

SCHOOL OF DRAMA COVID-19 PREVENTION PLAN – PHASE 3

Date Submitted: April 5, 2021	Completed By: Ruth Eitemiller, Ryan Gastelum, Tina Swenson
Name of COVID-19 Site-Supervisors: Ryan Gastelum, Tina Swenson, Ruth Eitemiller	
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 posting locations: Hutchinson Hall: Hutchinson main entrance Glenn Hughes Penthouse Theatre: Picture rail in hallway Floyd and Delores Jones Playhouse: Greenroom Scene Shop: Entrance to shop	

MANAGEMENT AND OVERSIGHT	Check all that apply (all required):	Describe:
<p>1. COVID-19 Prevention Plan and Site-Supervisor</p>	<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>Ruth Eitemiller, 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> <p>All personnel who can telework are not required to return to campus; their return to campus is voluntary. All critical personnel who are required to return to campus will be given at least 30 days notice.</p>
SOCIAL AND PHYSICAL DISTANCING	Check all that apply (all required as possible):	Describe:
<p>2. Describe how you are implementing the social distancing requirements (maintaining 6+ feet spacing between people, minimizing interpersonal contact).</p>	<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 ✓ 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 	

	<ul style="list-style-type: none"> ✓ Designated drop-off/pick-up areas for shared tools and equipment □ Barriers to block direct pathways between individuals are installed □ 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><i>Describe.</i></p>	<p>To ensure equity is maintained, Drama meetings will continue to be held virtually until ALL personnel are working onsite again.</p> <p>During Phase 3, a small number of critical personnel will continue to be onsite to perform 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, personnel will work in isolation. Personnel will be encouraged to work no more than 24 hours/week onsite.</p> <p>Personnel will be discouraged from using break rooms unless social distancing can be maintained. When in common spaces, personnel will follow the below guidelines:</p> <ul style="list-style-type: none"> • Stairwells: Wait or step aside on landings as needed. • Hallways: Look before entering hallway, let others finish their journey first. Step aside as needed. • Copy/Mail Room: Look before entering, let others finish their tasks first. Step aside as needed. <p>Use of common equipment such as phones, photocopiers, large tools, etc., will be wiped down after each use.</p> <p>In the scene and costume shops, shared tools will be stored in existing locations. Personnel will clean prior to and after use before returning.</p>

	<p>Any in-person class offerings will submit a separate Prevention Plan for approval. In accordance with the Back to School Guidance for March 29 – Sept 10, 2021 small group informal instruction (i.e. office hours), small group academic-related meetings, and meetings of registered student organizations will be permitted provided they meet the following requirements:</p> <ul style="list-style-type: none"> • Participation is voluntary, and in-person attendance/participation is not factored into grades • An alternative remote option is offered • Room capacity limitations are followed (according to the Phase 3 capacity limits) • Space use is booked in coordination with the Building Coordinator to ensure guidelines are adhered to • All attendees maintain six feet of distance and face masks are worn at all times • All attendees complete a daily attestation report prior to coming to campus 	
<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 3 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><i>Describe task, frequency, duration and required PPE and safety measures in place. If none, specify none.</i></p> <p>Loading and Unloading of Trucks</p> <p>Production personnel will occasionally need to load and unload materials and furniture from Drama’s truck. Prior to performing this task, personnel will clean and disinfect their hands. While performing this task, in addition to face masks, personnel will wear face shields.</p> <p>Costume Fittings</p> <p>See Prevention Plan Addendum E – Fittings for more details.</p>	

PRECAUTIONS FOR SICK PERSONNEL	Check all that apply (all required as possible):	Describe:
<p>5. Describe how you are preventing people with symptoms from coming to the site and/or working while sick.</p>	<ul style="list-style-type: none"> ✓ Performing daily symptom screening or attestation for personnel who work on-site at a UW work location ✓ 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>All SoD personnel working onsite will perform daily attestations. Supervisors for those personnel coming onto campus 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 daily attestation reports 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 	<p>The SoD will follow the campus and University procedures for reporting COVID-19 cases. Any personnel 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.

	<ul style="list-style-type: none"> ✓ Performing enhanced cleaning and disinfection 	<ul style="list-style-type: none"> • Staff and Faculty: Contact UW's Employee Health Center at emphlth@uw.edu or 206-685-1026. UW Facilities will be performing enhanced cleaning and disinfection of spaces where those individuals have been.
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>Personnel will clean and disinfect their work area at the beginning and end of each shift.</p> <p>Personnel 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>Personnel will be responsible for cleaning and disinfecting shared use facilities before and after such as 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 will supply all classrooms and shared spaces with cleaning supplies and will regularly restock as needed.</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 personnel 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 personnel 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 personnel to wash hands. Hand sanitizer for personal hygiene will be available in all classrooms and shared spaces.</p>

PERSONAL PROTECTIVE EQUIPMENT	Check all that apply:	Describe:
11. Provide personal protective equipment (PPE) and guidance on how to use it.	<input type="checkbox"/> Face shields and/or eye protection is worn. <input type="checkbox"/> Respirators are worn. <input type="checkbox"/> Surgical/medical masks are worn. <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. <input checked="" type="checkbox"/> Providing instructions on the use, care, cleaning, maintenance, removal, and disposal of PPE	<p>Per UW policy, personnel will be required to wear a mask onsite but may choose to have further protection. Personnel 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 for 5 minutes or less, to have a coffee, cold drink, or snack. <p>(2) cloth masks per personnel member will be provided. Personnel 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. If they do not comply, email one of the COVID-19 Site Supervisors immediately.</p> <p>Gloves will be worn when cleaning and disinfecting.</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 meetings.</p> <p>All personnel (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 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 trainings.</p>