BUILDING READINESS GUIDELINES

Last updated: 04-28-21

These guidelines provide an overview of how the University of Washington is ensuring building readiness on the Seattle campus as faculty, staff, and students return. It describes what UW Facilities (UWF) is doing to prepare, as well as what activities are the responsibility of building coordinators, instructional support staff and occupants as they return to campus.

This document has been developed in coordination with Environmental Health & Safety (EH&S) and other campus partners and is intended to supplement the requirements of the UW COVID-19 Prevention Plan for the Workplace. It is revised as new information or guidelines are released, with a change log posted online. A webpage explaining building systems curtailment is also available.

Please send general questions or feedback to the UWF Customer Care Team at careteam@uw.edu. For questions specific to your unit or program, please reach out to your account manager.

Please note: Campus buildings and facilities vary widely in age, condition and systems. Many have unique issues that may need further investigation and support beyond the general guidelines included in this document. Building-specific concerns should be reported to and managed by your building coordinator who will work in conjunction with UW Facilities and EH&S.

CONTENTS

COVID-19 Safety Training ............................................................................................................................ 2
Daily Symptom Attestation ............................................................................................................................ 2
Visitor Log..................................................................................................................................................... 2
Hand Washing/Sanitizing ............................................................................................................................... 2
Face Coverings................................................................................................................................................ 3
Individual Building Checklists ..................................................................................................................... 3
Cleaning and Disinfection ............................................................................................................................. 3
Signage ........................................................................................................................................................... 4
Space Planning/Traffic Flow .......................................................................................................................... 4
Elevators/Stairwells ........................................................................................................................................ 5
Plexiglass and Other Barriers ........................................................................................................................ 5
Heating, Ventilation & Air Conditioning (HVAC) Systems ........................................................................... 5
Plumbing Systems (Potable Water) .............................................................................................................. 6
Restrooms ..................................................................................................................................................... 7
Instructional Spaces ....................................................................................................................................... 7
Conference Rooms/Shared Spaces .............................................................................................................. 8
Change Log.................................................................................................................................................... 9
### COVID-19 Safety Training

**Building occupants:**
- [COVID-19 Safety Training](#) must be completed by all University personnel before or upon returning to work on site at a University location, even if personnel have been performing critical work on site at a UW work location. University units (e.g., medical centers) may provide their own training that covers the elements of the University's COVID-19 Safety Training. University 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 [Healthy Washington Roadmap to Recovery Plan](#).

- Personnel must also receive training on the unit or site-specific COVID-19 Prevention plan by their supervisors.

### Daily Symptom Attestation

**Building coordinators:**
- Vendors and contractors performing work in the building should also provide daily COVID-19 symptom attestation as well as meet other requirements outlined in the [contractor and vendor guidance](#). As needed, ensure that units that interact with contractors and vendors have passed this information along.

**Building occupants:**
- Daily attestation on COVID-19 symptoms is required for all employees returning to their on-site work location to ensure the safety and public health of the UW campus and community, regardless of COVID-19 vaccination status. The attestation is available in [Workday](#).

### Visitor Log

**Building occupants:**
- University units with visitors who may come into close contact (within 6 feet for a cumulative total of 15 minutes over 24 hours) with University personnel must maintain a visitor log to support contract tracing activities. This log must be retained for 30 days. This includes visitors who are COVID-19 vaccinated.

- Instructions on how to maintain the log, as well as a sample form, are available for [download from EH&S](#).

### Hand Washing/Sanitizing

**UW Facilities:**
- Custodians check and refill soap dispensers in restrooms on a daily basis and as needed based on use rates.

- Hand sanitizer stations will be provided at building entrances and main lobbies where possible and in accordance with EH&S guidelines on hand sanitizer.

**Building coordinators:**
- Place [“Wash Your Hands the Right Way”](#) signage explaining best handwashing practices in or near restrooms or other handwashing stations.
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 and after 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.

➢ Make hand sanitizer available in department/unit spaces as needed.

Face Coverings

Building occupants:

➢ Face coverings, per the UW COVID-19 Face Covering Policy, are required indoors and outdoors when keeping a six-foot distance from others may not be possible. If indoors in a personal office with the door shut, the face covering can be removed as long as only one occupant is present. Cloth face coverings do not replace or supersede job-specific PPE requirements.

➢ 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. Use the “Building Readiness Checklist” from EH&S and note any areas of concern.

Cleaning and Disinfection

UW Facilities:

➢ UW Facilities custodial staff have deep cleaned and disinfected all public spaces in academic, research and administrative buildings. These spaces include classrooms, auditoriums, libraries, hallways, restrooms and other spaces that students, staff, faculty and other visitors frequent.

➢ Following the deep cleaning of public spaces, custodial staff conducted a one-time cleaning and disinfection of offices, break rooms, conference rooms, and other common areas where staff or faculty may work or congregate.

➢ Daily custodial service to all buildings will continue as it has in the past. This includes daily high-touch point cleaning/disinfecting in restrooms, conference rooms, kitchenettes and other areas in which faculty and staff congregate. Emphasis will be given on conducting a second daily disinfection of high-touch points, especially elevator buttons, handrails, door knobs and bars, water fountains, etc.

➢ Classrooms, lecture halls and auditoriums will be cleaned before the first class of the day and in between classes when there is sufficient time. The cleaning includes disinfection of
high-touch points, cleaning any visible soiled surfaces, removing waste material, sweeping and/or mopping floors as needed, cleaning the white board and/or chalkboard, and replenishing markers and/or chalk.

- UW custodial units follow the UW Cleaning and Disinfection Protocol. Supplemental personnel are on standby if needed, including dedicated hazardous and biological material specialists.

**Building occupants:**

- Staff and faculty will need to resume daily enhanced cleaning and disinfection of their individual work spaces when they return to their buildings. Departments are recommended to purchase and provide single-use disinfectant wipes for human touch points within their work spaces such as keyboards, public counters, credit card readers, phones, and other shared surfaces and items.

- University units can purchase EPA-registered cleaning and disinfectant products approved for use against SARS-CoV-2 (the virus that causes COVID-19 illness) at the Creative Communications Safe and Clean Storefront. Information about accessing the storefront is available from UW Procurement.

**Signage**

**Building coordinators:**

- Use 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, common areas, safety bulletin boards, break rooms, near 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.

- In addition to the signage mentioned above, provide regular announcements on reducing the spread of COVID-19. Building-specific COVID prevention instructions and information may also be included in building newsletters, elevator posters, and other formats where building occupants receive information.

**Space Planning/Traffic Flow**

**Building coordinators:**

- Create one-way traffic patterns that best suit how the various teams in your building operate and as space permits. You may wish to order “one-way” floor signs from Creative Communications.
- Where possible, establish dedicated “IN” and “OUT” doors to minimize cross traffic. In some cases, your usual entry door(s) may need to be closed or secured for the time being. Post signage to help building occupants and visitors successfully navigate any new routing. Emergency egress shall be as normally defined in your facility's Evacuation Plans.

### Elevators/Stairwells

**Building coordinators:**
- Post signage reminding people to observe physical distancing guidelines while waiting in the lobby for the next available elevator car, or to consider using the stairs.

- Where feasible, establish one-way stairwell traffic. This means one stairwell utilized for traffic going “UP” and one for traffic going “DOWN”. Emergency egress shall be as normally defined in your facility's Evacuation Plans.

**Building occupants:**
- Where elevators exist, occupancy must ensure a 6-foot distance between people and may be limited to a maximum of two (2) to four (4) persons per elevator car depending on car size.

### Plexiglass and Other Barriers

Hand-washing, masking and physical distancing are the best means to reduce the risk of transmitting COVID-19. University units with significant public interaction may also want to consider adding the use of physical barriers, such as plexiglass or other similar materials. The [EH&S Guidance for Plexiglass Barriers in the Workplace](https://ehs.washington.edu/guidance/plexiglass-barriers-in-workplace) includes information on the benefits and limitations as well as instructions for requesting the barriers be installed in a particular work area.

As a reminder, adhering to handwashing strategies and the [University of Washington COVID-19 Face Covering Policy](https://www.washington.edu/coronavirus/guidance/face-coverings/) are the best means to reduce the risk of transmission.

**UW Facilities:**
- Responsible for installing plexiglass barriers based on requests by departments and guidance from EH&S and Engineering Services. A completed [Plexiglass Barrier Installation Request Form](https://ehs.washington.edu/forms/pexiglass-barrier-installation-request-form) must be signed by a unit head and a budget code provided before any work starts. Some requests may not be feasible due to ventilation and fire safety considerations.

**Building coordinators:**
- Assist building occupants and unit heads with understanding the [EH&S Guidance for Plexiglass Barriers in the Workplace](https://ehs.washington.edu/guidance/plexiglass-barriers-in-workplace), Assist with creating/managing work orders as needed.

**Building occupants:**
- Responsible for cleaning plexiglass barriers, considered part of an individual's workspace.

### Heating, Ventilation & Air Conditioning (HVAC) Systems

UW Facilities has been maintaining all building HVAC systems since the start of the COVID-19 pandemic and these systems have not been shut off. The UW is following the best practices as outlined by public health agencies and UW EH&S in evaluating and adjusting building HVAC systems. No two UW buildings are alike and each one has a unique HVAC setup with differences in age, capacity, and type. This means that what might be the best solution for one building isn't appropriate for another building next door.
UWF is 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. HVAC technicians are focused on ensuring that systems are in good working order and are making corrections as needed.

In addition, UWF hired a third-party consultant to perform a building tune-up as required by the City of Seattle. The consultant performed a review of HVAC systems which included both onsite inspections and a review of the computer-controlled systems which identified items that needed maintenance, cleaning and repairs. These items included filters, dampers, control valves, pumps and domestic hot water systems.

UW Facilities continues to partner with EH&S to address questions and concerns regarding HVAC systems and have jointly developed a list of COVID-19 RTW Ventilation FAQ’s.

**UW Facilities:**
- UW Facilities will initially verify each building HVAC system is operating as designed prior to a return to building occupancy and regularly thereafter. Examples: Supply and return fans operating as designed; building exhaust fans operating as designed; and outside air, return air and exhaust air dampers working.
- Where possible, UW Facilities will increase the amount of outside airflow in building HVAC systems.
- UW Facilities completed an out-of-cycle inspection of all air filters in the HVAC systems on campus in the summer of 2020. Facilities staff continue to check and change filters as necessary.

**Building coordinators:**
- Please refer to the [EHS Building Coordinator Checklist](#) for more information.

**Building occupants:**
- Most spaces with operable windows were designed for natural ventilation, so it is suggested that windows be opened when available. For security reasons and to prevent pest infestation, remember to close windows at night.

### 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.

**UW Facilities:**
- On a weekly basis, flush fixture groups (cold and hot) for restroom sinks, urinals, toilets, drinking (water) fountains/bottle fillers, kitchenette sinks and laboratory faucets (in teaching classrooms). This is a continuation of work that has been ongoing since the campus closed in March 2020. Follow EH&S and public health guidance for flushing and representative testing if required.
- Plumbing Shops have maintained domestic hot water and lab hot water systems on normal operating schedules, with no change to the temperature set point (typically > 120°F).
**Building coordinators:**

- Building Coordinators should continue weekly testing of emergency eyewashes 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).

- Contact UWF Customer Care if eyewashes or laboratory faucets cannot be flushed weekly.

### Restrooms

**UW Facilities**

- Custodial staff thoroughly clean and disinfect all restroom facilities at least once a day. Custodians will conduct a second high-touch point disinfection daily as well. Please do not enter restrooms while cleaning is in progress.

- Facilities staff also flush water down every fixture on a weekly basis (see Plumbing Systems, above.) For this reason, unused toilets or urinals may not be covered or blocked.

**Building coordinators**

- Install signage that indicates the capacity of the restroom on the door. A Restroom Capacity wall cling may be ordered from Creative Communications.

- Follow the public restroom guidance issued by EH&S. If you need help in determining the appropriate capacity for your restroom, please contact EH&S for guidance.

**Building occupants**

- When entering a restroom, assess the number of occupants and wait in the hallway if the facility is at capacity. Do not linger in restrooms. Keep your stay as short as possible and wear a face covering at all times. Do not enter restrooms when custodial staff are cleaning.

- Remember to physically distance yourself when in a restroom facility. In most cases, this will mean using every other urinal or lavatory (sink). Do not use adjacent fixtures.

- Wait at least a minute to enter a stall after the toilet has been flushed by the prior user. Turn your head away from the toilet when flushing.

- Adjacent stalls may be used when partitions are in place.

### Instructional Spaces

**Note:** Instructors who would like to use on-campus space for course instruction must request the space through their department's course coordinator. This is true for both general assignment classrooms AND departmentally operated spaces. They should work with their dean to prepare the necessary information and then make a request through the Time Schedule Office (times@uw.edu) in the Office of the University Registrar. UW Facilities relies on the information shown on the UW Time Schedule in order to plan building operations. Requests for instructional space cannot be tracked if submitted in any other way.
UW Facilities:
- Custodial Services will clean classrooms before the first class of the day and in between classes when there is sufficient time. The cleaning includes disinfection of high-touch points, sweeping and/or mopping floors as needed, cleaning the white board and/or chalkboard, and replenishing markers and/or chalk.

Building coordinators:

Instructional support staff:
- Maintain inventory stock of supplies for safe classroom operation (staff and classroom occupants) available through the Safe and Clean Storefront:
  - Face coverings and masks
  - Cleaning solutions/sprays
  - Disinfectant wipes
  - Hand sanitizer
  - Gloves

Supplies for General Assignment and Health Sciences managed instructional spaces will be provided by those groups. **Department-managed instructional spaces are responsible for their own supplies.**

For additional detailed information regarding instructional spaces on campus, see the EH&S Covid-19 Prevention in Learning Spaces Guidance. You may also find this handout from Academic Technologies helpful.

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Conference Rooms/Shared Spaces

Guidelines for safe occupancy of conference rooms and other indoor spaces will evolve based on where the University and the broader community are in terms of reopening. See the UW COVID-19 Recovery Status page for the latest information.

Building coordinators:
- Post signs on meeting room doors to indicate the maximum number of people allowed in the room based on the COVID-19 Room Occupancy Limits. Consider removing chairs to help enforce occupancy limits.
- Consider removing tables and chairs to encourage physical distancing.
- Changing rooms within buildings may remain open, as long as physical distancing practices are followed. Shower facilities should generally remain closed, but there may be exceptions for particular staff needs. Clearly mark showers as “open” or “closed.”

Building occupants:
- Use Zoom or other telework options when possible to hold meetings. Hold meetings that must be conducted in person in large enough spaces to allow for physical distancing.

For questions about cafeteria or food service facilities on campus, see the EH&S Food Establishment Reopening Guidance.
4/28/21: Clarified that safety guidelines apply regardless of vaccination status and that face coverings are required outdoors if keeping a six-foot distance isn’t possible. Updated HVAC information and made other minor updates throughout. Updated links to state guidelines.

10/23/20: Updated definition of close contact to match CDC definition.

10/15/20: Updated Instructional spaces section to add a handout from Academic Technologies.

10/1/20: Updated Instructional spaces section to include information about how to request on-campus space.

9/17/20: Added Instructional Spaces section.

9/15/20: Links added to building checklist and restroom guidance documents from EH&S and to building systems curtailment web page.

8/27/20: Added Restroom and Visitor Log sections. Updated classroom cleaning plans in the Cleaning and Disinfection section.

7/17/20: Added information/links regarding HVAC systems and water testing protocol.