STATISTICS 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 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: September 2, 2021  Completed By: Vickie Graybeal

Name of Responsible Supervisor or COVID-19 Site-Supervisor: Vickie Graybeal (COVID Supervisor), Kristine Chan (Site-Supervisor)

Unit Name: Statistics  Worksite Location(s): Padelford Hall

Unit COVID-19 Prevention Plan and Plan Location: Statistics Dept website/COVID Resources

<table>
<thead>
<tr>
<th>MANAGEMENT AND OVERSIGHT</th>
<th>Check all that apply (all required):</th>
<th>Describe:</th>
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</table>
| 1. COVID-19 Prevention Plan Oversight | x 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.  
  x The supervisor will keep the site-specific plan updated and current with changes to COVID-19 guidelines, regulations, and University policies.  
  x The supervisor will keep the site-specific plan on site in hardcopy or electronically, so it is available to all personnel.  
  x The supervisor will train personnel on the contents of the plan and any updates.  
  x The supervisor or designee is available to respond to issues and questions during work and class activities. | Vickie Graybeal, Administrator, is the department COVID Supervisor, graybeal@uw.edu (206) 616-1942. Ms. Graybeal is available M-F 8am-5pm by e-mail or phone.  
Kristine Chan, Administrative Specialist, is the Department Site-Supervisor, kyunchan@uw.edu, (206) 221-1690. Ms. Chan is available M-F 8a.m.-5p.m. by e-mail or phone.  
The site specific plan will be updated as necessary. The plan is available on the Statistics Department website https://stat.uw.edu/news-resources/coronavirus  
This plan will be distributed via email to faculty, staff and grad students. As we enter each phase and updates are made, updated plans will be distributed. |
<table>
<thead>
<tr>
<th>VACCINATION</th>
<th>Check all that apply (all required as possible):</th>
<th>Describe:</th>
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<tbody>
<tr>
<td>2. Vaccination Verification</td>
<td>x 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. x Ensure personnel not verified to be fully vaccinated are required to wear a face covering. x Contractors, vendors, and visitors are notified of the UW COVID-19 Face Covering Policy and the requirement to wear face coverings at the University unless fully vaccinated except where face coverings are required regardless of vaccination status (e.g., health care, child care, K-12 settings).</td>
<td>Each individual working in-person must attest to their vaccination status no later than September 10, 2021: • University personnel listed in Workday will submit a COVID-19 Vaccine Attestation Form in Workday no later than September 10, 2021. Personnel who do not have access to Workday will be provided an alternative method by their supervisor. • Students will submit a COVID-19 Vaccine Attestation Form on the Hall Health Center website. • Students who are employed by the University will submit both the student and personnel COVID-19 Vaccine Attestation Forms. • The supervisor will generate a report in Workday of vaccination status to check who has attested-Search: R0711 Employee COVID-19 Vaccination Attestation Response Audit by Supervisory Organization. Those not listed in Workday, including volunteers, will be requested to provide a vaccination attestation in writing to the PI/Supervisor. Supervisors must ensure that University personnel, students and volunteers under their supervision who are not verified as fully vaccinated, or who have declared an exemption, wear a face covering and adhere to Washington State Department of Labor and Industries Workplace Health and Safety Requirements. Accommodations for personnel at high risk for COVID-19 will be requested through the University’s disabilities accommodation office.</td>
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<tr>
<td>PROCEDURES FOR SICK PERSONNEL</td>
<td>Check all that apply (all required as possible):</td>
<td>Describe:</td>
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| 3. Describe how you are preventing people with symptoms from coming to the site and/or working while sick. | x 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.  
x Requiring personnel who may be sick or symptomatic to go home, regardless of vaccination status.  
x Consult with the COVID-19 Response and Prevention Team.  
x Discuss accommodations for personnel at higher risk of severe illness with your HR consultant or AHR business partner. | **Responding to Exposure or Illness:**  
**Never come to campus or a UW facility if you are experiencing any of the following symptoms of COVID-19 infection:**  
- Fever (100.4 F or higher) or a sense of having a fever.  
- Cough that you would not attribute to another health condition.  
- Shortness of breath that you would not attribute to another health condition.  
- Sore throat that you would not attribute to another health condition.  
- Muscle aches that you would not attribute to another health condition or that may have been caused by a specific activity, such as physical exercise.  
- Respiratory symptoms, such as sore throat, runny nose/nasal congestion, or sneezing, that you would not attribute to another health condition (like seasonal allergies).  
- Chills or repeated shaking with chills that you would not attribute to another health condition.  
- Loss of taste or smell that you would not attribute to another health condition.  
**If you have any of these symptoms, stay home and contact your healthcare provider.** |
| 4. Describe practices for responding to suspected or confirmed COVID-19 cases. | x Inform personnel with COVID-19 symptoms to stay home, get tested, and notify the COVID-19 Response and Prevention Team, regardless of vaccination status. | If you have been in proximity to someone with COVID-19, then stay home and follow the instructions of your healthcare provider.  
If you have tested positive for COVID-19, then immediately notify the EH&S Employee Health |
Inform personnel with suspect or confirmed COVID-19 to stay home and notify the [COVID-19 Response and Prevention Team](mailto:COVID-19%20Response%20and%20Prevention%20Team). 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](mailto:COVID-19%20Response%20and%20Prevention%20Team).

Perform necessary cleaning and disinfection.

There is an email address [emphlth@uw.edu](mailto:emphlth@uw.edu) or [206-685-1026](tel:206-685-1026). Note that:

- The identity of individuals who have or may have COVID-19 is handled as protected information.
- EH&S will provide guidance on communicating to staff (as appropriate).
- EH&S will notify individuals who had close contact with the ill person up to 48 hours prior to the development of symptoms.
- EH&S will provide close contacts with public health recommendations that may include staying home and monitoring their health for 14 days.
- EH&S will evaluate the locations where the person spent time on campus for enhanced cleaning and disinfection.

### CLEANING SURFACES

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<tr>
<td>x Provide supplies for spot cleaning.</td>
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6. List the product(s) used to disinfect.

**Check all that apply:**

- Alcohol solution with at least 70% alcohol (includes wipes)
- [10% fresh bleach/water solution](https://www.epa.gov/clean-water/epa-registered-disinfectant-use-against-sars-cov-2)
- [EPA-registered disinfectant for use against SARS-CoV-2](https://www.epa.gov/clean-water/epa-registered-disinfectant-use-against-sars-cov-2):
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| 7. Describe the safety precautions taken when using disinfectant(s). | x Ensure personnel know where to find safety data sheets (SDS) for each product.  
   x Review the COVID-19 Chemical Disinfectant Safety Information.  
   x Follow the manufacturer's instructions for the products used.  
   X Use appropriate personal protective equipment (PPE) for the workplace and work tasks. | Links to this information provided in this document. |
| GOOD HYGIENE | Check all that apply (all required): | Describe:  
   Practice good hand hygiene  
   • Wash hands often 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 70% ethanol. |
| 8. Describe methods used to encourage good hygiene. | x Provide soap and running water.  
   x Provide hand sanitizer and/or wipes/towelettes.  
   x Ask personnel to avoid touching others.  
   x 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, ALTERNATE STRATEGIES AND PPE | Check all that apply: | Describe:  
   See 2. Vaccination Verification information above. |
| 9. Require face coverings for all individuals regardless of vaccination status when indoors. | x Follow the procedures in the UW COVID-19 Vaccination Policy requiring all personnel to wear masks indoors, regardless of vaccination status.  
   n/a Ensure all wear face coverings in areas where they are required regardless of vaccination status (e.g., health care, childcare, K-12)  
   x Communicate through signage and other means to vendors, visitors, and the public on face covering requirements, as dictated by vaccination status or other space-use designations (healthcare, K-12 settings, etc.) | |
### 10. Alternate Strategies and PPE (if applicable)
- **x** No alternate strategies are necessary.
- **☐** 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.

### COMMUNICATION AND TRAINING

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<tr>
<td>x Ask personnel and students to activate the <a href="#">Washington Exposure Notifications – WA Notify</a> on their mobile devices.</td>
<td>All personnel are required to complete the UW COVID-19 Safety Training before returning to work.</td>
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<tr>
<td>x Ensure all personnel complete UW general <a href="#">COVID-19 Safety Training</a>.</td>
<td>Posters will be displayed throughout facilities.</td>
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<td>x Provide documented safety training to personnel on this site-specific COVID-19 Prevention Plan, initially and when updates are made.</td>
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<tr>
<td>x Post a COVID-19 safety <a href="#">posters</a>/signage at the worksite.</td>
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<tr>
<td>x Share information from the <a href="#">UW Novel coronavirus &amp; COVID-19: facts and resources</a> webpage.</td>
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### 11. Communicate safe practices.
- **x** Provide information about [working safely with disinfectants](#). |
- **x** [Communicating the hazards and safeguards](#) required to protect individuals from exposure. |