**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).

<table>
<thead>
<tr>
<th>Date: July 15, 2020</th>
<th>Completed By: Deborah Kamen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of COVID-19 Site-Supervisor: Emily Warren</td>
<td></td>
</tr>
<tr>
<td>Unit Name: Classics</td>
<td>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.</td>
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</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>MANAGEMENT AND OVERSIGHT</th>
<th>Check all that apply (all required):</th>
</tr>
</thead>
</table>
| 1. COVID-19 Prevention Plan and Site-Supervisor | ☐ A COVID-19 supervisor is assigned to ensure all of the elements of the site-specific COVID-19 Prevention Plan are followed.  
☐ The COVID-19 site supervisor will keep the site-specific plan updated and current with changes to COVID-19 guidelines, regulations and University policies. |
| Describe: | 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. |
The COVID-19 site supervisor will keep the site-specific plan onsite in paper or electronically so it is available to all personnel.

The COVID-19 site supervisor will train personnel on the contents of the plan and updates made.

The COVID-19 site supervisor or designee is available to respond to issues and questions during work and class activities.

### SOCIAL AND PHYSICAL DISTANCING

<table>
<thead>
<tr>
<th>Check all that apply (all required as possible):</th>
<th>Describe:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Telework options offered</td>
<td>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.</td>
</tr>
<tr>
<td>☐ Shifts/break times/start times staggered</td>
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</tr>
<tr>
<td>☐ Maximum space capacity determined based on room size</td>
<td></td>
</tr>
<tr>
<td>☐ In-person meetings limited (instead, use conference call, virtual)</td>
<td></td>
</tr>
<tr>
<td>☐ Non-critical in-person meetings postponed</td>
<td></td>
</tr>
<tr>
<td>N/A Spread out work areas/physically separate workstations</td>
<td></td>
</tr>
<tr>
<td>☐ Allowing only infrequent/intermittent passing within 6 feet in between personnel</td>
<td></td>
</tr>
<tr>
<td>☐ Minimizing the number of people in a work area</td>
<td>Signs posted in hallways prohibiting congregating</td>
</tr>
<tr>
<td>N/A Designated drop-off/pick-up areas for shared tools and equipment</td>
<td>Signs posted indicating maximum number of users (based on recommended percentage of max occupancy), along with rules about social distancing.</td>
</tr>
<tr>
<td>N/A Barriers to block direct pathways between individuals are installed</td>
<td></td>
</tr>
<tr>
<td>N/A Layouts to prevent air pathways less than 6 feet have been created</td>
<td></td>
</tr>
<tr>
<td>☐ Ensuring good ventilation in work areas</td>
<td>Leave windows open in common areas when safe to do so.</td>
</tr>
<tr>
<td>☐ Tasks have been rescheduled</td>
<td></td>
</tr>
<tr>
<td>☐ Work tasks have been modified</td>
<td></td>
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</tbody>
</table>

2. Describe how you are implementing the social distancing requirements (maintaining 6+ feet spacing between people, minimizing interpersonal contact).
3. Describe how you are communicating social distancing requirements to personnel, students, vendors, contractors and visitors.

- Posters/signage/floor markings installed or posted
- Communicating during staff meetings
- Email communication
- 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.

5. Describe how you are preventing people with symptoms from coming to the site and/or working while sick.

- Performing daily symptom screening or attestation for personnel who work on-site at a UW work location
- Following UW policies for time away from work
- Informing and requiring personnel who may be ill or symptomatic to stay (or go) home
- Requiring close contacts of COVID-19 cases to stay or go home
- Consulting with EH&S Employee Health Center

PRECAUTIONS FOR SICK PERSONNEL

Check all that apply (all required as possible):

- Performing daily symptom screening or attestation for personnel who work on-site at a UW work location
- Following UW policies for time away from work
- Informing and requiring personnel who may be ill or symptomatic to stay (or go) home
- Requiring close contacts of COVID-19 cases to stay or go home
- Consulting with EH&S Employee Health Center
<table>
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<tr>
<th>Question</th>
<th>Response</th>
<th>Note</th>
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<tbody>
<tr>
<td>Discussing accommodations for personnel at higher risk of severe illness with your HR Consultant or DSO for academic personnel</td>
<td>N/A Keeping a log of visitors to the work-site (maintain for 4 weeks)</td>
<td>There are currently no visitors, as our building is closed.</td>
</tr>
</tbody>
</table>
| 6. Describe practices for responding to suspected or confirmed COVID-19 cases. | ☐ Informing personnel with COVID-19 symptoms to stay home, contact their healthcare provider and to notify the Employee Health Center  
☐ Informing personnel with suspect or confirmed COVID-19 to stay home and notify the Employee Health Center  
☐ Informing personnel who have had close contact with someone with COVID-19 to stay home and notify the Employee Health Center  
☐ 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. | ☐ Following a cleaning schedule  
☐ Cleaning supplies are available for spot cleaning  
☐ Cleaning and disinfecting high touch surfaces daily, between uses or when unclean  
☐ Wiping down shared equipment/objects after each use (e.g., door/refrigerator/microwave handles)  
☐ Following COVID-19 Enhanced Cleaning and Disinfection Protocols | Individual personnel will be responsible for disinfecting any surface outside their own office that they touch.                                                                                                                                                                 |
8. List the product(s) used to clean and disinfect.

**Check all that apply:**
- Alcohol solution with at least 70% alcohol (includes wipes)
- 10% bleach/water solution
- **EPA-registered disinfectant for use against SARS-CoV-2:**
  - a. Manufacturer: Keystone_________________
  - b. Name: Bleach Disinfectant Cleaner_______________
  - c. EPA Registration #: 1677-235_______________

Wipes and disinfectant spray are available for use in the common areas.

9. Describe the safety precautions that are taken when using disinfectant(s).

- Reviewing safety data sheet (SDS) for each product
- Reviewing [COVID-19 Chemical Disinfectant Safety Information](#)
- Following manufacturer’s instructions for products’ use
- Using personal protective equipment

10. Describe methods used to encourage good hygiene practices.

- Providing soap and running water
- Providing hand sanitizer and/or wipes/towelettes
- Asking personnel to avoid touching others
- Using **reminders** to wash hands frequently, correctly at key moments, avoid touching face with unwashed hands, cover mouth when coughing or sneezing

**GOOD HYGIENE**

**Check all that apply (all required):**

**Describe:**

**PERSONAL PROTECTIVE EQUIPMENT**

**Check all that apply:**

**Describe:**
<p>| | | |</p>
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| 11. Provide personal protective equipment (PPE) and guidance on how to use it. | N/A Face shields and/or eye protection is worn.  
N/A Respirators are worn.  
N/A Surgical/medical masks are worn.  
☐ 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.  
☐ Providing instructions on the use, care, cleaning, maintenance, removal, and disposal of PPE |   |
| **COMMUNICATION AND TRAINING** | **Check all that apply (all required):** | **Describe:** |
☐ Providing documented safety training to personnel on site-specific COVID-19 Prevention Plan initially and updates communicated  
☐ Posters/signage installed and/or posted in the worksite  
☐ Email communications  
☐ Covering COVID-19 safety information in staff meetings  
☐ Sharing information from the [UW Novel coronavirus & COVID-19: facts and resources](https://covid.uw.edu/) webpage |   |
| 13. Communicate hazards and safeguards to protect personnel. | ☐ Providing information about [working safely with disinfectants](https://covid.uw.edu/health-safety/safe-hand-disinfecting)  
☐ Communicating the hazards and safeguards required to protect individuals from exposure |   |