

BUILDING GUIDELINES FOR COVID-19 PREVENTION

Last updated: 10-11-2022

These guidelines provide an overview of how the University of Washington is maintaining building COVID-19 prevention measures on the Seattle campus. It describes what **UW Facilities** (UWF) is doing to sustain COVID-19 preventive measures, as well as which activities are the responsibility of **building coordinators, instructional support staff** and **occupants** as they occupy campus buildings.

This document was developed in coordination with [Environmental Health & Safety](#) (EH&S) and other campus partners and is intended to supplement the requirements of the [UW COVID-19 Prevention Plan](#). It is revised as new information or guidelines are released, with a change log [posted online](#).

Please note: Campus buildings and facilities vary widely in age, condition and systems. Many have unique issues that may need further investigation and support beyond the general guidelines included in this document. Building-specific concerns should be reported to and managed by your [building coordinator](#) who will work in conjunction with UW Facilities and EH&S.

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COVID-19 Safety Training

Building occupants:

- [COVID-19 Safety Training](#) must be completed by all University personnel prior to or upon returning to on site at a University location.

Hand Washing/Sanitizing

UW Facilities:

- Custodians check and refill soap dispensers in restrooms daily and as needed based on use.
- Hand sanitizer stations are provided at main building entrances where possible and in accordance with EH&S [guidelines on hand sanitizer](#).

Building coordinators:

- Place ["Wash Your Hands the Right Way"](#) signage explaining best handwashing practices in or near restrooms or other handwashing stations.

Building occupants:

- Refer to the "Good Hygiene" section of the [UW COVID-19 Prevention Plan](#).
- Make hand sanitizer available in department/unit spaces as needed.

Face Coverings

Building occupants:

- All individuals at a University location, including faculty, staff, students, contractors, vendors and visitors must follow the [UW COVID-19 Face Covering Policy](#).

Cleaning and Disinfection

UW Facilities:

- Daily custodial service to all buildings continues. This includes daily cleaning of frequent touchpoints in restrooms, conference rooms and other areas in which faculty and staff congregate. Custodians also conduct a second daily disinfection of frequent touchpoints in restrooms.
- UW custodial staff follow the [UW Cleaning and Disinfection Protocol](#). Supplemental personnel are on standby if needed, including dedicated hazardous and biological material specialists.

Building occupants:

- Staff and faculty should continue to perform daily enhanced cleaning and disinfection of their individual work spaces and shared equipment according to the [UW Cleaning and Disinfection Protocol](#).
- University units can purchase EPA-registered cleaning and disinfectant products approved for use against SARS-CoV-2 (the virus that causes COVID-19 illness) at the **Creative Communications** [Safe and Clean Storefront](#). Information about accessing the storefront is available from [UW Procurement](#).

Signage

Building coordinators:

- See [COVID-19 Posters and Signage Updates](#) (pdf) from EH&S for a listing of current required posters and signs.
- Updated digital versions of these posters are available for free download from the [“Stay Healthy, Huskies” website](#). Durable versions (clings, graphics, posters, etc.) can be purchased through Creative Communications [COVID/Safety Visuals website](#).
- Place all posters in highly visible locations as appropriate such as building lobbies, common areas, safety bulletin boards, break rooms, near elevators, and at entrances to unit/department work areas.
- In addition to the signage mentioned above, provide regular announcements on reducing the spread of COVID-19. Building-specific COVID prevention instructions and information may also be included in building newsletters, elevator posters and other formats where building occupants receive information.

Space Planning/Traffic Flow

Building coordinators:

- Emergency egress shall be as normally defined in your facility's [Fire Safety and Evacuation Plan\(s\)](#).

Elevators/Stairwells

Building coordinators:

- Physical distancing is no longer required. Please remove elevator occupancy signs.

Heating, Ventilation & Air Conditioning (HVAC) Systems

UW Facilities has been evaluating and adjusting all building HVAC systems since the start of the COVID-19 pandemic, following the best practices as outlined by public health agencies and EH&S. No two UW buildings are alike and each one has a unique HVAC setup with differences in age, capacity, and type. This means that what might be the best solution for one building isn't appropriate for another building.

UW Facilities continues to partner with EH&S to address questions and concerns regarding HVAC systems and have jointly developed a list of [COVID-19 RTW Ventilation FAQs](#).

UW Facilities:

- UW Facilities conducted an HVAC system check on all [buildings curtailed during the 2020-2021 academic year](#) prior to returning them to normal occupancy in August 2021. Examples: Supply and return fans operating as designed, building exhaust fans operating as designed, and outside air, return air and exhaust air dampers working.

- UW Facilities [purchased and installed portable air purifiers](#) in small and medium sized classrooms, select student collaboration spaces, and other spaces identified on a case-by-case basis in consultation with EH&S.
- The UW hired a testing, adjusting, and balancing (TAB) contractor and industrial hygiene (IH) consultant to provide mechanical ventilation assessments and data validation for 93 classrooms in UW-owned buildings at the main Seattle campus. The [Classroom Ventilation Performance Summary Report \(10/21/21\)](#) summarizes the results.
- UW Facilities completed an out-of-cycle inspection of all air filters in the HVAC systems on campus and staff continue to check and change filters as necessary.
- Where possible, UW Facilities increased the amount of outside airflow in building HVAC systems. The amount of outside air is adjusted with guidance from EH&S.

Building occupants:

- Most spaces with operable windows were designed for natural ventilation, so it is suggested that windows be opened when available. For security reasons and to prevent pest infestation, remember to close windows at night.

Plumbing Systems (Potable Water)

Flushing water systems on a regular basis in unoccupied or low-occupancy buildings is an important way to reduce the risks of water-borne diseases from stagnant or standing water.

UW Facilities:

- Prior to returning to campus, plumbing fixtures (cold and hot) for restroom sinks, urinals, toilets, drinking (water) fountains/bottle fillers, kitchenette sinks and laboratory faucets (in teaching classrooms) were flushed and verified to provide acceptable water drinking water quality.
- Plumbing Shops have maintained domestic hot water and lab hot water systems on normal operating schedules, with no change to the temperature set point (typically > 120°F).

Building coordinators:

- Building coordinators should continue weekly testing of emergency eyewashes in public corridors to flush water through the system. Principal Investigators are also asked to periodically flush eyewashes and laboratory faucets in research areas (once per week).
- Contact UWF Customer Care if eyewashes or laboratory faucets cannot be flushed weekly.

Restrooms

UW Facilities

- Custodial staff thoroughly clean and disinfect all restroom facilities at least once a day. Custodians conduct a second daily disinfection of frequent touchpoints as well. Please do not enter restrooms while cleaning is in progress.
- Facilities staff are no longer separately flushing water fixtures in most buildings, except as part of regular cleaning processes. UWF staff continue to flush fixtures in select buildings with minimal occupancy (see Plumbing Systems, above.)

Instructional Spaces

UW Facilities:

- Custodial staff conduct a fully daily cleaning of classrooms with disinfection of frequent touchpoints.

Building coordinators:

- Post the [COVID-19 Cleaning and Disinfection Protocol](#) document in all spaces used for instruction..

Instructional support staff:

- Maintain inventory stock of supplies for safe classroom operation (staff and classroom occupants) available through the [Safe and Clean Storefront](#):
 - Face coverings and masks
 - Hand sanitizer
 - Cleaning solutions/sprays
 - Gloves
 - Disinfectant wipes

Supplies for General Assignment and Health Sciences managed instructional spaces will be provided by those groups. **Department-managed instructional spaces are responsible for their own supplies.**

Conference Rooms/Shared Spaces

Follow the best practices in the University's [COVID-19 Prevention Plan](#) when eating and drinking, food sharing. Eating only in designated areas is no longer required.

Individuals who are hosting an event or social gathering at a UW location must follow the [COVID-19 Prevention Guidelines for In-Person Events](#).

Change Log

- 10/11/22 Removed outdated guidance in the following sections: Signage, Elevators/Stairwells and Conference Rooms/Shared Spaces.
- 3/31/21: Name of document changed from "Building Readiness" to "Building Guidelines for COVID-19 Prevention." "Individual Building Checklist" section removed. All other sections updated.
- 10/27/21: Updated the following sections: Face Coverings, Signage, Heating Ventilation & Air Condition (HVAC) Systems, Instructional Spaces, and Conference Rooms/Shared Spaces
- 8/30/21: Updated the following sections: Elevators/Stairwells, Restrooms, and Instructional Spaces.
- 8/20/21: Updated the following sections: Face Coverings, Individual Building Checklists, Cleaning and Disinfection, Heating, Ventilation & Air Condition (HVAC) Systems, and Conference Rooms/Shared Spaces. Removed Plexiglass and Other Barriers section.
- 7/21/21: Updated the following sections: Hand Washing/Sanitizing, Face Coverings, Individual Building Checklists, Cleaning and Disinfection, Signage, Space Planning/Traffic Flow, Elevators/Stairwells, Plexiglas and Other Barriers, and Heating, Ventilation & Air Conditioning (HVAC) systems. Removed Daily Attestation, Visitor Log.
- 4/28/21: Clarified that safety guidelines apply regardless of vaccination status and that face coverings are required outdoors if keeping a six-foot distance isn't possible. Updated HVAC information and made other minor updates throughout. Updated links to state guidelines.
- 10/23/20: Updated definition of close contact to match [CDC definition](#).
- 10/15/20: Updated Instructional Spaces section to add a handout from Academic Technologies.
- 10/1/20: Updated Instructional Spaces section to include information about how to request on-campus space.
- 9/17/20: Added Instructional Spaces section.
- 9/15/20: Links added to [building checklist](#) and [restroom guidance](#) documents from EH&S and to [building systems curtailment](#) web page.
- 8/27/20: Added Restroom and Visitor Log sections. Updated classroom cleaning plans in the Cleaning and Disinfection section.
- 7/17/20: Added information/links regarding HVAC systems and water testing protocol.
- 6/29/20: First version of document published.