COVID-19 Prevention Plan for Visitors

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Approved by University of Washington
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# GENERAL INFORMATION

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San Juan County  
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|---|---|
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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).

The original version of this plan went into effect in June 2020. As of this writing, FHL has not had a single known case of COVID-19 in spite of running fully-enrolled, in-person programs: a summer course and REU program; an autumn quarter with record number of students (including 19 freshman in their first term at UW); an inaugural winter course; and now a set of spring courses. This revision to the plan makes two important changes to the original, changes that will allow more scientists on campus and provide them with more time for active research and study: eliminating the pod structure, and exempting fully vaccinated individuals from quarantine requirements. Here, a fully vaccinated individual is one who has provided FHL with documentation of having received the recommended dosage of a COVID-19 vaccine at least two weeks before arrival at FHL. Acceptable vaccines include any that have been authorized for emergency use or approved by the Centers for Disease Control (CDC) and/or the World Health Organization (WHO). See the linked websites for applicable lists.

Phases & Transitions

Governor Inslee’s Healthy Washington Plan outlines the conditions and corresponding restrictions for COVID-19 recovery phases, and the University of Washington’s Plan outlines its process for approving transitions from one phase to another for each 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. The current plan is to be in effect while San Juan County is in Phase 3. FHL will remain under the current plan for the duration of Summer A and B terms 2021 (through August 20) to ensure constancy for course students and faculty.

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:

- 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

In June 2020, the FHL Director and Operations Manager held 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 regular staff 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 each term, the FHL Director and Operations manager will hold a mandatory, recorded Zoom meeting with course faculty and students that includes a discussion of this plan with a review of details and opportunity for questions. Attendance will be required and recorded, and should any person not attend the meeting, they will be required to view a recording of the Zoom meeting and report back to the Operations Manager after viewing.
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 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.**

PROCEDURES FOR NEW ARRIVALS

- **Before departing for their travels to FHL, scientists who are not fully vaccinated self-quarantine for 14 days.**

- **Before departing for their travels to FHL, scientists complete online COVID-19 Prevention Agreement and Vaccination Attestation Forms (Appendix C). On that form, they agree to follow the rules and procedures in the FHL COVID-19 Prevention Plan and, if they wish to be exempted from post-arrival quarantine, provide the date(s) and type of vaccine doses received (Appendix C). FHL Operations Manager approves their quarantine exemption if the information provided confirms completion of the recommended dosage of a WHO authorized or approved vaccine at least two weeks prior to their scheduled date of arrival at FHL.**

- **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) 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).

- 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 they or anyone in their household 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
  - New fatigue that you cannot attribute to another health condition

- Upon arrival from outside the county, scientists who have not been exempted from quarantine by FHL agree to self-quarantine in their housing unit: if they do not take a post-arrival viral test, they must quarantine for at least 14 days; if they do take a post-arrival test (more than 3 days after arrival) and produce negative results for the test, the quarantine period may be reduced to 7 days (10 preferred).

- For their post-arrival test, scientists may order a Pixel kit (a PCR COVID-19 test kit by LabCorps), taking the sample more than three days after arriving on island.

- Responsibilities: SCIENTISTS self-quarantine for 14 days before departing for FHL if not fully vaccinated, 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; SCIENTISTS who have not been exempted from quarantine by FHL arrive in San Juan County with supplies for 14-day quarantine, self-administer a mail-in viral test at FHL if they choose, self-quarantine at FHL
for at least 14 days if they forego testing and at least 7 days (10 preferred) if they produce a negative post-arrival test; FACILITIES COORDINATOR provides information on and links to the required online COVID-19 Prevention Agreement and Vaccination Attestation Forms to incoming arrivals; updates shared, online Excel workbook of all incoming new scientists, their arrival dates, their housing and lab assignments, whether or not they’ve submitted signed COVID-19 Prevention Agreement and Vaccination Attestation Forms, and whether they are exempt from quarantine based on their responses to the Vaccination Attestation; 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, 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 testing and 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 75% overall housing capacity. FHL capacity is over 200, and FHL will accommodate fewer than 150 persons under this plan.
- All arriving scientists who have not been exempted from quarantine by FHL are initially 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 with 73 beds), scientists are assigned to specific communal bathrooms that only they are allowed to use.

- For large, communal bathrooms used (only) by residents of standard dorm buildings and huts, bathrooms normally used by up to 20 persons are limited to a maximum of 15 assigned users, with no more than six users at any one time.

- For other units (cottages, duplexes, apartments, grad dorms), each of which has its own bathroom and kitchen, no more than six persons per unit (most with two to four).

- **Responsibilities:** FACILITIES COORDINATOR assigns scientists to housing and for those in standard dorms and huts, to specific bathrooms; 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 that more than 6 feet distancing between individuals is possible; *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.

- 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: Courses spread out across two lab buildings if numbers necessitate, keeping occupation to < 50% normal capacity in those buildings.
- 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**

- 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 ¼ 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 sanitize 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.
- At all times on vessels, 6-feet 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-feet 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.

- **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.

- 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.

- 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 vaccination status, 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 updated on this version of the FHL COVID-19 Prevention Plan via a mandatory all-staff webinar to review details and provide an opportunity for questions.

- Visiting scientists (researchers, course instructors and students) will be trained on the FHL COVID-19 Prevention Plan via a Zoom meeting during the first week of each 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 emails with a link to information on our website summarizing the key rules and procedures
(see Appendix B), and link to the online COVID-19 Prevention Agreement and Vaccination Attestation Forms.

- All new arrivals required to complete and submit the COVID-19 Prevention Agreement and Vaccination Attestation Forms (see Appendix C), confirming that they have read, understood, and agree to follow the rules and regulations herein and optionally providing vaccination information.

- 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, tracks submitted Agreement and Attestation Forms and quarantine exemptions 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**

- 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.

- The Dining Hall will offer ‘takeout’ meals to be consumed in housing units for Scientists subscribing to full meal plans who are under quarantine.

- Having met all [WA Phase 2 & Phase 3 Restaurant/Tavern COVID-19 Requirements](#), the Dining Hall will be open for in-house service to Scientists subscribing to full meal plans.

- While 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.
- For in-house service, the Dining Hall will follow UW EH&S COVID-19 Illness Prevention Strategies for Limited On-Site Dining (see Appendix A).

- For in-house service, the Dining Hall will offer no self-serve (e.g. salad bar) options.

- **Responsibilities:** 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 cumulatively within a 24 hour period starting 2 days before illness onset (or 2 days before specimen collection for asymptomatic patients) until time patient is isolated.

- If a scientist has close contacts outside of their household, 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 households; 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 has been during their infectious period; access to those areas will be restricted for at least 24 hours, after which the areas will 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, Sware@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
  4. Report to UW EH&S Case Tracker Jill Tonge-Seymour, RN 206-616-3344 or 206-455-1210 (c)

- All members of a household 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, Sware@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
  5. Report to UW EH&S Case Tracker Jill Tonge-Seymour, RN 206-616-3344 or 206-455-1210 (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 household in which a suspected or confirmed case lives, and all other close contacts of a suspected or confirmed case (as determined by Contact Logs) are required to self-quarantine in their housing units (quarantine period determined by San Juan County Health Officer). Each person under quarantine will be assigned to a private bedroom (if they aren’t already) and a private bathroom. As long as sufficient accommodations are available, each person will placed in their own housing unit.

- 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 while infectious; access to those areas will be restricted for at least 24 hours, after which the areas will 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