

SCHOOL OF DRAMA COVID-19 PREVENTION PLAN – PHASE 2

Date: August, 26 2020	Completed By: Ryan Gastelum, Tina Swenson
Name of COVID-19 Site-Supervisor: Ryan Gastelum, Tina Swenson	
Unit Name: School of Drama	Worksite Location(s): Hutchinson Hall (1302 – HUT) Glenn Hughes Penthouse Theatre (1209 – HPT) Floyd and Delores Jones Playhouse (1159 – PHT) Scene Shop (1019 – DSC)
Unit COVID-19 Prevention Plan and Plan Location: Hutchinson Hall: Hutchinson main entrance Glenn Hughes Penthouse Theatre: Picture rail in hallway Floyd and Delores Jones Playhouse: Greenroom Scene Shop: Entrance to shop	
Critical Staff – Academic Support These staff members will primarily work in Hutchinson Hall <ul style="list-style-type: none"> • Malcolm Brown • Ryan Gastelum • Ricky German • Geoff Korf • Val Mayse • Gretchen Shantz • Deb Skorstad 	Critical Staff – Research Support These staff members will primarily work in the Scene Shop, Playhouse and Penthouse <ul style="list-style-type: none"> • Tres Tracy Ballon • Andrea Bryn Bush • Alex Danilchik • M.L. Dogg • Marcos Everstijn • Ryan Gastelum

- Andy Smith
- Tina Swenson

- Jennifer Law
- Ian E. Lootens
- Jay McAleer

MANAGEMENT AND OVERSIGHT	Check all that apply (all required):	Describe:
1. COVID-19 Prevention Plan and Site-Supervisor	<ul style="list-style-type: none"> ✓ A COVID-19 supervisor is assigned to ensure all of 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 onsite in paper or electronically so it is available to all personnel. ✓ The COVID-19 site supervisor will train personnel on the contents of the plan and updates made. ✓ The COVID-19 site supervisor or designee is available to respond to issues and questions during work and class activities. 	<p>Ryan Gastelum and Tina Swenson will serve as site-specific supervisors for the School of Drama.</p> <p>A working draft of this prevention plan will be available on the SoD's website as well as the School's Microsoft Teams COVID-19 channel. A physical copy of the plan will be posted at the locations outlined above.</p>
SOCIAL AND PHYSICAL DISTANCING	Check all that apply (all required as possible):	Describe:
2. Describe how you are implementing the social distancing requirements (maintaining 6+ feet spacing between people, minimizing interpersonal contact).	<ul style="list-style-type: none"> ✓ Telework options offered ✓ Shifts/breaks times/start times staggered ✓ Maximum space capacity determined based on room size ✓ In-person meetings (conference call, virtual) limited ✓ Non-critical in person meetings postponed 	<p>To ensure equity is maintained, Drama meetings will continue to be held virtually until ALL staff are working onsite again.</p> <p>During Phase 2, a small number of critical staff will be onsite to perform</p>

	<ul style="list-style-type: none"> ✓ Spread out work areas/physically separate workstations ✓ Allowing only infrequent/intermittent passing within 6 feet in between personnel ✓ Minimizing the number of people in a work area ✓ Designated drop-off/pick-up areas for shared tools and equipment ✓ Barriers to block direct pathways between individuals are installed <input type="checkbox"/> Layouts to prevent air pathways less than 6 feet have been created ✓ Ensuring good ventilation in work areas ✓ Tasks have been rescheduled ✓ Work tasks have been modified ✓ Organizing work tasks to facilitate social distancing 	<p>tasks absolutely necessary to maintain unit operations:</p> <ul style="list-style-type: none"> • Support in-person and online classes. • Maintain classrooms, studios, shops and performance spaces. • Build and work on scenery, costumes, lights, sound and video necessary to support faculty and student research. • Check and distribute campus mail. <p>When possible, staff will work in isolation and at any given time there will be minimal staff working on site at a time in separate areas/buildings. Staff will be encouraged to work no more than 24 hours/week onsite.</p> <p>Staff will be discouraged from using break rooms unless social distancing and cleaning can be maintained.</p> <p>Staff will be scheduled to ensure physical distancing is maintained. Use of common equipment such as phones, photocopiers, large tools, etc., will be wiped down after each use.</p> <p>An online, Google Calendar based schedule will be used to schedule staff work time and include classes so staff can plan appropriately when</p>
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<p>3. Describe how you are communicating social distancing requirements to personnel, students, vendors, contractors and visitors.</p>	<ul style="list-style-type: none"> ✓ Posters/signage/floor markings installed or posted ✓ Communicating during staff meetings ✓ Email communication ✓ Establishing policies and procedures ✓ Providing notice to vendors/contractors 	<p>Drama will post signage in all of its buildings as appropriate from campus and university sources. In some cases, local signage may be developed as needed.</p> <p>External contacts (visitors, vendors, students not taking classes, etc.) will not enter Drama spaces during Phase 2 unless prearranged.</p> <p>Drama will work with Facilities if architects or contractors need to enter Drama spaces.</p> <p>Drama will work with the Library on access to the Drama Library.</p>
<p>4. Describe critical tasks not possible to be done while maintaining the 6-foot distance. Unit head pre-approval required.</p>	<p>Describe task, frequency, duration and required PPE and safety measures in place. If none, specify none.</p> <p>Loading and Unloading of Trucks</p> <p>Production staff will occasionally need to load and unload materials and furniture from Drama’s truck. Prior to performing this task, staff will clean and disinfect their hands. While performing this task, in addition to face masks, staff will wear face shields.</p> <p>Fittings</p> <p>In early December, the costume staff will need to start fittings (trying on costumes selected by the costume designer to check fit and make sure the look is meeting the production’s goals).</p> <p>Drama is working on guidelines for fittings so they can be done in a safe manner and will update this document once fitting guidelines are written.</p>	
<p>PRECAUTIONS FOR SICK PERSONNEL</p>	<p>Check all that apply (all required as possible):</p>	<p>Describe:</p>
<p>5. Describe how you are preventing people with symptoms from coming</p>	<ul style="list-style-type: none"> ✓ Performing daily symptom screening or attestation for personnel who work on-site at a UW work location 	<p>All SoD staff working onsite will perform daily attestation. Supervisors for those staff coming onto campus</p>

<p>to the site and/or working while sick.</p>	<ul style="list-style-type: none"> ✓ Following UW policies for time away from work ✓ Informing and requiring personnel who may be ill or symptomatic to stay (or go) home ✓ Requiring close contacts of COVID-19 cases to stay or go home ✓ Consulting with EH&S Employee Health Center ✓ Discussing accommodations for personnel at higher risk of severe illness with your HR Consultant or DSO for academic personnel ✓ Keeping a log of visitors to the work-site (maintain for 4 weeks) 	<p>will be responsible for auditing attestations.</p> <p>All UW Policies will be followed and stay home/go home policies in place for all who have symptoms, have been diagnosed, and their close contacts.</p> <p>Consulting with EH&S on all cases.</p> <p>Accommodations for at-risk personnel procedures are in place including:</p> <ul style="list-style-type: none"> • Flexible schedules • Working in isolation • Remain in communication with at-risk personnel to create custom accommodations as needed <p>The schedule of staff working onsite will serve as the work-site log.</p>
<p>6. Describe practices for responding to suspected or confirmed COVID-19 cases.</p>	<ul style="list-style-type: none"> ✓ Informing personnel with COVID-19 symptoms to stay home, contact their healthcare provider and to notify the Employee Health Center ✓ Informing personnel with suspect or confirmed COVID-19 to stay home and notify the Employee Health Center ✓ Informing personnel who have had close contact with someone with COVID-19 to stay home and notify the Employee Health Center ✓ Performing enhanced cleaning and disinfection 	<p>The SoD will follow the campus and University procedures for reporting COVID-19 cases. Any staff with symptoms, suspected or confirmed COVID-19, and those who have come in close contact with them will be advised to:</p> <ul style="list-style-type: none"> • Stay home. Do not go to school or work. Avoid public places. • Call health provider and follow their advices. • Staff and Faculty: Contact UW's Employee Health Center at

		<p>emphlth@uw.edu or 206-685-1026.</p> <p>UW Facilities will be performing enhanced cleaning and disinfection of spaces where those individuals have been.</p>
CLEANING AND DISINFECTING	Check all that apply (all required):	Describe:
<p>7. Describe the procedures used to clean and disinfect general areas and high-touch surfaces. This includes the cleaning frequency and areas/items to be cleaned.</p>	<ul style="list-style-type: none"> ✓ Following a cleaning schedule ✓ Cleaning supplies are available for spot cleaning ✓ Cleaning and disinfecting high touch surfaces daily, between uses or when unclean ✓ Wiping down shared equipment/objects after each use (e.g., door/refrigerator/microwave handles) ✓ Following COVID-19 Enhanced Cleaning and Disinfection Protocols 	<p>Drama will rely on UW campus facilities to clean commonly used high-touch spaces on schedule. Drama will develop practices for internal areas and items.</p> <p>Staff will clean and disinfect their work area at the beginning and end of shift.</p> <p>Staff will be responsible for cleaning and disinfecting high touch equipment/tools, such as a copier or table saw, before and after each use.</p> <p>Staff will be responsible for cleaning and disinfecting shared use facilities before and after such as restrooms, conference rooms, copy and mail room.</p> <p>As possible, Drama will purchase additional commonly used small tools in order to minimize shared tool usage.</p>

<p>8. List the product(s) used to clean and disinfect.</p>	<p>Check all that apply:</p> <ul style="list-style-type: none"> ✓ Alcohol solution with at least 70% alcohol (includes wipes) ✓ 10% bleach/water solution ✓ EPA-registered disinfectant for use against SARS-CoV-2: <ul style="list-style-type: none"> a. Manufacturer: Stepan Company b. Name: SC-RTU Disinfectant Cleaner (Xforce Cleaning Disinfectant) c. EPA Registration #: 1839-220-70053 	<p>Drama has some cleaning supplies, purchased during the early phases of COVID-19 and is currently purchasing additional supplies in preparation for returning to work.</p>
<p>9. Describe the safety precautions that are taken when using disinfectant(s).</p>	<ul style="list-style-type: none"> ✓ Reviewing safety data sheet (SDS) for each product ✓ Reviewing COVID-19 Chemical Disinfectant Safety Information ✓ Following manufacturer's instructions for products use ✓ Using personal protective equipment 	<p>Drama will provide safety information and instructions for use as part of any staff members COVID-19 Prevention Plan training. In addition, if/when new types of disinfectants are put into use, safety information will be provided via weekly staff meetings and email.</p>
<p>GOOD HYGIENE</p>	<p>Check all that apply (all required):</p>	<p>Describe:</p>
<p>10. Describe methods used to encourage good hygiene practices.</p>	<ul style="list-style-type: none"> ✓ Providing soap and running water ✓ Providing hand sanitizer and/or wipes/towelettes ✓ Asking personnel to avoid touching others ✓ Using reminders to wash hands frequently, correctly at key moments, avoid touching face with unwashed hands, cover mouth when coughing or sneezing 	<p>Signage in bathrooms and shop sinks will encourage staff to wash hands. Hand sanitizer for personal hygiene will be available. Training and communications about the importance of good personal hygiene will be provided.</p>

PERSONAL PROTECTIVE EQUIPMENT	Check all that apply:	Describe:
<p>11. Provide personal protective equipment (PPE) and guidance on how to use it.</p>	<p><input type="checkbox"/> Face shields and/or eye protection is worn.</p> <p><input type="checkbox"/> Respirators are worn.</p> <p><input type="checkbox"/> Surgical/medical masks are worn.</p> <p><input checked="" type="checkbox"/> Face coverings (cloth) are worn indoors when others are in the work area and outdoors when a 6 foot distance from others cannot be maintained.</p> <p><input checked="" type="checkbox"/> Providing instructions on the use, care, cleaning, maintenance, removal, and disposal of PPE</p>	<p>Per UW policy, staff will be required to wear mask onsite but may choose to have further protection. Gloves will be worn when cleaning and disinfecting.</p> <p>Staff will be encouraged to follow the EH&S guidelines for face coverings.</p> <p>Masks will be required in all common areas in all Drama buildings, with the following exceptions:</p> <ul style="list-style-type: none"> • Behind a closed office door. • When eating in designated eating locations for a max of 30 minutes. • These locations are: <ul style="list-style-type: none"> ○ Main Office Conference room. ○ Costume shop break table. ○ In shared office areas people can be mask-less for 5 minutes or less, to have a coffee, cold drink, or snack. <p>(2) cloth masks per staff member will be provided. Staff are responsible for laundering their masks.</p>

		<p>If you see someone in a shared/common area not wearing a mask, ask them to put their mask on.</p> <p>If they do not comply, email Ryan Gastelum and Tina Swenson immediately.</p>
COMMUNICATION AND TRAINING	Check all that apply (all required):	Describe:
12. Communicate safe practices.	<ul style="list-style-type: none"> ✓ Personnel completing UW general COVID-19 Safety Training ✓ Providing documented safety training to personnel on site-specific COVID-19 Prevention Plan initially and updates communicated ✓ Posters/signage installed and/or posted in the worksite ✓ Email communications ✓ Covering COVID-19 safety information in staff meetings ✓ Sharing information from the UW Novel coronavirus & COVID-19: facts and resources webpage 	<p>COVID-19 safety information and updates will be added as a standing agenda item to all Drama staff meetings.</p> <p>All staff (Drama or other) will be required to complete the UW general COVID-19 Safety Training. Unit and site-specific training will be developed and posted on the Drama COVID-19 Prevention Plan Teams channel, shared in staff meetings and via email.</p>
13. Communicate hazards and safeguards to protect personnel.	<ul style="list-style-type: none"> ✓ Providing information about working safely with disinfectants ✓ Communicating the hazards and safeguards required to protect individuals from exposure 	<p>Proper handling and use will be incorporated into the training.</p>