

COVID-19 SAFETY PROTOCOL AND PLAN

I. PURPOSE

On May 4th, 2020 Governor Inslee signed Proclamation 20-25.3 and outlined the “Safe Start” plan, a phased approach to re-open Washington’s economy. Under the plan, businesses and activities are to re-open in phases with adequate social distancing measures & health standards in place. The plan does not provide requirements or guidance for local governments. This Safety Protocol extrapolates from guidance and requirements for similar business activities to those activities conducted by the Town.

The Safe Start plan defines a “professional service provider” as an office-based occupation that typically serves a client base, and includes accountants, attorneys, financial advisors, and other professional service occupations. Town Hall most resembles these types of services. Professional service providers must be able to comply with guidelines issued by the state before re-opening under Phase 2.

The Safe Start plan provides guidance and establishes requirements for the construction industry. The Public Works department operates in most ways as do construction contractors.

The Town provides social and recreational activities for senior citizens, which meet in various group sizes. Although it may be possible to draw an analogy to the governor’s guidance for personal services, the Town chooses to delay providing such services in a group setting until Phase 3 of the Safe Start Plan has been approved and implemented.

II. SCOPE

This policy applies to all full-time and part-time employees hired into regular positions, including new employees that fall within the new employee orientation period. This policy is not applicable to part-time on-call/seasonal employees.

III. POLICY

- A. Standards Applicable to All Town Functions. Until there is an effective vaccine, effective treatment or herd immunity, it is crucial to maintain interventions to suppress the spread of COVID-19. This includes heightened protections for the health and safety of workers, and for members of the community.

In accordance with the governor’s Safe Start Plan, employees must:

1. Engage in physical distancing, staying at least six feet away from other people;
2. Wear cloth face coverings in public places when not eating or drinking (cloth face coverings should not be worn by anyone who has trouble breathing, or is unable to

remove the cover without assistance). Failure to protect co-workers or members of the public by failing to wear face coverings may result in appropriate discipline;

3. Stay home if sick;
4. Avoid others who are sick;
5. Wash hands frequently with soap and water (use hand sanitizer if soap and water are not available);
6. Cover coughs and sneezes;
7. Avoid touching eyes, nose and mouth with unwashed hands;
8. Disinfect surfaces and objects regularly.

In accordance with the governor's Safe Start Plan, the Town is required to:

9. Maintain the six-foot physical distancing requirements for employees and residents/visitors. Adopt other prevention measures such as barriers to block sneezes and coughs when physical distancing is not possible for a particular job task.
10. Provide services while limiting close interactions with residents/visitors.
11. Provide adequate sanitation and personal hygiene for workers, vendors and residents/visitors. Ensure employees have access to hand washing facilities so they can wash their hands frequently with soap and running water.
12. Ensure frequent cleaning and disinfection of facilities, particularly of high-touch surfaces.
13. 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.
14. Identify strategies for addressing ill employees, as outlined below. 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 affected facility until the location can be properly disinfected.
15. Educate employees about COVID-19. The education should include information on the symptoms and risk factors associated with COVID-19 and how to prevent its spread.
16. 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.
17. Follow requirements in Governor Inslee's Proclamation 20-46 High-Risk Employees – Workers' Rights.
18. 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

B. Town Hall.

1. A copy of this plan must be posted at Town Hall and available for inspection by state and local authorities.
2. Authorized access to Town Hall shall be through the front door.
3. Only one visitor to Town Hall shall be allowed at one time. Visitors shall be restricted to the entry area, in front of the barrier. Persons waiting to enter may remain at the benches in front of Town Hall. Notices for walk-up visitors shall include the phone number that the visitor should call to determine availability of services.
4. Furniture on the first floor shall be arranged to encourage social distancing, with at least six feet between desks. A physical barrier between the two desks at Town Hall shall be installed.
5. The copier room at Town Hall may be occupied by one person at a time. Equipment in the copier room shall be sanitized after each use with disinfectant wipes placed in the copier room.
6. The Town Hall conference room shall not be utilized because of the difficulty of maintaining social distance. Meetings should take place over the internet or over the phone. In the event face-to-face meetings are necessary, such meetings may be held at Maple Hall. Any time two or more persons must meet, a minimum 6-feet of separation must be maintained.
7. Employees are encouraged to leave their workstations to wash their hands regularly, before and after all visitor interactions, before and after going to the bathroom, before and after eating and after coughing, sneezing, or blowing their nose. Supplies, including hand soap and disposable towels, shall be maintained in adequate supply. Single use disposable gloves are to be used where applicable to prevent transmission on equipment and items that are shared, and discarded after a single use.
8. Each employee shall engage in housekeeping of the employee's work station, which shall include sanitizing commonly touched surfaces such as desk tops, key boards, and telephones. Housekeeping shall be performed at the beginning and end of each work day.
9. The customer counter shall be sanitized after each visitor leaves. Disinfectant wipes shall be placed within easy reach on the counter. Tissues and trash cans must be made available for use by visitors.
10. Each employee shall disinfect areas touched by the employee within restrooms after each use, with disinfectant wipes stored in each restroom.
11. A sneeze guard shall be placed at the front customer counter.
12. Hand sanitizer with at least 60% alcohol must be available and distributed throughout Town Hall.

13. COVID-19 safety information and requirements, including CDC, DOH, and OSHA posters shall be posted so that they are visible to workers and to visitors.
14. Handrails, machines, shared tools, and doorknobs shall be sanitized throughout the day, and at the end of each workday.
15. PPE. Each employee working in the common area or passing through the common area of first floor of Town Hall shall wear a surgical mask or a cloth mask.
16. Symptom monitoring. Each employee shall be asked to take their temperature at home prior to arriving at work, or take their temperature when they arrive. Thermometers used at work shall be 'no touch' or 'no contact' to the greatest extent possible. If a 'no touch' or 'no contact' thermometer is not available, the thermometer must be properly sanitized and disinfected between each use. Any employee with a temperature of 100.4°F or higher is considered to have a fever and must be sent home.
17. incident reporting;
18. COVID-19 safety training;
19. exposure response procedures
20. post-exposure incident project-wide recovery plan.

C. Public Works. Under RCW 49.17.060, "each employer shall furnish to each of their employees a place of employment free from recognized hazards that are causing or likely to cause serious injury or death to his or her employees and shall comply with the rules, regulations, and orders promulgated under this chapter."

1. A copy of this plan must be posted at the Public Works Shop and available for inspection by state and local authorities. COVID-19 safety information and requirements, including CDC, DOH, and OSHA posters shall be visibly posted.
2. COVID-19 Safety Training 2. A Safety Stand-Down/toolbox talk/tailgate training must be conducted on all job sites on the first day of returning to work, and weekly thereafter, to explain the protective measures in place for all workers. Social distancing must be maintained at all gatherings.
3. PPE utilization; Provide personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate or required to employees for the activity being performed. Cloth facial coverings must be worn by every employee not working alone (with no chance of human interaction) on the jobsite unless their exposure dictates a higher level of protection under Department of Labor & Industries safety and health rules and guidance. Personal Protective Equipment (PPE) – Employer Provided. Appropriate eye protection for all hazards must be worn at all times by every employee while on the worksite.
4. on-site social distancing; Maintain minimum six-foot separation between all employees (and customers) in all interactions at all times. When strict physical distancing is not feasible for a specific task, other prevention measures are required, such as use of barriers, minimize staff or customers in narrow or enclosed areas, stagger breaks, and work shift starts.

5. Gatherings of any size must be precluded by taking breaks and lunch in shifts.
6. Minimize interactions when picking up or delivering equipment or materials, ensure minimum 6- foot separation.
7. hygiene; Ensure frequent and adequate hand washing with adequate maintenance of supplies. Use disposable gloves where safe and applicable to prevent transmission on tools or other items that are shared. Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol can also be used, but are not a replacement for the water requirement. Shared tools and other equipment must be wipe sanitized between users.
8. sanitation; Establish a housekeeping schedule that includes frequent cleaning and sanitizing with a particular emphasis on commonly touched surfaces. Follow the cleaning guidelines set by the CDC to deep clean and sanitize. Make disinfectants available to workers throughout the worksite and ensure cleaning supplies are frequently replenished. Frequently clean and disinfect high-touch surfaces on job sites and in offices, such as shared tools, machines, vehicles and other equipment, handrails, doorknobs, and portable toilets.
9. symptom monitoring; Screen employees for signs/symptoms of COVID-19 at start of shift.
10. incident reporting;
11. site decontamination procedures;
12. COVID-19 safety training; Workers must be trained on the safety protocols listed below before the activity begins. Educate workers in the language they understand best about coronavirus and how to prevent transmission and the employer's COVID-19 policies.
13. exposure response procedures;
14. post-exposure incident project wide recovery plan.
15. Job Hazard Analysis (JHA), including a list of engineering controls and proper Personal Protective Equipment (PPE), for all jobsite activities defined by Washington State Department of Labor & Industries (L&I) as medium and high transmission risk.
16. A worker may refuse to perform unsafe work, including hazards created by COVID-19. And, it is unlawful for their employer to take adverse action against a worker who has engaged in safety-protected activities under the law if their work refusal meets certain requirements.
17. Site Supervisor 1. A site-specific COVID-19 Supervisor shall be designated at every job site to monitor the health of employees and enforce the COVID-19 job site safety plan. A designated COVID-19 Supervisor must be present at all times during construction activities, except minor construction.
18. If an employee reports feeling sick and goes home, the area where that person worked should be immediately disinfected.

D. Sick Employee Plan.

1. Screen all employees at the beginning of their day by asking them if they have a fever, cough, shortness of breath, fatigue, muscle aches or new loss of taste or smell.
2. Ask employee to take their temperature at home prior to arriving at work, or take their temperature when they arrive. Thermometers used at work shall be 'no touch' or 'no contact' to the greatest extent possible. If a 'no touch' or 'no contact' thermometer is not available, the thermometer must be properly sanitized and disinfected between each use. Any employee with a temperature of 100.4°F or higher is considered to have a fever and must be sent home.
3. Create policies which encourage employees to stay home or leave the location when experiencing symptoms or when they have been in close contact with a confirmed positive case. If they develop symptoms of acute respiratory illness, they must seek medical attention and inform their employer-owner.
4. Have employees inform their supervisors if they have a sick household member at home diagnosed with COVID-19. If an employee has a household member sick with COVID-19, that employee must follow the isolation/quarantine requirements as established by the State Department of Health.
5. Instruct employees to report to their employer-owner if they develop symptoms of COVID-19 (e.g., fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell). If symptoms develop during a shift, the employee should immediately report such and be sent home. If symptoms develop while the employee is not working, the employee should not return to work until they have been evaluated by a healthcare provider.
6. If an employee is confirmed to have COVID-19 infection, employer-owner should inform employees determined to have been in close contact of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employer-owner should instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.
7. Cordon off any areas where an employee with probable or confirmed COVID-19 illness worked, touched surfaces, etc. until the area and equipment is cleaned and sanitized.