# UW Registered Student Organization covid-19 Prevention Plan Agreement (RSO CPP) - Seattle Campus

*By signing this agreement, I understand the required elements in this COVID-19 Prevention Plan Agreement and will ensure that measures are in place to meet all required elements during RSO in-person activities.*

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| --- |
| RSO Name:  |
| RSO COVID-19 Coordinator Name: Date: Email: |
| RSO President Name: Date: Email: |
| RSO Faculty/Staff/Dept Advisor Name: Date: Email: |

The UW Registered Student Organization COVID-19 Prevention Plan Agreement (RSO CPP) helps protect the health and safety of UW students by reducing the potential for COVID-19 transmission during RSO activities.

**Each RSO** planning to **have *any* in-person activity** at a UW location must commit to reviewing and complying with the below six required elements.

1. [Physical distancing](#_Maintain_Social_and)
2. [Symptom monitoring, illness reporting and response](#_B._PROCEDURES_FOR)
3. [Practicing good hygiene](#_C._PRACTICE_GOOD)
4. [Cleaning and disinfecting surfaces](#_D._CLEAN_AND)
5. [Wearing face coverings](#_E._PERSONAL_PROTECTIVE)
6. [Communication](#comms)

Also consider the following requirements when planning in-person activities.

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| **Planned activities**  | **Activity locations** | **Equipment used for activities** |
| Follow social gathering and establishment restrictions for the current phase of the [Healthy Washington – Roadmap to Recovery](https://coronavirus.wa.gov/what-you-need-know/safe-start/whats-open). | UW units and UW buildings / venues where activities take place have their own CPP requirements for space use (e.g. occupancy limits). Contact the applicable unit (e.g. department, school, college) and [Building Coordinator](https://facilities.uw.edu/bldgcoord) for the space to make sure your activities (including field work) meet their CPP requirements.  | UW unit or building- specific equipment may have CPPs with procedures for equipment use. Contact the applicable UW unit and [Building Coordinator](https://facilities.uw.edu/bldgcoord) for the space to make sure your activities meet their CPP requirements.  |

In-person events requiring reservation of space at a UW location must also follow separate [University events guidelines](https://www.ehs.washington.edu/resource/covid-19-prevention-guidelines-person-events-updated-2521-1031).

You may consult with the Student Activities Office (SAO) (sao@uw.edu) if you have questions about planning in-person activities. Contact UW EH&S (ehsdept@uw.edu; 206.543.7262) for consultation if you have questions about activity safety or if you think your planned activity requires alternative strategies or personal protective equipment in addition to face coverings.In the interest of health and safety, in certain situations alternative strategies may be considered upon review by: (1) the RSO faculty/staff/department advisor; and (2) UW EH&S. If alternative strategies are accepted, member training on these strategies must be documented.

# Review and Sign-off oF On the Agreement

RSOs must designate a **student** **COVID-19 coordinator** to ensure all required elements described in the RSO CPP are followed during in-person activities. The COVID-19 coordinator must review and sign off on the required elements in this agreement. The COVID-19 coordinator (or designee) must keep a copy of the plan and be present and able to respond to questions/issues during RSO in-person activities.

The **RSO faculty/staff/department advisor** must also sign off on this RSO CPP after having discussed with the RSO how these required elements will be met during in-person activities. The RSO faculty/staff/department advisor does not need to be present during in-person activities.

The RSO, in coordination with the RSO faculty/staff/department advisor, should determine and implement “next steps” actions for members who refuse to comply with CPP required elements.

# Submit your SIGNED Agreement

Submit a copy of your signed RSO CPP to the Student Activities Office (SAO) (sao@uw.edu) to document adherence to the University’s requirements prior to the start of in-person activities.

## 1. PHYSICAL Distancing

**Members must maintain at least 6 feet of distance (even if wearing masks) between each other during in-person activities.** Virtual activities are safest. If you meet in-person, limit the number of in-person meet-ups and people attending. Recommended measures to support distancing during activities include:

☐ Conduct in-person activities outdoors or in a large, well ventilated indoor space. Consult SAO for guidance on recommended outdoor areas.

☐ Avoid non-essential travel. Choose activities/locations that don’t require members to drive or take transit to the destination.

 ☐ If transportation must occur, don’t carpool – take separate vehicles to activity locations. Follow UW [travel](https://www.washington.edu/coronavirus/faq/#travel) guidance.

☐ In-person activities meet social gathering requirements under the current phase of the [Healthy Washington – Roadmap to Recovery.](https://www.governor.wa.gov/sites/default/files/HealthyWashington.pdf)

☐ Follow department- or building-specific COVID Prevention Plan requirements for activities in UW buildings (e.g., room occupancy, check-in, floor tape space demarcations, barriers, and moved furniture).

☐ Use one-directional entry and exit pathways into buildings or activity areas.

☐ Stagger break times during activities to prevent congregating and time spent around others while potentially eating/drinking (unmasked).

☐ Allow only infrequent/intermittent passing within 6 feet of others.

☐ Designate “one at a time” drop-off/pick-up areas for shared items and equipment.

☐ Use drop boxes or bins to collect and distribute items or equipment that must be passed from one person to another.

☐ Prevent physical contact with other people.

☐ Ensure good ventilation (e.g., fans, open windows, doors) in indoor activity areas.

☐ Use [posters](https://www.washington.edu/brand/healthy-huskies/)/signage/floor markings during activities.

☐ Communicate requirements during meetings and at start/end/breaks and in email reminders.

*I have read and understand the above requirement, and our RSO has implemented measures to support it during our in-person activities.*

***RSO COVID-19 coordinator initials: \_\_\_\_\_\_\_\_***

***RSO president initials: \_\_\_\_\_\_***

## **2.** **SYMPTOM MONITORING, ILLNESS REPORTING, AND RESPONSE**

**RSOs must prevent ill members from attending in-person activities or entering UW locations.** Members should watch for COVID-19 symptoms, and report to the University if they feel sick, have tested positive for COVID-19 or have had a close contact with a COVID-positive person.Recommended measures include:

**Symptom monitoring**

☐ Ensure members understand their responsibilities under the [Husky PACK Pledge](https://www.washington.edu/coronavirus/pack-pledge/).

☐ Allow members to opt-out of in-person attendance if they cannot meet the responsibilities of the [Husky PACK Pledge](https://www.washington.edu/coronavirus/pack-pledge/).

☐ Ensure members recognize symptoms of [COVID-19 infection](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) and have reviewed the FAQ “[*What do I do if I feel sick?”*](https://www.washington.edu/coronavirus/faq/#health)

☐ Require members who are ill or even mildly symptomatic to stay (or go) home, even if they have been vaccinated against COVID-19

☐ Recommend members enroll in the [Husky Coronavirus Testing](https://www.washington.edu/coronavirus/testing/) program and read the FAQ “[*I want to get tested for COVID-19. Where can I go?”*](https://www.washington.edu/coronavirus/faq/#health) Stay isolated until your test results are received.

**Reporting Illness and Close Contact and UW Response**

☐ Educate members that if they have **confirmed COVID-19** they should stay home and notify the [EH&S COVID-19 Response and Prevention Team](https://www.ehs.washington.edu/covid-19-case-response) via covidehc@uw.edu or 206.616.3344.

☐ Educate members who have had known **close contact** with someone with COVID-19 to stay home and notify the [EH&S COVID-19 Response and Prevention Team](https://www.ehs.washington.edu/covid-19-case-response).

☐ Maintain an activity log where members attending an activity in person leave contact information. The COVID-19 coordinator will retain this information for 30 days from the activity date to support University contact tracing, if needed.

☐ Educate members on the [steps](https://www.ehs.washington.edu/covid-19-prevention-and-response/covid-19-case-response) the University takes to maintain the health and safety of the community. The identity of individuals with COVID-19 and their close contacts is not publicly disclosed.

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## **3. PRACTICING GOOD HYGIENE**

**RSOs must encourage members to reduce potential for COVID-19 transmission by practicing good hygiene**.

☐ Encourage members to frequently wash hands with soap and water for at least 20 seconds, where possible. Choose activity locations where this is possible.

☐ If water is not available, use hand sanitizer with at least 60% alcohol content. Designate people responsible to keep hand sanitizer available at all activities.

☐ Encourage members to avoid touching their face with unwashed hands and avoid physical contact with others (e.g., no hugs or handshakes).

☐ Require members to cover mouth/nose with a tissue or their elbow when coughing or sneezing, and immediately dispose of the used tissue.

☐ Remind members of key moments to wash or sanitize hands:

* **Before**, during, and **after** preparing food and **before** eating food
* **Before** touching your face
* **Before** and **after** caring for someone at home who is sick
* **Before** and **after** treating a cut or wound
* **Before** exiting a laboratory
* **After** using the toilet
* **After** contact with high touch surfaces (e.g., elevators, doorknobs) or shared equipment
* **After** blowing your nose, coughing, or sneezing
* **After** removing gloves or other personal protective equipment.
* **After** touching an animal or animal waste
* **After** touching garbage.

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## **4. CLEANING AND DISINFECTING SURFACES**

**RSOs must implement routine cleaning (and disinfection, as needed) for surfaces and items that are shared during activities.** In most situations, the risk of COVID-19 infection from touching a surface is low.Regular cleaning with products containing soap or detergent degrades and removes most germs (including SARS-CoV-2 virus particles), dirt, and debris on surfaces. Use of disinfectants kills remaining germs and further reduces the potential for COVID-19 surface transmission.Measures to limit COVID-19 surface transmission include:

☐ Identify shared items, equipment and surfaces used during activities that may require cleaning and/or disinfection.

☐ Develop a routine cleaning schedule of shared items/surfaces/equipment (e.g. **daily**, or **at the end of an activity,** or **when visibly unclean**).

☐ Provide cleaning supplies for use during activities.

☐ Follow **all product manufacturer’s instructions** when using cleaning or disinfectant products. Don’t use disinfectant gels or liquids on electronics or sensitive equipment, unless indicated as safe to use on those devices.

☐ Check out the EH&S COVID-19 Enhanced Cleaning and Disinfection Protocol for **user recommended cleaning or disinfection frequencies** in different areas and how to safely use cleaning and disinfection products.

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## **5.** **WEARING FACE COVERINGS**

**Face coverings (masks)** **protect yourself and others**. Masks help prevent the respiratory droplets of the wearer from traveling into the air and infecting other people when the person wearing a face covering coughs, sneezes or speaks.

****☐ Ensure that members read and follow UW [Face Covering Requirements](https://www.ehs.washington.edu/covid-19-prevention-and-response/face-covering-requirements) including wearing a mask (at least 2 layers of material) **indoors when others are present and in common areas**, and **outdoors** when 6-foot distance cannot be maintained.

☐ Have extra face coverings available at in-person activities.

 ☐ Refer to the [Guidance on Facemask Use for Preventing the Spread of COVID-19](https://www.ehs.washington.edu/system/files/resources/facemask-guidance-COVID-19.pdf) for information on how to use and care for different types of facemasks.

 Face coverings *do not* replace the need for distancing and practicing good hygiene, and staying home when you sick to prevent the spread of COVID-19.

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## **6. COMMUNICATION**

**RSOs must communicate to members about COVID-19 prevention.**

☐ Communicate RSO procedures to meet CPP-required elements to members attending in-person activities.

☐ Use [posters](https://www.washington.edu/brand/healthy-huskies/)/signage posted during activities as reminders of preventive measures.

☐ Inform members of the option to activate the [Washington Exposure Notification](https://www.doh.wa.gov/Emergencies/COVID19/WANotify) application on their mobile devices.

☐ Share UW links about COVID-19: [UW COVID-19](https://www.washington.edu/coronavirus/): facts and resources and [Frequently Asked Questions](https://www.washington.edu/coronavirus/faq/#health).

☐ Cover COVID-19 safety information in meetings.

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# Use Multiple Prevention Measures

Layering measures is the best way to prevent COVID-19 transmission during in-person activities. Used together, elimination measures (e.g., cleaning or disinfecting surfaces), engineering measures (e.g., outdoor events, increasing ventilation of indoor spaces) administrative measures (e.g., physical distancing, gathering-size restrictions) and personal protection (e.g., wearing facemasks, getting vaccinated) are the best protection for you, RSO members, and the UW community.

# Novel Coronavirus (COVID-19) Resources

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| --- | --- |
| University of Washington W | [UW Novel coronavirus & COVID-19: facts and resources](https://www.washington.edu/coronavirus/#health) |
|  | [UW Travel Guidance](https://www.washington.edu/coronavirus/faq/#travel) |
|  |  [UW Guidelines for Scuba Diving Operations](https://www.ehs.washington.edu/system/files/resources/COVID-19-prevention-scuba-diving.pdf) |
|  | [UW Guidelines for Small Boat Operations](https://www.ehs.washington.edu/system/files/resources/COVID-19-prevention-small-boat-operations.pdf) |
|  | [Guidance for Returning to In Person Fieldwork](https://www.washington.edu/research/or/guidance-for-returning-to-in-person-research/) |
| CDC logo | [CDC Coronavirus (COVID-19)](https://www.cdc.gov/coronavirus/2019-ncov/index.html) |
| EPA logo | [EPA Disinfectants for Use Against SARS-CoV-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) |
|  |  [Healthy Washington - Roadmap to Recovery](https://coronavirus.wa.gov/what-you-need-know/safe-start)[Washington State Higher Education Proclamation](https://www.governor.wa.gov/sites/default/files/proclamations/proc_20-12.2.pdf)  |
| Washington State Dept of Health logo | [WA DOH - Novel Coronavirus Outbreak 2020](https://www.doh.wa.gov/emergencies/coronavirus) [WA Notify – Washington Exposure Notifications](https://www.doh.wa.gov/Emergencies/COVID19/WANotify) |

Please contact EH&S at ehsdept@uw.edu ￜ 206.543.7262 with questions or for assistance.

Concerns about COVID-19 safety can be reported anonymously to EH&S via an [online form](https://www.ehs.washington.edu/report-concern).

**This document will be updated periodically to incorporate public health guidance/regulation changes.**