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**SSW COVID-19 Plan & Protocols**

***Context & Principles:***

Since March 2020, the entire UW campus including all faculty, staff, and students have been remote due to the Pandemic. Starting Fall Quarter 2021 the University of Washington will return to the campus for both onsite work and for instruction.  The UW understands that coming back from a remote environment will hold different meaning to different populations.  At SSW, both our leadership and our COVID 19 team have talked at great length about the effects and considerations of coming back to campus.  We also recognize that coming back to work and coming back to school will be treated similarly but primarily based on one’s role.  To that end coming back to campus will be handled thru 2 distinct channels:

1. Back to work – for SSW hourly and salaried classified & professional staff
2. Back to school – for SSW students and faculty in the classroom and field

Regardless of one’s status within the School of Social Work, the School of Social Work holds the following principles first and foremost when considering the launch of onsite teaching, research & service:

1. Safety is priority #1 for the SSW community- no exceptions;
2. Create an atmosphere where the needs of faculty, staff, and students are addressed so that all can thrive academically and professionally;
3. Accommodate employee work needs as best as possible that promote excellence, productivity and flexibility while being responsive to the communities they serve both internal and external to the School of Social Work.

**School of Social Work COVID 19 site plan**

***Overview of SSW COVID 19 site specific plan:***

The health & safety of all who come to the School is paramount. In constructing the School of Social Work site specific COVID-19 plans the following areas both align with the UW while providing SSW specific information:

1. Management & Oversight
2. Vaccination protocols & requirements
3. Procedures for reporting & handling illness
4. Cleaning protocols
5. Proper hygiene
6. Face coverings, PPE, social distancing, air filtration best practices
7. Event planning & food consumption
8. Communications & training
9. References

Each area of the plan accounts for UW recommended guidance broadly; however, the School of Social Work has created its own protocols that support the health & safety of all faculty, staff, and students both on campus and off campus.

***SSW COVID 19 site specific roles:***

The School of Social Work COVID19 site plan has been prepared and will be managed & implemented by the following faculty and staff:

***SSW Leadership:***

* [***Eddie Uehara***](mailto:sswdean@uw.edu)***, Dean*** – overall unit head and responsible for all mission centric activities at SSW
* [***Tessa Evans-Campbell***](mailto:tecamp@uw.edu)***, Associate Dean of Academic Affairs*** – oversight of all academic activity including classroom learning, instructional needs of faculty, field education requirements and discussion of academic personnel needs
* [***Vicki Anderson-Ellis***](mailto:vaellis@uw.edu)***, Assistant Dean of Finance & Administration*** – *COVID 19 site supervisor* - oversight of all operational and administrative activity including facilities readiness, IT connectedness and accessibility, human resources administration, and financial accountability

***SSW Unit leads:***

* [***Bruce Betz***](mailto:brubetz@uw.edu)***, Director of Communications*** – responsible for SSW communications of COVID protocols and community updates to inform the community as changes emerge
* [***Desi Schatz***](mailto:schatzd@uw.edu)***, Office Services & Facilities Manager/SSW Building Coordinator*** – responsible for the overall School of Social Work facility including maintenance, verification of cleaning protocols, and scheduling of spaces for mission centric activities and oversees front office support activities for community use (mail, keys, CAAMs)
* [***Jon Hauser***](mailto:jhauser@uw.edu)***, Director of SSWIT*** – responsible for all technology access for academic, research & administrative needs including but not limited to hardware/peripherals for faculty & staff, in person and remote teaching needs including connectivity + software needs to facilitate learning, desktop support, server support, integrity of data and network security, website reliability
* [***Kalei Kanuha***](mailto:kanuha@uw.edu), ***Assistant Dean of Diversity, Equity & Inclusion*** - responsible for communications and actions related to the impact of the outbreak on the communities and populations we serve.
* [***Lin Murdock***](mailto:linm@uw.edu)***, Director of Student Services*** – responsible for all assignment of classrooms, student access to courses and/or accommodations that may be needed due to illness or extenuating circumstance, counseling of students needed for degree completion
* [***Rachel Wrenn***](mailto:wrennr@uw.edu)***, Assistant Dean of Field Education*** – responsible for the placement and success of students in field education settings including coordination with agencies and students on proper health & safety protocols to ensure student education needs are met
* [***Rona Levy***](mailto:rlevy@uw.edu)***, Associate Dean of Research*** – responsible for the integrity of all research conducted by SSW including but not limited to proper access to research infrastructure and support for research continuity

***SSW wide roles:***

* [***SSWHR***](mailto:sswhr@uw.edu) - SSW team of staff who support employee relations & ensure that UW mandates in vaccines attestations and tracking leaves are followed based on prevailing SSW and UW policies
* ***Site Supervisors*** – employee supervisors who help enforce workplace policies & procedures set by the UW and SSW to ensure the health & safety of their unit and employees within it regardless of location
* ***Individual Personnel*** – all employees who follow workplace policies & procedures to stay healthy and keep others healthy including following masking & vaccine mandates to staying home if ill.

***Major contacts:***

* SSW facilities & administrative services: [sswadmin@uw.edu](mailto:sswadmin@uw.edu) or 206-221-7441

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| **Plan Specific** | **Responsibilities** | **Implementation** |
| **Oversight of Plan** | | |
| Management of COVID 19 Plan | ☐ The COVID-19 Site Supervisor is assigned to ensure all 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 on site in hardcopy or electronically, so it is available to all personnel.  ☐ The COVID-19 site supervisor or designee will train personnel on the contents of the plan and any updates | The Assistant Dean of Finance & Administration as the COVID-19 site supervisor will coordinate with all SSW leadership and SSW unit leads on updates that affect the educational, research and administrative operations of the School as well as all the SSW community broadly as necessary;  The building coordinator will work closely with the site supervisor to verify that all facilities protocols are followed and will liaise with SSW unit leads on implementation of the COVID-19 site plan |
| **Vaccination Protocols & Requirements** | | |
| Vaccination Verification | ☐ All personnel have submitted the University COVID-19 Vaccine Attestation Form in Workday by established deadlines (see [UW COVID-19 Vaccination Policy](https://www.ehs.washington.edu/covid-19-prevention-and-response/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 by September 20, 2021.  ☐ All personnel have shown human resources staffing visual verification of their vaccine card or other acceptable documentation from the employee’s primary care setting:   * CDC COVID-19 Vaccination Record Card or photo of the card; * Documentation of vaccination from a health care provider or electronic health record; * State immunization information system record; or for an individual who was vaccinated outside of the United States, a reasonable equivalent of any of the above   Lack of visual verification by October 18, 2021 will lead to further disciplinary action by the University of Washington including termination per WA state Governor [proclamation](https://www.governor.wa.gov/sites/default/files/proclamations/21-14.1%20-%20COVID-19%20Vax%20Washington%20Amendment.pdf?mkt_tok=NTI3LUFIUi0yNjUAAAF_R6kY_sYogsUGEBmE9SpOEBxUzkAdzSth2a4Sgu0UojUeczF0KivIVWlmXXk44lHsGTBLJo7ZkyFh7W2hn7shFjtiQJgGamXs-ZXqvXI). | The Assistant Dean of Finance & Administration as the COVID-19 site supervisor will coordinate all vaccine attestation and visual verification responsibilities with members of SSW Human Resources for implementation; SSWHR will advise and council employees in the event that either vaccine attestations are past published UW deadlines or an employee requires either a [religious](https://myhr.admin.washington.edu/uwnetid/hrformsext/covidvaxaccomattest.aspx?_ga=2.53003946.388354313.1631129467-616741404.1477686271) or [medical](https://myhr.admin.washington.edu/uwnetid/hrformsext/covidvaxaccomattest.aspx?_ga=2.53003946.388354313.1631129467-616741404.1477686271) exemption is requested;  Visual confirmation of vaccine status will be conducted by SSWHR to ensure the confidentiality of one’s status per the Americans with Disability Act. Employees can schedule directly with [Don Berg](mailto:bergd@uw.edu), [Michelle Birdsall](mailto:birdsall@uw.edu) or [Bethany Hamamoto](mailto:rbethany@uw.edu) between September 20-October 4 for priority and will have until October 11th for final review. This will be done via zoom and you need to present the front and back of your vaccination card or other medical record that shows you will be fully vaccinated by October 18, 2021. If not, the UW will terminate employees per the Governor’s proclamation. |

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| **Site areas** | **Responsibilities** | **Implementation** |
| **Procedures for Reporting & Handling Illness** | | |
| Discussion of illness with sick community member | ☐ Ask personnel to self-monitor their symptoms each day and to stay home if they have any [symptoms of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) or if they are sick, regardless of vaccination status.  ☐ Requiring personnel who may be sick or symptomatic to go home, regardless of vaccination status.  ☐ Consult with the SSW COVID-19 site supervisor and in turn they will contact the [COVID-19 Response and Prevention Team](https://www.ehs.washington.edu/covid-19-prevention-and-response/covid-19-case-response) if COVID arises.  ☐ Discuss accommodations for personnel at higher risk of severe illness with SSWHR | Employees have personal responsibility of staying healthy. If an employee is feeling sick including cough, fever, nausea, etc one should stay home to get better; depending on severity of illness one may take annual leave and/or conduct one’s efforts remotely via zoom with supervisor approval until the medical event has passed;  The Assistant Dean of Finance & Administration as the COVID-19 site supervisor will coordinate with SSWHR and in turn SSWHR managers will communicate with unit-employee supervisors and related employees on UW time & absence policies & procedures;  If employees are onsite sick, unit employee supervisors and SSWHR will ask employees to leave their educational, research, or administrative setting to tend to one’s health and will follow up with SSWHR on proper [leave procedures](https://socialwork.uw.edu/hr-information-resources) to document time away from one’s location. |
| Practices for responding to suspected or confirmed COVID-19 cases | ☐Inform personnel with COVID-19 symptoms to stay home, get tested, and notify the COVID-19 Response and Prevention Team regardless of vaccination status.  ☐ Inform personnel with suspect or confirmed COVID-19 to stay home and notify the COVID-19 Response and Prevention Team.  ☐ 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.  ☐ Perform necessary [cleaning and disinfection](https://www.ehs.washington.edu/system/files/resources/cleaning-disinfection-protocols-covid-19.pdf) | If a faculty, staff, or student has either a suspected or confirmed case of COVID-19 they will contact the SSW COVID-19 site supervisor who will help shepherd them through the reporting SSW [process](https://socialwork.uw.edu/covid-19-exposure-protocols) for reporting. Faculty and staff will contact [Vicki Anderson-Ellis](mailto:vaellis@uw.edu) and students will contact [Lin Murdock](mailto:linm@uw.edu). This will ensure that affected personnel can connect timely with UW COVID-19 Response & Prevention Team.  SSW will work with [EH&S](mailto:covidehc@uw.edu) for follow up on reporting broadly until employee contact has been confirmed then EH&S will determine protocols for contact tracing & cleaning based on exposure to people and spaces;  EH&S and/or facilities will connect SSW on next steps and will communicate exposure incident to affected staff on individual basis |

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| **Site areas** | **Responsibilities** | **Implementation** |
| **Cleaning Protocols** | | |
| Cleaning | ☐ Follow the [COVID-19 Cleaning and Disinfection Protocols.](https://www.ehs.washington.edu/system/files/resources/cleaning-disinfection-protocols-covid-19.pdf)  ☐ Provide supplies for spot cleaning. | The Assistant Dean of Finance & Administration as the COVID-19 site supervisor will coordinate with the SSW building coordinator on all cleaning procedures and in turn they will coordinate with UW Custodial Services on both regular cleaning schedules and in the event of excessive public use or a COVID case next steps for outreach to clean a specific area.  The UW will clean the SSW building as normal between 5am-1pm including thorough cleaning of restrooms, public spaces, and wiping down of commonly touched areas from door knobs to table tops;  SSW will clean classroom common surfaces in the AM prior 8:30am and towards the end of the day and/or during a time rooms are free; cleaning supplies will be kept onsite in each room for localized use by faculty, staff, and students as needed.  Cleanliness of all private work spaces will be maintained by employees only; no custodial services will be provided. |
| Products Used | ☐ Alcohol solution with at least 70% alcohol (includes wipes)  ☐ Freshly prepared bleach/water solutions  ☐ EPA-registered disinfectant for use against SARS-CoV-2 | SSW keeps a dedicated supply of approved cleaning products that can be used for local use including:   * Lysol wipes * Bleach * General disinfectants   SSW has gloves and towels for use for application of products and masks if needed |
| **Proper Hygiene** | | |
| Methods used to encourage good hygiene | ☐ Provide soap and running water.  ☐ Provide hand sanitizer and/or wipes/towelettes.  ☐ Ask personnel to avoid close contact with others.  ☐ Use reminders to wash hands frequently and correctly at key moments, avoid touching face with unwashed hands, and cover mouth when coughing or sneezing. | SSW will post UW approved signage on proper hygiene practices from washing hands for either food preparation or consuming to hand sanitization stations publicly in meeting rooms, classrooms, and high traffic areas. |

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| **Site areas** | **Responsibilities** | **Implementation** |
| **Face Coverings, PPE, Physical Distancing, Air Ventilation** | | |
| Require face coverings and PPE for individuals per the UW Face Covering Policy | ☐ Ensure that personnel [wear face coverings indoors](https://www.ehs.washington.edu/covid-19-prevention-and-response/face-covering-requirements) when other people are present and in all public and common areas.  ☐ Post signage and use other means to communicate face covering requirements.  ☐ Notify contractors, vendors, and visitors of the face covering requirements in the [UW COVID-19 Face Covering Policy](https://www.ehs.washington.edu/system/files/resources/COVID-19-face-cover-policy.pdf) .  ☐ Provide PPE for students for field education site needs as required by UW policy for student safety. | The Assistant Dean of Finance & Administration as the COVID-19 site supervisor will coordinate with the SSW building coordinator to ensure that all faculty, staff, and students have access to proper face coverings; SSW has created “welcome back” kits for all employees that include 2 masks, hand sanitizer and general information on cleanliness protocols and contact information. SSW also has ready supplies of face coverings/PPE for classroom and field use that can be either mailed or picked up in the SSW mailroom.  SSW posts public signage about the requirement of face masking regardless of vaccination status and provides a public supply of individually wrapped masks for public use for events, if contractors onsite do not have a mask, or if a member of the community needs one. |
| Physical distancing | ☐ Recommend physical distancing in all common, classroom, and office spaces  ☐Establish or identify a Designated Eating Space, where personnel may eat and drink unmasked while physically distanced from others.  ☐ Notify personnel that physical distancing is recommended indoors, especially in crowded settings, in areas that are not well ventilated, and when actively eating and drinking. | The Assistant Dean of Finance & Administration as the COVID-19 site supervisor will coordinate with the SSW building coordinator, SSW leadership and unit leads on space density planning. Major departments of health no longer require physical distancing due to masking and vaccinations; however, SSW recommends space density at 3 feet per person;  SSW has created space density signage for all common spaces, meeting rooms, and classrooms based on both 3 feet distance per person to normal room capacity so that the public can make an individual determination as to whether they feel comfortable in the space. |
| Air ventilation | ☐ Upgrade SSW HVAC system for better air quality.  ☐ Augment HVAC systems with local air purifiers in all classrooms, common areas, conference rooms and lunch locations to ensure clean air flow.  ☐ Reconfigure high enrollment classes to 305 to ensure proper air flow. | UW Facilities and HVAC technicians focused on updating systems to make sure all are in good working order and are outfitted with EPA/CDC approved filtration including [MERV13](https://www.epa.gov/indoor-air-quality-iaq/what-merv-rating-1) ratings and are performing per recommended UW HVAC [guidelines.](https://www.ehs.washington.edu/system/files/resources/COVID-19-RTW-Ventilation-FAQs.pdf)  SSW/UW have purchased over 20+ air filtration machines that filter air that covers over 2000 SQFT of space; SSW will maintain the machines to ensure that air flows properly. |

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| **Site areas** | **Responsibilities** | **Implementation** |
| **Event Planning + Food Consumption** | | |
| Recommendations for planning events within SSW and for public use | ☐ Ensure that personnel [wear face coverings indoors](https://www.ehs.washington.edu/covid-19-prevention-and-response/face-covering-requirements) when other people are present and in all public and common areas.  ☐ Post signage on recommended room capacity  ☐ Provide guidelines on physical distancing for eating and drinking either for public events. | The Assistant Dean of Finance & Administration as the COVID-19 site supervisor will coordinate with the SSW building coordinator to ensure that all faculty, staff, and students have access to proper face coverings at public entrances prior to event and proper signage on face masking requirements is prominently displayed at all major entrances and around the building.  SSW building coordinator to provide room capacity signage on all common spaces, classrooms and meeting rooms so entrants know physical distancing limits broadly though the UW no longer requires them generally  SSW building coordinator will post guidance on physical distancing and [best practices for food sharing](https://www.ehs.washington.edu/system/files/resources/eating-space-guidance.pdf) when food is involved; the UW suggests up to 6 feet of physical distancing for food and drink and to have open air access; there are not good spaces for this; therefore, SSW recommends that the public refrain from food and drink at the current time for all events and classroom activities or if present employees can eat/drink at their desks as available; otherwise, if food is offered it should be eaten outside if possible. |
| Guidance for food consumption within building | ☐ Provide guidelines on physical distancing for food consumption for employees onsite | The SSW building coordinator will post signage on physical distancing in breakrooms and common areas where employees may choose to eat.  The UW recommends that employees stagger lunch breaks so that lunch rooms can accommodate up to 6 ft of physical distancing per person and if at all possible to eat at one’s workstation or outside the school in open air structures as best as possible.  The offer of homemade food for use is allowed; however, physical distancing guidelines of 6 feet are recommended so that employees may serve themselves then return to their workstation to eat. If having individual pre-packaged servings is available it is preferred over common utensil use. |

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| **Site areas** | **Responsibilities** | **Implementation** |
| **Communications & Trainings** | | |
| Communicating safe practices and information on trainings | ☐ Post COVID-19 safety [posters](https://www.washington.edu/brand/healthy-huskies/)/signage at the worksite.  ☐Share information about the [UW Novel coronavirus & COVID-19](https://www.washington.edu/coronavirus/): facts and resources webpage.  ☐Share information to the SSW community about [localized COVID 19 efforts](https://socialwork.uw.edu/covid-19-information) from instruction and technology to HR and facilities protocols. | The Assistant Dean of Finance & Administration as the COVID-19 site supervisor will coordinate with the SSW building coordinator and Communications Director to ensure that all signage is prominently displayed at all major entrances and around the building  SSW Communication Director will coordinate with SSW COVID 19 site supervisor to ensure our SSW COVID 19 website is updated timely to include UW guideline as well as SSW references for local implementation. |
| Providing trainings for UW personnel on safety | ☐ Ensure all personnel complete UW general [COVID-19 Safety Training](https://www.ehs.washington.edu/training/covid-19-safety-training-back-workplace) or attend SSW training during major SSW public meetings  ☐ Provide documented safety training to personnel on this site-specific COVID-19 Prevention Plan, initially and when updates are made. | SSW building coordinator to work with SSW COVID19 site supervisor to document trainings offered to SSW employees. |

**UW Resources on COVID 19**

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| CDC logo | [CDC Coronavirus (COVID-19)](https://www.cdc.gov/coronavirus/2019-ncov/index.html) |
| Title: EPA logo | [EPA Disinfectants for Use Against SARS-CoV-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) |
| Title: OSHA logo | [OSHA COVID-19](https://www.osha.gov/SLTC/covid-19/index.html) |
| Title: University of Washington W | [UW DEOHS: Safer Cleaning, Sanitizing and Disinfecting Strategies to Reduce and Prevent COVID-19 Transmission](https://osha.washington.edu/sites/default/files/documents/FactSheet_Cleaning_Final_UWDEOHS_0.pdf) |
| [UW EH&S COVID-19 Health & Safety Resources](https://ehs.washington.edu/covid-19-health-and-safety-resources) |
| [UW Novel coronavirus & COVID-19: facts and resources](https://www.washington.edu/coronavirus/#health) |
| [UW Stay Healthy, Huskies - Toolkit Downloads (Posters, Media)](https://www.washington.edu/brand/healthy-huskies/)  [UW Clean and Safe Storefront](https://dsf2.creatcom.washington.edu/DSF/SmartStore.aspx?6xni2of2cF0atqvaoCtVlXZ8XAJPvmyrnYq1+ZvtamZSo8fTWjPsmjpalyU7mZ5r#!/Storefront) |
| Title: Washington State Dept of Health logo | [WA DOH – COVID-19](https://www.doh.wa.gov/Emergencies/COVID19)  [WA DOH – Face Covering Order](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/Secretary_of_Health_Order_20-03_Statewide_Face_Coverings.pdf) |
|  | [Healthy Washington Business Reopening Guidance](https://www.governor.wa.gov/issues/issues/covid-19-resources/covid-19-reopening-guidance-businesses-and-workers)  [Washington State Higher Education Proclamation](https://www.governor.wa.gov/sites/default/files/proclamations/20-12.3%20-%20HigherEd.pdf?utm_medium=email&utm_source=govdelivery)  [Washington State Coronavirus Response](https://coronavirus.wa.gov/) |
| Title: Washington State L&I logo | [WA L&I DOSH DIRECTIVE 1.70 General Coronavirus Prevention Under Stay Home-Stay Healthy Order](https://lni.wa.gov/dA/36e85758be/DD170.pdf) |
| [WA L&I Coronavirus (COVID-19) Safety Topic](https://www.lni.wa.gov/safety-health/safety-topics/topics/coronavirus#general-information) |
| [WA L&I Coronavirus (COVID-19) Prevention: General Requirements and Prevention Ideas for Workplaces](https://lni.wa.gov/forms-publications/F414-164-000.pdf)  [WA L&I Directive 11.80 Temporary Enforcement Guidance Annual Fit-Testing for N95 Filtering Facepieces and Respirator/Face Covering Selection During the COVID-19 Outbreak](https://lni.wa.gov/dA/1d2a778d31/DD1180.pdf) |

**Localized UW Sites**

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| UW COVID 19 plan | <https://www.ehs.washington.edu/system/files/resources/COVID-19-Prevention-Plan-for-the-Workplace.docx> |
| UW Eating & Space Guidance | [eating-space-guidance.pdf (washington.edu)](https://www.ehs.washington.edu/system/files/resources/eating-space-guidance.pdf) |
| UW masking policy | [COVID-19-face-cover-policy.pdf (washington.edu)](https://www.ehs.washington.edu/system/files/resources/COVID-19-face-cover-policy.pdf) |
| UW vaccination policy | [uw-COVID-19-vaccination-policy.pdf (washington.edu)](https://www.ehs.washington.edu/system/files/resources/uw-COVID-19-vaccination-policy.pdf) |
| UW telework policy | [Post-COVID\_telework\_policy-Final.pdf](https://s3-us-west-2.amazonaws.com/uw-s3-cdn/wp-content/uploads/sites/177/2020/05/25203311/Post-COVID_telework_policy-Final.pdf) |
| SSW building coordinator checklist | [Building Coordinator COVID-19 Building Readiness Checklist - Google Docs](https://docs.google.com/document/d/1Kc0CedR8IZndA9IPlF7YVujZDXMh8ez45Rpdy62M-TU/edit) |