

# Learning Spaces COVID-19 Prevention Operational Guidelines

## Overview

To resume limited in-person instruction on the Bothell campus for autumn quarter, our plans must be aligned with guidelines released by Governor Inslee for colleges and universities, and to the guidelines by the University of Washington. Below are operational guidelines for learning spaces at our campus.

## Roles and Responsibilities

### UWB Facilities Services

1. UW Facilities Services will clean the high-touch surfaces in classrooms and common spaces once per day as described in the [Building Readiness Guidelines](#).
2. UW Facilities 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 sanitizer are available in common areas of buildings.
4. Post University COVID-19 [prevention posters](#) at entrances and in common areas of buildings.
5. Post COVID-19 Cleaning and Disinfection Protocols document in all spaces used for instruction: [COVID-19 Prevention: Enhanced Cleaning and Disinfection Protocols](#)
6. 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.
7. Attend training and coordinating sessions organized by UW Facilities.
8. Establish and monitor adherence to access control, building operations, egress routes and emergency procedures as they relate to the University plan.
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. Ensure that a copy of official classroom cleaning guidelines are posted in each classroom. [COVID-19 Prevention: Enhanced Cleaning and Disinfection Protocols](#)
11. Remove furniture from rooms to designate new physical distancing seating layouts where possible. Clearly mark unusable seats/furniture if they cannot be removed from the room.
12. Post laminated copies of new seating layouts at each room entrance and instructional podium if applicable.

13. For rooms with non-moveable furniture, place markers on the floor in front of each “safe” seat consistent with the seating layout.
14. As needed, create single ingress/egress points in classrooms where this restriction would help mitigate crowding and group exposure. One way signage is available at the [Safe and Clean Storefront](#).
15. In buildings we have access to digital signage, ensure COVID specific information is integrated into the slide deck as appropriate.

### **Instructional Support and office Staff**

1. Instructional support and office staff who are sick or experiencing even mild symptoms of illness must stay home. If symptoms of illness are experienced by an individual 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 Facilities
  - a. Face coverings and masks
  - b. Cleaning solutions/sprays
  - c. Disinfectant wipes
  - d. Hand sanitizer
  - e. Gloves
6. Use [Safe and Clean Storefront](#) and the [Stay Healthy, Huskies](#) resource pages to obtain appropriate signage for instructional and hallway spaces.
7. Acquire and use appropriate personal protective equipment (PPE) when maintaining instructional spaces including gloves, eye protection, gowns/aprons whenever applicable.
8. 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](#).
9. 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 (≥60%) if soap and water not available.

## Instructors

1. Instructors who are sick or experiencing even mild symptoms of COVID-19 must stay home. If symptoms of illness are experienced by an individual while at the University, the individual must leave the campus as described in [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 with infrequent and intermittent passing.
6. Face coverings are [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.
7. 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 (≥60%) if soap and water not available.
8. Locate and read reduced-capacity seating layouts and ensure that all students are seated according to the posted documents.
9. Assist in maintaining applicable ingress/egress protocols when students enter and leave the classroom.

## 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 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 COVID-19 symptom attestation before coming to campus.

5. 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. [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.
6. Maintain 6 -feet of physical distancing.
7. 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 (≥60%) if soap and water not available.
8. Follow ingress/egress protocols for spaces where operative.

### **All Employees**

1. Employees who are sick or experiencing even mild symptoms of illness must stay home. If symptoms of illness are experienced by an individual 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. Employees must report COVID-19 symptoms and positive test results to the EH&S [Employee Health Center](#).
3. Employees must report close contact with a person with COVID-19 to the EH&S [Employee Health Center](#).
4. Employees must perform attestation through Workday before coming to campus.

## Space Specific Guidelines

### Lecture, Case Study, and Active Learning Classrooms

1. Remove furniture or cordon off seating to reflect new capacities consistent with maintaining 6 feet of physical distancing.
2. Depending on space size and entry points, establish traffic flow and designated ingress/egress points, and post appropriate signage.
3. Plexiglass installations still require that 6 feet of physical distancing be maintained. Guidelines for using plexiglass are available at <https://ehs.washington.edu/system/files/resources/COVID-19-plexiglass-barriers-workplace.pdf> and the request form for installation of a plexiglass barrier is available at <https://ehs.washington.edu/resource/plexiglass-barrier-installation-request-form-updated-june-15-2020-981>.

### Laboratories

1. Remove furniture or cordon off seating to reflect new capacities consistent with maintaining 6 feet of physical distancing.
2. Depending on space size entry points, establish traffic flow and designated ingress/egress points, and post appropriate signage.
3. Plexiglass installations still require that 6 ft. of physical distancing be maintained. Guidelines for using plexiglass are available at <https://ehs.washington.edu/system/files/resources/COVID-19-plexiglass-barriers-workplace.pdf> and the request form for installation of a plexiglass barrier is available at <https://ehs.washington.edu/resource/plexiglass-barrier-installation-request-form-updated-june-15-2020-981>.
4. Plan for the safe use of shared spaces between laboratories.
5. Follow normal chemical and waste disposal guidelines.
6. 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 should be used instead of cloth face coverings.
7. Develop and implement cleaning protocols for shared equipment.

### Informal Learning Spaces

1. Remove furniture or cordon off seating to reflect new space occupancy consistent with maintaining 6 feet of physical distancing.
2. Depending on space size and entry points, establish traffic flow and designated entrance/exit and post appropriate signage.

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

<b>WASHINGTON'S PHASED APPROACH</b> Modifying Physical Distancing Measures as we Reopen the State				
<b>INDIVIDUALS AND BUSINESSES SHOULD FOLLOW ALL REQUIREMENTS LISTED ABOVE DURING ALL PHASES</b>				
	 <b>Phase 1</b>	 <b>Phase 2</b>	 <b>Phase 3</b>	 <b>Phase 4</b>
<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.