

CLASSICS DEPARTMENT COVID-19 PREVENTION PLAN

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 work-site 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 six required elements for a plan and align with University policies and procedures (e.g., daily symptom attestation).

Date: July 15, 2020	Completed By: Deborah Kamen
Name of COVID-19 Site-Supervisor: Emily Warren	
Unit Name: Classics	Worksite Location(s): Denny 227 (112 sq ft), 229 (138 sq ft), 255 (145 sq ft), 257 (599 sq ft), 262 (413 sq ft), 262A (134 sq ft), 262B (125 sq ft), 262C (109 sq ft), 262D (193 sq ft), 262E (173 sq ft), 262F (131 sq ft), M262 (142 sq ft), M262a (141 sq ft), M262B (121 sq ft), M262C (128 sq ft), M262D (102 sq ft), M262E (101 sq ft), M262F (127 sq ft), M262G (114 sq ft). The TAs work in Denny 400L (672 sq ft), but that space will be covered by the building manager's plan.
Unit COVID-19 Prevention Plan and Plan Location: paper copy will be posted on bulletin board in Denny 262 wing; electronic copy will be posted on department website under Resources	

MANAGEMENT AND OVERSIGHT	Check all that apply (all required):	Describe:
1. COVID-19 Prevention Plan and Site-Supervisor	<input checked="" type="checkbox"/> A COVID-19 supervisor is assigned to ensure all of the elements of the site-specific COVID-19 Prevention Plan are followed. <input checked="" type="checkbox"/> The COVID-19 site supervisor will keep the site-specific plan updated and current with changes to COVID-19 guidelines, regulations and University policies.	See above for locations of plans. The supervisor and/or Chair will provide a recorded Zoom training session that will be mandatory for all personnel.

	<input type="checkbox"/> The COVID-19 site supervisor will keep the site-specific plan onsite in paper or electronically so it is available to all personnel. <input type="checkbox"/> The COVID-19 site supervisor will train personnel on the contents of the plan and updates made. <input type="checkbox"/> The COVID-19 site supervisor or designee is available to respond to issues and questions during work and class activities.	
SOCIAL AND PHYSICAL DISTANCING	Check all that apply (all required as possible):	Describe:
2. Describe how you are implementing the social distancing requirements (maintaining 6+ feet spacing between people, minimizing interpersonal contact).	<input type="checkbox"/> Telework options offered <input type="checkbox"/> Shifts/break times/start times staggered <input type="checkbox"/> Maximum space capacity determined based on room size <input type="checkbox"/> In-person meetings limited (instead, use conference call, virtual) <input type="checkbox"/> Non-critical in-person meetings postponed N/A Spread out work areas/physically separate workstations <input type="checkbox"/> Allowing only infrequent/intermittent passing within 6 feet in between personnel <input type="checkbox"/> Minimizing the number of people in a work area N/A Designated drop-off/pick-up areas for shared tools and equipment N/A Barriers to block direct pathways between individuals are installed N/A Layouts to prevent air pathways less than 6 feet have been created <input type="checkbox"/> Ensuring good ventilation in work areas <input type="checkbox"/> Tasks have been rescheduled <input type="checkbox"/> Work tasks have been modified	Most of our offices have only one occupant, and we will insist on a maximum capacity of one. For the one office (M262D) with more than one occupant, work times will be staggered. Signs posted in hallways prohibiting congregating Signs posted indicating maximum number of users (based on recommended percentage of max occupancy), along with rules about social distancing. Leave windows open in common areas when safe to do so.

	<input type="checkbox"/> Organizing work tasks to facilitate social distancing	
3. Describe how you are communicating social distancing requirements to personnel, students, vendors, contractors and visitors.	<input type="checkbox"/> Posters /signage/floor markings installed or posted <input type="checkbox"/> Communicating during staff meetings <input type="checkbox"/> Email communication <input type="checkbox"/> Establishing policies and procedures N/A Providing notice to vendors/contractors	Our unit is working with our building coordinator (Patrick Gibbs), who is drafting the building plan for Denny. That plan will be submitted separately.
4. Describe critical tasks not possible to be done while maintaining the 6-foot distance. Unit head pre-approval required.	Describe task, frequency, duration and required PPE and safety measures in place. If none, specify none. None.	
PRECAUTIONS FOR SICK PERSONNEL	Check all that apply (all required as possible):	Describe:
5. Describe how you are preventing people with symptoms from coming to the site and/or working while sick.	<input type="checkbox"/> Performing daily symptom screening or attestation for personnel who work on-site at a UW work location <input type="checkbox"/> Following UW policies for time away from work <input type="checkbox"/> Informing and requiring personnel who may be ill or symptomatic to stay (or go) home <input type="checkbox"/> Requiring close contacts of COVID-19 cases to stay or go home <input type="checkbox"/> Consulting with EH&S Employee Health Center	

	<input type="checkbox"/> Discussing accommodations for personnel at higher risk of severe illness with your HR Consultant or DSO for academic personnel N/A Keeping a log of visitors to the work-site (maintain for 4 weeks)	There are currently no visitors, as our building is closed.
6. Describe practices for responding to suspected or confirmed COVID-19 cases.	<input type="checkbox"/> Informing personnel with COVID-19 symptoms to stay home, contact their healthcare provider and to notify the Employee Health Center <input type="checkbox"/> Informing personnel with suspect or confirmed COVID-19 to stay home and notify the Employee Health Center <input type="checkbox"/> Informing personnel who have had close contact with someone with COVID-19 to stay home and notify the Employee Health Center <input type="checkbox"/> Performing enhanced cleaning and disinfection	
CLEANING AND DISINFECTING	Check all that apply (all required):	Describe:
7. Describe the procedures used to clean and disinfect general areas and high-touch surfaces. This includes the cleaning frequency and areas/items to be cleaned.	<input type="checkbox"/> Following a cleaning schedule <input type="checkbox"/> Cleaning supplies are available for spot cleaning <input type="checkbox"/> Cleaning and disinfecting high touch surfaces daily, between uses or when unclean <input type="checkbox"/> Wiping down shared equipment/objects after each use (e.g., door/refrigerator/microwave handles) <input type="checkbox"/> Following COVID-19 Enhanced Cleaning and Disinfection Protocols	Individual personnel will be responsible for disinfecting any surface outside their own office that they touch.

<p>8. List the product(s) used to clean and disinfect.</p>	<p>Check all that apply:</p> <p><input checked="" type="checkbox"/> Alcohol solution with at least 70% alcohol (includes wipes)</p> <p><input type="checkbox"/> 10% bleach/water solution</p> <p><input checked="" type="checkbox"/> EPA-registered disinfectant for use against SARS-CoV-2:</p> <p>a. Manufacturer: __Keystone_____</p> <p>b. Name: __Bleach Disinfectant Cleaner_____</p> <p>c. EPA Registration #: _____1677-235_____</p>	<p>Wipes and disinfectant spray are available for use in the common areas.</p>
<p>9. Describe the safety precautions that are taken when using disinfectant(s).</p>	<p><input checked="" type="checkbox"/> Reviewing safety data sheet (SDS) for each product</p> <p><input checked="" type="checkbox"/> Reviewing COVID-19 Chemical Disinfectant Safety Information</p> <p><input checked="" type="checkbox"/> Following manufacturer’s instructions for products’ use</p> <p><input checked="" type="checkbox"/> Using personal protective equipment</p>	
<p>GOOD HYGIENE</p>	<p>Check all that apply (all required):</p>	<p>Describe:</p>
<p>10. Describe methods used to encourage good hygiene practices.</p>	<p><input checked="" type="checkbox"/> Providing soap and running water</p> <p><input checked="" type="checkbox"/> Providing hand sanitizer and/or wipes/towelettes</p> <p><input checked="" type="checkbox"/> Asking personnel to avoid touching others</p> <p><input checked="" type="checkbox"/> Using reminders to wash hands frequently, correctly at key moments, avoid touching face with unwashed hands, cover mouth when coughing or sneezing</p>	
<p>PERSONAL PROTECTIVE EQUIPMENT</p>	<p>Check all that apply:</p>	<p>Describe:</p>

<p>11. Provide personal protective equipment (PPE) and guidance on how to use it.</p>	<p>N/A Face shields and/or eye protection is worn.</p> <p>N/A Respirators are worn.</p> <p>N/A Surgical/medical masks are worn.</p> <p><input type="checkbox"/> Face coverings (cloth) are worn indoors when others are in the work area and outdoors when a 6 foot distance from others cannot be maintained.</p> <p><input type="checkbox"/> Providing instructions on the use, care, cleaning, maintenance, removal, and disposal of PPE</p>	
<p>COMMUNICATION AND TRAINING</p>	<p>Check all that apply (all required):</p>	<p>Describe:</p>
<p>12. Communicate safe practices.</p>	<p><input type="checkbox"/> Personnel completing UW general COVID-19 Safety Training</p> <p><input type="checkbox"/> Providing documented safety training to personnel on site-specific COVID-19 Prevention Plan initially and updates communicated</p> <p><input type="checkbox"/> Posters/signage installed and/or posted in the worksite</p> <p><input type="checkbox"/> Email communications</p> <p><input type="checkbox"/> Covering COVID-19 safety information in staff meetings</p> <p><input type="checkbox"/> Sharing information from the UW Novel coronavirus & COVID-19: facts and resources webpage</p>	
<p>13. Communicate hazards and safeguards to protect personnel.</p>	<p><input type="checkbox"/> Providing information about working safely with disinfectants</p> <p><input type="checkbox"/> Communicating the hazards and safeguards required to protect individuals from exposure</p>	