



# **Safely Restarting On-Premises Research, Scholarly and Creative Activities**

Helping departments create safe and inclusive  
learning and working environments for their  
teams during the COVID-19 pandemic

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## INTRODUCTION

This document is intended to aid programs with decision-making on safely restarting on-premises research, scholarly, and creative activities and fieldwork during Summer quarter 2020. All such activities should:

- Ensure the health and safety of all individuals
- Effectively address hybrid working (on and off-site) in a thoughtful and inclusive way
- Ensure conformity to State, Federal and County Health requirements and recommendations.

Research, scholarly and creative activities (“research” hereafter for brevity) are core missions of the University and can help contribute solutions to some of the challenges posed by the COVID-19 virus while speeding recovery after the pandemic. Over the coming months Western research will begin ramping up again as phased restrictions are gradually lifted. Stringent requirements will remain in place to ensure workplace safety, and changes will happen cautiously and gradually. We will continue to monitor public health guidance closely and, should conditions require it, research activities will be scaled back down.

### **Conditions under which this guidance applies.**

Until at least June 14<sup>th</sup> Western research will continue operating under Phase 1 conditions. During this time almost no on-premises research is allowed, except for a small number of individually-approved activities meeting requirements posted on the RSP homepage. After June 14<sup>th</sup> and in order for Western research to begin cautiously ramping up, two further conditions must be met: (1) Whatcom County is in Phase 2 of the Governor’s plan; (2) the University’s COVID-19 Incident Commander in consultation with senior leadership determines that conditions enable it. The guidance in this document applies when all conditions are met.

### **What programs need to do.**

Programs seeking to resume limited on-premises research this summer should prepare and submit for approval a plan that addresses the main elements covered in this document. Wherever practicable, programs that share a building with other units are asked to form a single unified planning group and produce a single plan for the building. Alternatively, programs that share a building may develop a common plan for communal spaces and individual plans for their own spaces and activities. A list of building contacts is provided in the [Appendix A](#). The guidelines presented in the following include recommended best practices based on current understanding while providing prompts for where flexibility and creativity may need to come into play. Departments can submit their plans through the ReADY system. Details on the submission process will be forthcoming. Plans will be reviewed by the respective College Dean(s), Environmental Health and Safety, Facilities Management and other groups and if there are questions or concerns they will work with you to address them. Once plans are approved and the above-described conditions are met, programs may implement their plans.

### **Involvement of researchers and other personnel.**

The University is currently assessing the situation to determine when it is best for some staff and other personnel to return to campus. Major components used in the decisions to reopen campus are the availability of testing, contact tracing and, of course, overall staff safety. Even when staff can return to campus, physical distancing is mandated by the State. High risk individuals, or any other person with an underlying health condition as defined by the CDC, would not return until the beginning of Phase 4 in the Governor’s plan at the earliest, and then maintain physical distancing when they do. In Phase 2, those who can work remotely should continue to do so. Those whose research requires them to work on-premises and can do so safely within the context of the plan approved for their unit should minimize their time on-premises. No one can be pressured to carry out on-premises research if they are concerned about their safety, the safety of others, or if they have home-care obligations. Students can seek help from their department chair or dean. Employees can contact their HR representative for help with any difficult situations in that regard.

### **Access and occupancy**

Most buildings on the Bellingham campus are expected to remain locked during the summer. Programs needing to arrange for building access should fill out a [ReADY Request](#). Programs will need to analyze their spaces and how those spaces will be used to determine allowable room occupancies. Because there are so many different kinds of spaces and uses, each situation needs to be analyzed in context by those who understand how the space is used. Programs needing assistance estimating occupancy capacity may contact Ellen Kuhlmann ([kuhlmae@wwu.edu](mailto:kuhlmae@wwu.edu)). For some context in estimating occupancy capacity, a recent analysis of classroom and teaching lab spaces on the Bellingham campus found average capacity factors with six feet of social distancing are about 19% and 25%-75%, respectively, for these two kinds of spaces. An approximate planning range of 150 – 300 sq. ft. per person in research laboratories may serve as a starting point. Everyone should refrain from using any space not included in the plan, including classrooms, even if they are in the same building (most classrooms are expected to be locked or taped shut during the summer). Minimizing the number of rooms in use allows a more efficient focusing of custodial resources.

### **Allowable on-premises research activities.**

As a planning principle, faculty and other principal investigators should be thinking in terms of minimum, rather than maximum limits, involving the fewest on-premises researchers for the briefest time necessary. Many research teams may choose to work entirely remotely this summer. If on-premises work (or fieldwork) is necessary, can be performed safely, and is consistent with public health directives, it must be limited to the scope of the program's / building's approved plan. It is not necessary in your plan to describe the specific research activities that will take place.

### **Fieldwork and research-related travel.**

Programs that need to conduct summer fieldwork should address these activities in their plan. Some guidance on planning for fieldwork is given below. With few exceptions, all travel is currently banned through May 31, and all out-of-state travel is banned through October 16. This includes grant-related travel. Researchers should monitor University communications for the latest information on travel restrictions.

### **Environmental Health and Safety and hazardous waste collection.**

Programs can plan on receiving EHS services during normal business hours, M-F from 8 am to 5 pm. [Click here](#) for more information on submitting a hazardous waste pickup request. Please email [ehs@wwu.edu](mailto:ehs@wwu.edu) or call x3064 for questions regarding safety training, hazard assessment review, hazardous waste collection and spill response.

### **Western Libraries and core facilities.**

Under Phase 1 conditions the Western Libraries are closed and unable to provide access to physical items in the collection. The University recognizes that physical collections access is necessary for both scholarship and instruction and is currently assessing what may be possible during Phase 2 and beyond. During both Phases 1 and 2 Scientific Technical Services, including the Instrument Center and Electron Microscopy facilities will accept samples by arrangement and analyze them on the researcher's behalf. In-person use of STS equipment is not possible, but remote instrument access and control are, by arrangement. The University Shops can also accept certain kinds of work by arrangement. The Advanced Materials Science and Engineering Center also provides services under Phases 1 and 2 by arrangement. For other multiuser facilities contact the host department. Researchers requiring the vivarium should prepare a single plan covering all users and provide a copy to the IACUC Chair and Janai Symons.

**Custodial services.**

Programs can plan on receiving custodial support for the cleaning and disinfection of public spaces and high-touch surfaces such as doorknobs and elevator buttons throughout the day, M-F. However, custodial services will not clean or disinfect technical equipment, lab bench surfaces, laboratory computers, or other areas or objects that may pose hazards and that are not normally serviced as part of routine custodial operations.

**Responsible conduct of research and conflict of interest training.**

This summer’s Research and Sponsored Programs Office RCR and COI training (mandatory for new researchers supported on certain Federal grants, e.g. NIH) will be offered online. Individuals requiring training will be contacted by Janai Symons.

**On-premises vendor visits.**

The current process is summarized below, with additional guidance in the appendix. Programs do not need to discuss vendor visits in their plans. Before the contractor can work on campus:

- The contract manager or WWU contact requests a COVID-19 Safety Plan from the contractor
- The contractor submits the COVID-19 Safety Plan to contract manager or WWU contact
- Contract manager or WWU contact reviews COVID-19 Safety Plan for completeness
- If COVID-19 Safety Plan is complete, the contractor is considered approved to come onto campus.
- Contract Manager submits information to Campus Onsite Tracking Report via the [Western Contractor Approved to Be Onsite form](#)

Once the contractor’s information is submitted they may begin work on campus. This information will be included in the report that Campus Police Dispatch sees, so they do not need to make a call to contractors to authorize visits. Please [see Appendix B](#) for additional information.

**Points of contact.**

Primary contact for Plan Coordinators on general questions  
 Environmental Health and Safety  
 Facilities Management (including custodial services and building access)  
 Space Administration

[ehs@wwu.edu](mailto:ehs@wwu.edu)  
[ehs@wwu.edu](mailto:ehs@wwu.edu)  
[FM Work Control Center](#)  
[Ellen Kuhlmann](#)

**Plan approval.**

Plan Coordinators will be notified throughout the review process if clarification is needed and upon review completion. The anticipated review sequence is as follows:

**Plan Coordinator → Department Chair(s) → EH&S → Facilities Mgt. → College Dean(s) for final approval**

## PLANNING AND IMPLEMENTATION ELEMENTS

Because Western research encompasses a wide range of laboratories, studios, performance, display, and other specialized spaces, a one-size-fits-all approach to planning is impractical. Planning groups will need to consider any unique attributes of their own spaces and how those spaces are used. Thus the following planning elements are presented as guidance to be included or modified as appropriate, and additional elements not listed here may in some circumstances also be required. [See Appendix E](#) for additional COVID-19 resources.

### Personnel

- **Designate a Plan Coordinator**

This individual will serve as the point of contact for the plan during the review and approval process. Once the plan is approved, they will be responsible for communicating any significant changes to EHS and seeking approval for significant deviations. They are also responsible for keeping affected individuals apprised of changes to the plan.

- Designate plan coordinator and note their W#. This information will be needed for the ReADY Request.

- **Designate a COVID-19 Site Supervisor**

A site-specific COVID-19 Supervisor shall be designated by the program at every location to monitor the health of research personnel and enforce the COVID-19 location safety plan. They must keep the plan current with changes to COVID-19 guidelines. A designated COVID-19 Supervisor must be available at all times during work and class activities.

- Designate a COVID-19 Site Supervisor.

- **Designate On-Site Personnel**

- Develop and maintain a list of on-site personnel including all faculty, staff, postdoctoral scholars, undergraduate and graduate researchers and their corresponding departments. These individuals will be automatically placed on the University's Critical On-Site Personnel List. Please note their W#'s as this information will be needed for the ReADY Request. Users on the list do not need to register daily before coming to the workplace. However, any individuals not on the list will continue to require daily registration as per the guidance for Phase 1 conditions. Due to social distancing constraints the capacity of your building may be significantly reduced and a process for prioritizing access may be needed. If a shift- or group-based work schedule is implemented, seek to minimize contact between shifts / groups.

- **Develop a Training Plan**

- The details of the plan must include a description of the training processes for returning personnel. Training must be completed on the first day of returning to work/ class and weekly thereafter. Elements of such processes must include:
  - Assigned reading of your plan.
  - Assigned reading of [Western's COVID-19 Prevention in the Workplace](#)
  - Instructions for reporting illness to immediate supervisor (see below)
  - Instructions for daily symptom attestation (see below)
  - Informing on-site personnel of any updates to the plan due to WWU COVID-19 policy changes (determined by Plan Coordinator)

- **Develop a Daily Log of All Personnel**

Develop a daily log of research personnel, employees, students, and visitors. The log must include the name, phone number, and email address of all research personnel, employees, students and visitors. The logs must be kept for at least four weeks.

- Develop Daily Log

- **Research Staff Support**

The Plan Coordinator should bring research students and staff into the conversation. There has been major disruption across multiple areas of life and experiences will vary widely as will people's expectations, comfort and concerns with working on-site again. Plan to provide extra support as needed. No one can be pressured to carry out on-premises research if they are concerned about their safety, the safety of others, or if they have home-care obligations. Students can seek help from their department chair or dean. Employees can contact their HR representative for help with any difficult situations in that regard.

- Develop and establish a routine to check in with research staff and incorporate the following items.
  - Provide clear information
  - Enroll your research staff in making these decisions as a group
  - Name and honor the fact that different people face different situations in these decisions. (The distinction between equity and equality is critical here.)

## Health and Safety

- **COVID-19 Symptom Attestation:** Each individual must perform symptom checking each day prior to coming to the workplace. The following document must be shared with workers: [WA DOH COVID-19 Guidance for Screening of Staff and Visitors](#). If symptomatic, an employee must report their condition to their supervisor and must not come to the workplace. See information below on what to do if a worker reports symptoms.
  - Specify who on-site personnel will be sending their attestations to.
- **Personal Protective Equipment and Face Covering Use:** Ensure lab personnel are trained in the hazards of the workplace and understand their hazard assessment. All researchers are asked to conserve personal protective equipment (PPE) whenever possible. Providing PPE as required in the hazard assessment is the responsibility of the research group.

Beginning June 8, 2020, all research personnel are required to wear cloth face coverings, except when working alone in an office, vehicle, or at a job site, or by any individual who is deaf or hard of hearing – or who is communicating with someone – who relies on language cues such as facial markers and expression and mouth movements as a part of communication, or when the job has no in-person interaction. Individuals may choose to wear their own facial coverings at work, provided it meets the [minimum requirements](#).

  - If needed, review and complete [hazard assessment](#) that identifies PPE specific to tasks and operational requirements.
  - Programs needing face coverings should order through [ESM Marketplace](#) under the COVID-19 Supplies Catalog.
- **Encourage good hygiene:** Practicing proper hygiene is a foundational element to minimize the spread of disease.
  - Identify and confirm the availability of handwashing stations and supplies.
  - Identify locations for posting COVID-19 Posters and Graphics to encourage proper hygiene. Downloadable signage is available from [Western's COVID-19 Learn to Be Well Posters Webpage](#) or the [CDC](#).
- **Workplace cleaning and disinfecting** - Disinfectant wipes can be ordered via a [ReADY Request](#) under 'Issue Not Listed'. Personnel should disinfect at the beginning and end of facility use.
  - Create procedures for cleaning and disinfecting general areas and identify high-touch surfaces, including benchtops, switches, and commonly used tools or equipment.
  - Describe the safety precautions that are taken when using disinfectant(s).

## Facilities and Physical Access

- **Create a plan for social and physical distancing.** [See Appendix C](#) for an example.

- Consult floorplans (available [here](#)) and use your knowledge of how spaces are used to perform an occupancy analysis for each space based on a minimum social distance of 6 ft. Plans should include floorplans (an example is provided in the appendix).
  - Identify pinch points. If needed, plan to mark floors to encourage physical distancing or to indicate regions of one-way traffic.
  - Consider moving equipment or reassigning lab benches or desks to maintain physical distancing.
  - Identify the maximum number of users per room/ separate space
- Consider creating a staggered shift schedule for researchers to minimize peak occupancy; online signup calendars such as Google Calendar are recommended.
- **Develop and maintain a facility scheduling plan**
  - Identify shared spaces and equipment in your building that require coordination to minimize interactions. If needed, create a usage scheduling plan. Clearly state if, when, and where face coverings are required in shared spaces.
  - Identify customer-facing tasks and if those tasks can be minimized or eliminated utilizing modified procedures. (I.e. sample pickup and drop off)
  - Use of staggered shifts may be necessary for some spaces and equipment; online signup calendars such as Google Calendar are recommended.
- **Develop a plan for building access.** Buildings will continue to be locked. If your students or staff need to have a key or fob to gain access, please fill out a [ReADY request](#), unless your department has developed other access plans.

## Preparedness

- **Responding to Illness and Reporting Infection and Exposure** – Supervisors can refer to [this guidance document](#) to determine what to do if an employee may have COVID-19. If symptomatic, an employee should report their condition to their Supervisor, who then reports to HR. HR will report this to the University’s Medical Director, per section 2 of the [communicable disease policy](#). The Supervisor or Manager should close and lock any potentially affected areas and email [FM Work Control](#) or call at x3420 to initiate cleaning and disinfection protocols.
  - Specify who on-site personnel will need to contact, if they start to display symptoms. Employees have an ethical and legal obligation to minimize exposure via this form of communication.
  - Develop process for workers to report potential exposure to supervisor.
- **Continuity Plan** – Consider starting a continuity plan in the event a surge in cases occurs and your space became suddenly inaccessible for up to 2 weeks. Click [here](#) to find the *Guide for Lab Research Continuity Planning* document, under the Emergency Planning section.

## Fieldwork

Please see [Appendix D](#) for **COVID-19 Field Course Protocols**. Based on current understanding, risks of exposure to the coronavirus are lower outdoors than in enclosed spaces. That said, research in such environments can still present risks that must be addressed.

Plans should address:

- A. Safety Kit
- B. Hand Hygiene
- C. Face Coverings and Disposable Gloves
- D. Cleaning and Disinfecting Surfaces
- E. Before Departure Orientations
- F. General Field Course Activities
- G. Extended and Overnight Travel

GOVERNOR INSLEE'S PHASED APPROACH TO REOPENING WASHINGTON STATE

<b>WASHINGTON'S PHASED APPROACH</b> Modifying Physical Distancing Measures as we Reopen the State				
	 <b>Phase 1</b>	 <b>Phase 2</b>	 <b>Phase 3</b>	 <b>Phase 4</b>
<b>High-Risk Populations*</b>	Continue to Stay Home, Stay Healthy	Continue to Stay Home, Stay Healthy	Continue to Stay Home, Stay Healthy	Resume public interactions, with physical distancing
<b>Recreation</b>	Some outdoor recreation (hunting, fishing, golf, boating, hiking)	Outdoor recreation involving 5 or fewer people outside your household (camping, beaches, etc.)	<ul style="list-style-type: none"> <li>- Outdoor group rec. sports activities (50 or fewer people)</li> <li>- Recreational facilities at &lt;50% capacity (gyms, public pools, etc.)</li> <li>- Professional sports without audience participation (horseracing, baseball, etc.)</li> </ul>	Resume all recreational activity
<b>Gatherings (social, spiritual)</b>	<ul style="list-style-type: none"> <li>- None</li> <li>- Drive-in spiritual service with one household per vehicle</li> </ul>	Gather with no more than 5 people outside your household per week	Allow gatherings with no more than 50 people	Allow gatherings with >50 people
<b>Travel</b>	Essential travel and limited non-essential travel for Phase I permissible activities	Essential travel and limited non-essential travel for Phase I & II permissible activities	Resume non-essential travel	Continue non-essential travel
<b>Business/Employers</b>	<ul style="list-style-type: none"> <li>- Essential businesses open</li> <li>- Existing construction that meets agreed upon criteria</li> <li>- Landscaping</li> <li>- Auto/RV/boat/ORV sales</li> <li>- Retail (curb-side pick-up orders only)</li> <li>- Car washes</li> <li>- Pet walkers</li> </ul>	<ul style="list-style-type: none"> <li>- Remaining manufacturing</li> <li>- Additional construction phases</li> <li>- In-home/domestic services (nannies, housecleaning, etc.)</li> <li>- Retail (in-store purchases allowed with restrictions)</li> <li>- Real estate</li> <li>- Professional services/office-based businesses (telework remains strongly encouraged)</li> <li>- Hair and nail salons/barbers</li> <li>- Pet grooming</li> <li>- Restaurants/taverns &lt;50% capacity table size no larger than 5 (no bar-area seating)</li> </ul>	<ul style="list-style-type: none"> <li>- Restaurants/taverns &lt;75% capacity/ table size no larger than 10</li> <li>- Bar areas in restaurant/taverns at &lt;25% capacity</li> <li>- Movie theaters at &lt;50% capacity</li> <li>- Customer-facing government services (telework remains strongly encouraged)</li> <li>- Libraries</li> <li>- Museums</li> <li>- All other business activities not yet listed except for nightclubs and events with greater than 50 people</li> </ul>	<ul style="list-style-type: none"> <li>- Nightclubs</li> <li>- Concert venues</li> <li>- Large sporting events</li> <li>- Resume unrestricted staffing of worksites, but continue to practice physical distancing and good hygiene</li> </ul>

\* High-risk populations are currently defined by CDC as: persons 65 years of age and older; people of all ages with underlying medical conditions (particularly not well controlled), including people with chronic lung disease or moderate to severe asthma, people who have serious heart conditions, people who are immunocompromised, people with severe obesity, people with diabetes, people with chronic kidney disease undergoing dialysis, and people with liver disease; people who live in a nursing home or long-term care facility.

## Appendix A: Building-level Contacts

Building	Departments	Points of Contact	Email	
Acad. Instruct. Ctr. East (AI)	Psychology	Jim Graham	<a href="mailto:graham7@wwu.edu">graham7@wwu.edu</a>	
	Behavioral Neuroscience	Kelly Jantzen	<a href="mailto:jantzek@wwu.edu">jantzek@wwu.edu</a>	
Communications Facility (CF)	Physics	Janelle Leger	<a href="mailto:legerj@wwu.edu">legerj@wwu.edu</a>	
	SciTech	David Patrick	<a href="mailto:dpatrick@wwu.edu">dpatrick@wwu.edu</a>	
	AMSEC	Stephen McDowall	<a href="mailto:mcdowas@wwu.edu">mcdowas@wwu.edu</a>	
	Computer Sciences	Phil Nelson	<a href="mailto:phil@wwu.edu">phil@wwu.edu</a>	
Environmental Studies (ES)	Huxley	Steve Hollenhorst	<a href="mailto:hollens@wwu.edu">hollens@wwu.edu</a>	
		Angela Strecker	<a href="mailto:strecka2@wwu.edu">strecka2@wwu.edu</a>	
		Wayne Landis	<a href="mailto:landis@wwu.edu">landis@wwu.edu</a>	
		David Wallin	<a href="mailto:wallin@wwu.edu">wallin@wwu.edu</a>	
	Geology	Jackie Caplan-Auerbach	<a href="mailto:caplanj@wwu.edu">caplanj@wwu.edu</a>	
	SciTech	David Patrick	<a href="mailto:dpatrick@wwu.edu">dpatrick@wwu.edu</a>	
	AMSEC	Stephen McDowall	<a href="mailto:mcdowas@wwu.edu">mcdowas@wwu.edu</a>	
	Biology (BI)	Biology	Ben Miner	<a href="mailto:minerb2@wwu.edu">minerb2@wwu.edu</a>
			Peter Thut	<a href="mailto:thutp@wwu.edu">thutp@wwu.edu</a>
Morse Hall (CB)	Chemistry	Clint Spiegel	<a href="mailto:spiegep@wwu.edu">spiegep@wwu.edu</a>	
Arntzen Hall (AH)	Anthropology	Todd Koetje	<a href="mailto:tkoetje@wwu.edu">tkoetje@wwu.edu</a>	
Ross Engineering (ET)	Engineering and Design	Jeff Newcomer	<a href="mailto:newcomj@wwu.edu">newcomj@wwu.edu</a>	
		David Frye	<a href="mailto:fryed2@wwu.edu">fryed2@wwu.edu</a>	
Fine Arts Building (FI)	Art	Julia Sapin	<a href="mailto:sapinj@wwu.edu">sapinj@wwu.edu</a>	
Carver (CV)	Health and Human Development	Keith Russell	<a href="mailto:russe121@wwu.edu">russe121@wwu.edu</a>	
Performing Arts Ctr. (PAC)	College of Fine and Performing Arts	Kit Spicer	<a href="mailto:spicerc2@wwu.edu">spicerc2@wwu.edu</a>	
		Fred Ramage	<a href="mailto:ramagef@wwu.edu">ramagef@wwu.edu</a>	
		Music	Patrick Roulet	<a href="mailto:proulet@wwu.edu">proulet@wwu.edu</a>
Shannon Pt. Marine Ctr. (SPMC)	Marine and Coastal Science	Brian Bingham	<a href="mailto:bingham@wwu.edu">bingham@wwu.edu</a>	
Commissary	Theatre and Dance	Kit Spicer	<a href="mailto:spicerc2@wwu.edu">spicerc2@wwu.edu</a>	

## Appendix B

# COVID-19 INFORMATION FOR UNITS WITH CONTRACTORS AND VENDORS WORKING ON SITE

This document is a set of guidelines for University departments or units to follow or review with contractors or vendors hired to work in University facilities.

### 1. Stay home when sick.

- All personnel experiencing symptoms of illness must not work on site.
- Any personnel who develops symptoms while working at a University location must not remain on site. Symptoms may include fever, cough, shortness of breath and other respiratory symptoms, such as sore throat, runny nose and sneezing, chills, and loss of taste or smell.
- Any personnel who has been in close contact with a person with confirmed COVID-19 must stay home for 14 days since their last contact with that person. During that time, the close contact should monitor their symptoms closely, including taking their temperature daily.
- **Reporting:** A University department or unit that learns of a suspected or confirmed COVID-19 case among an employee, contractor or vendor is required by policy to notify the University Medical Director at 360-650-3400. In addition, the University unit informs the contractor or vendor to report cases of COVID-19 positive employees that have worked on a University worksite since 48 hours before symptoms started. University employees are expected to follow the [University's Reporting Communicable Diseases Policy \(POL-U1000.12\)](#).
- **Symptom Screening/Attestation for COVID-19:** University contractors and vendors who work on site at a University work location are subject to the same [symptom attestation recommendations](#) as Western employees. The University department or unit confirms its contractor or vendor has an established COVID-19 daily symptom attestation plan. The University may ask to review it.

### 2. Maintain social and physical distancing.

All personnel must maintain at least a six-foot distance from other people. If it is difficult to maintain distance due to the nature of the work or location, personnel should work in shifts and set up schedules so that the number of people working at any one time does not preclude the ability to maintain a six-foot distance.

### 3. Practice good hygiene.

- Cloth face coverings must be worn by every employee not working alone (with no chance of human interaction) on the jobsite unless their exposure dictates a higher level of protection under L&I guidance.
- Frequently wash your hands with soap and water, for at least 20 seconds, or use hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose or mouth.

### 4. [Clean and disinfect](#) work surfaces and frequently touched surfaces often.

### 5. Contractors and vendors are required to follow all Western worksite safety requirements including the use of **personal protective equipment** as required.

## More information

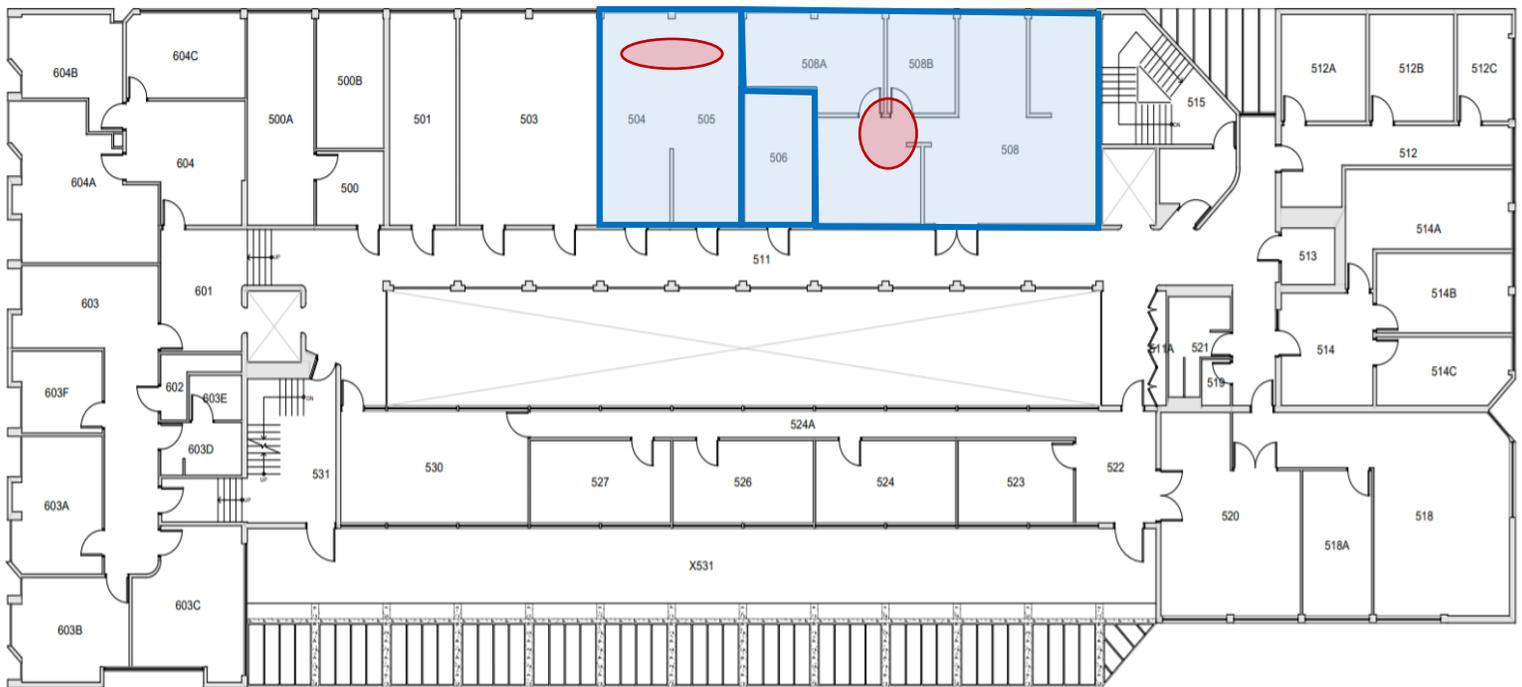
Visit the University's [Coronavirus Information](#) webpage for additional information and resources for the Western community. Or call the University's Environmental Health & Safety Office at 360-650-3064.

# Appendix C

## Example Floor Plan/Occupancy

Rooms	Approx. ft <sup>2</sup>	Max Occupancy
504/505	500	2
506	120	1
508	935	3

 Pinch Point  
 Utilized Space



## Appendix D

# COVID-19 Field Course Protocols

### First and Foremost

The health and safety of faculty, staff and students is Western's number one priority. If a student does not feel safe continuing field course work or has concerns about others placed at risk, please inform the course leader. Keeping a respectful, open dialogue will allow course participants to work together to overcome any concerns and move forward with field course objectives.

Basic guidelines include:

- ***PLEASE stay home if you feel sick, if anyone in your household is sick, or you believe you may have encountered an individual known or suspected to be infected. COVID-19 symptoms include:***
  - ***Fever (100.4F or higher) or chills***
  - ***Cough***
  - ***Shortness of breath***
  - ***Sore throat***
  - ***Headache***
  - ***Gastrointestinal symptoms, such as nausea, vomiting, or diarrhea***
  - ***Respiratory symptoms, such as a runny nose***
  - ***Fatigue***
  - ***Muscle pain***
  - ***New loss of taste or smell***
- ***If you begin to feel unwell while in the field, immediately notify the course leader. Avoid any close contact with other participants and once your class is safely out of the field, go home right away, stay there and contact your healthcare provider and the Student Health Center 360-650-3400.***
- ***Always practice your COVID-19 protective measures. Wear your face covering, maintain social distancing (at least 6 feet), wash or sanitize hands frequently, practice cough/sneeze etiquette, avoid touching your eyes, nose or mouth with unwashed hands, and understand COVID-19 symptoms.***

See the [Appendix E](#) for resources to help course leaders stay informed about COVID-19 risks and provides links to local, state and federal guideline resources.

## COVID-19 Field Course Protocols

### Application

These protocols apply to curriculum-required courses where learning takes place in a natural environment under the supervision of a course leader. Field courses provide students with an opportunity to gain supervised, practical experience by applying the classroom knowledge, theory, and skills of their discipline in the field. Generally, field courses do not include “field trips” of limited duration that are only a small component of classroom activities, however these protocols do apply to field trips as well.

### Supplemental

Western’s COVID-19 field course protocols are intended to supplement existing risk management protocols that may have been adopted by course leaders as part of their normal planning and preparation for field work.

Considerations for general risk management protocols are available online at [Field Course Risk Management Toolkit](#).

### Content

Western’s COVID-19 field course protocols are based on Center for Disease Control (CDC) and Washington State Department of Health (DOH) recommendations, and Washington State Department of Fish and Wildlife (WDFW) field work protocols. All field course participants will follow social distancing, prevention, and cleaning/disinfecting protocols provided below during all field course operations. Protocols will be revised as University, Washington State, CDC or other directives evolve. This protocol covers the following sections:

- A. Course Leader Attestation
- B. Safety Kit
- C. Hand Hygiene
- D. Face Coverings and Disposable Gloves
- E. Cleaning and Disinfecting Surfaces
- F. Before Departure Orientations
- G. General Field Course Activities
- H. Extended and Overnight Travel

## A. Course Leader Attestation

This section is not about COVID-19 symptom attestation. This section is about course leaders attesting that they have read, understand and will follow the follow COVID-19 field course protocols, and the general field course risk management to the extent appropriate for their field course. An e-sign form will be used for this process. The anticipated review and approval sequence for the e-sign form attestation will be:

Course Leader: Completes and submits to Chair.

Chair: Reviews and approves to Director of RCPS.

Director of RCPS: Reviews and approves to Director of EHS.

Director of EHS: Reviews and approves to RSP or Dean.

RSP (only if sponsored by third-party grant or contract): Reviews and approves to Dean.

Dean: Reviews, approves and locks the form.

## B. Safety Kit

Items that are required for your personal safety kit for field course work include the following:

- **Face coverings:** A cloth face covering that fits snugly but comfortably against the side of the face, is secured with ties or ear loops, includes multiple layers of fabric while still allowing breathing without restriction and can be washed, laundered and machine dried without damage or change to shape
- **Disposable gloves:** Gloves that can be discarded after each use such as nitrile and latex gloves
- **Hand sanitizer:** An alcohol-based hand sanitizer that has greater than 60% alcohol
- **Disinfecting wipes:** Wipes containing disinfectants that kill germs on surfaces
  - If disinfectant wipes are not available, other options are available as described in Section E below
- **Tissues:** Soft, absorbent, disposable facial tissues used for covering your mouth and nose when nose-blowing, coughing, or sneezing. If tissues are not available, use the inside of your elbow
- **Disposal bags:** A plastic garbage bag or zip lock bags to dispose of used safety kit items, like gloves or tissues
- **Hand soap:** A bar or container of soap for handwashing
- **Portable hand washing system:** 5-gallon bucket with lid, water container with spigot, hand soap in sealable bag or container, disposable paper towels or napkins for drying
- **Safety kit container:** A sealable plastic box or small tote with all necessary safety kit items in sufficient quantities for the duration of the field course work

## C. Hand Hygiene

Five steps to wash your hands the right way:

- **Wet** both hands under clean, running water (warm or cold), turn off the tap, and apply soap
- **Lather** hands by rubbing them together with soap. Lather the backs of your hands, between your fingers, and under your nails
- **Scrub** hands for at least 20 seconds (*hum the birthday song two times*)
- **Rinse** hands well under clean, running water
- **Dry** hands using a clean towel or air dry them

Key times to wash hands:

- Before preparing or eating food
- After using the restroom or other shared facilities
- After blowing your nose, coughing, sneezing
- After touching an animal, animal feed, or animal waste
- After removal of any safety kit items
- After touching garbage

Using hand sanitizer:

- Use hand sanitizer, if handwashing is not readily available
- Apply the gel product to the palm of one hand and rub hands together
- Cover all surfaces of hands and fingers and scrub until hands are dry

## D. Face Coverings and Disposable Gloves

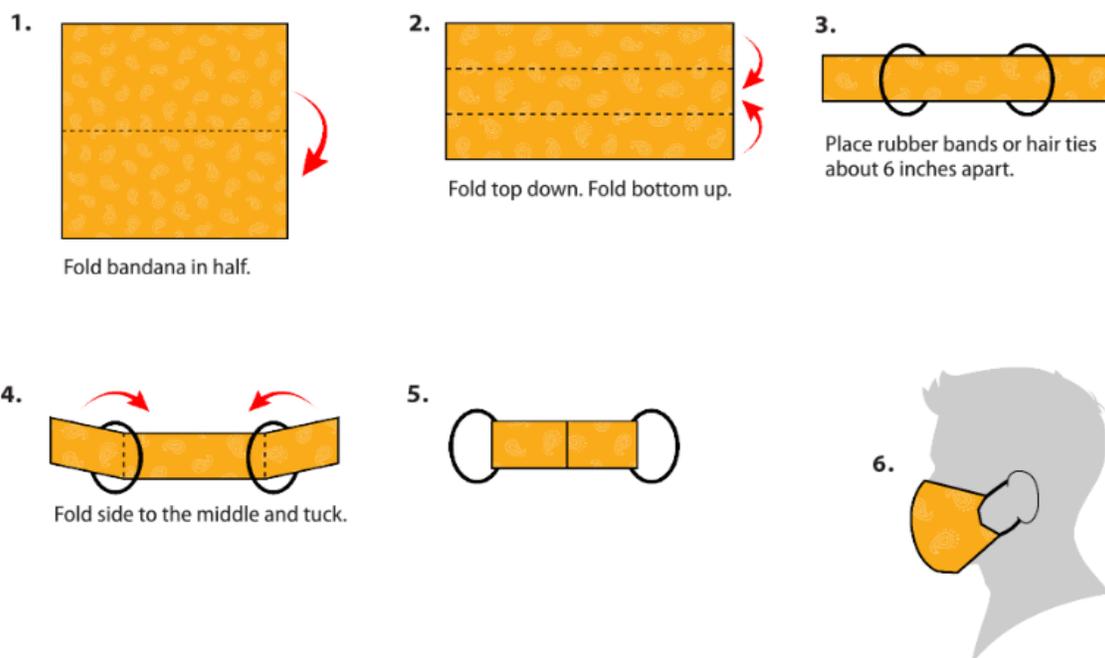
Using, removing, disposing and cleaning face coverings:

- Face coverings will be used by field course participants when they are around other people, especially when 6 foot social distancing cannot be consistently maintained between them, whether inside or outdoors
- Local government jurisdictions, e.g. counties, may be more stringent, such as recommending that face coverings be used at all times while in indoor or outdoor public spaces, regardless of social distancing. Those recommendations should be followed while in that jurisdiction's public spaces
- Out of an abundance of caution, field course participants may choose to wear face coverings at all times during field course activities, except when a participant is alone or far apart from other participants

- If a participant has a health condition or circumstance that make wearing a face covering difficult or dangerous, they should advise the course leader during orientation before the course begins
- Remove face covering by grasping ties or elastics of the covering and remove from face without touching the front of the covering. Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering
- Place face covering in zip lock bag for washing later
- Immediately wash or sanitize hands after removing face covering and securing in bag
- Face coverings should be routinely washed depending on frequency of use, hand washing with soap or a washing machine should suffice
- Course leaders and students should use a minimum of 1 clean face covering per day

Do-it-yourself face covering:

- Materials: Bandana, scarf or square cloth and rubber bands or hair ties



- For a sewing tutorial follow:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Using, removing and disposing disposable gloves:

- Please note: Some healthcare professionals say gloves do not give you an added layer of protection and may provide a false sense of security. However, gloves are helpful if they remind you to not touch your face

- Gloves should be worn in public when handwashing or sanitizing is not readily available
- When removing gloves remember glove to glove, skin to skin
  - Using a gloved hand, grasp the palm area of the other gloved hand (not the edge) and peel off first glove
  - Hold removed glove in gloved hand
  - Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
- Discard used gloves in your disposal bag
- Immediately wash or sanitize your hands after removing gloves

***Remember that face coverings and disposable gloves are not a substitute for social distancing, washing hands/using hand sanitizer, and cleaning and disinfecting surfaces***

## E. Cleaning and Disinfecting Surfaces

Cleaning and disinfecting surfaces, including equipment, gear and vehicles:

- **Cleaning** refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection
- **Disinfecting** refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or removes germs, but by killing germs on a surface after cleaning it, it can further the risk of spreading infection
- A list of products EPA-approved for use against the coronavirus can be found here:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

<b>Household cleaners and disinfectants, including wipes</b>	<b>Bleach solution</b>	<b>Alcohol solutions</b>	<b>Hydrogen Peroxide</b>
Follow the instructions on the label to ensure safe and effective use of the product.	Mix 5 tablespoons (1/3rd cup) bleach per gallon of water or 4 teaspoons bleach per quart of water. Scrub clean.	Solutions need at least 70% alcohol. Wipe surface wet and clean.	Household solutions are 3% and sufficient. Wipe surface wet and clean.

Follow the instructions	Let sit 1 min.	Let sit 30 sec.	Let sit 1 min.
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- **Conduct routine disinfecting of frequently touched surfaces and objects** (e.g. tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks, equipment, tools, and electronics) with cleaners/disinfectants appropriate for their surface, following label instructions
- **Hard (non-porous) Surfaces:**
  - Clean dirty surfaces using a detergent or soap and water prior to disinfection
  - Disinfect surfaces using disinfectant wipes
    - If wipes are not available, use other solutions described above
- **Soft (porous) Surfaces** (e.g. carpets, rugs, fabrics, and washable gloves):
  - Clean with appropriate cleaners indicated for use on the surface type
  - Launder items as appropriate in accordance with the manufacturer’s instructions
- **Electronics** (e.g. cell phones, tablets, keyboards, laptops, touch screens, and controllers):
  - Follow the manufacturer’s instructions for all cleaning and disinfecting products
  - Consider use of wipe-able covers for electronics
  - If no manufacturer guidance, consider using an alcohol-based wipe or spray containing at least 70% alcohol to disinfect touch screens
  - Dry surfaces thoroughly
- **Vehicles:**
  - Clean/disinfect surfaces as appropriate for the surface type as outlined above
  - Pay closer attention to high use touched items such as the steering wheel, shift levers, door handles (inside and out), hand grips, arm rests, signal/light levers, dash buttons, and radio buttons
  - Clean/disinfect the vehicle before and after each use

## F. Before Departure Orientations

General protocols:

- Course leaders and students must wash or sanitize hands before meeting
- Course leaders and students must wear face coverings and disposable gloves per Section D above, especially when unable to maintain 6 foot social distancing from each other
- Course leaders must clean/disinfect frequently touched surfaces and objects
- If possible, utilize the same space consistently and keep it organized and clean

- Provide students a copy of this document to bring along for reference

Orienting course participants - extra precaution is advised:

- If course orientation can occur outdoors, that may be preferable
- If orienting one person at a time, set different appointment times for each person, if possible
  - Meet in a space that can accommodate social distancing of 6 feet or more. Face coverings and, if possible, disposable gloves should be worn per Section D above
  - Have course materials (including this document) and assigned equipment for each individual ready to go
- If congregating for orientation, course leaders and students must meet in an appropriate meeting space that can accommodate social distancing of 6 feet or more between each person. Face coverings and, if possible, disposable gloves should be worn per Section C above
  - Course leaders will clean and disinfect frequently touched surfaces and objects upon entering and exiting the space
  - Have course materials (including this document) and assigned equipment for each individual ready to go
  - No handshakes or elbow bumps to maintain social distancing
  - If traveling together on the elevator to the meeting, maintain a 6 foot distance (~2 people at a time maximum) or have one person take the elevator at a time if this is not possible. Face coverings should be worn
- Ask each participant privately, while maintaining social distancing, to attest that they are not sick and are free from
  - Fever (100.4 F or higher) or chills
  - Cough
  - Shortness of breath
  - Sore throat
  - Headache
  - Gastrointestinal symptoms, such as nausea, vomiting, or diarrhea
  - Respiratory symptoms, such as a runny nose
  - Fatigue
  - Muscle pain
  - Loss of taste or smell

- Ask participants to notify you in private if they have a health condition or circumstance that makes wearing a face covering difficult or dangerous
- Equipment, gear and tools
  - Wipe down items with disinfecting wipes before handing to participants
- Electronic devices - including laptops, smartphones and other devices
  - Make sure items are set up prior to leaving
  - Wipe down items with disinfecting wipes before handing to participants
  - Make sure participants understand how to use the devices
  - Verify participants know how to connect online and access applications that will be used

## G. General Field Course Activities

### Vehicles:

- Vehicle occupancy:
  - Cars and minivans – Maximum of 2 occupants (driver and one passenger)
  - Large passenger vans (12-passenger vans) – Maximum of 3 occupants (driver and 2 passengers)
- Occupant protocols:
  - Occupants must wear cloth face coverings at all times, unless traveling alone
  - Maximize distance between occupants, sitting behind and diagonally from each occupant
  - Cover coughs and sneezes with upper sleeve or tissue. Dispose of tissue in a zip lock bag
  - If a passenger or driver is sick, they should stay home
  - Wash or sanitize hands before and after riding in the vehicle.
  - Disinfect frequently touched surfaces in the vehicle before and after each use
  - Avoid using the recirculated air option for the vehicle's ventilation during passenger transport. Use the vehicle's vents to bring in fresh outside air and/or lower the vehicle windows
  - Individuals at higher risk of illness (older adults or those with serious underlying medical conditions) should consider traveling alone in a vehicle
  - A safety kit container (with required items listed in Section B above) and a portable hand washing system or hand sanitizer must be in each vehicle and readily available
- Getting fuel
  - Plan ahead to minimize the number of fuel stops
  - Use extra precaution at all fueling stations, use disinfecting wipes and wear disposable gloves

- Other stops
  - Avoid unnecessary stops where you are more exposed to other people, particularly grocery store or convenience store stops for coffee, beverages, snacks, or meals.

***Interactions with the general public and local stores should be limited and/or avoided while traveling to the field course site***

Restrooms:

- Use public rest areas where appropriate adding extra precaution
  - Use disinfecting wipes to clean/disinfect any frequently touched surfaces
  - Wash hands thoroughly after and use paper towel to open restroom door on exiting

During field course work:

- Course leaders and students will wear face coverings and, if possible, disposable gloves per Section C above, especially if a 6 foot distance from one another cannot be consistently maintained
- Course leaders and students will be assigned specific equipment, and their related tasks
  - Keep assigned equipment separate from others
    - Do not share any equipment with course leaders and students (including laptops, smartphones, datasheets, pens/pencils, tools, and traps), unless disinfected beforehand
  - Use disinfecting wipes to clean/disinfect equipment after each sustained period of use or at a minimum at the end of the day (including vehicles)
    - Disinfect with disinfecting wipes or other solution described in Section E above
  - Store equipment and gear at assigned locations or assigned vehicles (if safe and well protected)

## H. Extended or Overnight Travel

Some field courses may require travel to course site locations and staying overnight for several days at a time. All course leaders and students must follow social distancing and preventative guidelines and be respectful of local communities and their resources.

- Before departure, course leaders should ask all participants to attest that they are not sick as described in Section F above
- Course leaders and students must follow local community guidelines
  - Do not overcrowd public spaces

- Maintain a 6 foot distance from people
- Wash hands frequently or use hand sanitizer
- Use disinfecting wipes on frequently touched surfaces and objects
- Wear a face covering and disposable gloves when in indoor and outdoor public spaces

#### Getting groceries:

- Currently there is no evidence of food or food packaging being associated with transmission of COVID-19
- Participants should prepare food and water for the road. Pack non-perishables in case stores and restaurants are closed
- If able, course leaders and students should obtain groceries prior to leaving
- If participants must get groceries along the way, follow grocery store guidelines on capacities, inventory and maintain a 6-foot distance from other shoppers
  - Wipe down carts and dispose wipes in trash receptacles
  - Use caution when using self-checkout systems
  - Use hand sanitizers in addition to washing hands
  - Be respectful of others, especially workers that have put themselves on the frontlines

#### Medications:

- Participants should bring any prescription medicines that will be needed for the duration of the field course

#### Getting food to go:

- Currently there is no evidence of food or food packaging being associated with transmission of COVID-19
- If possible, prepare food and water for the road. Pack non-perishables in case restaurants and stores are closed
- Maintain social distancing with other patrons
- Supporting local business seems like a great option, but be mindful of workers and their risks and the potential for spreading the virus
- If you are getting food from a local establishment, take extra precaution
- Call the restaurant ahead of time and ask how they are protecting you and their workers
- If possible, transfer the food to a different container and wash your hands before eating
- DO NOT share food or drinks with others

Staying overnight:

Prior to arriving, know your local options and call ahead to book your room or campsite, follow their guidelines

- Hotels/Motels

- Call the hotel/motel prior to departure and ask how they are protecting customers and what guidelines are in place
- Upon arrival follow check-in guidelines
- Wear a face covering and disposable gloves while interacting with hotel staff and when entering your room
- Clean/disinfect any surfaces and objects that are frequently touched like tables, doorknobs, light switches, countertops, handles, desks, phones, remote controls, toilets, and sink faucets prior to removing your face covering or disposable gloves
- Avoid any room services during your stay
- Upon departure, clean/disinfect any surfaces and objects to protect hotel staff

- Camping

- If you are camping during your field course work, be mindful of the campsite facilities and follow guidelines for cleaning and disinfecting commonly used shared space, e.g., restrooms
- Only one person per tent
- Follow social distancing guidelines if you encounter other people
- Wear a face covering and disposable gloves if around other people in public spaces

[Be smart and respectful, stay safe and healthy, and follow COVID-19 protective measures](#)

## Appendix E

### COVID-19 Resources

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	<a href="#">CDC Coronavirus (COVID-19)</a>
	<a href="#">CDC Communication Resources and Printable Posters</a>
	<a href="#">EPA Disinfectants for Use Against SARS-CoV-2</a>
	<a href="#">OSHA COVID-19</a>
	<a href="#">WWU Coronavirus Information</a>
	<a href="#">WWU Field Course Risk Management Toolkit</a>
	<a href="#">WWU Learn to Be Well Posters</a>
	<a href="#">WWU Environmental Health and Safety</a>
	<a href="#">WWU Research and Sponsored Programs</a>
	<a href="#">WA DOH - Novel Coronavirus Outbreak 2020</a>
	<a href="#">WA L&amp;I DOSH DIRECTIVE 1.70 General Coronavirus Prevention Under Stay Home-Stay Healthy Order</a>
	<a href="#">WA L&amp;I Coronavirus (COVID-19) Prevention: General Requirements and Prevention Ideas for Workplaces</a>
	<a href="#">WA L&amp;I Directive 11.80 Temporary Enforcement Guidance Annual Fit-Testing for N95 Filtering Facepieces and Respirator/Face Covering Selection During the COVID-19 Outbreak</a>
	<a href="#">Institutional Resources on Ramping up and Reopening</a>