



**FRIDAY HARBOR LABS**

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UNIVERSITY *of* WASHINGTON

College of the Environment

## **COVID-19 Prevention Plan for Visitors**

June 30, 2020

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Approved by University of Washington

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## GENERAL INFORMATION

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## INTRODUCTION

The University of Washington Friday Harbor Labs (FHL) is world renowned not only as a source of major advances in marine science, but also as the training ground for scientists who have gone on to produce groundbreaking research at the forefront of their fields. In a normal year, researchers and students from dozens of countries come to FHL to make use of resources and capabilities not available at their home institutions, but essential for their work or education: a diverse marine fauna and flora; boat and SCUBA facilities as well as a fully equipped research vessel; 13 lab buildings and more than a 150 tanks of various size (up to 12' diameter); and a flow-through system that continuously pumps seawater to those tanks, allowing for easy maintenance of marine species. Other facilities include several large flumes; state-of-the-art imaging equipment; five climate-controlled rooms; a stockroom providing essential labware and small research equipment for check-out as well as supplies for purchase; extensive computing facilities; and a library. Finally, food services and a variety of housing on campus allow visitors to live, sleep, and eat within a few steps of where they work and study.

The type of research and education that happens at FHL is absolutely dependent on the Labs' location, resources, and facilities, and is by definition in-person. For a scientist, a lost summer of work at FHL will mean at best a lost season of research that can't be done elsewhere and at worst, a gap in an ongoing, long-term project. A student who misses the opportunity to take courses at FHL loses critical hands-on training in lab and field work. Further, most students—both undergraduate and graduate—are on tight schedules dictated by finances, course availability and degree requirements; if they cannot take a planned course as scheduled, it's quite likely that they will not be able to take it at a later time.

For University of Washington students, a cancelled term at FHL can have serious consequences for their academic careers. Many students are initially drawn to UW for its nationally recognized strength in marine sciences; they pursue degrees in Oceanography, Fisheries, and most recently, Marine Biology. Not uncommonly, these students plan their studies (and logistics such as housing) around at least one term at FHL; this is true for virtually all Marine Biology majors, for whom an integrative field experience is a requirement. When students lose the opportunity to spend a term here, they miss out not only on experiencing living organisms in the field and lab, but on critical training in research: most FHL courses include a strong research component, in which students learn lab and field techniques, complete a project, and write and present their findings. In fact, the Mary Gates Endowment provides research scholarships totaling up to \$40K/year to UW students taking courses at FHL. It is not an exaggeration to say that students in marine science majors who miss out on a planned FHL experience may graduate less prepared for jobs or postgraduate education.

The continuation of research and education at FHL is vital, but all precautions must be made to ensure that it is done in the safest way possible under current COVID-19 pandemic conditions. This plan provides detailed policies and procedures to allow safe and productive operation of FHL facilities.

## GOALS, CONTEXT & FRAMEWORK

The goal of this plan is to create a UW Friday Harbor Labs (FHL) enclave where visiting students and researchers (hereafter referred to collectively as scientists) can live, learn and work safely and productively. This document does not apply to FHL staff and faculty, who live off campus; as UW employees, they will continue to follow current UW requirements and guidelines as outlined in the University's [COVID-19 Prevention Plan for the Workplace](#), [Guidance for Returning to In-Person Research](#), and requirements for classrooms and teaching spaces.

On a preserve of almost 500 acres and with a single road leading into it, FHL is physically isolated from the rest of San Juan Island. As scientists not only work and study but also sleep and eat on campus, they can function quite independently from the island community with the exception of food and mail deliveries. Further, the nature of much of the FHL housing allows for scientists to live in small, physically separated households: the campus includes over 40 self-contained units each with its own kitchen and bathroom(s).

To create a system that safely allows research collaborations and small classes ( $\leq 20$  students), FHL will organize scientist housing and lab assignments to form "pods:" effective households of six or fewer persons who live, eat, work, and study together, and maintain strict distancing from other pods. All members of a household (e.g. living in a cottage) will belong to the same pod, and no pods will contain more than six persons. Together with contact logs, pods will form the basis for quarantining and isolating in cases of suspected or confirmed cases of COVID-19.

### Phases & Transitions

Governor Inslee's [Safe Start Washington Plan](#) outlines the conditions and corresponding restrictions for four phases, and the [University of Washington's Plan](#) outlines its process for approving transitions from one phase to another for each UW campus. In order to transition to a subsequent phase, FHL must receive approval from the UW College of the Environment and the UW Executive Office. Under Phase 1, FHL will not hold classes and will allow only critical research. Under Phase 4, FHL will resume normal activities, but with the continued practice of physical distancing and good hygiene, and following all other UW requirements. **The current plan is to be in effect while FHL is under Phase 2.** When San Juan County transitions to Phase 3, FHL will apply to the College and UW Executive Office to likewise transition. After a shift has been approved, FHL will submit a revised plan with some restrictions relaxed for Phase 3. However, FHL will remain under the current plan for the duration of Summer B term (until August 21, 2020) to ensure constancy throughout the term, regardless of whether a shift to the next phase has been approved for the county.

## Elements of the Plan

This plan builds upon University of Washington's [COVID-19 Prevention Plan for the Workplace](#), adding further components to create a safe enclave on a campus where visiting scientists not only work and study, but also sleep and eat.

This plan addresses the required elements of the University of Washington's [COVID-19 Prevention Plan for the Workplace](#):

- Maintain Social & Physical Distancing: prevent close contact through careful planning of facilities and vehicle/vessel usage in space and time.
- Procedures for Sick Personnel, Symptom Monitoring, Reporting, and Response
- Practice Good Hygiene.
- Clean & Disinfect Surfaces
- Personal Protective Equipment (PPE)
- Communication & Training

Further, this plan adds the following additional components:

- Create physically separated pods of scientists through careful planning of housing and work space assignments.
- Minimize possible introduction of COVID-19 by new arrivals to San Juan County.
- Minimize interactions of FHL with the mainland and island communities (sequestration).
- Establish a safe system for food delivery, preparation, and services.
- Quarantine and Isolate suspected and confirmed cases.

## Training, Updates, and Monitoring

The FHL Director and Operations Manager will hold an all-staff webinar on the FHL COVID-19 Prevention Plan, to review details and provide an opportunity for questions. The Operations Manager will regularly monitor State, County, and UW regulations, updating procedures to remain in compliance. At weekly staff Zoom meetings, the FHL Director and Operations Manager will communicate updates, notify staff of incoming scientists, discuss issues that arise, and answer questions. According to their roles, FHL staff will in turn communicate updates to scientists, via email listserv announcements and updated signage. All Staff are responsible for monitoring adherence to the procedures described below and for reporting issues to the FHL Director or Operations Manager. Daily spot checks of adherence to rules will be done by the FHL Director, Operations Manager, and Stockroom Manager as appropriate.

In the first week of Summer B term, the FHL Director and Operations manager will hold a webinar with course faculty and students on the FHL COVID-19 Prevention Plan, to review details and provide an opportunity for questions.

## RULES, PROCEDURES & RESPONSIBILITIES

University of Washington's [COVID-19 Prevention Plan for the Workplace](#) provides a framework for addressing UW workplace requirements under Governor Inslee's Safe Start Plan. The FHL plan follows this framework, adding further procedures for pod establishment, arrival of new users, quarantine & isolation, sequestration, and food services. Note: all responsibilities regarding communication to scientists about the following procedures are noted under a separate "Communication" heading.

- *FHL reserves the right to add additional restrictions to those listed below if required or recommended by the University of Washington or County or State health professionals.*
- *All scientists arriving at FHL from outside San Juan County will be asked to sign a form documenting that they have read and understand these rules and restrictions.*
- *The violation of protocols and/or engaging in 'risky' behaviors are grounds for dismissal from FHL.*
- *Everyone has the right to refuse a task, work environment, or interaction that they deem as unsafe without criticism or repercussion.*

### CREATION OF PODS

- Before their arrival, all planned scientists at FHL are assigned to housing and lab spaces that effectively create pods comprised of persons who are working in close collaboration (shared lab space) and their household members, physically distanced from all other pods.
- Maximum pod size allowed is six persons.
- Everyone in a household is assigned to the same pod, i.e. if a pod includes a given household, it include all members of that household.
- While some pods may include more than one household (e.g. three students in one cottage + one research mentor in another), none include more than six persons total. This ensures that no person is in close contact with more than 5 others from outside their household, following WA State Phase 2 regulations.
- Within pods, scientists are strongly encouraged to maintain 6 feet of separation at all times and wear face coverings while in the same room of their housing unit; however, they are sharing a bathroom and may share cooking facilities.
- Between pods, scientists must follow all physical distancing requirements.
- **Responsibilities:** FACILITIES COORDINATOR assigns scientists to pods, in consultation SCIENTISTS where relevant; RESEARCH MENTORS/Pis and COURSE INSTRUCTORS monitor pods in their lab group or course; SCIENTISTS maintain strict distancing between their pod and others.

## PROCEDURES FOR NEW ARRIVALS

- No international arrivals permitted under Phase 2.
- Before departing for their travels to FHL, scientists self-quarantine for 14 days.
- Before departing for their travels to FHL, scientists obtain a COVID-19 viral test as near as possible to their departure date while still receiving results before departure.
- If a scientist has difficulty obtaining a COVID-19 viral test in their home town (either because testing is unavailable or is financially prohibitive), they inform FHL Operations Manager Bernadette Holthuis ([holthuis@uw.edu](mailto:holthuis@uw.edu)) of this at least three days prior to their departure for FHL.
- Scientists who do not obtain a COVID-19 viral test before departing their homes arrange for a test in WA state; drop-in, free testing is available in a number of locations, including one that is about a half hour's drive from the ferry terminal for Friday Harbor (Appendix B).
- Scientists email the results of their pre-arrival COVID-19 viral test to FHL Operations Manager Bernadette Holthuis ([holthuis@uw.edu](mailto:holthuis@uw.edu)).
- Scientists who have a positive result for their pre-arrival COVID-19 viral test must cancel or postpone their visit. If they wish to postpone, they must follow guidelines from San Juan County Health Officer Dr. James regarding rules and procedures for visiting on a later date.
- Before departing for FHL, scientist monitors themselves and their household members for symptoms of illness, and cancels or postpones visit if anyone exhibits symptoms listed below. If they wish to postpone, they follow guidelines from San Juan County Health Officer Dr. James regarding rules and procedures for visiting on a later date.
  - A new **fever** (100.4 F or higher) or a sense of having a fever
  - A new **cough** that cannot be attributed to another health condition
  - New **shortness of breath** that cannot be attributed to another health condition
  - A new **sore throat** that cannot be attributed to another health condition
  - New **muscle pain** that cannot be attributed to another health condition or to a specific activity, such as physical exercise
  - New **gastrointestinal symptoms**, such as nausea, vomiting or diarrhea that cannot be attributed to another health condition
  - New **respiratory symptoms**, such as a runny nose, that cannot be attributed to another health condition
  - New **chills** that cannot be attributed to another health condition
  - New **loss of taste or smell** that cannot be attributed to another health condition
  - A new **headache** that cannot be attributed to another health condition or emotional reason

- Upon arrival, scientists submit signed copy of COVID-19 Prevention Agreement Form, agreeing to follow the rules and procedures in the FHL COVID-19 Prevention Plan (Appendix C).
- Upon arrival from outside the county, scientists agree to self-quarantine in their housing unit for 14 days or until they produce the negative result for a viral test taken at least three days after arrival to the island.
- Scientists may schedule a viral test with Tabby at EventTide Health ([ttalley@eventidehealth.com](mailto:ttalley@eventidehealth.com)) to be done three or more days after arriving on island.
- After scientist presents negative test result to Operations Manager, they are released from quarantine. Otherwise, they must remain in quarantine for the full 14 days.
- **Responsibilities:** SCIENTISTS self-quarantine for 14 days before departing for FHL, monitor health of themselves and their household before departure, report pre-departure symptom check to OPERATIONS MANAGER, obtain viral test before arriving to FHL and report results to OPERATIONS MANAGER, arrive in San Juan County with supplies for 14-day quarantine, obtain viral test in Friday Harbor if they choose, self-quarantine at FHL until they present negative test results or for 14 days if they forego testing; FACILITIES COORDINATOR includes hard copy of COVID-19 Prevention Agreement Form in housing packets for arrivals; updates shared, online Excel workbook of all incoming new scientists, their arrival dates, their housing and lab assignments, and whether or not they've submitted a signed COVID-19 Prevention Agreement Form; OPERATIONS MANAGER uses the shared Excel workbook to communicate with all incoming scientists before and after their arrival, informs each one of all pre-arrival and post-arrival rules and procedures, provides information on testing locations in WA state if needed, tracks pre-departure symptom checks and pre-arrival and post-arrival viral test results.

## **RESTRICTIONS ON INTERACTIONS WITH MAINLAND & ISLAND COMMUNITIES**

- Prohibition on travel out of San Juan County: any FHL scientist who leaves the county and then returns to FHL is subject to the same quarantine requirements as new arrivals.
- Planned visiting scientists are strongly encouraged to bring as much as possible of their own supplies to island.
- All scientists at FHL are prohibited from visiting bars or restaurants during their stay (take-out from restaurants okay).
- All scientists are strongly discouraged from leaving the FHL campus more than absolutely necessary for essential services: shopping for food, other provisions, and medications; medical visits.

- Course Students: use designated shoppers to minimize trips off campus.
- **Responsibilities:** SCIENTISTS follow all guidelines and restrictions.

## HOUSING USAGE

- Scientists are distributed across campus housing that includes a total of 133 bedrooms, 44 kitchens, and 50 bathrooms.
- The only FHL housing a resident may enter is their own assigned unit; no visiting of other housing units allowed.
- The campus will operate at no more than 50% housing capacity. FHL capacity is over 200, and FHL will accommodate fewer than 100 persons under this plan.
- \*All arriving scientists are assigned to private bedrooms\*, except for accompanying family members who may share rooms.
- All bedrooms have windows that open for airflow.
- For standard dorm buildings and huts (a total of 48 bedrooms), scientists are assigned to specific communal bathrooms that only they are allowed to use.
- For communal bathrooms used by residents of standard dorm buildings and huts, bathrooms normally used by up to 20 persons are limited to a maximum of 6 assigned users (30% capacity).
- For other units (cottages, duplexes, apartments, grad dorms), each of which has its own bathroom and kitchen, no more than 6 persons per unit (most with 2-4).
- **Responsibilities:** FACILITIES COORDINATOR assigns scientists to housing and for those in standard dorms and huts, to specific bathrooms in conjunction with pod assignments; SCIENTISTS follow housing and bathroom assignments as given to them by FACILITIES COORDINATOR.

## FACILITIES USAGE

- For ALL common-use spaces (including classroom spaces), occupancy limits are set to ensure more than 6 feet distancing between individuals; [calculations based on square footage](#), with numbers adjusted down as necessary to allow for room layout, furniture/equipment, and how the space is used.

- Classroom spaces (e.g. The Commons, Lecture Hall) and Dining Hall are further limited to no more than 50% normal capacity.
- Lab spaces assigned to researchers: a minimum of 6 feet between workstations; accessible without passing within 6 feet of other workstations; for the dates assigned, only members of the same pod may enter lab space.
- Communal lab spaces with shared equipment: follow distance requirements for assigned lab spaces; online scheduling for use of space; disinfecting of space and equipment after each use.
- Other communal work spaces (Computer Lab, Library): maximum numbers of persons in space defined to allow 6 feet distancing; workstations (library carrels, computers, etc.) rearranged to be a minimum distance of 6 feet apart.
- Course Lab Buildings: students assigned to areas of course lab buildings to ensure that they interact only with pod-members, e.g. one pod per side of a building. Courses spread out across two lab buildings if numbers necessitate.
- Building floorplans with usage plans in Appendix D.
- See section on Cleaning and Disinfecting for information on sanitizing common-use surfaces/equipment between users.
- **Responsibilities:** OPERATIONS MANAGER creates floor plans for usage of all (non-housing) buildings used by scientists; MAINTENANCE SUPERVISOR oversees any required rearrangements of workstations or equipment; FHL RESIDENT SCIENTISTS who are in charge of shared equipment set up online scheduling systems for each item.

## VEHICLE USAGE

- Only members of the same pod may be together in a vehicle.
- Online UW Driver Training is encouraged for scientists with UW Net IDs, so that most or all pods include allowed drivers for FHL vehicles.
- All persons must complete daily Symptom Attestation Survey before getting into vehicle.
- No persons with symptoms, however mild, may participate in a vehicle trip (symptomatic persons should not leave their housing unit).
- All FHL vehicles are equipped with disposable gloves and sanitizing products that are in accordance with UW EH&S [COVID-19 Enhanced Cleaning & Disinfection Protocols](#).

- All participants in vehicle must wear face coverings.
- Vehicle driver must sanitize the steering wheel, switches, controls and any other commonly touched surfaces before and after use. Cleaning supplies and clean gloves are located in the Front Office and also in each vehicle.
- FHL staff generally refuel vehicles, unless tank is less than  $\frac{1}{4}$  full and staff are not available.
- When refueling a vehicle, driver (staff or, if necessary, visiting scientist) maintains social distancing from others at the fuel station and wears nitrile gloves while refueling. After fueling, driver removes and disposes of gloves and sanitizes hands (wipes or hand sanitizer) prior to re-entering the vehicle.
- **Responsibilities.** SCIENTISTS follow all regulations; STOCKROOM MANAGER ensures that sanitizing supplies are available in all vehicles and in the locations where vehicle keys are picked up (Fernald Office); FACILITIES COORDINATOR ensures that vehicle drivers picking up keys are informed of use and sanitizing rules.

## SMALL VESSEL USAGE

- All regulations in the [UW Guidelines for COVID-19 Prevention for Small Boat Operations](#) must be followed.
- Only members of the same pod may be together in a small vessel.
- At all times on vessels, 6-foot distancing is maintained between individuals on board, with exceptions allowed for activities deemed critical as determined by FHL Director or Operations Manager (see details for critical activities below).
- Small vessels are assigned reduced capacities to allow 6-foot distancing between individuals on board.
- Reduced rowboat capacity is 2 persons/boat, allowing 6 feet between persons seated on benches at the bow and stern.
- Reduced motorboat capacities are as follows, allowing 6 feet between persons: Auklet – 4 persons; Coot – 3 persons; Bufflehead – 3 persons.
- All persons must complete daily Symptom Attestation Survey before boarding vessel.
- No persons with symptoms, however mild, may participate in a vessel trip (symptomatic persons should not leave their housing unit).

- All FHL vessels are equipped with disposable gloves and sanitizing products that are in accordance with UW EH&S [COVID-19 Enhanced Cleaning & Disinfection Protocols](#) and Small Boating Guidelines.
- In addition to gloves, personal protective equipment (PPE) available on vessels must include face shields, personal flotation devices, hearing protection (motor boats), and eye protection (motor boats).
- All participants on vessel must wear face coverings. For coverings made of cloth, which become ineffective when wet, participants should bring at least one spare with them on board.
- If face coverings cannot be kept dry, face shields must be worn over them.
- Protocols for handling and disinfection of instruments and equipment on vessels follow UW EH&S Small Boating Guidelines and, for personal flotation devices, [US Coast Guard guidance on cleaning and storing PFDs for COVID-19](#).
- Vehicle/vessel driver must sanitize the steering wheel, switches, controls and any other commonly touched surfaces before and after use. Cleaning supplies and clean gloves are located in the Front Office and also in each vessel.
- Vessel activities that cannot be done while maintaining 6-foot distances between individuals are allowed if they are identified in writing as **critical**, approved by the FHL Director or Operations Manager, and short in duration and frequency. An example of such an activity is motorboat training that requires the Boat Safety Officer (BSO) and trainee to stand closer than 6 feet apart.
- For critical vessel activities that cannot be done while maintaining 6-foot distances, enhanced PPE is required: all individuals involved in the activity, e.g. the BSO and trainee during a motorboat training checkout, must wear procedure masks (kept in Stockroom), face shields (available from Summers Lab), and gloves.
- FHL motorboat training is limited to scientists with critical research needs requiring use of motorboats.
- FHL motorboat training classroom lessons are delivered remotely, by Zoom.
- **Responsibilities.** SCIENTISTS follow all regulations, obtain approval from FHL Director or Operations Manager for critical activities that cannot be done while maintaining 6-foot distances; STOCKROOM MANAGER ensures that sanitizing supplies are available in all vessels; BOAT SAFETY OFFICER reviews this plan with scientists using small vessels, obtains approval from FHL Director or Operations Manager for critical activities that cannot be done while maintaining 6-foot distances; FHL DIRECTOR or OPERATIONS MANAGER reviews and

approves proposals for critical activities that cannot be done while maintaining 6-foot distances.

### **RESEARCH VESSEL (R/V KITTIWAKE) USAGE**

- At all times on vessel, 6-foot distancing is maintained between individuals on board, with exceptions allowed for activities deemed critical as determined by FHL Director or Operations Manager (see details for critical activities below).
- The vessel is assigned a reduced capacity to allow 6-foot distancing between individuals on board: total number of crew and passengers limited to 8 individuals.
- The sole person allowed in the cabin is the vessel operator unless necessary for safe operation of the vessel in an emergency situation.
- All persons must complete daily Symptom Attestation Survey before boarding vessel.
- No persons with symptoms, however mild, may board the vessel as crew or passengers (symptomatic persons should not leave their housing unit).
- Before boarding of the vessel, all passengers are briefed on COVID-19 prevention protocols in addition to normal vessel safety procedures; briefing is on dock, with all persons maintaining 6-foot distance and wearing face coverings.
- The R/V Kittiwake is equipped with disposable gloves and sanitizing products that are in accordance with UW EH&S [COVID-19 Enhanced Cleaning & Disinfection Protocols](#) and Small Boating Guidelines.
- In addition to face coverings and gloves, personal protective equipment (PPE) available on the vessel must include face shields, personal flotation devices, hearing protection, and eye protection.
- All participants on vessel must wear face coverings. For coverings made of cloth, which become ineffective when wet, participants should bring at least one spare with them on board.
- If face coverings cannot be kept dry, face shields must be worn over them.
- Only the vessel operator handles the vessel controls, gear (e.g. winch) controls, electronics, switches and console surfaces, unless an emergency situation requires handling by others on the vessel.
- Deckhand, if present, refrains from occupying the helm station and manipulating helm controls unless necessary for safe operation of the vessel in an emergency situation.

- Protocols for handling and disinfection of instruments and equipment on the vessel follow UW EH&S Small Boating Guidelines and, for personal flotation devices, [US Coast Guard guidance on cleaning and storing PFDs for COVID-19](#).
- The vessel operator must sanitize the vessel controls, electronics, switches and console surfaces before and after use, taking care to sanitize before another individual takes over.
- Vessel activities that cannot be done while maintaining 6-foot distances between individuals are allowed if they are identified in writing as **critical**, approved by the FHL Director or Operations Manager, and short in duration and frequency. An example of such an activity is the deploying of gear that requires two people to safely manipulate.
- For critical vessel activities that cannot be done while maintaining 6-foot distances, enhanced PPE is required: all individuals involved in the activity must wear procedure masks (kept in Stockroom), face shields (available from Summers Lab), and gloves.
- If coolers are required for provisions, each pod has their own assigned cooler.
- **Responsibilities.** SCIENTISTS follow regulations; VESSEL CAPTAIN obtains approval from FHL Director or Operations Manager for critical activities that cannot be done while maintaining 6-foot distances, informs all passengers and crew about safety and health protocols before they board the boat, keeps an eye on everyone on board to ensure that they are following protocols at all times, communicates in person as needed to reinforce the correct protocols; FHL DIRECTOR or OPERATIONS MANAGER reviews and approves proposals for critical activities that cannot be done while maintaining 6-foot distances.

## HYGIENE

- Handwashing Stations: sink with running hot and cold water, soap, and paper towels provided in all buildings.
- Sanitizing Stations: hand sanitizer or sanitizing wipes provided at all major entry ways into non-housing buildings.
- **Responsibilities:** STOCKROOM MANAGER ensures that adequate supplies are on campus at all times; CUSTODIAL STAFF assigned to each building ensure that handwashing and sanitizing stations remain stocked.

## CLEANING AND DISINFECTING

- [UW EH&S Enhanced Cleaning and Disinfection Protocols](#) (see Appendix A) are used to clean all communal spaces daily.

- Shared workstations, equipment, vehicles, and vessels are sanitized between uses by different pods.
- Handheld field equipment must be sanitized with an approved sanitizing agent. All high-touch surfaces in vehicles, in vessels, and on shared equipment, such as door handles, vessel logs, keys, float plan cabinets, hose bibs, and nozzles, should be decontaminated before and after each use. Every person is responsible for disinfecting their own work gear with an approved sanitizing agent. This includes Personal Flotation Devices and any safety gear handled.
- After departure of residents in a housing unit, unit is left vacant for at least two days before cleaning and disinfecting.
- In case of confirmed COVID-19 case, access to all spaces possibly exposed (housing, lab spaces, etc.) will be immediately restricted; no one except custodial staff will be allowed to enter these restricted areas until enhanced cleaning and disinfection is complete.
- In case of confirmed COVID-19 case, all spaces possibly exposed (housing, lab spaces, etc.) will be sanitized by custodial staff following [UW protocols for enhanced cleaning and disinfection after notification of a confirmed case of COVID-19](#).
- **Responsibilities:** CUSTODIAL SUPERVISOR understands [UW protocols for enhanced cleaning and disinfection](#), trains CUSTODIAL STAFF in their use, schedules cleanings for increased frequency; CUSTODIAL SUPERVISOR & CUSTODIAL STAFF clean and disinfect housing and general lab spaces; SCIENTISTS using any shared workstation, equipment, vehicle, or vessel sanitize completely after use; STOCKROOM MANAGER orders, distributes, and keeps stocked cleaning and disinfecting supplies in prominent location in all FHL vehicles and vessels, and in rooms with shared workstations and equipment, trains scientists in sanitizing procedures.

### **PERSONAL PROTECTIVE EQUIPMENT (PPE) for COVID-19**

- FHL follows all [UW regulations for PPE under different COVID-19 risk levels](#) (see Appendix A), including the use of procedure masks, N95 masks, and face shields where conditions warrant them.
- All scientists are required to wear face coverings in communal indoor (non-housing) spaces as long as more than one person is in the room, regardless of room size or distance between persons.
- Scientists are asked to bring their own face coverings and other PPE if possible. Face coverings may be washed in the laundry facilities available on campus.

- In the event that scientists did not bring their own PPE, face coverings, procedure masks, and gloves are always available in the FHL Stockroom to purchase at cost.
- A forehead thermometer is available to borrow from the Stockroom.
- While PPE items in the Stockroom are generally kept locked, limited supplies are left accessible after hours by scientists who may need them.
- **Responsibilities:** SCIENTISTS bring their own PPE if possible; STOCKROOM MANAGER ensures that there are adequate face coverings and disposable gloves available at all times, informs scientists of how to access supplies after hours if needed.

### COMMUNICATION OF COVID-19 PREVENTION PLAN INFORMATION

- UW [COVID-19 Safety Training](#) is required for all FHL personnel working on-site. Staff complete the training online, logging in with their UW NetIDs.
- Training on this FHL COVID-19 Prevention plan is required for all FHL personnel working on-site.
- The FHL COVID-19 Prevention Plan is posted on the FHL website.
- In addition to taking the UW COVID-19 Safety Training, FHL staff will be trained on the FHL COVID-19 Prevention Plan via an all-staff webinar to review details and provide an opportunity for questions.
- FHL staff will be updated on the FHL COVID-19 Prevention Plan via weekly all-staff Zoom meetings.
- Visiting scientists (researchers, course instructors and students) will be trained on the FHL COVID-19 Prevention Plan via a webinar during the first week of Summer B term, to review details and provide an opportunity for questions.
- At the time of reservation and at least two weeks in advance of arrival, all visitors receive email with the relevant *Rules, Procedures, & Responsibilities* summary (see Appendix B) and a link to this Prevention Plan online.
- In advance of arrival, all visitors receive email about the pod to which they are assigned and its members.
- All new arrivals required to sign paper COVID-19 Prevention Plan Agreement Form (see Appendix C), confirming that they have read, understood, and agree to follow the rules and regulations herein.

- Printed copy of relevant *Rules, Procedures, & Responsibilities* summary provided to all new arrivals.
- All communal buildings and restrooms contain signage about wearing PPE, proper hygiene procedures, maintaining physical and social distance, and key FHL rules and regulations (e.g. prohibitions on travel outside of the county, and on visiting bars/restaurants on island) (signage in Appendix E).
- Regular email reminders sent to campus residents about current conditions and issues.
- **Responsibilities:** DIRECTOR and OPERATIONS MANAGER provide trainings for staff, researchers, instructors, and students on Plan, and conduct weekly updates; STAFF WITH SUPERVISORY ROLES review FHL COVID-19 Prevention Plan with their direct reports, and train them on relevant sections; STAFF WITH SUPERVISORY ROLES track and document UW COVID-19 training records for direct reports; FACILITIES COORDINATOR sends emails noted above to all scheduled visitors, prints FHL COVID-19 Prevention Plan Agreement forms and summary handouts of regulations to include in housing packets, collects and tracks signed Agreement Forms, tracks receipt of Agreement Forms on shared online Excel workbook; STOCKROOM MANAGER creates, prints, and periodically checks on signage in communal buildings and restrooms; OPERATIONS MANAGER sends email updates and reminders regarding FHL COVID-19 Prevention plan to campus residents and staff.

## DINING

- Unless it is economically feasible for the FHL Dining Hall to operate, it will remain closed.
- Food (and other shopping) in town is limited to one person from each household, shopping alone for the entire household at any given time.
- For residents under quarantine or isolation and their household members, all of whom are prohibited from shopping, FHL staff shoppers take orders, do shopping, and deliver food and supplies to their housing units.
- FHL residents are prohibited from handling, preparing, or sharing food with anyone except members of their own pod.
- If economically feasible, the Dining Hall will offer 'takeout' meals to be consumed in housing units.
- If economically feasible and after it has ensured that it meets all [WA Phase 2 Restaurant/Tavern COVID-19 Requirements](#), the Dining Hall will open for in-house service.

- If the FHL Dining Hall is preparing food, whether for take-out or in-house service, it will follow all WA State and SJ County regulations in effect for restaurants and taverns, and UW regulations in effect for residential food services.
- If the FHL Dining Hall opens for in-house service, it will follow [UW EH&S COVID-19 Illness Prevention Strategies for Limited On-Site Dining](#) (see Appendix A).
- If the FHL Dining Hall is open for in-house service, it will offer no self-serve (e.g. salad bar) options.
- **Responsibilities:** If the Dining Hall is open, FOOD SERVICES MANAGER is responsible for planning and overseeing the safe preparation and service of takeout or in-house meals, communicating with residents about dining rules and regulations, training kitchen staff on food safety protocols; DIRECTOR or OPERATIONS MANAGER will designate and train staff shoppers.

## MONITORING OF SYMPTOMS

- FHL Symptom Attestation Survey (Appendix C): lists the same symptoms as the University of Washington COVID-19 Employee Symptom Attestation (filled out by FHL on-site employees in Workday).
- Survey is sent out by email each day to all visiting scientists residing at FHL.
- All scientists are required to submit a response to the daily survey, attesting whether they or family members are exhibiting any symptoms listed.
- **Responsibilities:** OPERATIONS MANAGER develops survey (Survey Monkey) and follows up on non-respondents and those who report symptoms; IT MANAGER or IT ASSISTANT create and update email contact list for scientists at FHL, send email for daily survey, review daily responses to identify non-respondents or any who report symptoms; communicate with OPERATIONS MANAGER for follow up.

## CONTACT TRACING

- Close Contact (CDC definition) = someone who was w/in 6 ft of an infected person for at least 15 min starting from 2 days before illness onset (or 2 days before specimen collection for asymptomatic patients) until time patient is isolated.
- All pod members are considered close contacts.
- Scientists should not have any close contacts other than pod members.

- If a scientist DOES have any close contacts outside of their pod, they must record those contacts in a simple online contact log.
- **Responsibilities:** IT MANAGER or IT ASSISTANT creates online log for tracing; SCIENTISTS log any close contacts outside of pods; OPERATIONS MANAGER collects information on close contacts if there is a suspected or confirmed COVID-19 case, and communicates information to SJ County Health officials.

## PROCEDURES FOR SUSPECTED OR CONFIRMED CASES & THEIR CONTACTS

- In any case of a suspected or confirmed case of COVID-19, all areas on campus will be accessed to identify those where the scientist or their close contacts has been over the past seven days; access to those areas will be restricted for at least 24 hours, after which the areas will be cleaned following UW EH&S protocols for Enhanced Cleaning and Disinfection after Notification of a Confirmed Case of COVID-19.
- Isolation Units: FHL always maintains one unoccupied, self-contained housing unit on campus, reserved for use in case of required isolation. Cottage H (with two bedrooms, two bathrooms, a kitchen and laundry facilities) is the initial designated unit. At least 10 additional dorm rooms or huts and one additional 2-bedroom unit will be kept vacant in case they are needed for isolation.
- Any scientist who develops any symptoms of COVID-19 (even mild ones) is required to self-isolate and
  1. Indicate symptoms on Daily Attestation Survey
  2. Report to FHL Operations Manager Bernadette Holthuis: 360-644-9844 (c)
  3. Contact Eventide Health to schedule viral testing : 360-378-1388, [ttalley@eventidehealth.com](mailto:ttalley@eventidehealth.com)
- Any scientist who receives a positive test result for COVID-19 is required to self-isolate and to work with FHL Operations Manager in reporting to the following agencies/persons:
  1. Report to San Juan County Health Officer Dr. Frank James: 360-303-7436 (c)
  2. Follow all guidance from San Juan County Health Officer
  3. Report to the UW EH&S Employee Health Center: [covidehc@uw.edu](mailto:covidehc@uw.edu)
  4. Report to UW EH&S Case Tracker Janice Hutson: 206-491-4133 (c)
- All members of a pod that includes a suspected or confirmed case, and all other recent close contacts of a suspected or confirmed case (as determined by Contact Logs) are required to self-quarantine and work with FHL Operations manager in reporting to the following agencies/persons:
  1. Contact Eventide Health to schedule viral testing: 360-378-1388, [ttalley@eventidehealth.com](mailto:ttalley@eventidehealth.com)
  2. Report to San Juan County Health Officer Dr. Frank James: 360-303-7436 (c)
  3. Follow all guidance from San Juan County Health Officer

4. Report to the UW EH&S Employee Health Center: [covidehc@uw.edu](mailto:covidehc@uw.edu)

5. Report to UW EH&S Case Tracker Janice Hutson: 206-491-4133 (c)

- Isolation for Suspected or Confirmed Cases: Any scientist who develops symptoms or has a positive viral test result will be isolated in a separate housing unit (isolation period determined by San Juan County Health Officer).
- If the suspected or confirmed case is living in a self-contained cottage, duplex, or apartment, that person will remain in the unit and everyone living with them will be relocated to another such housing unit for quarantine.
- If the suspected or confirmed case is living in a dorm room or hut, they will be relocated to the self-contained FHL isolation unit.
- Quarantine for Exposure: All members of a pod that includes a suspected or confirmed case, and all other recent close contacts of a suspected or confirmed case (as determined by Contact Logs) are required self-quarantine in their housing units (quarantine period determined by San Juan County Health Officer).
- Those under quarantine may be relocated to a different housing unit or remain in their existing unit, dependent on whether the suspected/confirmed case to which they've been exposed is relocated (see above).
- Food and other provisions will be delivered to the doors of housing units occupied by scientists under isolation or quarantine: delivery person calls scientist ahead of time; deposits box of provisions outside exterior door while scientist remains inside.
- Scientists under isolation or quarantine will be responsible for cleaning their units (as are all scientists in cottages, duplexes, and apartments). They may leave trash outside their unit for pick up by custodial staff as needed.
- Trash will be picked up from housing units occupied by scientists under isolation or quarantine: custodial staff calls scientist ahead of time; scientist leaves trash bag outside exterior door and goes back inside; staff wears gloves and face mask while picking up trash bag.
- After a unit is vacated by a quarantined or isolated scientists, the unit will be left unoccupied for three days and then undergo cleaning following UW EH&S protocols for [Enhanced Cleaning and Disinfection after Notification of a Confirmed Case of COVID-19](#).
- In any case of a suspected or confirmed case of COVID-19, all non-housing areas on campus will be accessed to identify those where the scientist or their close contacts has been over the past 7 days; access to those areas will be restricted for at least 24 hours, after which the

areas will be cleaned following UW EH&S protocols for [Enhanced Cleaning and Disinfection after Notification of a Confirmed Case of COVID-19](#).

- **Responsibilities:** Affected SCIENTISTS follow instructions noted above; FHL DIRECTOR oversees response and communicates with San Juan County Health Officer; OPERATIONS MANAGER collects data from Contact Logs for contact tracing, works with scientists to identify potentially contaminated areas on campus and communicates those to MAINTENANCE SUPERVISOR AND CUSTODIAL SUPERVISOR, delegates delivery of food and provisions and trash pickup by staff; MAINTENANCE SUPERVISOR oversees blocking off of potentially contaminated areas; CUSTODIAL SUPERVISOR oversees cleaning and disinfection of housing and general area

## **APPENDIX A. UW COVID-19 PREVENTION PROTOCOLS**

[COVID-19 Prevention Plan for the Workplace](#)

[COVID-19 Prevention: Enhanced Cleaning and Disinfection Protocols](#)

[COVID-19 Disinfectant Safety Information](#)

[COVID-19 Face Covering Policy](#)

[COVID-19 Risk Level & Selection of PPE](#)

[Guidance on Facemask Use](#)

[COVID-19 Prevention Strategies for On-Site Dining](#)

[COVID-19 Prevention Guidelines for Small Boat Operations](#)