



Phase 3 Safe Start Plan Template

Each business or entity operating in Phase 3 of Safe Start Washington, must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19 that is at least as protective as the requirements from the Department of Labor & Industry found [here](#). A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. **This plan does not need to be submitted to a state agency or County Public Health Department for approval** but must be retained on the premises of the business and must be made available to the Washington State regulatory agencies or local health or safety authorities in the event of an inspection.

Businesses are still required to follow the [State’s industry-specific guidance](#), if issued for your specific industry. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please see [Safe Start Washington — Phased Reopening County-by-County](#).

COVID-19 Safety Plan

Name of Business:

Industry:

Address:

Owner/Manager of Business and Contact Information:

Human Resources Representative and Contact Information, if applicable:

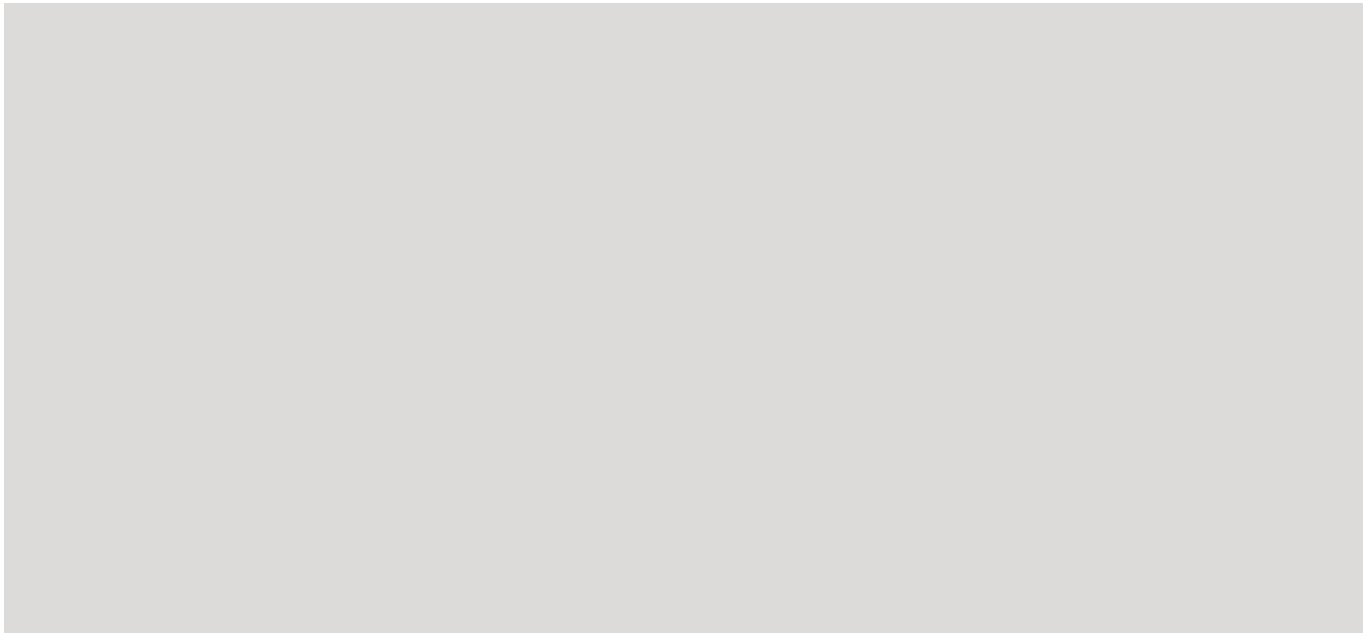
Plan Updated (DATE):

I. PEOPLE Physical Distancing Guidance

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

- Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

How we will implement physical distancing guidance:



II. PLACES

A. Protective Equipment Guidance

- Provide (at no cost to employees) and require the wearing of personal protective equipment (PPE), such as gloves, goggles, face shields and facemasks as appropriate or required for the work activity being performed. Cloth face coverings must be worn by every employee not working alone on the job site unless their exposure dictates a higher level of protection under L&I safety and health rules and guidance. Refer to [Washington Coronavirus Hazard Considerations for Employers \(except COVID-19 care in hospitals and clinics\) Face Coverings, Masks, and Respirator Choices](#) for additional details. Cloth face coverings are described in the [Department of Health guidance](#).
- Beginning June 8, all employees will be required to wear a cloth facial covering, with the following exceptions: when working alone in an office, vehicle, or at a job site; if the individual is deaf or hard of hearing, or is communicating with someone who relies on language cues such as facial markers and expression and mouth movements as a part of communication; if the individual has a medical condition or disability that makes wearing a facial covering inappropriate; or when the job has no in-person interaction. Employers must provide cloth facial coverings to employees, unless their exposure dictates a higher level of protection under the Department of Labor and Industries' safety and health rules and guidance. Refer to [Coronavirus Facial Covering and Mask Requirements](#) for additional details. Employees may choose to wear their own coverings at work, provided it meets the minimum requirements.

How we will ensure that we have a sufficient supply for employees and visitors:

[Redacted]

- [Post a sign](#) strongly encouraging customers to wear cloth facial coverings, and prominently display it at the entrance to the business so that it is immediately noticeable to all customers entering the store. Employers are encouraged to require customers to wear cloth facial coverings, in order to protect their employees.

Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

How we will ensure that PPE is appropriately cleaned, stored, and/or discarded:

[Redacted]

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

How we will manage for the safety of our employees interacting with common surfaces or objects:

[Redacted]

B. Hygiene and Cleaning Guidance:

- Establish an increased frequency house keeping schedule that includes frequent cleaning and sanitizing with a particular emphasis on commonly touched surfaces. Adhere to hygiene and sanitation requirements from the [Centers for Disease Control and Prevention](#) (CDC) and [Department of Health](#) (DOH).

How we will schedule and assign the responsibility for cleaning and sanitizing:

[Redacted]

- Ensure frequent and adequate hand washing with adequate maintenance of supplies. Use disposable gloves where safe and applicable to prevent virus transmission on tools or other items that are shared

How we will provide employees with access to the appropriate hand hygiene and/or sanitizing products and promote good hand hygiene:

- Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

How we will deal with high-use areas, and what products we will use: (click here for list of [products](#) identified as effective against COVID-19)

C. Communication Guidance:

- Educate workers in the language they understand best about coronavirus and how to prevent transmission, and the employer’s COVID-19 policies. Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.

Where we will keep our log, and who will be responsible for filling it in:

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

If a worker tests positive for COVID-19, who will be responsible for notifying state and local health departments?

III. PROCESS

A. Screening Guidance:

- Screen employees for signs/symptoms of COVID-19 at the start of their shift. Make sure sick employees stay home or immediately go home if they feel or appear sick. 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. Follow the [cleaning guidelines](#) set by the Centers for Disease Control to deep clean and sanitize.

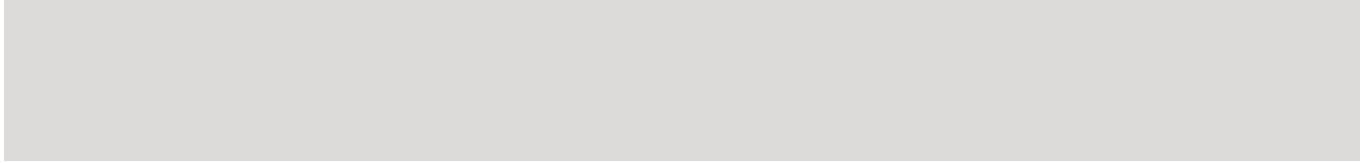
How we will ensure daily health and screening? (when, where, how, and who):

B. Contact tracing and disinfection of contaminated areas Guidance:

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

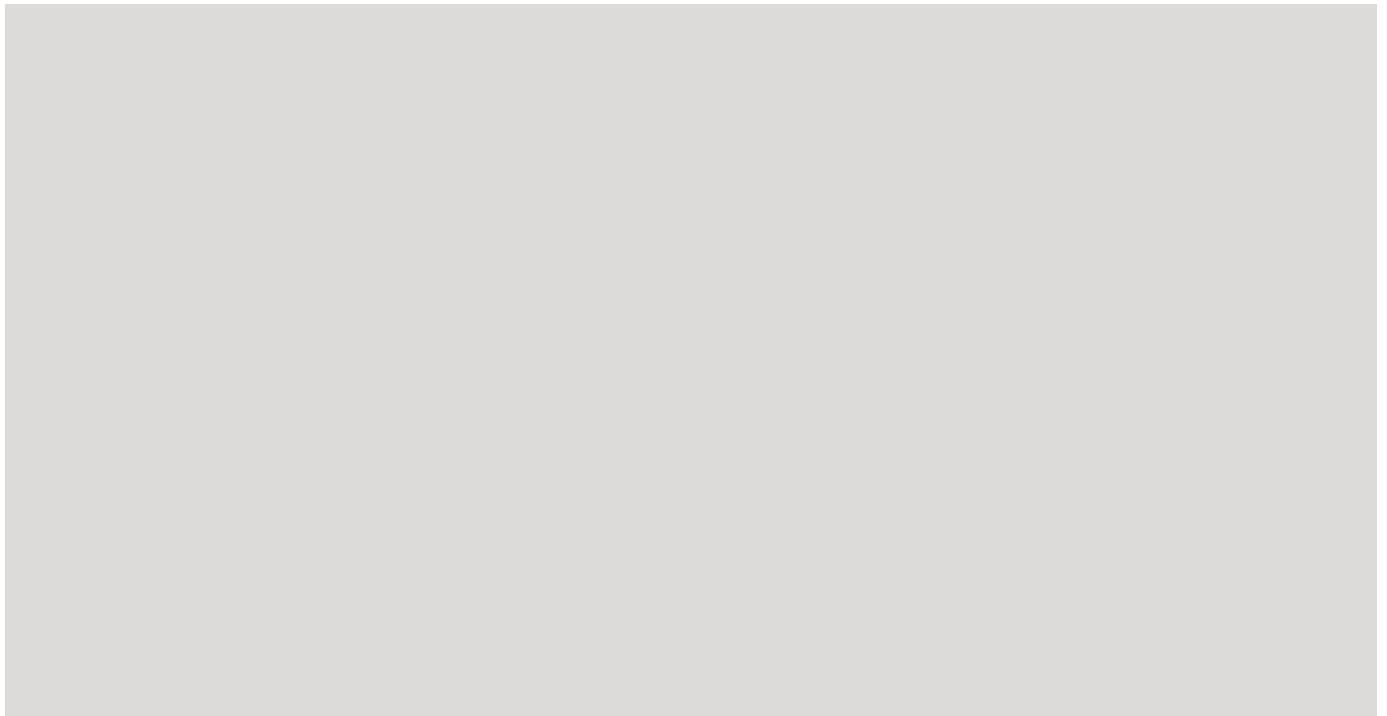
If one of our workers tests positive for COVID-19: Who is responsible for ensuring cleaning and disinfection?

If one of our workers tests positive for COVID-19: Who is responsible for tracing close contacts within the workplace, and informing staff that they may have been exposed?



IV. OTHER

Other actions we will take, or policies we will establish, to address specific industry guidance:



Staying up to date on industry-specific guidance and resource Guidance:

- Consult the [Washington State Coronavirus Response website](#) and [applicable Proclamations](#) on a periodic basis or whenever notified of the availability of new guidance.
- Specifically, follow requirement in Governor Inslee's [Proclamation 20-46 High-Risk Employees – Worker's Rights](#).
- Check frequently for updated [resources for businesses](#).