



COVID-19 Safety Plan, Ad. Policy #13-16

Phase 1.5 and Phase 2

Gatherings of no more than five people

The Department of Labor & Industries (L&I) requires employers to provide a safe and healthy workplace and to implement the Governor's proclamation to ensure coronavirus prevention. Employers must ensure social distancing for employees and customers; frequent and adequate employee hand washing; and that sick employees stay home. Employers must also provide basic workplace hazard education about coronavirus and how to prevent transmission in the language best understood by the employee.

The following is the Vashon Park District's Safety Plan for re-opening for both staff and public use of or entry into the Ober Administration Building. The Plan was adopted from:

- 1) "Coronavirus (COVID-19) Prevention: General Requirements and Prevention Ideas for Workplaces" provided by the Washington State Department of Labor & Industries Division of Occupational Safety and Health;
- 2) the CDC <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>; and
- 3) Governor Inslee's "Outdoor Recreation Phase 1 Clarifications and Phase 2 –Update No. 2 COVID-19 Requirements."

Mandatory Social Distancing

Employers must ensure all employees keep at least six feet away from coworkers and the public, when feasible. Other prevention measures are required such as use of barriers to block sneezes and coughs, and ventilation improvements when social distancing isn't feasible.

Indoor Work Areas:

- Office staff shall consist of 4 regular staff members. One maintenance employee or other employee may be in the building when the 4 regular staff members are present.
- No public entry or user rentals will be allowed.
- Office staff is naturally distanced via individual offices. No other individual shall enter an employee's office while the employee is in their office.
- Only one staff member shall be allowed in a common space at one time, whether that entails trips to the restroom, use of the copy machine, or using the lunch room. All use of or walking through common spaces will require a face mask.
- No staff meeting shall take place with more than 5 staff members.
 - Meetings of 5 may be held in the Performance Room with seating minimum 6 feet apart.
 - Meetings of 4 or fewer may be held in the Conference Room with seating minimum 6 feet apart.
 - Regular staff meetings will be conducted via Zoom.

Mobile or Outdoor Work Areas:

- Staff must take separate vehicles when the passenger space does not allow for social distancing.
- Reduce in-person visits with others; rely on email, text, and online meetings.
- Set up outdoor work areas to accommodate 6 feet social distancing.

Frequent and Adequate Hand Washing is Required

- Maintenance must check daily to ensure an adequate supply of soap and towels are stocked in the restrooms.
- Staff is required to wash hands frequently and effectively when they arrive at work; leave their workstations for breaks; use the bathroom; before and after they eat or drink; and after touching any surfaces suspected of being contaminated.
- Hand sanitizers will be provided for each employee's office and common areas.
- Gloves will be provided for those whose hands are bothered by frequent washing and sanitizing.

Routine and Frequent Cleaning is Required

- Hard surfaces and restrooms will be cleaned at the start of every day by maintenance with disinfectant wipes or disinfectant solutions. Staff will clean hard surfaces, doorknobs, and the kitchen area after touching. A bleach solution or other EPA-approved disinfectant will be provided at high touch areas.
- Employees will use protective gloves and eye/face protection when mixing, spraying, and wiping with liquid cleaning products. Maintenance staff will launder their work clothes at the end of every work day after the cleaning regimen. goggles
- Floors, counters, and other surfaces will be cleaned by maintenance twice weekly with water and soap or other cleaning liquids to prevent build-up of dirt and residues that can harbor contamination.
- Equipment, tools, and other shared items will be washed and rinsed of visible dirt/debris before disinfecting.
- Shared work vehicles will be cleaned and disinfected prior to use.
- Safety Data Sheets (SDSs) will be available on the office center counter for all disinfectants on site.

Procedures to Address Sick Employees

- Sick employees must stay home or go home if they feel or appear sick. Employees may use paid sick leave up to a deficit of two weeks as described in Administrative Policy 13-15 "Infectious Disease and Public Health Emergency."
- Employees will be asked about symptoms at the start of each work day:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache

- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Take daily temperature
- Employees who exhibit signs or symptoms of COVID-19 illness will be sent home immediately. Employees cannot return to work until tested or have quarantined for 14 days.
- Cleaning guidelines set by the CDC will be followed to deep clean after reports of an employee with suspected or confirmed COVID-19 illness.
- Employees will be kept away from areas being deep cleaned.

Employee Education is Required

- Before returning to the workplace, and once weekly thereafter, all employees will be educated about basic workplace hazards of the coronavirus in a language they best understand. Employees will be trained about:
 - The signs, symptoms, and risk factors associated with COVID-19 illness.
 - How to prevent the spread of the coronavirus at work, including steps being taken in the workplace to establish social distancing, frequent hand washing, and other precautions.
 - The importance of hand washing and how to effectively wash hands with soap and water for at least twenty seconds.
 - Proper respiratory etiquette, including covering coughs and sneezes and not touching eyes, noses, or mouths with unwashed hands or gloves.
- Employees will be advised that they 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.

Employees who choose to remove themselves from a worksite because they do not believe it is safe to work due to the risk of COVID-19 exposure may have access to certain leave or unemployment benefits. Employers must provide high-risk individuals covered by Proclamation 20-46 with their choice of access to available employer-granted accrued leave or unemployment benefits if an alternative work arrangement is not feasible. Other employees may have access to expanded family and medical leave included in the Families First Coronavirus Response Act, access to use unemployment benefits, or access to other paid time off depending on the circumstances. Additional information is available at <https://www.lni.wa.gov/agency/outreach/paid-sick-leave-and-coronavirus-covid-19-common-questions>.

- Readable signs will be prominently placed throughout the worksite with messages about social distancing, frequent hand washing, required PPE, respiratory etiquette, and illness reporting.

- Relevant information will be posted from DOSH, OSHA, local and state health departments, the Centers for Disease Control and Prevention, and other similar COVID-19 authorities.
- In the trainings, employees will be encouraged to provide ways to express any concerns and ideas to improve safety.
- Site-specific COVID-19 Supervisors shall be designated at each job site to monitor the health of employees and enforce the COVID-19 job site safety plan.

Personal Protective Equipment

- VPD will provide personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate to employees for the activity being performed. Cloth facial coverings must be worn by every employee not working alone on the jobsite unless their exposure dictates a higher level of protection under Department of Labor & Industries safety and health rules and guidance. Employees may choose to provide their own cloth facial coverings.