Smart Restart Toolkit

Reopening Resources for Your Business
Dear Business Owner,

Small businesses are the heart of our community, in Okanogan County we have seen our share of challenges over the years, the fires, the smoke, the floods. We have been through many ups and downs over the years and now we are faced with the COVID-19 pandemic which is different than what we have experienced in the past. Our Okanogan County Businesses are RESILIENT! To re-open and get our economy rolling again we are faced with new rules, new guidelines, all of which have been put in place for businesses to operate in a safe and healthy manner.

To assist you in re-opening, we have developed this Smart Restart Toolkit to help you develop a reopen plan that breaks down the information into manageable action plans and checklists.

Your team will need to adjust to new cleaning and disinfecting protocols to protect employees and customers from the spread of the virus while remaining profitable as well as implementing physical distancing procedures and possibly other industry-specific measures.

Within this toolkit, you will find resources for preparing your business, office space and employees following recommended COVID-19 protocols. It includes information from Washington State on specific requirements for reopening as well as Economic Alliance COVID-19 resource page, including guidelines from L&I, OSHA, the CDC, and state and local government.

The Economic Alliance is here to support your business and help make this transition as smooth as possible. We have a team of experts ready to assist your business with resources and knowledge to make a Smart Restart. If you have questions that this Toolkit does not answer, please reach out by emailing rholderdiefenbach@economic-alliance.com or calling 509-826-5107.

Sincerely,

Roni Holder-Diefenbach
Executive Director
WASHINGTON STATE
REGULATIONS

Requirements for All Employers

ALL PHASES – Employers are required to:

• Maintain the six-foot physical distancing requirements for employees and patrons. Adopt other prevention measures such as barriers to block sneezes and coughs when physical distancing is not possible for a particular job task.
• Provide services while limiting close interactions with patrons.
• Provide adequate sanitation and personal hygiene for workers, vendors and patrons. Ensure employees have access to hand washing facilities so they can wash their hands frequently with soap and running water.
• Ensure frequent cleaning and disinfection of the business, particularly of high-touch surfaces.
• Identify personal protective equipment (PPE) and cloth facial coverings in accordance with L&I requirements on facial coverings and industry specific COVID-19 standards. Provide the necessary PPE and supplies to employees.
• Identify strategies for addressing ill employees, which should include requiring COVID-19 positive employees to stay at home while infectious, and potentially restricting employees who were directly exposed to the COVID-19 positive employee. Follow CDC cleaning guidelines to deep clean after reports of an employee with suspected or confirmed COVID-19 illness. This may involve the closure of the business until the location can be properly disinfected.
• Educate employees about COVID-19 in a language they best understand. The education should include the signs, symptoms and risk factors associated with COVID-19 and how to prevent its spread.
• On a case-by-case basis, as directed by federal, state and local public health and workplace safety officials implement other practices appropriate for specific types of businesses, such as screening of employees for illness and exposures upon work entry, requiring non-cash transactions, etc.
• Follow requirements in Governor Inslee’s Proclamation 20-46 High-Risk Employees – Workers’ Rights.
• Keep a safe and healthy facility in accordance with state and federal law, and comply with COVID-19 worksite-specific safety practices, as outlined in Governor Inslee’s “Stay Home, Stay Healthy” Proclamation 20-25, and in accordance with the Washington State Department of Labor & Industries General Coronavirus Prevention Under Stay Home, Stay Healthy Order and the Washington State Department of Health Workplace and Employer Resources & Recommendations.
• Challenge Seattle and the Washington Roundtable have developed a business checklist which is a great starting point for businesses as they prepare for a Safe Start. Our shared goal is to establish clear requirements that everyone can understand and apply — employers, workers and customers.

Businesses are also expected to implement any additional requirements developed specifically for their industry, such as those that have been established for construction.
# Washington's Phased Approach

## Reopening Business and Modifying Physical Distancing Measures

<table>
<thead>
<tr>
<th>Phase 1</th>
<th>Phase 2</th>
<th>Phase 3</th>
<th>Phase 4</th>
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<tbody>
<tr>
<td><strong>High-Risk Populations</strong>&lt;br&gt;Continue to Stay Home, Stay Healthy</td>
<td>Continue to Stay Home, Stay Healthy</td>
<td>Continue to Stay Home, Stay Healthy</td>
<td>Resume public interactions with physical distancing</td>
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<tr>
<td><strong>Recreation</strong>&lt;br&gt;Some outdoor recreation (hunting, fishing, golf, boating, hiking)</td>
<td>All outdoor recreation involving fewer than 5 people outside your household (camping, beaches, etc.)</td>
<td>Outdoor group rec. sports activities (5-50 people)&lt;br&gt;Recreational facilities at &lt;50% capacity (public pools, etc.)</td>
<td>Resume all recreational activity</td>
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<td><strong>Gatherings</strong>&lt;br&gt;(Social, spiritual)&lt;br&gt;- None&lt;br&gt;- Drive in spiritual service with one household per vehicle</td>
<td>Gather with no more than 5 people outside your household per week</td>
<td>Allow gatherings with no more than 50 people</td>
<td>Allow gatherings with &gt;50 people</td>
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<td><strong>Travel</strong>&lt;br&gt;Only essential travel</td>
<td>Limited non-essential travel within proximity of your home</td>
<td>Resume non-essential travel</td>
<td>Continue non-essential travel</td>
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### Business/Employers

- **Essential businesses open**
- **Existing construction that meet agreed upon criteria**
- **Landscaping**
- **Automobile sales**
- **Retail (curbside pick-up orders only)**
- **Car washes**
- **Pet walkers**

- **Remaining manufacturing**
- **New construction**
- **In-home/domestic services**
- **Retail (in-store purchases allowed with restrictions)**
- **Real estate**
- **Professional services/office-based businesses (telework remains strongly encouraged)**
- **Hair and nail salons/Barbers**
- **House cleaning**
- **Restaurants <50% capacity table size no larger than 5**

- **Restaurants <75% capacity/ table size no larger than 10**
- **Bars at <50% capacity**
- **Indoor gyms at <50% capacity**
- **Movie theaters at <50% capacity**
- **Government**
- **Telework remains strongly encouraged**
- **Libraries**
- **Museums**
- **All other business activities not yet listed except for nightclubs and events with greater than 50 people**

- **Nightclubs**
- **Concert venues**
- **Large sporting events**
- **Resume unrestricted staffing of worksites, but continue to practice physical distancing and good hygiene**

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*High-risk populations are currently defined by CDC as: persons 65 years of age and older; people of all ages with underlying medical conditions (partially or not well controlled) including people with chronic lung disease or asthma, people with diabetes, people with chronic kidney disease undergoing dialysis, and people with liver disease; people who live in a nursing home or long-term care facility.*
Prepare Your Business: Creating A Task Force

A Pandemic Response Team (PRT) is a cross functional team led by a Site Manager, with the following roles:

**Site Manager**
Site manager who has overall responsibility for the site’s pandemic preparedness & response plan, coordinating and aligning with regional/global EHS Leader (Environmental, Health and Safety Leader) and the COVID-19 Crisis Team.

**Employee Access Control Lead**
Works with the site to manage social distancing logistics in regard to arriving and departing employee “shifts, as well as visitors and contractors. Will further support the Virus Prevention & Protocol leader by providing site specific options regarding social distancing within the site, including potential mitigation measures to manage risk of employees required to work < 1 meter from others.

**Virus Prevention & Protocols Lead**
Works to develop protocols to ensure the wellness of all employees, and the overall pandemic preparedness and response plan, ensuring alignment with Global EHS and the COVID-19 Crisis Team.

**Sanitization & Disinfection Lead**
Works to manage daily and periodic disinfection logistics, including routine and deep cleaning, disinfection processes, in accord to the protocols set up by the Virus Prevention & Protocol leader. Drives process continual improvement and ensure 100% compliance of [Your Company Name]’s disinfection protocol, and any approved regional or site variations.

**Communication & Training Lead**
Works to manage all pandemic related communications, in accord with regional and global Communications and HR. Manages the training function across the site related to pandemic preparedness and response, including both employee, management and pandemic response team training, in accord with [Your Company Name]’s playbook and COVID-19 Policy and Guidelines directive.

**Personal Protective Equipment (PPE) & Materials Lead**
Works to secure all necessary supplies to implement and sustain the site pandemic preparedness & response plan, including direct procurement by the site, as well as coordination with [Your Company Name] Procurement related to accessing centrally located supplies or leveraging supplies from other [Your Company Name] facilities.

**TASKS**
- Set up Pandemic Response Teams
- Have a Plan in Place to Adopt This Corporate Framework
- Develop Site-Specific Protocol
Creating a Task Force
Pandemic Response Team (PRT)

- The PRT should start to meet daily once established
- Include union leadership as appropriate
- Leverage health & safety teams/committees and members
- Work with facilities to maintain a sterile isolation room

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Prepare Your Business: Who Comes Back to Work

Phased Approach to Back to Work (BTW) Plans

- Most companies are not bringing all employees back at the same time (to avoid the risk of second wave of virus spread)
- Consider employee wellbeing and fears, as they get BTW (Suggested: Prepare “Welcome Back” packages for your employees)

Tiering Employees, BTW by Tier

- Essential v. non-essential (including by geographic location and role)
- Required on-site v. able to work remotely
- Special accommodation for high risk individuals (and those who have, or are caring for, high risk family members, including health care workers)
- Reasonable accommodation for others, as required (but keeping in mind employee’s wellbeing/state of mind and being flexible within reason)
- No disparate treatment between management and rank-and-file level employees
  - Rotation of the leadership team (business continuity concerns)

When to Start BTW Process & As BTW Approaches

- Complying with orders on a jurisdiction by jurisdiction basis
- Jurisdictional requirements used as a baseline only
- Relying on medical expert guidance (CDC, WHO, State/Local Public Health Officials)
- Once orders lift, based on business needs and customer demand
- Considering all of the above, and striving for “best practices”

Longer Term Considerations

- Culling lessons learned into more robust risk assessment processes going forward
- Reassessing business strategies, mission, core values – Does this experience warrant any pivots in business model (e.g., new products, new markets, new services)?
## Sample Phased BTW Approach

The table below is only an example and should not be relied upon for any individual company’s phased approach BTW plan. Each company will need to enter its specific direction and protocols for employees returning to work. We recommend listing updated social distancing measures, PPE requirements, lunch/break protocols, benefits provided to BTW/WFH employees, travel restrictions, health screening requirements and visitor restrictions for each phase.

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<th>Phase 1</th>
<th>Phase 2</th>
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<tr>
<td>• Minimum Tier 1 employees BTW; all others remain WFH (including higher risk and caretakers)</td>
<td>• Remainder Tier 1 and minimum Tier 2 employees BTW; all others remain WFH (including higher risk and caretakers)</td>
<td>• Remainder Tier 2 and minimum Tier 3 employees BTW; all others remain WFH (including higher risk and caretakers)</td>
<td>• Moving toward business as usual/new normal</td>
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<td>• Limitation on [specific activities] (e.g., lab work, long-lead tests/experiments, etc.)</td>
<td>• Begin [specific activities] (e.g., commencing lab work and/or long-lead tests/experiments, etc.)</td>
<td>• [List updated social distancing measures]</td>
<td>• WFH when needed</td>
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<td>• [List any benefits to be provided to BTW/WFH employees]</td>
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### NOTES:

- Project prioritization needed, what projects can be flexed up or down a phase?
- Review employee Tiers to align with product prioritization – considering where WFH can be sustained effectively
- Need ability to step back a phase, if needed
- Offer updated health screening requirements as new tests and technologies become readily available
- Consider changes to recruiting activities given potential for space/time limitations as a result of social distancing
- Consider staggered schedules and shifts
- Consider what policies, FAQs and communications are needed to implement BTW plan
Prepare Your Office

Workplace PPE

Washington State is following the current recommendations of the Department of Labor & Industries in relation to Personal Protective Equipment (PPE). PPE is not required by L&I, however it is highly recommended. Not only will PPE reduce the transmission of germs, it can also help to protect against disinfectants and other chemicals in use. Cloth face coverings and homemade masks can be worn to reduce the spread of germs though due to their limited protection, social distancing, frequent handwashing and sanitization of surfaces is also required. In instances where social distancing is not possible, employees may use N95 masks. Per L&I, when N95 masks are used, a Respirator Protection Program per the Respirators Rule (Chapter 296-842 WAC) must be established.

Facilities & Cleaning

Frequent and proper cleaning is required in all used spaces. Additional cleaning will also be required in high-traffic areas. Hand sanitizer and cleaning supplies should be made available to employees in areas with high-touch surfaces or equipment and are to be utilized after each use.


Tenant/Landlord Responsibilities & Communication

Landlord Responsibilities:

- Frequent, clear communication of all new protocols
- Clear communication plan for building closures and cleaning schedules that may affect tenants
- Provide clear areas of responsibility for management and tenants

Tenant Should Consider:

- What additional cleaning has been instituted
- What are the cleaning responsibilities for landlord vs tenant
- Any areas that have been made off-limits due to social distancing
- All new protocols that are put in place that affect tenant

Create a COVID-19 Communication Plan with:

- Updated protocols, tracking and tracing contacts, and building visitors
- Designated person who is notified if an employee is reported showing symptoms of COVID-19
- The landlord’s responsibilities
- The tenant’s responsibilities

Gathering & Spatial Planning

Social distancing will remain in practice until further notice. Workspaces, meeting rooms, and areas of frequent congregation must be adjusted to accommodate for proper distancing. Position workstations at least 6 feet from one another or stagger work schedules so that active workspaces are appropriately distanced. In conference and meeting rooms, chairs should be removed and strategically placed. Break rooms, waiting rooms, or areas where people
congregate should be strategically looked at and proper signage put in place in order to create a flow of traffic and seating areas that will allow employees and customers to maintain appropriate distancing.

Screening, Tracking & Tracing

Recommended Guidance for Daily COVID-19 Screening of Employees and Visitors

The Washington State Department of Health recommends that all employers put COVID-19 screening protocols in place. Help prevent the spread of COVID-19 in your facility by screening employees and visitors on a daily basis.

The screening protocol outlined below is based on the following:

- A review of screening protocols from multiple agencies
- Recommendations by the CDC
- A literature review of the most common signs and symptoms of COVID-19

COVID-19 screening protocol: What to do

Screen everyone who enters your facility, including:

- All employees before the start of each work shift
- All visitors Ask the following questions when you screen employees and visitors: “YES or NO, since your last day of work, or since your last visit to this facility, have you had any of the following:”
  - A new fever (100.4°F or higher), or a sense of having a fever?*
  - A new cough that you cannot attribute to another health condition?*
  - New shortness of breath that you cannot attribute to another health condition?*
  - A new sore throat that you cannot attribute to another health condition?*
  - New muscle aches (myalgias) that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?*

*If an employee or visitor answers YES to any of the screening questions, immediately activate your agency’s emergency protocol for COVID-19. The designated screener should consider:

- A review of the screening results
- Recommendations for possible exclusion of the employee or visitor from the facility
- Recommendations for medical follow-up

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Emergency Protocol
for COVID-19

Business must have protocols set in place in the instance that employees show symptoms or test positive for the virus. Supervisors should have clear direction for the chain of communication, who must be informed and what documentation should be filed. Employees should have clear direction on what information they must supply as well as HR policies and sick leave.

Sample Emergency Protocol

COVID-19 WORKPLACE ACTIONS FOR SUPERVISORS

<table>
<thead>
<tr>
<th>Levels</th>
<th>Notification</th>
<th>Individual Response</th>
<th>Facility Response</th>
<th>Communication</th>
<th>HR Policy</th>
<th>Leader Action</th>
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<td>1</td>
<td>Supervisor</td>
<td>• Notify Leader</td>
<td>• No additional</td>
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<td>Supervisor</td>
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*Employee had minimal contact*** with symptomatic*** or COVID-19-positive person

*Employee has been in close proximity* to someone exposed to confirmed case

*Employee experiences symptoms*** consistent with disease

*Employee has been in direct, prolonged, close proximity* to someone with confirmed positive test or consistent symptoms*** with pending test results

*Employee tests positive
Prepare Your Employees Training

Training Requirements

Employers must provide training to all employees in a language best understood by the employees. Training must include all company protocols, the signs and symptoms of COVID-19, prevention of COVID-19 and how your business is protecting employees against the spread of the virus. The use of signs and digital communication may also be used to provide direction on new measures and standards for employees.

Employee Symptom & Isolation Protocols

*Close Proximity = Inside 6 feet for more than 5 minutes
Proper Workspace Cleaning

- Clean your station at the beginning and end of each workday
- Use alcohol-based wipes or sprays containing at least 70% alcohol
- Spray alcohol on work surfaces and tools, allow to stay on surface for at least 30 seconds
- For IT equipment such as a keyboard, spray a paper towel with alcohol to wipe down surface, or use alcohol wipes
- Once you touch an item, clean it: stapler, tape dispenser, cabinet door
- Employees may choose to bring the following supplies from home to reduce the need to handle commonly items in the office: dish gloves for cleaning, desk cleaner, hand sanitizer, and a water/coffee cup with a lid
- A list of disinfectants and the applicable time to leave on surfaces can be found here: https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

HR Considerations

1. Your employees’ health and safety are the most important things. All policies should promote health and safety and get employees access to information and resources.
2. Any laws that may apply are the bare minimum required. Take a larger view of the interests of the business and your employees and don’t just apply minimums.
3. Check leave policies paid sick leave laws in every place you have employees, short- and long-term disability coverage, workers’ compensation coverage, and state resources such as disability benefits, FMLA and state family leave requirements. Understand how each applies to quarantine, forced leave, and long illness.
4. Know who gets paid when the office is closed, or people should not be working. Often exempt employees get paid but non-exempt employees don’t. Your lower wage and hourly employees are often not capable of surviving without working and will feel the need to come to work even if they are sick. Play it safe. Consider paying everyone for forced leave and let them know in advance so sick people stay home.
5. Be aware of the potential for discrimination based on race and national origin. Assumptions that people of Asian heritage are more infectious or dangerous is a race-based assumption and stereotype. Do not tolerate discrimination even if people are scared.
6. Start planning now for people who need leave or need to work remote because schools close, the office closes, or someone in their family is ill and they cannot leave because they might infect others. Plan now so you can do what you can to help people work where they need to work.
7. Do not make any new policies without talking to your friendly employment lawyer. There will be unusual situations and having guidance is essential.
8. Respect privacy and confidentiality of medical information. People are scared, the rumors will fly. Inform people of risks, but never reveal private information, especially medical information.
9. Stay informed and offer resources. Check for updated information for each location you have employees. The CDC, State websites, and news offer information. Look for credible sources. Set up a resource page on your employee portal for employees to get information about leave, benefits, new policies.

1. This content has been adapted from publicly available, original content available at https://www.hrexaminer.com/employers-coronavirus-checklist/..
2. This is not legal advice
3. The author of this document made every effort to remove confidential/company identifying information before distribution. Please notify the author if any such information was missed so that updates can be made
Sample

Reopening Plan

General Guidelines

• Be aware of the signs and symptoms of COVID-19 and follow the protocol for showing symptoms. Stay home when sick.
• Adhere to all safety requirements and signage throughout the office.
• Individuals at risk of severe illness should consider staying at home and avoiding gatherings or other situations of potential exposure. Employees should inform their supervisors if they have a sick family member at home with COVID-19.
• If an employee reports feeling sick and goes home, the area where that person worked should be immediately disinfected and the building closed.
• Follow social distancing measures and keep 6 feet apart.
• Following all meetings or use of shared spaces, immediately wipe down all surfaces.

Screenings

Each employee will be responsible for taking their temperature upon entering the building and completing the Employee Temperature Sheet. Any employee whose temperature is registered above 100° must immediately be sent home and their supervisor informed. Managers are responsible for collecting their team’s Employee Temperature Sheet weekly. Records must be retained for four weeks.

Personal Protective Equipment (PPE)

All employees are required to wear PPE at all times. Cloth face coverings or homemade masks are acceptable forms of PPE. If handling any materials that will be supplied to another employee, gloves must be worn while working with materials.

Social Distancing

A minimum of 6’ should be maintained between employees/contractors/visitors at all times. Please follow all floor markings delineating where to stand while waiting in line and adhere to all traffic flow directions. In meeting and break rooms, do not move chairs closer together or exceed the maximum occupancy.

Visitors

Any visitors must fill out the Visitor Liability Sheet. Visitors should enter only through the main door and will not be allowed past reception until the sheet has been filled out. If a visitor is exhibiting any signs or symptoms, they will be immediately asked to leave.

Cleaning

The office will be deep cleaned Wednesday and Friday evenings. Employees are responsible for wiping down their personal spaces daily. Any use of shared equipment or spaces will be immediately cleaned after use. Employees must properly wash hands after sneezing, coughing, using the restroom or a shared space. Handwashing includes the use of soap and clean water for the recommended 20 seconds.
COVID-19
Sample Case Form
Report for Employees/Visitors Presenting Symptoms at Work

Name: ________________________________ Date: __________________

☐ Employee  ☐ Contractor  ☐ Visitor

Job Title: ___________________________ Worksite: __________________

Location of Isolation: ____________________________

Address: ____________________________

Symptoms Observed:

☐ Temperature  ☐ Difficulty Breathing  ☐ Sneezing
>38°C (100.4F) or higher  ☐ Cough  ☐ Muscle Pain

☐ Shortness of Breath  ☐ Runny Nose  ☐ Tiredness

Time of Fever Onset: _____________  Time of Isolation: ______________

Symptoms and isolation periods will be updated periodically as information becomes available following the emergence of a pandemic virus strain.

Referred To: ______________________

Notes: ____________________________

______________________________

Reporter Information

Name: ____________________________

Job Title: __________________________ Phone: ______________________

Coronavirus preparation and arrangements to be made for employees who become ill at work.

This content has been adapted from publicly available, original content in the Safe Work Playbook by Lear Corporation and generously shared online. This is not legal advice. The author of this document made every effort to remove confidential/company identifying information before distribution. Please notify the author if any such information was missed so that updates can be made.
COVID-19
Health Questionnaire & WAIVER

Name: ____________________________ Phone: ________________________

Do you have ANY of the following symptoms?

☐ Fever ☐ Headaches ☐ Tiredness
☐ Dry Cough ☐ Sore Throat ☐ Shortness of Breath
☐ Body Aches ☐ Runny Nose ☐ None of the Above

Have you been in contact with anyone who has a confirmed case of COVID-19 in the past 14 days?

☐ Yes ☐ No

If you’re a healthcare provider and the answer is YES, was this exposure without proper personal protective equipment (PPE)?

☐ Yes ☐ No ☐ Not Applicable

Have you been out of the country in the past 14 days?

☐ Yes ☐ No

RELEASE OF LIABILITY WAIVER

I hereby agree that _______________________________ has a proper sanitation and disinfection plan in place and is not responsible for any accidental transmission of COVID-19 that could occur by being in their business or within close proximity of each other.

I also agree that if I become symptomatic within 14 days of my visit, I will notify the business immediately.

Signature: ____________________________ Date: ________________
Employee Temperature Sheet

Please sign your initials on the day that you took your temperature. If your temperature is registered at 99°F, please monitor hourly. If your temperature reaches 100°F, you should alert your supervisor and immediately follow company protocol for symptoms. Go home, self-isolate and continue monitoring symptoms.

<table>
<thead>
<tr>
<th>Employee</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
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</table>
How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDBRUB

Duration of the entire procedure: 40-60 seconds

0. Wet hands with water;
1. Apply enough soap to cover all hand surfaces;
2. Rub hands palm to palm;
3. Right palm over left dorsum with interlaced fingers and vice versa;
4. Palm to palm with fingers interlaced;
5. Backs of fingers to opposing palms with fingers interlocked;
6. Rotational rubbing of left thumb clasped in right palm and vice versa;
7. Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;
8. Rinse hands with water;
9. Dry hands thoroughly with a single use towel;
10. Use towel to turn off faucet;
11. Your hands are now safe.

World Health Organization
Patient Safety
SAVE LIVES
Clean Your Hands

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WHO acknowledges the Hijmans Universitas de Gantea (HUG), in particular the members of the Infection Control Programme, for their active participation in developing this material.

May 2009
How to Handrub?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

Duration of the entire procedure: 20-30 seconds

1a Apply a palmful of the product in a cupped hand, covering all surfaces;
1b Rub hands palm to palm;
2
3 Right palm over left dorsum with interlaced fingers and vice versa;
4 Palm to palm with fingers interlaced;
5 Backs of fingers to opposing palms with fingers interlocked;
6 Rotational rubbing of left thumb clasped in right palm and vice versa;
7 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;
8 Once dry, your hands are safe.

World Health Organization
Patient Safety
SAVE LIVES
A World Alliance for Safer Healthcare
Clean Your Hands

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May 2020
Stop Germs! Wash Your Hands.

**When?**
- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage

**How?**

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse hands well under clean, running water.
5. Dry hands using a clean towel or air dry them.

Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.

www.cdc.gov/handwashing

This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.
Symptoms of Coronavirus (COVID-19)

Your symptoms can include the following:

- Fever
- Cough
- Shortness of breath

If you have COVID-19, you may have mild (or no symptoms) to severe illness. Symptoms can appear 2-14 days after you are exposed to the virus that causes COVID-19.

Seek medical attention immediately if you or someone you love has emergency warning signs, including:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

cdc.gov/coronavirus
STOP Feeling Sick?
Stay home when you are sick!

If you feel unwell or have the following symptoms
please leave the building and contact your health care provider.
Then follow-up with your supervisor.

DO NOT ENTER if you have:

FEVER
COUGH
SHORTNESS OF BREATH

cdc.gov/CORONAVIRUS
THANK YOU FOR PRACTICING
SOCIAL DISTANCING
Coronavirus Guidance

STAY 6 FEET APART from our staff and other shoppers

Wear a face covering
Don’t touch your face
Wash your hands when you get home
PLEASE STAND SIX FEET APART

6'

Please help keep our community safe!
WORKPLACES DURING THE COVID-19 PANDEMIC

The purpose of this tool is to assist employers in making (re)opening decisions during the COVID-19 pandemic, especially to protect vulnerable workers. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

**Should you consider opening?**
- ✓ Will reopening be consistent with applicable state and local orders?
- ✓ Are you ready to protect employees at higher risk for severe illness?

**Are recommended health and safety actions in place?**
- ✓ Promote healthy hygiene practices such as hand washing and employees wearing a cloth face covering, as feasible
- ✓ Intensify cleaning, disinfection, and ventilation
- ✓ Encourage social distancing and enhance spacing between employees, including through physical barriers, changing layout of workspaces, encouraging telework, closing or limiting access to communal spaces, staggering shifts and breaks, and limiting large events, when and where feasible
- ✓ Consider modifying travel and commuting practices. Promote telework for employees who do not live in the local area, if feasible.
- ✓ Train all employees on health and safety protocols

**Is ongoing monitoring in place?**
- ✓ Develop and implement procedures to check for signs and symptoms of employees daily upon arrival, as feasible
- ✓ Encourage anyone who is sick to stay home
- ✓ Plan for if an employee gets sick
- ✓ Regularly communicate and monitor developments with local authorities and employees
- ✓ Monitor employee absences and have flexible leave policies and practices
- ✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

---

DO NOT OPEN

MEET SAFEGUARDS FIRST

OPEN AND MONITOR

[cdc.gov/coronavirus]
EVERYBODY CAN DO SOMETHING!

Everyone can do their part to prevent the spread of COVID-19

Stay home if you are sick

Wash your hands frequently with soap and water

Frequently clean surfaces like doorknobs.

Use physical distancing and stay 6 feet away from other people

Wear a mask in public

Avoid gatherings of groups of people

Adapted from Grant County Health District
Additional Resources

The Economic Alliance has compiled a list of resources including guidance from L&I, OSHA, the CDC, and local and state governments. It also includes industry-specific guidance on reopening.

YOU CAN FIND THESE RESOURCES AND MORE AT:  www.economic-alliance.com

OKANOGAN COUNTY PUBLIC HEALTH

https://okanogancounty.org/ocph/

OKANOGAN EMERGENCY MANAGEMENT


TWISP WORKS

https://twispworks.org/covid-19-resources-for-business/

SAFE START WASHINGTON


SMALL BUSINESSES GUIDANCE


COVID - 19 RESOURCE S FOR EMPLOYER S

www.AWB.org/covid-19-resources/

U.S. CHAMBER OF COMMERCE COVID RESPONSE

www.USChamber.com/coronavirus

PREPARE YOUR SMALL BUSINESS & EMPLOYEES


U.S. SMALL BUSINESS ADMINISTRATION

www.SBA.gov/Disaster
SAMPLE SAFE START REOPEN PLAN

Each business or entity, including those that have been designated as essential under the Washington State Essential Business Guidance, may develop a written Safe Start Reopen Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement or may develop its own Safety Plan. This plan does not need to be submitted to a state agency for approval but must be retained on the premises of the business and must made available to the Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Business owners should refer to the State’s industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit: https://coronavirus.wa.gov/what-you-need-know/safe-start. If guidance that is applicable to your business or certain parts of your business functions and consult the state and federal resources listed below.

COVID-19 Reopening Safety Plan

Name of Business:

Industry:

Address:

Contact Information:

Owner/Manager of Business:

Human Resources Representative and Contact Information, if applicable:

I. PEOPLE

A. Physical Distancing. To ensure employees comply with physical distancing requirements, you agree that you will do the following:

- Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.

- Tightly confined spaces will be occupied by only one individual at a time unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.
Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)

Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.

Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?

How you will manage engagement with customers and visitors on these requirements (as applicable)?

How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?

II. PLACES

A. Protective Equipment. To ensure employees comply with protective equipment requirements, you agree that you will do the following:

Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.

What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?
Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

*What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?*

Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

*List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?*

---

**B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:**

Adhere to hygiene and sanitation requirements from the [Centers for Disease Control and Prevention](https://www.cdc.gov) (CDC) and [https://www.doh.wa.gov/Emergencies/Coronavirus](https://www.doh.wa.gov/Emergencies/Coronavirus) (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.

*Who will be responsible for maintaining a cleaning log? Where will the log be kept?*

Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

*Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?*
Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using products identified as effective against COVID-19?

C. Communication. To ensure the business and its employees comply with communication requirements, you agree that you will do the following:

- Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.

- Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.

- Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.

Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?

If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?
III. PROCESS

A. Screening. To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

☐ Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.

What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?

If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?

B. Contact tracing and disinfection of contaminated areas. To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:

☐ Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?

In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?
IV. OTHER

Please use this space to provide additional details about your business’s Safety Plan, including anything to address specific industry guidance.

Staying up to date on industry-specific guidance:

To ensure that you stay up to date on the guidance that is being issued by the State, you will:

☐ Consult the Washington State Corona Virus website at coronavirus.wa.gov and applicable Executive Orders on a periodic basis or whenever notified of the availability of new guidance.
State and Federal Resources for Businesses and Entities

As these resources are frequently updated, please stay current on state and federal guidance issued in response to COVID-19.

General Information

- **Centers for Disease Control and Prevention (CDC) Coronavirus (COVID-19) Website**
- **Occupational Safety and Health Administration (OSHA) COVID-19 Website**

Workplace Guidance

- **CDC Guidance for Businesses and Employers to Plan, Prepare and Respond to Coronavirus Disease 2019**
- **OSHA Guidance on Preparing Workplaces for COVID-19**
- **WA State L & I: COVID-19 (Coronavirus) safety topic: Industry-specific resources from the L & I Division of Occupational Safety and Health (DOSH), including guidance for construction, grocery workers, and others.**
- **WA State L & I: Coronavirus (COVID-19) Prevention: Summary of General Workplace Requirements (F414-167-000):** This fact sheet helps Washington employers know what their requirements are regarding employee safety and health during the coronavirus outbreak.

Personal Protective Equipment Guidance

- **OSHA Personal Protective Equipment**

Cleaning and Disinfecting Guidance

- **CDC Cleaning and Disinfecting Facilities**

Screening and Testing Guidance

- **CDC COVID-19 Symptoms**