

Agenda – September 29, 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

Andreea Minea or Erin McKeown, EH&S
Stacia Green, HCDE
Sheila Prusa or Neelu Rajvanshi, ISE
Dzung Tran or 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

- Aug 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)
- MSE @ Mueller – broke mercury thermometer during Chem Collection prep (Aug)
- ME @ VA Puget Sound – rail fell and bruised toe while assembling walkway (Aug)

4. Group Business

- Discuss any questions or concerns: COVID prevention preparations for Fall Quarter

5. UW-Wide Meeting

- August minutes attached
- September agenda attached. Highlights:
 - COVID-19 Update – See new “[What's New](#)” section on COVID website for updates, e.g. [face covering page](#), and [cleaning and disinfection protocol](#) including occupant responsibilities, [public restroom guidance](#), and [posters and signage](#). COVID hotline 206-616-3344. Also, [Field work guidelines](#) and [COVID-19 Safety Training Report Tool](#). COVID testing of staff & students on campus by Seattle Flu Study; test is observed nasal swab, by appt at UW Club and Odegaard. Enrollment testing of all (11k/week in Sept), then weekly random sampling. EH&S website shows other testing options.
 - 2019 UW Claim Services Report – # of claims down over last four years, and total time loss claims down over four years but up from last year. Most claims from hospitals. UW's rate is like similar institutions. Workers Comp is a big expense to UW. Focus on returning injured workers to workplace, for both physical and emotional health. To help injured workers, submit OARS reports promptly, stay in touch with the worker, find possible light duty work, welcome them back and accommodate where possible. L&I reimburses for accommodation – 50% of wages for up to 66 days, or \$10k (whichever comes first). UW received 1.8 million in reimbursements since June 2012. [Training](#) is available for supervisors and managers.
 - Group Reports – Facilities reports we expect to run the annual Great Shakeout earthquake drill on all three campuses around October 20th.

6. Member Updates

Next Meeting: October 27th at 2pm, via Zoom

DRAFT Meeting Minutes

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

Meeting Date: August 25, 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

Ary Prasetyowati for Mike Kane, ECE

Brandon Kemperman, EH&S

Stacia Green, HCDE

Sheila Prusa, ISE

Bill Kuykendall, ME

John Young, MoES/NanoES

Guarrin Sakagawa, UWF OPS

N. Shane Patrick, WNF

Absent

Andreea Minea and Erin McKeown, EH&S

Tatyana Galenko, MSE

Christine Kang, UAW 4121 (ASE)

Previous Meeting Minutes

- July 2020 – approved.
- 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

- ECE @ HSB – scraped ankle while removing lab shoe (Jul). Discuss at next meeting.

Group Business

- **HVAC & air quality** (with experts Brandon from EH&S, Guarrin and John from UWF)
 - (John Wetzel, Analyst and Account Manager at UWF Capital Planning & Portfolio Management) The **Building Readiness Guidelines are an evolving document; another update will be posted soon** on the website. We are working now to **identify which buildings will have low enough teaching and research utilization they could be “curtailed”** (minimize building access and HVAC operations) to save money. Site Supervisors and Account Managers

DRAFT Meeting Minutes

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

working with Deans to **get occupancy data** (tough to access WorkDay attestation data). UW continues to reinforce the message to **work from home if you can**. More info at upcoming Building Coordinators meeting next Wednesday 9/2.

- (Guarrin Sakagawa, Manager of Environmental Control Systems at UWF Campus Utilities & Operations) **HVAC personnel are going through all the buildings to check system functions**, including valves and dampers; we prioritized bigger buildings and are **65-70% done with campus buildings**. Older buildings are problematic. **Email me questions about specific buildings**.
- (Brandon Kemperman, Manager of Program Operations at EH&S Occupational Safety & Health) I address industrial hygiene and some physical safety consults. **EH&S worked closely with UWF to make the [ventilation FAQs](#) on the Building Readiness site**.
- (Shane) Our partner facility MAF is struggling with airflow and training. They have **equipment, often in small rooms, that is very sensitive to acoustics and vibration from airflow. They need help determining how to safely train** with vital research equipment and who to contact for assessment and recommendations re: airflow recommendations where increased airflow may affect operational stability. Should they leave rooms unoccupied for a certain amount of time between occupants? What advice for training in small spaces during COVID? (Guarrin) It depends upon the shape of the room; **please use Customer Care to request the Engineering Services group come evaluate the space and HVAC options for altering airflow**. We cannot stop the vibrations that may come with increased airflow, but we are familiar with these challenges in other areas. (Brandon) **Scott Nelson is working on occupation density recommendations for buildings throughout campus; please reach out to him about your specific spaces**.
- (Colleen) Is there a **different occupancy density recommendation for instruction vs. research purposes?** (Brandon) The **governor outlined classroom sizes. Occupancy in working spaces depends on the size of space**. (Colleen) Is it still based on 6' distancing? (Brandon) Yes, sort of. Scott Nelson has a spreadsheet. (Colleen) We have someone who mapped out fitting 16-17 people in 1100 sq ft for teaching purposes, but it doesn't account for anyone moving or for airflow concerns. (Brandon) **It's true you need egress pathways within your furniture layout**. (Colleen) Where is that guidance? (Brandon) The **Prevention Plan has some square footage occupancy guidance, but ask Scott Nelson about specific spaces**.

DRAFT Meeting Minutes

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

- (Colleen) Can we have the **air exchange rate adjusted to vary by room?** (Guarrin) It is **difficult if that room is downstream of other rooms**, sharing one balancer. We are also limited by the time it would take to make adjustments everywhere. The Return to Work occupancy density is not expected to utilize full capacity of HVAC systems.
- (Colleen) The BioE dept never really stopped working onsite during COVID, but our occupancy is increasing now for labs and classes, making the first floor of Foege North much more densely occupied. We can manage 6' distancing but **is the airflow a set value?** (Brandon) The building code specifies airflow requirements we meet in all buildings. (Guarrin) Yes, per code we set the HVAC system for a **minimum of 10 air exchanges per hour in labs** (and any offices within the lab portion of the building served by the same system), and a **minimum of 4 exchanges per hour in offices** and conference rooms. We increased the minimum outside air to office Air Handler Units (AHU's), and probably have about 10% capacity to play with there, but we won't know until Fall whether heating systems will be able to accommodate the additional heating of air. (Kameron) What are designed air exchange rates in Benson? (Guarrin) Benson doesn't have remote monitoring system so we'd have to go in person to each room and boxes above the ceiling to test or troubleshoot.
- (Colleen) What if **HVAC adjustments have changed pressure so that we can't close doors?** (Guarrin) We don't want that to happen. Please report that to **Customer Care**. (John) When you make a change to one portion of the system, there are often unintended consequences elsewhere. This is one reason it is difficult to plan curtailing buildings.
- (Brandon) Where **personal or desktop fans** are described in the ventilation FAQs, I want to clarify that you want to direct the airflow away from the body/face of other people, so that you **avoid airflow across one person's breathing zone to another person's**.
- (Alex) What topics will be covered in **EH&S COVID prevention guidance for public restrooms?** (Brandon) The draft covers **best practices for occupancy and cleaning** (including cleaning frequency, and what occupants can do if the building is not serviced by UW Building Services). Occupancy should not be managed by blocking stalls/units or locking restrooms, for code reasons. But it **doesn't address aerosolized virus, because there is insufficient research at this time**. We know aerosolized transmission is a potential issue from toilets so there is guidance out there to put the lid down before flushing, but many UW toilets do not have lids. There is also guidance out there to "flush and rush", i.e. minimize time in restrooms. The **exhaust fan in restrooms should be running all the time, and you should make sure windows are closed to maintain negative pressure**.

DRAFT Meeting Minutes

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

- (Colleen) For lab spaces, which are negative pressure, we keep the door closed. But what about **seminar rooms – should we prop open entrance and exit doors?** (Guarrin) I recommend closing doors so that system can function as designed. The system depends on as few gaps as possible; gaps make it tougher to control. **The best way to maintain temperature and airflow is to close doors.** The thermostat is sometimes by the door, and leaving the door open gives a false reading for the room. As for restrooms, I also recommend those doors are closed. My staff is checking that the restroom exhaust fans are running.
- (Sean) Would you **please put it in writing that it is best practice to keep all doors closed?** (John) **It should be in the Building Readiness Guidelines –** expect an update to those by early next week, before the Building Coordinators meeting.
- **Health and safety services of the The Whole U, UW Carelink, and SafeCampus – please remind your departments/organizations about these resources** for mental/emotional health.
 - [The Whole U](#) helps faculty, staff, and students build community connections and pursue interests, which boost emotional health. See their introductory 4-minute video.
 - [UW Carelink](#) connects employees and their families to legal, financial, caregiver, counseling resources and more.
 - [SafeCampus](#) helps members of the University community access help for themselves or others who feel unsafe or are experiencing violence or abuse. SafeCampus offers violence prevention training regularly, or upon departmental/group request.
- Working from home safely (ergonomics, OARS). **Please remind your departments/organizations:**
 - **EH&S has [ergonomics resources](#)** that employees may need to review as their Work-From-Home duration extends.
 - **Submit [OARS reports](#) for any incident or near miss that occurs while you are working, no matter where, even from home.**
- Per recent Group 9 email, Natalie Daranyi of EH&S recently **updated the Confined Spaces manual**, and is hosting a Q&A session (Sept 3rd, 12:30-2pm) if you have any questions about whether a particular space qualifies. There is still a free online awareness course. Would it be useful to have Natalie come discuss the Confined Space program as a Group 9 guest? (Group) No, but we'd appreciate her as a guest speaker on hazardous energy/high voltage program. (Sonia) I will invite her.

UW-Wide Meeting

- July minutes in packet.

DRAFT Meeting Minutes

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

- August meeting agenda in packet. Highlights included:
 - 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 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 notifies L&I.
 - EH&S posted four contact tracer positions (temp for one year).

Department Updates

- WNF – We have asked for guidance from the college and EH&S for our facilities with users from beyond UW. There is some confusion because **some of our companies qualify under state regulations to resume work, but not under UW research guidance**. We have asked whether we have flexibility in serving these customers.
- ME – Regarding tracking who is coming and going in the building, only the direct supervisor can see UW attestation data, so **our department is working on our own catalyst survey that will exist side-by-side with UW attestation** and create an archive. We already had a catalyst survey for attestation by those without a UW NetID (CSE did that too, and found it useful to verify that people coming to campus were actually on the critical employee list). This departmental attestation will assist us with contact tracing.
- ECE – Mike is working on the **safety training for the COVID prevention plan**.
- CSE – Construction continues within our building(s). We experienced lots of **vandalism last weekend – spray paint on the exterior and sidewalk**. Subject matter (calling the Gates' and Allens slave labor supporters and pro-colonialists) might be something we should channel through the CoE hateful flyer/graffiti protocol. Per Sean, Sonia please remind Group 9 of MyCoE link: <https://www.engr.washington.edu/mycoe/safety/report>.
- CEI – We had some issues with younger students who had been cleared to work in the lab not following **face covering policy**, but once that UW policy was updated, they started complying.

DRAFT Meeting Minutes

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

- CEE – **More Hall will have some classes Fall quarter** – not all CEE classes. We've asked central for guidance on the workload re: the flow through entrance and exit doors, touchpoints, etc. (Bill) Sean, how were you notified that there would be classes in your building? Classroom Services assigned the classes? (Sean) Our departmental time scheduler was aware. (Bill) **How will the rest of us know if there are classes in our buildings?** (Alex) There was a communication listing the 11-12 buildings expected to be open for classes this Fall. Was that a B2S update? (Bill) ME made a conscious decision to not have classes in MEB. (Sonia) I'll ask John Wetzel whether he can verify which buildings will have classes.
- BioE – **Foege BioE hosts classes this Fall**, at least one UG lab (starting at the end of September) in five sections, and a graduate clinical seminar series several times a week, returning the first week of Sept. We're trying to figure out how to manage that higher occupancy – where people will take breaks, and how access the building. Colleen also reports that Foege BioE had one **aggressive tailgater** recently – they went up to the 3rd floor and then we couldn't find them.

Next Meeting

- September 29th, 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**



University of Washington Accident / Incident Report

Report Number: 2020-08-023

Contact EH&S at 206-543-7262

Person Reporting Incident

Last Name: ██████████	First Name: ██████████
Phone: ██████████	Email: ██████████
Occupation/Position: ██████████	Department: ENG: Materials Science and Engineering
Date Reported (yyyy/mm/dd): 2020/08/14	Time of Reporting: 08:30 AM

Person Involved or Affected

Last Name: ██████████	First Name: ██████████
Phone: ██████████	Email: ██████████
Occupation/Position: ██████████	Department: ENG: Materials Science and Engineering

Incident Details

Date of Incident (yyyy/mm/dd): 2020/08/13	Time of Incident: 2:00 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: MUELLER HALL	
Room: 168	Other:	

Incident Details:

We were working on submitting a Chemical Collection request for 6 boxes of chemicals that were found in the old storage. Among the chemicals was a mercury thermometer. One of the boxes was moved, causing the thermometer not visible from behind the box to fall down and break. We did not have a mercury spill kit on hand, but EH&S provided one. The spill was contained and we cleaned it up with no problem.

Attachment: **Yes**

Supervisor

Last Name: Yang	First Name: Jihui
Phone: +1 206 543-7090	Email: jihuiy@uw.edu
Occupation/Position: PROFESSOR	Department: PROV: College of Engineering

Classification

Level 1:
Near miss (No incident occurred but it could have),

Type of Incident

Injury Description: **None,**

Body Parts Affected: **None,**

Cause of Injury or Damage: **Chemicals, Tools, Instruments,**

Slip, Trip, Fall Details

Slip:
Trip:
Fall From Same Level:
Fall From Elevated Height:
Stairs:

Contributing Factors			
Equipment:			
Environment:			
Policies / Procedures:			
Human Factors: Inattention,			
Suggested Corrective Actions to Prevent Reoccurrence			
Change/review work procedures,			
Suggested corrective action by the affected party			
When doing a large chemical collection request, spread the chemicals out and pay attention to where everything is when moving boxes. Buy a new mercury spill kit in case more mercury thermometers show up.			
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.) This was truly an accident.			
Recommendations/Preventive Measures: I recommend that MSE department to have a mercury clean kit available all the time in the future.			
Corrective Actions Target Date (yyyy/mm/dd): 2020/09/25	Corrective Actions Complete Date (yyyy/mm/dd):		
Other Comments:			
EHS Review			
Last Name: Konnur	First Name: Manisha	Phone Number: +1 206 221-1759	Email: mkonnur@uw.edu
Occupation/Position:		Department:	
Comments: forwarded to Brandon Kemperman, OHN, Tracy Harvey, Denise Bender - MK ; Attached 'Field Notes' from Brandon - MK			

Mercury Monitoring Form

EHS Responder:		Date	Time:
Spill Location:	Building:	Room:	Department:
Surface Spilled On	<input type="checkbox"/> Porous <input type="checkbox"/> Nonporous	Describe:	
Individuals Involved	Name(s):	Phone:	
Source of Mercury	<input type="checkbox"/> Thermometer <input type="checkbox"/> Lightbulb <input type="checkbox"/> Other		
Spill Description	Volume/Amount: _____	Describe:	
Spill Cause			
Actions Taken	<input type="checkbox"/> Area Evacuated <input type="checkbox"/> Spill kit used <input type="checkbox"/> Lab completed cleanup <input type="checkbox"/> Contractor called for cleanup <input type="checkbox"/> Exposures referred to Employee Health		

Monitoring Data	Mercury Vapor Concentration Range ($\mu\text{g}/\text{m}^3$)
Background Sample	
Location:	
Breathing Level at Spill Site	
Location:	
At Spill Source	
Location:	
Additional Notes:	
Follow-Up Actions	



Drawing of Spill Site (can also attach Geosims floor plan)





University of Washington Accident / Incident Report

Report Number: 2020-08-040

Contact EH&S at 206-543-7262

Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: [REDACTED]	Department: ENG: Mechanical Engineering-Ledoux Lab
Date Reported (yyyy/mm/dd): 2020/08/24	Time of Reporting: 03:07 PM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: [REDACTED]	Department: ENG: Mechanical Engineering-Ledoux Lab

Incident Details

Date of Incident (yyyy/mm/dd): 2020/08/20	Time of Incident: 1:30 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot:	
Room:	Other: 1660 S COLUMBIAN WAY, VA PUGET SOUND	

Incident Details:

While assembling structural parts for an elevated walkway for the Biplane Fluoroscopy Lab, a hinged section of 8020 rail flipped down from the assembly onto my right shoe, causing immediate bruising and swelling of that foot's big toe. I iced it regularly until the next morning, when I went to Occupational Health here at the VA. The doctor ordered x-rays and found the toe wasn't broken, so it seems no further measures are necessary at this time. Likely could have been prevented if toe guards/protective footwear had been required/available for moving equipment.

Attachment: **No**

Supervisor

Last Name: Ledoux	First Name: William
Phone: +1 206 768-5347	Email: wrledoux@uw.edu
Occupation/Position: AFFILIATE PROFESSOR	Department: Orthopaedics and Sports Medicine

Classification

Level 1:
Injury requiring first aid,

Type of Incident

Injury Description: **Bruise, Contusion, Pain, Irritation, Inflammation, Swelling,**

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

Cause of Injury or Damage: **Struck or Pinched by Moving Object,**

Slip, Trip, Fall Details

Slip:
Trip:
Fall From Same Level:
Fall From Elevated Height:

Stairs:			
Contributing Factors			
Equipment: Improper Equipment,			
Environment:			
Policies / Procedures: Inadequate Planning, Preparation,			
Human Factors: PPE Not Used,			
Suggested Corrective Actions to Prevent Reoccurrence			
Provide PPE,			
Suggested corrective action by the affected party			
CLiMB employees should have access to foot PPE on-site for occasional situations like assembling or moving equipment, which are perhaps too rare to make steel-toed or composite-toed boots an everyday requirement for lab personnel.			
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.) Ultimately, this was a miscommunication between research staff and the injury could have been prevented with better communication, protective foot wear and the use of ropes.			
Recommendations/Preventive Measures: We will implement a rule that when working in the pit on that equipment, that toe guards and work gloves are to be worn, along with the existing requirement of closed-toed shoes. Also, we will secure the swinging panels with ropes to avoid them moving when moving the equipment around the laboratory. We will prioritize explicitly communication between research staff. Additional training will be provided by CLiMB PIs to relevant CLiMB staff about how the various pieces of equipment should be safely handled. We are in the process of writing up documentation for how to move equipment around the laboratory, and this information will be included.			
Corrective Actions Target Date (yyyy/mm/dd): 2020/09/04		Corrective Actions Complete Date (yyyy/mm/dd):	
Other Comments:			
EHS Review			
Last Name: Konnur	First Name: Manisha	Phone Number: +1 206 221-1759	Email: mkonnur@uw.edu
Occupation/Position:		Department:	
Comments: Forwarded to Natalie Daranyi - MK			

U-WIDE HEALTH AND SAFETY COMMITTEE

August 12, 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 X 1488
	Erick Rostad (2)	X	Beth Hammermeister (4)	X	Christine Kang, UAW 4121
X	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)				
X	David Warren (10)				
	Env Health & Safety Member**		Ex-Officio Member**		Ex-Officio Member**
X	Katia Harb		Susan-Wagshul-Golden, UWT		Vacant, Capital Planning & Dev
	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

Quorum is 12 or more of voting members
X - attended meeting
*** voting members**
**** non-voting member**

Guests

Lauren Updyke, Assistant Director, The Whole U

Jessica Cole, UW CareLink Program Manager

Agenda

1. Call to Order
2. Attendance/Quorum
3. Approval of July meeting minutes
4. COVID-19 Update
5. Resources for Mental and Emotional Health
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 July meeting minutes

July meeting minutes were approved as amended.

4. COVID-19 Update

Katia Harb provided the following COVID-19 updates.

Katia said that EH&S has updated the [Face-Covering policy](#). The following details have been updated,

- Enforcement – UW will align with state’s policy on face-covering enforcement. Personnel are required to wear face-covering. The document also outlines the escalation stages



starting with verbal request, notifying supervisor and only informing UWPD as a last resort, if needed.

- Accommodations – There are medical exemptions outlined in the policy and personnel can submit for accommodation through the UWHR Disability Services Office. Katia clarified that the accommodation doesn't allow personnel to forego masks on campus, instead they will be allowed to either work from home or have modified duties.

Katia addressed a few face-covering FAQs,

- A face shield cannot replace a mask.
- An exhalation valve on a mask does not protect others.
- A face-covering is required in cubicles, even when 6' apart.
- Face-coverings are required in common areas of buildings.
- Face-covering are required outdoors if personnel cannot maintain 6' of distance from others.

Katia also informed the committee about the [Visitor Log Guidance](#) document on the webpage.

Katia said that EH&S has completed a series of three COVID-19 prevention in the workplace webinars. There were over 700 attendees and presenters from HR, UWF facilities, COVID-19 site supervisors from UW-Bothell and UW-Tacoma. She reported they received positive feedback on the webinars. Katia thanked everyone for their participation and reported that EH&S is evaluating the possibility of hosting additional webinars in the upcoming months with updated COVID-19 information.

Katia announced that UW Executive office along with EH&S, School of Public Health and Population Health Initiative have been working with UW Medicine's Seattle Flu Study to implement a COVID-19 testing/surveillance program in the fall. They plan to offer voluntary testing to onsite employees and students, and then move to weekly random testing of a sample population. Their purpose is to monitor the personnel on campus who are not showing symptoms. They are still working on their protocol.

Katia also said there will be new students moving into residence halls this fall. There will be very few in-person classes, but lot more students on campus. Students arriving this fall will each receive two cloth masks and information on their responsibilities to ensure health and safety for everyone on campus. She also said that they are working with Greek system to develop COVID-19 safety plans for their houses in order to reduce density and decrease the potential COVID-19 transmission.

Katia announced that they are working with the Advisory Committee on Communicable Diseases (ACCD) to develop a weekly update summary of changes on the UW coronavirus webpage.

5. Resources for Mental and Emotional Health



Lauren Updyke talked about '[The Whole U](#)' program and encouraged the U-Wide committee to join in a breathing exercise. Lauren said that back in March, they had to re-imagine the program to change their in-person set up to a virtual setting. Since the program shifted to a virtual setting, they've interacted with over 5000 people a month.

Lauren highlighted three areas of their website, that include articles on COVID-19, finding support, and opportunities to connect with others virtually.

- Events – They offer webinars on financial fitness, being active, eating well, staying healthy, and many more. There are over 36 resources for the UW staff. They also provide volunteering opportunities.
- Healthy Living – They offer counselling and mental health services, including guided meditations and moving meditations and focus on gratitude and happiness. Included is a Center for child and family well-being.
- Videos – They also provide seminars with past faculty speakers.

Lauren encouraged everyone to share these resources and encourage people to explore the website. Research shows the mental/emotional effects of the pandemic will get more difficult.

Jessica Cole from [UW CareLink](#) talked about their employee assistance program, which includes counselling, financial guidance, legal advice, eldercare resources, and consultations to managers who are specifically going through critical incidents or traumatic events. All employee information is kept confidential. Jessica also pointed out that they offer printed materials in 9 different languages. They also offer a COVID-19 resources webpage and webinars in different languages. She also reported that each UW employee gets five free visits with a counselor and can request remote visits. They also offer unlimited 30-minute consultations, or 25% off visits with a community lawyer.

CareLink is available to UW employee household members too! Included in resources are Back to School kits for families with kids.

Jessica encouraged the committee to check their webpage for more detailed resources, or contact totalben@uw.edu.

6. Organizational Group Reports

HSC 1 –Ryan Hawkinson said that HSC-1 met this morning (August 12) via Zoom and reviewed OARS reports. Recent organizational changes at UW caused the Washington National Primate Research Center and Environmental Health and Safety departments to join HSC-1. Ryan said that the group did introductions and then discussed the new types of injury reports that they can expect to see in the coming months.



HSC 2 – Mark Pekarek said that HSC-2 met last month. They did not have quorum. They reviewed OARS reports and plan to discuss the HSC-2 charter at the next meeting. Their secretary, Joles Tahara, is transitioning out of the University. They had a guest speaker discuss a work request to put a lock on a multi-user bathroom to facilitate social distancing. They concluded that they cannot put a lock on a multi-user bathroom as it violates the Seattle Building Code. He said that instead they will install signage and conduct training to mitigate social distancing. Katia indicated that EH&S is working on a guidance on multi-user bathrooms. She said that the size of the bathroom will determine occupancy limits. Katia said that staff will have to be mindful of signage, wear a face-covering, and maintain social distancing.

Mark also mentioned that staff were concerned about the safety of hand-dryers in bathrooms. Some wondered if they should use paper towels instead of hand dryers, because of the alleged spread the aerosols by hand-dryers. Katia said they have had discussions over the use of warm-dryers vs jet-dryers for hand-drying, but that there is no evidence of COVID-19 transmission by hand-dryers (or toilets). She said there are a number of studies documenting fecal coliform aerosols after improper hand washing and using the hand jet-dryers. Katia said that EH&S is not making recommendation to discontinue hand-dryers. However, the dryers should be disinfected daily as they are one of the high-touch surfaces.

Ann Aumann asked if it would be possible to lock every other stall door to enforce social distancing. Mark said no, since the number of bathroom toilets and urinals is part of compliance with the Seattle Building Code. Mark mentioned that the issue has been escalated to John Wetzel, and UW Facilities will be updating the 'Building Readiness Guidelines' accordingly.

HSC 3 – Tony Colinares said that HSC-3 met last month. Since most of the employees are working from home, they discussed the potential safety hazards at home which included scenarios like tripping over garden hoses or wearing slippers on the stairs. They approved meeting minutes and discussed OARS reports.

HSC 4 – Beth Hammermeister said that HSC-4 met on July 28. Scott Nelson from EH&S was present and gave clarifications on when to use seismic restraints. An equipment should be braced if it can potentially block an egress door, when the center of gravity is at least 4' off the ground, or if the equipment is more than 400 pounds in weight.

HSC-4 also discussed the use of masks in cubicles and that face-shields don't substitute for masks. They advised that N95 masks should not be used in a non-clinical settings. They also discussed the quarantine process for staff after a household member tests positive and discussed travelling in a shared-vehicle. Beth also reported that they have a new property manager at SLU.

Christine Aker reported that, since libraries are closed and unstaffed, people are being advised to keep borrowed library books for now. The books will be auto-renewed.



Christine also mentioned that Health Sciences Building Management has to constantly replace signage about social distancing and mask usage as the signs are being defaced.

School of Dentistry faculty, staff and students have been fit tested. They are now scheduling patients for treatments.

HSC 5 – Liz Kindred said that HSC-5 met on July 27. Liz was not present at the meeting. They welcomed new members from UWMC Northwest.

Hospitals and clinics are back to normal operations. In the month of June, there were no work related COVID-19 acquisitions at HMC. There have been fewer COVID-19 related exposure incidents, UWMC has been actively implementing new policies such as a 14-day quarantine policy if employees are exposed to COVID-19 patients at work or outside of work and a new mandatory eye protection policy.

HMC Employee Health now has 2 full time nurses completing contact tracing. They also have a new hotline for COVID-19 related questions.

HSC-5 also discussed the July U-Wide meeting.

HSC 6 –Eric Camp and Tamara Leonard said that HSC-6 met and discussed the U-Wide meeting.

HSC 7 –Martin Arroyo and Alexa Russo said that HSC-7 met and discussed the OARS report and the July U-Wide meeting. They also discussed box-cutter safety, COVID-19 data on the Washington State COVID-19 Dashboard, and how to respond to people not wearing a face-covering.

HSC 8 – Christopher Barrett and Wade Haddaway said that HSC-8 met and discussed the July U-Wide meeting. They had no OARS reports to review. They did not have a quorum.

HSC 9 – Sonia Honeydew said that HSC-9 met on July 28. They had one OARS report to review. They discussed the coordination of building readiness guidelines and the site-specific COVID-19 prevention checklist. Sonia mentioned that building coordinators can be site supervisors. They also discussed the EH&S COVID-19 webinars.

Sonia said they will have one upcoming change in their committee membership as one of the members is leaving.

Sonia said that HSC-9 members gave departmental updates. One of the departments created a catalyst survey for site specific training. One of the departments have a safety committee focused on COVID-19 best practices, which meets weekly and reviews submissions on their anonymous tip line. One department discussed how their undergraduate access policy is that only paid employees will be allowed inside. One of the departments also talked about closing all shared office spaces. The group noted that there have been a lot of HVAC changes by facilities for various



reasons and to submit a work order form if they come across any issues. One of the departments will be including, in their daily attestation email reminder, an anonymous tip form to report non-compliance.

HSC-9 also had a discussion on shared bathroom usage over concerns of social distancing.

HSC 10 – David Warren and David Zuckerman said that HSC-10 met on July 20. They discussed the July U-wide meeting and three OARS reports. One of the incidents involved an injury related to a stuck gate. HSC-10 discussed the potential problems that may arise once in-person classes begin. For instance, they talked about how to prevent COVID transmission while using microscopes. David planned to ask for suggestions from the virology group. Michael Sage from HSC-5 suggested using barriers between workstations.

HSC-10 also discussed how to secure proper PPE for students and staff returning to laboratories, hand-sanitizer stations within the building, ordering hand-sanitizer supplies for their entire building, and bathrooms and aerosol generation in general.

Tracey Mosier and Chris Pennington from UW Facilities requested that staff contact UW Facilities Building Services about installing wall-mounted hand sanitizers. Building surfaces may contain asbestos or other hazards, and UW Facilities will conduct regulated material surveys to ensure it is not an issue. They also mentioned the fire safety concerns and the need to inventory the hand sanitizers in MyChem.

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

8. Union Reports:

WFSE Local 1488 - Paula Lukaszek said that she doesn't use hand-dryers because the hand dryers are not cleaned in between users and often collect water at the bottom.

Paula also brought up concerns about the timeliness of contact tracing in a recent positive COVID-19 case. Katia Harb replied that once EH&S is notified of positive COVID-19 worker, they begin contacting people the same day or within 24-48 hours, and do this work 7 days a week. In the particular case Paula mentioned, EH&S noted that the individual was not tested until several days after they became ill. EH&S was notified of the positive COVID-19 test result around 4 pm and immediately began tracing that same day. EH&S contacted the leads, supervisors and close contacts of this individual within 24-48 hours of knowing of the positive test result. Tracey Mosier, UW Facilities Safety Director, added that UW Facilities is discussing creating a group case manager to assist supervisors with streamlining communications.

UAW 4121 - Amanda Clouser brought up questions about Health Sciences building accessibility once Fall Quarter starts. Christine Aker from HSC-4 said that Health Sciences Building



Management will follow the back-to-school and back-to-workplace recommendations for opening buildings. As of now, the only way to gain access is via an access card.

9. Ex-Officio Reports:

UW Facilities: Tracey Mosier and Chris Pennington did not have any updates.

Emergency Management: Barry Morgan said that they are collaborating on the distribution and tracking of the masks that students are receiving. The masks will be sent out in September.

They are also developing a testing site support plan for UW Tacoma and UW Bothell so that they can support pop-up testing sites for testing by a third-party vendor.

Barry mentioned that they are gearing up for the Flu-season and will have a discussion soon, since it will affect COVID-19 resources.

Emergency Management is also resuming planning for a full-scale emergency response exercise for the U-district light rail LINK station at the UW Tower. This is necessary for certification.

UWPD: Lt. Jaross was not present.

DEOHS: Rick Gleason said that his next undergraduate class of 30 students will be conducted online via Zoom starting October 6.

Rick said DEOHS acts as an OSHA Training Center and has been conducting OSHA Region 10 training for the last 25 years. He said they have done zoom training and in the last two months they have been conducting in-person training classes in Idaho and in Oregon. Rick said that if the training room has a capacity of 30 participants, they only have 5 on-site for the in-person training classes.

UW Tacoma: Susan Wagshul-Golden was not present.

Attorney General's Office: Nancy Gwin asked Katia about where to submit completed COVID-19 plans. Katia said that site specific plans are kept by the unit leader and the plans are then submitted to the Executive Office.

Claims Services: Ken Nielsen said they have no updates.

10. L&I updates:

Erin McKeown reported that there were three Labor and Industries investigations in July,

- Harborview Medical Center ER had concerns with lack of barriers in their waiting areas, check-in areas and triage areas. These barriers have since been put in place. There were no citations as a result of this inspection.



- UW Bothell Facilities Services and Campus Operations had concerns over lack of face coverings in student housing, communications regarding contractor and potential exposure to COVID-19, and concerns over the flushing frequency of potable water systems. There were no citations as a result of this inspection.
- UWMC 8 South staff had concerns with telework and COVID-19 prevention plans. There were no citations proposed as a result of this investigation.

EH&S updates: Erin McKeown presented a short slide show addressing the reorganization of the Health Sciences Administration and impacts to four health and safety committees. Four departments that had been part of HSC-4 were reassigned. Environmental Health and Safety and the WA National Primate Research Center joined HSC 1; Hall Health Center joined HSC 3; and the Health Sciences Risk Management department joined HSC 5.

Katia Harb mentioned that EH&S currently has job vacancies,

- Biosafety Manager
- Public Health Specialist
- Contact Tracers

11. Good of the Order:

Ann Aumann from SEIU 925 asked if one should submit an OARS report for accidents that happen while working from home. Erin McKeown confirmed that all incidents that occur while working should be reported via OARS.

Michael asked if employees are being asked to update their contact information in case of contact tracing. No one was aware of any initiative to update contact information, but that is sounded like a good idea.

Christine Aker from HSC-4 asked if there are any cleaning/disinfecting options for shared copy machines and asked if there are any disposable protection film options. Katia mentioned it is one of the high touch surfaces and reminded everyone to have disinfectants around the area. Departments should be cleaning them regularly to ensure safety. Katia also added that EH&S will look into the disposable protective film option and will see if they can add something similar in the Safe and Clean Storefront.

12. Adjourn:

The meeting was adjourned at 2:37 pm.

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

September 9, 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	10 min
2019 UW Claim Services Report	Ken Nielsen	Presentation	20 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.