



Safe Start Washington Planning Walkthrough



Creating a Safe Start plan is a proactive approach to starting on the path of economic recovery while, at the same time, protecting the health of employees, customers and vendors. The following are five areas to consider accompanied by suggestions to implement. This document should be used in conjunction with Safe Start Washington: A Phased Approach to Recovery issued by Governor Inslee (https://www.governor.wa.gov/sites/default/files/SafeStartWA_4May20_1pm.pdf) and Coronavirus Prevention: General Workplace Requirements issued by the Department of Labor & Industries (<https://www.lni.wa.gov/forms-publications/F414-164-000.pdf>).

Governor's Recovery Plan

1

Protect the Health and Safety of Washingtonians: Guided by data and science, we must continue to suppress the virus, protect our most vulnerable and treat those who are sick. We must ensure that COVID-19 infections and deaths are decreasing and that we have sufficient testing and contact identification in place before taking steps toward loosening restrictions.

2

Facilitate a Safe Start and Transition to Economic Recovery: A healthy workforce is needed for a healthy economy. When it is safe, we will take measure steps to get people back to doing what they do best in a way that protects themselves and their communities' health.

3

Support All People and Communities: We will use an equity lens for recovery efforts to enhance people's physical, emotional and financial well-being, with particular attention to those who have been disproportionately impacted by COVID-19, including communities of color, individuals experiencing homelessness, individuals with disabilities, as well as those experiencing unemployment, poverty and food insecurity.

Employees



Baseline

- Provide adequate personal protective equipment for employees
- Instruct employees to stay home if they are sick and send them home if they show signs of illness at work
- Avoid gatherings of more than ten people in any room or shared space
- Encourage and accommodate working from home for employees when able
- Instruct employees to stay six feet apart from customers, vendors and other employees at all times
- Arrange work stations so employees can maintain proper social distancing throughout the day
- Discourage employees from entering the homes of customers or clients to deliver goods or perform services unless it is an essential part of the job duties and adequate personal protective equipment is used

Additional Considerations

- Conduct symptom and temperature checks when employees enter the workplace
- Stagger start and end times, breaks and meals to minimize employee interaction
- Provide scheduled breaks for employees to sanitize work areas and wash their hands
- Create staggered work groups which work on different days or weeks to eliminate exposure with entire workforce

Customers



Baseline

- Require the use of appropriate personal protective equipment or provide it to those entering your facility
- Schedule appointments to minimize wait times and provide an opportunity for appropriate cleaning between customers
- Designate a safe limit for the number of customers allowed in your facility at one time and have an employee actively monitor numbers at the entrance
- Sanitize carts, door handles, counters, credit card machines, flat surfaces, etc on a regular basis

Additional Considerations

- Conduct business by appointment only to minimize interaction of customers with staff and each other
- Provide sanitation/hand washing stations

Facilities



Baseline

- Post signage at entrances with the following information
 - ▶ Inform people to not enter if they have symptoms of COVID-19 (cough, fever, difficulty breathing, sore throat, etc)
 - ▶ Inform people of your efforts to sanitize the facility and encourage them to follow your social distancing instructions
 - ▶ Promote the use of personal protective equipment and proper hand washing
- Designate waiting areas and checkout lines (inside and/or outside the facility) with specific markings to ensure individuals are six feet from each other
- Implement cleaning procedures and schedules to maintain a clean facility

Additional Considerations

- Control the flow of foot traffic by marking aisles and walkways with directional arrows to minimize unnecessary interaction between customers
- Conduct deep cleanings weekly in addition to daily sanitation efforts

Operations



Baseline

- Evaluate your ability to offer delivery, curb-side, video chat, over-the-phone or other ways to provide your products, services and/or customer assistance
- Eliminate self-service when possible
- Structure tasks, duties and projects to eliminate unnecessary interactions
- Avoid any non-essential travel

Additional Considerations

- Consider setting up additional customer service stations and checkout areas to avoid lines and improve the flow of foot traffic
- Consider special hours for high-risk populations

Vendors



Baseline

- Schedule pickups, deliveries, repairs and maintenance to limit interaction between vendors, customers and employees
- Prepare all necessary paperwork beforehand or conduct electronically if possible
- Ensure areas are clean before and after interaction with vendors

Additional Considerations

- Consider larger and less frequent orders
- Provide sanitation/handwashing stations for vendors and delivery drivers

The Chamber has been focused on informing employers about news, programs, assistance and benefits available due to the COVID-19 outbreak. Our efforts have included education through the Business Summit, newsletters and weekly town hall meetings. Lobbying has also been an essential part of the Chamber's efforts at the local, state and federal levels. We share your stories with elected officials to demonstrate the needs of employers and the effects of decisions made by our government. The Chamber will continue our efforts to educate employers and lobby for a common-sense approach to reopening economic activity in our state.

Please Note

These suggestions are not meant to be an exhaustive list of procedures or requirements but are merely a starting point for you to prepare for reopening to the public. The suggestions should be customized to the needs of your employees, customers and workplace with the intention of providing a clean environment and limiting the possibility of spreading disease. Requirements and best practices might change and will likely evolve as we proceed through the Safe Start phases. The Chamber will continue working with elected officials, health care professionals, government agencies, employers and industry groups to provide best practices and industry specific information.

Contact the Chamber

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How to Make Cloth Face Coverings-CDC Website

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>