Coronavirus Resources for Faculty & Staff

French & Italian Studies COVID-19 Prevention Plan – Phase 2

The following departmental guidelines for prevention of COVID-19 Phase 2 are in effect until further notice.

UW Seattle is currently in PHASE 2 of the COVID-19 recovery, in accordance with Washington’s Safe Start plan. Only critical FIS personnel may be onsite, and only for tasks necessary to maintain departmental operations that cannot be completed via telework. Instructors giving classes online are not considered critical personnel and should not be working onsite unless prior approval is obtained. Graduate students, retired faculty, and faculty on leave should not be onsite.

If you are deemed critical personnel, have permission to be onsite, or are only making a quick trip into the office to pick up a book or required material, the following guidelines must be followed:

Maintain Social and Physical Distancing

While at the university, it is required that you maintain a distance of 6 feet from other people at all times. This includes in the shared spaces of Padelford (elevators, hallways, restrooms, etc.), as well as in the department’s hallways, copier area and conference room. To ensure the necessary distance is achieved, the following guidelines must be observed:

- No more than three people may be in the conference area at a time.
- No more than one person may be in personal offices at a time. If you share an office, you must coordinate with your office mates to ensure you do not overlap.
- All meetings must be held online. No meetings (including office hours) may be held in offices.
- No visitors may accompany you while in Padelford Hall. This includes, but is not limited to, the main office, conference room, and your personal office.
- No more than one person in the restroom in FIS area at one time.

Clean and Disinfect Surfaces

You must disinfect the surfaces you touch in the department after every use. This includes, but is not limited to, the photocopier, the keypads to the copier area and the conference room door handles, the microwave and refrigerator/freezer handles, the conference room table, and office supplies. In addition, if you share an office or equipment, you must disinfect all surfaces and shared equipment when leaving for the day. Cleaning supplies, including disposable gloves, are on order and will be available in the copier/refrigerator area when available. If supplies run out or appear to be low please email Maria or Michael (frentital@uw.edu).

Personal Protective Equipment (PPE)

Face masks are required at all times in the common areas of university buildings (e.g., hallways, staircases, elevators, and restrooms), regardless of whether there are other people present. Likewise, face masks are required in Padelford Hall, and at all times while in the
departmental shared spaces (hallways, area near the copier and conference room). When working alone in your personal office, or when outdoors and maintaining a 6-foot distance is possible, you may remove your face mask.

**PLEASE NOTE:** If you are unable to wear a face mask due to a health condition, you must follow the [formal accommodation request process outlined by the Disability Services Office. Please review this PDF for proper mask usage.](#)

**Practice Good Hygiene**

Practicing good hygiene is a key factor in slowing the spread of COVID-19 and other illnesses. While at the university, please wash your hands frequently with soap and water for at least 20 seconds. If water is not available, use hand sanitizer with at least 60% alcohol content. Hand sanitizer is available in the area outside of the conference room. In addition, avoid touching your eyes, nose or mouth with unwashed hands; avoid contact with people who are sick; and cover your mouth and nose with your elbow or a tissue when coughing or sneezing, and then immediately dispose of the used tissue.

**Monitor and Report Symptoms**

The university and department are required to prevent sick personnel from being onsite. In order to achieve this, the following guidelines must be followed:

- If you go to the university, even for a few minutes, you must fill out the attestation in [Workday confirming you do not have symptoms. This must be done every day you are onsite. Other members of the department who do not have access to Workday must fill out the attestation located in the area outside of the conference room.](#)
- If you are sick or experiencing even mild symptoms of illness you must stay home. If you are already onsite, you must go home immediately.
- If your healthcare provider suspects or confirms you have COVID-19, or if you have been in close contact with someone with COVID-19, you are required to contact the [EH&S Employee Health Center](#) and follow the isolation requirements outlined in the [COVID-19 FAQs](#).

**Training**

Before returning to university, you must take the university's [Back-to-the-Workplace COVID-19 Safety Training](#) and send proof of successful completion to the French and Italian Studies COVID-19 Supervisor, Maria Francom (francom@uw.edu).

We are ALL responsible for slowing the spread of COVID-19. If you have any questions about these guidelines, please contact the department’s COVID-19 supervisor Maria Francom (francom@uw.edu).

**HELPFUL RESOURCES:** Child Care & Elder Care

**Child Care Options**

**Adult and Elder Care Options**
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