



Safety and Facilities Roadmap to Recovery Plan

Version 1.18

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Version Control Information

Version #	Date of Change	Summary of Change	Change Required by	Date submitted for WWA review	Date WWA approved	Date submitted to WFSE for review	Date WFSE approved	Date published
1.0	6/1/20	Original production	Plan required by LNI	6/5/20	6/10/20	6/16/20	6/25/20	N/A
1.1	7/6/20	Change to screening questions	DOH	7/7/20	7/14/20	7/7/20	7/7/20	N/A
1.2	7/15/20	Further revision of the screening questions	DOH	N/A	N/A	N/A	N/A	7/15/20
1.3	9/18/2020	Multiple revisions per release of version 3 State HR Safe Start Guide and added table of contents	OFM	9/21/20	9/30/20	9/21/20	9/30/20	9/30/20
1.4	11/17/20/20	Multiple revisions per release of version 4 State HR Safe Start Guide	OFM	11/23/20	12/4/2020	11/23/20	12/4/20	N/A (this version was never officially published)
1.7	3/11/21	Multiple revisions per release of version 5,6,7 Roadmap to Recovery	OFM					
1.8	4/16/2021	Multiple revisions per Version 8 of the roadmap to recovery	OFM	N/A	N/A	N/A	N/A	
1.9	5-27-2021	Multiple revisions per Version 9 of the roadmap to recovery	OFM					
1.11	7-19-2021	Multiple revisions per version 10 and 11 of the roadmap to recovery	OFM					
1.13	9-3-2021	Multiple revisions per version 12 of the roadmap to recovery	OFM					
1.14	11-1-2021	Multiple revisions per version 13 of the roadmap to recovery	OFM					

1.15	2-2-2022	Multiple revisions per version 17 of the roadmap to recovery	OFM					
1.16	3-7-2022	Multiple revisions pers version 18 of the roadmap to recovery	OFM					
1.17	4-21-2022	Multiple revisions pers version 19 of the roadmap to recovery	OFM					
1.18	7-15-2022	Multiple revisions pers version 21 of the roadmap to recovery	OFM					

Recent Changes

Page 11 – Updated screening requirements

Page 18 – Added June 30, 2022, directive establishing ongoing policy related to vaccination requirements.

Page 22 – Updated L&I requirements for COVID-19 Prevention in the Workplace title and link.

Page 23 - Link added to Directive 22-13.

Throughout the Guide –

- Removed sections of the Guide that were no longer relevant or where the guidelines or guidance exists through the original authorizing source (DOH, L&I, CDC, etc.).

Section 1: Summary and Responsibilities

This plan is based on the [Centers for Disease Control \(CDC\)](#), [Washington State Department of Health \(DOH\)](#), the [Department of Labor and Industries \(L&I\) guidelines](#), as well as the requirements for state agencies in the [Healthy Washington – Roadmap to Recovery Version 21](#) that has been created and updated by DOH, L&I, Governor's office, and the office of Financial Management (OFM).

The pandemic has provided a unique opportunity for state government to look differently at how, where, and when we get our work done as we serve Washington. This guide provides clarity and describes the requirements and guidance for the Employment Security Department and its partners, as the state reopens, and we strengthen our new approach to work and workplaces. It is consistent with Gov. Jay Inslee's Washington Ready direction to all Washington businesses and organizations.

We will continue to model the way by turning the dial of expanded reopening in a way that allows for learning and improvements. We will continue to use data and science to inform our return and in how we implement our safety and business practices for the ultimate goals of public service and COVID-19 prevention.

The Employment Security Department (ESD) will update information as it becomes available from authorities to help keep our valued employees and customers safe. It should be expected that this is a "living document", and will change as new and additional guidance, interpretations, and clarifications from authorities are published.

Our guiding principles:

- Provide timely, equitable, quality public service
- Prioritize business and customer needs
- Engage employees in finding shared solutions for success
- Apply innovative solutions that create a sustainable business model
- Use the best public health and safety practices

To apply these principles, we need to implement agency requirements and guidance that allow adaptability in a safe and responsible manner. Our main goal is to meet business expectations, keep employees and customers safe and healthy and continue to learn and improve as we test new strategies to meet our goals.

This includes knowing where and how our customers, clients and the public are best served so we align access to meet those needs. It also means understanding employee needs as they transition back to the workplace or engage in increased levels of telework based on what we've learned.

This road map was developed through the recommendations from Washington State DOH, L&I, Office of the Governor and OFM, and through partnership with other agency leaders across the enterprise, as well as subject matter experts. It is a supplement to the general health and safety requirements issued by local leaders or other authorizing sources and is designed to provide clarity for ESD and its partners in assessing and implementing the overall return to workplace strategy, while applying COVID-19 related requirements.

1.1 Responsibilities of Managers and Supervisors

All managers and supervisors must be familiar with this plan and be able to answer questions from employees. Managers and supervisors must always set a good example by following this plan. This involves practicing good personal hygiene and worksite safety practices to prevent the spread of the virus. Managers and supervisors must ensure that employees are always complying with this plan.

1.2 Responsibilities of Employees

ESD requires our employees to help with our prevention efforts while at work. To minimize the spread of COVID-19 at our worksites, everyone must play their part. As set forth below, ESD has instituted various housekeeping, physical distancing, and other best practices. In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described in the DOH guidelines. If you have a specific question about this Plan or COVID-19, please ask your manager or supervisor. If they cannot answer the question, please contact the [Safety Office](#).

Section 2: Reopening

How guidelines change by county or local public health jurisdiction

- Each county or local public health jurisdiction may differ in how they approach reopening. It is important to take into consideration county and local public health requirements as a part of reopening services and worksites.
- If you have worksites or operations in a **more restrictive county or public health jurisdiction**, follow local public health guidelines, updated direction from DOH, L&I, OFM, or the Office of the Governor, and consult with your assigned AAG(s).
- If you have worksites or operations in a **less restrictive jurisdiction**, you may proceed with your plan to reopen those sites as long as you follow the requirements in this guide.
- If you have worksites and operations specifically outlined in the governor's [COVID-19 Reopening Guidance for Businesses and Workers](#) or other state authorized guidance, you must follow those requirements when they are more restrictive, unless OFM provides an exception. If you contract or have oversight for those types of businesses within a facility or worksite you operate, you must make sure those providers are meeting the expectations as a part of your contract or agreement.

Co-located agencies

When agencies are co-located in a facility, agency leaders must coordinate to align practices to the extent possible for access and entry points, shared space/common areas, and where applicable, PPE and agreements for the process of wearing masks and physical distancing for employee, customer and business partner health and safety. Plans and agreements should also be in place to meet other related state requirements. If other building occupants are meeting standards in alternative ways, ensure the state's standards are in place for your employees.

2.1 Masking Requirements

We require personal protective equipment and other safety equipment in certain circumstances. This guidance reflects recent changes by the CDC, L&I, DOH, and the Governor's Office as we work to reopen Washington. We have used a measured approach to apply standards based on CDC, DOH, and L&I guidance for congregate, indoor public facing, indoor non-public facing, and outdoor settings. We need to continue to have safety measures in place to protect employees and customers/clients as we continue to encourage increased vaccination and understand the impacts of COVID-19.

This also requires creating and reinforcing a positive workplace culture where employees, business partners, and customers are supported in following required and elective safety precautions. As we move into this next stage of Washington's reopening, we know some people will want to continue to wear masks in workplace settings where they are no longer required. We also know some will be eager to remove their masks where they are no longer required in the workplace. Both behaviors are acceptable and supported in our workplaces. As we continue to adapt to these changes, how we treat one another makes an important difference in accomplishing our workplace goals and in reinforcing respectful workplace policies and practices. In addition, [proclamation 21-08.1](#) outlines protections and employer requirements related to safe workers.

An accommodation for vaccination does not preclude the following requirements for those employees, on-site contractors, or on-site volunteers when they are different or in addition to the accommodation.

Employee and affiliated/contracted service providers

We know the vast majority of employees and on-site contractors will be vaccinated adding additional safety to worksites. We also know, in some situations, there are protective measures that need to be added to vaccination to assist in workplace safety and reduce the transmission of COVID-19.

Masking requirements have changed in much of the state. [Proclamation 20-25.19](#) and [Order from the Secretary of Health, 20-03.8](#). and the L&I workplace standards outline masking requirements for the state. State agencies will continue to meet these requirements, and, in some cases, we will take a more restrictive approach for workplace safety. The masking requirements for state agencies who are required to follow this Guide are outlined in the [State Agency Mask Guidelines](#).

These guidelines provide the requirements for masking in different workplace settings. It is also important to remember, if there are more restrictive requirements specific to your type of business or required by a local authority or jurisdiction, those more restrictive requirements must be followed.

Indoor worksite with public/client interaction

Masks are required for all employees during forward facing public/client interactions or interaction with other people where their vaccination status is unknown including:

- Reception counters
- Customer service counters

- Lobbies
- Field work
- Classrooms
- Other settings where public or clients enter for service or are being served
- Agencies may encourage customers and visitors to wear masks at worksites. This may include providing masks, signage, and other resources to make masks available and create an environment where wearing a mask is supported for an individual's health.

Back-office settings

Masks are not required in back-office settings where employees, business partners, and affiliated/contracted service providers are present and vaccination status is known. This includes business partners and affiliated/contracted service providers where vaccination status is known through vaccination verification agreements that are in place and consistent with proclamation [21-14-03 – COVID-19 Vaccination Requirement](#). Work environments must not be open to the public or a place where there is access to anyone other than employees, business partners, and affiliated/contracted service providers where vaccination status is unknown.

Masks are required for unaffiliated business partners/vendors who enter a back-office setting for temporary occasional entry (e.g., FedEx delivery, vending machine vendor, repair services, etc.) and their vaccination status is unknown through vaccination verification agreements and there are no agreements in place with that are consistent with proclamation 21-14-03 – COVID-19 Vaccination Requirement

Outdoor worksites

Masking is typically not required. In certain circumstances where crowding, vaccination status of people is unknown, or other risk factors for transmission are present as outlined by the CDC, DOH, or a local authority or health jurisdiction may warrant additional protection(s) to include masking.

Accessing PPE and masks

- The Department of Enterprise Services, the State Emergency Operations Center, and DOH have created a system to help agencies secure PPE, cloth face coverings and COVID-19-related cleaning supplies. The DES website outlines the process for various supplies, and we linked it as a resource below.

To access masks and other PPE through DOH, follow the directions found here:

<https://doh.wa.gov/about-us/programs-and-services/emergency-preparedness-and-response/ppe-backstop>

- The [Department of Corrections Correctional Industries](#) will also provide access to some PPE, cloth face coverings, and cleaning supplies. The DOC website outlines the process and we linked to it below.

Establish protocols to address sick employees

Employers must establish procedures that:

- Maintain confidentiality regarding employees with confirmed diagnosis, signs or symptoms of COVID-19 illness or suspected exposure to COVID-19.
- Require sick workers to stay home or go home if they feel or appear sick.
- Have a process for employees to self-screen for signs/symptoms of COVID-19 at the start of the work shift. Ensure employees self-monitor during their shift for signs and symptoms and report them, when appropriate.
- Identify and isolate workers who exhibit signs or symptoms of COVID-19 illness.
- Identify and collect contact information for everyone who had contact with an ill employee starting two days before their symptoms began.
- Notify all employees and the employees of subcontracted employers of potential exposure to COVID-19 if they had or might have had close contact.
- Follow [cleaning guidelines set by the CDC](#) on when and how to clean after you get a report of an employee with suspected or confirmed COVID-19 illness.
- Temporarily close off all areas where a suspected or confirmed COVID-19 illness sick employee worked or could have touched until you have completed cleaning and disinfection guidelines set by the CDC.
- Keep workers away from areas being deep cleaned.

Educate employees

All staff must receive training regarding appropriate safety measures and use of PPE for their job duties, as dictated by the most up to date information from the DOH, CDC, and L&I, prior to beginning work in ESD Facility. The [ESD ASD COVID ROADMAP TO RECOVERY TRAINING](#) course is available through the new Washington State Learning Center. If access to TLC is limited, L&I has a [Basic employee training on Covid-19 infection prevention](#).

[ESD Partners and contractors can be provided alternate training when needed](#)

Employees will need to confirm that they reviewed the following:

- [Washington State Coronavirus Response \(COVID-19\)](#)
- [Signs and symptoms](#) of COVID-19 illness
- COVID-19 illness [risk factors](#)
- [Preventing the spread of the coronavirus](#)
- Effective [hand washing](#) with soap and water for at least 20 seconds

- [Proper hygiene practices](#), including covering coughs and sneezes and not touching eyes, noses, or mouths with unwashed hands or gloves. The following on site protocols including:
 - ✓ Screening requirements
 - ✓ Safe entrance and exit to the worksite
 - ✓ Changes to site protocols or individual workstations
 - ✓ Individual worker responsibility to prevent spread of COVID-19 and to ensure a respectful and inclusive workplace culture
- Where to get access to the Safety Plan, additional resources, information about available leave and access to additional training documents
- Who their onsite coronavirus coordinator is, and when to contact them

Additional online learning resources regarding support during extraordinary times, workplace culture, and diversity, equity and inclusion (DEI) for employees through DES: [Resources for Workforce Development](#)

Section 3: COVID-19 Screening Requirements

Employee/ Customer/Client Requirements

All employees, customers, clients, and visitors will be required to do a daily COVID-19 self-screening, at home, prior to occupying an ESD facility (regardless of vaccination status). This involves answering a [list of questions](#) (and in [Spanish](#)) regarding their health status and any contacts with sick/verified COVID-19 infected individuals. The screening follows [DOH's COVID-19 Symptom Screening Guidance](#) and current DOH and CDC guidelines on restricted travel found on the [CDC website](#).

- If an employee, customer, or business partner refuses to participate in the screening process, they will not be allowed access to the work site/property.
- Employees will be provided with the screening tool and process as a part of their orientation before they return to work for the first time as well as when the tool or practices have changed.
- Each worksite that has customers or visitors entering the facility must maintain a log of their participation in the screening for contact tracing purposes.

What happens when an employee does not pass the self-screening process?

- The employer should handle these scenarios on a case-by-case basis. The employer should engage in a conversation with the employee being denied access to determine if telework options are available or to inform leave status. Telework options should be the priority. If the employee is denied access based on screening, the employer will exhaust all options for teleworking for the employee. These options could include having work packets or mobile workstations ready to check out.

- If telework options are available and the employee can perform those duties, the employer should send the employee home with telework until they are cleared to return to the worksite based on the criteria in, “When can an employee return to work?” below.
- If there are no telework options, consult with your HR team on how to proceed. If the employee is subsequently diagnosed with the COVID-19 virus, the agency should advise the employee about state and federal leave options that are available, depending on the circumstances.
- If the employee provides a statement from a medical professional stating that the employee does not have a contagious illness and the symptoms the employee exhibited are not because of COVID-19, the employer will grant the employee access to the worksite.
- Supervisors/Managers/COVID Site Supervisors will be reviewing the screening logs daily to ensure compliance and auditing the station randomly.

Note: The screening will only need to be completed upon entry at the beginning of shift.

What happens when a customer/visitor does not pass the self-screening process?

- For customers/visitors who are unable pass the self-screening process, agencies are encouraged to offer some kind of accommodation for the customer such as curbside pickup, delivery, or a scheduled remote appointment, for the protection of both the employee and customer/visitor.

When can an employee return to work?

○ **Employees Who are Symptomatic or Who Have Tested Positive**

Isolation applies when someone tested positive for COVID-19 or has symptoms, regardless of vaccination status. It is when someone who has COVID-19 symptoms, or has tested positive, stays home and away from others (including household members) to avoid spreading their illness. An employee who has been in isolation may return to work under the following conditions:

<p>Employees who are symptomatic or tested positive for COVID-19, regardless of vaccination status.</p>	<ul style="list-style-type: none"> • Do not return to work for at least 5 days after the positive test or symptom onset. • Isolation ends and they can return to work after 5 full days if employee has had no symptoms or their symptoms are improving, and they are fever free for 24 hours without the aid of fever reducing medication. • If they continue to have a fever or their other symptoms have not improved after 5 days of isolation, isolation does not end until they are fever-free for 24 hours without the use of fever-reducing
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	<p>medication and their other symptoms have improved.</p> <ul style="list-style-type: none"> • When returning to work, they must wear a well-fitting upgraded mask* at the worksite for 5 additional days and then mask on an ongoing basis as outlined in this Guide and by the agency for all employees. • If symptoms get worse or new symptoms occur, the employee should isolate until a medical professional, or a negative test confirms symptoms are not related to COVID-19 or the isolation period ends as described above. • If an employee was severely ill or are immunocompromised, they should let the agency know, isolate at least 10 days and consult a doctor before ending isolation.
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○ **Employees Who Have tested Positive and are Asymptomatic**

- Employees who test positive for COVID-19 and are asymptomatic, regardless of vaccination status:

<p>Employees who test positive for COVID-19 and are asymptomatic, regardless of vaccination status.</p>	<ul style="list-style-type: none"> • Do not return to work for at least 5 days after the positive test. • Isolation ends after 5 full days if the employee has not developed any symptoms. • When returning to work, they must wear a well-fitting upgraded mask* at the worksite for 5 additional days and then mask on an ongoing basis as outlined in this Guide and by the agency for all employees. • If symptoms develop, follow requirements for isolation when symptomatic above.
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- Do not return to work for at least 5 days after the positive test.
- Isolation ends after 5 full days **IF** the employee has not developed any symptoms.
- When returning to work, the employee **MUST** wear a [well-fitting](#) upgraded mask* at the worksite for an additional 5 days and then mask on an ongoing basis as outlined in this roadmap.
- If symptoms develop, follow requirements for isolation when symptomatic above.

- **Calculating Isolation:** If you **HAVE** symptoms, day “0” is your first day of symptoms. Day “1” is the first full day after your symptoms developed. If you **HAVE NOT** had any symptoms, day “0” is your positive viral test date (the date you were tested). Day “1” is the first full day after the specimen was collected for your positive test.
- ***Upgraded Masks:** Include double masking, KN95’s or N95’s. Fit testing is not required under these circumstances.
- **Exception:** Employees who return after a severe case of COVID-19, or employees who are severely immunocompromised and return after a confirmed case of COVID-19, may need to isolate longer. A healthcare provider or infection control expert will recommend the best timeframe. Refer to the CDC’s return to work [guidelines](#), adopted by DOH, for more information.
- **Quarantine** is when someone who has been exposed to COVID-19 stays home and away from others for the recommended period of time in case they were infected and are contagious. Quarantine becomes isolation if the person later tests positive for COVID-19 or develops symptoms.
- **Close Contact, Exposure, Potential Close Contact**

Employees who have had close contact, exposure, or potential close contact or exposure to someone with COVID-19.	
<p>If the employee is up to date on their vaccinations as defined by the CDC.</p>	<ul style="list-style-type: none"> • No quarantine required. • When returning to work, they must wear a well-fitting upgraded mask* at the worksite for 10 days and then mask on an ongoing basis as outlined in this Guide and by the agency for all employees. • Recommend testing 5 days after close contact. <p><i>If they have or develop symptoms or have a positive test result, apply the requirements of isolation</i></p>
<p>If the employee: Had a confirmed case of COVID-19 within the last 90 days as indicated by a viral test result, has subsequently recovered, and remains without COVID-19 symptoms.</p>	<ul style="list-style-type: none"> • No quarantine required. • Wear a well-fitting upgraded mask* at the worksite around others for 10 days and on an ongoing basis as required by this Guide and by the agency for all employees. • Monitor for symptoms for 10 days after close contact.

	<p><i>If they have or develop symptoms or have a positive test result, apply the requirements of isolation</i></p>
<p>If the employee: Completed the primary series of Pfizer or Moderna vaccine over 5 months ago and has not received the recommended booster(s) OR Completed the primary series of J&J over 2 months ago and has not received the recommended booster(s) OR Completed the primary series of a WHO approved vaccine and has not been boosted at the point the booster(s) is recommended. OR Has not completed their primary vaccine series. OR Is unvaccinated</p>	<ul style="list-style-type: none"> • Quarantine is required for at least 5 full days. • Quarantine ends and they can return to work after 5 full days if employee has had no symptoms. • When returning to work, they must wear a well-fitted upgraded mask* at the worksite for 5 additional days (days 6-10) and then mask on an ongoing basis as outlined in this Guide and by the agency for all employees. • Monitor for symptoms for 10 days after close contact. <p><i>If they develop symptoms testing is recommended and apply the requirements of isolation pending the test result and then act accordingly. If testing doesn’t occur, apply isolation requirements accordingly.</i></p>

- **Calculating Quarantine:** The date of your exposure to the person with COVID-19 during their contagious period is day 0. Day 1 is the first full day after your last close contact with the person with COVID-19. Use the [DOH Isolation and Quarantine Calculator](#) to assist with this process.
- *Upgraded masks referenced above include double masking, KN 95s, or N 95s (fit testing not required under these circumstances unless WISHA requires it based on work conditions and workplace exposure). Double masking as outlined by the CDC as a disposable mask underneath and a cloth mask over the top to improve fit and add protection.

With this type of use of filtering facepiece respirators (such as N95s) the employer is not required to have a written respirator program, conduct medical clearances, or do fit testing. There is a training requirement to provide information from [Table 2 of the rule](#) which basically addresses limitations of using respirators in these situations and in particular that the employee must avoid situations where respirators are required or where other respiratory hazards may exist.

Note: Infectiousness usually begins 2 days before symptoms or if no symptoms, 2 days before test results, and will last throughout the duration of symptoms, or 10 days after a positive test. If a person with COVID-19 is isolating for 5 days followed by 5 days of consistent mask use out of isolation because their symptoms were improving or gone on day 5, people around them are not exposed during days 6-10 so long as the case is wearing a well-fitting mask. If the case is not wearing a well-fitting mask, close contacts on days 6-10 are considered exposed to COVID-19.

[How to Determine a Close Contact for COVID-19 | CDC](#)

In the case of close contact or exposure an employee may return to work when:

- They meet the quarantine requirements above or at the point the suspected case's test came back negative.
- When an employee is in the same household (or similar exposure) as someone else who is isolating/positive or symptomatic with the virus, and they are required to quarantine as outlined above, their quarantine starts the first day they are no longer exposed to someone who has the virus. In many cases this is someone the employee lives with, so it means when the person with the virus no longer needs to isolate (see criteria above).
- For example, the person who is sick meets all the criteria and can stop isolating in 5 days. That is the point when the employee living with the person who was sick, starts counting their quarantine period consistent with the quarantine requirements outlined above. In this case, if the employee requires quarantine, they could be out of the worksite for 10 days as long as they don't become symptomatic or test positive.
- If an employee is exposed to someone who was exposed to COVID-19, the employee may return to work but must monitor themselves for symptoms for 10 days from the last exposure. If symptoms are present, the employee would be screened out of the worksite. Follow the requirements for 'return to work' as you would for any other employee in this situation.
- If the employee meets the criteria for quarantine but provides a statement from a medical professional stating the employee does not need to quarantine or the employee does not have a contagious illness and the symptoms the employee exhibited are not because of COVID-19, the employer will grant the employee access to the worksite.
- Side effects from vaccination do not require someone to quarantine. If they are clearly from vaccination, the person would be able to attribute the symptoms to another condition. Common side effects are explained [here](#).
- [Return to work](#) criteria can vary for certain professions who have close contact with others. Refer to CDC and DOH guidelines for additional information on those professions. One example is [available here](#) when they are immunocompromised.

Testing and what types of tests can be used

Employees must wait to receive a negative test result from a test taken no sooner than day 5 after the close contact and provide the negative test documentation to the employer before returning to work when testing is required for an earlier return to work. If no test result is provided, the employee may return to work after 10 days of quarantine if they meet the other requirements for return to work (e.g., no

symptoms, etc.). See additional guidance below on type of test required and documentation for proof of test results.

When test results are used for worksite access, the test needs to be done by a health care provider, local health jurisdiction, pharmacy, other community-based testing site, or worksite testing program. The test needs to be an antigen or PCR (molecular) test unless otherwise specified, and the actual test result needs to be reviewed if allowing return to work or other types of access to worksites or others as a part of work (see Documentation and Records below for specific verification requirements). This does not apply to 24/7s or other congregate care settings when a different approach has been authorized by DOH or the CDC.

3.1 Policies and Plans

- **COVID Response Plan (Appendix A)** – A plan has been developed outlining how ESD will prepare for and respond to an incident of identified or suspected infectious disease in the workplace. This plan has been communicated to all employees.
- **Policies and Resources** – All policies relevant to COVID-19, including recent changes in labor law, will be reviewed by Human Resources and Communications, and placed on the Inside ESD COVID page. Relevant policies include:
 - [High Risk Employee Accommodations](#)
 - [EAP Resources](#)
 - [Department of Health COVID-19 Health Updates](#)
- Creating or updating the agency Commute Trip Reduction plan and incorporating those changes into agency practices allowing for future reporting on commute trip reduction. In most cases, an agency's CTR rates for telework should increase given what we've learned from our experience during the pandemic.

3.2 Communications

Internal (HRD) – Staff who were directed to telework will be given 14 days' notice before returning to the workplace, communicated through email and phone calls from supervisors or Human Resources.

External (COM) – Website and social media will be updated frequently to communicate status of ESD facilities as closed. Preparations for announcing re-opening to visitors through e-news, website, and press release.

3.3 Documentation and record requirements

Screenings

You must maintain all documented screening assessments consistent with state records and retention laws and policy. This includes following any requirements to safeguard confidential information under other laws, such as HIPAA and the ADA.

Screening records have the primary purpose of ensuring a safe workplace for agency employees. Categorize these records as Entry/Exit Logs – Facilities (DAN GS 25009) for retention purposes.

(See "[Using records retention schedules](#)" (August 2020) on the Secretary of State website under "COVID-19 Screening Records Advice" for more information.)

3.4 Vaccination Verification

Vaccination

Presently, all employees are required to be fully vaccinated or have an approved accommodation as a condition of employment - October 18, 2021.

In addition, on June 30, 2022, Governor Inslee issued [Directive of the Governor 22-13](#) to executive cabinet, small cabinet, and agencies under the authority of certain boards, councils, or commissions. This directive establishes an ongoing policy related to employee and volunteer vaccination requirements. While it doesn't change the practice in place currently for employees, volunteers, and contractors as established in Proclamation 21-14, it does make changes to pre-employment requirements which will be in effect at the conclusion of the rulemaking process which is anticipated in September 2022, as well as potential changes for current employees beginning July 1, 2023, subject to the state meeting its collective bargaining obligations.

Acceptable types of verification of vaccination status are:

- Proof of vaccination, such as a CDC vaccination card (or a printed or electronically stored photo of the card).
- Documentation of vaccination from a health care provider or state immunization information system record.
- A state immunization information system record; or
- For an individual who was vaccinated outside of the United States, a reasonable equivalent of any of the above.

Both sides of the document should be included when verifying vaccination.

Records retention requirements may vary in each circumstance. For example, we consider proof of vaccination to avoid quarantine part of the screening process we outlined above. Proof of vaccination for leave approval is associated with the records requirements related to leave. Consult with the Secretary of State's information and your assigned AAG(s) as needed.

Note: If the employer receives a public records request or a request from a union for employee records related to COVID-19, seek advice from your assigned AAG(s).

Section 4: Supporting Non-Vaccinated Employees

Supervisor Guidance for Supporting Non-Vaccinated Employees Entering ESD Buildings

There are times where unvaccinated employees, with approved accommodations, have a need to enter ESD buildings. The below guidance is designed to help leaders support staff how are unvaccinated and need to come into the office, while still maintaining the highest levels of safety for all employees. We

also know that there are plenty of unique circumstances that may differ slightly from the guidance below, so we encourage you to use this document as a set of principles but to also use your best judgement on individual decisions that best support the health and safety of our teammates and the customers we serve.

Scenario 1: Employee needs to pick up personal belongings left in their workstation (one time event)

Explain to the employee that although they are still a permanent employee with ESD, their accommodation is for full-time telework and their desk space may be used for another employee when we start having people return to the office (if that hasn't happened already)

- Schedule an exact timeframe in which the employee will be in and out of the building so there is no overlap with other individuals in the building (e.g., before/after office hours or on the weekend).
- Note: this does not need to count as time worked as they are picking up personal belongings.
- If your team shares space with other teams, collaborate on a larger schedule to mitigate the change of multiple people in the same area.
- Inform the employee that they must collect all personal belongings in this visit as their previous desk space will be open for other employees working in the office
- Inform the employee to bring their own boxes or other means to carry their belongings as they are unable to use state boxes to transport personal belongings.
- Inform the employee they may also take necessary office supplies home (e.g., pens, note pads, etc.) but that they must let you know if they take anything home that they would need to return (e.g., calculator, chair, cables, etc.)

Scenario 2: Employee needs to pick up or switch out computer hardware (rare occasions)

- Employee should submit a ticket with the IT helpdesk, letting them know that they need a “no contact” exchange.
- IT will be in contact with next steps.

Scenario 3: Employee needs to print or do other building-dependent administrative work (infrequent reoccurrence, less than 4 times per month)

The goal here is to limit the potential that a person come into contact with another person to reduce risk of transmission. However, depending on building size, it is not necessary to ensure they're the only person in the building. Employees entering the building must still wear masks and follow other safety protocols regardless of how many people are in the building.

- Identify times when the employee can safely enter the building to accomplish the task so there is no overlap with other individuals in the building (e.g., before/after office hours or on the weekend)

- Note: because this is work-related, the time in the office should count as time worked and the employee may flex their schedule to accomplish this in-office work. Commute to and from the building does not count as time worked.
- For safety reasons, employees should notify supervisor of when they go into the building and when they are back so someone knows where they are in case, they are injured.

Section 5: Gatherings with inclusion in mind

All customers are required to follow the requirements set forth in this plan.

We continue to navigate new territory and build the plane as we fly with the following truths:

- Hybrid workforce is here to stay
- Diverse staff and needs means there are no one right ways to do this
- Therefore, inclusion is the goal
- The guidance will continue to change as health and safety information changes

With that in mind, the current set of guidance is here to help teams who are still considered “remote” but want to plan a physical gathering do so in a way that supports the health and safety of those who physically come together while also prioritizing the inclusion of those who cannot or choose not to attend in person.

1. Build your gathering with employee feedback

Gathering staff feedback around comfort levels, accessibility needs, and other factors can help ensure that your gathering is designed to best support your unique team and its needs. HR has designed a template survey in SurveyMonkey where you can collect information from staff to use or you can work directly with your team to get an understanding of comfort levels. As you gather feedback, please make sure that employees feel safe in sharing their current comfort levels with a gathering as we already know that our employees have many different feelings on the subject and many unique circumstances for why.

2. Design gatherings with a hybrid option

Assume that not everyone will be able or want to attend an in-person gathering and design any physical gathering so that there is an option for people to experience the same level of inclusion remotely. Some suggestions on how to do that are:

- WebEx boards – for gatherings that are indoors, try to reserve in a conference room that has the WebEx boards so that team members can see and hear each other in real time. This works best for smaller teams.
- Multiple Events – for outdoor gatherings where remote attendance is difficult, a suggestion is to hold multiple events to give people options on which time/location works best for them. Some versions can be in-person while others are held remotely. If this is done, the recommendation is that the leader or other people who staff may want to interact with are present at all of the events so that one option does not become more desirable than others (e.g., if everyone knew

the Commissioner was only going to the in-person event, that would become the desired event). This works best for larger teams.

- Stay virtual – for some teams, maintaining a virtual gathering will remain the best option. This is ok to do, even if some people are in the building as each person could still attend on their individual computers. This can work for all teams.

3. Be purposeful about being accessible

Not everyone has the same distance to travel or the same home situation that would allow them the flexibility to come in for a physical gathering. To design an event that is accessible for all team members, in addition to gathering feedback mentioned in section 1, please also consider the following:

- Physical accessibility – all gathering locations must be ADA compliant including having accessible parking spots, entrances, and bathrooms.
- Travel accessibility – keep in mind that our virtual hires have allowed us to hire people from many locations which means that for some it may be too far, for others it might mean a longer drive. Some guidance around travel is:
 - ESD will not pay for mileage or meals associated with travel
 - Supervisors should allow staff to count travel as work time for a work-sponsored gathering
- Time accessibility – many employees have caregiving responsibilities that make sometimes of the day easier or more difficult to gather. This is great information to seek out from staff when planning a time for an accessible gathering

4. Leaders must attempt to make the gathering as inclusive as possible

Because we value a diverse workforce, we recognize that most teams will not have consensus when it comes to comfort levels, desires, and accessibility for in-person gatherings. Therefore, we're suggesting that all teams work to:

- a. Gather a baseline understanding of employee comfort levels and desires to attend an in-person gathering. This can be done with the sample survey that HR has built as a template or in any other way that works for your team so long as team members feel safe in providing their answer and confidential information is protected.
- b. Identify and remove as many barriers as possible that might prohibit an employee from gathering. This is going to be employee specific so it's important to ask what those barriers might be. If the employee requests a reasonable accommodation, please contact HR.
- c. Design the gathering so that all people are invited to participate. Please take into consideration the following:
 - i. Meeting location: parking and other factors should be considered when a location is chosen. Some employees will also have longer commutes so both meeting time and impacts on workload should be considered.

- ii. Virtual participation alternative: depending on the meeting this alternative option could either be to attend the same event virtually or a virtual version of the event scheduled at a separate time that would ensure that everyone had the option to participate in the way that works for them.
- iii. Safety to not attend not everyone will be able to or want to attend the physical gathering. It could be for any reason (too far away, childcare, health, etc.) so it's important to help ensure that people don't feel guilty for not attending.

Where these requirements come from

General authorizing sources

- Washington State Coronavirus Response Website: [Washington Ready](#)
- Governor Inslee's [Proclamation 20-25.19](#)
- Governor Inslee's [Proclamation 21-08.1](#)
- Governor Inslee [Proclamation 21-14.3](#), COVID-19 Vaccination Requirement
- [Order of the Secretary of Health 20-03.8](#), Statewide Face Coverings
- [Healthy WA - Roadmap to Recovery](#)
- [L&I Workplace Safety and Health Guidance](#)
- [OSHA Guidance on Mitigating and Preventing the Spread of COVID-19 in the Workplace](#)
- Centers for Disease Control and Prevention: [Coronavirus Disease 2019 \(COVID-19\)](#) and [Opening Up America Again](#)
- [What to do if you have symptoms but have not been around anyone who has been diagnosed with COVID-19](#)
- [COVID-19 symptoms](#)
- [CDC guidance document](#) for case investigation and contact tracing

Authorizing sources for prioritizing services

Additional ideas from L&I for agencies to use for facility preparation: [L&I requirements for COVID-19 Prevention in the Workplace](#) Authorizing sources for facility preparations

- L&I and DOH standards for Washington business requirements: All businesses have a general, legal obligation to keep a safe and healthy worksite for a variety of workplace hazards. In addition, they must comply with the following COVID-19 worksite-specific safety practices outlined in the Governor's 'Washington Ready' [Proclamation 20-25.19](#), L&I's [General Requirements and Prevention Ideas for Workplaces](#), and DOH's [Workplace and Employer Resources & Recommendations](#).
- [State of Washington's COVID-19 Reopening Guidance for Businesses and Workers](#)

- OSHA [Protecting Workers: Guidance on Mitigating and Preventing the Spread of COVID-19 in the Workplace](#)
- CDC Cleaning Guidelines: [Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)

Authorizing sources for vaccination mandate

[Directive of Governor 22-13](#), June 30, 2022

[Proclamation 21-14.3 COVID-19 Vaccination Requirement](#)

[State Government General Records Retention Schedule v.6.2 \(August 2021\)](#) is available at:

<https://www.sos.wa.gov/archives/recordsmanagement/state-agencies-records-retention-schedules.aspx>

The new records series is on p.91.

Authorizing sources for Screening

- Department of Health's Employee Screening Guidelines: [Guidance for Daily COVID-19 Screening of Staff and Visitors](#)
- Secretary of State's COVID-19 Screening Records Advice: [See Using Records Retention Schedules and Managing COVID-19 Pandemic Records](#)
- Gov. Inslee's [Proclamation 20-25.19](#)

Authorizing sources for personal protective equipment and safety equipment

- Governor Inslee's [Proclamation 20-25.19](#)
- [L&I Guidelines for Workplace Safety and Health](#)
- DOH, Secretary's Order on Face Coverings: [Order of the Secretary of Health 20-03.6](#)
- [CDC Using Personal Protective Equipment \(PPE\)](#)
- [CDC information on close contact](#)
- [Washington Coronavirus Hazard Considerations for Employers \(except hospitals/clinics\)](#): Face coverings, masks, and respirator choices.

Resources

- [Secretary of Health Order 20-03.6, Face Coverings Statewide](#)
- Department of Labor and Industries FAQs on masks: [Coronavirus \(COVID-19\) Common Questions Regarding Worker Face Covering and Mask Requirements](#)

CDC recommendations for improving face covering protection:

- [Maximizing Fit for Cloth and Medical Procedure Masks to Improve Performance and Reduce SARS-CoV-2 Transmission and Exposure, 2021](#)
- [Improve How Your Mask Protects You](#)
- CDC guidance for agencies on obtaining and maintaining PPE supply: [Strategies to Optimize the Supply of PPE and Equipment](#).
- Information from DES regarding the contracting and purchasing of PPE: [Acquiring PPE and Supplies for Your Agency](#).
- For PPE and face covering supplies at DOC Correctional Industries, visit washingtonci.com (see Safety Products).
- Workplace guidance on "[Which mask for the task](#)".
- DOH [Resources](#) for masks and face coverings.
- EEOC guidance on COVID-19 and the ADA: [What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws](#)
- [Overview of COVID-19 Statewide Face Covering Requirements](#) from the Office of the Governor
- [CDC information on close contact](#)
- [CDC guidelines on international air travel](#)
- Secretary of State guidance on [Managing COVID-19 Pandemic Records](#)
- [State Agency Mask Guidelines](#)
- [DOH Isolation and Quarantine Calculator](#)