Stay Home, Stay Safe Proclamation 20-25

Prior to recommencing work, all employers are required to develop and post at each location a comprehensive COVID-19 exposure control, mitigation, and recovery plan.

Phase 1 and Phase 2 Businesses are encouraged to continue remote work and training as much as possible to limit in-person interactions.

A copy of the plan must be available at each location during any activities and available for inspection by state and local authorities. Failure to meet posting requirements could result in sanctions, including work activities being shut down.
COVID-19 Exposure Control, Mitigation, and Recovery Plan:

The COVID-19 exposure control, mitigation, and recovery plan (aka Safety Plan) must include policies and/or procedures regarding the following control measures:

- COVID-19 Site Supervisors
- COVID-19 Safety Training
- Social/Physical Distancing
- Personal Protective Equipment (PPE) – Employer Provided
- Sanitation and Cleanliness
- Site Decontamination Procedures
- Employee Health/Symptoms
- Location Logs
- Exposure Response Procedures

A site-specific COVID-19 Supervisor shall be designated by the Department at every location to monitor the health of employees, social distancing and enforce the COVID-19 location safety plan. Every worksite with 6 or more employees must have a designated SITE SUPERVISOR.

A COVID-19 Supervisor or designee must be available at all times during work at each location.

- They must keep the plan current with changes to COVID-19 guidelines.
- Train new staff in site specific COVID-19 protocols, polices, and procedures.
- Screen employees for signs/symptoms of COVID-19 at start of shift.
- Make sure sick employees stay home or immediately go home if they feel or appear sick.
- Ensure social distancing guidelines.
- Ensure PPE and clothed face coverings are being worn.
- Ensure COVID-19 safety information and requirements, such as CDC, DOH, OSHA posters and the employer written policies for COVID-19, shall be visibly posted at each location.
**COVID-19 Safety Training – Internal**

Educate workers in the language they understand best about coronavirus and how to prevent transmission and the employer’s COVID-19 policies.

- Post readable signs prominently throughout the worksite with messages about social distancing, frequent hand washing, required PPE, respiratory etiquette, and illness reporting.
- Regularly communicate important safety messages and updates.
- Post relevant information from DOH, OSHA, local and state health departments, the Centers for Disease Control and Prevention, and other similar COVID-19 authorities.

**Formal certified trainings to be placed in the back of the site Safety Plan**

- Train on the signs, symptoms, and risk factors associated with SARS-CoV-2 illness.
- Train on how to prevent the spread of the coronavirus at work; including steps being taken in the workplace to establish social distancing, cleaning and disinfecting, and other precautions.
- Train on the importance of personal hygiene expectations and effective hand washing techniques.
- Train on proper respiratory etiquette, including covering coughs and sneezes and not touching eyes, noses, or mouths with unwashed hands or gloves.
- Train on how to use PPE, what PPE is necessary, how to properly put on, use, and take off PPE, and how to properly dispose of PPE.
- Train on site Health Screening protocols.
- Train on Exposure Response and Contact Tracing Employee/Visitor Logs.

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**COVID-19 Safety Training – External**

Educate and communicate to the public in the language they understand best about new Parks and Recreation COVID-19 related changes.

Post readable signs prominently throughout Parks and Facilities with messages about social distancing, frequent hand washing, recommended PPE, and respiratory etiquette.

Gentle reminders will all be critical as individuals learn new habits.

Post relevant information from DOH, OSHA, local and state health departments, the Centers for Disease Control and Prevention, and other similar COVID-19 authorities.

Encourage Visitors to sign in for contact tracing purposes.
Social/Physical Distancing

Social/physical distancing means keeping space between yourself and other people outside of your home. Social distancing requires that each employee:

- Stay at least 6 feet from other people.
- Do not gather in groups.
- No attending or hosting of physical external meetings unless appropriate physical distancing can be accomplished and only with 5 or less individuals.

When strict social distancing is not feasible for a specific task, other prevention measures are required, such as:

- Modify workspace environments to reduce exposure as applicable to the facility:
  - Install Polycarbonate barriers/sneeze guards for each customer service counter.
  - Remove all publications, periodicals, applications, books etc. in public areas.
  - Move workstations farther apart.
- Use dividers or floors markings to distinguish appropriate spacing for people waiting in lines, in a lobby or around guest services.
- Stagger employee breaks.

Control Access

- Control the number of people entering the facility.
- Stagger work schedules so employees don’t crowd when they arrive and leave work.
- Identify and control “choke points” and “high-risk areas” at locations where employees or visitors may typically congregate so that social distancing is always maintained.
- Reduce the number of workstations in use at a given time.
- Stay in assigned area and within individual workspaces, with the exception of entering/leaving buildings or the lavatories or to complete a job task.
- Utilize virtual online meetings and text messaging instead of in-person meetings.

Personal Protective Equipment (PPE) – Employer Provided

All businesses are required to post signage at the entrance to their business to strongly encourage their customers to use cloth face coverings when in the business with their staff.

**Employers**

Provide personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate or required to employees for the activity being performed.

Cloth facial coverings must be worn by every employee not working alone on the worksite unless their exposure dictates a higher level of protection under Department of Labor & Industries safety and health rules and guidance.
Sanitation and Cleanliness

- Normal routine cleaning with soap and water will reduce the risk of exposure.
- Establish a housekeeping schedule to address regular, frequent, and periodic cleaning and disinfecting with a particular emphasis on commonly touched services.
- Soap and running water shall be abundantly provided at all locations for frequent handwashing.
- Hand sanitizer with at least 60% alcohol must be available throughout worksites.
- 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.

Site Decontamination Procedures

- Frequently disinfect high-touch objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, doorknobs, vehicles, and restrooms.
- Disinfection using EPA-approved disinfectants against COVID-19 can also help reduce the risk.
  - Keep Safety Data Sheets (SDSs) for all disinfectants on site.
  - Create exposure disinfection protocols set by the CDC to clean after reports of an employee with suspected or confirmed COVID-19 illness. This should include:
    - Shutting down facility for a minimum of 24 hours prior to exposure cleaning and disinfecting.
    - Waiting 24 hours after exposure disinfecting – (minimum of 48 hours total) to reopen facility.

Employee Health/Symptoms

- Screen employee for signs/symptoms of COVID-19 at start of 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 disinfected. Follow the cleaning guidelines set by the CDC to deep clean and disinfect.
Employee Health/Symptoms

MPT STAFF EXPOSURE AND RESPONSE PLAN FOR WORKING DURING COVID-19

S E L F A S S E S S M E N T H E A L T H S C R E E N

Before reporting to work, employees will ask themselves the following screening questions:

1. Do you or anyone in your household have any of the following?
   - A high fever above 100°F?
   - A new cough or difficulty breathing?
   - New or worsening headache that you cannot attribute to another health condition?
   - A new sore throat that you cannot attribute to another health condition?

2. If you answer yes to any of these questions, please answer the following.

3. Do you have Employee Logs?

   If so, please go to the next section.

4. Have you been exposed to someone with COVID-19?

   If so, please go to the next section.

IF THE ANSWER TO ANY OF THESE QUESTIONS IS YES, PLEASE TAKE THE FOLLOWING STEPS:

- Avoid the start of your shift. Please notify your supervisor immediately that you will not be coming to work.
- If you develop COVID-19 symptoms during your working shift, please notify your supervisor immediately.
- If you develop COVID-19 symptoms outside of work, please notify your supervisor immediately.
- If your supervisor has not been notified by the Company, please notify your supervisor immediately.

If you begin to experience any of the above symptoms while already at work, follow the above steps.

Employee Logs

COVID-19 Employee Health Self-Screening Log

Screen yourself before going to work to start your shift.

1. Have you recently started having any of these COVID-19 symptoms?
   - Fever ≥ 100°F
   - Cough
   - Sore throat or other respiratory symptoms
   - Shortness of breath
   - Muscle or body aches
   - Headache
   - New loss of taste or smell
   - New hoarseness
   - Congestion or runny nose
   - Sneezing
   - Sore throat
   - Rash

2. If you have been exposed to someone with COVID-19, do you have Employee Logs?

3. If you have been in close contact with someone diagnosed with COVID-19, do you have Employee Logs?

4. If you have not been in close contact with someone diagnosed with COVID-19, do you have Employee Logs?

5. If you answered YES to any question, stay home. Call your supervisor to determine when you can return to work.

COVID-19 Employee Health Self-Screening Log

You MUST screen all employees before they start their shift.

1. Have you recently started having any of these COVID-19 symptoms?
   - Fever ≥ 100°F
   - Cough
   - Sore throat or other respiratory symptoms
   - Shortness of breath
   - Muscle or body aches
   - Headache
   - New loss of taste or smell
   - New hoarseness
   - Congestion or runny nose
   - Sneezing
   - Sore throat
   - Rash

2. If you have been exposed to someone with COVID-19, do you have Employee Logs?

3. If you have been in close contact with someone diagnosed with COVID-19, do you have Employee Logs?

4. If you have not been in close contact with someone diagnosed with COVID-19, do you have Employee Logs?
**Location Logs**

Metro Parks Tacoma asks that you sign in on our daily attendance log in accordance with Gov. Jay Inslee’s “Stay Home, Stay Healthy” Proclamation 20-25 and the Washington State Department of Labor and Industries General Coronavirus Prevention Under Stay Home-Stay Healthy Order (DOSH Directive 1.70). This log of arrivals and departures must be kept and retained for at least 30 days to help facilitate communication if necessary as a response to the spread of the coronavirus.

<table>
<thead>
<tr>
<th>DATE/TIME</th>
<th>NAME</th>
<th>PHONE</th>
<th>EMAIL</th>
</tr>
</thead>
</table>

*Visitors are not obligated to provide their contact information for the purpose form.*

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**Exposure Response Procedures**

**COVID-19 Exposure Response Procedures** for Metro Parks Tacoma

**Quarantine:** Keep someone who might have been exposed to COVID-19 away from others.

- **Isolation:** Separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected.

- **Precautions:** Wear a face mask, avoid close contact, wash hands often, and clean and disinfect frequently touched objects and surfaces.

- **Information:** If you think you might have COVID-19 or if you have been exposed to someone with COVID-19, contact your healthcare provider.

**CDC Return to Work Criteria**

- **Symptoms:** If you have fever, cough, or difficulty breathing, seek medical advice.
- **Testing:** If you are asymptomatic and were exposed to someone with COVID-19, consider testing for COVID-19.
- **Recovery:** You will need to stay home for at least 10 days after illness and feel well before returning to work.

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*Images and text are from the document.*
Returning to the Workplace Process – Six Steps to Safety

Although no plan can guarantee full and immediate resumption of operations given the unknown impact of COVID-19, creating a sound safety framework as well as implementing strong processes and controls is first priority. These processes and controls will help safely prepare employees to handle and manage recovery of operations while protecting staff and the public and avoiding the spread of the virus.

MPT ICS Safety office has identified a Six Steps to Safety checklist for returning operations to the workplace.

The following steps were prepared with the goal of returning all MPT facilities and their functions back to “the new normal – business as usual”. The checklist items may be applicable to each worksite, and may change or be reversed based on the recommendations of the County, State, and Federal government.
What now?

1. Work with your local Health Department
2. Create a Communication Plan
3. Create a return to work taskforce or committee.

Do’s
- Do involve your risk manager, human resources, and safety staff in your organizations as early as possible.
- Do start planning as early as possible and allow the site safety supervisors time to develop their individual site plans.
- Do develop a training plan for people you’re calling back from furloughs or new hires to help integrate them into the system.

Don’ts
- Don’t underestimate the lead times and shortages in the supply chain as more of your facilities are standing back up. It will take time to put together signage, hand sanitizer, cleaning plans, etc.
- Don’t forget that you can mitigate your risk in the event of a possible test among your employees by creative scheduling. (shift work, teams, etc.)
- Don’t forget to look at prepackaged training being produced now by a variety of companies that could reduce the amount of time you need to develop an entire training program.

Sources

Washington State Department of Health: https://www.doh.wa.gov/Emergencies/Coronavirus
Tacoma Pierce County Health Department: https://www.tpchd.org/
Visiting Parks and Recreational Facilities
CDC’s Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission.
CDC Reopening America Guidance
OSHA: https://www.osha.gov/Publications/OSHA3990.pdf
Questions