

COVID-19 Prevention Guidelines for the School of Environmental and Forest Sciences

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Covid Site Supervisors

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Lab- and Field-Specific Health and Safety Plans

Health and Safety Plans for field projects and for lab and office use are required before any such activities can proceed. Guidance for developing those plans is provide in Appendix A and Appendix B, respectively. Plans are submitted by the PI or lab director for approval by SEFS COVID-19 Site Supervisor. Plans developed in association with specific field sites (Pack, ONRC, UWBG) are first reviewed and coordinated with the site supervisor for that site before submission to Director Brown.

Authorized Personnel

The only individuals authorized to perform on-site work at any SEFS facility, or at any field location, are those who have been designated as critical service employees, or those who have received permission to work on-site for some period of time. In Phase 1, non-critical service employees are permitted to work on-site for a period of no more than one day at a time, provided they have received permission from the SEFS COVID-19 Site Supervisor. In Phase 2, non-critical service employees will be permitted to work on-site for longer periods of time, but only after having received permission to work on-site.

All authorized personnel are required to: (1) complete online COVID-19 safety training; (2) complete COVID-19 Attestation in Workday each day they before they work on site; and (3) wear appropriate PPE (usually a cloth face mask) when on site.

Building-Level Guidelines

SEFS Main Campus Building Coordinators: KC Deterling, kcd8@uw.edu; Amanda Davis, adavis4@uw.edu

The following guidance has been established for all buildings and occupants within the School of Environmental and Forest Sciences to help ensure the health and safety of personnel by reducing the potential for COVID-19 transmission as outlined in the UW's COVID-19 Prevention Plan for the Workplace.

This guidance is designed specifically to help ensure that 1) all authorized personnel and students are able to maintain at least 6 feet of distance between individuals, 2) the building environments support the university's COVID-19 prevention guidance (i.e., social distancing, staying home if you are sick, symptom attestation, proper hygiene measures, cleaning and disinfection procedures, and PPE), and 3) Building Coordinators, COVID-19 Site Supervisors, and Personnel understand their individual responsibilities.

Finally, School of Environmental and Forest Sciences buildings and exterior spaces will include signage that supports this guidance and should be followed by community members at all times. This includes:

- visual cues such as floor decals, colored tape or signs to indicate where people should stand while waiting;
- one-way directional signage for stairwells and hallways when feasible and large open workspaces with multiple through-ways to increase distance between employees moving through the space;
- indication of maximum capacity for elevators, conferences rooms, common areas, and individual labs/offices to ensure social distancing; and
- informational signage regarding protocols in the UW's Health and Safety Plan.

Please contact your building manager or your COVID-19 Site Supervisor with any questions or feedback on these guidelines.

Building Entry/Exit Control

Building Coordinator Responsibilities

- Until further notice, all building doors will remain locked and accessible only by key card or key.
- Map building entrance and exit points, including ADA accessible circulation, limiting building entrance and exit points to facilitate one-way directional flow of building occupants. (ADA access and emergency evacuation procedures will override one-way directional flow when necessary.)
- Ensure the following signs are posted at each designated building access point:
 - Building Entrance/Exit signs
 - ["Face Coverings Are Required"](#)
 - ["Stop! Feeling Sick?"](#)
- Establish and maintain hand sanitizing stations visible from each designated building entrance.

COVID-19 Site Supervisor Responsibilities

- Authorize on-site work and personnel according to the guidelines outlined in the [UW COVID-19 Back to the Workplace Safe Start phasing](#).
- Monitor building access and ensure daily attestations are completed by personnel prior to arrival on site.
- Where appropriate, attempt to coordinate arrival and departure times of personnel and students to reduce congestion during typical "rush hours."

Personnel/Student Responsibilities after Authorization to Return to Campus

- Avoid holding or propping open exterior doors for any other person.
- After entering a building, sanitize your hands at the nearest sanitizer station.
- Follow signage and all physical distancing guidelines, maintaining at least 6 feet of distance between individuals.

- Enter and exit buildings through designated access points.
- Personnel should report to work at the designated time, where applicable, to limit the number of people entering and exiting buildings at any one time.

Building Circulation

Building Coordinator Responsibilities

- Map building circulation, including ADA accessible circulation and stairwells, with the goal of facilitating one-way directional flow of building occupants. (ADA access and emergency evacuation procedures will override one-way directional flow when necessary.)
- Where appropriate, determine the maximum capacity of each elevator that maintains at least 6 feet of distance between individuals. Elevator maximum capacities > 1 must be approved in advance by the College COVID-19 Site Supervisor.
- Where appropriate, ensure the following signs and visual markers are posted in common areas buildings to signify flow, physical distancing, and PPE expectations:
 - Elevator Guidelines, including a maximum capacity that maintains at least 6 feet of distance between individuals
 - “Wait Here” floor signage at a distance of at least 6 feet away from each elevator door. [See Safe and Clean storefront]
 - One-way directional signage for stairwells when possible.
 - Visual cues such as floor decals and signs in hallways to indicate one-way directional flow and/or passing protocols. [See Safe and Clean storefront] + others
 - [“Face Coverings Are Required”](#)
- Remove or prohibit seating in common areas like lobbies to help prevent seated gatherings and the use of seats that cannot be cleaned between uses.
- Establish and maintain hand sanitizing stations within each elevator or visible from each elevator door.

Personnel/Student Responsibilities after Authorization to Return to Campus

- Be mindful of following the directional signage and be prepared to change your daily routine to adhere to the new circulation patterns.
- Avoid gathering in public spaces (e.g., common workspaces, public spaces, hallways, stairwells, elevators, meeting rooms, classrooms, break rooms, restrooms).
- Wear a face covering in public spaces (e.g., common workspaces, public spaces, hallways, stairwells, elevators, meeting rooms, classrooms, break rooms, restrooms).
- Wash hands or use hand sanitizer with 60% alcohol after leaving an elevator.

Using Restrooms

Building Coordinator Responsibilities

- Restrooms usage should be managed to ensure physical distancing is achieved and minimizes impacts on adjacent corridors.
- Until further notice, limit restroom usage to one person at a time.
- Determine whether some larger restrooms might be temporarily closed, depending on building occupancy levels, to limit restrooms that need to be managed.
- Until further notice, all shared showers should be closed.
- Ensure the following signs are posted:

- “Wait Here” floor signage at a distance of at least 6 feet away from a restroom door for single-use restrooms. [See Safe and Clean storefront]
- Maximum occupancy/KNOCK sign
 - If signage does not work, consider having a barrel lock installed.
- Showers are unavailable until further notice.

Personnel/Student Responsibilities after Authorization to Return to Campus

- Knock/check occupancy prior to entering shared restrooms. Depart a restroom if it is already in use.
- Wait outside the restroom in a socially distanced line until a restroom becomes available.
- Wear a face covering in restrooms.
- Wash hands with soap and warm water for at least 20 seconds after using the restroom.

Break Rooms/Kitchens/Water Fountains

Building Coordinator Responsibilities

- Determine the maximum capacity of each break room/kitchen that allows individuals to maintain at least 6 feet of distance.
- Consider whether some seating should be removed or reconfigured to help ensure a minimum physical distance of 6 feet between individuals can be achieved.
- Ensure soap and/or hand sanitizer with 60% alcohol is available for use in the break room.
- Following [EH&S enhanced cleaning and disinfection protocols](#), ensure appropriate cleaning supplies are available to allow individuals to clean and disinfect the space when they are done.
- Until further notice, only touchless drinking fountains should remain in operation.
- Ensure the following signs are posted:
 - Break Room Guidelines, including a maximum capacity that maintains at least 6 feet of distance between individuals
 - [“Face Coverings Are Required”](#)
 - [“Clean and Disinfect”](#)
 - [“Wash Your Hands the Right Way”](#) (When a sink is present.)
 - Drinking fountain is unavailable until further notice.

COVID-19 Site Supervisor Responsibilities

- Where appropriate, staggered schedules should be considered for lunch and break times.

Personnel/Student Responsibilities after Authorization to Return to Campus

- Eating alone is encouraged.
- Maintain 6 feet of distance between yourself and others.
- Do not sit facing one another.
- Observe occupancy limits and avoid crowding of break rooms.
- Remove your face mask/covering only in order to eat, then put it back on.
- Wipe down and disinfect the table and chair you used once you are done.
- Common break room food and beverage items should not be used (e.g., shared coffee pots, shared water pitchers, etc.).
- Reusable kitchenware (e.g., forks, plates) should not be provided to personnel and should be replaced with disposable options.
- Empty refrigerators daily.

- Before and after eating, wash hands with soap and warm water for at least 20 seconds. If soap and warm water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Conference Rooms

Building Coordinator Responsibilities

- Determine the maximum capacity of each conference room to ensure at least 6 feet of distance between individuals.
- Consider whether some seating should be removed or reconfigured to help ensure a minimum physical distance of 6 feet between individuals can be achieved.
- Following [EH&S enhanced cleaning and disinfection protocols](#), ensure appropriate cleaning supplies are available to allow individuals to clean and disinfect the space when they are done.
- Ensure the following signs are posted:
 - Conference Room Guidelines, including a maximum capacity that maintains at least 6 feet of distance between individuals
 - [“Face Coverings Are Required”](#)
 - [“Clean and Disinfect”](#)

COVID-19 Site Supervisor Responsibilities

- Schedule meetings that allow for remote participation whenever possible.

Personnel/Student Responsibilities after Authorization to Return to Campus

- Maintain 6 feet of distance between yourself and others.
- Do not sit facing one another.
- Observe occupancy limits and avoid crowding of conference rooms.
- Wipe down and disinfect the table and chair you used once you are done.

Appendix A: Field Plans

Develop a safety plan for review by SEFS Director.

This is a rapidly changing area, be prepared for changes and be flexible

Questions to Answer before starting

1. Is your field work included under current exemptions (upcoming deadline, support of a facility)?

---if NO----- NO FIELDWORK

Pay attention to restrictions

- [Human subjects](#)
- [Traveling abroad](#)

2. Are there local research location restrictions or funding agency restrictions?

---if YES ----- NO FIELDWORK

If applicable, are the externally controlled resources required for your fieldwork be available and do the conditions on their use promote the health and safety of your field team; externally imposed health protocols/plans meet or exceed those of the UW?

3. Do you have enough willing employees/volunteers necessary to safely carry out the fieldwork?

-----if NO----- NO FIELDWORK

Important Plan Elements to Include

A. Project Overview

- PI/Supervisor and alternative (s)
- Field team lead and alternative(s)
- List requested critical personnel and volunteers
- Location details including attachment of site access permission documentation (where needed)
- Description of research activity
- Describe timing, travel (what vehicles), and lodging (if any) plans
- How is this plan to be **communicated for training** personnel, changes implemented as needed (how is this being updated)
- Date/version of plan

B. Health-Related Protocols to mitigate actual or perceived spread of COVID-19

- Individuals with symptoms do not participate in field work (alternates & quarantine protocols need to be in place),
- Need to do Covid attestations on Workday, or use equivalent alternative approach. Need to contact UW EHS if potential or COVID-19 infected. Supervisor does not need to be notified, but absences need to be reported.

- Alternate personnel plans and mitigation of actual or perceived spread of COVID-19 in place (self-isolation/quarantine & transportation to healthcare facilities plans)
 - transportation, and treatment at nearest medical facilities, as necessary
 - use of virus testing prior to departure or upon return if determined by the PI or UW
 - procedures for pre-departure and daily Workday attestations of health
- Locations and contacts of relevant medical facilities and first responders

C. Social Distancing

- Maintain social distancing or become a 'new household unit' following self-isolation period---do not "break the bubble"
- Transportation logistics (including maintaining social distancing, refueling procedures)
- Housing logistics (including at home/lodging assignments/field tents)
- Specific processes/schedules for field work activities and/or equipment that enable social distancing
- Restrictions for UW employees/volunteers on leaving field site(s) during fieldwork
- Protocols for anticipated interaction with individuals outside of the field team and mitigation of actual or perceived spread through this contact

D. Hygiene – who is responsible, how frequently, with what supplies

- Protocols for frequent cleaning of shared equipment
- Sanitization procedures of vehicles before/after use
- Sanitization of high-touch surfaces in shared spaces
- Personal hygiene (hand-washing, use of hand sanitizer)

E. Supplies and Procedures

- PPE or appropriate protection for the crew (local requirements such as face covering in public/work areas for Seattle)
 - Specific PPE required for the project to be carried out safely (including when/how it is to be stored, used, cleaned, and disposed of).
 - Use measures to conserve PPE.
- Do you have supplies and procedures for maintaining personal, space, vehicle, and surface hygiene?
- First-aid training requirements and supplies (including thermometers) in the field
- Provisions (including preparation, distribution, and procurement)
- Checklists:
 - pre-departure checklists – including training, procurement of supplies, isolation protocols
 - post-return checklists – including cleaning and storage of equipment/supplies, vehicle returns, isolation protocols

Appendix B: Lab & Office Reopening Plan

In order to safely reopen of laboratory and office spaces in SEFS, we will be developing a school-level plan that references plans developed by all PIs and lab groups. These lab plans will be compiled and shared (exact mechanism not determined yet). A decision tree for in person return is [here](#). Also note: It is expected that during Phase 1 all researchers/research staff will continue to 1) remotely carry out any work they can, 2) minimize the time spent on-site, and 3) minimize the number of personnel at on-site research facilities at any one time. See also: [College Guidelines for Health and Safety Plans](#) and the [UW Guidance for Returning to In-Person Research](#).

Note: Not all items will necessarily apply in all situations. If not, please indicate so in your plan.

Key Questions:

- A. Who works in your group?
 - Critical personnel (who maintains and updates this list), names and positions/titles
 - Non-critical personnel
 - Responsibilities and name alternates for critical functions
 - Include responsibilities for implementing aspects of this plan.
- B. What office spaces do you all occupy?
 - Shared office clusters?
 - Shared lab spaces?
 - Shared common spaces (loading bay etc.)?
 - What other groups do you overlap with? *You will need to coordinate with these other groups
 - What other physical spaces do you and your lab group use (labs, computer rooms, storage spaces, loading bay spaces, etc)?
- C. What research activities must take place at UW?
 - List them and note where they take place
 - Why must they occur at UW?
 - How long can they be shuttered before your research is permanently damaged?
 - **How will these tasks be performed while maintaining social distancing. Provide in-depth explanations**
 - What research activities can you continue to perform remotely? All work that CAN continue to be done remotely, will need to be.
- D. Timing, scheduling, and interactions
 - Create a facility usage scheduling plan preferably with an online calendar.
 - Schedule communal use equipment such that appropriate cleaning can take place before and after use.
 - If multiple personnel in the same space, what is their timing and rotation to minimize interaction?
 - Who else is interacting with them?
 - How are you monitoring Workday Covid-19 attestation?
- E. Lab communications
 - Identify who is responsible for action items in the plan and communicate established policies and procedures during research meetings or other methods.

- Safety plan and updates to policies, how communicated?
 - Reporting on schedule and other use of space.
 - Lab sign ins?
 - Display personal hygiene and [hand-washing reminders](#) and information on [PPE/Facemask use](#).
 - Reporting on covid-19 exposure and symptoms to EH&S emphlth@uw.edu
 - Communicate when you will not be working. Individuals do not have to share private health information, but you do need to tell your supervisor and employees if you will not be working as you would under normal circumstances to ensure essential services are covered.
- F. Social distancing and workspace plans
- Find ways to give people more physical space. Make sure the workspace is configured to allow for social distancing, or a six-foot distance between people.
 - A floor plan should be used and shared in your lab and install communicating the layout and movement guidelines in your spaces. A guide is available [here](#).
 - Designate drop-off/pick-up areas for shared tools and equipment.
 - Entry and exit protocols.
- G. Procedures for preventing the spread of Covid19 (See guidelines below)
- Face covering (guidance [here](#))
 - Procedures for decontaminating and disinfecting equipment.
 - Make tissues, hand sanitizer and cleaning supplies available. Announce the availability and location of supplies to all team members.
 - Make sure personal protective equipment (e.g., lab coats, eye protection) are individually assigned (i.e., not communal) and are laundered as appropriate. Have strategies to conserve PPE.
 - Identify all high touch surfaces in the lab (e.g., table tops, chair arms, door handles, light switches; lab equipment, keyboards, laptops) and disinfect them before and after meetings or use.
 - Have strategies in place for cleaning and disinfecting your workplace and identify responsible individuals. A guide is available [here](#).
 - Instate [symptom monitoring](#). Personnel who may be ill or symptomatic that they must stay (or go) home.
 - Monitor and support mental health (guidance [here](#)).