

BUILDING READINESS GUIDELINES

These guidelines provide an overview of how the University of Washington Bothell is ensuring building readiness on our campus as Faculty, Staff and Students return. It describes what Facilities Services and Physical Planning and Space Management units are doing to prepare, as well as what activities will be the responsibility of Building Coordinators, Lab Coordinators, and occupants once they return to campus.

This document has been developed in coordination with Environmental Health & Safety (EH&S) and is intended to supplement the requirements of the [UW COVID-19 Prevention Plan for the Workplace](#). It will be amended as new information or guidelines are released.

We welcome feedback. Please send questions or comments to UW Bothell Facilities Services and Campus Operations via e-mail at uwbfs@uw.edu.

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COVID-19 Safety Training

Building Occupants (Users):

- [COVID-19 Safety Training](#) must be completed by all university personnel before or upon returning to work at the University of Washington Bothell campus, even if personnel have been performing critical work on site. Units that wish to provide their own training to personnel may download and utilize the [Back to the Workplace training slides](#). Units that provide their own COVID-19 safety training for returning to work must document and retain attendance records as required by Governor Inslee's Safe Start Plan.
- Personnel must also receive training on the unit or site-specific COVID-19 Prevention plan by their supervisors.

Attestation

Facilities Services:

- We do *not* need to verify the vaccination status of a contractor or vendor who is on site at a University location. However, contractor and vendor employees are required by their employers to attest daily. Go to the [EH&S Contractor resource page](#) for additional information on contractor/vendor attestation.
- Maintain a visitor's log for all facilities and retain the log for a period of at least four weeks. The log should include the name, date and contact information of the visitor.

Building Occupants:

- [Symptom monitoring for COVID-19](#) is required for all employees returning to their on-site work location to ensure the safety and public health of the UW Bothell campus and community.

Hand Washing/Sanitizing

Facilities Services:

- Custodians check and refill soap dispensers in restrooms as needed based on use rates.
- Hand sanitizer stations are provided in campus spaces in accordance with EH&S guidelines.
- Placement of ["Wash Your Hands the Right Way"](#) signage explaining best handwashing practices in or near restrooms and other handwashing stations.
- Make hand sanitizer available in department/unit spaces as needed.

Building Occupants:

- Wash your hands after contacting high-touch areas such as door handles, elevator buttons, phones, remote controls, light switches, bathroom fixtures, and water fountains.
- Ensure handwashing strategies include washing with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at least 60% alcohol. For more details, see the "Practice Good Hygiene" section of the [UW COVID-19 Prevention Plan for the Workplace](#).

Face Coverings

Building Occupants (Users):

- Per the [UW COVID-19 Face Covering Policy](#), UW requires all individuals to wear face coverings, regardless of vaccination status. This includes indoors where other people are present such as open work stations, hallways, stairways, restrooms and elevators as well as outdoors when keeping a six-foot distance from others may not be possible.
- Refer to the [Guidance on Facemask Use for Preventing the Spread of COVID-19](#) assembled by EH&S for more detailed information.

Individual Building Checklists

Building Coordinators:

Make sure you understand how building readiness applies to your particular facility. A [UW Bothell Back to Work Plan](#) has been developed to help building coordinators collect all the necessary information for their sites. The work plan covers similar topics to this document, but allows you to note any specific issues for your buildings in areas such as: Fire/Life Safety and Security, Physical Distancing, Ventilation (HVAC), Handwashing, Cleaning and Disinfecting Supplies, Signage, Face Coverings and Personal Protective Equipment (PPE).

Cleaning and Disinfection

Facilities Services:

- UW Bothell custodial services follow the [COVID-19 Prevention Plan: Enhanced Cleaning and Disinfection Protocol](#). Supplemental personnel (non-university subcontractors) are on standby if needed, including dedicated hazardous and biological material specialists.
- Cleaning and disinfecting for *leased spaces* is coordinated by the Lease Management company. If there are questions regarding guidelines please contact uwb-ppsm@uw.edu.

Building Occupants (Users):

- Staff and faculty will need to resume [daily enhanced cleaning and disinfection](#) of their individual work spaces when they return to their buildings. Disinfectant wipes can be ordered through the [campus work order request system](#) in order to clean human touch points within work spaces such as keyboards, public counters, credit card readers, phones, and other shared surfaces and items.

Signage

Facilities Services:

- Post the [approved UW posters](#) to inform building occupants and visitors how to properly navigate and occupy the facility in as safe a fashion as possible:
 - On building entrance doors:
 - “Stop! Feeling Sick? Stay Home!”
 - “Face coverings are required”
 - Near [restrooms](#) and hand washing sinks:
 - “Wash your hands the right way”

- Post all other posters in highly visible locations as appropriate such as building lobbies, entry ways, common areas, safety bulletin boards, designated eating and drinking spaces, break rooms, in and around elevators and at entrances to unit/department work areas.
- Digital versions of these posters are available for free download from the [“Stay Healthy, Huskies” website](#). Durable versions (clings, graphics, posters, etc.) can be purchased through Creative Communications [COVID/Safety Visuals website](#).

Building Coordinators:

- Provide regular announcements on reducing the spread of COVID-19. Building-specific COVID prevention instructions and information may also be included in building newsletters and other areas where building occupants receive information.

Heating, Ventilation & Air Conditioning (HVAC) Systems

UW Bothell Facilities has been maintaining all building HVAC systems since the start of the COVID-19 pandemic. We are following the best practices as outlined by public health agencies and UW EH&S in evaluating and adjusting our building HVAC systems, please go to our [HVAC system mitigation guidelines](#) to review up-to-date information and guidelines.

We are following the recommendations set forth by the HVAC industry which states that it is best to continue running HVAC systems during this COVID-19 pandemic. Our HVAC technicians are focused on ensuring that our systems are in good working order and are making corrections as needed.

Facilities Services:

- Where possible, UW Bothell Facilities will increase the amount of outside airflow in building HVAC systems.
- Continue to evaluate all HVAC systems to make sure all associated equipment is functioning properly and operating normally. Check filters monthly for loading capacity and for any leakage. Replace filters as needed, or on the regular replacement cycle.
- HVAC Systems for *leased spaces* is coordinated by the Lease Management company. If there are questions regarding guidelines please contact uwb-ppsm@uw.edu.

Building Coordinators:

- Contact [Facilities Services](#) if you have questions about or are having problems with the HVAC system in your building. In addition, Facilities Services are evaluating the buildings on campus that utilize natural ventilation systems and will contact the relevant building coordinator(s) with any special operational considerations.

Building Occupants:

- If you are located in a space with operable windows, opening the windows to increase airflow is acceptable. For security reasons and to prevent pest infestation, remember to close windows before leaving the space.

Plumbing Systems (Potable Water)

Flushing water systems on a regular basis in unoccupied or low-occupancy buildings is an important way to reduce the risks of water-borne diseases from stagnant or standing water. This service will be discontinued the start of Fall Quarter 2021 due to increased occupancy in buildings.

Facilities Services:

- Maintain domestic hot water and lab hot water systems on normal operating schedules, with no change to the temperature set point (typically > 124°F).

Lab Coordinators:

- On a regular basis, flush laboratory faucets (in teaching classrooms).
- On a weekly basis, test emergency eyewash stations in public corridors to flush water through the system. Principal Investigators are also asked to periodically flush eyewashes and laboratory faucets in research areas (once per week).

Campus Spaces

Guidelines for safe occupancy of campus spaces is outlined here; [UW COVID-19 Safe Start status](#).

CONFERENCE ROOMS:

Building Occupants:

- Use Zoom or other video conference options when possible to hold meetings. When conducting meetings on campus ensure large enough space to allow for physical distancing.

FOOD SERVICE SPACES:

Building Occupants:

- Following is a list of designated indoor eating spaces. Eating and drinking will also be permitted for occupants inside office spaces that have doors that can close and are separate from other workspaces.

Staff/Faculty Areas

UW1: 172, 228, 328
UW2: 204, 359
Discovery Hall: 352C
LB1: 211, 211A
LBA: 103
Husky Hall: 1454
Physical Plant: 111
Physical Plant Warehouse: 101
Truly House kitchen
Chase House kitchen
UWBB: 107A, 218
UWBX: 101B, 102C, 102Q

Student Areas

Common Grounds
North Creek Events Center
UWBB-201
UW1: LL Vista, 2nd floor Vista, 3rd Floor Vista
Discovery Hall: fourth floor west end breakout

For questions about food services or vending on campus, please contact uwbfood@uw.edu.

Change Log

- 7/27/20: First draft version of document published.
- 8/5/20: FSCO Process Committee review and revision.
- 9/9/20: Second draft version of document published.
- 9/16/20: Building Coordinator review and revision.
- 9/17/20: Final version of document published and distributed.
- 9/14/21: FSCO Process Committee review and revision.