

CHMELIK SITKIN AND DAVIS CHECKLIST FOR BUSINESS PHASE I and II RE-OPENING

Workplace Safety

- Adhere to federal, state, and local public health and worker safety guidelines.
- Allow employees to work from home for operations that are able to be performed remotely.
- Maintain physical distancing wherever possible of six (6) feet, including with visitors/customers.
- Avoid gatherings of more than ten (10) people in any office meeting room or shared social space (e.g., cafes, lobbies), while still maintaining physical distancing of at least six (6) feet.
- Routinely sanitize high-touch surfaces and shared resources (e.g., doorknobs, elevators, vending machines, points of sales).
- Ask workers/volunteers to self-certify that they have experienced no COVID-19 symptoms since last day of work at, or visit to, the workplace.
- Ask workers/volunteers to stay home and seek medical guidance if they are experiencing any known symptoms.
- Ask workers/volunteers to self-quarantine per local public health guidelines if confirmed to have COVID-19 or exposed to confirmed case. Review supporting guidance from the WA State Department of Health.
- Implement response protocols for workers, volunteers, and visitors who report symptoms and/or are confirmed to have COVID-19 (e.g., isolation).
- Avoid non-essential travel and propose self-quarantine per local public health and worker safety guidelines after any high-risk travel, as defined by the CDC (e.g., international travel).
- Have the ability to log all workers and volunteers that come on premise for purposes of supporting public health contact tracing.
- Have an available contact for all workers, volunteers and visitors to report concerns and/or potential violations of the Safe Work Plan.
- Regularly self-monitor any updates to the Safe Work Plan.
- Communicate the Safe Work Plan to all workers, volunteers and visitors including any future modifications.

Workforce Support

- Provide workers/volunteers with masks for any public-facing job and/or those whose responsibility includes operating within physical distancing limits of six (6) feet for extended periods of time. *Note:* N95 masks should not be used except for public health approved roles.
- Identify available alternative work assignments for workers/volunteers upon requests due to concerns related to workplace safety, with priority given to workers/volunteers who are considered high-risk/vulnerable, as defined by public health officials.

- Train workers/volunteers on symptom detection, sources of high risk to COVID-19, prevention measures (including household suppression), and leave benefits/policies (e.g., UI for workers that need to self-quarantine).

Customer & Visitor Expectations

- Display visible entry point signage for workers, volunteers, and visitors on shared responsibilities (including proper hygiene & sanitization, physical distancing/PPE guidance, and information for reporting concerns).

While the above checklist is a great jumping off point for businesses to consider, all employers should develop their own unique plans based on checklists and factors specific to their business, such as the extent to which operations and workforce can effectively operate under “Stay Home, Stay Healthy” and virus transmission risk based on factors such as contact intensity, workplace density, public interaction, and degree of high risk workers. Plans should be self-monitored and regularly updated based on any changes in public health guidelines.

Please contact Richard Davis, Katherine Deets or Allison Beard at Chmelik Sitkin & Davis P.S. if you have questions about the above guidance checklist or about your business resuming operations during Governor Inslee’s Stay Home, Stay Healthy Order, and the Washington SafeStart program.