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# Management and Oversight

This plan is for the CLMS Laboratory with space in Guggenheim Hall and the UW Tower.

This plan will be revisited as the UW, Seattle, King County, and the state enter into new phases. Updates will be sent to all lab members. It is highly likely this plan will remain in place through December 2020.

The University’s general [COVID-19 Safety Training](https://www.ehs.washington.edu/training/covid-19-safety-training-back-workplace) is required for all University personnel.

## Contacts

Guggenheim Hall Building Coordinator: Michael Domar mbdomar@uw.edu

Linguistics Department COVID-19 Supervisor: Monica Cohn lingadmn@uw.edu. If you are onsite and need immediate assistance, call/text 206-992-1538.

CLMS Laboratory COVID-19 Supervisor: Emily M. Bender ebender@uw.edu.

CLMS Laboratory critical personnel: Emily M. Bender and Brandon Graves.

# Social & Physical Distancing

## Overview

Telework is required with these exceptions:

1. In-person class to be set up between faculty and student
2. Computer and server maintenance in the labs

Lab use is NOT allowed for:

1. Study groups
2. Individual study

It is essential that anyone, critical employee or not, complete the attestation before any trip to campus. Building access privileges may be revoked for non-compliance.

This plan covers:

1. Guggenheim 417 (Treehouse). 304 sq. ft.
2. UW Tower CO2-219. This space is currently closed except to the sole exception of critical personnel Brandon Graves who will check on equipment and servers.

## Critical Employees

The only critical employees for the CLMS Lab are Emily Bender and Brandon Graves.

Before their next trip to campus, critical employees are required to:

1. Read and sign off on this COVID-19 Return to Work Plan
2. Complete the EH&S [COVID-19 Safety Training](https://www.ehs.washington.edu/training/covid-19-safety-training-back-workplace)

Before a daily trip to campus, the critical employee must:

1. Book the Treehouse or inform the Linguistics COVID-19 supervisor of the visit so the visit can be noted for contact tracing
2. Do the Workday attestation the morning of

## Non-Critical Employees

Any trip to campus is voluntary. If you are a non-critical employee or not an employee (student but not a student employee) and need to make a trip to the lab, please follow these steps:

1. Read and sign off on the COVID-19 Return to Research Plan
2. Complete the EH&S [COVID-19 Safety Training](https://www.ehs.washington.edu/training/covid-19-safety-training-back-workplace)
3. Sign up to use the [Treehouse](https://linguistics.washington.edu/room-reservation)
4. Once the COVID-19 supervisor confirms the employees have completed steps (1) and (2) *AND* the Treehouse reservation has been confirmed (3):
	1. Non-critical **employees** perform the attestation in Workday the day of a campus visit
	2. **Students** complete the online attestation [form](https://www.aa.washington.edu/content/non-employee-site-work-attestation-0) the day of a campus visit
5. The non-critical employees use the space, making sure to follow the guidelines in steps 1 and 2.

## Space

At present, only Guggenheim is open to non-critical personnel. Accordingly, the following on specific places is for Guggenheim Hall.

### Bathrooms

Bathrooms are single use at this time. Please check before entering because these are multi-stall bathrooms.

### Elevators

Use the stairs whenever possible. If you must use an elevator: only one person at a time and use gloves or a tissue to touch surfaces including buttons. If someone just exited the elevator as you are entering, press the “Door Open” button a few times to allow air to move around.

### Kitchen

During this phase, the Linguistics kitchen should not have any use.

### Stairs & Hallways

One staircase in Guggenheim is designated up, another down, to facilitate social distancing. Signs are posted.

### Treehouse

The Treehouse, with 304 sq. feet, will be used for mandatory in-person classes. They will be for no more than three people, including the faculty. Faculty will request a time [online](https://linguistics.washington.edu/room-reservations).

* At least half an hour will be set between bookings
* Fan will be provided in the room
* They should open the window if at all possible
* Faculty and students should take advantage of the room’s size to social distance
* They should wear masks
* Cleaning supplies (sanitizing wipes, tissues, etc.) and sanitizer will be provided in the room

# Precautions for Sick Personnel

Anyone who becomes ill or suspects they have had interactions with a COVID-19 positive person ought to follow these steps:

* Anyone **with suspect or confirmed** [COVID-19 symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) should stay home
* Anyone **with suspect or confirmed COVID-19 symptoms** should contact their healthcare provider and notify the [Employee Health Center](https://www.ehs.washington.edu/workplace/employee-health-center)
* Anyone who has had **close contact** with someone with COVID-19 should stay home and notify the [Employee Health Center](https://www.ehs.washington.edu/workplace/employee-health-center)
* If the person requires time off, they should follow UW policies for time away from work. Questions on what these policies are should be directed to the administrator, Monica Cohn

# Cleaning and Disinfecting

## Supplies

Custodians check and refill soap dispensers in restrooms and common areas on a daily basis and as needed.

The Linguistics department provides hand sanitizer, sanitizing wipes, disinfectant spray, gloves, and masks for those who do not have a mask inside the Treehouse.

## Safety

Prior to using any product, review EH&S’s [working safely with disinfectants](https://www.ehs.washington.edu/system/files/resources/chemical-disinfectant-safety.pdf); read the instructions and safety measures on the container.

The Linguistics sanitizing wipes are [Clorox Disinfecting Wipes](https://www.officedepot.com/a/products/536373/Clorox-Disinfecting-Wipes-Fresh-Scent-75/). Please read the [material data sheet](https://www.officedepot.com/pdf/msds/536373.pdf) for information on the product.

The disinfectant is Clorox Cleaner and Bleach. Please refer to the manufacturer’s [website](https://www.clorox.com/products/clorox-clean-up-cleaner-bleach/original/) for the material data sheet and information on the product.

Wear gloves when cleaning and disinfecting. See How to dispose of gloves.

# Good Hygiene

A few reminders:

* Wash your hands frequently
* Dry your hands [properly](https://www.huffpost.com/entry/how-to-dry-hands-stop-spread-coronavirus_l_5efa311ac5b6ca97091363b3?mkt_tok=eyJpIjoiT0dVNU5qSmlOV1ppTVRWbCIsInQiOiJXOEFWRzdpeVJEVEJpZVwvRG9DRVhLU1RqanVnSUhGMzVRaGxoc0ZcL2xvc2phVDZ3UmU3NDZXNHNlNGVMXC9iOVVrT0ZwSW5QbkNyMTB6dklnV0FSd1pIMUZGZFhMODRENklsTFRwejRYNkp2NmhPMnF1U2p5c2xhZGFiXC9pRkN1RDEifQ%3D%3D)
* Utilize hand sanitizer when you cannot wash
* Avoid touching people and objects—and that includes your face!
* Cover your sneezes and coughs

# Personal Protective Equipment

## General

Masks/coverings are required on campus and in the building.

## Masks 101

When to wear, how to wear, and [more](https://www.ehs.washington.edu/system/files/resources/facemasks-focus-sheet.pdf). Can’t get enough? Get extra credit with the graduate student class on [masks](https://www.ehs.washington.edu/system/files/resources/facemask-guidance-COVID-19.pdf).

## How to dispose of gloves

Removal and disposal [guide](https://www.cdc.gov/vhf/ebola/pdf/poster-how-to-remove-gloves.pdf)

# Training and Communication

The COVID-19 supervisor will continue to update lab members on the situation as it evolves. Keep yourself informed via the [UW Novel coronavirus & COVID-19](https://www.washington.edu/coronavirus/): facts and resources webpage.

Don’t forget to take the [quiz](https://linguistics.washington.edu/return-research-quiz)!