

Workforce Development Council of the
Northwest Workforce Development Area

Island // San Juan // Skagit // Whatcom

Northwest Workforce Council

COVID 19

Exposure Control and Safety Plan

June 2021

This Plan is specific to the Northwest region WorkSource Center facilities.

Preface

Northwest Workforce Council (NWC) strongly supports the rights of employers to manage the work conditions of their employees. WorkSource (WS) Centers are facilities created for the purpose of providing a collaborative environment where an array of programs, operated by a number of different agencies, are housed. As such, the primary consideration of the NWC COVID-19 WorkSource Northwest Exposure Control and Safety Plan is the health and safety of all staff and customers interacting within a WorkSource Center.

The intention to preface agency safety plans, operational within any Northwest region WorkSource Center, is to communicate the highest coronavirus standards of safety in the exposure and mitigation of the virus. In doing so, this Plan is intended to communicate a strong commitment to COVID safety consistent with the current best practices of public health authorities. While partners may have COVID-19 safety procedures that vary somewhat, in all cases COVID safety practices must be at least as strict as the requirements in this document. Protocols that may vary slightly from facility to facility, but in all cases, will always prioritize safety as the #1 concern.

This Plan is based on the most current information available at the time of issuance from the WHO, CDC, OSHA, and WISHA, and is in compliance with Governor's proclamation/restrictions for Professional Services (COVID-19 Requirements updated 3/19/2021), Sections 1 (*NWC COVID-19 Exposure Control and Safety Plan*) and 2 (the most current *Employment Security Dept. (ESD) branded Safety and Facilities Roadmap to Recovery Plan*) of this Plan are subject to change based on further consistent information provided by these entities and other relevant public officials. NWC may also amend this plan based on operational needs, and any new evidence-based updates on the mitigation of the spread of the COVID-19 virus.

It is noted that the CDC on May 13, 2021 updated recent changes. The CDC publication Interim Public Health Recommendations for Fully Vaccinated People can be found on their website. Some differences will be evident in the following NWC Plan (from those of the CDC report). For example, in the absence of a reliable, easy-to-use vaccination verification system, the NWC COVID-19 Exposure Control and Safety Plan will maintain universal safety measures (e.g.: wearing masks and distancing) until individual vaccination status can be determined. Check with your COVID Point of Contact for clarification.

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Northwest Workforce Council (NWC) Covid-19 Point of Contact (POC)

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If you have an immediate and urgent need to connect with the Center’s COVID Point of Contact and are unable to do so, please connect with another NWC COVID POC who will assist as indicated.

Company Commitment Statement

The safety and well-being of our team members, stakeholders, and the public have always been, and will continue to be, the paramount priority of Workforce Development Council (WDC) of the Northwest region – the Northwest Workforce Council (NWC). With the spread of the Coronavirus Disease 2019, hereinafter referred to as COVID-19 or COVID, we all must remain vigilant in mitigating the outbreak. Management has been following the development of the COVID-19 pandemic through information released from the CDC, OSHA, WISHA, and WHO, as well as industry organizations, client partners, the Governor’s office, and business peers. Effective with the issuance of this document, NWC will immediately implement this Plan – the procedures contained herein (if not already in place) to ensure the safety of our team members while ensuring continuity of services to our customers. We believe with the appropriate precautionary procedures and shared responsibility among all team members of the partnership, we can continue operations in a safe and responsible manner.

The NWC comprehensive COVID-19 Exposure Control and Safety Plan is applicable to each WorkSource (WS) Center in the Northwest region (Whatcom, Skagit, San Juan, and Island counties). Minor variations may occur based on the facility, but safety requirements are consistent for all Centers and apply to all employees of any partner entity who access the Center. Protocols that may vary slightly from facility to facility, but each will always prioritize safety as the #1 concern.

Please advise the NWC COVID Point of Contact (POC) should there be confusion (see pg 4). When in doubt, always practice the strictest safety practices and guidelines consistent with the state’s [Professional Services](#) COVID-19 requirements established by the state’s Departments of L&I and Health.

This COVID-19 Safety Plan contains two parts: Section 1: The *NWC COVID-19 Exposure Control and Safety Plan* – the overarching plan that incorporates the basic safety guidelines, and Section 2: The Employment Security Dept. (ESD) branded “*Safety and Facilities Roadmap to Recovery Plan.*” The second section is included as an attachment and is the plan required for ESD state employees to return to a facility from teleworking. The Employment Security Department Roadmap to Recovery Safety and Facilities Plan is termed Section 2 for the purposes of distinguishing NWC’s Plan from that of ESD. The Office of Financial Management (OFM) approved ESD’s Facilities Roadmap to Recovery Plan on 4/13/2021. Updates will be communicated as they are received, and for the purposes of this Plan, the most recent published version of the document will be considered the plan of reference. The ESD Safety Manager must also review and comply with the local plan (Section 1). The NWC COVID-19 Northwest Exposure Control and Safety Plan (Section 1) details the approach of the Northwest facilities and establishes the NWC COVID-19 POCs for each Center.

Managing the COVID pandemic is a shared responsibility be employees, visitors and customers. It’s an ever-changing environment which takes the shared commitment of safety by all parties.

Gay Dubigk
Chief Executive Officer

Management Responsibilities

Management of all Partners in the WorkSource system have the following responsibilities for the COVID-19 Exposure Control Plan as follows:

- Be familiar with the details of the Plan and be ready to answer questions from employees.
- Set a good example by following this plan at all times.
- Practice good personal hygiene and safety practices to prevent the spread of the virus.
- Encourage this same behavior from others.
- Ensure employees have training on hazard recognition/mitigation of COVID-19, proper PPE use and care, and proper workplace cleaning and disinfecting.
- Ensure that all employees, guests and others are maintaining proper physical distancing of at least 6 feet and wear masks in any common area.
- Maintain confidentiality around all Protected Health Information (PHI) per HIPAA requirements.
- Name an agency COVID-19 Point of Contact (POC) who will coordinate with the NWC COVID-19 POC on all employee matters related to COVID-19 control mitigation and safety.
- Notify the NWC COVID POC of any changes made to partner agency safety or operational protocols or procedures that would directly impact WorkSource or any WorkSource Center staff.

Site Supervisor and Manager Responsibilities

The Site Supervisor Responsibilities listed in Section 2 (ESD's Appendix I – *Site Supervisor Responsibilities*) is separate and distinct from the NWC COVID-19 Point of Contact for the COVID-19 Exposure Control and Safety Plan specific to the Northwest region WorkSource Center facilities (named on page 4).

Each partner agency with employees who may, at any time, access the WorkSource facility as part of their work assignment(s), will advise the Northwest Workforce Council of their named Point of Contact (POC) on matters related to the NWC COVID-19 Exposure Control and Safety Plan (April 2021), and/or COVID-19 related information applicable to their employee (complete with contact information of named POC). The Partner agency POC (for COVID matters directly impacting their employees) will:

- Provide NWC with a written COVID Plan for the agency/division/unit/etc.
- Ensure their employees are adequately trained and aware of COVID safety measures and expectations.
- Inform the NWC COVID POC of any COVID exposure issues that may affect WorkSource operations.
- Update the NWC COVID POC should there be substantial changes in COVID safety expectations and/or working conditions.
- Report any suspected or confirmed COVID-19 cases to the NWC COVID POC.
- Abide by the employing agency's and NWC's COVID safety protocols and practices. Should there be a conflict in rules and responsibilities, a collaborative approach to the matter by all parties is expected. Any final resolution must first be approved by the Northwest Workforce Council.
- Until otherwise indicated, Partner agencies will handle the results of COVID screenings directly for their employees. Partners only need to report to the NWC COVID POC when an employee is suspected to have, been exposed to, or has a confirmed diagnosis of COVID-19 (per CDC guidelines) within the previous 24 hours. Employers will take prompt and appropriate action following the most current CDC guidelines. In addition, the employer must notify the NWC COVID POC of the actions taken as a result.

Employee Responsibilities

Any employee working at a NW WorkSource facility has the following responsibilities for the COVID-19 Exposure Plan as follows:

- For NWC employees – Check the NWC Partner Page for COVID related policies, protocols, alerts and updates.
- For other workers of the facility, follow your employers COVID screening protocols. Agency designated personnel are responsible for their employees screening and managing results per CDC guidelines. Immediately notify NWC COVID POC when an employee has been refused entry or sent home as a result of health screening. Any such cases should be handled quickly following the current CDC guidelines.
- Take your temperature prior to coming into the office. Additionally, your temperature may also be taken when you arrive, or throughout the day.
- Report to your supervisor or designee if you are experiencing signs or symptoms of COVID-19. Ask your supervisor or designee if you have specific question(s) about COVID-19.
- If you develop a fever and symptoms such as cough or shortness of breath, **DO NOT GO TO WORK**. Notify your supervisor or designee and call your healthcare provider right away.
- If you test positive for COVID-19, notify your supervisor or designee as soon as possible.
- If you come into close contact with someone showing these symptoms, inform your supervisor or designee right away.
- If you observe a hazard or potential hazard, report it to your supervisor or designee or the NWC POC immediately.
- If you have been out sick, please see the CDC guidelines, and check with your supervisor for details prior to returning to work.
- Adhere to all physical distancing protocols.
- Maintain confidentiality around all Protected Health Information (PHI) per HIPAA requirements.
- Wear a face mask in all common areas
- Remember to model courteous COVID behavior and expect the same from others.

If a customer, staff member or visitor is not respecting your desired physical distancing, not wearing a mask properly, or not following other aspects of these safety guidelines you can leave your area at any time to maintain your safety. Please report any and all concerns to the NWC POC, your supervisor or any NWC staff member.

Safety Compliance and Discipline

NWC's COVID-19 Point of Contact (POC) is responsible for ensuring compliance with all relevant safety protocols both with NWC staff, Partner employees, and with visitors. This includes:

- Ensuring COVID safety training is accessible to all employees.
- Coaching Center staff who are not in compliance.
- Ensuring notification to visitors on compliance requirements when visiting a WorkSource Center.
- Ensuring partner employers adhere to customer and visitor safety protocols.
- Notifying supervisors when an employee is not strictly adhering to COVID safety practices described in this Plan.

Safety and Health COVID-19 Training

NWC is committed to ensuring relevant and timely training to enable safe and healthful COVID-19 work practices. Employee training will include the following:

- Proper physical distancing when working within WorkSource Centers and at provider/partner sites or meetings.
- NWC will also provide access to relevant training, (initial and refresher) on the proper use of Personal Protective Equipment (PPE) or other required safety equipment related to potential COVID-19 exposure such as:
 - How to use protective clothing and/or equipment (e.g., gloves, masks, etc.)
- COVID safety information is conveniently located on the Partner's intranet [DAWN](#).

Refresher Training / Information

Safety notifications will be posted periodically when required by authorities regarding updated information on COVID-19. Staff can find updated COVID information on [DAWN](#). Employees should connect with their agency DAWN administrator for assistance if there are questions.

External/Provider Site Safety

When working or meeting at an external site (e.g.: a training vendor, WEX, etc.), employees will ask for guidance on the COVID-19 safety practices in place at the site and adhere to all practices required, including appropriate PPE. While at an external location, the employee must at a minimum: wear a mask, maintain 6ft physical distancing, and avoid "common areas." If an employee does not feel comfortable at a participant site (e.g.: observes improper or non-existent COVID safety protocols, etc.), they are to notify their supervisor or other NWC management staff immediately of these concerns.

Effective Communication

Effective communication of safety and health concerns, particularly with regard to COVID-19, will occur as indicated. This will be through email and/or Center staff meetings. As with any safety concern, employees are encouraged to contact your supervisor or designee with any COVID-related safety concerns.

No employee will be retaliated against for reporting COVID-19 or other hazards or potential hazards, or for making safety suggestions.

WorkSource partners are encouraged to use the WDA's regional intranet, known as DAWN, to keep staff up to date on the latest changes to their programs and processes. Partner employees are encouraged to check this source frequently for COVID updates. NWC has implemented a news channel on DAWN for COVID-related updates that apply to all partners; this model can also be used by individual partners to post internal staff-related items. This feature draws attention to the latest posted information while offering easy access to content that was posted earlier. The identified [DAWN administrator](#) for each partner agency has been trained on the use of the news channel and ongoing support is available from NWC's team of trained DAWN administrators.

COVID safety flyers are posted throughout the facility for constant reminders of acceptable safety practices. Signage regarding mask wearing, physical distancing and hand washing are posted at each public Center entrance, on electronic reader boards in each Center, and elsewhere in the facility.

Hazard Identification

Effective identification and correction of workplace hazards is imperative.

NWC management encourages all employees to be involved in maintaining a COVID safe work environment by reporting COVID related hazards to management.

NWC's definition of workplace hazards for the purposes of the COVID Safety Plan includes unsafe conditions or processes and unsafe work practices committed by employees with regard to COVID-19 issues.

- COVID-19 workplace safety inspections may need to be performed throughout the day.
- Due to the nature of COVID-19 infection control work practice procedures, many out-of-normal routine activities may be required to be inspected/monitored.

Exposure Incident Reporting Procedures

The NWC COVID POC will collaborate with your supervisor or designee to perform a documented investigation for COVID exposure as soon as possible and within 24 hours following the report of the exposure incident.

Confirmed/Suspected COVID Exposure Response Plan

The following guidance is intended to inform workers in the workplace setting to make them aware of controls in place should an employee, customer, or guest show signs of COVID-19.

1. Employees should immediately report to their supervisor if they develop symptoms of COVID-19. If an employee has reason to believe a visitor to the Center is showing signs of illness while in the facility (and passed the screening process) notify the NWC COVID POC immediately.
2. Workers (and others) who appear to have symptoms upon arrival or who develop symptoms during their time in the facility will be immediately isolated so they cannot infect other workers, sent home and encouraged to seek medical attention. The NWC COVID POC will determine appropriate isolation spaces, the ensuing safety precautions, determine the assessment of risk, and the application of work restrictions, if any, following most current CDC guidelines.
3. Temperatures will be taken for any individual showing signs of illness. A temperature at or above 100.4 Fahrenheit will necessitate requiring the individual to leave the worksite. If an employee, check with your supervisor or HR department regarding the specifics of any absences from work.

Each partner agency has policies which address when an employee should/must stay home or leave the worksite when feeling sick or when they have been in close contact with a confirmed case of COVID-19. Any employee who develops symptoms of acute respiratory illness should seek medical attention and inform their supervisors immediately.

COVID symptom Screening at the beginning of their day varies from employer to employer (Note: This requirement may be waived for vaccinated staff - check the most recent CDC guidance and work with your agency employer to determine). All guests/visitors etc. will be screened for COVID-19 symptoms before they may enter the facility to receive services, regardless of vaccination status. Action based on the screening is taken at the time of screening.

If an employee is confirmed to have COVID-19, need-to-know fellow workers will be informed, while maintaining the required confidentiality. Employees are encouraged to report any signs of illness and take steps to safely return home. Individual circumstances vary; your supervisor and/or the COVID-19

POC can assist with the necessary connections/coordination in how to safely proceed. Stay in contact with your employer until a health evaluation is concluded.

Identifying COVID-19 Symptoms

People with COVID-19 have had a wide [range of symptoms](#) reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

Suspected Exposure to Infected Employees

In the case of suspected exposure to infected employees, the following procedure will be used as a guideline. Individual vaccination status may alter response to exposure.

- The infected employee(s) shall be **immediately** sent home by their supervisor.
- Any employee who worked closely with that employee assumed to be infected will be sent home as well to ensure that the infection does not spread.
- Infected employees will be asked to identify all individuals who worked in close proximity (within six feet) for a prolonged period of time (15 minutes or more) with them during the 48-hour period before the onset of their symptoms. This includes external partners if the employee was working offsite in that 48-hour period.
- Any employee sent home will not be identified by name to others as that is personal health information that is protected.
- Where a Center is in a shared office building or area, the NWC COVID POC for the facility is responsible to inform building management so they can take whatever precautions they deem necessary.
- Employees should be familiar with return-to-work conditions. Check with the immediate supervisor for specifics.

The CDC provides that the employees who worked closely to the infected worker should be instructed to proceed based on the CDC [Public Health Recommendations for Community-Related Exposure](#). Also check the CDC's [Interim Public Health Recommendations for Fully Vaccinated People](#), noting that safety protection for yourself and others differ for those who have been vaccinated (guidance updated on: 5/13/2021). Responses to a COVID exposure may vary depending on CDC guidance.

Confirmed Positive Employees – Disclosure of COVID-19 Diagnosis or Exposure

NWC requires any employee to disclose if they test positive for COVID-19 or have been in contact with someone who tests positive for COVID-19. Employees will be instructed by their supervisors as to their next steps until cleared to return to work by a medical provider.

Employees also are required to disclose if they or someone they live with are experiencing any COVID-19 symptoms, or have been diagnosed by a health professional as having COVID-19.

Your supervisor or designee will ask the employee who has tested positive to provide a list of individuals (employees, clients, contractors, vendors) with whom the employee came into contact in the last 14 days in connection with their employment.

The NWC COVID POC will ensure (through the Partner agency COVID POC) that certain disclosures to those that have been in contact with the employee and their permission for disclosure have been made. This includes notifying specific co-workers, external partners, vendors, etc. that a person with whom they were in contact over the past 14 days has now tested positive and that they should take

appropriate precautionary measures and other employees who are on a need-to-know basis. Public Health Officials will be notified immediately, who may then conduct contact tracing matters.

Employee Communication Regarding Positive Test Individuals and Potential Exposure

NWC is responsible to manage the disclosure to other employees through their designated agency COVID-19 POC that a co-worker (or visitor to the Center) has tested positive for COVID-19. The agency will not disclose the identity of the infected employee, or any specific details of the employee's medical condition or symptoms, to others in the workplace.

Remain-at-Home Guidelines - Employees Who Worked Near Confirmed Positive Employee

Potentially exposed employees should first consult and follow the advice of their healthcare providers or public health department regarding the length of time to stay at home. Check the most recent WA state Dept. of Health guidance. The CDC and Dept. of Health recommendations should be consulted and followed, after consultation with the employers designated COVID POC or their HR.

Employees who are on self-quarantine must first check with their immediate supervisor regarding any work-related conditions, etc.

Managing Sick Employees

Employees who are experiencing symptoms or have tested positive for COVID-19 will be actively encouraged to stay home. It is critical that individuals NOT report to work while they are experiencing illness symptoms such as fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills, or fatigue. Individuals should seek medical attention if they develop these symptoms.

Employees who have symptoms of acute respiratory illness are recommended to stay home and not return to work until they are free of fever, signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicine. Always consult your immediate supervisor for specific instructions.

The NWC COVID POC may send home employees (or make the request to the employee's immediate supervisor) who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) or fever (temperature will be taken) upon arrival to work or become sick during the day. Surfaces in their workspace (and other workspaces they used) will be disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms will be compiled. Those with close contact of the employee during this time would be considered exposed. The most current CDC definitions (e.g.: close contact, etc.) will be used. Note any updates CDC guidance and variations of protocols for fully vaccinated individuals. COVID safety measures will be instituted immediately.

Workplace Controls

Physical Distancing

NWC has implemented the following physical distancing protocols. Each facility has different room considerations. Your NWC COVID POC can provide additional information and details unique to the facility. Below are the basic guidelines.

- **Conference Rooms:** Usage allowable when 6 ft. distancing can be maintained.

- **Interview Rooms:** Pre-scheduling on DAWN required. Maximum of 2 individuals per room with door remaining open. Masks required. Plexiglass shields available for all 1:1 interactions.
- **Kitchenette:** Masks must be worn at all times, maintain physical distancing. One person allowed in the kitchenette at a time. Space should be disinfected by the user prior to leaving the area.
- **Reception/Lobby:** Maintaining physical distancing around the reception desk is required. Customers must remain behind a Plexiglas barrier when at that space. All soft furnishings have been removed to discourage lounging. Non-fabric chairs can be easily disinfected between users. Disinfectant wipes/spray are available for shared equipment, disposable masks are on hand for visitors; signage posted in the entry windows and intermittently throughout the Center.
- **Doors:** Can be kept open during business hours where feasible to cut down on constant use/touching and the need for disinfecting. *Caution regarding main door opening (public entrance) and customer usage during the reservation only period.
- **Individual Offices:** If possible, keep closed door. Put on a mask for all visitors.
- **Open Plan/Pod Desks:** When physical distancing is not possible, physical barriers are required. Ability to share offices or pod spaces is allowable if strict guidelines on disinfecting the area after each use are maintained.
- **Masks:** Wear a well-fitted mask when in common areas, or when utilizing a standing desk (masks are to be worn while using stand up desks regardless of location within a cubicle – this is due to the potential of breathing into another individual’s air space or common area).
- **Hallways:** Everyone is required to wear a mask when they leave their work area, at all times, and always when in a hallway. Again, masks are required at all times when away from your workspace, or in common areas.
- **Copy/File Room:** One person at a time is recommended, but this may not always be practical. Large filing jobs can be scheduled/negotiated, ask your COVID POC for details. Physical distancing required to be maintained as is mask wearing.
- **Bathrooms:** Public restrooms should be limited to one person at a time to ensure physical distancing, especially at sink area. Individuals are responsible to disinfect after each use. Employee restrooms are of limited access, with individuals responsible to disinfect after each use. Hand washing with soap is expected.
- **Deliveries:** A sign will be posted on the entrance door to inform delivery persons to notify the NWC COVID POC for delivery specifics, and for symptom screening before entering.

COVID safety, including distancing protocols will be posted at entrance to the Center(s).

Wearing Face Masks

Face coverings and physical distancing are important practices. CDC has issued the first set of guidelines on how fully vaccinated people can interact safely with others (April 2, 2021 & May 13, 2021). However, fully vaccinated employees must continue to take precautions in order to protect themselves and others. Thus, all employees (whether vaccinated or not) while in a WorkSource facility must:

- Wear a well-fitted mask when in common areas, or when utilizing a standing desk (masks are to be worn while using stand up desks regardless of location within a cubicle – this is due to the potential of breathing into another individual’s air space or common area)
- Stay at least 6 feet apart from others
- Avoid medium and large sized in-person gatherings
- Get tested if experiencing COVID-19 symptoms
- Follow COVID safety guidance issued by individual employers
- Follow CDC and health department travel requirements and recommendations

- Follow NWC COVID-19 Exposure Control and Safety Plan

The CDC [Guidance for Wearing Masks](#) (updated April 6, 2021) are the protocols endorsed by this plan and is a helpful reference. Note that regardless of vaccination status, wearing masks and physical distancing while in a WorkSource facility is required. Check with your employer should additional criteria apply and not described elsewhere in this Plan. Customers will be required to wear a mask and adhere to all COVID safety protocols in effect regardless of their vaccination status. Exceptions cannot be made.

Hygiene Guidelines

All employees who access the facility will follow proper hygiene guidelines to prevent the potential spread of COVID-19 that minimally include:

- Frequent hand washing with soap and water for at least 20 seconds.
- Use of hand sanitizer (alcohol-based hand rubs and gels) between frequent hand washing sessions, as indicated.
- Avoid touching eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick and **stay home when sick**.
- Cover coughs and sneezes with tissue, use arm and/or elbow if tissue unavailable (not hands). Tissues will be provided throughout the facility. Immediately dispose of used tissue in receptacles located throughout the facility.
- Clean and disinfect frequently touched objects and surfaces.

Hand sanitizer at 60% alcohol or greater is available, though it should not be a replacement for hand washing. Hand sanitizer is most effective as an intermediary measure.

Personal Protective Equipment (PPE) and Preventative Practices

Face masks are always required inside the building when not actively working alone at your workstation. Physical distancing must be maintained. Personal Protective Equipment (PPE) is available as appropriate for the activity being performed and staff have training available on how to use the PPE. If in doubt, immediately contact the COVID POC or your immediate supervisor.

Employee responsibilities:

- Employees should refrain from using other workers' phones, desks, offices, work tools and equipment. If necessary to do so, disinfect them before and after your use.
- If you empty the trash, always wear gloves.
- Do not share PPE, and refrain from sharing personal office equipment, or supplies.
- Ensure used PPE is disposed of properly. Disposable gloves should be removed carefully to avoid contamination of the wearer.
- Ensure you adhere to COVID safety protocols at all times.
- Practice a Safety Attitude at all times.

Cleaning and Disinfecting Guidelines

Standard Center Guidelines

Regular cleaning and disinfecting practices are in place to prevent the potential spread of COVID-19 including:

- Cleaning of the office by a janitorial service is provided.
- Ensure proper disinfecting all areas you use such as offices, common areas, countertops, appliances, and doorknobs.

- Employees are provided with disinfecting wipes and gloves for additional disinfecting frequently used surfaces before, during and after the workday.
- Disinfecting reusable supplies before and after use.

Employee Practices for cleaning

- Wear gloves while cleaning/disinfecting.
- Use chemicals in a well-ventilated area. NEVER mix cleaning chemicals with one another.
- Prevent chemical contact with food during cleaning.
- Handle used towels, gloves, etc. as little as possible.
- Use lined waste receptacles located throughout the facility to dispose of any cleaning items.
- Ask the COVID-19 POC about supplies and notify them when supplies appear to be getting low.

Disinfecting Hard, Non-Porous Surfaces/Materials

On April 5, 2021 the CDC revised its recommendations about cleaning and disinfecting surfaces. The risk of infection from touching a surface is low. The CDC further states the most reliable way to prevent infection from surfaces is to regularly wash your hands. When no people with confirmed or suspected COVID-19 are known to have been in the space, cleaning once a day is usually enough. The CDC site provides [Cleaning your facility Guidelines](#) (see link). However, an individual may have preferences to disinfecting hard surfaces more frequently, and should ask the COVID POC for sufficient disinfecting supplies.

Cleaning, Sanitizing and Disinfecting Following a Known or Suspected COVID-19 Exposure

The CDC has recognized that primary transmission of COVID-19 is through respiratory droplets. In situations where an employee has been confirmed COVID-19 positive and has been in a certain area of the office, and per CDC recommendations, there will be no access, where possible, to the space for 24 hours so the area can be completely disinfected before bringing people back in.

Cleaning personnel will be responsible to clean and disinfect all areas used by the infected person, focusing especially on frequently touched surfaces.

Shared Spaces in the Office Building

NWC has confirmed with building management that the following shared spaces are cleaned and disinfected as follows:

- Building Entrance Doors
- Bathrooms
- Hallways/Stairs
- HVAC Filter Changing
- Elevators

Visitor/Vendor Policy

Visitors are discouraged during the COVID-19 pandemic. Only those critical to ongoing operations should be allowed into the workplace. Visitors must comply with all safety guidelines implemented to prevent COVID-19 in our Centers. In addition, all visitors must comply with COVID symptom screening prior to entry.

A daily attendance log may be maintained during the pandemic.

Meetings with external partners should be conducted virtually, to the extent possible.

Confidentiality Statement

Except for circumstances in which it is legally required to report workplace occurrences of communicable/infectious disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practicable under the circumstances. When it is required, the number of persons who will be informed of an employee's condition will be kept at the minimum needed not only to comply with legally required reporting, but also to assure proper care of the employee and to detect situations where the potential for transmission may increase.

NWC reserves the right to inform other employees that a co-worker (without disclosing the person's name) has been diagnosed with COVID-19 if the other employee(s) might have been exposed to the disease so the employee(s) may take measures to protect their own health.

Company COVID-19 Contacts

Each partner is encouraged to name a COVID Point of Contact (POC) and/or an immediate supervisor who is directly responsible for their employees COVID safety and work conditions. This named person will be the liaison between the NWC COVID POC and the employer.

Please contact the following regarding any issues or concerns regarding this plan or COVID safety

Name	Office Phone	Cell Phone	Email
(see pg. 4 on Plan for NWC COVID Point of Contacts (POCs))			
TBD			
TBD			

Be familiar with current COVID safety practices by checking for the most recent updates by the CDC and/or public health authorities. Conditions change quickly all are responsible for ensuring they are aware of the most up-to-date guidance.

When You've Been Fully Vaccinated

People are considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

More COVID-19 Information and Resources

Partner's DAWN Covid Info Page: [Workforce System Alerts - Impact of COVID-19 \(nwdawn.org\)](https://www.nwdawn.org/workforce-system-alerts-impact-of-covid-19)

Stay up to date on the current [COVID-19 situation in Washington](#), [Governor Inslee's proclamations](#), [symptoms](#), [how it spreads](#), and [how and when people should get tested](#). See the WA Dept. of Health's [Frequently Asked Questions](#) webpage for more information.

A person's race/ethnicity or nationality does not, itself, put them at greater risk of COVID-19. However, data are revealing that communities of color are being disproportionately impacted by COVID-19. This is due to

the effects of racism, and in particular, structural racism, that leaves some groups with fewer opportunities to protect themselves and their communities. Stigma will not help to fight the illness. Share accurate information with others to keep rumors and misinformation from spreading.

- [WA State Department of Health 2019 Novel Coronavirus Outbreak \(COVID-19\)](#)
- [WA State Coronavirus Response \(COVID-19\)](#)
- [Find Your Local Health Department or District](#)
- [CDC Coronavirus \(COVID-19\)](#)
- [Stigma Reduction Resources](#)

Have more questions about COVID-19? Call the state's hotline: 1-800-525-0127, Monday – Friday, 6 a.m. to 10 p.m., Weekends: 8 a.m. to 6 p.m. For interpretative services, press # when they answer and say your language. For questions about your own health, COVID-19 testing, or testing results, please contact a health care provider.