



The following recommendations can help businesses begin to prepare for safe reopening as they wait for guidelines from the state. The recommendations are divided into topics to consider when planning. For official guidance, refer to the current [Safe Start Plan](#) requirements for different industries in Washington.

GENERAL CONSIDERATIONS

- Adhere to federal, state, and local public health and employee safety guidelines.
- Create visible entry point signage for employees, volunteers and visitors on shared expectations and responsibilities (including proper hygiene and sanitization, physical distancing/PPE guidance and how to report concerns. Face covering signs are required to be posted and are available at: <https://srhd.org/covid19masks>).
- Monitor industry updates of the [Safe Start Plan](#) and implement changes as needed.
- Communicate requirements of the Safe Start Plan, and any future modifications, to all employees, volunteers and visitors.

SYMPTOMS SCREENING

- Ask employees/volunteers to self-certify that they have experienced no COVID-19 symptoms since the last day they physically visited the workplace.
- Encourage employees/volunteers to do regular temperature checks at home before coming to work.
- Ask employees/volunteers to stay home and seek medical guidance if they are experiencing any known symptoms.
- Train employees/volunteers on symptoms of COVID-19, individuals at higher risk for complications, recommended prevention measures (stay home when sick, practice good hygiene, maintain 6-feet of distance, use face coverings, clean and disinfect commonly touched surfaces, etc.) and leave benefits/policies (e.g., unemployment insurance for employees that need to self-quarantine).
- Conduct routine temperature checks and screenings once per day. Encourage a single point of entry for ease of screenings or set up a kiosk if a single point of entry is not practical. Mark off 6-foot distances for screening queue.
- Consider screening/temperature checks for customers.

EXCLUSION WHEN SICK

- Plan for when an employee becomes sick. Employees with symptoms of COVID-19 (fever, cough, or shortness of breath) at work should immediately be sent home.
- Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and follow CDC and SRHD guidance if symptoms develop.
- Identify a location in your workplace where ill employees or customers can be isolated from others until they can be safely transported home or to a healthcare facility.
- Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility.
- Advise sick staff members not to return until they have met CDC's criteria to discontinue home isolation.
- Notify and isolate all employees/volunteers in contact with an individual that develops symptoms (while maintaining confidentiality).
- Provide leave options for people having to self-isolate/self-quarantine for COVID-19.

PHYSICAL DISTANCING

GENERAL

- Work from home when possible.
- Maintain physical distancing of 6 feet, wherever possible, between staff and visitors/customers.
- Create isolated work cells/teams where possible.
- Provide employees/volunteers with masks for any public-facing job and/or those whose responsibility includes operating within physical distancing limits of 6 feet for extended periods of time. (Note: N95 masks should not be used except for public health-approved roles).
- Use plexiglass protection (sneeze guards) between workstations or at check out.
- Stagger entry into stores/facilities.
- Consider rotating or staggering shifts to limit the number of employees in the workplace at the same time.
- Enact limits for number of visitors allowed to accompany client/customer.
- Limit ingress/egress points while maintaining fire exits.
- Mark floors with one-way directional signs in store/facility aisles.
- Use distance markings at places of congregation.
- Re-organize floor layouts to permit physical distancing.
- Avoid non-essential person-to-person contact (e.g., handshakes).
- Use touchless payment options as much as possible, when available.
- Ask customers and employees to exchange cash or card payments by placing on a receipt tray or on the counter rather than by hand.
- Provide no contact pickup options.
- Wipe any pens, counters, or hard surfaces between uses or customers.
- Reduce use of shared office supplies/resources
- Move to touchless sign-in/sign-out devices or provide hand sanitizer next to machines.
- Limit shared desks/workspaces.

MEETINGS / GATHERINGS

- Avoid gatherings of >10 people in meeting rooms or shared social spaces (e.g., cafes, lobbies); everyone should maintain physical distancing of at least 6 feet.
- Cancel group events of more than 10 people, during Phase II-Phase III, if physical distancing cannot be maintained.
- Conduct virtual meetings, even when in office, or meet outdoors (weather permitting) whenever possible.
- Avoid sitting face-to-face.
- Use training methods that do not involve personal meetings.
- Use virtual technology for company-wide meetings.

BREAK ROOMS / KITCHENS / CAFETERIAS

- Close communal spaces such as break rooms, if possible, or stagger break times. Clean and disinfect space in between uses.
- Limit cafeteria capacity and services by reducing seating and self-service options.
- Limit public kitchens/vending machines.
- Implement reduced maximum capacity limits.

VULNERABLE EMPLOYEES / CUSTOMERS

- Consider that some employees or customers are at higher risk for severe illness from COVID-19, including:
 - Individuals over age 65.
 - Those with underlying medical conditions including, but not limited to chronic lung disease, moderate to severe asthma, hypertension, severe heart conditions, weakened immunity, severe obesity, diabetes, liver disease and chronic kidney disease that requires dialysis.
- Encourage vulnerable employees to self-identify and avoid making unnecessary medical inquiries.
- Take particular care to reduce vulnerable employees' risk of exposure to COVID-19, while making sure to comply with relevant ADA and ADEA regulations.
- Protect employees at higher risk for severe illness by supporting and encouraging options to telework.
- Offer duties that minimize vulnerable employees' contact with customers and other employees (e.g., restocking shelves rather than working as a cashier), if agreed to by the employee.
- Ensure that any other entities sharing the same workspace also follow this guidance.

HYGIENE / CLEANING

- Sanitize frequently touched surfaces (e.g., door handles, workstations, cash registers) at least daily and shared objects (e.g., payment terminals, tables, counter tops) between use.
- Clean surfaces between meetings/customer visits.
- Provide hand sanitizer at entrances/exits and other high traffic areas.
- Designate a hygiene leader for each shift and facility who is responsible for protocol audits.
- Perform nightly deep cleaning ([refer to CDC cleaning and disinfecting guidance](#)).
- Provide easy-to-access cleaning supplies for disinfecting high-touch surfaces.
- Use products that meet EPA criteria for use against SARS-CoV-2 and that are appropriate for the surface. Prior to wiping the surface, allow the disinfectant to sit for the necessary contact time recommended by the manufacturer.
- Train staff on proper cleaning procedures to ensure safe and correct application of disinfectants.
- Make available individual disinfectant wipes in bathrooms, and post reminders not to flush these wipes but to dispose of them in the trash.
- Close off areas used by a sick person and do not use them until after cleaning and disinfecting. Wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as possible.

REPORTING EXPOSURES / CONTACT TRACING

- Notify SRHD, staff and customers immediately of any possible exposure to COVID-19 while maintaining confidentiality as required by applicable laws.
- Log all employees and volunteers that come on premise for purposes of supporting public health contact tracing, if needed. The log should include name, phone number, and date and time of attendance.
- Log customers/visitors that come on the premise. Log should contain name, phone number, date, and time.
- Identify who employees, volunteers and visitors should contact to report concerns and/or potential violations of the Safe Start Plan.
- Identify a single point of contact for public health to reach your business for contact tracing of staff, volunteers, or clients/customers.

POLICIES, BENEFITS, WELLNESS, OTHER

GENERAL

- Provide employees opportunities to telework and other options as feasible to avoid unnecessary travel.
- Create virtual Human Resources (HR) office hours and/or a HR hotline.
- Appoint a team and/or lead to manage ongoing compliance with Safe Start Plan

SUPPORT WORKING FROM HOME / ALTERNATE SCHEDULES

- Coordinate job shares that allow for reduced hours.
- Offer partial workforce or alternate work week operating models.
- Stagger staff schedules with different in-office work hours (e.g. two work shifts: 6:30 a.m. - 12:30 p.m. and 1:00 – 7:00 p.m. with time in between shifts).
- Provide one-time home office supply voucher.
- Offer tiered PTO (e.g. FTEs get additional 80 hours; PTE get additional 40 hours; all paid out at year end if not used).
- Create workforce relief/aid fund and adopt policy on how funds will be distributed.

- Promote and enable individual commutes (e.g. subsidized biking/parking).
- Consider providing employer-sponsored buses/transit options to reduce use of crowded public transportation.
- Approve alternative work shifts to limit transportation during high public traffic hours.

PROVIDE TRAINING

- Provide content for vulnerable employees to help them navigate back to work (e.g. aggregate helpful materials, explain evolving government benefits).
- Provide technical support for teleworking and virtual meetings.
- Create networks for employees to connect/share best practices for remote working.
- Offer ongoing training to meet health guidelines.
- Host pre-return to work training.
- Provide guidance on virtual and in-person teams.
- Provide career planning and resources.
- Offer voucher for online education tools.
- Train managers to support new back to work model.

OFFER WELLNESS OPPORTUNITIES

- Sponsor well-being challenges geared to staying physically and mentally healthy.
- Offer access to services such as:
 - Reduced cost and/or free counseling.
 - Reduced cost and/or telemedicine consultations.
 - Benefit extensions for household members.
 - Stress reduction resources such as meditation/mindfulness strategies
 - Digital support groups to decrease isolation and share ideas

SUPPORT ALTERNATIVE CHILDCARE OPTIONS

- Provide on-site day care or study rooms for limited number of children per day.
- Offer access to apps to match caregivers with need (including recently displaced employees).
- Give employees who are not able to work from home childcare priority.
- Suggest virtual play dates for families with children of similar ages.

