



Back to the Workplace Webinar Sept 20th 2021 - Q & A

[Vaccination](#)

[Travel](#)

[UW COVID-19 Testing](#)

[Eating Guidance](#)

[Instruction](#)

[Face Coverings](#)

[Vaccination Verification](#)

[Facilities HVAC & Air Purifier Updates](#)

[Technology Needs](#)

[Physical Distancing](#)

[COVID-19 Training](#)

[Helpful Resources](#)

[SSW Contact Information](#)

Vaccination:

Q: Is that 97% of SSW vaccinated ALL in SSW or just those who have done the vaccine attestation so far? if the latter, what percent have done the attestation? (and does it include students?)

A: As of September 20th 97% of all eligible SSW employees replied in Workday that they both attested to their vaccination status AND received their vaccinations. Students are not tracked in Workday unless they have an employee relationship at the UW. Starting 9/20 all employees will need to further visually verify their vaccine status they attested to via zoom or physical visit to our SSWHR office. As of October 4th, 97% of all eligible employees have visually attested their vaccination status as well.

Travel:

Q: Will you also cover travel for work today?

A: Our webinar did not cover travel policies. SSW follows UW policies around travel. Please view these policies via the links below:

- UW COVID-19 FAQ's: <https://www.washington.edu/coronavirus/faq/#travel>
- Travel Planning during COVID-19 (Office of Global Affairs)
<https://www.washington.edu/globalaffairs/travel-planning-during-covid-19/>
- International Travel Rules & Restriction Policy (Office of Global Affairs)
<https://www.washington.edu/globalaffairs/global-travelers/travel-restriction/>



UW COVID-19 Testing:

Q: For the UW testing, are folks within my household such as a partner able to get tested as well?

A: *The answer is situational. Yes, there is COVID-19 testing at the E4 Parking Lot that is open to the public as the UW has contracted with King County to provide public testing for all regardless of UW status. For more information on this and to schedule a self-swab COVID-19 Test please visit this website here: <https://www.solvehealth.com/book-online/AX1lop> .*

There is also a [Husky Coronavirus Testing Program](#), but this is not open to the public. Only UW students and employees within ~30 miles of a campus can enroll. UW students and employees who will be at a UW campus or facility at some point – and especially those who will be there at least once a week – are strongly encouraged to enroll, even if they have been fully vaccinated.

Eating Guidance:

Q: I teach over lunch. Are students allowed to eat in class, or do they have to eat out of class during breaks only? Classrooms don't always allow for students to sit 6 feet apart

A: *EH&S/UW sent out [guidance on eating space](#) which included information for classrooms. In regards to classrooms please see below from EH & S:*

“Do not eat or permit eating during indoor classroom sessions or active meetings. Offer break times during longer meetings to allow attendees to eat/drink elsewhere (i.e., in their private office, in a less crowded designated eating space, or outdoors) as needed.”

For students this means that they can eat in one of the designated eating areas- either the gallery or 239 or can eat outside of the building as well. For instructors they can go to one of these designated spaces or to their office space.

Students can bring in water bottles for drinking; however, per EH&S guidance after one takes a drink, masks should then be back on.

Q: Is the university setting up any outdoor covered areas on campus for people who prefer to eat outside? (As, eg, many K-12 schools are doing - like my kids' schools)

A: *The UW does have public seating in major areas such as the Central Plaza but for SSW in particular there is no space onsite for any tents as we are surrounded by streets so seeking space in the Central Plaza is our closest option. For employees the UW recommends that one eat in their offices and/or assigned kitchen locations that will have air purifiers. Otherwise, for all our SSW community, our proximity to restaurants on University Avenue creates opportunities to sit in several public gardens set up by the City of Seattle for outdoor seating & eating.*



Instruction:

Q: Who is the supervisor for lecturers in our graduate programs?

A: Current Associate Dean for Academic Affairs, Tessa Evens-Campbell

Q: What constitutes high enrollment?

A: High enrollment is dependent on the context of the question but for the purposes of the FAQ and back to school, SSW considers high enrollment classes that have close if not over 30 students. In these kinds of courses our SSW Student Services team has moved classes to spaces with more capacity for more physical distancing.

Q: What criteria are being monitored to make any future decision to return to fully-remote work/learning?

A: UW Administration makes all decisions regarding onsite vs fully remote work and instruction. They evaluate UW health & safety protocols, public health trends of COVID-19 along with the advice from King County Public Health to determine if any changes in status are needed. All plans in place are with regard to using the current strategies (vaccination, face coverings, etc.) to maintain in-person work/instruction.

Q: Do we have to make virtual access to in-person classrooms available for students who can't make it to class for quarantine?

A: It's possible that if your class is in-person, you'll have a student with a DRS accommodation for remote learning or may temporarily need to accommodate an ill student or one in quarantine. SSW has accommodated ill students previously and that practice will not change. In these cases, you are not expected to provide simultaneous live stream (that is hyflex), but you would want to record as many portions of your class as you are able, post the slide deck on the canvas site, and work with the student(s) on ways to make up participation points, like we always have for disabled students who have the "disability-related absences" accommodation. Even if you don't have a student with a DRS accommodation, almost all classes will have students who need to be remote for a week or two due to a positive covid test, student illness or other circumstances for care taking such as remote learning for children. You will deal with those absences in the same way as we always have, posting materials on canvas, given alternative assignments, etc.

Q: I was curious about the specific policies for remote access to class if we need to quarantine for ourselves or a family member we live with. My kids have both already been home this school year while they awaited test results so I anticipate a lot of interruptions.

A: If you need to move remote due to your own illness or quarantine requirements for you or your family, we'd anticipate you'd move your class remote for that week (or two).



Face Coverings:

Q: I know that the training provided by the university said that some students might have medical exemptions for mask wearing, will this be something that DRS will notify lecturers on?

A: Yes, for students with mask exceptions, notifications will come from DRS to instructors. These should be VERY rare and, as part of the mask exception, they will almost positively be required to sit at least 6' away, possibly wear a face shield at least, etc. We are also hoping to be able to offer those students remote access to their classes, so a mask exception will be moot.

Q: Any guidance on what constitutes a proper mask?

A: Please review the UW's masking policy for a full break down of proper masking procedures: <https://www.ehs.washington.edu/covid-19-prevention-and-response/face-covering-requirements> UW EH & S also created this helpful facemask focus sheet for further details on how to wear a mask and what types of masks meet state requirements: <https://www.ehs.washington.edu/system/files/resources/facemasks-focus-sheet.pdf>

Q: I've heard in this presentation that face shields are allowed. But, I have also heard that face shields are not allowed. Am I reading it incorrectly?

A: According to the [UW EH & S Face Mask focus sheet](#), "face shields (when a facemask is not also worn) do not provide adequate protection and do not meet state requirements. So if you do want to wear a face shield you **MUST** also wear a face mask.

Q: How will the University be providing PPE to students and staff?

A: SSW has surgical mask dispensers at all entrances to the building. Staff, faculty and PhD students received 'mask' kits that were put on their desks for their return. Other off campus employees will receive these via off campus unit admins submitting [the COVID-19 Supply request form](#). The SSWAdmin office also coordinates with the Field Education Office to arrange PPE for students for their practicum. SSWAdmin will either send practicum students masks via mail or arrange for pickup. All face masks provided by SSW are free of charge. Please email sswadmin@uw.edu for any questions about mask/PPE distribution.



When about campus, there are also vending machines with equipment such as masks, hand sanitizers, gloves, and a sundry of PPE. All vending machines accept credit cards and Husky Cards. They are at the following locations:

- *Magnuson Health Sciences Center – 4th floor of the T-wing, near the overpass entry*
- *South Campus Center – Adjacent to 2nd floor card reader entry*
- *Husky Union Building – 1st floor hallway between the ASUW and ASUW+ offices*
- *Intramural Activities Building – Located immediately past the main entrance check-in, to the right*
- *Local Point in Lander Hall – To the right of the dish return area*
- *Center Table in Willow Hall – Just inside the North Entrance on the left*

Items available

- *3-ply disposable mask, individually wrapped*
- *Hand sanitizing alcohol wipes*
- *Multipurpose wipes*
- *Fragrance-free alcohol wipes*
- *Liquid hand sanitizer (various sizes)*
- *Forehead thermometer strips*
- *Personal protection kits containing Mask, gloves and sanitizer*
- *Nitrile gloves*
- *Reusable face masks*

Vaccination Verification

Q: Please clarify who we are supposed to schedule with to visually show our proof of vaccine cards.



A: All paid employees (hourly, salaried, and student) are required by the Governor's mandate to show visual proof of vaccination. HR managers have been working with individual employees and unit supervisors to implement the verification process. Faculty and academic appointments should schedule with [Don Berg](#), and staff should schedule with either [Michelle Birdsall Ireton](#) and [Bethany Hamamoto](#). Currently 97% of all employees have verified their status at SSW.

Facilities HVAC & Air Purifier Updates

Q: Will air purifiers be installed in all shared offices as well or only in classrooms and common public areas?

A: *Air purifiers will be installed in all classrooms, conference rooms, eating spaces and shared/common spaces. The UW and SSW purchased these and UW Facilities is installing and providing the maintenance on them. If maintenance is needed or there are any questions, please reach out to sswadmin@uw.edu. For shared offices air purifiers will be purchased if the office is within a multi cubical setting; otherwise, for shared offices of 2 employees we ask that the employees work out a flexible work schedule weekly that accommodates 1 employee at a time. This is allowed under [the Back to Onsite work guideline](#) found on the [SSW COVID-19 site](#).*

Technology Needs:

Q: I'm in the office on my computer--no camera. Is that something I can request from SSW-IT? What is the process to get an updated laptop? Just email SSW-IT? Thank you.

A: Please reach out to sswtech@uw.edu in regards to technology questions. In general, SSW IT will work with you to understand your computing needs and find an appropriate solution. Laptops/desktops for non-research and innovation centers are replaced by SSW IT on a 4-5 year basis. SSW IT will contact you when this time arrives for a replacement, and generally unless your position requires a desktop, that replacement will be either a laptop or tablet. Otherwise, for research and innovation center employees, please speak with your supervisor. SSW IT is available to consult, purchase and set up newly purchased devices in such situations.

Physical Distancing:

Q: I work in the Research Commons: Is there a limit on the number of people allowed in that space? Is there a schedule for staff working in that space?

A: Based on state guidance, as of July 7, the UW lifted both indoor and outdoor social distancing capacity requirements based on CDC guidelines, though distancing is still recommended for individuals who are not fully vaccinated. More information in regards to these policies can be found here: <https://www.washington.edu/coronavirus/status/>



For those who work in multi cubicle settings, SSW has purchased air purifiers for better air circulation. Employees should work with their unit supervisors on flexible onsite and remote options weekly so that employees are onsite 2-3 days/week with alternating spaces between. Additionally, it is required that in open spaces, masks are worn for maximum protection.

COVID-19 Training:

Q: Do off site staff members need to receive Back to onsite work training as well? Even if they have been historically 100% remote?

A: Yes off site employees need to take Back to onsite work training as well, regardless of whether or not they visit campus. There is a lot of helpful information in this powerpoint that also includes off campus units and folks working off-campus as well too. We have posted this training for everyone to view it online here: <https://youtu.be/MoJu6Olqk0M>

Either as an alternative to or in addition to the SSW Training UW employees complete the Environmental Health & Safety (EH &S) [COVID-19 Back to the Workplace Training](#). Training completion will be tracked via UW NetIDs. If you listen to the SSW training, please let Desi Schatz, SSW Office & Facilities Service manager know afterwards and you will receive documented credit for the training. Her email is scahtzd@uw.edu.

Helpful Resources

These resources were mentioned during the zoom chat that may be helpful to mention in these Q & A for further information for all.

[The WA Notify App](#)

Download the app to your phone and it will send alerts of possible exposures

[Husky COVID-19 Testing Program](#)

A COVID-19 testing program for UW students, faculty and staff.

[COVID-19 Testing on Campus](#)

The drive thru self-swab COVID-19 testing site is now at the E-4 parking lot. Folks during the webinar expressed that they had gone to this location and received the PCR test and results within a 24 hour turnaround as compared to other sites that provide results 2-3 days later (rapid antibody tests).

[COVID-19 Testing in Seattle](#)

UW Medicine created this helpful page on locations of COVID-19 testing sites in Seattle.

[Air Purifier](#)

This is the air purifier model that will be in all classrooms on UW campus.



[COVID-19 Health and Safety Resources](#)

The Environmental Health & Safety Department (EH&S) maintains COVID-19 prevention policies, guidance, and resources for the UW community. Additional information about COVID-19 is available on the [UW Novel coronavirus & COVID-19](#) page.

[SSW Contact Information](#)

Vicki Anderson- Ellis | Assistant Dean of Finance & Administration | vaellis@uw.edu | 206-685-1667

SSW Office Services | sswadmin@uw.edu | 206-221-7441 | Office Hours 8AM - 6PM M-F
For supply refills, reservations, access, mail, general questions

Desi Schatz | Facilities & Office Services Manager | schatzd@uw.edu | 206-543-4650
For facilities questions

SSWTech | sswtech@uw.edu | 206-685-2295
For all technology questions and concerns including classroom and conference room technology, employee tech equipment, tech maintenance and requests ect.

SSW Human Resources | sswhr@uw.edu |
For questions about vaccination verification, teleworking agreements etc.

SSW Student Services | sswstsr@uw.edu | 206-543-8617

Tessa Evans-Campbell | Associate Dean for Academic Affairs | tecamp@uw.edu | 206-543-6075

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