UW School of Dentistry personnel (FACULTY, STAFF, STUDENTS, and RESIDENTS) Sign-in Policy regarding Readiness to Work.

DATE: 04/01/20

PURPOSE: To reinforce expectations for all UW School of Dentistry personnel by outlining a process to heighten individual attention to the policy and for attestation of health status specifically regarding symptoms consistent with COVID-19.

BACKGROUND: Due to the growing outbreak of COVID-19, there is increasing concern in our community for the safety of SOD personnel and patients. Previous SOD guidance explicitly states that SOD personnel with symptoms consistent with COVID-19 should not report to work, but some of these individuals may not recognize the potential impact of reporting to work. By requiring all SOD personnel to sign in at the beginning of their work period or shift, we prioritize this concern, provide additional structure around this requirement, and heighten awareness of this requirement. This requirement applies even if an individual is only entering the building for a brief period to retrieve a laptop or file, or to check the status of a project, a study, a task, etc.

1. Beginning on Monday, March 23, 2020, all SOD personnel will sign in at the beginning of each work shift or work period attesting to their current lack of symptoms and ability to work safely. A standard form will be distributed and accessible to all Associate Deans, Chairs, Directors, Managers, and Supervisors with the following structure:
   a. Top of page: By signing this form below (or an electronic version), I attest that I am aware of the UW School of Dentistry policy not to report to work with the symptoms below and do not have any of the following symptoms:
      i. Fever > 100°F
      ii. New cough that is not attributable to another medical condition
      iii. New muscle aches (myalgias) not attributable to another medical condition or another specific activity (e.g., due to physical exercise)
      iv. Throat pain (pharyngitis) not attributable to another medical condition
      v. New shortness of breath (dyspnea) not attributable to another condition
      vi. Flu-like symptoms
      vii. Recent and abrupt loss or reduction of the sense of smell and/or taste
      viii. Close personal contact (without PPE) with a suspected or laboratory-confirmed COVID-19 patient in the past 2 weeks
      ix. Traveled within the past 2 weeks to a region with high rates of COVID-19 disease activity.
   b. Date
   c. The remainder of the page will have lines for individuals to sign their name (see attached example log). The electronic version will require that the individual click a button to certify that they do not have any of the above symptoms.
2. SOD personnel who do come to work and cannot attest to lack of the above symptoms (1 or more) will not sign the document and should follow their unit’s established protocols for reporting to their manager or supervisor and returning home to recover.

3. SOD personnel with symptoms of COVID-19 who return home and cannot attest as above should follow relevant leave policies and the UW’s guidance regarding health, wellness and prevention found on the [UW’s Coronavirus website](https://www.washington.edu/coronavirus/).

4. This policy will remain in effect until such time as determined by the Dean of the UW School of Dentistry.