

COMPREHENSIVE COVID-19 PLAN

CITY OF GIG HARBOR

UPDATED JUNE 10, 2020



KIT KUHN, MAYOR

Kameil Borders
Human Resources Director
bordersk@cityofgigharbor.net
(253) 851-5039

Robert Larson
City Administrator
larsonr@cityofgigharbor.net
(253) 851-6127

TABLE OF CONTENTS

1. INTRODUCTION.....	6
2. BACKGROUND & PURPOSE.....	6
3. ROLES & RESPONSIBILITIES.....	7
Employees:.....	7
Volunteers.....	7
Supervisors.....	7
Leadership.....	7
All Employees.....	7
4. COVID-19 SAFETY TRAINING.....	7
5. SYMPTOM MONITORING.....	8
Coronavirus Symptoms.....	8
Workplace Screening.....	9
Questions Asked to Everyone.....	9
Screening Locations.....	9
Visitor / Meeting Log.....	10
Employee with Symptoms.....	10
Visitor with Symptoms.....	10
6. HIGH-RISK POPULATION.....	10
7. PPE UTILIZATION.....	10
All Employees.....	11
Inspectors.....	11
Court.....	11
Police.....	11
Close Contact.....	11
Persons in Custody.....	12
Death Investigations.....	12
Police Vehicles.....	13
Police Services Specialists.....	13
Public Works Field Staff.....	13
City Owned Vehicles.....	13
All Staff.....	13
8. ADDED SAFETY MEASURES.....	13
9. ON-LOCATION PHYSICAL DISTANCING.....	14

All Phases.....	14
Phase 1	14
<i>Posted Notices</i>	14
<i>Meetings</i>	14
Phase 2	15
<i>Employees</i>	15
<i>Posted Notices</i>	15
<i>Meetings</i>	15
<i>Building Capacity</i>	15
Phase 3	15
<i>Employees</i>	15
<i>Meetings</i>	16
<i>Posted Notices</i>	16
<i>Building Capacity</i>	16
Phase 4	16
10. MANDATORY SOCIAL DISTANCING	16
Six-Foot Distancing.....	16
Staggered Work Schedules & Breaks.....	16
Conducting Business Internally	16
<i>Office Spaces</i>	17
<i>Meeting Rooms</i>	17
<i>Common Areas</i>	17
<i>City Owned Vehicles</i>	18
<i>Personal Vehicles</i>	18
<i>Police Vehicles</i>	19
<i>Accessing Internal Business Functions</i>	19
Off Duty Social Distancing	19
11. HYGIENE	19
Proper Handwashing Techniques	19
<i>Five Steps for Handwashing</i>	19
Using Hand Sanitizer	20
<i>How to Use Hand Sanitizer</i>	20
Cover Coughs & Sneezing	20
12. SANITATION	20

Common & High Touch Areas.....	20
Shared Tools & Equipment	21
Employee Workspace	21
Emergency Vehicles.....	21
Shared Vehicles	21
13. INCIDENT REPORTING.....	21
14. LOCATION DISINFECTION PROCEDURES	22
Cleaning & Disinfecting if Someone is Sick.....	22
15. EXPOSURE RESPONSE PROCEDURES	22
Confidentiality.....	23
Understanding Isolation v. Quarantine	23
Exposed or Potentially Exposed Employee.....	23
Sick Employee.....	24
<i>CDC Discontinue Home Isolation</i>	<i>24</i>
Well Employee with Sick Family Member(s).....	25
Travel Restrictions.....	25
16. POST-EXPOSURE INCIDENT RECOVERY PLAN.....	25
Leave Options.....	26
17. SIGNAGE & PRACTICES.....	26
18. SOURCES.....	28
APPENDIX A.....	32
Purpose.....	32
Case Processing	32
Authority to Act.....	33
Safety Precautions.....	33
Emergency Communication	34

CITY OF GIG HARBOR

COMPREHENSIVE COVID-19 PLAN

1. INTRODUCTION

This plan is available at the following locations for inspection by state and local authorities: City of Gig Harbor Website under [Human Resources](#), Civic Center Human Resources Bulletin Board, Police Department – Waiting Area, Public Works Operations Center – Bulletin Board, Wastewater Treatment Plant – Front Desk.¹

Employers must ensure social distancing for employees and visitors; frequent and adequate employee handwashing; and that sick employees stay home. Employers must also provide basic workplace hazard education about coronavirus and how to prevent transmission in the language best understood by the employee.²

It is against the law for any employer to take any adverse action such as firing, demoting or otherwise retaliating against a worker they suspect of exercising safety and health rights such as raising safety and health concerns to their employer, participating in union activities concerning safety and health matters, filing a safety and health complaint or participating in a DOSH investigation.³ If employees have safety concerns they should immediately address their concerns with their direct supervisor, department director and/or Human Resources.

This plan is a living document and the guidance is based on data retrieved during development. The guidance within this document will continue to be monitored and the City will respond to any updates required by local, state or federal authorities with the guidance of legal counsel. This plan will remain in effect until further notice which will be determined based upon local, state, and federal guidelines.

2. BACKGROUND & PURPOSE

The COVID-19 worldwide pandemic has required that additional protective measures be taken to ensure the health and safety of City of Gig Harbor employees and visitors to any Gig Harbor public facility. This policy will set general program guidelines that prescribe physical and procedural practices developed to maintain a safe working environment. Success of this program relies heavily on sound health practices on the part of all employees. Requirements and protocols have been taken from all relevant sources, which are cited at the end of this document.

¹ (Phase 2 Professional Services COVID-19 Requirements, 2020)

² (Coronavirus (COVID-19) Prevention: General Requirements and Prevention Ideas for Workplaces, 2020)

³ (Coronavirus (COVID-19) Prevention: General Requirements and Prevention Ideas for Workplaces, 2020)

3. ROLES & RESPONSIBILITIES

Employees: All City of Gig Harbor employees are tasked with maintaining a clean workplace. This includes regular disinfecting of any assigned workspace, appropriate use of Personal Protective Equipment (PPE), and following personal hygiene practices prescribed by the Center for Disease Control (CDC), to include frequent hand washing and social distancing as outlined in this plan. Employees will be responsible for requesting additional PPE via email through their supervisor.

Volunteers: All volunteers are required to follow the same requirements as employees. Volunteers are encouraged to contact their respective department director or staff liaison with any questions or concerns.

Supervisors: All supervisors will adhere to the plan and ensure that employees under their direction follow items outlined in this plan in a reasonable and consistent manner.

Leadership: Work together with supervisors and employees to develop and implement procedures and processes to ensure the wellness and safety of staff and visitors. Manage PPE, supplies, logistics, social distancing protocols, and communications to employees and the public. Ensure that training is provided to all employees on topics that further workplace health and safety.

All Employees: The health and safety of the people who use each building is a shared responsibility. Each employee is also encouraged to bring forth suggestions or safety concerns via email to their supervisor and/or Human Resources to consider further improvements to this plan.

4. COVID-19 SAFETY TRAINING

All employees are required to receive training on the following:

- *Safe Start Washington* Phased Reopening Plan requirements.⁴
- Information on how to use and clean cloth face coverings.⁵
- The signs, symptoms, and risk factors associated with COVID-19 illness.
- How to prevent the spread of the coronavirus at work; including steps being taken in the workplace to establish social distancing, frequent handwashing, and other precautions.
- The importance of hand washing and how to effectively wash hands with soap and water for at least twenty (20) seconds.
- Proper respiratory etiquette, including covering coughs and sneezes and not touching eyes, noses, or mouths with unwashed hands or gloves.^{6 7}

⁴ (Proclamation: Transition From “Stay Home - Stay Health” to “Safe Start - Stay Healthy” County-by-County Phased Reopening, 2020)

⁵ (Important Information About Your Cloth Face Coverings, 2020)

⁶ (Coronavirus (COVID-19) Prevention: General Requirements and Prevention Ideas for Workplaces, 2020)

⁷ (Safe Start Washington a Phased Approach, 2020)

The City will also:

- Regularly communicate important safety messages and updates.
- Post readable signs prominently throughout the worksite with messages about social distancing, frequent hand washing, required PPE, respiratory etiquette, and illness reporting.
- Post relevant information from DOSH, OSHA, local and state health departments, the Centers for Disease Control and Prevention, and other similar COVID-19 authorities.
- Provide ways for workers to express any concerns and ideas to improve safety.
- Hold safety staff meetings, where topics such as worksite policies, sanitation requirements, social distancing protocols and preventing transmission of COVID-19 is discussed and attendance is documented.⁸

In the circumstance where an employee has either been potentially exposed or tests positive for COVID-19, the City will maintain confidentiality as required by the Americans with Disabilities Act (ADA). The City will be required to follow CDC and Local Public Health Recommendations for Community-Related Exposure.

5. SYMPTOM MONITORING

All employees are required to self-monitor for signs and symptoms of COVID-19 and report any concerns and use paid sick leave when they are sick or feeling ill. Employees are required to contact their supervisor and either stay home or go home if they feel or appear sick or have any of the coronavirus symptoms. The City recognizes that employees with ill family members may need to stay home and care for them as well.⁹ If options are available, employees are encouraged to work together with their supervisors to seek potential telework options.¹⁰

Coronavirus Symptoms: According to the Centers for Disease Control and Prevention (CDC), 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. CDC reports people with the following symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

⁸ (Coronavirus (COVID-19) Prevention: General Requirements and Prevention Ideas for Workplaces, 2020)

⁹ (Guidance on Preparing Workplaces for COVID-19, 2020)

¹⁰ (Coronavirus (COVID-19) Prevention: General Requirements and Prevention Ideas for Workplaces, 2020)

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.¹¹

Workplace Screening: The Washington State Department of Health asks that all employers use this guidance to help prevent the spread of COVID-19 by screening staff and visitors daily. All staff members will be screened upon arrival at the start of each work shift and all visitors.

Questions Asked to Everyone: Since your last day of work, or last visit here, have you had any of these symptoms?

- Cough;
- Shortness of breath or difficulty breathing;
- Or at least two of these symptoms:
 - Fever
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
- Have you been in close contact with a confirmed or presumptive case of COVID-19?
 - Within 6 feet (for more than 10 minutes)
 - In a confined space (car, small room, bedroom, shared office, etc.)
 - Had direct contact with secretions (been coughed or sneezed upon, etc.)

If the answer is YES to any of these questions, utilize the *Exposure Response Procedures for Sick Employees* located in this document right away. The person who screens will:

- Review the results;
- Not let the employee or visitor enter; and
- Share where to get medical help.¹²

Anyone being screened to enter the workplace, employee or member of the public, with a temperature of 100.4°F or higher is considered to have a fever and will be sent home or asked to leave the premises. While temperature screening is in effect, members of the public being screened will only be allowed to access facilities through main entrances.

Anyone refusing to be screened upon entry will not be allowed to enter City facilities. Screening is one tool to protect the employees from potential exposure. If an employee refuses screening, the employee will be asked to leave immediately, will be placed in an unauthorized unpaid leave status, and asked to discuss any concerns directly with Human Resources.

Screening Locations: While waiting to be screened at on-site locations, employees and visitors are required to maintain six-foot social distancing prior to entering the facilities. The

¹¹ (Symptoms of Coronavirus, 2020)

¹² (Guidance for Daily COVID-19 Screening of Staff and Visitors, 2020)

following contains a list of locations where employees and visitors are to be screened daily at City facilities:

- Civic Center Employees: Main front and rear entrances; entrance to the Police Department.
- Public Works Operations Center: Upon entrance to workspace.
- Wastewater Treatment Plant: Upon entrance to workspace.

Visitor / Meeting Log: Each employee is required to keep a visitor log where there has been face-to-face customer interaction that must be maintained for 30 days. At a minimum the log must include the customer's name, time in/time out, what areas they entered in the facility, and telephone and/or email contact information. Similar logs will be kept where there are face-to-face internal meetings. This information will facilitate any contact tracing that might need to occur.

Employee with Symptoms: Employees are to report to their supervisor if they develop symptoms of COVID-19. If symptoms develop during a shift, the employee will be sent home immediately not return to work until they have been evaluated by a healthcare provider. If symptoms develop while the employee is not working, the employee should stay home and notify their supervisor as soon as possible. Employees cannot return to work until they have been evaluated by a healthcare provider.¹³ Cleaning and distancing protocols will be followed immediately. Potentially exposed employees may be asked to telework for 14 days (see section on Exposure Response Procedures).

Visitor with Symptoms: The health and safety of the City's workforce is priority. The City has the right to refuse service and access to City facilities to anyone who appears ill or who refuses to follow safety protocols. If an individual is asked to leave the premises and refuses, employees are to utilize customer service de-escalation tactics and contact your supervisor for immediate assistance.

6. HIGH-RISK POPULATION

The City is aware that several employees may be part of the high-risk population group. If an employee is in a high-risk group and would like to request a reasonable accommodation, please contact Human Resources. Each employee's individual circumstances will be evaluated based on the needs of the employee and the organization.¹⁴

High-risk groups can work with Human Resources to ensure they continue to minimize risk and exposure during Phases 1-3 of the *Safe Start Washington Phased Reopening Plan*.¹⁵

7. PPE UTILIZATION

Personal protective equipment (PPE) is evaluated based on the risks associated with the job performed and will be assigned and issued on an as needed basis. It is the individual

¹³ (Phase 2 Professional Services COVID-19 Requirements, 2020)

¹⁴ (People Who Are at Higher Risk for Severe Illness, 2020)

¹⁵ (Safe Start Washington a Phased Approach, 2020)

responsibility of employees to inform their supervisor or designee, that PPE supplies are running low and additional supplies are needed.

All Employees: Loose-fitting cloth face coverings (e.g., scarves and homemade masks) covering both mouth and nose, are required to be worn by workers when leaving all personal workspaces, such as offices and cubicles as a best practice measure to prevent the wearer from transmitting droplets from coughs and sneezes; but they do not prevent inhalation of fine aerosols and are not protective in close proximity.^{16 17 18} Face coverings are required except when working alone in a room, vehicle, or on jobsite.¹⁹ Employees should not touch their mouth, nose, eyes, and nearby surfaces when putting on, using, and removing PPE and masks.²⁰ The City has provided cloth coverings for voluntary employee use and guidelines for using and cleaning face coverings.²¹ The Centers for Disease Control and Prevention has provided recommendations regarding cloth face coverings, covering both mouth and nose, which have been provided to employees upon request.²² If employees are unable to wear a cloth face covering for medical reasons, please contact Human Resources for possible alternatives. Employees are responsible for laundering their cloth face coverings. Click the link to review the CDC's guidance: [Important Information About Your Cloth Face Coverings](#). Click the link to review: [Guidance on Cloth Face Coverings from the Washington State Department of Health](#).

Inspectors: While conducting off-site inspections (City projects or private development), employees will wear a mask or face covering, eye protection, gloves and will maintain 6-foot social distancing from others. If inspecting in close proximity (closer than 6-feet) or a medical facility, an N95 mask, gloves, and eye protection are required to be used by employees. If at the job site where others are not wearing proper PPE, employees may refuse to conduct inspections.

Court: The judge will issue rules regarding administrative court procedures, court security, and in-custody defendants as an appendix to this plan prior to reopening the court. Employees are required to follow the COVID-19 City Plan in addition to the judge's issued protocols.

Police: Officers are provided with various PPE, including N95 masks, cloth masks, face shields, gloves, and medical gowns. When practical, officers shall use latex gloves when anticipating coming into contact with people or items that have been handled by others. Masks are highly encouraged, as long as it does not compromise officer safety.

Close Contact. Law enforcement who must make contact with individuals confirmed or suspected to have COVID-19 should follow [CDC's Interim Guidance for EMS](#). According to the CDC, the minimum PPE recommended is:

¹⁶ (Coronavirus (COVID-19) Prevention: General Requirements and Prevention Ideas for Workplaces, 2020)

¹⁷ (Washington Coronavirus Hazard Considerations for Employers (except hospitals/clinics) Face Coverings, Masks, and Respirator Choices, 2020)

¹⁸ (Proclamation: Transition From "Stay Home - Stay Health" to "Safe Start - Stay Healthy" County-by-County Phased Reopening, 2020)

¹⁹ (Washington Coronavirus Hazard Considerations for Employers (except COVID-19 care in hospitals & clinics) Face Coverings, Masks, and Respirator Choices, 2020)

²⁰ (Coronavirus (COVID-19) Prevention: General Requirements and Prevention Ideas for Workplaces, 2020)

²¹ (Use of Cloth Face Coverings to Help Slow the Spread of COVID-19, 2020)

²² (Important Information About Your Cloth Face Coverings, 2020)

- A single pair of disposable examination gloves,
- Disposable isolation gown or single-use/disposable coveralls (if unable to wear a disposable gown or coveralls because it limits access to duty belt and gear, ensure duty belt and gear are disinfected after contact with individual),
- Any NIOSH-approved particulate respirator (i.e., N-95 or higher-level respirator); Facemasks are an acceptable alternative until the supply chain is restored, and
- Eye protection (i.e., goggles or disposable face shield that fully covers the front and sides of the face)²³

When contacting a known or suspected COVID-19 patient, extra PPE shall be worn by Police Officers as tactically practical.

If close contact occurred during apprehension:

- Clean and disinfect duty belt and gear prior to reuse using a household cleaning spray or wipe, according to the product label.
- Follow standard operating procedures for the containment and disposal of used PPE.
- Follow standard operating procedures for containing and laundering clothes. Avoid shaking the clothes.²⁴

Persons in Custody. All persons taken into custody should be given a facemask or cloth face covering to wear as part of universal source control. A facemask or cloth face covering may help protect others nearby if these people are infected with the virus that causes COVID-19.

If a person taken into custody exhibits signs and symptoms of COVID-19 (cough, fever, or shortness of breath), the person should be assessed for transport to a healthcare facility for further evaluation and management. Medical evaluation during intake processing may be necessary, especially if COVID-19 is suspected. If, at any point, it is determined that the person taken into custody needs medical care, transportation should be coordinated with EMS providers and the receiving healthcare facility.

If a person taken into custody does not show any symptoms of COVID-19, he or she should still be isolated as much as feasible during intake processing.²⁵

Death Investigations. Upon entering a structure (home or place of business) where someone has died and COVID-19 is a suspected cause or contributing factor, law enforcement personnel should anticipate that others in that building could also be infected. If the cause of death is unknown, it would be most protective to assume that COVID-19 contributed. Law enforcement personnel should limit the number of personnel needed to enter the building, if feasible. If the building has not been cleared, law enforcement personnel should wear the following PPE:

- A single pair of disposable examination gloves
- Disposable isolation gown or single use coveralls

²³ (What Law Enforcement Personnel Need to Know about Coronavirus Disease 2019 (COVID-19), 2020)

²⁴ (What Law Enforcement Personnel Need to Know about Coronavirus Disease 2019 (COVID-19), 2020)

²⁵ (FAQs for Law Enforcement Agencies and Personnel, 2020)

- Fit-tested NIOSH approved N95 respirator or higher level of protection (or a facemask if respirators are unavailable)
- Eye protection (goggles or a disposable face shield).

Further, law enforcement personnel should try to maintain social distancing of at least 6-feet distance with others at all times, especially while in the structure. Additional information can be found on the CDC's website regarding [FAQs for Law Enforcement Agencies and Personnel](#).²⁶

Police Vehicles. All vehicles are supplied with sanitizing wipes, facial tissue, hand sanitizer and provided PPE. Gloves shall be worn while pumping gasoline and disposed of after each use. During Phases 1-3 that shall be only one officer per vehicle. All law enforcement officers are required to comply with the following guidance on the link provided: [EMS Transport of a PUI or Patient with Confirmed COVID-19 to a Healthcare Facility \(including interfacility transport\)](#), which applies to all first responders, including law enforcement who anticipate close contact with persons with confirmed or possible COVID-19 in the course of their work.²⁷

Police Services Specialists. Employees will continue to interact with citizens in an office setting behind the glass partition. Employees are required to wear a cloth face mask and gloves when leaving their workspace and while fingerprinting and processing citizens and court defendants and will immediately use hand sanitizer after removing/disposing PPE.

Public Works Field Staff: Field staff performing any maintenance and/or landscaping operations are provided with the following PPE: cloth face coverings, face masks, face shields, gloves, and goggles. Cloth face coverings must be worn by every employee, covering both the nose and mouth, on jobsites unless their exposure dictates a higher level of protection under the Department of Labor & Industries safety and health rules and guidance.²⁸ Face coverings are required except when working alone in a room, vehicle, or on jobsite.²⁹ Safety training and meetings will be held at least weekly, following six-foot distancing guidelines, and to provide instructions on how to properly use PPE items.

City Owned Vehicles: All vehicles are supplied with sanitizing wipes, facial tissue, trash receptacle, hand sanitizer, and gloves. Gloves shall be worn while pumping gasoline and disposed of after each use.

All Staff: Employees not using PPE properly or adhering to cloth face covering requirements and safety guidelines may be subject to disciplinary action.

8. ADDED SAFETY MEASURES

The City has implemented additional safety measures in response to COVID-19, above the requirements outlined by federal and state agencies. Employees have been supplied with

²⁶ (FAQs for Law Enforcement Agencies and Personnel, 2020)

²⁷ (Interim Guidance for Emergency Medical Services (EMS) Systems and 911 Public Safety Answering Points (PSAPs) for COVID-19 in the United States, 2020)

²⁸ (Phase 1 Landscaping Services and Outdoor Maintenance Industry COVID-19 Requirements, 2020)

²⁹ (Washington Coronavirus Hazard Considerations for Employers (except COVID-19 care in hospitals & clinics) Face Coverings, Masks, and Respirator Choices, 2020)

reusable cloth face coverings, sanitizing wipes, facial tissues and hand sanitizer at individual workstations and in common areas. Gloves for individual workspaces can be made available upon request. Employees can request any additional PPE and/or replacement items through their supervisor. [Additional information regarding cloth face masks.](#)

The City will undertake many steps to adjust work areas to maintain safety and uniformity in cubicles, such as: rearranging workstations and/or cubicles to create further distancing, installing sneeze guard barriers in locations where employees interface with members of the public, and adding additional panel height to cubicle spines (running down the center of workstations). Employees may not rearrange any workspaces or cubicles without prior approval from Department Directors and Human Resources. In addition, the City will also be installing MERV13 air filters and increasing outside air intake, touchless drinking fountain with bottle filler, and adding wall-mounted wipe dispensers at the entrances to public restroom exterior doors. Increased signage and floor markings have been added in our buildings to remind employees to maintain a 6-foot distance or discourage gathering in individual workspaces.

9. ON-LOCATION PHYSICAL DISTANCING

All Phases: Employers are required to: maintain the six-foot physical distancing requirements for employees and visitors; adopt other prevention measures such as barriers to block sneezes and coughs when physical distancing is not possible for a particular job task; provide services while limiting close interactions with visitors and requiring non-cash transactions.³⁰

Phase 1: Limited pre-authorized non-employee access at physical locations: Civic Center, Public Works Operation Center and Wastewater Treatment Plant. Virtual or phone meetings should be the primary source of interaction during this phase. Any contractors or consultants must read and abide by employer safety protocols or will not be allowed to enter any workspaces. Limited access is based on emergent needs of the organization. Building entry points must be locked to prevent unauthorized visitors from entering the buildings. Employees should not allow anyone in the building unless they have a pre-authorization by either Department Director or City Administrator for appointments with them specifically or are identified as City employees. If a member of the public has an appointment with a staff member, instruct the individual to contact the staff member directly for entry.

Gatherings of any size must be prevented by taking breaks, performing activities and lunches in shifts. Any time two or more persons must meet, ensure there is a minimum 6-foot separation and utilization of cloth face coverings.

Posted Notices. Post notices for walk-up guests regarding access to the facilities. The notices must include the phone number that the public should call to determine availability and access of services. City employee's out-going emails and voicemail greetings should notify the public of the city's current status of services and access.

Meetings: All departments have been directed to conduct meeting virtually either over GoToMeeting, Zoom, or conference call. All external facing meetings such as: pre-

³⁰ (Safe Start Washington a Phased Approach, 2020)

application meetings, technical assistance, DRB, Planning Commission, and City Council Meetings will continue to be virtual/on-line meetings through Phase 3 or 4.

Phase 2: Continue limited pre-authorized non-employee access at physical locations: Civic Center, Public Works Operation Center and Wastewater Treatment Plant. Virtual or phone meetings should be the primary source of interaction during this phase. Any contractors or consultants must read and abide by employer safety protocols or will not be allowed to enter any workspaces. Limited access is based on emergent needs of the organization. Access is restricted for unauthorized visitors. Building entry points must continue to be locked to prevent unauthorized visitors from entering the buildings. Employees should not allow anyone in the building unless they have a pre-authorization by either the Department Director or City Administrator for appointments with them specifically or are identified as City employees. If a member of the public has an appointment with a staff member, instruct the individual to contact the staff member directly for entry.

Employees. Gatherings of any size must be prevented by taking breaks, performing activities and lunches in shifts. Any time two or more employees must meet, ensure there is a minimum 6-foot separation and utilization of cloth face coverings. During Phase 2 *Safe Start Washington*, individuals should gather with no more than 5 people outside your household per week and telework is still strongly encouraged.³¹ The City will implement and establish staggered work and break schedules (see the *Mandatory Social Distancing* section for further information).

Posted Notices. The City will post notices for walk-up guests regarding access to the facilities. The notices must include the phone number that the public should call to determine availability and access of services.

Meetings. All departments will continue to conduct meeting virtually either over platforms such as GoToMeeting, Zoom, or conference calls. All external facing meetings such as: pre-application meetings, technical assistance, DRB, Planning Commission, and City Council Meetings will continue to be virtual/on-line meetings through Phase 3 or 4 depending on further guidance.

Building Capacity. Public capacity must be at or below 25% of maximum building occupancy.³²

Phase 3: Limited access to Civic Center by members of the public, by appointment only. All members of the public will be screened at the front entrance of the Civic Center before entering the building, required to wear face coverings, observe social distancing requirements, and must be accompanied by staff members to designated areas of the building to minimize potential exposure.

Employees. Gatherings of any size must be prevented by taking breaks, performing activities and lunches in shifts. Any time two or more employees must meet, ensure there is a minimum 6-foot separation. During Phase 3 *Safe Start Washington*, states gatherings of no more than 50

³¹ (Safe Start Washington a Phased Approach, 2020)

³² (Safe Start – Washington’s Phased Reopening, 2020)

people are allowed.³³ The City will continue the staggered work and break schedules and will reassess how work will be conducted to reintroduce additional employees back to the worksite (see the *Mandatory Social Distancing* section for further information).

Meetings. To be determined by reopening state guidelines.

Posted Notices. The City will post notices for walk-up guests regarding access to the facilities. The notices must include the phone number that the public should call to determine availability and access of services. When services are accessible, post information that will answer questions regarding COVID-19 exposure and current health.

Building Capacity. To be determined by reopening state guidelines.

Phase 4: All employees will return to work and the public will be able to freely enter our public areas in our facilities. Meetings of 50 or more people will also resume.³⁴

10. MANDATORY SOCIAL DISTANCING

Six-Foot Distancing: Supervisors and employees must work together to ensure that all employees keep at least six feet away from coworkers and the public, when feasible. Sneeze guards will be in place throughout the work sites where there is potential interaction between employees and the public to block sneezes and coughs. Workstations will be reconfigured to move workers farther apart and barriers are being placed between cubicles to block sneezes and coughs.³⁵ Loose-fitting cloth face coverings (e.g., scarves and homemade masks), covering both the mouth and nose, are required to be worn by workers when leaving all personal workspaces, such as offices and cubicles.³⁶ If employees are unable to wear a cloth face covering for medical reasons, please contact Human Resources for possible alternatives.

Staggered Work Schedules & Breaks: By minimizing the number of employees in workspaces and to avoid crowding, the city may implement staggered work schedules and breaks. Department Directors will work together to establish work groups, which will be asked to adhere to their work schedule, consisting of either working in the office, teleworking, or a combination of both. This will also limit the number of workstations in use at any given time. Breaks may also be staggered to minimize crowding.³⁷

Conducting Business Internally: It is important to minimize person-to-person contact/interaction. While the city remains closed to the public, a majority of internal doors will remain open to discourage touching handles. Supervisors and employees must work together to hold business either over the phone, through email, or virtual meeting spaces. Casual visiting or social gathering at cubicles, workstations, hallways, etc. is not acceptable. Visual cues will be placed in all workspaces to remind employees to maintain at least six feet of social distancing, such as markings on floors and reminder posters.

³³ (Safe Start Washington a Phased Approach, 2020)

³⁴ (Safe Start Washington a Phased Approach, 2020)

³⁵ (Coronavirus (COVID-19) Prevention: General Requirements and Prevention Ideas for Workplaces, 2020)

³⁶ (Coronavirus (COVID-19) Prevention: General Requirements and Prevention Ideas for Workplaces, 2020)

³⁷ (Coronavirus (COVID-19) Prevention: General Requirements and Prevention Ideas for Workplaces, 2020)

Office Spaces. Smaller enclosed office spaces or cubicles are only to be occupied by workers assigned to those office spaces. Shared offices areas such as Court, Police, and Human Resources where space is limited, shall only be occupied by workers assigned to those office spaces. Larger offices with additional tables and chairs, must be spaced more than six feet apart, which can be cleaned before and after each use, and can be utilized for one-on-one meetings on a limited basis for short periods of time. Limited access to all workspaces with proper PPE for IT, HR and Custodial staff. Employees should avoid using other employee's phones, desks, offices and/or other work tools and equipment, whenever possible.³⁸

Meeting Rooms. Phases 1-3 require limited access to meeting rooms and must be scheduled at least 48 hours in advanced to avoid potential conflicts (priority will be based upon business needs). Please adhere to your scheduled meeting start and ending times. Meetings must be scheduled at least 30 minutes apart so proper cleaning can be conducted between each meeting. Plan ahead: all tables, chairs, doorknobs, and any other frequently touched areas must be properly cleaned before and after each meeting by the staff member(s) responsible for organizing the meeting and attendees. Gloves, sanitizing wipes, and trash bins will be supplied in all meeting rooms for this purpose; discard cleaning materials after a single use. If staff members notice the supplies are getting low, they are required to notify Custodial staff after their meeting. Meeting rooms will be cleaned by Custodial staff at the end of each business day.

Gatherings of any size are strongly discouraged during Phases 1 and 2.³⁹ Please see the information below on meeting room occupancy guidance while adhering to six feet physical distancing and usage of cloth face coverings requirements:

Room	Phase 1	Phase 2	Phase 3
A&B Conference Rooms (Open)	1	7	TBD
A&B Conference Rooms (Partitioned)	1	2	TBD
Civic Center Lunchroom	2	2	TBD
Council Chambers & Court	1	17*	TBD
Community Development Conference Room	1	3	TBD
Executive Conference Room	1	3	TBD
Public Works Conference Room	1	3	TBD
Public Works Shop Break Room	2	4	TBD
Public Works Shop Training Room	2	5	TBD
WWTP Conference Room	1	2	TBD

Calculated using U.S. Fire Administration Social Distancing Occupant Load Methodology⁴⁰

**See Appendix A for court procedures.*

Common Areas. Phases 1-3 require limited interaction in common areas.

Lunchroom / Kitchen Areas: Use of the lunchroom and kitchen areas are strongly discouraged during Phases 1-3. Congregating in these areas is also highly discouraged. Plan ahead: bring bottled drinks, lunches in coolers, or other ideas that

³⁸ (Guidance on Preparing Workplaces for COVID-19, 2020)

³⁹ (Phase 2 Professional Services COVID-19 Requirements, 2020)

⁴⁰ (Understanding the Impact of Social Distancing on Occupancy, 2020)

limit access to these areas. If employees choose to use items like the microwave or coffee pots, it is the responsibility of each employee to clean the items before and after usage. Gloves, sanitation wipes, and trash bins will be provided in these areas; discard after a single use.

Bathrooms: Bathrooms will be cleaned periodically throughout each business day as needed by Custodial staff and again at the end of each business day. Visual cues will be placed in all bathroom spaces to remind employees to maintain at least six feet of social distancing and proper handwashing techniques.

Copy Rooms: Use of the copy centers areas should be limited to avoid multiple people gathering in these areas. When using these areas and equipment, it is the responsibility of each employee to clean the items before and after each use and/or wear gloves while touching items in these areas. Gloves, sanitation wipes, and trash bins will be provided in these areas; discard after a single use.

Community Development, Police, and Public Works Shared Computers or Workstations: Usage of these areas should be scheduled in advance with at least 30 minutes between usage when possible to avoid interactions and to ensure the space is cleaned. If 30 minutes is not possible, employees are required to wear masks in these areas. When using these areas and equipment, it is each employee's responsibility to clean before and after each use. Plan ahead: all counters, desk areas, chairs, keyboards, mouse, and any other frequently touched areas must be properly cleaned before and after each use by the staff member(s) responsible for utilizing the space. Gloves, sanitation wipes, and trash bins will be provided in these areas; discard after a single use. If staff members notice the supplies are getting low, they are required to notify Custodial staff after using the space.

Water Fountain: Staff are encouraged to use the automatic water fountain stream by placing a container under the dispenser without touching the actual fountain itself.

City Owned Vehicles. During Phases 1-2 employees are only allowed one person per vehicle.⁴¹ During Phase 2-3, if employees (landscaping / maintenance) meet at a central location and travel to job site in City owned vehicles, employees may only be assigned one truck to one crew and cannot rotate (crews must remain consistent throughout the phases). Whenever possible employees will drive separately to job sites, only one person per vehicle.⁴² If more than one person is in a vehicle at any time, all vehicle occupants must wear cloth face coverings.

Personal Vehicles. During Phase 1-2 employees are only allowed one person per vehicle if using a personal vehicle for city use.⁴³ During Phase 3, no more than 2 employees can ride together with the usage of cloth face masks. Whenever possible employees will drive separately to job sites or meetings, only one person per vehicle. If more than one person is in a vehicle at any time, all vehicle occupants must wear cloth face coverings.

⁴¹ (Phase 2 Professional Services COVID-19 Requirements, 2020)

⁴² (Phase 1 Landscaping Services and Outdoor Maintenance Industry COVID-19 Requirements, 2020)

⁴³ (Phase 2 Professional Services COVID-19 Requirements, 2020)

Police Vehicles. During Phases 1-2 officers are only allowed one person per vehicle in the driver's compartment area, except in an emergency situation, then all passengers should wear cloth face masks. Whenever possible employees will drive only one person per vehicle.

Accessing Internal Business Functions. Internal services provided to all employees, such as City Clerk, Finance, Human Resources, Information Services (IS), etc. should be accessed with 6-feet of social distancing in mind. If you have timesheets, vouchers, or other documents that need to be signed please contact the respective department for their internal protocols.

IS will continue to prioritize and process IssueTrack tickets and will primarily be handling issues over the phone by walking employees through the troubleshooting process. Equipment such as cell phones, tablets, etc. can be dropped off at the second-floor reception area to be worked on when needed. If IS needs to access an employee's workspace due to a work stoppage issue, the employee will be asked to using six-feet of social distancing while IS staff work on individual equipment utilizing the proper PPE such as cloth face covering and disposable gloves.

Off Duty Social Distancing: It is important for employees to be responsible and comply with any state or local stay-at-home and social distancing orders to protect themselves and minimize potential exposure to their co-workers. Employee off-duty behavior directly impacts others and could be the cause of serious illness or death. The City has an obligation to protect co-workers from a reckless colleague who jeopardizes the safety of the workplace.⁴⁴

11. HYGIENE

Handwashing stations are located at all lunch areas, restrooms and job sites so employees can wash their hands frequently with soap and warm running water. Employees are required to wash their hands frequently and effectively when they arrive at work, leave their workstations for breaks, use the bathroom; before and after they eat or drink or use tobacco products; after coughing, sneezing or blowing their nose, and after touching any surfaces suspected of being contaminated.⁴⁵ Proper handwashing techniques will be posted in each lunch area and restrooms. Employees are required to use soap and water while washing their hands for a minimum of 20 seconds or if unavailable, use hand sanitizer. If soap and water are unavailable, employees are required to use hand sanitizer that is placed throughout workspaces.

Proper Handwashing Techniques: Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals.

Five Steps for Handwashing. Follow these five steps every time you wash your hands:

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.

⁴⁴ (Should You Monitor Workers Who Aren't Social Distancing Off Duty, 2020)

⁴⁵ (Coronavirus (COVID-19) Prevention: General Requirements and Prevention Ideas for Workplaces, 2020)

2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. (Need a timer? Hum the “Happy Birthday” song from beginning to end twice.)
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them. ⁴⁶

Using Hand Sanitizer: Use hand sanitizer when you can't use soap and water. Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label. Sanitizers can quickly reduce the number of germs on hands in many situations. However, sanitizers do not get rid of all types of germs; may not be as effective when hands are visibly dirty or greasy; and might not remove harmful chemicals from hands like pesticides and heavy metals.

How to Use Hand Sanitizer:

1. Apply the gel product to the palm of one hand (read the label to learn the correct amount).
2. Rub your hands together.
3. Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds. (Need a timer? Hum the “Happy Birthday” song from beginning to end twice.) ⁴⁷

Cover Coughs & Sneezing: Tissues are available at each workstation, employer issued vehicle, and in common areas. Tissues and trash cans are made available throughout each worksite and public area. Employees are asked to use tissues when coughing and sneezing, and immediately disposing of the tissue after a single use, followed by hand sanitizing.^{48 49}

****Always remember to avoid touching face, eyes, and mouth with your unwashed hands.****

12. SANITATION

Common & High Touch Areas: The City has established a housekeeping schedule that addresses regular, frequent, and periodic cleaning with an emphasis on frequent cleaning and sanitizing of commonly touched surfaces.⁵⁰ Custodial staff have been provided guidance of what and how often common areas need to be cleaned and/or disinfected following the cleaning guidelines set by the CDC.⁵¹ The schedule ensures that restrooms are frequently cleaned and appropriately disinfected throughout the day. It is also the

⁴⁶ (When and How to Wash Your Hands, 2020)

⁴⁷ (When and How to Wash Your Hands, 2020)

⁴⁸ (Guidance on Preparing Workplaces for COVID-19, 2020)

⁴⁹ (Phase 2 Professional Services COVID-19 Requirements, 2020)

⁵⁰ (Coronavirus (COVID-19) Prevention: General Requirements and Prevention Ideas for Workplaces, 2020)

⁵¹ (Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes, 2020)

responsibility of each employee to be respectful of others and maintain a clean working environment.

Shared Tools & Equipment: The City will either minimize or eliminate use of shared equipment and tools. If tools and/or equipment are shared, employees are required to sanitize tools before and after each use according to CDC guidelines. Examples of equipment or tools used: gate handles, hoses, hand tools, control buttons, steering wheels, etc.

Employee Workspace: It is the responsibility of each employee to clean and disinfect their own personal workspace on a daily basis with provided sanitizing wipes, upon arrival and before exiting for the day. This includes, but is not limited to desktops, tables, countertops, handles, doorknobs, light switches, and desks. Be sure to also clean electronics, such as tablets, touch screens, keyboards, remote controls, phones, and other frequently touched office machines in your workspace using the sanitizing wipes provided and allow surfaces to dry. Throw away any used sanitizing wipes in the trash immediately after use. At the end of the workday, place your trash receptacle either outside your office or workspace. Custodial staff have been instructed not to enter your workspace.

Emergency Vehicles: It is the responsibility of all officers to sanitize the driver compartment before leaving vehicle for service. All rear seat areas must be completely sanitized after each transport using disinfecting spray, wipes and/or bleach solution, while using and disposing the proper PPE. All law enforcement officers are required to comply with the following guidance regarding cleaning standards on the following link provided: [Cleaning EMS Transport Vehicles after Transporting a PUI or Patient with Confirmed COVID-19](#), which applies to all first responders, including law enforcement who anticipate close contact with persons with confirmed or possible COVID-19 in the course of their work.⁵²

Shared Vehicles: Employees utilizing shared city vehicles are responsible for following the link provided by the [Colorado Department of Transportation](#) to clean and disinfect the vehicle before and after each use.⁵³ Employees should print their own copy to follow for reference.

13. INCIDENT REPORTING

If an employee has either been exposed or potentially exposed at work, the employee and/or supervisor must notify Human Resources by phone immediately, but no more than 2 hours of the incident occurring. The supervisor and employee are required to complete the proper accident/incident reporting forms and submit them to Human Resources as soon as possible, but within the mandatory 24-hour timeframe. Human Resources will follow current procedures for reporting occupational accidents/incidents and follow OSHA standards regarding [Recording Workplace Exposures to COVID-19](#).⁵⁴ Human Resources may be required to contact Tacoma-Pierce County Health Department to assist with a hazard risk assessment.

⁵² (Interim Guidance for Emergency Medical Services (EMS) Systems and 911 Public Safety Answering Points (PSAPs) for COVID-19 in the United States, 2020)

⁵³ (Guidance to Mitigate the Transmission of COVID-19 and Other Seasonal Diseases through Vehicle Cleaning & Disinfecting, 2020)

⁵⁴ (Recording Workplace Exposures to COVID-19, 2020)

If the City is informed by an employee that they have either been exposed or potentially exposed outside of work (by a family member or friend), the employee should stay home and report this to their supervisor and Human Resources.

In either case, the City will inform potentially affected employees as soon as possible. It is important that supervisors have relevant employee contact information available should the need for contact tracing arise.

14. LOCATION DISINFECTION PROCEDURES

Once the City has been notified that an employee is sick with COVID-19 symptoms, the area(s) where the employee was working will immediately be closed off to others and Custodial staff will follow the proper cleaning and disinfecting procedures as outlined by the CDC: [Cleaning and Disinfecting Your Facility](#). Employees working near the area, or that were in close contact of the ill worker, will be notified and may be asked to work from home until operations can safely continue. The City may choose to hire a professional cleaning agency to perform disinfection and sanitation as needed.

Cleaning & Disinfecting if Someone is Sick: Procedures as defined by the CDC are as follows:

1. Immediately close off area(s) used by the person who is sick. If the City cannot close off affected areas it may need to close operations or certain areas of operations until the location can be properly disinfected.
2. Open outside doors and windows to increase air circulation in the area.
3. Wait 24 hours before Custodial staff can clean or disinfect. If 24 hours is not feasible, wait as long as possible.
4. Custodial staff will clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and machines.
5. Vacuum the space if needed. Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available. Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms. Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
6. Once area has been appropriately disinfected, it can be opened for use.
7. Employees without close contact with the person who is sick can return to work immediately after disinfection.
8. If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment. ⁵⁵

15. EXPOSURE RESPONSE PROCEDURES

⁵⁵ (Cleaning and Disinfecting Your Facility, 2020)

It is important for employees to stay home and immediately inform their supervisor and/or Human Resources if they have a potential exposure, actual exposure, if they are experiencing symptoms or have a confirmed case of COVID-19.

Confidentiality: Employees who have been exposed or potentially exposed have the right to confidentiality to the highest extent possible. Supervisors will be conscientious about employee's medical situations and only share information on a need to know basis. If there are questions or concerns surrounding confidentiality, please contact Human Resources.

Understanding Isolation v. Quarantine: Isolation and quarantine are public health practices used to protect the public by preventing exposure to people who have or may have a contagious disease. Employees are asked to be careful on using these words out of context, which could create unnecessary fear and anxiety in others.

Isolation separates sick people with a contagious disease from people who are not sick.

Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. These people may have been exposed to a disease and do not know it, or they may have the disease but do not show symptoms.⁵⁶

Exposed or Potentially Exposed Employee: Depending on employee specific circumstances, the City may potentially restrict an employee who was directly exposed to the COVID-19 positive employee or family member. An employee may be asked to telework for 14 days and monitor any symptoms while they are in quarantine. CDC recommendations and guidelines will be discussed with Human Resources, Department Director and the exposed/potentially exposed employee.

CDC guidelines explain that employees may have been exposed if they were in "close contact" of someone who is infected, which is defined as being within approximately 6 feet of a person with COVID-19 for a prolonged period of time.⁵⁷

- Potentially exposed employees who **have** symptoms of COVID-19 should self-isolate and follow [CDC recommended steps](#).
- Potentially exposed employees who **do not have** symptoms should remain at home or in a comparable setting and practice social distancing for 14 days.
- All other employees should self-monitor for symptoms such as fever, cough, or shortness of breath. If they develop symptoms, they should notify their supervisor and stay home.⁵⁸

To ensure continuity of operations of essential functions, CDC advises that [critical infrastructure workers](#) may be permitted to continue work following potential exposure to

⁵⁶ (What is the difference between isolation and quarantine, 2020)

⁵⁷ (General Business Frequently Asked Questions, 2020)

⁵⁸ (General Business Frequently Asked Questions, 2020)

COVID-19, provided they remain symptom-free and additional precautions are taken to protect them and the community.⁵⁹

- Critical infrastructure businesses have an obligation to limit, to the extent possible, the reintegration of in-person workers who have been exposed to COVID-19 but remain symptom-free in ways that best protect the health of the worker, their co-workers, and the general public.
- An analysis of core job tasks and workforce availability at worksites can allow the employer to match core activities to other equally skilled and available in-person workers who have not been exposed.
- A critical infrastructure worker who is symptom-free and returns to work should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.⁶⁰

Sick Employee: Sick employees should stay home and follow the information on the link provided: [CDC-recommended steps](#).⁶¹ Employees should not return to the worksite until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers (see below).⁶²

Employees should not return to work until they have been evaluated by a healthcare provider.⁶³

[CDC Discontinue Home Isolation.](#)

1. For Persons with COVID-19 Under Isolation:

The decision to discontinue home isolation for persons with confirmed or suspected COVID-19 should be made in the context of local circumstances. Options include a symptom-based (i.e., time-since-illness-onset and time-since-recovery strategy) or a test-based strategy. Of note, there have been reports of prolonged detection of RNA without direct correlation to viral culture.

Persons with COVID-19 or who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
- At least 10 days have passed *since symptoms first appeared*.⁶⁴

⁵⁹ (General Business Frequently Asked Questions, 2020)

⁶⁰ (General Business Frequently Asked Questions, 2020)

⁶¹ (What to Do If You Are Sick, 2020)

⁶² (Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020, 2020)

⁶³ (Phase 2 Professional Services COVID-19 Requirements, 2020)

⁶⁴ (Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings, 2020)

If they have had a test to determine if they are still contagious, they can leave home after:

- They have received two negative tests in a row, at least 24 hours apart. Their doctor will follow [CDC guidelines](#).⁶⁵

2. People who DID NOT have COVID-19 symptoms, but tested positive and have stayed home (home isolated) can leave home under the following conditions**:

If they have not had a test to determine if they are still contagious, they can leave home after these two things have happened:

- At least 10 days have passed since the date of their first positive test;
AND
- They continue to have no symptoms (no cough or shortness of breath) since the test.

If they have had a test to determine if they are still contagious, they can leave home after:

- They have received two negative tests in a row, at least 24 hours apart. Their doctor will follow [CDC guidelines](#).⁶⁶

Employees who have tested positive for COVID-19 may not return to work until they have been evaluated by a healthcare provider.⁶⁷

Well Employee with Sick Family Member(s): Employees who are well but who have a sick family member at home with COVID-19 should stay home, notify their supervisor, and follow the information on the link provided: [CDC recommended precautions](#).⁶⁸

Travel Restrictions: There is widespread, ongoing transmission of novel coronavirus worldwide (see [Global COVID-19 Pandemic Notice](#)). If you have traveled internationally, you are required to stay home and monitor your health for 14 days because COVID-19 can spread from people with no symptoms.⁶⁹

16. POST-EXPOSURE INCIDENT RECOVERY PLAN

If the City experiences a confirmed COVID-19 exposure at work, employees working in the exposed area will be asked to telework for 14 days, self-monitor for any COVID-19 related symptoms and contact their healthcare provider for further direction as needed.

⁶⁵ (Caring for Someone Sick at Home, 2020)

⁶⁶ (Caring for Someone Sick at Home, 2020)

⁶⁷ (Phase 2 Professional Services COVID-19 Requirements, 2020)

⁶⁸ (Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020, 2020)

⁶⁹ (Returning from International Travel, 2020)

If an employee is sick, they cannot return to work until the following criteria has been met:

- You have had no fever for at least 72 hours (that is three full days of no fever **without** the use of medicine that reduces fevers – below 100.4°F); **AND**
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); **AND**
- **People with COVID-19 who have stayed home (home isolated)** at least 10 days have passed since your symptoms first appeared⁷⁰

Leave Options: Depending on individual situations, employees should talk with Human Resources to discuss their eligibility and available options for the following types of leave:

- Employer Paid Sick Leave
- Employer Paid Vacation
- Employer Paid Floating Holidays
- Employer Shared Sick Leave
- WA State Paid Family & Medical Leave (PFML)
- Federal Family & Medical Leave Act (FMLA)
- Industrial Insurance (L&I)
- Unemployment Insurance
- FFCRA – Public Health Emergency Leave (PHEL/FMLA)
- FFCRA – Emergency Paid Sick Leave (EPSL)
- Leave Without Pay (LWOP) – Requires City Administrator Approval

WA State Employment Security Department has developed a poster that can also assist with determining eligibility of potential coverage: [COVID-19 Scenarios & Benefits Available](#).⁷¹

17. SIGNAGE & PRACTICES

In conjunction with Human Resources, it is the responsibility of department directors and supervisors to ensure the following:

1. Post signage to limit the number of people occupying elevator.
2. Mark the floor to indicate physical distancing protocols where individuals congregate or line up for services.
3. Post signage on conference room doors to identify maximum occupancy throughout the “Safe Start” Phases.
4. Mark the conference room tables and/or chairs to indicate physical distancing seating and, if possible, remove chairs from conference rooms to increase physical distancing.
5. Place posters at all sinks in lunchrooms/restrooms that encourage hand hygiene to help stop the spread in areas where they are likely to be seen.
6. Discourage handshaking; encourage the use of other noncontact methods of greeting.

⁷⁰ (What to Do If You Are Sick, 2020)

⁷¹ (COVID-19 Scenarios & Benefits Available, 2020)

7. Discourage employees from using other employee's phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
8. Continue videoconferencing or teleconferencing when possible for work related meetings or gatherings. When this is not possible, hold meetings in open, well-ventilated spaces.
9. Ensure a safety data sheet is available for all chemicals and requirements for safe use are followed.

18. SOURCES

- Centers for Disease Control and Prevention. (2020, May 8). *Caring for Someone Sick at Home*. Retrieved May 16, 2020, from Coronavirus Disease 2019 (COVID-19): <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/care-for-someone.html>
- Centers for Disease Control and Prevention. (2020, April 14). *Cleaning and Disinfecting Your Facility*. Retrieved May 8, 2020, from Coronavirus Disease 2019 (COVID-19): <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Centers for Disease Control and Prevention. (2020, May 3). *Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings*. Retrieved May 7, 2020, from Coronavirus Disease 2019 (COVID-19): <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>
- Centers for Disease Control and Prevention. (2020, April 27). *FAQs for Law Enforcement Agencies and Personnel*. Retrieved May 20, 2020, from Coronavirus Disease 2019 (COVID-19): <https://www.cdc.gov/coronavirus/2019-ncov/community/law-enforcement-agencies-faq.html>
- Centers for Disease Control and Prevention. (2020, May 12). *Frequently Asked Questions*. Retrieved May 16, 2020, from Coronavirus Disease 2019 (COVID-19): <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Cleaning-and-Disinfection>
- Centers for Disease Control and Prevention. (2020, May 3). *General Business Frequently Asked Questions*. Retrieved May 4, 2020, from Coronavirus Disease 2019 (COVID-19): <https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html#Suspected-or-Confirmed-Cases-of-COVID-19-in-the-Workplace>
- Centers for Disease Control and Prevention. (2020, May 7). *Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes*. Retrieved May 8, 2020, from Coronavirus Disease 2019 (COVID-19): <https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>
- Centers for Disease Control and Prevention. (2020, May 04). *Important Information About Your Cloth Face Coverings*. Retrieved May 16, 2020, from <https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-coverings-information.pdf>
- Centers for Disease Control and Prevention. (2020, May 6). *Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020*. Retrieved May 16, 2020, from Coronavirus Disease 2019 (COVID-19): <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
- Centers for Disease Control and Prevention. (2020, March 10). *Interim Guidance for Emergency Medical Services (EMS) Systems and 911 Public Safety Answering Points (PSAPs) for COVID-19 in the United States*. Retrieved May 20, 2020, from Coronavirus Disease 2019 (COVID-19): <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-for-ems.html>
- Centers for Disease Control and Prevention. (2020, May 14). *People Who Are at Higher Risk for Severe Illness*. Retrieved May 16, 2020, from Coronavirus Disease 2019 (COVID-19): <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

- Centers for Disease Control and Prevention. (2020, May 7). *Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes*. Retrieved May 16, 2020, from Coronavirus Disease 2019 (COVID-19): <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
- Centers for Disease Control and Prevention. (2020, April 30). *Returning from International Travel*. Retrieved May 27, 2020, from Coronavirus Disease 2019 (COVID-19): <https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>
- Centers for Disease Control and Prevention. (2020, May 13). *Symptoms of Coronavirus*. Retrieved May 16, 2020, from Coronavirus Disease 2019 (COVID-19): <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Centers for Disease Control and Prevention. (2020, April 13). *Use of Cloth Face Coverings to Help Slow the Spread of COVID-19*. Retrieved May 16, 2020, from Coronavirus Disease 2019 (COVID-19): <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- Centers for Disease Control and Prevention. (2020, March 14). *What Law Enforcement Personnel Need to Know about Coronavirus Disease 2019 (COVID-19)*. Retrieved May 19, 2020, from Coronavirus Disease 2019 (COVID-19): <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-law-enforcement.html>
- Centers for Disease Control and Prevention. (2020, May 8). *What to Do If You Are Sick*. Retrieved May 16, 2020, from Coronavirus Disease 2019 (COVID-19): https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsteps-when-sick.html
- Centers for Disease Control and Prevention. (2020, April 2). *When and How to Wash Your Hands*. Retrieved May 8, 2020, from Handwashing: Clean Hands Save Lives: <https://www.cdc.gov/handwashing/when-how-handwashing.html>
- Colorado Department of Transportation. (2020). *Guidance to Mitigate the Transmission of COVID-19 and Other Seasonal Diseases through Vehicle Cleaning & Disinfecting*. Retrieved May 20, 2020, from <https://www.codot.gov/vehiclecleaningprocedure.pdf>
- Office of the Governor. (2020, May 8). *Phase 1 Landscaping Services and Outdoor Maintenance Industry COVID-19 Requirements*. Retrieved May 15, 2020, from Safe Start Plans and Guidance for Reopening: <https://www.governor.wa.gov/sites/default/files/COVID19%20Phase%201%20Employee%20Safety%20and%20Health%20Landscaping.pdf>
- Office of the Governor. (2020, March 23). *Proclamation 20-25 Appendix Essential Critical Infrastructure Workers*. Retrieved May 4, 2020, from <https://www.governor.wa.gov/sites/default/files/WA%20Essential%20Critical%20Infrastructure%20Workers%20%28Final%29.pdf>
- Office of the Governor. (2020, May 31). *Proclamation: Transition From “Stay Home - Stay Health” to “Safe Start - Stay Healthy” County-by-County Phased Reopening*. Retrieved June 1, 2020, from State of Washington Office of the Governor Jay Inslee: <https://www.governor.wa.gov/sites/default/files/20-25.4%20-%20COVID-19%20Safe%20Start.pdf>

- Office of the Governor. (2020, May 29). *Safe Start – Washington’s Phased Reopening*. Retrieved June 1, 2020, from https://www.governor.wa.gov/sites/default/files/Safe%20Start%20-%20Washington%20Phased%20Reopening_FINAL.pdf
- Office of the Governor. (2020, May 4). *Safe Start Washington a Phased Approach*. Retrieved May 4, 2020, from https://www.governor.wa.gov/sites/default/files/SafeStartWA_4May20_1pm.pdf
- Society for Human Resource Management. (2020, May 19). *Should You Monitor Workers Who Aren’t Social Distancing Off Duty*. Retrieved May 20, 2020, from <https://www.shrm.org/ResourcesAndTools/legal-and-compliance/employment-law/Pages/coronavirus-off-duty-not-social-distancing.aspx>
- Tacoma-Pierce County Health Department. (2020, March 11). *COVID-19 Guidance for Pierce County Employers*. Retrieved May 8, 2020, from <https://www.tpchd.org/home/showdocument?id=6274>
- U.S. Department of Health & Human Services. (2020, April 6). *What is the difference between isolation and quarantine*. Retrieved May 16, 2020, from <https://www.hhs.gov/answers/public-health-and-safety/what-is-the-difference-between-isolation-and-quarantine/index.html>
- U.S. Department of Labor Occupational Safety and Health Administration. (2020, March). *Guidance on Preparing Workplaces for COVID-19*. Retrieved April 10, 2020, from <https://www.osha.gov/Publications/OSHA3990.pdf>
- U.S. Department of Labor Occupational Safety and Health Administration. (2020). *Recording Workplace Exposures to COVID-19*. Retrieved May 8, 2020, from COVID-19: <https://www.osha.gov/SLTC/covid-19/standards.html>
- U.S. Fire Administration. (2020, June 3). *Understanding the Impact of Social Distancing on Occupancy*. Retrieved June 9, 2020, from https://www.usfa.fema.gov/coronavirus/planning_response/occupancy_social_distancing.html
- WA State Department of Health. (2020, April 30). *Guidance for Daily COVID-19 Screening of Staff and Visitors*. Retrieved May 7, 2020, from <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/Employervisitorscreeningguidance.pdf>
- WA State Department of Labor & Industries. (2020, May 22). *Washington Coronavirus Hazard Considerations for Employers (except COVID-19 care in hospitals & clinics) Face Coverings, Masks, and Respirator Choices*. Retrieved May 29, 2020, from https://www.lni.wa.gov/agency/_docs/wacoronavirushazardconsiderationsemployers.pdf
- WA State Department of Labor & Industries. (2020, May 2). *Washington Coronavirus Hazard Considerations for Employers (except hospitals/clinics) Face Coverings, Masks, and Respirator Choices*. Retrieved May 16, 2020, from https://www.lni.wa.gov/agency/_docs/wacoronavirushazardconsiderationsemployers.pdf
- WA State Employment Security Department. (2020, March 26). *COVID-19 Scenarios & Benefits Available*. Retrieved April 20, 2020, from <https://esdorhardstorage.blob.core.windows.net/esdwa/Default/ESDWAGOV/newsroom/COVID-19/covid-19-scenarios-and-benefits.pdf>

Washington State Coronavirus Response (COVID-19). (2020, May 13). *Phase 2 Professional Services COVID-19 Requirements*. Retrieved May 16, 2020, from Safe Start Plans and Guidance for Reopening:
<https://www.governor.wa.gov/sites/default/files/COVID19Phase2ProfessionalServicesGuidance.pdf>

Washington State Department of Labor & Industries: DOSH. (2020, April). *Coronavirus (COVID-19) Prevention: General Requirements and Prevention Ideas for Workplaces*. Retrieved May 16, 2020, from
<https://lni.wa.gov/forms-publications/F414-164-000.pdf>

Gig Harbor Municipal Court

Re-Opening to the Public Work Plan

Version 5/21/2020

Purpose

This re-opening to the public work plan provides a framework for the court to respond to returning to work with the public during the COVID19 pandemic. The current temporary work plan will continue at least until the Civic Center is open to the public. The actual opening date will depend on our phase category and we will rely on guidance from the city, the governor, and the Supreme Court as to the actual date of the implementation of this policy. This plan is subject to modification based on intervening or unknown circumstances.

Case Processing

Jury trials are suspended through July 6, 2020 by GHMC Admin Order 2020-05.

Out-of-custody hearings must strictly comply with public health mandates per Supreme Court Order No. 25700-B-618.

COVID19 vulnerable parties (age and/or underlying health condition) may appear via virtual court hearing or telephonically. Parties are responsible for notifying the court in advance.

Criminal Docket effective July 2020:

Calendar slots are to be filled up in order of date and time. For example, do not set any matters for July 8th until all July 1st slots have been filled.

9:00 AM	All private counsel matters (in-person) Limit 8 litigants
9:15 AM	All Pro Se (in-person) Limit 2 litigants
10:00 AM	Arraignments (in-person) Limit 8 litigants
11:00 AM	Virtual Hearings (video/telephone) Limit 4 people every 30 mins
12:00 PM	Kitsap Jail In-Custody matters Limited 2 people every 30 mins
1:00 PM	DAC matters Limit 8 litigants
2:00 PM	DAC matters Limit 8 litigants
3:00 PM	Pierce Jail Transports (in-person)
3:30 PM	Virtual Hearings (video/telephonic)
4:00 PM	DAC Check Files Unlimited
5:00 PM	Other Check Files & Admin Matters Unlimited

Civil Infraction Docket effective July 2020:

Pro Se Traffic Docket Limit 4 people every 30 mins	
9:00 AM	Mitigations
9:30 AM	Mitigations
10:00 AM	Mitigations
10:30 AM	Contested
11:00 AM	Contested

11:30 AM Show Cause Motions
11:45 AM Hearings by Mail & Admin Check Files

Authority to Act

General Rule 3

General Rule 21

General Rule 29

Supreme Court Emergency Orders 25700-B-602, 25700-B-615, 25700-B-618, and 25700-B-620

Gig Harbor Municipal Court Administrative Orders 2020-01, -02, -03, -04, and -05.

Safety Precautions

Court Staff:

Workstations will remain as set until further notice to comply with physical distancing.

Staff will be required to wear a face mask when working in the courtroom.

Front counter staff will be asked to wear gloves when accepting paperwork and payments.

Staff who are feeling ill will be asked to leave.

Courtroom and the office space will be wiped down daily with disinfecting wipes.

Pens will be disinfected after each use. Used pens will be kept in separate container after use.

Courtroom seating will be marked to maintain social distancing.

Court lobby will be marked to maintain social distancing.

Civic Center lobby will be marked to maintain social distancing.

Signage on the outside of the building, in the building, and in the lobby will be posted with social distancing and restriction information.

Defendants will not be required to sign paperwork and attorneys will be required to shuffle paperwork between the clerk and the defendant.

Security:

Court Security Officer will be required to wear an N95 mask and gloves while court is in session.

All screening will be conducted while wearing gloves.

The handheld magnetometer will be wiped with disinfecting wipes after each use.

Flow of the public into the courtroom will be managed by the Court Security Officer.

Public:

Court calendars have been reduced to 4 people, not including attorneys and prosecutors, every half hour.

People will only be allowed into the building when their court hearing is scheduled and not before.

The public will be asked not to bring additional people to their court hearings. The public will have access to court hearings through livestream.

The Presiding Judge may restrict the number of people allowed into the building.

People scheduled for court will only be allowed to access the courtrooms.

People scheduled for court will be asked to use hand sanitizer before entering the courtroom.

The public may be asked to use a face mask.

Access to bathrooms and the water fountain will be restricted.

No more than 4 people will be allowed in the court lobby at one time.

People who are feeling ill will be required to leave and contact their attorney.

Emergency Communication

Website: The Municipal Court website will be regularly updated to provide information on current court service levels.

Court Phone Line: The message on (253) 851-7808 will be updated as often as possible to inform on the status of current court operations.

Video Conferencing: Allowed for court hearings and management meetings