls (e.g., exhaust ventilation, physical barriers)
4. Testing protocols for higher risk activities (e.g., overnight assignments, research vessels)
5. Administrative controls (e.g., physical distancing where not already specified, stagger work shifts and/or breaks)
6. As possible, physical distancing is recommended, but not required in indoor crowded settings, in areas that are not well ventilated. Units may consider planning group gatherings in areas where personnel can distance from others if they choose to do so.
7. In areas of low occupancy, consider implementing [Working Alone](#) guidelines.

### **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.

### **Eating spaces best practices**

- If sharing food with others: Ensure the area remains clean and that surfaces are cleaned regularly. Make cleaning supplies and hand sanitizer and/or hand washing sinks available.
- Protect unpackaged food by using barriers to reduce potential for contamination (e.g., serving utensils so people do not use bare hands, deli paper, sneeze guards); and clean/replace shared serving utensils frequently.
- Units may consider selecting larger spaces that are well ventilated and have space for people to distance if they wish. Also be mindful of bottlenecks so organize the food areas to support foot traffic flow (e.g., multiple food distribution and/or dish drop-off locations at gatherings where food is served).

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## 6. COMMUNICATION AND TRAINING

The SoA+AH+D is required to communicate 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](#) is required for all University personnel prior to or upon starting or returning to on-site work.

[Attachment B](#) in this document can be used to document any unit or site-specific COVID-19 training. Training is conducted before or on the first day of starting work at a University location. Training is required to be provided in a language 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 **“Stay Healthy, Huskies”** poster in work areas and reception areas.
2. Place a **“Face coverings”** 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](#).

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](mailto:askartadmin@uw.edu).*

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## 7. NOVEL CORONAVIRUS (COVID-19) RESOURCES

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	<a href="#">CDC Coronavirus (COVID-19)</a>
	<a href="#">EPA Disinfectants for Use Against SARS-CoV-2</a>
	<a href="#">OSHA COVID-19</a>
	<a href="#">UW DEOHS: Safer Cleaning, Sanitizing and Disinfecting Strategies to Reduce and Prevent COVID-19 Transmission</a> <a href="#">UW EH&amp;S COVID-19 Health &amp; Safety Resources</a> <a href="#">UW Novel coronavirus &amp; COVID-19: facts and resources</a> <a href="#">UW Stay Healthy, Huskies - Toolkit Downloads (Posters, Media)</a> <a href="#">UW Clean and Safe Storefront</a>
	<a href="#">WA DOH – COVID-19</a> <a href="#">WA DOH – Face Covering Order</a>
	<a href="#">Washington Ready Reopening Guidance</a> <a href="#">Washington Ready Proclamation</a> <a href="#">Washington State COVID-19 Vaccination Requirement Proclamation</a> <a href="#">Washington State Higher Education Proclamation</a> <a href="#">Washington State Coronavirus Response</a>
	<a href="#">WA L&amp;I DOSH DIRECTIVE 1.70 General Coronavirus Prevention Under Stay Home-Stay Healthy Order</a> <a href="#">WA L&amp;I Coronavirus (COVID-19) Safety Topic</a> <a href="#">WA L&amp;I Coronavirus (COVID-19) Prevention: General Requirements and Prevention Ideas for Workplaces</a> <a href="#">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</a>

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Please contact Ruth Kazmerzak at [askartadmin@uw.edu](mailto: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](mailto: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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