

Smart Restart

TOOLKIT



Reopening Resources
for Your Business



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Dear Business Owner,

A successful transition back to work and reopening our businesses are pivotal in the health and safety of our employees and customers as well as the restart of the economy. To assist you in re-opening, we've developed this Smart Restart Toolkit to help you develop a reopen plan that breaks down the information into manageable action plans and checklists.

Your team will need to adjust to new cleaning and disinfecting protocols to protect employees and customers from the spread of the virus while remaining profitable as well as implementing physical distancing procedures and possibly other industry-specific measures.

Within this toolkit, you will find resources for preparing your business, office space and employees following recommended COVID-19 protocols. It includes information from Washington State on specific requirements for reopening as well as resources for developing safe business practices and educating employees.

You'll find additional resources online at the Thurston Chamber Resources page, including guidelines from L&I, OSHA, the CDC, and state and local government. We'll also post industry-specific resources, updated regularly as they are released so that your business can stay up-to-date on fluid policy changes and additions.

The Thurston County Chamber is here to support your business and help make this transition as smooth as possible. We have a team of experts ready to assist your business with resources and knowledge to make a Smart Restart. If you have questions that this Toolkit does not answer, please reach out by emailing info@thurstonchamber.com or calling (360) 357-3362.

Sincerely,

David Schaffert

Thurston Chamber President/CEO

Washington State Regulations

Requirements for All Employers



ALL PHASES – Employers are required to:

- Maintain the six-foot physical distancing requirements for employees and patrons. 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 patrons.
- Provide adequate sanitation and personal hygiene for workers, vendors and patrons. Ensure employees have access to hand washing facilities so they can wash their hands frequently with soap and running water.
- Ensure frequent cleaning and disinfection of the business, particularly of high-touch surfaces.
- Identify personal protective equipment (PPE) and cloth facial coverings in accordance with L&I requirements on facial coverings and industry specific COVID-19 standards. Provide the necessary PPE and supplies to employees.
- Identify strategies for addressing ill employees, which should include requiring COVID-19 positive employees to stay at home while infectious, and potentially restricting employees who were directly exposed to the COVID-19 positive employee. Follow CDC cleaning guidelines to deep clean after reports of an employee with suspected or confirmed COVID-19 illness. This may involve the closure of the business until the location can be properly disinfected.
- Educate employees about COVID-19 in a language they best understand. The education should include the signs, symptoms and risk factors associated with COVID-19 and how to prevent its spread.
- On a case-by-case basis, as directed by federal, state and local public health and workplace safety officials implement other practices appropriate for specific types of businesses, such as screening of employees for illness and exposures upon work entry, requiring non-cash transactions, etc.
- Follow requirements in Governor Inslee's Proclamation 20-46 High-Risk Employees – Workers' Rights.
- Keep a safe and healthy facility in accordance with state and federal law, and comply with COVID-19 worksite-specific safety practices, as outlined in Governor Inslee's "Stay Home, Stay Healthy" Proclamation 20-25, and in accordance with the Washington State Department of Labor & Industries General Coronavirus Prevention Under Stay Home, Stay Healthy Order and the Washington State Department of Health Workplace and Employer Resources & Recommendations.
- Challenge Seattle and the Washington Roundtable have developed a business checklist which is a great starting point for businesses as they prepare for a Safe Start. Our shared goal is to establish clear requirements that everyone can understand and apply – employers, workers and customers.

Businesses are also expected to implement any additional requirements developed specifically for their industry, such as those that have been established for construction.

WASHINGTON'S PHASED APPROACH

Reopening Business and Modifying Physical Distancing Measures

	1	2	3	4
	Phase 1	Phase 2	Phase 3	Phase 4
High-Risk Populations*	Continue to Stay Home, Stay Healthy	Continue to Stay Home, Stay Healthy	Continue to Stay Home, Stay Healthy	Resume public interactions, with physical distancing
Recreation	Some outdoor recreation (hunting, fishing, golf, boating, hiking)	All outdoor recreation involving fewer than 5 people outside your household (camping, beaches, etc.)	<ul style="list-style-type: none"> - Outdoor group rec. sports activities (5-50 people) - Recreational facilities at <50% capacity (public pools, etc.) 	Resume all recreational activity
Gatherings (social, spiritual)	<ul style="list-style-type: none"> - None - Drive in spiritual service with one household per vehicle 	Gather with no more than 5 people outside your household per week	Allow gatherings with no more than 50 people	Allow gatherings with >50 people
Travel	Only essential travel	Limited non-essential travel within proximity of your home	Resume non-essential travel	Continue non-essential travel
Business/ Employers	<ul style="list-style-type: none"> - Essential businesses open - Existing construction that meet agreed upon criteria - Landscaping - Automobile sales - Retail (curb-side pick-up orders only) - Car washes - Pet walkers 	<ul style="list-style-type: none"> - Remaining manufacturing - New construction - In-home/domestic services (nannies, housecleaning, etc.) - Retail (in-store purchases allowed with restrictions) - Real estate - Professional services/office-based businesses (telework remains strongly encouraged) - Hair and nail salons/Barbers - Housecleaning - Restaurants <50% capacity table size no larger than 5 	<ul style="list-style-type: none"> - Restaurants <75% capacity/ table size no larger than 10 - Bars at <25% capacity - Indoor gyms at <50% capacity - Movie theaters at <50% capacity - Government (telework remains strongly encouraged) - Libraries - Museums - All other business activities not yet listed except for nightclubs and events with greater than 50 people 	<ul style="list-style-type: none"> - Nightclubs - Concert venues - Large sporting events - Resume unrestricted staffing of worksites, but continue to practice physical distancing and good hygiene

* High-risk populations are currently defined by CDC as: persons 65 years of age and older; people of all ages with underlying medical conditions (particularly not well controlled) including people with chronic lung disease or moderate to severe asthma; people who have serious heart conditions; people who are immunocompromised; people with severe obesity; people with chronic kidney disease undergoing dialysis; and people with liver disease; people who live in a nursing home or long-term care facility.

Prepare Your Business

Creating A Task Force

TASKS

- *Set up Pandemic Response Teams*
- *Have a Plan in Place to Adopt This Corporate Framework*
- *Develop Site-Specific Protocol*

A Pandemic Response Team (PRT) is a cross functional team led by a Site Manager, with the following roles:

Site Manager

Has overall responsibility for the site's pandemic preparedness and response plan, coordinating and aligning with regional/global Environmental, Health and Safety (EHS) Leaders and the COVID-19 Crisis Team.

Employee Access Control Lead

Works with the site to manage social distancing logistics in regards to arriving and departing employee "shifts," as well as visitors and contractors. Will further support the Virus Prevention & Protocol Leader by providing site specific options regarding social distancing within the site, including potential mitigation measures to manage risk of employees required to work <1 meter from others.

Virus Prevention & Protocols Lead

Works to develop protocols to ensure the wellness of all employees, and the overall Pandemic Preparedness and Response Plan, ensuring alignment with Global EHS and the COVID-19 Crisis Team.

Sanitization & Disinfection Lead

Works to manage daily and periodic disinfection logistics, including routine and deep cleaning, disinfection processes, in accord to the protocols set up by the Virus Prevention & Protocol Leader. Drives process of continual improvement and ensures 100% compliance of your company's disinfection protocol, and any approved regional or site variations.

Communication & Training Lead

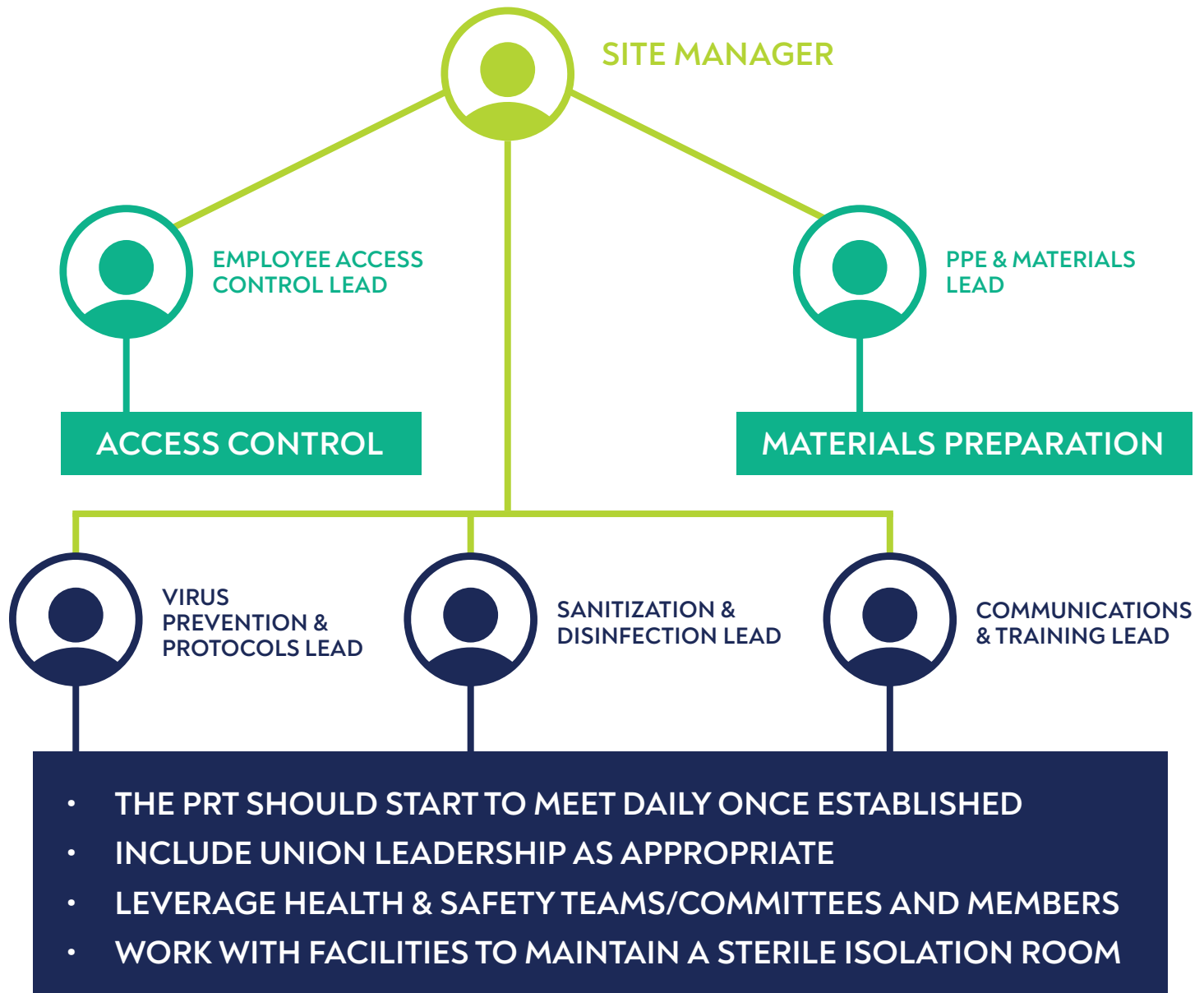
Works to manage all pandemic related communications, in accord with regional and global Communications and HR. Manages the training function across the site related to pandemic preparedness and response, including both employee, management and pandemic response team training, in accord with your company's playbook and COVID-19 Policy and Guidelines directive.

Personal Protective Equipment (PPE) & Materials Lead

Works to secure all necessary supplies to implement and sustain the site Pandemic Preparedness & Response Plan, including direct procurement by the site, as well as coordination with your company's procurement related to accessing centrally located supplies or leveraging supplies from your company's other facilities.

Creating a Task Force

Pandemic Response Team (PRT)



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Prepare Your Business

Who Comes Back to Work



Phased Approach to Back to Work (BTW) Plans

- Most companies are not bringing all employees back at the same time (to avoid the risk of second wave of virus spread)
- Consider employee wellbeing and fears, as they get BTW (*Suggested: Prepare “Welcome Back” packages for your employees*)

Tiering Employees, BTW by Tier

- Essential v. non-essential (including by geographic location and role)
- Required on-site v. able to work remotely
- Special accommodation for high risk individuals (and those who have, or are caring for, high risk family members, including health care workers)
- Reasonable accommodation for others, as required (but keeping in mind employee’s wellbeing/state of mind and being flexible within reason)
- No disparate treatment between management and rank-and-file level employees
- Rotation of the leadership team (business continuity concerns)

When to Start BTW Process & As BTW Approaches

- Complying with orders on a jurisdiction by jurisdiction basis
- Jurisdictional requirements used as a baseline only
- Relying on medical expert guidance (CDC, WHO, State/Local Public Health Officials)
- Once orders lift, based on business needs and customer demand
- Considering all of the above, and striving for “best practices”

Longer Term Considerations

- Culling lessons learned into more robust risk assessment processes going forward
- Reassessing business strategies, mission, core values – *Does this experience warrant any pivots in business model (e.g., new products, new markets, new services)?*

Sample Phased BTW Approach

The table below is only an example and should not be relied upon for any individual company's phased approach BTW plan. Each company will need to enter its specific direction and protocols for employees returning to work. **We recommend listing updated social distancing measures, PPE requirements, lunch/break protocols, benefits provided to BTW/WFH employees, travel restrictions, health screening requirements and visitor restrictions for each phase.**

Phase 1	Phase 2	Phase 3	Phase 4
<ul style="list-style-type: none"> • Minimum Tier 1 employees BTW; all others remain Work from Home (WFH) including higher risk and caretakers • Limitation on [specific activities] (e.g. lab work, long-lead tests/experiments, etc.) 	<ul style="list-style-type: none"> • Remainder Tier 1 and minimum Tier 2 employees BTW; all others remain WFH (including higher risk and caretakers) • Begin [specific activities] (e.g. commencing lab work and/or long-lead tests/experiments, etc.) 	<ul style="list-style-type: none"> • Remainder Tier 2 and minimum Tier 3 employees BTW; all others remain WFH (including higher risk and caretakers) 	<ul style="list-style-type: none"> • Moving toward business as usual/new normal • WFH when needed

NOTES

- Project prioritization needed *What projects can be flexed up or down a phase?*
- Review employee Tiers to align with product prioritization – considering where Work from Home (WFH) can be sustained effectively
- Need ability to step back a phase, if needed
- Offer updated health screening requirements as new tests and technologies become readily available
- Consider changes to recruiting activities given potential for space/time limitations as a result of social distancing
- Consider staggered schedules and shifts
- Consider what policies, FAQs and communications are needed to implement BTW plan

Prepare Your Office

Workplace PPE

Washington State is following the current recommendations of the Department of Labor & Industries in relation to Personal Protective Equipment (PPE). PPE is not required by L&I, however it is highly recommended. Not only will PPE reduce the transmission of germs, it can also help to protect against disinfectants and other chemicals in use. Cloth face coverings and homemade masks can be worn to reduce the spread of germs though due to their limited protection, social distancing, frequent handwashing and sanitization of surfaces is also required. In instances where social distancing is not possible, employees may use N95 masks. Per L&I, when N95 masks are used, a Respirator Protection Program per the Respirators Rule (Chapter 296-842 WAC) must be established.

Facilities & Cleaning

Frequent and proper cleaning is required in all used spaces. Additional cleaning will also be required in high-traffic areas. Hand sanitizer and cleaning supplies should be made available to employees in areas with high-touch surfaces or equipment and are to be utilized after each use.

Find the CDC's Cleaning/Disinfecting Guidelines here:
cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html

Gathering & Spatial Planning

Social distancing will remain in practice until further notice. Workspaces, meeting rooms, and areas of frequent congregation must be adjusted to accommodate for proper distancing. Position workstations at least 6 feet from one another or stagger work schedules so that active workspaces are appropriately distanced. In conference and meeting rooms, chairs should be removed and strategically placed. Break rooms, waiting rooms, or areas where people congregate should be strategically looked at and proper signage put in place in order to create a flow of traffic and seating areas that will allow employees and customers to maintain appropriate distancing.

Tenant/Landlord Responsibilities & Communication

Landlord Responsibilities:

- Frequent, clear communication of all new protocols
- Clear communication plan for building closures and cleaning schedules that may affect tenants
- Provide clear areas of responsibility for management and tenants

Tenant Should Consider:

- What additional cleaning has been instituted
- What are the cleaning responsibilities for landlord vs tenant
- Any areas that have been made off-limits due to social distancing
- All new protocols that are put in place that affect tenant

Create a COVID-19 Communication Plan with:

- Updated protocols, tracking and tracing contacts, and building visitors
- Designated person who is notified if an employee is reported showing symptoms of COVID-19
- The landlord's responsibilities
- The tenant's responsibilities

Screening, Tracking & Tracing

Recommended Guidance for Daily COVID-19 Screening of Employees and Visitors

The Washington State Department of Health recommends that all employers put COVID-19 screening protocols in place. Help prevent the spread of COVID-19 in your facility by screening employees and visitors on a daily basis.

The screening protocol outlined below is based on the following:

- A review of screening protocols from multiple agencies
- Recommendations by the CDC
- A literature review of the most common signs and symptoms of COVID-19

COVID-19 Screening Protocol

Screen everyone who enters your facility, including:

- ☐ All employees before the start of each work shift
- ☐ All visitors

Ask the following questions when you screen employees and visitors: “YES or NO, since your last day of work, or since your last visit to this facility, have you had any of the following:

- ☐ A new fever (100.4° or higher), or a sense of having a fever?*
- ☐ A new cough that you cannot attribute to another health condition?*
- ☐ New shortness of breath that you cannot attribute to another health condition?*
- ☐ A new sore throat that you cannot attribute to another health condition?*
- ☐ New muscle aches (myalgias) that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?*

***If any employee or visitor answers YES to any of the screening questions, immediately activate your agency’s emergency protocol for COVID-19. The designated screener should consider:**

- ☐ A review of the screening results
- ☐ Recommendations for possible exclusion of the employee or visitor from the facility
- ☐ Recommendations for medical follow-up

Emergency Protocol for COVID-19

Business must have protocols set in place in the instance that employees show symptoms or test positive for the virus. Supervisors should have clear direction for the chain of communication, who must be informed and what documentation should be filed. Employees should have clear direction on what information they must supply as well as HR policies and sick leave.

Sample Emergency Protocol

COVID-19 WORKPLACE ACTIONS FOR SUPERVISORS

VERSION 3.3 4/23/2020

Levels	Notification	Individual Response	Facility Response	Communication	HR Policy	Leader Action
1 Employee had minimal contact*** with symptomatic** or COVID-19-positive person	Supervisor	<ul style="list-style-type: none"> Notify Leader Come to work if no symptoms Clean workspace Monitor symptoms 	<ul style="list-style-type: none"> No additional action 	<ul style="list-style-type: none"> Emphasize hygiene and self-monitoring 	<ul style="list-style-type: none"> Follow HR Policy/ Q&A 	<ul style="list-style-type: none"> Check in with employee often
2 Employee has been in close proximity* to someone exposed to confirmed case	Supervisor	<ul style="list-style-type: none"> Notify Leader Contact your health provider and follow guidance Come to work if no symptoms in either person Monitor symptoms; if either display symptoms, stay home and notify health care provide 	<ul style="list-style-type: none"> No additional action 	<ul style="list-style-type: none"> Emphasize hygiene and self-monitoring 	<ul style="list-style-type: none"> Follow HR Policy/ Q&A 	<ul style="list-style-type: none"> Check in with employee often
3 Employee experiences symptoms** consistent with disease	Supervisor	<ul style="list-style-type: none"> Stay at home Contact your health provider and follow guidance Contact your leadership Contact Matrix for leave 	<ul style="list-style-type: none"> Enhanced clean dependent on level of exposure 	<ul style="list-style-type: none"> Emphasize hygiene and self-monitoring 	<ul style="list-style-type: none"> Protect medical privacy Follow HR Policy/ Q&A 	<ul style="list-style-type: none"> Check in with employee often
4 Employee has been in direct, prolonged, close proximity* to someone with confirmed positive test or consistent symptoms** with pending test results	Supervisor chain to MD MD to EOC Hotline Fill out form here .	<ul style="list-style-type: none"> Self-Isolation for 14 Days or until cleared by medical authorities Contact your health provider and follow guidance Monitor for symptoms Contact your leadership and provide general details Contact Matrix for leave 	<ul style="list-style-type: none"> Enhanced clean dependent on level of exposure 	<ul style="list-style-type: none"> Emphasize hygiene Already doing enhanced cleaning No communication specific to illness 	<ul style="list-style-type: none"> Protect medical privacy Follow HR Policy/ Q&A Consider tele-work vs leave if able 	<ul style="list-style-type: none"> Determine level of exposure: prolonged close proximity 48 hours prior to symptoms or positive test sample taken Follow EOC direction on next steps
5 Employee tests positive	Supervisor chain to MD	<ul style="list-style-type: none"> Remain in contact with your health provider and follow guidance 	<ul style="list-style-type: none"> Deep Clean using contract cleaner EOC Decision: Evacuate 	<ul style="list-style-type: none"> Corp Comm determines messaging 	<ul style="list-style-type: none"> Protect medical privacy Follow HR Policy/ Q&A 	<ul style="list-style-type: none"> Determine level of exposure: prolonged close proximity 48 hours prior to symptoms or positive test sample take

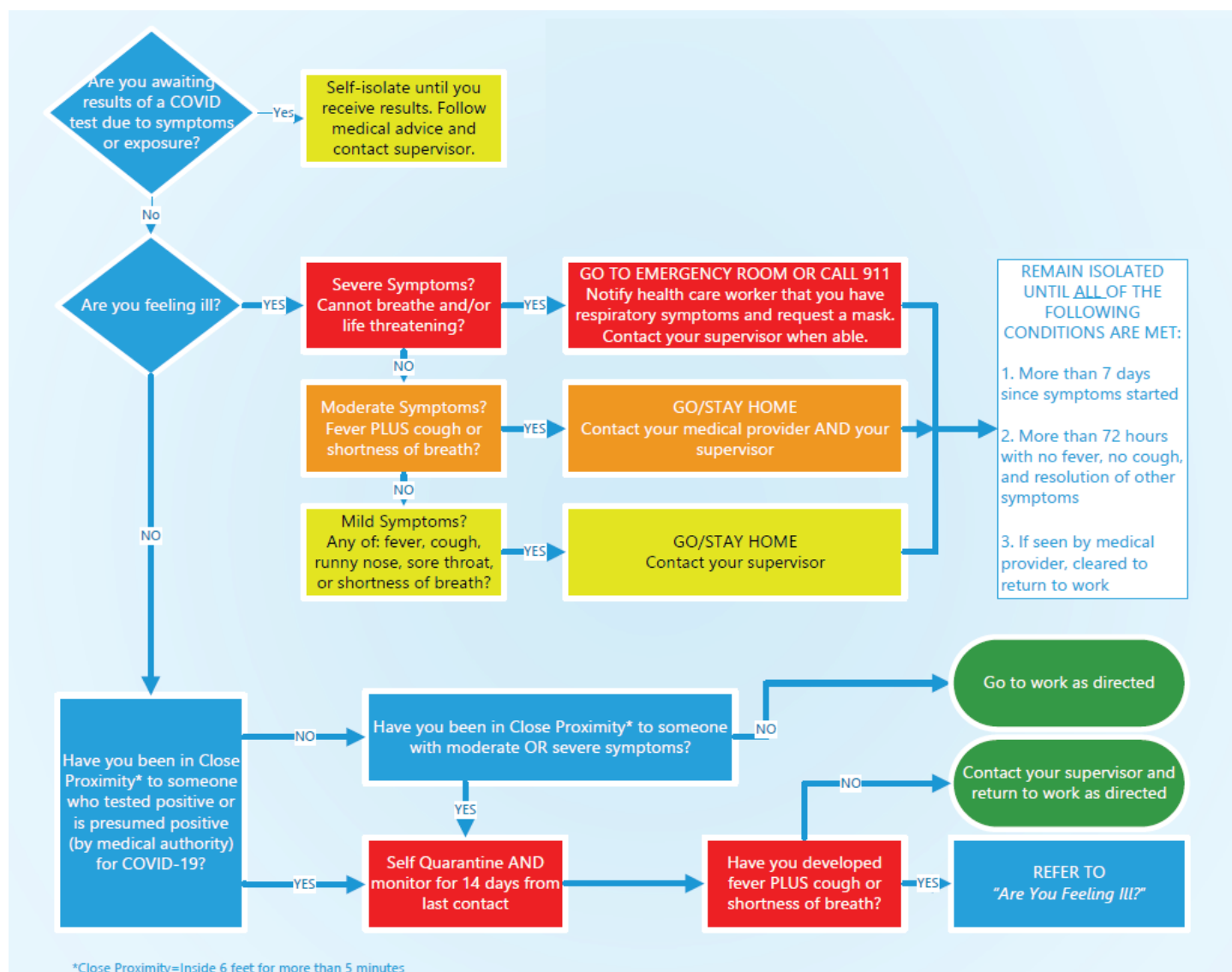
Prepare Your Employees

Training

Training Requirements

Employers must provide training to all employees in a language best understood by the employees. Training must include all company protocols, the signs and symptoms of COVID-19, prevention of COVID-19 and how your business is protecting employees against the spread of the virus. The use of signs and digital communication may also be used to provide direction on new measures and standards for employees.

Employee Symptom & Isolation Protocols



Proper Workspace Cleaning

- Clean your station at the beginning and end of each workday
- Use alcohol-based wipes or sprays containing at least 70% alcohol
- Spray alcohol on work surfaces and tools, allow to stay on surface for at least 30 seconds
- For IT equipment such as a keyboard, spray a paper towel with alcohol to wipe down surface, or use alcohol wipes
- Once you touch an item, clean it: stapler, tape dispenser, cabinet door
- Employees may choose to bring the following supplies from home to reduce the need to handle commonly items in the office: dish gloves for cleaning, desk cleaner, hand sanitizer, and a water/coffee cup with a lid
- A list of disinfectants and the applicable time to leave on surfaces can be found here:
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

HR Considerations

1. Your employees' health and safety are the most important things. All policies should promote health and safety and get employees access to information and resources.
2. Any laws that may apply are the bare minimum required. Take a larger view of the interests of the business and your employees and don't just apply minimums.
3. Check the leave policies and paid sick leave laws in every place you have employees, short- and long-term disability coverage, workers' compensation coverage, and state resources such as disability benefits, FMLA and state family leave requirements. Understand how each applies to quarantine, forced leave and long illness.
4. Know who gets paid when the office is closed, or people should not be working. Often exempt employees get paid but non-exempt employees don't. Your lower wage and hourly employees are often not capable of surviving without working and will feel the need to come to work even if they are sick. Play it safe. Consider paying everyone for forced leave and let them know in advance so sick people stay home.
5. Be aware of the potential for discrimination based on race and national origin. Assumptions that people of Asian heritage are more infectious or dangerous is a race-based assumption and stereotype. Do not tolerate discrimination even if people are scared.
6. Start planning now for people who need leave or need to work remote because schools close, the office closes, or someone in their family is ill and they cannot leave because they might infect others. Plan now so you can do what you can to help people work where they need to work.
7. Do not make any new policies without talking to your friendly employment lawyer. There will be unusual situations and having guidance is essential.
8. Respect privacy and confidentiality of medical information. People are scared, the rumors will fly. Inform people of risks, but never reveal private information, especially medical information.
9. Stay informed and offer resources. Check for updated information for each location you have employees. The CDC, State websites, and news offer information. Look for credible sources. Set up a resource page on your employee portal for employees to get information about leave, benefits, new policies.

Sample Reopening Plan

General Guidelines

- Be aware of the signs and symptoms of COVID-19 and follow the protocol for showing symptoms. Stay home when sick.
- Adhere to all safety requirements and signage throughout the office.
- Individuals at risk of severe illness should consider staying at home and avoiding gatherings or other situations of potential exposure. Employees should inform their supervisors if they have a sick family member at home with COVID-19.
- If an employee reports feeling sick and goes home, the area where that person worked should be immediately disinfected and the building closed.
- Follow social distancing measures and keep 6 feet apart.
- Following all meetings or use of shared spaces, immediately wipe down all surfaces.

Screenings

Each employee will be responsible for taking their temperature upon entering the building and completing the Employee Temperature Sheet. Any employee whose temperature is registered above 100° must immediately be sent home and their supervisor informed. Managers are responsible for collecting their team's Employee Temperature Sheet weekly. Records must be retained for four weeks.

Personal Protective Equipment (PPE)

All employees are required to wear PPE at all times. Cloth face coverings or homemade masks are acceptable forms of PPE. If handling any materials that will be supplied to another employee, gloves must be worn while working with materials.

Social Distancing

A minimum of 6' should be maintained between employees/contractors/visitors at all times. Please follow all floor markings delineating where to stand while waiting in line and adhere to all traffic flow directions. In meeting and break rooms, do not move chairs closer together or exceed the maximum occupancy.

Visitors

Any visitors must fill out the Visitor Liability Sheet. Visitors should enter only through the main door and will not be allowed past reception until the sheet has been filled out. If a visitor is exhibiting any signs or symptoms, they will be immediately asked to leave.

Cleaning

The office will be deep cleaned Wednesday and Friday evenings. Employees are responsible for wiping down their personal spaces daily. Any use of shared equipment or spaces will be immediately cleaned after use. Employees must properly wash hands after sneezing, coughing, using the restroom or a shared space. Handwashing includes the use of soap and clean water for the recommended 20 seconds.

COVID-19

Sample Case Form

*Report for Employees/Visitors
Presenting Symptoms at Work*

Name: _____ Date: _____

☐ **Employee**

☐ **Contractor**

☐ **Visitor**

Job Title: _____ Worksite: _____

Location of Isolation: _____

Address: _____

Symptoms Observed:

☐ **Temperature**

>38°C (100.4°F) or higher

☐ **Difficulty Breathing**

☐ **Cough**

☐ **Sneezing**

☐ **Muscle Pain**

☐ **Shortness of Breath**

☐ **Runny Nose**

☐ **Tiredness**

Time of Fever Onset: _____ Time of Isolation: _____

Symptoms and isolation periods will be updated periodically as information becomes available following the emergence of a pandemic virus strain.

Referred To: _____

Notes: _____

Reporter Information

Name: _____

Job Title: _____ Phone: _____

Coronavirus preparation and arrangements to be made for employees who become ill at work.

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COVID-19

Health Questionnaire & WAIVER

Name: _____

Phone: _____

Do you have ANY of the following symptoms?

- | | | |
|-------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Fever | <input type="checkbox"/> Headaches | <input type="checkbox"/> Tiredness |
| <input type="checkbox"/> Dry Cough | <input type="checkbox"/> Sore Throat | <input type="checkbox"/> Shortness of Breath |
| <input type="checkbox"/> Body Aches | <input type="checkbox"/> Runny Nose | <input type="checkbox"/> None of the Above |

Have you been in contact with anyone who has a confirmed case of COVID-19 in the past 14 days?

- ☐ Yes ☐ No

If you're a healthcare provider and the answer is YES, was this exposure without proper personal protective equipment (PPE)?

- ☐ Yes ☐ No ☐ Not Applicable

Have you been out of the country in the past 14 days?

- ☐ Yes ☐ No

RELEASE OF LIABILITY WAIVER

I hereby agree that _____ has a proper sanitation and disinfection plan in place and is not responsible for any accidental transmission of COVID-19 that could occur by being in their business or within close proximity of each other.

I also agree that if I become symptomatic within 14 days of my visit, I will notify the business immediately.

Signature: _____

Date: _____

Please sign your initials on the day that you took your temperature. If your temperature is registered at 99°F, please monitor hourly. If your temperature reaches 100°F, you should alert your supervisor and immediately follow company protocol for symptoms. Go home, self-isolate and continue monitoring symptoms.

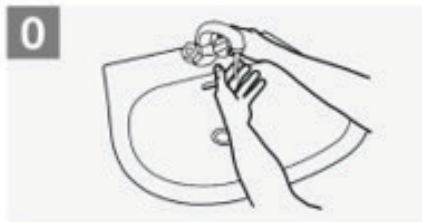
[illegible]

How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB



Duration of the entire procedure: 40-60 seconds



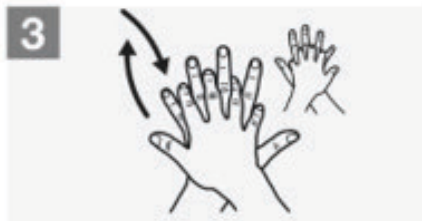
Wet hands with water;



Apply enough soap to cover all hand surfaces;



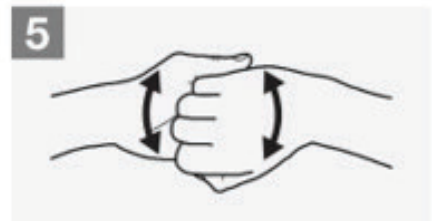
Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



Palm to palm with fingers interlaced;



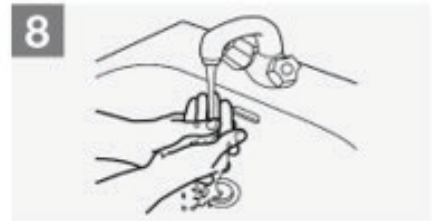
Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



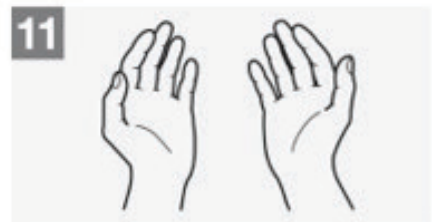
Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.



World Health Organization

Patient Safety

A World Alliance for Safer Health Care

SAVE LIVES
Clean Your Hands

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May 2009

How to Handrub?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED



Duration of the entire procedure: 20-30 seconds

1a



Apply a palmful of the product in a cupped hand, covering all surfaces;

1b

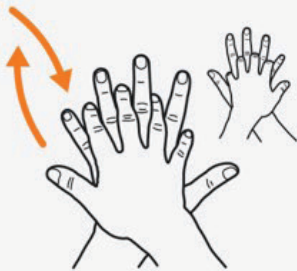


2



Rub hands palm to palm;

3



Right palm over left dorsum with interlaced fingers and vice versa;

4



Palm to palm with fingers interlaced;

5



Backs of fingers to opposing palms with fingers interlocked;

6



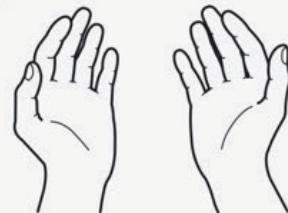
Rotational rubbing of left thumb clasped in right palm and vice versa;

7



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;

8



Once dry, your hands are safe.



World Health Organization

Patient Safety

A World Alliance for Safer Health Care

SAVE LIVES
Clean Your Hands

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May 2009

Stop Germs! Wash Your Hands.

When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage



How?



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



Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.



Rinse hands well under clean, running water.



Dry hands using a clean towel or air dry them.

Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.

LIFE IS BETTER WITH

CLEAN HANDS



www.cdc.gov/handwashing

This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.



CS310027-A

Symptoms of Coronavirus (COVID-19)

Your symptoms can include the following:

Fever



If you have COVID-19, you may have mild (or no symptoms) to severe illness.

Symptoms can appear 2-14 days after you are exposed to the virus that causes COVID-19.

Cough



Seek medical attention immediately if you or someone you love has **emergency warning signs**, including:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

Shortness of breath



cdc.gov/coronavirus



Feeling Sick?

Stay home when you are sick!

If you feel unwell or have the following symptoms
please leave the building and contact your health care provider.
Then follow-up with your supervisor.

DO NOT ENTER if you have:



FEVER



COUGH



**SHORTNESS OF
BREATH**



cdc.gov/CORONAVIRUS

COVID-19

Additional Resources

The Thurston County Chamber has compiled a list of resources including guidance from L&I, OSHA, the CDC, and local and state governments. It also includes industry-specific guidance on reopening.

YOU CAN FIND THESE RESOURCES AND MORE AT: www.thurstonchamber.com

THURSTONSTRONG

www.ThurstonStrong.org

SAFE START WASHINGTON

www.Governor.WA.gov/sites/default/files/SafeStartWA_4May20_1pm.pdf

SMALL BUSINESS GUIDANCE

www.Business.WA.gov/site/alias_business/875/Home.aspx

COVID-19 RESOURCES FOR EMPLOYERS

www.AWB.org/covid-19-resources/

US CHAMBER OF COMMERCE COVID RESPONSE

www.USChamber.com/coronavirus

PREPARE YOUR SMALL BUSINESS & EMPLOYEES

www.CDC.gov/coronavirus/2019-ncov/community/guidance-small-business.html

U.S. SMALL BUSINESS ADMINISTRATION

www.SBA.gov/Disaster



Smart Restart

TOOLKIT



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