

Agenda – August 25, 2020
Group 9 (College of Engineering) Health and Safety Committee

1. Attending

Michael Domar or Rachel Reichert, 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 Ary Prasetyowati, ECE
Brandon Kemperman, EH&S OSH

Andreea Minea or Erin McKeown, EH&S
Guarrin Sakagawa, UWF OPS
Stacia Green, HCDE
Sheila Prusa or Neelu Rajvanshi, ISE
Bill Kuykendall, ME
John Young or M. Weaver, MoES/NanoES
Tatyana Galenko, MSE
Christine Kang, UAW 4121 (ASE)
N. Shane Patrick or Maria Huffman, WNF

2. Previous Meeting Minutes

- July 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)

- ECE @ HSB – scraped ankle while removing lab shoe; no exposure (Jul)

4. Group Business

- HVAC concerns (with subject matter experts from Facilities and EH&S)
- Health and safety services of The Whole U, UW Carelink, and SafeCampus
- Working from home safely (ergonomics, OARS)

5. UW-Wide Meeting

- July minutes attached
- August agenda attached. Highlights:
 - Updated [face covering policy](#) (enforcement, accommodation, FAQs)
 - [Visitor log guidance](#) published
 - UW working to create a weekly update summary of changes
 - Guest speakers described resources for mental and emotional health
 - [The Whole U](#) for faculty, staff, and students (including [Center for Child and Family Well-Being](#))
 - [UW Carelink](#) for employees and their family members ([including B2S kits for those with kids](#))
 - Don't lock multi-user restrooms. EH&S developing guidance to post occupancy limits; let users distance themselves, wear face coverings, and limit time.
 - Restroom air dryers should be cleaned daily but not shut down or blocked off.
 - Reminder: work with Facilities to install any wall-mount hand sanitizer dispensers.
 - If you are injured in the course of performing your UW work anywhere, including home, [submit an OARS report](#). If a hospitalization, UW must notify L&I.
 - EH&S posted four contact tracer positions (temp for one year).

6. Member Updates

Next Meeting: September 29th at 2pm, via Zoom

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

Meeting Date: July 28, 2020 (via Zoom)

Attended

Michael Domar, AA

Colleen Irvin, BioE

Sean Yeung, CEE

Michael Pomfret, CEI

Kameron Harmon, ChemE

Sonia Honeydew, CoE DO

Alexander Lefort, CSE

Mike Kane, ECE

Andreea Minea, EH&S

Stacia Green, HCDE

Sheila Prusa, ISE

Svenja Fleischer, ME

John Young, MoIES/NanoES

Tatyana Galenko, MSE

Christine Kang, UAW 4121

N. Shane Patrick, WNF

Absent

Erin McKeown, EH&S

Previous Meeting Minutes

- June 2020 – approved with one correction.
- 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

- MSE @ MoIES – near miss; chemical reaction overpressurized vessel in oven (Jun). Chemical reaction expanded steel container of unknown wall thickness, *because* users didn't know this quantity and state (powder vs dissolved) of chemical would react this way, *because* assumptions were made and not enough research was done. This was a pretty ideal near-miss; the lab was able to implement new protocols: expansion of literature research and extensive discussion of experimental plans, and consider an alternate option using less hazardous materials. Tracy Harvey is working to find a vendor who can remove the damaged vessel of hazardous material. Is there a way to relieve pressure while heating this vessel? No, not while heating -- it was at 130C. A release is bad but an explosion worse – what about modifying to have a high pressure release valve? Colleen says they don't allow

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autoclaving of chemicals at the BioE shared autoclave facility, only biologicals, because they can't supervise the process; anyone who asks to autoclave chemicals is told to buy their own autoclave. John didn't hear about this at MoES, probably because the location was incorrectly marked as "MoES Hoffman trailer" on the OARS report. Tatyana is forwarding John the postdoc's email summarizing the incident. John trying to figure out which autoclave used at MoES. That may be a misnomer; they actually just put the vessel in an oven. What is MoS₂? Molybdenum disulfide. Those chemicals are corrosive and toxic – users should be better informed. Both the form and volume changed from the previous experiment so they were not actually repeating a known process.

Group Business

- Discuss coordinating Building Readiness Guidelines and Site-specific COVID-19 Prevention Plan checklists:
 - The main difference is **public vs. private spaces**, i.e. whether a space is departmentally occupied. The Building Coordinator addresses public spaces with the Building Readiness Guidelines, while the Site Supervisor addresses departmental space with the Prevention Plan.
 - Note that the **Building Readiness Guidelines, posted on the Facilities website, were updated 7/20.**
 - **Can the BC be a SS?** Yes. This is not disallowed but ensure they have the bandwidth for both roles. (Sonia later confirmed this answer with Scott Nelson.) Kameron will be both for ChemE (only dept in Benson). Sonia is BC for Engineering Annex, and is the SS for Dean's Office staff there.
 - If everyone in an area is continuing to work remotely, is it **necessary to have a Phase 2 plan**? Yes, the college needs the plans for their Phase 2 application. Creating a plan does not mean you must execute the elements therein until people return to work in the space. ECE isn't changing much between Phase 1 and 2 so those plans won't be very different.
 - When choosing the **boundaries of a "site,"** it is recommended to include the largest number of personnel who would follow the exact same site-specific protocols.
 - For ECE non-labs, this will probably be one site for admin offices, one site for faculty and staff offices, and one site for shared postdoc and graduate student spaces.
 - Sonia will be Site Supervisor for Dean's Office personnel in Engineering Annex, while Heather Wilson is SS for DO personnel in Loew.

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- Michael Pomfret of CEI is working with Amanda of Collaboration Core on identifying COVID responsibilities for testbeds at Nano and Bowman. He'll make sure Amanda talks to the ME department Admin to ensure they don't forget the other site(s) at Bowman.
- How much are we supposed to **stockpile COVID supplies for Fall** if we don't know if/when we're returning? Right now it doesn't seem to make sense to procure items for Fall. Sonia ask EH&S because there is a UW-wide request for groups to either *procure* stockpiles for Fall or *identify* stockpile needs (clarify which).
- Mike Kane attended the **EH&S webinar on writing a COVID-19 Prevention Plan** and found it to be a helpful review and good additional context. The recording is coming, the slide decks are out, and Mike is planning to attend the third and final iteration of this training as well. While there is repetition from the checklist and the all-UW return to work training, the repetition is useful, as is the Q&A session. There is a request to share the slide deck with Group 9 (done).
- Stacia reports that HCDE found the **online departmental checklist the college requested** by today had a problem with the checkboxes, but Lucia fixed it. Sonia noted the imminent deadline on those departmental plans with lists of Site Supervisors and asked if there were any other problems or questions.
 - Kameron says ChemE got an extension on the departmental plan deadline. They are trying to figure out **whether their research lab plans are sufficient**. The departmental plan includes elements that 90% of the labs don't need because they haven't used it. It would have to be a pretty specific plan to include all the research plans. John says MoIES is also checking to see whether the existing lab plans cover what's needed in the department-level plan.
 - Svenja (who we sadly say farewell to, and good luck in Bellingham!) says the ME plan is in the works, and their Administrator is working on defining public space traffic flow at stairwells. Svenja doesn't know how site supervisors will be assigned, but probably each research lab will be a site.

UW-Wide Meeting

- June minutes in packet.
- July meeting agenda in packet. Highlights included:

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- EH&S supported KCPH response to frat row outbreak by tracking numbers, creating a pop-up testing site, working with the Office of Frat/Sor, and coordinating a debriefing. Planning education campaign for young adults.
- EH&S has 90-minute webinars for supervisors, Administrators, and COVID Site Supervisors who are working on their Phase 2 Return to Work plans.
- Evolving 6/29 [Building Readiness Guidelines](#) describe BC & occupant responsibilities.
- Since Custodial Services needs to know reoccupancy info to plan cleaning, Facilities hopes to create a spreadsheet of estimated building reoccupancy by phase. Academic Technologies will tell Facilities and should tell BCs about central classroom occupancy. BCs or Site Supervisors should advise Facilities of room and time occupancy info for other spaces, via Customer Care or custodial supervisor.
- Facilities is not dictating restroom occupancy limits; decide that locally and BC post sign on door. If single-occupant, make "occupied" sign for door.
- Custodial Services deep cleaned academic spaces, then work areas, now addressing special projects before Fall Qtr. Occupants must disinfect their own offices; CS only vacuums once a week. CS cleans classrooms and break/copy/mailrooms once a day; additional iterations by occupants.
- Facilities is checking each building's systems operations, flushing water and replacing HVAC filters as needed, and installing plexiglass barriers (see [form](#)).
- Pre-COVID, the city mandated a 20-point HVAC building retune to save money. After those, Facilities makes COVID prevention HVAC adjustments where can. Please submit Work Orders for any HVAC issues as settings may have changed.
- State is looking at PPE types and stockpiles as prepare for second wave. UWEM is preparing to respond to future campus hotspots with pop-up testing/immunization.
- Building visitor policy and log under development.
- Purchasing's catalyst survey for supplier/vendor self-attestations is live.
- UW is creating guidance for summer/fall Events planning.
- Common questions: (1) Can face shields replace face coverings? No. (2) Are face coverings required in shared cubicle areas? Yes, anytime not a full wall.

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Department Updates

- AA – We are finishing our prevention plan, which we'll post on our departmental intranet COVID page. **For site-specific training, we made a catalyst survey for non-critical faculty, staff and students to take a quiz they must pass before returning onsite.** We are working on signage for hallways, stairs, and admin offices. We are **not reopening shared offices until next year.** Question: how are you all dealing with occupancy limits for social distancing in restrooms?
- BioE – Faculty submitted their lab prevention plans to the department, and we submitted our departmental plan to the college. **We have a departmental safety committee focused on COVID best lab practices and communicating updates. On a weekly basis that committee reviews the submissions to our anonymous tip line** (e.g. reports of mask non-compliance or pedestrian traffic pinch points). This has been used a few times and led to corrections, e.g. where people gathered for hallway discussions such that others could not safely pass, or people not wearing masks in the hallways. On every floor we have a multi-use bathroom, all considered single-occupant now because only one sink can be used at a time with social distancing; we prop the doors open so that people can knock and call out to establish whether the room is occupied. Capacity is sufficient for current occupancy levels of critical personnel only (a couple hundred people). We do not have signage on the bathroom doors regarding occupancy, but communicated the expectation of single occupancy and asked people to use common sense. All our lab plans include scheduling and maps to maintain physical distancing at all times. As for **undergrads, only paid employees are allowed in** at this point. So far we have not had to remove anyone's access.
- CEE – FYI the **More Hall burglar was convicted and is in jail.** Our Administrator and a staff person are working on our protocols. No other updates.
- CEI – There is a slow trickle of users returning to both labs (Bowman and NanoES). Most labs are citing the deadline exemption to allow critical personnel onsite. **Personnel are generally here only 1-2 days/week for 1-2 hours to address work necessary for grant deadlines. We are managing physical distancing with zoned sections of labs and by closing shared office space,** then spreading staff through the single occupant offices. Regarding restroom occupancy limits, the property management company at Bowman posted signs on the restrooms indicating single occupancy. No units were roped off. We have few enough personnel onsite that this does not challenge capacity.

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- ChemE – We have signage all over the building. **Several labs have personnel coming in at all hours**, to the point where the custodians on the night shift had an issue with students congregating in their way (that was communicated and resolved). Regarding restroom occupancy limits, we don't have signs stipulating occupancy (we are instead relying on common sense), but we have few enough people onsite that it has not been a capacity problem.
- CoE DO – Just a reminder that **HVAC changes may make your exterior doors not close all the way, and you should report any and all HVAC issues to Facilities Customer Care.**
- CSE – Regarding restroom occupancy limits, we looked at **single occupancy sign options, even a slider "occupied/unoccupied" for single user rooms, but didn't like any of them because they all involved some amount of shared touchpoints and remembering.** While we still have low occupancy in the buildings, we'll probably **rely on knocking, but we have some hard of hearing personnel.** Our Director is reviewing our plans for both buildings and will submit them shortly. **With our daily attestation reminder email, we include a link to our anonymous tips form.** We currently have lots of construction in both buildings; there was one set of contractors who were not wearing masks but that has been corrected.
- ECE – Signage is up. We **don't yet have occupancy signs on the restroom doors but we'll probably just print the EH&S 11x17" posters** to show those rooms are single occupancy. We'll probably do the same for elevators. We have one lab whose Phase 1 COVID plan in late May preceded the masking requirement, and they're having a tough time getting onboard with the new requirement in their lab space (they are no longer entering common areas without masks). The department is considering delisting that lab's safety plan.
- EH&S – nothing additional at this time
- HCDE – The department is working on our plan.
- ISE – I haven't been in the building since March 6th and **don't expect to return until June 2021 – do we still need to file a plan? (Yes, and please talk to Lucia.)** I'm not sure who is our Site Supervisor.
- ME – **There was a break-in, where someone kicked a door into the shop (ground floor) of Engineering Annex. They used a bandsaw and moved items around but nothing appears to be missing.** We hadn't yet installed cameras in the machine shop but have now. At our infrastructure meeting, we assigned directions for the stairs per the Building Readiness Guidelines. There aren't many people in the building yet. We have signs on the exterior doors. We have not yet posted any signs on the restroom doors; the single-occupancy restrooms already have a lock; I'm not sure the plan for the larger shared rooms. **Our department may discuss what to do in case of face cover non-compliance.**

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- MoIES/NanoES – Regarding restroom occupancy limits, on one side our restrooms are single-occupancy gender-neutral; on the other side with the shared rooms we have not yet posted signs. **Question about instituting directions for stairs: is it really necessary if everyone is masked and the duration of proximity is minimal?** Sonia recommends asking John Wetzel, Denise Bender, and/or Scott Nelson.
- MSE – We are working on our departmental prevention plan; next we will address the Building Readiness Guidelines. Mueller exterior door signs are posted. The restroom doors do not have signs yet but I can fix that. We are not looking forward to addressing all the other buildings beyond Mueller occupied by MSE.
- UAW 4121 – Nothing at this time.
- **WNF – We continue a slow and continuous ramp-up of occupants in Fluke; 44 people approved as of yesterday. Across the facility we limit occupancy to only 25 people onsite at a time, and of that only 5 people per bay or clean room.** We have two single-occupant restrooms and two doubles; we do not have signage addressing occupancy in the restrooms but the blanket 6' distancing rules should cover it. The restroom occupancy has not come up as a concern yet, but we expect people to minimize the duration of time near each other when passing.

Next Meeting

- August 25th, 2020 at 2pm via Zoom



University of Washington Accident / Incident Report

Report Number: 2020-07-023

Contact EH&S at 206-543-7262

Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone:	Email: [REDACTED]
Occupation/Position: [REDACTED]	Department: ENG: Electrical & Computer Engineering Orsborn Lab
Date Reported (yyyy/mm/dd): 2020/07/10	Time of Reporting: 01:59 PM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone:	Email: [REDACTED]
Occupation/Position: [REDACTED]	Department: ENG: Electrical & Computer Engineering Orsborn Lab

Incident Details

Date of Incident (yyyy/mm/dd): 2020/07/10	Time of Incident: 12:30 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: MAG H.S.C./I	
Room: I-559	Other:	

Incident Details:

The employee was taking off scrubs and lab shoes inside of I-559 after working. Employee accidentally rubbed a small (dime-sized) amount of skin off their ankle while taking off left shoe with the right shoe. The wound was just deep enough to draw a small amount of blood. Employee scrubbed wound for 15 minutes with the CHG 4% scrub sponge.

Attachment: **No**

Supervisor

Last Name: Orsborn	First Name: Amy
Phone: 2066162049	Email: aorsborn@uw.edu
Occupation/Position: ASSISTANT PROFESSOR	Department: ENG: Electrical & Computer Engineering

Classification

Level 1:
Injury requiring first aid,

Type of Incident

Injury Description: **Cut, Laceration, Puncture, Scratch, Abrasion (Open Wound),**

Body Parts Affected: **Feet, Ankles, Toes,**

Cause of Injury or Damage: **Contact with Object: Bumped into Something,**

Possible Factors

Equipment: **Other,**

Environment: **Other,**

Policies / Procedures: **Other,**

Human Factors: **Inattention, Rushing,**

Suggested Corrective Actions to Prevent Reoccurrence

Change/review work procedures,

Suggested corrective action by the affected party

Employee will be more careful about taking off shoes, taking care not to rush and scratch oneself with their own shoes.

Supervisor's Comments

Root Causes:

(Please look at all the factors that may have contributed to the accident. Such factors may include equipment, environment, policies, procedures, and personnel.)

Caused by rushed removal of shoes in a way that caused a small scrape on the ankle.

Recommendations/Preventive Measures:

Increasing attention and care during removal of shoes. Wearing socks that cover ankles could also be considered to reduce exposed skin in the area.

Corrective Actions Target Date (yyyy/mm/dd):
2020/07/13

Corrective Actions Complete Date (yyyy/mm/dd):
2020/07/13

Other Comments:

Our risk assessment was that this was an injury but not an exposure. The primates do not enter our lab and therefore whatever was on her shoes would be what is floors everywhere. We will refine our procedures to reduce risk of injury during shoe cover removal.

EHS Review

Last Name: **Konnur**

First Name: **Manisha**

Phone Number: **+1 206 221-1759**

Email: **mkonnur@uw.edu**

Occupation/Position:

Department:

Comments: **forwarded to OHN, Ellie Wade, Zara Llewellyn - MK**

U-WIDE HEALTH AND SAFETY COMMITTEE

July 8, 2020 Meeting Minutes | 1:00 p.m. - 2:30 p.m. |

Elected Member*		Appointed Member*		Labor Union Member*	
X	Ryan Hawkinson (1)	X	Mark Pekarek (2)	X	Ann Aumann, SEIU 925
X	Carmen Parisi (1)	X	Kurt Oglesby (3)		Paula Lukaszek, WFSE Local 1488
	Erick Rostad (2)		Beth Hammermeister (4)	X	Christine Kang, UAW 4121
	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	Eric Camp (6)				
X	Tamara Leonard (6)				
X	Martin Arroyo (7)				
X	Alexa Russo (7)				
X	Wade Haddaway (8)				Faculty Senate Member*
X	Christopher Barrett (8)				Lesley Colby, Comparative Med
X	Sonia Honeydew, Chair (9)				
	Colleen Irvin (9)				
	David Warren (10)				
Env Health & Safety Member**		Ex-Officio Member**		Ex-Officio Member**	
X	Katia Harb		Susan-Wagshul-Golden, UWT		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		Lt. Chris Jaross, UWPD
X	Manisha Konnur		Steve Charvat, UWF EM		Vacant, Transportation Services
X	Jenna Gravley	X	Barry Morgan, UWF EM	X	Ken Nielsen, Risk Services
				X	Matt Weber, Director Risk Services
Quorum is 12 or more of voting members X - attended meeting * voting members ** non-voting member					

Guests

Rodney Worden, speaker

Jeff Seidel, speaker

John Wetzel, speaker

Gene Woodard, speaker

Amanda Dassoff

Douglas Gallucci

Agenda

1. Call to Order
2. Attendance/Quorum
3. Approval of June meeting minutes
4. COVID-19
5. UW Facilities – Safe Return to Work
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 physical 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 1:05 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 and quorum was met.

3. Approval of June meeting minutes

June meeting minutes were approved as amended.



4. COVID-19 Update

Katia Harb provided a COVID-19 update. There is a COVID-19 outbreak in the Greek systems in the fraternity residences. 139 out of 967 residents have tested positive for COVID-19. Seattle King County Public Health is leading the investigation in terms of contact tracing. EH&S is supporting them and keeping track of the cases. EH&S has set up a pop-up testing center last week, through UWMC. EH&S will have a de-brief session with the Office of Fraternity & Sorority Life to discuss the lessons learned and to plan for Fall Quarter. Out of the 25 houses, 15 of them have COVID-19 positive cases. There is an increasing trend in COVID-19 positive cases, as there are more people back on campus. Katia reminded the committee the importance of social-distancing, wearing masks, disinfecting your surroundings, training/educating and staying home if sick.

EH&S will launch a series of 90-minute long webinars, starting late July for departments in Phase-2 of re-opening. There will be more sessions in August and late fall. The training is targeted towards personnel supervisors, on-site COVID-19 supervisors and administrators. The training will be reviewing the implementation of different elements of COVID-19 plan. Human Resources (HR), COVID-19 site supervisors and Facilities will also be invited to answer questions and discuss lessons learned after implementing their COVID-19 work plan. Katia reminded everyone to work from home if they can.

Tamara Leonard asked the cause of coronavirus outbreak in fraternity residences. Katia said that the investigation is on-going, but the potential reasons could be the density and housing arrangements, and lack of adherence to social distancing and mask use. Katia added that they're discussing providing specific education/training at the targeted age-group (Young adults).

5. UW Facilities: Return to Work

Sonia introduced and welcomed John Wetzel, Gene Woodard, Rodney Worden and Jeff Seidel.

John Wetzel is the Interim Executive Director for UW Facilities Capital Planning and Portfolio Management. John mentioned that UW Facilities (UWF) has published the [Building Readiness Guidelines](#). This will provide a high level overview of what Facilities, Building Coordinators and occupants are doing and expected to do. EH&S is finalizing and linking the above document to their existing guidelines accordingly. They are encouraging people to contact the Customer Care Team with feedback and questions, so that they improve the guidelines.

Gene Woodard is the Director of UW Facilities Operations for Building Services. Gene detailed three phases to addressing cleaning across campus. He said they began in March with cleaning and disinfecting all the academic and learning spaces. The next phase was a one-time deep cleaning of work areas, offices, break rooms, conference rooms, and high touch surfaces like hand rails, elevator buttons, etc. The goal was to make the campus as clean as possible. Custodians were maintaining daily service to occupied spaces and were disinfecting high-touch surfaces in public spaces with a goal of disinfecting high-touch surfaces twice each day. The third phase of work began in June and included projects not normally done during the regular course of work,



such as stripping/waxing floors in hallways and dusting hard to reach areas. All of this work was dependent on the custodian's 5 am to 1 pm work schedule.

As occupancy increased during these phases, UW Facilities began to train the custodians to protect themselves and take appropriate precautionary measures like maintaining 6-foot distancing from others.

Custodians currently plan to vacuum/sweep floors once a week in office spaces, leaving the daily sanitizing to the occupants. They plan to clean breakrooms and classrooms once a day. When there are multiple classes held in a room throughout a day, UW Facilities is considering the possibility of disinfecting classrooms twice a day. Gene praised EH&S' efforts for developing guidelines for PPE and disinfection.

Gene Woodard talked about the "Mini-Max" program where office workers assume the responsibility for their own disinfection and waste management services. Departments can buy their own cleaning supplies from 'The Safe and Clean storefront'. Departments could mention this program in their Unit's Site Specific Covid-19 Response Plan.

One of the members asked Gene Woodard about how departments should notify UW Facilities about increased occupancies in buildings and the need for cleaning services. Gene suggested that building managers could act as the primary point of contact regarding building re-occupancies and timelines. He also suggested contacting the Customer Care Team as alternative.

Rodney Worden is the Director for UW Facilities Maintenance and Construction. Their team has been inspecting buildings and ensuring the systems are working properly. They have been flushing water lines and replacing HVAC filters as needed. They have also been installing Plexiglas barriers, and have a [Plexiglas request form](#). This request form link can be found on both the EH&S and UW Facilities web sites. Rodney confirmed that the departments are responsible for the cost of the Plexiglas installation. Rodney also confirmed that the building coordinators will have access to the list in a GIS or XLS format. UW Facilities will have a link to the information from the Building Readiness Guidelines document.

Jeff Seidel is the Interim Director for UW Facilities Campus Utilities and Operations. Jeff said that campus utilities have been functioning as normal. The steam plant has been producing heat and chilled water without interruption. His staff are conducting electrical power system maintenance. They have maintained their scheduled regulatory work on life safety systems (fire and sprinkler systems) including annual testing.

Jeff said that before COVID-19, the City of Seattle had mandated a building HVAC retune process to save energy. His staff have been addressing the buildings in stages, starting with largest buildings. For each building, they have a 20-point checklist for HVAC inspection to verify components work as per their original function. Jeff addressed the complexities with city's mandatory HVAC retune. The rule restricts the amount of outside air, while the best practices for



COVID-19 prevention involve increasing the amount of outside air. UW Facilities will need City approval to adjust for COVID-19 prevention and any other specific requests from occupants. John mentioned that not all buildings have good HVAC flexibility, but they will try to adjust the amount of outside air for comfort. He said employees can submit requests for maintenance if temperature adjustments are needed.

6. Organizational Group Reports

HSC 1 –Ryan Hawkinson said that HSC-1 met via Zoom this morning (July 8). They had quorum, discussed OARS reports and approved meeting minutes. For the ‘Good of the Order’, they discussed the best practices for return to work. KUOW is on-site for broadcasting and Applied Physics Laboratory (APL) is following stringent controls on entry to their building. HSC-1 also discussed the issue of signage-overload in terms of placement and keeping them noticeable. APL described their plans to swap out signs so that they remain noticeable with change. In order to follow social-distancing, restrooms will have limited occupancy. They also discussed the security issues associated with closed public buildings, and will work on educating their staff on tailgating. They put in a process to report non-compliance with mask usage.

HSC 2 – Mark Pekarek said that they met on June 11. They discussed back to work plans, how to maintain social distancing and campus operations when on-site classes re-open.

HSC 3 – Kurt Oglesby said that HSC-3 met on June 17. They approved May U-Wide meeting minutes and discussed OARS reports. Andreea Minea and Anthony Colinares reported on June U-Wide meeting. Ramel Fuentes gave Union (WSFE) updates. Kevin Mason from the Counselling Center gave a brief return to work update.

HSC 4 – Christine Aker said that HSC-4 met on June 23 and discussed OARS reports. Carol Harvey (School of Dentistry) was elected as the new Co-Chair. HSC-4 discussed policies on face-covering and how to deal with employees not complying with mask usage. They decided it was an HR issue. They also discussed their status on COVID-19 plans, signage and elevator occupancy. They had a brief discussion on resources and PPE used in laboratories.

HSC 5 – Liz Kindred said that HSC-5 met on June 22. They reviewed OARS reports from April, May and June. She said there was an overall decrease in number of incident reports due to less patient activity and less operating rooms. There was also a decrease in incidents involving sharps handling injuries, but there was an increase in incidents involving employees with COVID-19 exposures.

The Workplace Violence Committee gave a presentation and reviewed workplace violence incidents that occurred in 2019. It was noted that there is increase in workplace violence incidents in Harborview Medical Center (HMC), but decrease in severity of those incidents. They also reported incidents outside of Psychiatry Unit.



HSC-5 will have representatives from Northwest Hospital at their next meeting.

Liz reported that due to staff members developing sensitivity and irritations to disposable masks, HMC Employee Health is providing resources to treat the skin irritation/sensitivity. Liz will share the flyer with the committee.

HSC 6 –Eric Camp and Tamara Leonard said that HSC-6 met on June 18 via Zoom, reviewed their OARS report, and approved the meeting minutes. Sarah O’Hara provided U-wide updates.

HSC 7 – Alexa Russo and Martin Arroyo said that HSC-7 met on June 9. They didn’t have OARS reports to review.

They are working on access to buildings so people have access to restrooms and drinking water. Martin added that they also discussed the cleaning process for plexiglass barriers.

HSC 8 – Christopher Barrett said that HSC-8 met on June 18. They did not have a quorum. They reviewed University Wide meeting minutes. Susan Wagshul-Golden gave a COVID-19 update for Pierce County.

HSC 9 – Sonia Honeydew said that HSC-9 met on June 30. They discussed COVID-19 safety concerns. The committee had specific questions about developing back to work department plans. After clarifying with EH&S, they confirmed that Colleges will need lower level departmental back to work plans in order to create their checklists. They also learned that according to Labor & Industries, work group gatherings should be no more than 10 employees, maintain the 6-foot spacing, and follow face-covering rules. Sonia said that people can anonymously report a face mask non-compliance concern via the EH&S’ [report a concern](#) tool.

HSC 10 – David Zuckerman said that HSC-10 met on June 15. They discussed OARS reports, U-Wide and COVID-19 updates. Stephanie Harrington is their COVID-19 coordinator. The College of Environment is funding automatic wall-mounted hand sanitizers in their buildings. They are working on the floor plans and signage for placement of the wall-mounted hand sanitizers. The units will be responsible for filling the hand-sanitizers. Chris Pennington asked if they discussed this with UW Facilities Building Services. David said he believed that Stephanie Harrington would have done so. Denise Bender mentioned that EH&S has a focus sheet available on [Hand-Sanitizer Fire Safety](#). David also mentioned that even though the UW is in Phase-2, the College of the Environment is continuing with work from home orders.

7. Faculty Senate Reports: Lesley Colby was not present.

8. Union Reports: Christine Kang and Amanda Clouser had no updates.

9. Ex-Officio Reports:



UW Facilities: Chris Pennington reported that UW Facilities back to work plan will be sent out this week. They are still encouraging work from home where possible.

Emergency Management: Barry Morgan reported that Emergency Management continues to operate virtually. WA State is looking at the PPE stockpiles in preparation for a spike in the number of COVID-19 cases. They will be meeting with UWMC and Hall Health representatives to prepare for and collaborate on setting up pop-up testing and/or immunization centers and to check if they need additional resources.

UWPD: Lt. Chris Jaross was not present.

DEOHS: Rick Gleason was not present.

UW Tacoma: Susan Wagshul-Golden was not present.

Attorney General's Office: Nancy Gwin reported that they are working on their return to work plans.

Claims Services: Ken Nielsen had no updates.

10. L&I updates: Erin McKeown reported that there were no citations related to the death of an HMC Healthcare worker who had contracted COVID-19.

EH&S updates: Denise Bender reported that EH&S is developing a policy and a visitor log as part of the tools for COVID-19 Prevention Plans. Denise said that the Purchasing Department has developed a catalyst survey for vendors/suppliers to ensure they are following a COVID-19 Prevention Plan and will ensure workers are attesting to being symptom free prior to any visits to the UW. EH&S will eventually have access to these records.

Katia Harb reported that EH&S is working on developing guidance to host summer/fall events. Katia also addressed the following frequently asked questions:

1. Can face shields replace face coverings? – No.
2. Are face coverings required in shared cubical office areas, even with half-barriers? – Yes.

11. Good of the Order: Sonia encouraged the committee members to send ideas for presentations at future U-Wide meetings.

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

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

August 12, 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 Update	Katia Harb	Discussion	15 min
Resources for Mental and Emotional Health	Lauren Updyke and Jessica Cole, Campus HR	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 Update Committee changes	Erin	Discussion	10 min
General updates	Katia or Denise		
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.