

## **Learning Spaces COVID-19 Prevention Operational Guidelines July 13, 2020**

### **Overview**

Over the past few months, people across the University have been hard at work preparing for how we can be safely together on our campuses when the conditions in our region allow us to do so. It is clear that protecting the health of our community is a responsibility we all share. It's also clear that we will all need to be flexible. No one can predict with absolute certainty the course the pandemic will take, and we may possibly have to again pivot to all-remote learning, as we did in spring quarter, if the virus is spreading too quickly in our state.

To resume limited in-person instruction on the UW Tacoma campus for autumn quarter, our plans must be aligned with guidelines released by Governor Inslee for colleges and universities. Our plans for Fall quarter require limiting group sizes to fewer than 50 while maintaining 6 feet of physical distancing and adhering to other public health practices. Below are operational guidelines for learning spaces. Additional guidelines for building operations can be found at the [Facilities website](#).

### **Roles and Responsibilities**

#### **UW Tacoma Facilities**

1. UW Tacoma Custodial Services will clean the high-touch surfaces in classrooms and common spaces once per day as described in the [Building Readiness Guidelines](#).
2. UW Tacoma Custodial Services will follow COVID-19 cleaning and disinfection protocols established by EH&S at [COVID-19 Prevention: Enhanced Cleaning and Disinfection Protocols](#).
3. Ensure cleaning supplies and hand sanitizers are available in common areas of buildings.
4. Post University COVID-19 [prevention posters](#) at entrances and in common areas of buildings.
5. Remove furniture or cordon off seating in general classrooms, hallways and informal learning spaces to reflect new capacities and maintain physical distancing. Clearly mark unusable seats/furniture if they cannot be removed from the space.
6. For general classrooms with non-moveable furniture, place markers on the floor in front of each "safe" seat consistent with the seating layout.
7. Depending on space size and entry points, establish traffic flow and designate single ingress/egress points in general classrooms where this restriction would help mitigate crowding and group exposure. Post appropriate signage.

## Site Supervisors of Department Assigned Spaces

1. Site Supervisors who are sick or experiencing even mild symptoms of illness must stay home. If an individual experiences symptoms of illness while at the University, the individual must leave the campus as described in Section B of the [University of Washington COVID-19 Prevention Plan for the Workplace](#).
2. Report COVID-19 symptoms and positive test results to the EH&S [Employee Health Center](#).
3. Report close contact with a person with COVID-19 to the EH&S [Employee Health Center](#).
4. Perform attestation through Workday before coming to campus.
5. Help disseminate information and updates to building occupants related to COVID-19 prevention and about restricted areas for cleaning in response to COVID-19 cases in a building.
6. Establish and monitor adherence to access control, building operations, egress routes and emergency procedures as they relate to the University plan.
7. Maintain inventory stock of supplies for safe classroom operation (staff and classroom occupants) available through [UW Tacoma Facilities Work Order Request portal](#).
  - a. Face coverings and masks
  - b. Cleaning solutions/sprays
  - c. Disinfectant wipes/disposable towels
  - d. Hand sanitizer
  - e. Gloves
8. Acquire and use appropriate personal protective equipment (PPE) when maintaining instructional spaces including gloves, eye protection, gowns/aprons whenever applicable.
9. Face coverings are [required](#) to be worn indoors where other people are present since 6-foot physical distancing may not be possible. This includes common areas, such as hallways, stairways, restrooms and elevators. Face coverings are required to be worn outdoors whenever keeping a 6-foot distance from other people may not be possible. More information is available at [Guidance on Facemask Use for Preventing the Spread of COVID-19](#).
10. Practice good hand hygiene after cleaning or working in a classroom.
  - a. Wash hands often with soap and warm water for at least 20 seconds.
  - b. Use alcohol-based hand sanitizer (ethyl alcohol at 60% minimum or isopropyl alcohol at 70% minimum) if soap and water not available.
11. Ensure that support staff employees are properly trained on the hazards of cleaning chemicals used in the workplace as described in [COVID-19 Chemical Disinfectant Safety Information](#).

12. Use Safe and Clean Storefront, UW Tacoma Facilities site, and Stay Healthy, Huskies resource pages to obtain appropriate signage for instructional spaces.
13. Post COVID-19 Cleaning and Disinfection Protocols document in all spaces used for instruction: [COVID-19 Prevention: Enhanced Cleaning and Disinfection Protocols](#)
14. Ensure that a copy of official classroom cleaning guidelines are posted in each classroom. [COVID-19 Prevention: Enhanced Cleaning and Disinfection Protocols.](#)
15. Post laminated copies of new seating layouts at each room entrance and instructional podium if applicable.
16. Help disseminate information and updates to building occupants related to COVID-19 prevention and about restricted areas for cleaning in response to COVID-19 cases in a building.
17. Attend training and coordinating sessions organized by UW Facilities.
18. Work with Space Planning Manager to establish traffic flow and designate single ingress/egress points in spaces where feasible and where this restriction would help mitigate crowding and group exposure. Post appropriate signage.
19. Remove furniture or cordon off seating in spaces to reflect new capacities and maintain physical distancing. Clearly mark unusable seats/furniture if they cannot be removed from the space.
20. For rooms with non-moveable furniture, place markers on the floor in front of each “safe” seat consistent with the seating layout.
21. Wipe down their own work surfaces with supplied cleaning solution sprays/disposable towels.
22. Develop and implement cleaning protocols for shared equipment.
23. Plexiglas installations still require that 6 ft. of physical distancing be maintained. Please review [Guidelines for using Plexiglas](#). To request installation of a Plexiglas barrier, please use the [request form for installation of a Plexiglas barrier](#) and attach it to [UW Tacoma Facilities Work Order Request](#).

## **Lab Support Staff**

1. Lab support staff who are sick or experiencing even mild symptoms of illness must stay home. If an individual experiences symptoms of illness while at the University, the individual must leave the campus as described in Section B of the [University of Washington COVID-19 Prevention Plan for the Workplace](#).
2. Report COVID-19 symptoms and positive test results to the EH&S [Employee Health Center](#).
3. Report close contact with a person with COVID-19 to the EH&S [Employee Health Center](#).
4. Perform attestation through Workday before coming to campus.

5. Maintain inventory stock of supplies for safe classroom operation (staff and classroom occupants) available through [UW Tacoma Facilities Work Order Request portal](#).
  - a. Face coverings and masks
  - b. Cleaning solutions/sprays
  - c. Disinfectant wipes/disposable towels
  - d. Hand sanitizer
  - e. Gloves
6. Acquire and use appropriate personal protective equipment (PPE) when maintaining instructional spaces including gloves, eye protection, gowns/aprons whenever applicable.
7. Face coverings are [required to be worn](#) indoors where other people are present since 6-foot physical distancing may not be possible. This includes common areas, such as hallways, stairways, restrooms and elevators. Face coverings are required to be worn outdoors whenever keeping a 6-foot distance from other people may not be possible. More information is available at [Guidance on Facemask Use for Preventing the Spread of COVID-19](#).
  - a. Unless a surgical/medical/procedure mask is indicated, cloth face coverings are preferred in order to conserve surgical/medical/procedure masks and N95 respirators for health-care workers. Face coverings include cloth face masks, scarves and bandanas.
  - b. Some individuals may not be able to wear a cloth face covering, including those with physical disabilities that prevent wearing a mask safely, or those who rely on facial movements to help communicate. See [UW policy](#) for more information.
8. Practice good hand hygiene after cleaning or working in a classroom.
  - a. Wash hands often with soap and warm water for at least 20 seconds.
  - b. Use alcohol-based hand sanitizer (ethyl alcohol at 60% minimum or isopropyl alcohol at 70% minimum) if soap and water not available.
9. Ensure that support staff employees are properly trained on the hazards of cleaning chemicals used in the workplace as described in [COVID-19 Chemical Disinfectant Safety Information](#).
10. Use [Safe and Clean Storefront](#), [UW Tacoma Facilities site](#), [Stay Healthy, Huskies](#) resource pages to obtain appropriate signage for instructional spaces.
11. Post COVID-19 Cleaning and Disinfection Protocols document in all spaces used for instruction: [COVID-19 Prevention: Enhanced Cleaning and Disinfection Protocols](#)
12. Ensure that a copy of official classroom cleaning guidelines are posted in each classroom. [COVID-19 Prevention: Enhanced Cleaning and Disinfection Protocols](#)
13. Post laminated copies of new seating layouts at each room entrance and instructional podium if applicable.

14. Work with Space Planning Manager to establish traffic flow and designate single ingress/egress points in spaces where feasible and where this restriction would help mitigate crowding and group exposure. Post appropriate signage.
15. Remove furniture or cordon off seating to reflect new capacities consistent with maintaining physical distancing. Clearly mark unusable seats/furniture if they cannot be removed from the room.
16. For labs with non-moveable furniture, place markers on the floor in front of each “safe” seat consistent with the seating layout.
17. Plexiglas installations still require that 6 ft. of physical distancing be maintained. Please review [Guidelines for using Plexiglas](#). To request installation of a Plexiglas barrier, please use the [request form for installation of a Plexiglas barrier](#) and attach it to [UW Tacoma Facilities Work Order Request](#).
18. Plan for the safe use of shared spaces between laboratories.
19. Follow normal chemical and waste disposal guidelines.
20. Additional PPE (e.g., procedure masks and face shields) may be needed to support close interactions between students due to the nature of experiments or shared equipment. If there is a potential for face contact with biohazards or chemical hazards in labs, disposable procedure masks and face shields should be used instead of cloth face coverings.
21. Wipe down their own work surfaces with supplied cleaning solution sprays/disposable towels.
22. Develop and implement cleaning protocols for shared equipment.

## Instructors

1. Instructors who are sick or experiencing even mild symptoms of COVID-19 must stay home. If an individual experiences symptoms of illness while at the University, the individual must leave the campus as described in Section B of the [University of Washington COVID-19 Prevention Plan for the Workplace](#). Notify your academic unit of your absence from campus.
2. Report COVID-19 symptoms and positive test results to the EH&S [Employee Health Center](#).
3. Report close contact with a person with COVID-19 to the EH&S [Employee Health Center](#).
4. Perform daily attestation in Workday before coming to campus.
5. Maintain 6 feet of physical distancing at all times.
6. Face coverings are [required to be worn](#) indoors where other people are present since 6-foot physical distancing may not be possible. This includes instructional spaces and common areas, such as hallways, stairways, restrooms and elevators. More information is available at [Guidance on Facemask Use for Preventing the Spread of COVID-19](#).

- a. Unless a surgical/medical/procedure mask is indicated, cloth face coverings are preferred in order to conserve surgical/medical/procedure masks and N95 respirators for health-care workers. Face coverings include cloth face masks, scarves and bandanas. Face masks with clear panels are available to support communication with those who rely on facial movements to help communicate.
  - b. Some individuals may not be able to wear a cloth face covering, including those with physical disabilities that prevent wearing a mask safely, or those who rely on facial movements to help communicate. See [UW policy](#) for more information.
7. Wipe down high-touch surfaces and the teaching station with supplied cleaning solution sprays/disposable towels at the end of class.
8. Practice good hand hygiene after cleaning or working in a classroom.
  - a. Wash hands often with soap and warm water for at least 20 seconds.
  - b. Use alcohol-based hand sanitizer (ethyl alcohol at 60% minimum or isopropyl alcohol at 70% minimum) if soap and water not available.
9. Locate and read reduced-capacity seating layouts and ensure that all students are seated according to the posted documents.
10. Assist in maintaining applicable ingress/egress protocols when students enter and leave the classroom.
11. Follow signs that guide traffic flow in hallways, doorways, restrooms and common areas.

## Students

1. Students who are sick or experiencing even mild symptoms of illness must stay wherever they are living – residence hall room, apartment or family home – and away from others and common areas. If symptoms of illness are experienced while on campus, students should leave campus and return to their residence.
2. Report COVID-19 symptoms and positive test results to Dr. Bernard Anderson, Associate Vice Chancellor for Student Life, at [bander48@uw.edu](mailto:bander48@uw.edu), who will provide a report to the EH&S [Employee Health Center](#) and assist the student with support services and the procedure for academic accommodation.
3. Report close contact with a person with COVID-19 to Dr. Bernard Anderson, Associate Vice Chancellor for Student Life, at [bander48@uw.edu](mailto:bander48@uw.edu).
4. Perform COVID-19 symptom attestation before coming to campus.
5. Maintain 6 feet of physical distancing at all times.
6. Face coverings are [required to be worn](#) indoors where other people are present. This includes instructional spaces, common areas, hallways, stairways, restrooms and elevators. Face coverings are required to be worn outdoors whenever keeping a 6-foot physical distance from other people may not be possible. More information is available at [Guidance on Facemask Use for Preventing the Spread of COVID-19](#).

- a. Unless a surgical/medical/procedure mask is indicated (for example, when working with chemicals or biohazards), cloth face coverings are preferred in order to conserve surgical/medical/procedure masks and N95 respirators for healthcare workers. Face coverings include cloth face masks, scarves and bandanas.
- b. Some individuals may not be able to wear a cloth face covering, including those with physical disabilities that prevent wearing a mask safely, or those who rely on facial movements to help communicate. See [UW policy](#) for more information.
7. Wipe down their own work surfaces with supplied cleaning solution sprays/disposable towels.
8. Practice good hand hygiene before entering and after exiting an instructional space
  - a. Wash hands with soap and warm water for at least 20 seconds.
  - b. Use alcohol-based hand sanitizer (ethyl alcohol at 60% minimum or isopropyl alcohol at 70% minimum) if soap and water not available.
9. Follow signs that guide traffic flow in hallways, doorways, restrooms and common areas.

## Appendix: Washington State Governor's Phased Approach Overview

<b>WASHINGTON'S PHASED APPROACH</b> Modifying Physical Distancing Measures as we Reopen the State				
INDIVIDUALS AND BUSINESSES SHOULD FOLLOW ALL REQUIREMENTS LISTED ABOVE DURING ALL PHASES				
	 Phase 1	 Phase 2	 Phase 3	 Phase 4
<b>High-Risk Populations*</b>	Continue to Stay Home, Stay Healthy	Continue to Stay Home, Stay Healthy	Continue to Stay Home, Stay Healthy	Resume public interactions, with physical distancing
<b>Recreation</b>	Some outdoor recreation (hunting, fishing, golf, boating, hiking)	Outdoor recreation involving 5 or fewer people outside your household (camping, beaches, etc.)	<ul style="list-style-type: none"> <li>Outdoor group rec. sports activities (50 or fewer people)</li> <li>Recreational facilities at &lt;50% capacity (gyms, public pools, etc.)</li> <li>Professional sports without audience participation (horseracing, baseball, etc.)</li> </ul>	Resume all recreational activity
<b>Gatherings (social, spiritual)</b>	<ul style="list-style-type: none"> <li>None</li> <li>Drive-in spiritual service with one household per vehicle</li> </ul>	Gather with no more than 5 people outside your household per week	Allow gatherings with no more than 50 people	Allow gatherings with >50 people
<b>Travel</b>	Essential travel and limited non-essential travel for Phase I permissible activities	Essential travel and limited non-essential travel for Phase I & II permissible activities	Resume non-essential travel	Continue non-essential travel
<b>Business/Employers</b>	<ul style="list-style-type: none"> <li>Essential businesses open</li> <li>Existing construction that meets agreed upon criteria</li> <li>Landscaping</li> <li>Auto/RV/boat/ORV sales</li> <li>Retail (curb-side pick-up orders only)</li> <li>Car washes</li> <li>Pet walkers</li> </ul>	<ul style="list-style-type: none"> <li>Remaining manufacturing</li> <li>Additional construction phases</li> <li>In-home/domestic services (nannies, housecleaning, etc.)</li> <li>Retail (in-store purchases allowed with restrictions)</li> <li>Real estate</li> <li>Professional services/office-based businesses (telework remains strongly encouraged)</li> <li>Hair and nail salons/barbers</li> <li>Pet grooming</li> <li>Restaurants/taverns &lt;50% capacity table size no larger than 5 (no bar-area seating)</li> </ul>	<ul style="list-style-type: none"> <li>Restaurants/taverns &lt;75% capacity/ table size no larger than 10</li> <li>Bar areas in restaurant/taverns at &lt;25% capacity</li> <li>Movie theaters at &lt;50% capacity</li> <li>Customer-facing government services (telework remains strongly encouraged)</li> <li>Libraries</li> <li>Museums</li> <li>All other business activities not yet listed except for nightclubs and events with greater than 50 people</li> </ul>	<ul style="list-style-type: none"> <li>Nightclubs</li> <li>Concert venues</li> <li>Large sporting events</li> <li>Resume unrestricted staffing of worksites, but continue to practice physical distancing and good hygiene</li> </ul>

\* High-risk populations are currently defined by CDC as: persons 65 years of age and older; people of all ages with underlying medical conditions (particularly not well controlled), including people with chronic lung disease or moderate to severe asthma, people who have serious heart conditions, people who are immunocompromised, people with severe obesity, people with diabetes, people with chronic kidney disease undergoing dialysis, and people with liver disease; people who live in a nursing home or long-term care facility.