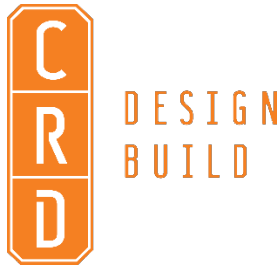


COVID-19 Phase 1 Jobsite Safety Plan

for

CRD Design Build

at Jobsite [insert JOBSITE LOCATION here]



GENERAL INSTRUCTIONS

A. Overview

This COVID-19 Plan is an addition to our existing Accident Prevention Plan. It addresses CRD Design Build and worker's responsibilities to keep ourselves and our communities safe from this virus.

B. Procedures

This document contains guidance for safety procedures to be followed and forms to be used. Supervisors are expected to integrate the procedures into the appropriate work activity and workers are expected to apply them on the job. The sample forms are to be used if they apply to the job concerned.

C. Dissemination

A copy of this statement will be issued to all supervisory and management personnel. A copy of the policy statement will be posted on company safety and health bulletin boards and at the following locations:

1. **(insert location here)**
2. **(insert location here)**

D. Regulations

A copy of the following documents will be maintained on each jobsite:

1. Proclamation by the Governor 20-25. **[See Appendix A1, 1-5, Proclamation by the Governor 20-25]**
2. Proclamation by the Governor 20-25.1. **[See Appendix A2, 1-3 Proclamation by the Governor 20-25.1]**
3. Proclamation by the Governor 20-05. **[See Appendix A3, 1-2 Proclamation 20-05]**
4. DOSH Directive 1.70. **[See Appendix B 1-9 DOSH Directive]**
5. Washington State Department of Health Workplace and Employer Resources and Recommendations. **[See Appendix C 1-2 DOH Resources]**

COMPANY POLICY LETTER

SAFETY AND HEALTH POLICY FOR CRD Design Build

The purpose of this policy is to increase the already high standard of safety throughout all operations of CRD Design Build by adding protections related to the COVID-19 outbreak.

This addition to our Accident Prevention Program will continue in effect throughout Phase 1 of the reopening, as defined by the Governor's "Stay Home, Stay Safe" order (20-25). Phase 1 allows work which can be performed meeting social distancing requirements. These activities would be able to be performed meeting the requirements of the "COVID-19 Construction Industry Emergency Requirements – Version 4-2-2020" or the "Residential Construction COVID-19 Jobsite Requirements."

CRD Design Build is committed to fulfilling the Phase 1 Construction Restart COVID-19 Jobsite Requirements. We are also committed to keeping ourselves and our communities healthy.

Signed, Teri McDermott, CRD Design Build

RESPONSIBILITIES

A. Management Officials

In this time of crisis and necessary distancing, CRD Design Build encourages workers and managers to communicate without face to face contact as often as possible. To that end, all managers must have their cell phones on their person with the ringer turned on while they are at work. Managers should provide their cell phone numbers to their team members and encourage calls whenever a question arises that can be resolved over the phone.

B. Supervisors

In addition to the standard safety supervision, CRD Design Build must designate a COVID-19 Supervisor who is responsible for monitoring the health of workers and enforcing this Jobsite Safety Plan.

[If your jobsite is a single-family residential site AND there are 6 or fewer people at the site at one time, your COVID-19 Supervisor does not have to be on site at all times. Otherwise, a COVID-19 Supervisor must always be at the jobsite when work is happening. The COVID-19 Supervisor may be doing normal work on the site as well.]

[insert employee name here] and **[insert employee name here]** are COVID-19 Supervisors for this site.

C. Workers

Observe the items of responsibility established in this document as well as job safety rules which may apply to specific task assignments.

EXPOSURE CONTROL – ILLNESS AT THE WORKSITE

A. Identification of Illness

1. All workers must be screened at the beginning of their shift by taking their temperature and asking them if they have a fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell. Any worker with a temperature of 100.4°F or higher is considered to have a fever and must be sent home.
2. Thermometers used 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 between each use.
3. If a worker has symptoms of an acute respiratory illness, such as fever, cough, or shortness of breath, they must stay home and not come to work for at least a week and not before they have been symptom-free for at least 72 hours, without the use of any medication.
4. The COVID-19 Supervisor has the authority to send someone who is exhibiting symptoms of an acute respiratory illness home.
5. Any worker or manager on this jobsite must seek medical care and inform their Supervisor if they have an acute respiratory illness.
6. If a family member has a confirmed case of COVID-19, workers and managers must notify their Supervisor. That worker must stay home. For a full list of recommendations, see the Washington Department of Health Home Isolation Guidance, available at:
<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/COVIDexpedited.pdf>
7. If a worker or manager tests positive for COVID-19, they should not return to work until they receive a release from a medical practitioner.
8. If a worker believes it is not safe to work, the worker shall be allowed to leave. Payment will be governed by the Families First Coronavirus Response Act expanded family and medical leave requirements.
9. Workers coming from states that do not share a border with Washington must self-quarantine for 14 days before working on the jobsite.

B. Documentation and Reporting

1. OSHA deems COVID-19 a reportable illness, that should be recorded in OSHA 300 log, requiring a Form 301 and the incident investigation report form, [\[Appendix D 1-3, Incident Investigation Report Form\]](#). This will only be done if an employee has a confirmed case that, after appropriate assessment, is deemed work-related.
2. If a worker at this jobsite has a confirmed case of COVID-19, all workers who may have been exposed will be notified. However, the identity and any other information related to the infected worker will not be disclosed. Workers who receive a notice of exposure must follow the CDC's recommendations for community exposure, available at: <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

MITIGATION – SAFETY BULLETIN BOARD

The following items are required to be posted:

1. COVID-19 Safety Requirements from Working Group's Phase 1 Plan.
[\[See Appendix E 1-4, Safety Requirements Working Group Phase 1\]](#)
2. Coronavirus Prevention General Requirements.
3. Written notice to workers, subcontractors and government officials what Phase 1 work will be performed at that job site.
4. Signed copy of this Jobsite Safety Plan.
5. CDC Recommendations on Hand Hygiene.

MITIGATION – WORK CREW SAFETY MEETINGS, COVID ADDITIONS

A. Purpose

To add training on the special COVID-19-related safety measures that are currently necessary.

B. Procedures

In addition to the required weekly trainings, the following guidelines will be followed for COVID-19 training:

- a. Trainings are held at the beginning of each job, on the first day of returning to work after the 'Stay home, Stay Healthy' order, and at least weekly thereafter.
- b. Training will also be provided on the first day at work, or back at work, for any worker.
- c. Attendance at these trainings will be taken orally, with only the trainer writing down names of those in attendance to avoid pen-sharing.
- d. Social distancing must be maintained during these trainings, and at all other times on the job site.

C. Scope of Activities

1. Educate workers on how to use PPE.
2. Educate workers on hand washing requirements.
3. Educate workers on social distancing requirements.
4. Accept and evaluate worker suggestions.
5. Review job procedures and recommend improvements.
6. Monitor the safety program effectiveness.
7. Promote and publicize safety.

D. Documentation

The sample form training guide for workers is available to assist in documenting activities of crew/leader meetings. There is also a Safety Meeting Notice form to print and copy to announce your next safety meeting.

MITIGATION – GENERAL COVID-19 SAFETY RULES FOR WORKERS

Note to employers: if you cannot make available all the PPE mentioned below available, the site must be closed.

1. All workers must maintain a 6-foot distance from others on the work site at all times.
2. No gatherings are permitted. This includes gatherings during lunchbreaks.
3. *[You are required to identify and mitigate areas that are likely to make social distancing difficult, like trailers, hallways or break areas. Site specific application example, "Only 2 people may be in the job trailer at one time."]*
4. Maintain a 6-foot distance, even when receiving or making deliveries.
5. All workers must wear the Cloth Face Coverings or masks CRD Design Build provides.
6. Eye Protection must be worn at all times on the jobsite. *[You are required to provide eye protection for all workers, not just those at risk of debris]*
7. All workers must wear gloves at all times. If gloves are not otherwise necessary for the task, any type of glove, including nitrile or latex, is acceptable. *[You are required to provide gloves for all workers.]*
8. Workers must wash hands regularly, including before and after using the restroom, before and after eating, after sneezing, and after blowing your nose.
9. Workers engaged in cleaning must wear long sleeves and disposable gloves.
10. Workers emptying garbage must wear disposable gloves.
11. All workers must be familiar with the cleaning schedule for their jobsite and comply with its requirements.
12. Common spaces, like trailers, must be cleaned once per day.
13. *[If jobsite is an occupied home]* Workers should maintain a distance of 10 feet from all site residents.
14. Tools must not be shared unless absolutely necessary. If sharing is necessary, disinfect the tool between users.
15. Wash your hands often, such as after using a shared tool.

16. Workers should not carpool to work unless it is absolutely necessary.
17. If you are feeling sick or in contact with someone with a confirmed case of COVID-19, GO HOME!
18. If you feel yourself developing a fever, cough, or shortness of breath at any time, tell your Supervisor when symptoms arise.
19. Workers with symptoms of an acute respiratory illness must seek medical care immediately and inform your Supervisor over text or phone call.
20. If a worker goes home sick, their workspace must be cleaned immediately.

SAFETY DISCIPLINARY POLICY

Regardless of the existing safety disciplinary policy, failure of a worker to comply with this COVID Safety Policy will result in the worker being sent home, with or without pay, during the emergency actions.

MITIGATION – COVID-19 SAFETY RULES CRD Design Build

Note to employers: if you cannot disinfect common areas, the jobsite must be shut down.

1. Any visitors to the site must be recorded in a Visitor's Log, which must be retained for at least 4 weeks.
2. To the extent possible, only one trade or subcontractors will be on the jobsite at one time. Social distancing of 6 feet is required for trades and subcontractors as well.
3. CRD Design Build will provide enough Cloth Face Coverings, gloves, and eye protection for all workers.
4. CRD Design Build will provide ample soap and handwashing stations with running water. *[When running water is not available, portable washing stations, with soap, are required, per WAC 296-155-140 2(a) – (f). 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.]*
5. CRD Design Build will provide disinfectant and cleaning supplies throughout the worksite.
6. CRD Design Build will direct a worker to disinfect communal surfaces frequently.
7. CRD Design Build will provide trash cans throughout the site.
8. CRD Design Build will provide at least 1 handwashing station per 5 toilets.
9. CRD Design Build will create a site-specific cleaning schedule that complies with part 3 of DOSH Directive 1.70 [See Appendix B 1-9]. This schedule should address all common-touch surfaces, such as porta-potties, shared tools, storage areas, or office areas.

EXPOSURE RESPONSE PROCEDURE

1. If a worker is confirmed to have COVID-19, CRD Design Build will inform fellow workers of their possible exposure to COVID-19 in the workplace, without breaching the infected worker's confidentiality as required by the Americans with Disabilities Act.
2. Any worker who receives such a notice must follow [Public Health Recommendations for Community-Related Exposure](#).
3. If a worker has a family member sick with COVID-19, that worker must stay home.
4. If a worker reports feeling sick and goes home, the area where that person worked will be immediately disinfected.

POST-EXPOSURE RECOVERY PLAN

1. After a worker with a confirmed case of COVID-19 has left the worksite, all areas where that person worked must be thoroughly disinfected.
2. CRD Design Build will provide ample disinfectant and cleaning supplies for this purpose.
3. CRD Design Build will direct a worker to perform this cleaning while wearing long sleeves, gloves, a cloth face covering, and eye protection.
4. Supervisors will encourage workers to monitor their own wellness and to stay home if any symptoms arise.

Governor's Addendum to Proclamation 20-25 Phase 1 Construction Restart

JAY INSLEE
Governor



STATE OF WASHINGTON
OFFICE OF THE GOVERNOR
P.O. Box 40002 • Olympia, Washington 98504-0002 • (360) 902-4111 • www.governor.wa.gov

TO: Interested Stakeholders

FROM: Governor Jay Inslee

A handwritten signature in black ink, appearing to read "J. Inslee".

DATE: April 24, 2020

SUBJECT: Implementation of Phase 1 Construction Restart – Proclamation 20-25

As an addendum to Proclamation 20-25, this memorandum serves as the criteria for a limited Phase 1 Construction Restart.

After working with representatives from the Construction Roundtable, we have developed the comprehensive [Phase 1 Construction Restart COVID-19 Job Site Requirements](#). These requirements apply to all construction activities in Washington as long as Gubernatorial Proclamation 20-25, or any extension thereof, is in effect or if adopted as rules by a federal, state or local regulatory agency.

This memorandum rescinds previous guidance related to construction from the essential business list and allows for all activities meeting a low-risk threshold of six foot distancing to operate.

In limited circumstances where six foot distancing requirements cannot be maintained on construction projects previously authorized under Proclamation 20-25, a hazard assessment and control plan must be implemented identifying appropriate PPE use in accordance with Department of Labor & Industries requirements (<https://www.lni.wa.gov/forms-publications/F414-164-000.pdf>). No newly authorized projects are permitted to break social distancing standards during phase 1.

No jobsite may operate until the contractor can meet and maintain all requirements, including providing materials, schedules and equipment required to comply. Currently operating projects must be in compliance by no later than Friday, May 1.

- All items minus numbers 28 and 30 are subject to enforcement action under L&I's Division of Occupational Safety and Health (DOSH). Workplace safety and health complaints may be submitted to the L&I Call Center: (1-800-423-7233) or via e-mail to adag235@lni.wa.gov.
- General questions about how to comply with construction safety practices can be submitted to the state's Business Response Center at <https://app.smartsheet.com/b/form/2562f1caf5814c46a6bf163762263aa5>.
- All other violations related to Proclamation 20-25 can be submitted at <https://bit.ly/covid-compliance>.

APPENDICES

Appendix A1, 1-5:	Proclamation by the Governor 20-25	5 pages
Appendix A2, 1-3:	Proclamation by the Governor 20-25.1	3 pages
Appendix A3, 1-2:	Proclamation by the Governor 20-05	2 pages
Appendix B 1-9:	DOSH Directive 1.70	9 pages
Appendix C 1-2:	Washington Department of Health Workplace and Employer Resources and Recommendations	2 pages
Appendix D 1-3:	Incident Investigation Report Form	3 pages
Appendix E 1-4:	Safety Requirements Working Group Phase 1	4 pages

JAY INSLEE
Governor



STATE OF WASHINGTON
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**PROCLAMATION BY THE GOVERNOR
AMENDING PROCLAMATION 20-05**

20-25

STAY HOME – STAY HEALTHY

WHEREAS, on February 29, 2020, I issued Proclamation 20-05, proclaiming a State of Emergency for all counties throughout the state of Washington as a result of the coronavirus disease 2019 (COVID-19) outbreak in the United States and confirmed person-to-person spread of COVID-19 in Washington State; and

WHEREAS, as a result of the continued worldwide spread of COVID-19, its significant progression in Washington State, and the high risk it poses to our most vulnerable populations, I have subsequently issued amendatory Proclamations 20-06, 20-07, 20-08, 20-09, 20-10, 20-11, 20-12, 20-13, 20-14, 20-15, 20-16, 20-17, 20-18, 20-19, 20-20, 20-21, 20-22, 20-23, and 20-24, exercising my emergency powers under RCW 43.06.220 by prohibiting certain activities and waiving and suspending specified laws and regulations; and

WHEREAS, the COVID-19 disease, caused by a virus that spreads easily from person to person which may result in serious illness or death and has been classified by the World Health Organization as a worldwide pandemic, has broadly spread throughout Washington State, significantly increasing the threat of serious associated health risks statewide; and

WHEREAS, there are currently at least 2,221 cases of COVID-19 in Washington State and, tragically, 110 deaths of Washingtonians associated with COVID-19; and

WHEREAS, models predict that many hospitals in Washington State will reach capacity or become overwhelmed with COVID-19 patients within the next several weeks unless we substantially slow down the spread of COVID-19 throughout the state; and

WHEREAS, hospitalizations for COVID-19 like illnesses are significantly elevated in all adults, and a sharply increasing trend in COVID-19 like illness hospitalizations has been observed for the past three (3) weeks; and

WHEREAS, the worldwide COVID-19 pandemic and its progression in Washington State continues to threaten the life and health of our people as well as the economy of Washington State, and remains a public disaster affecting life, health, property or the public peace; and

WHEREAS, the Washington State Department of Health continues to maintain a Public Health Incident Management Team in coordination with the State Emergency Operations Center and other supporting state agencies to manage the public health aspects of the incident; and

WHEREAS, the Washington State Military Department Emergency Management Division, through the State Emergency Operations Center, continues coordinating resources across state government to support the Department of Health and local health officials in alleviating the impacts to people, property, and infrastructure, and continues coordinating with the Department of Health in assessing the impacts and long-term effects of the incident on Washington State and its people.

NOW, THEREFORE, I, Jay Inslee, Governor of the state of Washington, as a result of the above-noted situation, and under Chapters 38.08, 38.52 and 43.06 RCW, do hereby proclaim: that a State of Emergency continues to exist in all counties of Washington State; that Proclamation 20-05 and all amendments thereto remain in effect as otherwise amended; and that Proclamations 20-05, 20-07, 20-11, 20-13, and 20-14 are amended and superseded by this Proclamation to impose a Stay Home – Stay Healthy Order throughout Washington State by prohibiting all people in Washington State from leaving their homes or participating in social, spiritual and recreational gatherings of any kind regardless of the number of participants, and all non-essential businesses in Washington State from conducting business, within the limitations provided herein.

I again direct that the plans and procedures of the Washington State Comprehensive Emergency Management Plan be implemented throughout state government. State agencies and departments are directed to continue utilizing state resources and doing everything reasonably possible to support implementation of the Washington State Comprehensive Emergency Management Plan and to assist affected political subdivisions in an effort to respond to and recover from the COVID-19 pandemic.

I continue to order into active state service the organized militia of Washington State to include the National Guard and the State Guard, or such part thereof as may be necessary in the opinion of The Adjutant General to address the circumstances described above, to perform such duties as directed by competent authority of the Washington State Military Department in addressing the outbreak. Additionally, I continue to direct the Department of Health, the Washington State Military Department Emergency Management Division, and other agencies to identify and provide appropriate personnel for conducting necessary and ongoing incident related assessments.

FURTHERMORE, based on the above situation and under the provisions of RCW 43.06.220(1)(h), to help preserve and maintain life, health, property or the public peace, and to implement the Stay Home—Stay Healthy Order described above, I hereby impose the following necessary restrictions on participation by all people in Washington State by prohibiting each of the following activities by all people and businesses throughout

Washington State, which prohibitions shall remain in effect until midnight on April 6, 2020, unless extended beyond that date:

1. **All people in Washington State shall immediately cease leaving their home or place of residence except: (1) to conduct or participate in essential activities, and/or (2) for employment in essential business services.** This prohibition shall remain in effect until midnight on April 6, 2020, unless extended beyond that date.

To implement this mandate, I hereby order that all people in Washington State are immediately prohibited from leaving their home or place of residence except to conduct or participate in (1) essential activities, and/or (2) employment in providing essential business services:

- a. **Essential activities** permitted under this Proclamation are limited to the following:
 - 1) **Obtaining necessary supplies and services** for family or household members and pets, such as groceries, food and supplies for household consumption and use, supplies and equipment needed to work from home, and products necessary to maintain safety, sanitation and essential maintenance of the home or residence.
 - 2) **Engaging in activities essential for the health and safety** of family, household members and pets, including things such as seeking medical or behavioral health or emergency services and obtaining medical supplies or medication.
 - 3) **Caring for a family member, friend, or pet** in another household or residence, and to transport a family member, friend or their pet for essential health and safety activities, and to obtain necessary supplies and services.
 - 4) **Engaging in outdoor exercise activities**, such as walking, hiking, running or biking, but only if appropriate social distancing practices are used.
- b. **Employment in essential business services** means an essential employee performing work for an essential business as identified in the "[Essential Critical Infrastructure Workers](#)" list, or carrying out minimum basic operations (as defined in Section 3(d) of this Order) for a non-essential business.
- c. **This prohibition shall not apply** to individuals whose homes or residences are unsafe or become unsafe, such as victims of domestic violence. These individuals are permitted and urged to leave their homes or residences and stay at a safe alternate location.
- d. **This prohibition also shall not apply** to individuals experiencing homelessness, but they are urged to obtain shelter, and governmental and other entities are strongly encouraged to make such shelter available as soon as possible and to the maximum extent practicable.

- e. For purposes of this Proclamation, homes or residences include hotels, motels, shared rental units, shelters, and similar facilities.
2. **All people in Washington State shall immediately cease participating in all public and private gatherings and multi-person activities for social, spiritual and recreational purposes, regardless of the number of people involved, except as specifically identified herein.** Such activity includes, but is not limited to, community, civic, public, leisure, faith-based, or sporting events; parades; concerts; festivals; conventions; fundraisers; and similar activities. This prohibition also applies to planned wedding and funeral events. This prohibition shall remain in effect until midnight on April 6, 2020, unless extended beyond that date.

To implement this mandate, I hereby order that all people in Washington State are immediately prohibited from participating in public and private gatherings of any number of people for social, spiritual and recreational purposes. This prohibition shall not apply to activities and gatherings solely including those people who are part of a single household or residential living unit.

3. **Effective midnight on March 25, 2020, all non-essential businesses in Washington State shall cease operations except for performing basic minimum operations. All essential businesses are encouraged to remain open and maintain operations, but must establish and implement social distancing and sanitation measures established by the United States Department of Labor or the Washington State Department of Health Guidelines.** This prohibition shall remain in effect until midnight on April 8, 2020, unless extended beyond that date.

To implement this mandate, I hereby order that, effective midnight on March 25, 2020, all non-essential businesses in Washington State are prohibited from conducting all activities and operations except minimum basic operations.

- a. **Non-essential businesses** are strongly encouraged to immediately cease operations other than performance of basic minimum operations, but must do so no later than midnight on March 25, 2020.
- b. **Essential businesses** are prohibited from operating under this Proclamation unless they establish and implement social distancing and sanitation measures established by the United States Department of Labor's Guidance on Preparing Workplaces for COVID-19 at <https://www.osha.gov/Publications/OSHA3990.pdf> and the Washington State Department of Health Workplace and Employer Resources & Recommendations at <https://www.doh.wa.gov/Coronavirus/workplace>.
- c. **This prohibition does not apply** to businesses consisting exclusively of employees or contractors performing business activities at their home or residence, and who do not engage in in-person contact with clients.

- d. For purposes of this Proclamation, minimum basic operations are the minimum activities necessary to maintain the value of the business' inventory, preserve the condition of the business' physical plant and equipment, ensure security, process payroll and employee benefits, facilitate employees of the business being able to continue to work remotely from their residences, and related functions.

This Proclamation shall not be construed to prohibit working from home, operating a single owner business with no in-person, on-site public interaction, or restaurants and food services providing delivery or take-away services, so long as proper social distancing and sanitation measures are established and implemented.

No business pass or credentialing program applies to any activities or operations under this Proclamation.

Violators of this of this order may be subject to criminal penalties pursuant to RCW 43.06.220(5).

Signed and sealed with the official seal of the state of Washington on this 23rd day of March, A.D., Two Thousand and Twenty at Olympia, Washington.

By:

/s/
Jay Inslee, Governor

BY THE GOVERNOR:

/s/
Secretary of State



**PROCLAMATION BY THE GOVERNOR
AMENDING PROCLAMATIONS 20-05 AND 20-25**

**20-25.1
EXTENDING STAY HOME – STAY HEALTHY
TO MAY 4, 2020**

WHEREAS, on February 29, 2020, I issued Proclamation 20-05, proclaiming a State of Emergency for all counties throughout Washington state as a result of the coronavirus disease 2019 (COVID-19) outbreak in the United States and confirmed person-to-person spread of COVID-19 in Washington State; and

WHEREAS, as a result of the continued worldwide spread of COVID-19, its significant progression in Washington State, and the high risk it poses to our most vulnerable populations, I have subsequently issued amendatory Proclamations 20-06, 20-07, 20-08, 20-09, 20-10, 20-11, 20-12, 20-13, 20-14, 20-15, 20-16, 20-17, 20-18, 20-19, 20-20, 20-21, 20-22, 20-23, 20-24, 20-25, 20-26, 20-27, 20-28, 20-29, 20-30, 20-31, 20-32, 20-33, 20-34, 20-35, 20-36, 20-37, 20-38, and 20-39, exercising my emergency powers under RCW 43.06.220 by prohibiting certain activities and waiving and suspending specified laws and regulations, including issuance of Proclamation 20-25, Stay Home – Stay Healthy, prohibiting all people in Washington State from leaving their homes or participating in social, spiritual and recreational gatherings of any kind regardless of the number of participants, and all non-essential businesses in Washington State from conducting business, within the limitations therein; and

WHEREAS, the COVID-19 disease, caused by a virus that spreads easily from person to person which may result in serious illness or death and has been classified by the World Health Organization as a worldwide pandemic, has broadly spread throughout Washington State and is a significant health risk to all of our people, especially members of our most vulnerable populations; and

WHEREAS, since Proclamation 20-25 was issued on March 23, the number of confirmed cases and deaths in Washington State has more than doubled, and there are currently at least 5,984 cases of COVID-19 in Washington State with 247 associated deaths; and, furthermore, models predict that many hospitals in Washington State will reach capacity or become overwhelmed with COVID-19 patients within the next few weeks unless we significantly slow its spread throughout the state; and

WHEREAS, hospitalizations for COVID-like illnesses have been sharply increasing for the past month, and a large surge in the number of serious COVID-19 infections will compromise the ability of our health care system to deliver necessary health care services; and

WHEREAS, these conditions necessitate that to protect the health and safety of all Washingtonians, the stringent restrictions imposed on the people of Washington State in Proclamation 20-25 must be continued until May 4, 2020; and

WHEREAS, the worldwide COVID-19 pandemic and its progression in Washington State continues to threaten the life and health of our people as well as the economy of Washington State, and remains a public disaster affecting life, health, property or the public peace; and

WHEREAS, the Washington State Department of Health continues to maintain a Public Health Incident Management Team in coordination with the State Emergency Operations Center and other supporting state agencies to manage the public health aspects of the incident; and

WHEREAS, the Washington State Military Department Emergency Management Division, through the State Emergency Operations Center, continues coordinating resources across state government to support the Department of Health and local health officials in alleviating the impacts to people, property, and infrastructure, and continues coordinating with the Department of Health in assessing the impacts and long-term effects of the incident on Washington State and its people.

NOW, THEREFORE, I, Jay Inslee, Governor of the state of Washington, as a result of the above-noted situation, and under Chapters 38.08, 38.52 and 43.06 RCW, do hereby proclaim and order that a State of Emergency continues to exist in all counties of Washington State, that Proclamation 20-05 and all amendments thereto remain in effect as otherwise amended, and that, to help preserve and maintain life, health, property or the public peace pursuant to RCW 43.06.220(1)(h), Proclamation 20-25 (Stay Home – Stay Healthy) is amended to extend all of its provisions and each expiration date therein to 11:59 PM on May 4, 2020. All other provisions of Proclamation 20-25 shall remain in full force and effect.

I again direct that the plans and procedures of the Washington State Comprehensive Emergency Management Plan be implemented throughout state government. State agencies and departments are directed to continue utilizing state resources and doing everything reasonably possible to support implementation of the Washington State Comprehensive Emergency Management Plan and to assist affected political subdivisions in an effort to respond to and recover from the COVID-19 pandemic.

I continue to order into active state service the organized militia of Washington State to include the National Guard and the State Guard, or such part thereof as may be necessary in the opinion of The Adjutant General to address the circumstances described above, to perform such duties as directed by competent authority of the Washington State Military Department in addressing the outbreak. Additionally, I continue to direct the Department of Health, the Washington State Military Department Emergency Management Division, and other agencies to identify and provide appropriate personnel for conducting necessary and ongoing incident related assessments.

All persons are again reminded that no business pass or credentialing program or requirement applies to any activities or operations under this Proclamation.

Violators of this of this order may be subject to criminal penalties pursuant to RCW 43.06.220(5).

Signed and sealed with the official seal of the state of Washington on this 2nd day of April, A.D., Two Thousand and Twenty at Olympia, Washington.

By:

/s/
Jay Inslee, Governor

BY THE GOVERNOR:

/s/
Secretary of State

**PROCLAMATION BY THE GOVERNOR****20-05**

WHEREAS, On January 21, 2020, the Washington State Department of Health confirmed the first case of the novel coronavirus (COVID-19) in the United States in Snohomish County, Washington, and local health departments and the Washington State Department of Health have since that time worked to identify, contact, and test others in Washington State potentially exposed to COVID-19 in coordination with the United States Centers for Disease Control and Prevention (CDC); and

WHEREAS, COVID-19, a respiratory disease that can result in serious illness or death, is caused by the SARS-CoV-2 virus, which is a new strain of coronavirus that had not been previously identified in humans and can easily spread from person to person; and

WHEREAS, The CDC identifies the potential public health threat posed by COVID-19 both globally and in the United States as “high”, and has advised that person-to-person spread of COVID-19 will continue to occur globally, including within the United States; and

WHEREAS, On January 31, 2020, the United States Department of Health and Human Services Secretary Alex Azar declared a public health emergency for COVID-19, beginning on January 27, 2020; and

WHEREAS, The CDC currently indicates there are 85,688 confirmed cases of COVID-19 worldwide with 66 of those cases in the United States, and the Washington State Department of Health has now confirmed localized person-to-person spread of COVID-19 in Washington State, significantly increasing the risk of exposure and infection to Washington State’s general public and creating an extreme public health risk that may spread quickly; and

WHEREAS, The Washington State Department of Health has instituted a Public Health Incident Management Team to manage the public health aspects of the incident; and

WHEREAS, The Washington State Military Department, State Emergency Operations Center, is coordinating resources across state government to support the Department of Health and local officials in alleviating the impacts to people, property, and infrastructure, and is assessing the magnitude and long-term effects of the incident with the Washington State Department of Health; and

WHEREAS, The worldwide outbreak of COVID-19 and the effects of its extreme risk of person-to-person transmission throughout the United States and Washington State significantly impacts the life and health of our people, as well as the economy of Washington State, and is a public disaster that affects life, health, property or the public peace.

NOW, THEREFORE, I, Jay Inslee, Governor of the state of Washington, as a result of the above-noted situation, and under Chapters 38.08, 38.52 and 43.06 RCW, do hereby proclaim that a State of Emergency exists in all counties in the state of Washington, and direct the plans and procedures of the Washington State Comprehensive Emergency Management Plan be implemented. State agencies and departments are directed to utilize state resources and to do everything reasonably possible to assist affected political subdivisions in an effort to respond to and recover from the outbreak.

As a result of this event, I also hereby order into active state service the organized militia of Washington State to include the National Guard and the State Guard, or such part thereof as may be necessary in the opinion of The Adjutant General to address the circumstances described above, to perform such duties as directed by competent authority of the Washington State Military Department in addressing the outbreak. Additionally, I direct the Washington State Department of Health, the Washington State Military Department Emergency Management Division, and other agencies to identify and provide appropriate personnel for conducting necessary and ongoing incident related assessments.

Signed and sealed with the official seal of the state of Washington this 29th day of February, A.D., Two Thousand and Twenty at Olympia, Washington.

By:

/s/
Jay Inslee, Governor

BY THE GOVERNOR:

/s/
Secretary of State

DOSH DIRECTIVE

Department of Labor and Industries
Division of Occupational Safety and Health
Keeping Washington Safe and Working

1.70 GENERAL CORONAVIRUS PREVENTION UNDER STAY HOME-STAY HEALTHY ORDER

Date: April 7, 2020

I. Purpose

This Directive provides enforcement policy when evaluating workplace implementation of social distancing, sanitation and sick employee practices as required under the [Governor's Proclamation: Stay Home - Stay Healthy Order](#).

Under the Order, people are required to stay home except for essential activities, which include a wide range of economic and social functions necessary to maintain minimum living conditions. Employers who continue operations under the Order are required to maintain coronavirus prevention practices consistent with DOSH, OSHA and Department of Health guidance. Coronavirus is recognized as a very serious workplace hazard.

II. Scope and Application

- A. DOSH does not enforce the Governor's Order directly. Under existing DOSH rules, employers are required to protect workers from biological hazards and implement programs to address known hazards in the workplace.
- B. DOSH staff will not determine whether an employer is engaged in essential activity. If there is no clear rationale for the business operating, this may be referred to the Washington State coronavirus.wa.gov page. (See the Governor's site "What's open and closed" at <https://coronavirus.wa.gov/whats-open-and-closed>).
- C. DOSH staff will limit actions related to infectious disease only when there is an aspect of exposure that is specific to the relationship between employers and workers. DOSH will do so in a manner consistent with public health orders and issued guidance.
- D. There are extensive recommendations for healthcare workplaces with specific guidance related to infectious disease prevention. Therefore, this Directive will normally not be used in specific healthcare delivery work task settings.

III. References

- Chapter 296-800 WAC, Safety and Health Core Rules
 - WAC 296-800-11045 Protect employees from biological agents
 - WAC 296-800-140, Accident Prevention Program
 - WAC 296-800-22005, Keep your workplace clean.
 - WAC 296-800-23025, Provide convenient and clean washing facilities

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- Proclamation by the Governor: Stay Home - Stay Healthy Order
- CDC: Infection Control in Healthcare Personnel
- CDC Coronavirus (COVID-19) Page
- Washington State Coronavirus Response (COVID-19) Page
- OSHA Publication 3990: Guidance on Preparing Workplaces for COVID-19.pdf (English)
- OSHA Publication 3992: Guidance on Preparing Workplaces for COVID-19.pdf (Spanish)
- Washington State Department of Health Recommendations for Temporary Worker Housing Facilities

IV. Background

Staff shall learn and consider the baseline expectations for employers to provide workers a safe workplace during the coronavirus (COVID-19) virus outbreak. Overt workplace specific practices by the employer must be made to implement the Governor's [Executive Order](#). There are four basic categories of prevention elements that must be addressed during the inspection/investigation. Employers must ensure social distancing practices for employees and control customer flow; ensure frequent and adequate employee handwashing and surface sanitation; and ensure sick employees stay home or go home if ill. Employers must also provide basic workplace hazard education about coronavirus and how to prevent transmission in the language best understood by the employee. DOSH staff will need to be thoughtful on how these four elements are addressed based on the challenges that the specific worksite tasks present, but all four elements must be addressed in each operating workplace.

DOSH Staff shall ensure that employers and employees are made aware that it is against the law for any employer to take any adverse action (such as firing, demotion, or otherwise retaliate) against a worker they suspect for exercising safety and health rights such as raising safety and health concerns to their employer, participating in union activities concerning safety and health matters, filing a safety and health complaint or participating in a DOSH investigation. DOSH Staff will ensure workers are informed they have 30 days to file their complaint with L&I DOSH and/or with Federal OSHA.

Employers must institute these prevention program elements or equivalent protections to limit the spread of the disease within the workplace under DOSH rules and in connection to the Governor's Order. These procedures are specific to COVID-19 prevention and the related virus. If a workplace has a concern about exposures to another pathogen, Technical Services must be consulted on procedures specific to that pathogen.

A. Basic Program Elements.

The following **bold program elements** are essential to the program whenever feasible. Employers who can establish work rules consistent with this section are not required to have further active monitoring or ongoing assessment of their workplace.

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1. **Educate workers (and customers) about COVID-19 and how to prevent virus spread.**
 - a. Post posters/information from the local health department, state Department of Health, Center for Disease Control and Prevention, and other authorities.
 - b. Inform workers about the steps being taken in the workplace to establish social distancing, increased handwashing, and to prevent the spread of the virus.
2. **Maintain at least 6 feet of spacing at all times.**
 - a. Occupied workstations are separated by 6 feet or have physical barriers
 - b. Only infrequent intermittent passing within 6 feet is allowed between employees without wearing respiratory protection.
 - c. Materials, produce, or work items are transported between workers by mechanical means or by using staging points.
 - Workers may be along a conveyor or production system carrying product.
 - Workers may go to a central point one-at-a-time to drop off or pick up items that transfer between workers.
 - Workers may have mailboxes, bins, or other surfaces at the periphery of their workspace where materials are left for them by other workers.
 - Provisions should be made to clean objects handled extensively by more than one worker when the items are transferred. Physically wiping the object so it is visibly clean (no obvious soiling, smearing, or streaks) is sufficient.
 - Social distancing is maintained during breaks and at shift start and end, while workers are at the employer's worksite.
 - Meetings with workers are limited in less than 10 and maintain 6 foot spacing of all in attendance.
3. **Regular cleaning of area, frequent cleaning of common-touch surfaces.**
 - a. A cleaning schedule must be kept to maintain general housekeeping to prevent buildup of dirt and clutter.
 - b. The first step in cleaning is to remove buildups of dirt and other materials on surfaces. Water and soap or other cleaning fluids are used with wipes, clothes, brushes or other physical means of removing these materials so that there is no visible build-up, smears, or streaks on the surface. Disinfecting is the second step and is primarily needed for high touch surfaces. Bleach solutions or an EPA approved disinfectant must be used to make sure this is effective. (See the list of approved disinfectants at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>).

Surfaces that are commonly touched with the hands but difficult to clean (fabric, rough surfaces, and so forth) may need to be covered to make sure the environment is hygienic.

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- c. Cleaning supplies need to be available to workers to do spot cleaning when necessary.
- d. Surfaces that are regularly touched by workers must be cleaned regularly to maintain a visibly clean state (no obvious soiling, smearing, or streaks).
 - For surfaces touched by multiple workers, this can be on a frequent schedule, or between workers.
 - For surfaces touched by a single worker, this should be done periodically, at least once per shift or when unclean.
- 4. **Workers must have facilities for frequent handwashing readily available,** including hot and cold (or tepid) running water and soap.
 - Staff must pay particular attention to transient outdoor and delivery workers and non-fixed worksites where there are no exceptions being granted. Portable wash stations are readily available.
 - To facilitate more frequent cleaning, secondary handwashing or sanitizing stations can be provided with either hand sanitizer, or wipes/towelettes.
 - Workers must be able to wash their hands after touching any surface/tool suspected of being contaminated, before and after eating and using the restroom, and before touching their face.
- 5. **Sick Employee and Post- employee illness procedures.**

DOSH staff will ensure employers have a program to prevent sick employees from entering the workplace and when recognized, that ill employees are sent home.

 - a. Ensure a system for preventing sick employees to be present at work.
 - b. Establish a process for deep cleaning after any worker leaves the workplace reporting a suspected or confirmed case of COVID-19.
 - c. Thoroughly clean areas where the worker worked or would have stayed more than 10 minutes.
 - Wipe all accessible surfaces
 - Clean up any visible soiling including any smears or streaks.
 - Sanitize common touch surfaces in the vicinity.
 - d. Do not allow other workers into these areas until the cleaning is complete.
- B. **Consider Possible Alternate Strategies.**

Some industries may have challenges with basic elements so one or more of the following alternatives may be used to provide protection for workers.

 - 1. Engineering controls can be established and maintained to provide an effective distancing of employees when it is not feasible to fully separate them.

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- a. Barriers must block direct pathways from face to face between individuals, and make it so any indirect air pathways are greater than 6 feet. Sneezes and coughs should not be directed into the air above someone within 6 feet.
 - b. Covers can be used on common touch surfaces that cannot be easily cleaned. The covers may create a cleanable surface, or be something that can be changed out between individuals.
 - c. Ventilation that provides a clean air supply to a worker's breathing zone.
2. Job modifications may be necessary to facilitate appropriate social distancing. Although an operation may be overall part of an essential industry or service, there may be portions of the work which can be deferred until a later time. In some cases, reorganizing the work may be necessary to break up tasks in a manner that facilitates social distancing or other protective measures.
3. Health surveillance can be done to identify early signs of infection, and separate workers who may present a risk to others.
 - a. There will usually be an initial screening and then periodic review (probably daily with COVID-19).
 - b. Initial screening will involve some review of the worker's history that may be relevant to their risk of contracting the disease. This may also include review of the worker's susceptibility to the disease and an education element on the disease and prevention.
 - c. Periodic screening will involve tracking symptoms and ongoing risks for contracting the disease.
 - d. The employer should set up surveillance in consultation with a physician or occupational health nurse and consider having ongoing participation or review by the healthcare professional.
 - e. The employer needs to consult with health professionals and determine whether the program relies on self-reporting by workers or if someone will be actively reviewing worker health on a regular basis.
4. Personal protective equipment may be helpful to prevent transmission of the disease.
5. Face shields can prevent direct exposure to expelled droplets and provide protection from disinfectants.
6. Respirators require care in use and management under a program covered by the Respirator Rule, Chapter 296-842 WAC. Respirators are not normally recommended for social distancing purposes, but may be appropriate where workers must have close proximity to others.
7. Surgical face masks (loose fitting cloth covers over the mouth and nose) do not prevent respiration of fine aerosols and are not protective in close proximity. The primary purpose for these devices are to prevent exposures to others and may have a use when individuals enter the workplace with a cough or sneeze.

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C. Evaluate Special Circumstances.

Two situations where strict social distancing may not be generally feasible are for employer provided housing and businesses with extensive public interaction. The following sections provide additional considerations which are applicable in these situations.

1. Employer provided worker housing is provided by the employer in some circumstances such as agricultural guest workers.
 - a. Workers may have limited control over their environment in some worker housing situations and to the extent that the employer controls conditions, the basic program elements should be maintained as feasible during non-working time.
 - b. Social distancing **must be supported** for occupants during the time workers are housed, which may require additional resources. This includes accommodation of social distancing during cooking, sleeping, and in transportation.
 - c. If strict social distancing is not feasible (including options for dedicated individual or family rooms or offsite accommodations) then health surveillance should be instituted (see above) prior to and during the housing period.
 - d. Housing occupants **must be provided** cleaners and equipment to maintain a hygienic living space.
 - e. **Plans for ill employees must be in place.** If a housing occupant becomes sick:
 - **Employers must provide them with accommodations that are separate from others.**
 - A separate building or room if available, or use barriers or distance to separate them from others.
 - Separate food and bathroom access is also necessary.
 - **Arrangement for medical access.**
 - Telemedicine resources should be utilized first to determine appropriate care.
 - **Provide for transportation**, if necessary in a manner that does not expose others.
 - The employer needs to consult with a physician or public health authority to monitor the situation and provide guidance on treatment and continued housing of all workers.

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2. Frequent customer/public interaction may be necessary in some places of employment.
 - a. To the extent feasible, establish social distancing with physical systems.
 - Set up tables that position people away from workers.
 - Place pay stations at a safe distance.
 - Install barriers between people.
 - Place markers and lane dividers to encourage appropriate distancing.
 - b. Have managers or floor leads observing individuals in the workplace and prepared to address behaviors that may put workers at risk.
 - c. Provide supplemental washing facilities to allow additional handwashing when workers handle objects after others, such as:
 - Hand sanitizer stations
 - Wipes or towelettes
 - Tepid water and soap in portable containers.

NOTE: Gloves may be provided, but also must be washed regularly to prevent the spread of the virus. This may help for workers whose hands are bothered by frequent washing.

V. Enforcement Policy

Inspection findings will be reviewed on a case by case basis. Conditions related to COVID-19 and the virus are still emerging. Public health recommendations and orders are being regularly revised, and so any compliance action must take into consideration current understanding of the situation and current rules and guides.

A. Accident Prevention Programs.

1. Employers are not expected to have comprehensive COVID-19 prevention programs at this point. In conducting program reviews, DOSH staff must look at all documents used by the employer to communicate with workers to determine their overall program. Where the employer is clearly implementing recommendations of the public health authorities, they do not need additional documentation of their specific program. Where strict social distancing is not implemented, there needs to be clear communication to workers of the employer's prevention expectations.
2. Violations of the sections of WAC 296-800-140, Accident Prevention Program, should be considered where the employer does not communicate workplace specific expectations to workers or is not effective in implementing those expectations.
3. Serious violations should specifically be considered in cases where the employer adopts practices or policies that clearly contradict the goals of coronavirus prevention practices published by DOSH, OSHA or public health recommendations.
4. Accident prevention program violations must follow instructions in the Compliance Manual.

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B. Housekeeping.

Where a workplace is not being cleaned and kept sanitary per public health guidance, a violation of WAC 296-800-22005, *Keep your workplace clean*, may be considered. A serious classification should be strongly considered.

C. Handwashing.

1. There is a requirement for handwashing facilities that applies to all workplaces at all times. A serious and potential willful violation of WAC 296-800-23025, *Provide convenient and clean washing facilities*, will be considered whenever workers do not have basic handwashing facilities available at all or they are grossly inadequate in either number or maintenance.
2. Where employers cannot provide unlimited access to full handwashing facilities at all times, they **must provide alternate means** for frequent hand cleaning. A serious classification should be strongly considered if not adequate to achieve prevention. This is specifically necessary where workers regularly handle or touch objects or surfaces touched by others. Alternate hand cleaning may include:
 - a. Portable wash stations with tepid water and soap.
 - b. Wipes or towelettes with water and soap.
 - c. Hand disinfectant gel.

D. Exposure to Biological Hazards.

1. Workplace conditions which have a direct potential for worker exposure to the COVID-19 virus may be cited under WAC 296-800-11045, *Protect employees from biological agents*. This is the primary WAC code to be used for social distancing practice violations. This may include situations such as ineffective barrier or ventilation systems, or specifically allowing workers to be in close proximity, but where there is no written record of a policy or management decision.
2. Violations of this section are safe place violations in that they must be serious in classification and must follow the Compliance Manual instructions for safe place.

E. Temporary Farmworker Housing.

Temporary worker housing in agriculture is covered under Chapter 296-307 WAC, Part L, Temporary Worker Housing and Cherry Harvest Camps. This rule has specific requirements for hygiene facilities and housekeeping. Employers must in general achieve adequate social distancing; frequent handwashing during work; sanitation practices during work; sufficient disinfection supplies in housing; and sick employee practices outlined above. Consult with Technical Services and Compliance Operations on application of these rules when there is a COVID-19 concern.

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VI. Point of Contact

DOSH staff should contact Compliance Operations if there are questions about applicability of WISHA rules to an infectious disease in the workplace. Technical Services may be contacted with technical questions about workplace practices.

VII. Review and Expiration

DOSH will review this Directive, and it will remain effective until superseded or canceled.

Approved: 
Anne F. Soiza, L&I Assistant Director
Division of Occupational Safety and Health



03/19/2020

COVID-19 and Business Information for Administrators and Employees

On March 16, 2020 Governor Inslee announced a statewide ban on gatherings of 50 or more, closure of all on-site food and beverage services, entertainment, leisure activities, and non-essential services. The purpose of this ban is to stop the spread of COVID-19 in Washington State.

Governor Inslee also asked Washingtonians to practice social distancing by staying six feet away from others. He advised workplaces to implement social distancing measures and make the most of telecommuting options for as many employees as possible.

Below is guidance for business administrators in handling sick or possibly sick employees with COVID-19.

- **Employees who have been sick with or without COVID-19:** Do not require a doctor's note. Doctors may be very busy and not able to provide this in a timely way.
- **Employees who show signs of COVID-19 (fever, cough, or trouble breathing):** Place them in a private room away from others. Ask them to wear a face mask. Notify your [local health department](#) right away. They will tell you what to do.
- **What to do if an employee has COVID-19:** Keep it confidential. This is required by the Americans with Disabilities Act (ADA). Inform close contacts of the sick employee that they may have been close to someone with COVID-19. Direct employees to the [Department of Health webpage](#) or the [Coronavirus assessment tool](#) developed by Microsoft and Providence.
- **Employees who have a family member at home with COVID-19 should:** Notify their employer. Stay home and avoid public places for 14 days. Keep track of their health for fever, cough, and trouble breathing for 14 days after the last day they were in contact with the sick person.

What can I do to prevent COVID-19 in my workplace for those who can't telework?

Create social distancing in the workplace:

- Place staff members at least 6 feet away from each other.
- Do not have in-person meetings.
- If you must have an in-person meeting, meet in a large room and be at least 6 feet from one another. Meet for as short as you can.
- Close lunch rooms and limit access to areas where people gather.
- Limit visitors.

Tell sick employees to stay home:

- Make sure your sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.
- Talk with companies who provide contract or temporary employees about the importance of sick employees staying home. Encourage them to develop leave policies that do not punish employees.
- Do not require a doctor's note from employees who have been sick.
- Maintain policies that allow employees to stay home to care for a sick family member. Employers should be aware that more workers may need to stay at home to care for sick children or other sick family members than is normal.

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.



03/19/2020

Practice good health habits:

- Place posters around your building that support [staying home when sick](#), [how to cough and sneeze](#), and [keeping hands clean](#). Put them up in places where people will see them.
- Make sure you have tissues and trash cans throughout the building.
- Have everyone wash their hands with soap and water for at least 20 seconds. If soap and water are not around, clean hands with a hand gel that has at least 60% alcohol in it. Make sure these supplies are always around and in multiple locations.
- Provide gloves when staff clean and check rooms and any areas people have access to.
- Tell everyone not to touch their eyes, nose, and mouth with unwashed hands.
- Visit [coughing and sneezing](#) and [handwashing](#) webpages for more information.

Clean all high touch areas: (for more information, go to [CDC website](#) for businesses)

- Clean all high touch areas like stair handrails, elevator buttons, fitness room equipment, and door handles. Use cleaning products that are usually used in these areas. Follow the directions on the label.
- No extra cleaning beyond routine cleaning is needed at this time.
- Provide cleaning wipes so that high touch objects (for example, doorknobs, remote controls, keycards) can be wiped down before each use.
- Only use cleaning products registered with the Environmental Protection Agency (EPA). Read the label and follow the directions on how to use it. Here is the EPA [list of registered cleaning products](#) labeled for use against the new coronavirus. Note: There may be more cleaning products that meet EPA standards that are not on this list. The EPA updates the list often.

What should I do to protect my employees from COVID-19 if they travel?

Check the Centers for Disease Control and Prevention's (CDC) [Travel Health Notices](#) for up to date safety and security alerts for each country. Consider if you should delay or cancel travel plans right now.

Where can I get good information about COVID-19?

Sharing correct information is the best thing we can do to keep the wrong information from getting out. Check the Department of Health's website at www.doh.wa.gov/coronavirus or the Center for Disease Control and Prevention's (CDC) website at www.cdc.gov/coronavirus/for-updates-on-COVID-19.

You can also call Washington's call center at 1-800-525-0127 and press #. The call center will answer questions about what is happening in our state or how the virus is spread. If you do not speak English, tell them you need an interpreter.

More COVID-19 Resources:

- [Washington State Coronavirus Response \(COVID-19\) - Business & Workers](#)
- [Traveler's Health](#), CDC
- [OSHA Guidance](#)

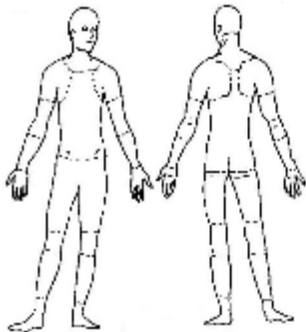
To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.

Incident Investigation Report Form

Instructions: Complete this form as soon as possible after an incident that results in serious injury or illness. (Optional: Use to investigate a minor injury or near miss that could have resulted in a serious injury or illness.)

This is a report of a: <input type="checkbox"/> Death <input type="checkbox"/> Lost Time <input type="checkbox"/> Dr. Visit Only <input type="checkbox"/> First Aid Only <input type="checkbox"/> Near Miss	
Date of incident:	This report is made by: <input type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Team <input type="checkbox"/> Final Report

Step 1: Injured employee (complete this part for each injured employee)

Name:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:
Department:	Job title at time of incident:	
Part of body affected: (shade all that apply) 	Nature of injury: (most serious one) <input type="checkbox"/> Abrasion, scrapes <input type="checkbox"/> Amputation <input type="checkbox"/> Broken bone <input type="checkbox"/> Bruise <input type="checkbox"/> Burn (heat) <input type="checkbox"/> Burn (chemical) <input type="checkbox"/> Concussion (to the head) <input type="checkbox"/> Crushing Injury <input type="checkbox"/> Cut, laceration, puncture <input type="checkbox"/> Hernia <input type="checkbox"/> Illness <input type="checkbox"/> Sprain, strain <input type="checkbox"/> Damage to a body system: <input type="checkbox"/> Other _____	This employee works: <input type="checkbox"/> Regular full time <input type="checkbox"/> Regular part time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <hr/> Months with this employer <hr/> Months doing this job:
	(e.g.: nervous, respiratory, or circulatory systems)	

Step 2: Describe the incident

Exact location of the incident:	Exact time:
What part of employee's workday? <input type="checkbox"/> Entering or leaving work <input type="checkbox"/> Doing normal work activities <input type="checkbox"/> During meal period <input type="checkbox"/> During break <input type="checkbox"/> Working overtime <input type="checkbox"/> Other	
Names of witnesses (if any):	

Number of attachments:	Written witness statements:	Photographs:	Maps / drawings:
What personal protective equipment was being used (if any)?			
Describe, step-by-step the events that led up to the injury. Include names of any machines, parts, objects, tools, materials and other important details.			
Description continued on attached sheets: <input type="checkbox"/>			

Step 3: Why did the incident happen?	
Unsafe workplace conditions: (Check all that apply) <input type="checkbox"/> Inadequate guard <input type="checkbox"/> Unguarded hazard <input type="checkbox"/> Safety device is defective <input type="checkbox"/> Tool or equipment defective <input type="checkbox"/> Workstation layout is hazardous <input type="checkbox"/> Unsafe lighting <input type="checkbox"/> Unsafe ventilation <input type="checkbox"/> Lack of needed personal protective equipment <input type="checkbox"/> Lack of appropriate equipment / tools <input type="checkbox"/> Unsafe clothing <input type="checkbox"/> No training or insufficient training <input type="checkbox"/> Other: _____	Unsafe acts by people: (Check all that apply) <input type="checkbox"/> Operating without permission <input type="checkbox"/> Operating at unsafe speed <input type="checkbox"/> Servicing equipment that has power to it <input type="checkbox"/> Making a safety device inoperative <input type="checkbox"/> Using defective equipment <input type="checkbox"/> Using equipment in an unapproved way <input type="checkbox"/> Unsafe lifting by hand <input type="checkbox"/> Taking an unsafe position or posture <input type="checkbox"/> Distraction, teasing, horseplay <input type="checkbox"/> Failure to wear personal protective equipment <input type="checkbox"/> Failure to use the available equipment / tools <input type="checkbox"/> Other: _____
Why did the unsafe conditions exist?	
Why did the unsafe acts occur?	
Is there a reward (such as "the job can be done more quickly", or "the product is less likely to be damaged") that may have encouraged the unsafe conditions or acts? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe:	
Were the unsafe acts or conditions reported prior to the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have there been similar incidents or near misses prior to this one? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Step 4: How can future incidents be prevented?
What changes do you suggest to prevent this injury/near miss from happening again?
<input type="checkbox"/> Stop this activity <input type="checkbox"/> Guard the hazard <input type="checkbox"/> Train the employee(s) <input type="checkbox"/> Train the supervisor(s) <input type="checkbox"/> Redesign task steps <input type="checkbox"/> Redesign work station <input type="checkbox"/> Write a new policy/rule <input type="checkbox"/> Enforce existing policy <input type="checkbox"/> Routinely inspect for the hazard <input type="checkbox"/> Personal Protective Equipment <input type="checkbox"/> Other: _____
What should be (or has been) done to carry out the suggestion(s) checked above?
Description continued on attached sheets: <input type="checkbox"/>

Step 5: Who completed and reviewed this form? (Please Print)	
Written by:	Title:
Department:	Date:
Names of investigation team members:	
Reviewed by:	Title:
	Date:

Phase 1 Construction Restart COVID-19 Job Site Requirements

Phase 1: *Low-risk construction work resumes.*

Any existing construction projects complying with the points below may resume only those work activities that do not require workers to be closer than six-feet together. If a work activity requires workers to be closer than six-feet, it is not considered low-risk and is not authorized. Adherence to the physical distancing requirement and the health and safety points below will be strictly enforced.

Prior to recommencing work all contractors are required to develop and post at each job site a comprehensive COVID-19 exposure control, mitigation, and recovery plan. The plan must include policies regarding the following control measures: PPE utilization; on-site social distancing; hygiene; sanitation; symptom monitoring; incident reporting; site decontamination procedures; COVID-19 safety training; exposure response procedures; and a post-exposure incident project wide recovery plan. A copy of the plan must be available on each job site during any construction activities and available for inspection by state and local authorities. Failure to meet posting requirements will result in sanctions, including the job being shut down.

All Contractors are required to post at each job site written notice to employees, subcontractors and government officials the Phase 1 work that will be performed at that job site and signed commitment to adhere to the requirements listed in this document.

All contractors have a general obligation to keep a safe and healthy worksite in accordance with state and federal law. Failure to follow these requirements will be considered a violation of these duties and be penalized accordingly. 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." The Washington State Department of Labor & Industries' Division of Occupational Safety and Health (DOSH) is responsible for workplace safety and health, including inspections and enforcement, consultation, technical assistance, training, education and grants.

All contractors are also required to comply with the following COVID-19 worksite-specific safety practices, as outlined in Gov. Jay 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 (DOSH Directive 1.70: <https://www.lni.wa.gov/safety-health/safety-rules/enforcement-policies/DD170.pdf>) and the Washington State Department of Health Workplace and Employer Resources & Recommendations at <https://www.doh.wa.gov/Coronavirus/workplace>:

COVID-19 Site Supervisor

1. A site-specific COVID-19 Supervisor shall be designated by the contractor 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 on single-family residential job sites with 6 or fewer people on the site.

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. Attendance will be communicated verbally and the trainer will sign in each attendee.
4. COVID-19 safety requirements shall be visibly posted on each jobsite.

Social Distancing

5. Social distancing of at least 6 feet of separation must be maintained by every person on the worksite at all times.
6. Gatherings of any size must be precluded by taking breaks and lunch in shifts. Any time two or more persons must meet, ensure minimum 6 feet of separation.
7. Identify "choke points" and "high-risk areas" on job sites where workers typically congregate and control them so social distancing is always maintained.
8. Minimize interactions when picking up or delivering equipment or materials, ensure minimum 6-foot separation.
9. To the extent practical allow only one trade/subcontractor at a time on a jobsite and maintain 6-foot separation social distancing for each member of that trade. If more than one trade/subcontractor must be on the job to complete the job then at a minimum all trades and subcontractors must maintain social distancing policies in accordance with this guidance.

Personal Protective Equipment (PPE) – Employer Provided

10. Provide personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate, or required, for the activity being performed.
11. Masks, in accordance with Washington Department of Health guidelines, or as required by Washington Department of Labor & Industries (L&I) safety rules, must be worn at all times by every employee on the worksite.
12. Eye protection must be worn at all times by every employee while on worksite.
13. Gloves must be worn at all times by every employee while on worksite. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves.
14. If appropriate PPE cannot be provided, the worksite must be shut down.

Sanitation and Cleanliness

15. Soap and running water shall be abundantly provided on all job sites for frequent handwashing. Workers should be encouraged to leave their workstations to wash their hands regularly, before and after going to the bathroom, before and after eating and after coughing, sneezing or blowing their nose.
16. When running water is not available, portable washing stations, with soap, are required, per WAC 296-155-140 2(a) – (f). 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.
17. Post, in areas visible to all workers, required hygienic practices, including not to touch face with unwashed hands or with gloves; washing hands often with soap and water for at least 20 seconds; use hand sanitizer with at least 60% alcohol; cleaning and disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs; covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the U.S. Centers for Disease Control (CDC).
18. Make disinfectants available to workers throughout the worksite and ensure cleaning supplies are frequently replenished.
19. 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. If these areas cannot be cleaned and disinfected frequently, the jobsite shall be shut down until such measures can be achieved and maintained.
20. When the worksite is an occupied home, workers should sanitize work areas upon arrival, throughout the workday and immediately before they leave, and occupants should keep a personal distance of at least 10 feet.
21. If an employee reports feeling sick and goes home, the area where that person worked should be immediately disinfected.

Employee Health/Symptoms

22. Create policies which encourage workers to stay home or leave the worksite when feeling sick 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.
23. Have employees inform their supervisors if they have a sick family member at home with COVID-19. If an employee has a family member sick with COVID-19, that employee must follow the isolation/quarantine requirements as established by the State Department of Health.
24. Screen all workers at the beginning of their shift by taking their temperature and asking them if they have a fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell. Thermometers used 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 between each use. Any worker with a temperature of 100.4°F or higher is considered to have a fever and must be sent home.

25. Instruct workers to report to their supervisor 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 worker should be immediately sent home. If symptoms develop while the worker is not working, the worker should not return to work until they have been evaluated by a healthcare provider.
26. Failure of employees to comply will result in employees being sent home during the emergency actions.
27. Employees who do not believe it is safe to work shall be allowed to remove themselves from the worksite and employers must follow the expanded family and medical leave requirements included in the Families First Coronavirus Response Act or allow the worker to use unemployment benefits, paid time off, or any other available form of paid leave available to the worker at the workers discretion.
28. Any worker coming to work on a construction site in Washington from any state that is not contiguous to Washington must self-quarantine for 14 days to become eligible to work on a job site in Washington.
29. If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees about how to proceed based on the CDC [Public Health Recommendations for Community-Related Exposure](#).

Job Site Visitors

30. A daily attendance log of all workers and visitors must be kept and retained for at least four weeks. The log must include the name, phone number, and email address of all workers and visitors.

No jobsite may operate until the contractor can meet and maintain all requirements, including providing materials, schedules and equipment required to comply.

These Phase 1 COVID-19 job site safety practices are required as long as the “Stay Home, Stay Healthy” Gubernatorial Proclamation 20-25 is in effect or if adopted as rules by a federal, state or local regulatory agency. All items minus numbers 28 and 30 are subject to enforcement action under L&I’s Division of Occupational Safety and Health (DOSH).

Workplace safety and health complaints may be submitted to the L&I Call Center: (1-800-423-7233) or via e-mail to adag235@lni.wa.gov. General questions about how to comply with construction safety practices can be submitted to the state’s Business Response Center at <https://app.smartsheet.com/b/form/2562f1caf5814c46a6bf163762263aa5>. All other violations related to Proclamation 20-25 can be submitted via at: <https://bit.ly/covid-compliance>.