

Coronavirus (Covid 19) Response: Business Safety

The local Kittitas County Health Order directs all businesses to prepare safety protocols for the protection of employees and the public they serve as follows:

Kittitas County Health Order: Stay-at-Home 4.24.2020

All Kittitas County businesses, regardless of essential or nonessential designation, must prepare safety protocols for the protection of employees and the public they serve. These plans should take into consideration physical distancing requirements, limiting customer capacity, altering business practices to include delivery or pickup, cleaning and disinfection protocols, and the use of personal protective equipment (PPE) as necessary. These plans are intended to prepare businesses and organizations to resume at the earliest allowable date while decreasing community transmission of COVID-19, as well as the possibility of clusters specific to any one business or organization that could be detrimental to the success of that agency.

Safety Protocol and Plan Requirements

Every business must have a safety protocol and plan in place. However, the safety protocol and plan does not need to be reviewed or approved by the Health Officer. Businesses are encouraged to check with their state and national industry experts or governing body for industry specific COVID-19 requirements.

Business Resources

The following resources have been developed to support businesses with development of their safety protocols and plan:

1. Washington State COVID-19 Reopening Guidance for Business and Workers – Instructions for Businesses by Phase of Reopening

Washington's Safe Start plan outlines a phased in approach to business re-opening that includes adequate social distancing measures and health standards. Click on the following link to access business sector related guidelines from the State of Washington.

Note: Businesses may also need to meet additional requirements developed specifically for their industry.

Reopening Guidance from the Office of Governor Inslee [↗](#)

2. Safety Plan Worksheet Templates (not a required format)

Businesses can use whatever template they choose unless there are industry specific COVID-19 requirements including industry specific forms. We have provided the following sample worksheets as a resource.

Which Form Template Is Right for Your Business?

Level 1: Lower Exposure Risk Jobs: jobs that do not require contact with people known to be, or suspected of being, infected with COVID-19 patients nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

[Download the Level 1 Safety Plan Template](#)

Level 2: Medium Exposure Risk Jobs: jobs that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with COVID-19 but are not known or suspected to have COVID-19. Workers in this category are working in areas with ongoing community transmission of COVID-19 patients:

- Frequent contact with travelers who may return from locations with widespread COVID-19 transmission.
- Contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings).

[Download the Level 2 Safety Plan Template](#)

Level 3: Very High and High Exposure Risk Jobs: are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures.

Workers in this category are working with known or suspected COVID-19 patients:

- Healthcare workers (e.g., doctors, nurses, dentists, paramedics, emergency medical technicians)
- Healthcare or laboratory personnel collecting or handling specimens
- Medical transport workers
- Morgue workers performing autopsies and Mortuary workers

[Download the Level 3 Safety Plan Template](#)

A Message from Dr. Larson, Kittitas County Health Officer

Our businesses are already thinking about safety as we move through the stages of reopening. Every business in Kittitas County will be required to have a safety protocol and plan in place, but they are not required to have it reviewed prior to reopening to the public. We are committed to providing the support and feedback that businesses need to complete their safety protocol and plan. Our goal is to make sure all of our businesses can open safely as soon as the Governor announces that their sector can reopen.

Resources and Links

Washington State Department of Labor & Industries - Coronavirus (COVID-19) Prevention: General Requirements and Prevention Ideas for Workplaces

Kittitas County Chamber of Commerce – WorkHard.WorkSmart.WorkSafe.

Kittitas County Chamber of Commerce Toolkit for Businesses

Washington State Department of Health COVID-19 and Business Information for Administrators and Employees

EPA-approved disinfectants for COVID

OSHA Guidance on Preparing Workplaces for COVID-19


The CDC COVID-19 website

Factsheets are available at Washington State Department of Labor & Industries

WA Division of Occupational Safety & Health Directive

Sample Plans by Sector

Restaurants, grocery stores, campgrounds, schools, child care

 SAMPLE - Restaurant - Iron Horse Brewery.5.6.2020

 SAMPLE - Grocery Store Safety Plan - Super One Foods.5.5.2020


Medical and health related facilities including gyms, clinics, pharmacies, dental clinics, orthodontia, urgent care

There are no sample plans for this sector yet. Check back soon.

Government and nonprofit organizations


 SAMPLE - Non Profit Safety Plan - HopeSource.5.4.2020

Churches, church groups

 SAMPLE - Church Safety Plan - Mercer Creek Church 5.4.2020

Service, retail, construction, outdoor recreation

 SAMPLE - Salon Safety Plan-GGs Salon

 SAMPLE - Manufacturing Safety Plan - Shoemaker Manufacturing Company

Kittitas County Business COVID19 Safety Plan Assistance

Kittitas County Public Health Officials want to ensure reopening of businesses throughout the county while maintaining the health and safety of employees and the public.

Technical assistance is not required.

For businesses that would like to ask questions about their safety protocol and plan, please submit a draft copy (in pdf format) through the following link. We need a draft copy of your safety plan so we can better address your technical questions and information needs.

To review the local health order, please visit the Kittitas County Coronavirus/Covid19 incident page (<https://www.co.kittitas.wa.us/response/202003-covid19/default.aspx>).

For general COVID-19 questions, the Emergency Operation Center is available at 509-933-8315 or 509-933-8305.

The information provided is a result of the hard work from our local Economic Recovery Group, which was formed specifically in response to COVID-19.

Business Name *	<input type="text"/>
Contact Person *	<input type="text"/>
Phone	<input type="text"/>
Email *	<input type="text"/>
Business Sector *	<input type="radio"/> Restaurants, grocery stores, campgrounds, schools, child care <input type="radio"/> Medical and health related facilities including gyms, clinics, pharmacies, dental clinics, orthodontia, urgent care <input type="radio"/> Government and nonprofit organizations <input type="radio"/> Churches, church groups <input type="radio"/> Service, retail, construction, outdoor recreation <input type="radio"/> Other: if you are unsure of which business sector to choose, we will get your safety plan to the right technical assistance team
File Upload	<p>You will hear back from us within 24 hours - during regular business hours, unless your safety plan contains complex elements needing further research by our team.</p> <input type="button" value="Upload"/>

