

ATTACHMENT A:

UNIT OR SITE-SPECIFIC COVID-19 PREVENTION PLAN TEMPLATE

University units are required to document their workplace COVID-19 prevention measures and review them with personnel. This template may be used for that purpose and used at a worksite level or department level, as appropriate for the unit. If an alternative format is used (e.g., Return to In-Person Research Plan), it must include all required elements for a plan and align with University policies and procedures.

Date: September 29, 2021	Completed By: Ryan Gastelum
Name of Responsible Supervisor <u>or</u> COVID-19 Site-Supervisor:	
Unit Name: School of Drama	Worksite Location(s): HUTCHINSON HALL (1302 – HUT) PENTHOUSE THEATRE (1209 – HPT) FLOYD AND DELORES JONES PLAYHOUSE (1159 – PHT) SCENE SHOP (1019 – DSC)
Unit COVID-19 Prevention Plan and Plan Location: The Plan is posted in the main Drama Office in Hutch, in the main entrances of all other worksite locations and on the School of Drama website.	

MANAGEMENT AND OVERSIGHT	Check all that apply (all required):	Describe:
1. COVID-19 Prevention Plan oversight	<ul style="list-style-type: none"> ✓ A responsible supervisor or a designated COVID-19 Site Supervisor is assigned to ensure all the elements of the site-specific COVID-19 Prevention Plan are followed. ✓ The supervisor will keep the site-specific plan updated and current with changes to COVID-19 guidelines, regulations, and University policies. 	Ryan Gastelum will act as the site supervisor and will fulfill all duties listed here with support from the Personnel Supervisors in the School.



	<ul style="list-style-type: none"> ✓ The supervisor will keep the site-specific plan on site in hardcopy or electronically, so it is available to all personnel. ✓ The supervisor will train personnel on the contents of the plan and any updates. ✓ The supervisor or designee is available to respond to issues and questions during work and class activities. 	
VACCINATION	Check all that apply (all required as possible):	Describe:
2. Vaccination verification	<ul style="list-style-type: none"> ✓ All personnel have submitted the University COVID-19 Vaccine Attestation Form in Workday by established deadlines (see 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. 	Drama will follow UW policy as written.
PROCEDURES FOR SICK PERSONNEL	Check all that apply (all required as possible):	Describe:
3. Describe how you are preventing people with symptoms from coming to the site and/or working while sick.	<ul style="list-style-type: none"> ✓ Ask personnel to self-monitor their symptoms each day and to stay home if they have any symptoms of COVID-19 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 COVID-19 Response and Prevention Team. ✓ Discuss accommodations for personnel at higher risk of severe illness with your HR consultant or AHR business partner. 	<p>Drama will follow UW policy as written.</p> <p>The COVID-19 Site Supervisor and Personnel Supervisors will remind faculty and staff regularly at standing and other large meetings.</p>



<p>4. Describe practices for responding to suspected or confirmed COVID-19 cases.</p>	<ul style="list-style-type: none"> ✓ 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. 	<p>Drama will follow UW policy as written.</p>
CLEANING SURFACES	Check all that apply (all required):	Describe:
<p>5. Cleaning</p>	<ul style="list-style-type: none"> ✓ Follow the COVID-19 Cleaning and Disinfection Protocol. ✓ Provide supplies for spot cleaning. 	<p>Small packages of sanitizing wipes will be provided for faculty and staff workspaces.</p> <p>Large containers of sanitizing wipes will be available in high traffic areas and classrooms.</p>
<p>6. List the product(s) used to disinfect.</p>	<p>Check all that apply:</p> <ul style="list-style-type: none"> ✓ Alcohol solution with at least 70% alcohol (includes wipes) <input type="checkbox"/> Freshly prepared bleach/water solutions ✓ EPA-registered disinfectant for use against SARS-CoV-2 	<p>Extra supplies will be stored in the Production Office and can be retrieved by contacting Ryan Gastelum at gastelum@uw.edu.</p>



<p>7. Describe the safety precautions taken when using disinfectant(s).</p>	<ul style="list-style-type: none"> ✓ Ensure personnel know where to find safety data sheets (SDS) for each product. ✓ Review the COVID-19 Chemical Disinfectant Safety Information. ✓ Follow the manufacturer’s instructions for the products used. ✓ Use appropriate personal protective equipment (PPE) for the workplace and work tasks. 	<p>SDS’ for each product are posted to the School of Drama COVID-19 web page.</p>
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GOOD HYGIENE	Check all that apply (all required):	Describe:
<p>8. Describe methods used to encourage good hygiene.</p>	<ul style="list-style-type: none"> ✓ Provide soap and running water. ✓ Provide hand sanitizer and/or wipes/towelettes. ✓ Ask personnel to avoid touching 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. 	<p>Individual hand sanitizer will be provided for faculty and staff workspaces.</p> <p>Communal hand sanitizer will be available in high traffic areas and classrooms.</p> <p>Extra supplies will be stored in the Production Office and can be retrieved by contacting Ryan Gastelum at gastelum@uw.edu.</p>
FACE COVERINGS, PPE, PHYSICAL DISTANCING & ALTERNATE STRATEGIES	Check all that apply:	Describe:



9. Require face coverings for individuals per the UW Face Covering Policy	<ul style="list-style-type: none">✓ Ensure that personnel wear face coverings indoors 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.	Drama will follow UW policy as written.
10. Physical distancing	<ul style="list-style-type: none">✓ 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 Drama Conference room has been identified as a Designated Eating Space for administrative staff with the following hours: 12pm-1pm Hutch 155 has been identified as a Designated Eating Space for graduate and undergraduate students with the following hours: 8am-9am 12pm-2pm 5pm-7pm
11. Alternate Strategies and PPE (if applicable)	<ul style="list-style-type: none">✓ No alternate strategies are necessary.<input type="checkbox"/> A Supervisor identified that alternate strategies are needed through review with EH&S and unit leadership approval.<input type="checkbox"/> Develop or document a job hazard analysis that identifies the hazards and control strategies to minimize the risk of exposure.	N/A



	<input type="checkbox"/> Refer to the Workplace COVID-19 Risk Level and Selection of Personal Protective Equipment to determine if additional PPE is required. <input type="checkbox"/> Train personnel on alternative strategies use, including on the use and care of PPE if applicable. Document the training.	
12. Communicate hazards and safeguards to protect personnel.	<input checked="" type="checkbox"/> Provide information about working safely with disinfectants . <input checked="" type="checkbox"/> Communicating the hazards and safeguards required to protect individuals from exposure.	Drama will follow UW policy as written.

COMMUNICATION AND TRAINING	Check all that apply (all required):	Describe:
1. Communicate safe practices.	<input checked="" type="checkbox"/> Invite personnel and/or students to activate the Washington Exposure Notifications – WA Notify on their mobile devices. <input checked="" type="checkbox"/> Ensure all personnel complete UW general COVID-19 Safety Training . <input checked="" type="checkbox"/> Provide documented safety training to personnel on this site-specific COVID-19 Prevention Plan, initially and when updates are made. <input checked="" type="checkbox"/> Post COVID-19 safety posters /signage at the worksite. <input checked="" type="checkbox"/> Share information from the UW Novel coronavirus & COVID-19: facts and resources webpage. <input checked="" type="checkbox"/> Inform personnel and students of the location(s) designated eating space(s) and post signage per the Eating Spaces and Food guidance . <input checked="" type="checkbox"/> Inform personnel and students of the best practices for food sharing .	<p>Drama will follow UW policy as written.</p> <p>The COVID-19 Site Supervisor and Personnel Supervisors will regularly remind faculty and staff at standing and other large meetings.</p>



DRAMA PROTOCOLS	Describe
1. Classwork mask exceptions	<ul style="list-style-type: none">• During Drama classes it is pedagogically important to have classroom events (including showing/performance/demonstration/filming) show progress of work. It is ideal to do these classroom events unmasked. These happen throughout the quarter along with a final classroom event at the end of the quarter.• During these classroom events, up to 4 people at a time may remove their mask.• Before a class can use this protocol, a list of all anticipated classroom events must be submitted to Drama’s COVID-19 Site Supervisor for approval and consultation with EH&S.• While masks are removed all of the following must be followed:<ul style="list-style-type: none">○ Faculty will notify the COVID-19 Site Supervisor at least one week prior to the classroom event in order to secure additional clearances and the needed procedure masks for the class. Requests under one week will be accommodated as possible.○ During the class time where people will not be wearing a mask, other people in the classroom must wear medical procedure mask provided by the School.○ Those who remain masked during the classroom event will maintain a minimum of 10’ or greater from those who are unmasked.○ The total time any person can remain unmasked is not to exceed 10 minutes. It is the faculty member’s responsibility to track and enforce this.
2. Fittings	<ul style="list-style-type: none">• During the costume design process it is necessary for the performer to try on the costume being constructed/alterd for them. This is a central part of the costume design student’s educational process. During these fittings the person trying on the costume need to remove their mask at times to either take a photo, try on accessories such as sun glasses or try on a wig.



	<ul style="list-style-type: none">• During the fitting, only the person trying on costumes may remove their mask.• The mask may only be removed for up to 10 minutes. It is the Costume Shop Managers responsibility to track and enforce this.• Everyone else in the room will maintain a minimum of 6' during the unmasked time.• During the unmaskedtime, all others in the room must switch to a medical procedure mask.
3. Production	<ul style="list-style-type: none">• Production Specific COVID-19 Prevention Plans will be written per show and uploaded to the School of Drama COVID-19 web page.