Internship Decision Tree Planning Protocol

Use the flowchart (decision tree) to decide whether the internship, capstone project, fellowship, independent research study activity or other activity involving UW students, other students, or other volunteers (hereafter interns) can proceed in-person, must be transitioned to a remote (virtual) program, or must be canceled.

If you reach the "Yes" box in the decision tree, use the final instructions page to aid you in preparing an internship Health and Safety Plan which must be approved by your unit leadership before final submission to the Dean's Office.

Note that ALL such programs sponsored by and/or hosted by the College of the Environment must abide by this planning document regardless of the procedures, requirements or guidelines of outside funders and/or host organizations. That is, all UW College of the Environment regulations take precedence unless funder and/or host organization protocols are more restrictive, in which case these additional restrictions also apply.
Credit?

Yes

Is UW allowing in person classes?

No, and your program is a class

Cancel it

Yes

No, and program is listed as internship, independent study, or independent research credit

“But Back to School” protocol

No

“Back to Work” protocol

Could remote work be possible for 100% of the time

No

Yes

What are travel arrangements?

Where is housing?

Where is work located?

What equipment/supplies are needed to conduct work?

Equity issues accounted for:

- No “have and have not” interns because of resource access (financial, other)
- Safety of other (non-intern) household members
- Real/perceived risks to “recipient” community

Can these accommodate:

- Social distancing?
- Covid-19 cleaning protocols?
- PPE?
- Attestations?
- Requirements of the host organization

Yes

No

Cancel it

Other safety concerns resolved?

Yes

No

Go entirely virtual

Cancel it

You win!!

Create written plan

Go entirely virtual

UW resources used legally?

- Zoom
- Email marketing & donations

Cancel it
Glossary of decision tree terms

“Credit” – is the person receiving UW credit(s) for their participation that term?

“Back to work” and “Back to school” protocol – these are supplementary documents that will be distributed by UW central administration (not available as of 6 May)

“Certain Circumstances” refers to many for-credit opportunities within the College at the 300, 400 and 500 levels including: “Internship/Experiential Learning,” “Independent Research,” “Undergraduate Research,” “Independent Study,” “Capstone” “Honors synthesis and communication,” “Research in Marine Biology,” “Field or Teaching Internship” “Field studies,” “Senior project” etc.

“Travel Arrangements” includes travel necessary to arrive at the internship location (e.g., flight from New York to Seattle), travel to and from the duty site (e.g., sample 30 public parks in Seattle) and how that travel occurs (e.g., each participant drives a UW UCar).

“Housing” includes where a participant will stay and eat during the experience if other than their home.

“Where is work located” refers to the location of paid or unpaid responsibilities (e.g., “UW Botanical Gardens” or “Quinault Indian Reservation”) and may include a location on the main campus, a location owned/managed by the UW, or a nonUW site.

“What equipment/supplies are needed” includes standard, non-COVID 19 equipment and supplies (e.g., anemometer, 20x60 spotting scope, field notebook, pencil, raincoat, rain pants, steel-toed shoes, hardhat etc.)

“Social distancing” is the requirement that there is a minimum 6-foot distance between people at all times, 24-7.

“COVID-19 cleaning protocols” is the scheduled cleaning of communal items listed in Step 7 of Health and Safety Plans for Research Teams site.

“PPE” is personal protective equipment including items required to reduce the spread of COVID-19 (e.g., face mask, disposable gloves, lab coat). PPE may also be part of equipment and supplies needed to conduct duties (e.g., hardhat, steel-toed shoes). Needed PPE must be purchased by the UW unit/program initiating the internship, not by the intern.

“Attestation” is a formal document where a person declares/attests they are COVID-19 symptom-free at the start of each work period. The UW daily attestation process, and access to attestation in Workday is here.

“Requirements of the host organization” refers to COVID-19 restrictions imposed by the internship host requirement. For UW interns, a host organization health and safety plan (H&SP) must meet or exceed those in practice in CoEnv. Before an intern starts working with a host organization, a H&SP must be approved by the Dean’s Office.

“Other safety concerns” include all other nonCOVID-19 health and safety concerns, including but not limited to chemicals/ventilation, heavy lifting, boating/vessel safety, etc.

When a H&SP prioritizes COVID-19 accommodations (e.g., social distancing), does it inadvertently create other safety concerns (e.g., necessary for two people to lift heavy objects together).
Writing a health and safety plan

A written, approved health and safety plan (H&SP) needs to be in place prior to when interns/capstone students/fellows/independent research students (hereafter interns) begin their duties or are placed with a host organization. These plans detail what the supervisory party is doing to maximize health and safety of all interns in cases where more than one person is using a particular space (e.g., wet lab, dry lab, office, field site). Plans should be adapted to the particular situation, including internship work/activity and living/dining arrangements, and specifically address:

1. In-person activity opt-out policy
2. Transportation logistics
3. Procedures for daily health attestations
4. Specific processes/schedules for work activities that enable social distancing and frequent cleaning
5. Specific PPE required for the project to be carried out safely, including when/how it is to be stored, used, cleaned, and disposed of
6. Sanitizing/cleaning supplies availability and location
7. Specific hygiene/cleaning protocols
8. Identification of and mitigation protocols for other safety issues
9. Isolation (if necessary) and communication plan in the event of COVID-19 symptoms
10. Housing logistics
11. Expectations for interns for out-of-work time
12. A communications plan that includes receiving and sending regular updates as well as notification protocols if the intern exhibits systems of COVID-19

In addition to standard precautions, internship health and safety plans must include all COVID-19 accommodations outlined in the Health and Safety Plans for Research Teams site.

Finally, all internship health and safety plans must explicitly address equity issues arising from COVID-19 protocols, including but not limited to: whether all interns in the program have equal access to safety standards arising within travel, housing and work activity arrangements. Examples include: driving a private vehicle to the activity site versus needing to take public transportation; exposure of other household members and/or interns to COVID-19 risk (e.g., in the case where the intern lives at home with other persons not involved in the internship program); or risk to individuals in residence at the internship site from interns coming into the community.

Resources for creating health and safety plans can be found at the Office of Research Guides for Returning to In-Person Research.

Submitting a Health and Safety Plan

Unit Chairs and Directors in the College of the Environment are responsible for determining whether specific work must be done in person and approving all Health and Safety Plans prior to implementation. Please follow the processes within your unit for approval of your Health and Safety Plan.

All internship Health and Safety Plans that have been unit-approved should be submitted to the Dean's Office (Stephanie Harrington or Julia Parrish) for final approval, and for archiving.