

Agenda – June 30, 2020
Group 9 (College of Engineering) Health and Safety Committee

1. Attending

Michael Domar, AA
Colleen Irvin, BioE
Sean Yeung or Michael Brett, CEE
Michael Pomfret, CEI
Kameron Harmon, ChemE
S. Honeydew or M. Glidden, CoE DO
Alex Lefort or Adrian dela Cruz, CSE
Mike Kane or Bill Lynes, ECE

Andreea Minea or Erin McKeown, EH&S
Stacia Green, HCDE
Sheila Prusa or Neelu Rajvanshi, ISE
Svenja Fleischer or Bill Kuykendall, ME
John Young or M. Weaver, MoIES/NanoES
Tatyana Galenko, MSE
N. Shane Patrick or Maria Huffman, WNF

2. Previous Meeting Minutes

- May 2020 – approve? Corrections/additions?
- Previous meeting minutes are posted at <https://www.engr.washington.edu/mycoe/safety#> and should be on each department/group's safety bulletin board.

3. Department Incident Reports (use "5 Why's" analysis for one report)

- No new reports in May, and no report backlog.

4. Group Business

- discuss COVID-19 safety concerns and communications
- safety presentation from CoE Space Summit

5. UW-Wide Meeting

- May minutes attached
- June agenda attached. Highlights:
 - Reviewed [UW COVID-19 Prevention Plan for the Workplace](#), including Attachment A, the unit- or site-specific plan template
 - Differentiated between UW's [COVID-19 Safety Training: Back to the Workplace](#) required for all employees before return to campus, and *site-specific* plan training required initially and upon updates.
 - Departments should purchase COVID-19 supplies and must supply face coverings to all employees.
 - New Employee Health Center email for COVID: covidehc@uw.edu
 - Symptom guidance changed, so Workday attestation changed, so paper attestation forms should be updated.
 - If you monitor employee temperatures onsite, work with HR and Employee Health regarding proper records management.
 - Reviewed office ergonomics, including common issues with using a laptop as a primary computer. See Office Ergonomics Evaluation Form [here](#); sample ergonomic equipment at Access Technology Center.
 - New EH&S [Concussion Focus Sheet](#) posted.

6. Member Updates

Next Meeting: July 28th at 2pm, location TBD (Zoom or Loew 355)

DRAFT Meeting Minutes
Health and Safety Committee for Group 9 (College of Engineering)

Meeting Date: May 26, 2020 (via Zoom)

Attended

Michael Domar, AA
Colleen Irvin, BioE
J. Sean Yeung, CEE
Michael Pomfret, CEI
Alexander Lefort, CSE
Sonia Honeydew, DO
Mike Kane, ECE
Erin McKeown, EH&S

Andreea Minea, EH&S
Stacia Green, HCDE
Sheila Prusa, ISE
Svenja Fleischer, ME
John Young, MoIES/NanoES
Tatyana Galenko, MSE
N. Shane Patrick, WNF

Absent

Kameron Harmon, ChemE

Previous Meeting Minutes

- April 2020 – corrected draft approved.
- Previous meeting minutes are at: <https://www.engr.washington.edu/mycoe/safety#>.
EH&S recommends each department/group post paper copies on their safety board and inform employees of the name of their rep; best practice is to post rep name by meeting notes.

Incident Reports

- None for April

Group Business

- Review COVID-19 planning resources and discuss any safety concerns
 - Return to work plans -- which documents do you start with and how do you route them? This is constantly evolving but as of last Thursday 5/21:

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- Offices and labs start with EH&S' "[University Requirements for COVID-19 Prevention in the Workplace](#)" (*soon to be replaced* by an enterprise-wide COVID-19 prevention plan template).
- Labs then also use the Office of Research's "[Checklist for Developing a Return to In-Person Research Plan \(Phase 1\)](#)" and customize that. If it will be necessary for personnel to be <6' apart during operations, it is *required* to forward that plan up the chain within their organization for approval, but even if social distancing is maintainable, it's still *recommended* to forward the plan up the chain to keep Deans/Directors/Chairs apprised.
 - When drafting plans, how do we calculate any required wait time between occupants of a space (personnel turnover), based on the air exchange (air turnover)? This may depend on many factors including equipment like biosafety cabinets and fume hoods, and how many rooms are on the air exchange system. Contact the Facilities HVAC shop.
 - Labs are overwhelmed with documentation, some of which is out of date. The Office of Research only posts the most current decision tree, but if you find any other documents out of date (e.g. guidance on masks), please tell EH&S.
 - Where is the most recent information on the required role of a "COVID Supervisor"? Guidance is still coming out, but this role is included in the new Office of Research checklist (above) that should be customized.
 - ME asked each lab to submit a plan and the Chair must approve them. They used the ChemE template, adapted it, and distilled their own. ME will update this template when they hear of UW changes.
 - Masks and disinfecting supplies are required before returning to work, but Purchasing says disinfecting supplies are on backorder, so a lack of resources may prevent some groups from reopening.
- Provost's safety directive goals for 2020 (sent in email January 3rd, 2020) include completion of APPs and BARCs.
 - Departmental [Accident Prevention Plans](#) must be customized by supplementing them with site-specific information, to identify their own hazards and mitigations in place. EH&S is *currently drafting a template* for this supplemental information!

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- While the Husky Ready program helps each department or group build a very large and complex [Business, Academic, and Research Continuity plan](#), the 22-page BCP "[Business Continuity and Recovery Plan for Labs and Research Facilities](#)" (meant to supplement and support the BARC) is a good entry point. We have no official word whether the small BCP will satisfy the Provost's 2020 goal of completed BARC's, though.
- Safety presentation (PPT) from CoE Space Summit – save for June
- WISHA's Walking/Working Surface checklist (new law this October)
 - Group 9 suggestions for implementation: there are a few general items the Building Coordinator could address (public walkways, stairs, loading dock), but most items appear to be lab-specific, under the purview of lab managers, so these items should be rolled into the Shop and Lab Safety Survey program. Sonia will tell Denise Bender.
 - There will be a change in OARS that will allow Slip/Trip/Fall (STF) information to be collected in the incident form; this will help with the new WISHA rule.

UW-Wide Meeting

- April minutes in packet.
- May meeting agenda in packet. Highlights included:
 - EH&S COVID resources section on "masks and other PPE" was updated
 - UW developing contact tracing procedures before we return to work
 - EH&S developing a document on performance requirements for plexiglass barriers
 - UW developing a central digital storefront for purchasing critical supplies needed to return to work (should open any day now)
 - Return to Work committees are developing an enterprise-wide Return to Work COVID-19 Prevention Plan template that each unit will customize.
 - Vendors on campus are required to wear masks and complete attestations.
 - OARS dashboard presentation reviewed program features. If you need access, contact Erin McKeown or Andreea Minea.
 - Track all COVID-related costs, in case UW can recover \$.
 - Denise's group provides fit testing for respiratory protection. Yes, they are busy but go ahead and reach out to schedule as fit testing is required. Even N95 masks require fit testing! Masks differ by vendor and size.

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Department Updates

- BioE – We are adding critical staff every week. Labs are all turning in density mapping showing ≤ 2 people/600 sq ft as part of their return to work plans.
- CEI – 1 person/room for now, but we will zone the labs for more later, probably staying within same limit as BioE. A few more people have been declared critical.
- CSE – We have a few construction groups in June; Tracy E. is aware of requirements. Another PPE research group is coming in now, developing specifications for ophthalmologists' PPE.
- ECE – Some labs are reluctant to develop Return to Work plans when the requirements are still changing so much. Some prefer to wait until June 1st so as not to waste time on something that will be out of date. (EH&S commented that any plan a lab creates should be easily modifiable.)
- ME – The Chair emailed labs asking for Return to Work plans, but there has not been a mad rush yet. For grad students who are not employees (thus cannot complete Workday attestation), we developed a Catalyst form for an online attestation; we are happy to share this.
- MoIES/NanoES – like BioE, and we have a lot of safety plans to approve. Question: do we have authority to *require* a mask (cloth or otherwise) indoors in shared spaces where people may be less than 6' apart? The King County directive is guidance; it is strongly urged in public spaces; EH&S "strongly urges".
- MSE – like ME, we used ChemE's template for our return to work plans. We expected a surge of submitted plans but people are holding back on the work, waiting to see what changes.
- WNF – We are bringing equipment back online. We have 7-8 users across a 15,000 sq ft clean room and have disallowed off-hours work. We have had no issues with compliance so far. We do require masks to enter the space. We have four different types of personnel – direct users, professional staff, grad students, and affiliates (contingent employees). Outside vendors complete paper attestations.

Next Meeting

- June 30th, 2020 at 2pm via Zoom

U-WIDE HEALTH AND SAFETY COMMITTEE

May 13, 2020 Meeting Minutes | 1 p.m. - 2:30 p.m. |

Elected Member*		Appointed Member*		Labor Union Member*	
X	Ryan Hawkinson (1)		Mark Pekarek (2)		Vacant, SEIU 925
X	Carmen Parisi (1)	X	Kurt Oglesby (3)	X	Paula Lukaszek, WFSE Local 1488
X	Erick Rostad (2)	X	Beth Hammermeister (4)	X	Christine Kang, UAW 4121
X	Tony Colinares (3)	X	Liz Kindred, Vice-chair (5)	X	Amanda Clouser, UAW 4121
X	Christine Aker (4)	X	David Zuckerman (10)		Vacant, ASUW
X	Michael Sage (5)				
X	Sarah O'Hara (6)				
X	Tamara Leonard (6)				
X	Martin Arroyo (7)				
	Wade Haddaway (8)				
X	Christopher Barrett (8)			X	Faculty Senate Member* Lesley Colby, Comparative Med
X	Sonia Honeydew, Chair (9)				
X	Colleen Irvin (9)				
X	David Warren (10)				
Env Health & Safety Member**		Ex-Officio Member**		Ex-Officio Member**	
	Katia Harb		Adam Geoffroy, UWB		Vacant, Capital Planning & Dev
X	Denise Bender	X	Chris Pennington, UWF		Felicia Foster, AGO
X	Erin McKeown	X	Tracey Mosier, UWF	X	Nancy Gwin, AGO
X	Andreea Minea	X	Rick Gleason, DEOHS	X	Lt. Chris Jaross, UWPD
X	Manisha Konnur	X	Steve Charvat, UWF EM		Vacant, Transportation Services
X	Jenna Gravley		Barry Morgan, UWF EM	X	Ken Nielsen, Risk Services
Quorum is 12 or more of voting members X - attended meeting * voting members ** non-voting member					

Agenda

1. **Call to Order**
2. **Attendance/Quorum**
3. **Approval of April meeting minutes**
4. **COVID-19**
5. **OARS Dashboard**
6. **Organizational group reports**
7. **Union reports**
8. **Ex-Officio reports**
9. **EH&S updates**
10. **Good of the order**
11. **Adjourn**

Recorded by Manisha Konnur

This meeting was conducted on Zoom to adhere to social distancing protocols during the COVID-19 pandemic per guidance from the Washington State Department of Health, and the Centers for Disease Control and Prevention.

1. **Call to Order**

Sonia Honeydew called the meeting to order at 1:02 pm. She announced the meeting was being recorded, asked that attendees mute themselves when not speaking, and described that votes would be conducted by asking those who oppose or abstain to indicate so.

2. **Attendance/Quorum**

Sonia conducted attendance.

3. **Approval of March meeting minutes**

April meeting minutes were approved.

4. **COVID-19 Update**

Denise Bender provided a COVID-19 update. She displayed the EH&S webpage and displayed the COVID-19 [online resources](#) including '[Guidance on facemask use for preventing spread of COVID-19](#)', and '[COVID-19 information for units with contractors and vendors working on site](#)'. She also mentioned that EH&S is actively working on tools related to the University Requirements for COVID-19 Prevention in the Workplace.

5. **OARS Dashboard**

Erin McKeown presented on '2019 Injury Statistics' and Jenna Gravley demonstrated the OARS Dashboard.

6. **Organizational Group Reports**



HSC 1 –Ryan Hawkinson said that HSC-1 met via Zoom this morning (May 13). They didn't have any OARS reports to review and approved April meeting minutes. They also discussed office ergonomics for working from home, reviewed University Requirements for COVID-19 Prevention at the Workplace and discussed back to work strategies for some of their departments.

HSC 2 – Erik Rostad said that HSC-2 met and are working on updating their health and safety committee Charter.

HSC 3 –Kurt Oglesby said that HSC-3 met on April 15 via Zoom and reviewed OARS reports from the last 2 months. Their next meeting is scheduled on May 20.

HSC 4 – Christine Aker and Beth Hammermeister said that HSC-4 met on April 28 via Zoom and approved their Charter. They had a discussion on their building evacuation warden recruitment and completion of Fire Safety Evacuation Plans. They also discussed COVID-19 updates. Beth had questions about vendors entering UW buildings and if the UW has considered them when it comes to the mask requirements.

HSC 5 – Liz Kindred said that HSC-5 met in April. Due to low patient volumes, they have a low number of incident reports but there is a large influx of COVID-19 exposure reports, as expected. They discussed the employee health process for COVID-19 exposure. Liz reported that HMC has fit tested over 1900 N95 users in March 2020. She said that Michael Sage will be interim replacement for Ann Sumpter as the U-Wide representative.

HSC 6 –Sarah O'Hara said that HSC-6 met via Zoom, reviewed OARS report, and approved meeting minutes.

HSC 7 – Martin Arroyo said that HSC-7 met in April. They discussed COVID-19 updates and installing sneeze guards at resident housing reception areas and other vendor reception areas. They also re-did their re-entry protocol and discussed a Legionnaire's disease water test.

HSC 8 – Christopher Barrett said that HSC-8 met on April 9 via Zoom and reviewed OARS report.

HSC 9 – Colleen Irvin said that HSC-9 met April 28 and discussed OARS reports. They finalized their charter and discussed COVID-19 updates.

HSC 10 – David Warren reported that HSC-10 met last month and reviewed OARS reports. They discussed issues with workers working at Federal agencies like NOAA. They also discussed the safety concerns associated with field work.

Faculty Senate Reports: Lesley Colby did not have any updates.



7. Union Reports: Paula Lukaszek had concerns about the PPE supply chain, and mentioned that the medical centers are preparing for the next wave of COVID-19 patients. She also mentioned work with UWMC regarding Plexiglas barriers.

8. Ex-Officio Reports:

UW Facilities: Chris Pennington said that UWF is working closely with EH&S for back-to-work strategies and are actively working on procuring disinfectants.

Emergency Management: Steve Charvat said that the Emergency Operations Center was activated and coordinating a University wide response via Zoom and other virtual means, which has been a challenge. He is coordinating efforts to help departments track and obtain FEMA funding for COVID-19 expenses. Steve expressed supply chain concerns for PPE, but is working on solutions.

UWPD: Lt. Chris Jaross reported they have a shift change coming up, beginning July. Two full-time bike officers and Sargent Bergen will be on bikes.

DEOHS: Rick Gleason said he had no updates.

Attorney General's Office: Nancy Gwin said they had no updates.

Claims Services: Ken Nielsen said they had no updates.

9. L&I updates: Erin McKeown reported she received one new Labor & Industries (L&I) concern that was related to employees at UWMC alleging they couldn't drink water due to the required mask use policy issue by UW Medicine. She conducted an investigation and responded to L&I. L&I closed the case without a citation. All previous L&I concerns discussed last month have also been closed without any citations.

EH&S updates: Denise Bender said they are interviewing for the Biosafety Manager position. She indicated that EH&S staff are working on campus. She mentioned that the EH&S Environmental Programs staff have been conducting hazardous waste collections. The EH&S Biosafety staff are supporting BSL-3 laboratory operations and reviewing COVID-19 research protocols. The Occupational Safety and Health staff are conducting respirator fit testing.

10. Good of the Order: Steve Charvat highlighted EH&S' efforts to contain the Research and Training Building cesium release that occurred almost a year ago and commended them on receiving the recent UW service award.

11. Adjourn: Sonia adjourned the meeting at 2:30 pm.

University-Wide (U-Wide) Health and Safety Committee Meeting Agenda

June 10, 2020

1:00 p.m. – 2:30 p.m.
Zoom- screen required

Agenda Item	Lead	Process	Time
Call to Order	Sonia Honeydew	Robert's Rules of Order	
Attendance/Quorum	Sonia Honeydew	Discussion	5 min
Approval of meeting minutes	Sonia Honeydew	Discussion	5 min
COVID-19	Katia Harb	Discussion	15 min
Office Ergonomics	Andreea Minea	Presentation	15 min
Organizational Group Reports*	Committee members	Discussion	20 min
Union Reports	Union representatives	Discussion	5 min
Ex-Officio Reports	Ex-Officio members	Discussion	10 min
EH&S Updates - L&I - General updates	Erin Katia or Denise	Discussion	10 min
Good of the Order	Sonia Honeydew	Discussion	5 min
Adjourn	Sonia Honeydew	Robert's Rules of Order	

*Organizational Group Reports include topics covered at their most recent meeting

Please send ideas for agenda items to the co-chairs Sonia Honeydew and Liz Kindred at least 2 weeks prior to the scheduled meetings.