

## 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](mailto: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.

## Daily Symptom Attestation

### Facilities Services:

- Vendors and contractors performing work in the building should provide daily [COVID-19 symptom attestation](#). As needed, ensure that units that interact with contractors and vendors have passed this information along.
- 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:

- 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 Bothell campus and community. The attestation is available in [Workday](#) for all campus staff.

## Hand Washing/Sanitizing

### Facilities Services:

- Custodians check and refill soap dispensers in restrooms as needed based on use rates.
- Hand sanitizer stations are provided at building entrances, corridors, and main lobbies in accordance with EH&S guidelines.
- Place ["Wash Your Hands the Right Way"](#) signage explaining best handwashing practices in or near restrooms or 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):

- Face coverings, per the [UW COVID-19 Face Covering Policy](#), are required to be worn on site at the University of Washington Bothell. This includes indoors where other people are present such as 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 – For most up to date information please click [here](#)

### Facilities Services:

- UW Bothell Facilities custodial staff have deep cleaned and disinfected all core campus 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. This includes full daily 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 are fully cleaned and serviced at night or early morning five times a week. The cleaning includes disinfection of high-touch points, cleaning any visible soiled surfaces, removing waste material, sweeping and/or mopping floors as needed.
- 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](mailto: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, common areas, safety bulletin boards, break rooms, near 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.

## Space Planning/Traffic Flow

### Physical Planning and Space Management:

- Create one-way traffic patterns that best suit building operations 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 the possibility of 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.**
- 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) per elevator car at a time depending on the size of the car.

## Plexiglass and Other Barriers

Hand-washing, masking and physical distancing are the best means to reduce the risk of transmitting COVID-19. Units with significant public interaction may also want to consider adding the use of physical barriers, such as plexiglass or other similar materials.

As a reminder, adhering to handwashing strategies and the [University of Washington COVID-19 Face Covering Policy](#) are the best means to reduce the risk of transmission.

### Facilities Services:

- Responsible for installing plexiglass barriers based on work order requests by units. For plexiglass installation please submit a request through our [work order request system](#), and include an approval from your [Site Supervisor](#). **NOTE:** Some requests may not be feasible due to ventilation and fire safety considerations.

### Building Coordinators:

- Assist building occupants and unit heads with understanding the information in the [EH&S Guidance for Plexiglass Barriers in the Workplace](#). Assist with creating work orders as needed.

### Building Occupants:

- Responsible for cleaning plexiglass barriers, which are considered part of an individual's workspace.

## 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](mailto: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.

**Facilities Services:**

- On a regular basis, flush fixture groups (cold and hot) for restroom sinks, urinals, toilets, drinking (water) fountains/bottle fillers, and kitchenette sinks. This is a continuation of work that has been ongoing since the campus closed in March. Follow EH&S and public health guidance for flushing and representative testing if required.
- 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).

**Conference Rooms/Shared Spaces**

Guidelines for safe occupancy of conference rooms and other indoor spaces will evolve based on where the University is in terms of reopening. See the [UW COVID-19 Safe Start status](#) page for the latest information.

**Physical Planning and Space Management:**

- Post signs on meeting room doors to indicate the maximum number of people allowed in the room during the current Safe Start phase. Consider removing chairs to help enforce occupancy limits.
- Consider removing tables and chairs to encourage physical distancing.
- Locker rooms within buildings may remain open, as long as physical distancing practices are followed. Shower facilities are currently 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 food services or vending on campus, please contact [uwbfood@uw.edu](mailto: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.