ENGLISH DEPARTMENT COVID-19 PREVENTION PLAN

Date: July 22, 2020	Completed By: Carolyn Busch/Anis Bawarshi
Name of COVID-19 Site-Supervisor: Carolyn Busch/Anis Bawarshi	
Unit Name: English	Worksite Location(s): Padelford, Savery, Art Building
Unit COVID-19 Prevention Plan and Plan Location: Padelford A101 filed in Admin. files. Posted on the Safety Bulletin Board	

MANAGEMENT AND OVERSIGHT	Check all that apply (all required):	Describe:
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. ☐ 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.	COVID-19 Supervisor: Carolyn Busch/Anis Bawarshi Site Supervisor: Carolyn Busch/Anis Bawarshi
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).	☐ Telework options offered ☐ Shifts/breaks times/start times staggered ☐ Maximum space capacity determined based on room size ☐ In-person meetings (conference call, virtual) limited ☐ Non-critical in person meetings postponed ☐ Spread out work areas/physically separate workstations ☐ Allowing only infrequent/intermittent passing within 6 feet in between personnel ☐ Minimizing the number of people in a work area ☐ Designated drop-off/pick-up areas for shared tools and equipment ☐ Barriers to block direct pathways between individuals are installed ☐ Layouts to prevent air pathways less than 6 feet have been created ☐ Ensuring good ventilation in work areas ☐ Tasks have been rescheduled ☐ Work tasks have been modified ☐ Organizing work tasks to facilitate social distancing	Staff times will stagger when returned to work. Instructors who share offices will coordinate work schedule with office mates when they use office space to work. One person per office at a time. Office hours done remotely. Staff are remote until further notice. All meetings are done remotely. Work areas will establish at least a 6 foot distance between workers. When personnel return to work the Padelford building plan will establish safe distance passing. Work areas posted with one way and/or capacity limits. Virtually impossible in Padelford. Will incorporate Padelford Building plan upon return Remote work will allow requisite 6 foot distance. Work tasks will not require in person meetings or meetings closer than 6 feet. Work rooms are closed. Mail room will be one way with an entrance and exit door. When offices reopen, work tasks will be exchanged electronically or via drop boxes. Voting will be done electronically.
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 ☐ Providing notice to vendors/contractors	Plan in place for all signage in Padelford and department upon return to the building. Attached. Daily staff meetings are held via zoom Staff and Faculty will be updated via Weekly Department Announcements Building plan and department prevention plan will be translated into policies and procedures

		to be shared with personnel. For example, use of shared office space and equipment. None
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.	☐ 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 ☐ Discussing accommodations for personnel at higher risk of severe illness with your HR Consultant or DSO for academic personnel	Workday attestation required if an employee working remotely returns to campus for even a short time or is working on campus full time. Staff adhere to HR time off rules Signs posted for symptomatic employees and requirement to go/stay home if ill. This information will also be communicated in department weekly announcements that are emailed to all faculty, staff and graduate students. Anyone with known close contacts with COVID-19 will be required to go/stay home EH&S has been consulted re: air quality.

	☐ Keeping a log of visitors to the work-site (maintain for 4 weeks)	Lynn Perry and Lauren Hubbel will be consulted regarding high risk personnel. Visitor log for department located in the Chair's office maintained by the Assistant to the chair.
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	All personnel will be informed in the Weekly Announcements of the first three items. Enhanced cleaning and disinfection will be done by each employee in the work space.
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	Daily cleaning of work areas and high touch areas within the department will be performed by each worker for all areas they have worked in, visited or touched that day. Cleaning supplies will be available in the main office, mailroom, graduate lounge kitchen, A11 Work room, and other areas as necessary. Each office will be provided with disinfectant wipes. Instructions will be posted for wiping down shared equipment.

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:_____
	
	    b. Name: _____
	
	    c. EPA Registration #:_____
		Wipes will be purchased through UW vendors.

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	Disinfectant Safety Information will be posted on the department Safety Bulletin Board. Masks will be required.
GOOD HYGIENE	**Check all that apply (all required):**	**Describe:**
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	Running water available in or close to all work spaces, including mail room and main offices. Soap will be available in those locations. This information will be included in the department Weekly Announcements sent to all faculty, staff, ASEs and graduate students.

PERSONAL PROTECTIVE EQUIPMENT	Check all that apply:	Describe:
11. Provide personal protective equipment (PPE) and guidance on how to use it.	☐ Face shields and/or eye protection is worn. ☐ Respirators are worn. ☐ 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	UW Face masks will be provided to all personnel. PPE posters will be posted throughout the building and the information will be included in the department's Weekly Announcements.
COMMUNICATION AND TRAINING	Check all that apply (all required):	Describe:
12. Communicate safe practices.	☐ Personnel completing UW general COVID-19 Safety Training ☐ 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 webpage	Record of all personnel completing COVID-19 Safety Training will be kept in a Google document on the department drive. Posters throughout the department and building. Facts and Resources link will be included in the department's Weekly Announcements emailed to all faculty, staff and graduate students.
13. Communicate hazards and safeguards to protect personnel.	☐ Providing information about working safely with disinfectants ☐ Communicating the hazards and safeguards required to protect individuals from exposure	Information will be included in department Weekly Announcement sent to all faculty, staff and graduate students.