

COVID-19 - WSU Return to Campus/Worksite Plan

Review and Approval Process and Checklist

WSU units seeking to resume activities allowed by [Washington's phases](#), and have employees return to campus/worksite need to:

- **Complete this Checklist, and**
- **Develop a Return to Campus/Worksite plan.**

Once a unit has completed the checklist and used it to draft its plan, it must submit the plan for review and approval through the following steps:

1. **PHEPTF review:** Submit to the Public Health Emergency Planning Task Force. The task force's review panel convenes weekly to review plans and provide feedback. Unit representatives are welcome to attend these meetings. The completed checklist and plan should be sent to Ellen Taylor ellen.b.taylor@wsu.edu and Jason Abrams jason.abrams@wsu.edu for review by the task force's review panel on Mondays at 2 p.m.
2. **RMAG review for higher risk plans:** If during the PHEPTF panel review, there are high-risk issues relating to density, traffic or other elements that need additional review, the plan and checklist will be referred to the Risk Management Advisory Group, which reviews plans on Wednesdays from 1:30 p.m. to 3 p.m. The completed checklist and plan (with any updates from the PHEPTF review) should be sent to Sharyl Kammerzell sharyl.kammerzell@wsu.edu and Karen Shaw karen.shaw@wsu.edu.
3. **Cabinet approval:** Following PHEPTF and RMAG review where required, the respective senior leadership (dean, vice president, chancellor) for the unit submits the checklist and plan to President's Cabinet for review. Cabinet submissions should be sent to Chris Hoyt christine.hoyt@wsu.edu. At this stage the Incident Command System will be given copies of plans for informational purposes.
4. **Unit implementation:** After a unit's plan is approved, they are expected to carry it out and be responsive to new guidance as it becomes available. Relevant senior leaders - vice presidents, chancellors or provosts - are responsible for oversight upon implementation.

WSU employees should not be asked to return to work until the above process is completed and approved. Human Resource Services has a [complete guide for returning to work](#), including a form where employees can [submit concerns](#). Throughout phases two and three of the state's phased restart plan, working remotely will be the preferred work option for those able.

Chapter 5C: Farm Produce and Fruit Sales Worksites Plan

Checklist WSU Return to Campus/Worksite Plan

To Be Completed:

Department Name:

Date: 7/15/2020

Departmental COVID-19 Supervisor(s) and Email: Deb Pehrson debpehrson@wsu.edu; Brad Jaeckel jaeckel@wsu.edu; Rich Koenig koenig@wsu.edu; and Amit Dhingra adhingra@wsu.edu

Service/Facility/Unit to Reopen:

Proposed Reopening Date:

- Guidelines for Reopening: Please identify which guidelines apply and provide link in text box – The items listed below in red reference to the overall CAHNRS COVID-19 Return to Worksite Plan with specific processes, for fruit and produce sales and related farm activities included below under #5 below, Additional Risk Measures.**

Guidelines	Additional description (if necessary)
<input checked="" type="checkbox"/> US Centers for Disease Control and Prevention(CDC), State of Washington have developed higher education reopening and essential business guidance for your area or department.	Click or tap here to enter text.
<input checked="" type="checkbox"/> Following Labor and Industries general and specific work guidelines and WSU guides and plans . Please provide current Washington’s Phase for that Facility, Service, and Location .	See Chapters 1, 2, and 4
<input checked="" type="checkbox"/> National Governing Body has developed guidelines more strict than WSU or State of Washington and department or area is following these guidelines. (provide link)	Click or tap here to enter text.
<input type="checkbox"/> Other WSU campuses, departments, or areas have similar unique services where coordination is necessary. (if yes, describe)	N/A

COVID-19 - WSU Return to Campus/Worksite Plan

<input type="checkbox"/>	Unique service requires plan that deviates from the State of Washington guidelines and/or WSU guides or plans. (If yes, describe)	Click or tap here to enter text.

2. Preopening Requirements: all items must be checked, provide explanation if needed

Pre-opening requirements		Additional description (if necessary)
		
	WSU approved signage posted at entrances addressing face coverings when inside the business, and any other required notices, such as instructions on how to schedule an appointment e.g. Professional Services industry requirements.	See Chapters 3, 4, and 5 (Individual Plans)
		

3. Employee Health and Safety: all items must be checked, provide explanation if needed

Employee Health and Safety		Additional description (if necessary)
	Ensure all work that can be done remotely is still performed remotely	See Chapters 1, 4, and 5 (Individual Plans)
	Review Environmental Health & Safety , Center for Disease Control (CDC), WA Department of Health (DOH) and L&I industry specific guidance for additional	Click or tap here to enter text.

COVID-19 - WSU Return to Campus/Worksite Plan

	regulations that may apply based on the work performed	
	Confirm local health district official guidelines are met. Check current phase your county is in.	See Chapters 1, 2, and 4
	Ensure social distancing standards are applied to offices, laboratories, shared spaces, public areas, etc. Consider use of barriers to block sneezes and coughs, and ventilation improvements when social distancing isn't feasible. L&I Guidance .	See Chapters 2, 3, 4, and 5 (Individual Plans)
	Determine the maximum number of people who can be in the work location at one time and devise a schedule to ensure that this number is not exceeded. Devise a plan to provide employees adequate notice before asking them to report to a WSU work location.	See Chapters 2 and 5 (Individual Plans)
	Determine PPE required and if all items are available (and use is permitted) – Consult with EH&S, ICS, Risk Management. Beginning June 26, a statewide order requires all individuals in an indoor public space, or outside public space when unable to physically distance from others, will be legally required to wear a face covering. For more on the statewide face covering mandate, visit the Washington State Coronavirus Response (COVID-19) website Face coverings must be worn by every employee not working alone on the job site unless their exposure dictates a higher level of protection under L&I safety and health rules and guidance.	See Chapters 2, 4, and 5 (Individual Plans)
	Identify disinfection protocols needed for your work locations (disinfectant used, frequency, etc.) and confirm if these supplies are present or need to be acquired (may vary between equipment, tasks, spaces, and projects). Ensure adequate supplies for scheduled cleaning, and for deep cleaning and sanitizing after a suspected COVID-19 case.	See Chapters 2, 4, and 5 (Individual Plans)
	Plan for required sanitization between different users accessing the same space/physical-resources.	See Chapters 2, 4, and 5 (Individual Plans)
	Devise system to indicate when an area is clean or needs sanitizing or adopt a 'clean before you start AND after you finish' policy. Visual markers on floors or signage to maintain social distancing. Sample signage .	See Chapters 2, 3, 4, and 5 (Individual Plans)

COVID-19 - WSU Return to Campus/Worksite Plan

	Devise system for shared vehicles and other spaces (physical distancing, disinfection)	See Chapters 2, 4, and 5 (Individual Plans)
	<p>Perform and document a work area inspection by your Admin Manager or delegate to ensure all equipment is functioning properly (e.g., windows, HVAC, hand wash stations, door stoppers for propping doors, etc.)</p> <p>If applicable, provide portable hand washing facilities with clean and hot or tepid water, soap, and paper towels</p>	See Chapters 2 and 4
	<p>Develop staffing teams, rotations, and schedules (e.g., shift work, alternating days/hours)</p> <p>Staggering personnel arrival and departure schedules to enhance distancing and avoid bottle necks at entrances and break rooms.</p> <p>Environmental Health & Safety Distancing and Disinfection Plan</p>	See Chapters 2, 4, and 5 (Individual Plans)
	Prioritize projects (ongoing) and determine if each can be performed with limited staff and/or rotating teams.	See Chapters 2, 4, and 5 (Individual Plans)
	Emphasize there is no pressure or penalty for employees unable to be physically present due to quarantine, high-risk/vulnerable populations, or isolation needs (e.g., childcare concerns), or any other personal needs/concerns.	See Chapters 1 and 4
	<p>Ensure all employees have taken applicable safety trainings:</p> <ul style="list-style-type: none"> • Employees are required to understand the risks associated with transmission of COVID-19 and workplace disinfection upon resuming work at a WSU Location. • Supervisors must ensure each employee has completed the WSU COVID-19 Safe Return to Work training, prior to employees reporting to a WSU work location. 	See Chapters 1, 4, and 5 (Individual Plans)
	Supervisor must ensure each employee required to be at the work location, has completed the daily COVID-19 self-attestation form prior to reporting to a WSU work location . Self-attestation form is accessed within myWSU. Visit Employee COVID-19 Attestation webpage for details.	See Chapters 1, 4, and 5 (Individual Plans)

COVID-19 - WSU Return to Campus/Worksite Plan

	<p>Establish Procedures for Sick Employees</p> <ul style="list-style-type: none"> • Require sick workers to stay home or remain isolated • Identify and send home or isolate workers who develop signs of COVID-19 illness • Cordon off areas temporarily until they are deep cleaned and sanitized in accordance with Environmental Health & Safety Distancing and Disinfection Plan 	<p>See Chapters 2, 4, and 5 (Individual Plans)</p>
	<p>In accordance with most current guidance as new orders/proclamations are issued including the Campus Reopening Guide prepared by the Higher Education Re-Opening Work Group.</p>	<p>Click or tap here to enter text.</p>
<p>Consultations (as necessary; please use N/A if not applicable)</p>		
<input type="checkbox"/>	<p>Safety (e.g., safety officer, EH&S, public safety, risk management)</p>	<p>Consulted with EHS Jason Sampson about re-opening the Eggert Farm and about opening the farm store. (May 2020) Eggert Farm and Tukey Orchard consulted with one another to align return-to-worksite procedures.</p>
<input type="checkbox"/>	<p>Information Technology (IT)</p>	<p>N/A</p>
<input type="checkbox"/>	<p>Purchasing</p>	<p>N/A</p>
	<p>Package delivery and receipt (mail)</p>	<p>Coordinate with Campus Receiving, coordinate with FedEx for direct delivery to farms</p>
<input type="checkbox"/>	<p>Facilities (including animal or plant care facilities and custodial services)</p>	<p>N/A</p>
<input type="checkbox"/>	<p>Human Resource Services</p>	<p>N/A</p>
<input type="checkbox"/>	<p>Consider coordination with other WSU campuses, departments, or areas with similar unique services.</p>	<p>N/A</p>
<input type="checkbox"/>	<p>Other (area specific)</p>	<p>Click or tap here to enter text.</p>

4. Customer Health and Safety: if your unit interacts with customers, all items must be checked, provide explanation if needed

Customer Health and Safety		Additional description (if necessary)
	Ensure Distancing and Disinfection Plan has increased frequency of disinfection in common areas and common touch surfaces. <i>If customers are expected to assist</i> , ensure disinfectants are properly labeled and PPE is not required for use. Develop a plan to ensure availability of disinfectants.	Chapter 5 (Individual Plans)
	Communication plan in place to ensure effective communication with internal and external customers (e.g. signage, website, social media).	See Chapters 3, 4, and 5 (Individual Plans)
	Process has been established and will be communicated to provide ways for customers to express any concerns and ideas to improve safety.	See Chapters 1 and 5 (Individual Plans)

5. Additional Risk Mitigation Measures: please describe any additional risk mitigation measures your unit has planned.

Click or tap here to enter text.

Eggert and Tukey Farm Sales SOP

Disinfection Plan

- Staff will use Alpha HP on all high touch surfaces prior to market and after including; door handles, light switches, faucets, bathroom fixtures, tables, chairs, and work surfaces.
- No Personal Protective Equipment required with diluted/user Alpha HP concentration

COVID-19 - WSU Return to Campus/Worksite Plan

- Clean dusty and dirty surfaces by wiping with soapy water, dirt and dust prevent disinfection
- Spray (not stream) Alpha HP onto all common touched surfaces such as desk tops, door knobs, file cabinets, chairs, etc.
- Allow Alpha HP to sit on surfaces for at least 5 minutes. If possible, allow disinfectant to dry on its own
- Remember to wash your hands with soap and water when you are finished-Use Electronic Disinfectant for all electronics used at market stand before and after including: cash register, iPad, card reader, and scale.
- Wear safety glasses, avoid eye contact with disinfectant
- If possible, turn off and unplug electronic device
- Apply the electronic disinfectant to a paper towel, wet, but not dripping
- Do not use aerosolized air to blow dust off electronics.
- Wipe down all electronic surfaces with wet paper towel, ensure good contact. Apply to all sides of keyboards and computer mice. Throw the paper towel in the garbage.
- Allow the surfaces to dry on their own. Disinfectants must remain in contact with surface (wet) for 20-30 seconds.
- While waiting wash your hands with soap and water
- Bathrooms are only allowed for staff. Bathroom will be cleaned weekly and disinfected daily.
- Staff will be trained in the use of disinfectants and used before the start of market sales and as needed throughout sale.
- Two staff will be working each market. Staff will alternate every other week.
- Staff will wear cloth face masks during sales and be responsible for laundering after the shift.
- Staff will have access to hand sanitizer during sale to use in between sales.

Customer Interactions

- Customers will park in designated area in grass or gravel.
 - Customers will be required to maintain 6 foot distancing when approaching farm stand with the aid of safety cone markers.
 - Customers will wear masks as per state guidelines
 - Only one customer will be allowed to approach sales table at a time.
 - All produce will be pre-bagged, bunched, or boxed by farm staff. Customers will not be allowed to handle produce before sale is completed.
 - Customers will be allowed to pay with cash, check, or credit card, though signage will be posted that card transactions are preferred.
- When using card reader, customer will be asked to insert or swipe card while staff holds the reader. No signature will be required. Receipts will be given for all purchases.

COVID-19 - WSU Return to Campus/Worksite Plan

-Produce will be bagged in farm provided new plastic or paper bags. No reused bags allowed from customers.

- Sales are available online. Online sales are pre-packaged or packaged by the farm staff onsite. All online sale products will be gathered and handed to customers with no access allowed customers to the buildings. The intent is to maintain no contact and no disinfection needed for the customer.
- Customers not wearing a mask will be asked to do so. If they do not have a mask, they will be offered one from the farm. If the customer refuses to wear a mask or social distance, they will be asked to leave the farm. As soon as a list of accommodation tips becomes available from the AG's office (Adam Malcolm), we will plan to provide accommodation for customers unable to wear a mask and train staff on how to provide such accommodations.
- Information on where to email customer questions or concerns is displayed at each sale. The farm websites contain contact information for customers. Customers needing additional information or to address concerns will be asked for their contact information and the farm manager will contact them to address the issue.
- Customers will receive communication via the newsletter, signage, and/or email list regarding any major changes in sales procedures.

Tukey Farm – Fruit Tree Grafting Protocol (Example of a farm activity protocol)

Grafting Protocol for WSU Horticulture Center (at Spillman Farm as of 4/1/20)

Because our function is part of agriculture and is considered essential we plan to plant new trees at the WSU Horticulture Center at Spillman Farm this spring. With the COVID-19 warnings and cautions in effect we will take special precautions with this task, as described below.

- 1) No one who is feeling sick will be allowed to participate. They will be requested to stay home, and will be sent home if they arrive sick or become sick at work.
- 2) Weather-permitting, this grafting will be done outside. However, if necessary, due to rain, snow, wind, or hot sun, we will move the operation inside the shop building which has a high ceiling. We will keep the overhead shop door open as well as the walk through doors and windows open. We will keep the bathroom exhaust fans on. We will not work in a closed room.
- 3) People will always keep a physical distance of 6 feet apart or more.
- 4) Washable cloth/PVC work gloves will be assigned to individuals, and their names will be written on the gloves. Everyone except the grafters will wear their assigned gloves. At the end of each day the gloves will be washed in hot soapy water and be hung up to dry. Grafters will wash their hands thoroughly as needed throughout the day.
- 5) All participants will wear some sort of face covering. Because N95 masks are in short supply we will be using washable fabric masks to minimize droplet dispersal.
- 6) We will be set up in teams of grafters and planters on each end of an 8-foot-long table.
 - a. Squares of parafilm will be cut and stacked on each end of the grafting table.
 - b. Each end of the table will have its own bucket of rootstocks and a bucket of scion wood. Each grafter will make their own cuts, join the scion and rootstock together and wrap

COVID-19 - WSU Return to Campus/Worksite Plan

the graft with parafilm to keep the moisture in. Each grafted tree will be placed on the planting table more than 6 feet away from the grafting table.

- c. The planting person will put the grafted tree in a pot and put potting soil in around the tree. The potted tree will then be put in the holding stand for the pots.
 - d. When the holding stand is filled with potted trees, it will be carried to its storage space and water will be added to the pots. The holding stands are small enough that one person can move it alone.
- 7) Extra precautions will be taken if ever someone needs to sneeze or cough: they will make sure to be down wind from all other people and cough or sneeze away from the other people and into the crook of their elbow, as well as with their masks on.
- 8) All participants are required to read this protocol and sign that they have read it.

6. On Going Evaluation: must be checked.

On Going Evaluation	Additional description (if necessary)

My signature on this document confirms this plan satisfies the elements of this checklist and has undergone the required reviews and approvals:

Delegate:	Signature:	Date:
Respective vice president, chancellor or dean,		
Plan sponsor (primary person responsible for plan and daily oversight)		
Review by PHEPTF Date:	Review by RMAG, if applicable Date:	Approval by Cabinet Date:

Cc: Department File
Local Area Safety Officer