Kitsap County *Pathway to Recovery*

Recovery Playbook

COVID-19

October 14, 2020 - since last published

this edition includes guidance for restaurant, tavern, breweries, wineries and distilleries, libraries, misc. venues movie theaters, assorted outdoor activities, real estate, Sporting activities, weddings and funerals.

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Introduction

Kitsap County's Four-Phased Pathway to Recovery

On May 4th, 2020 Governor Inslee signed Proclamation 20-25.3 and outlined the "Safe Start" plan, a data-driven, four-phased approach to reopen Washington and its counties and modify physical distancing measures while minimizing the health impacts of COVID-19. This approach reduces the risk of COVID-19 to Washington's most vulnerable populations and preserves capacity in our health care system, while safely opening up businesses and resuming gatherings, travel, shopping, and recreation. The plan involves assessing COVID-19 activity in the state along with health care system readiness, testing capacity and availability, case and contact investigations, and ability to protect high-risk populations in order to make the most informed decisions regarding reopening the county.

Before reopening Kitsap County and modifying physical distancing measures, COVID-19 disease burden must be low and decreasing as measured by:

- Number and trend of COVID-19 cases, hospitalizations and deaths in Washington State.
- Modeling data, including Institute for Disease Modeling on Puget Sound area rates of COVID-19 spread, University of Washington Institute for Health Metrics and Evaluation modeling, and Youyang Gu modeling.
- Mobility trends in Washington State, including WSDOT traffic data and Google Mobility Data.

The following table shows the phased approach for reopening businesses and resuming activities not authorized under Proclamation 20-25. This phased approach may be adjusted as the pandemic evolves. The industries listed are not an exclusive or exhaustive list of industries. Businesses listed in each phase of the plan will have industry-specific guidance and safety criteria developed to ensure workplace safety and public health are maintained. Those business activities are not authorized to open until the industry-specific guidance and safety criteria are issued.

KITSAP COUNTY'S PHASED APPROACH

Modifying Physical Distancing Measures

INDIVIDUALS AND BUSINESSES SHOULD FOLLOW ALL REQUIREMENTS LISTED BELOW DURING ALL PHASES

	1	2	3	4
High-Risk Populations*	Stay home unless engaging in Phase 1 permissible activities.	Strongly encouraged, but not required, to stay home unless engaging in Phase 1 or Phase 2 permissible activities.	Strongly encouraged, but not required, to stay home unless engaging in Phase 1, 2, or 3 permissible activities.	Resume public interactions, with physical distancing.
Recreation	Some outdoor recreation (hunting, fishing, golf, boating, hiking)	Outdoor recreation involving 5 or fewer people outside your household (camping, beaches, etc.)	-Outdoor group rec. sport activities (50 or fewer people) -Recreational facilities at <50% capacity (gyms, public pools, etc.)	Resume all recreational activity
Gatherings (non-religious)	No gatherings	Gather with no more than 5 people outside your household per week	Allow gatherings with no more than 10 people	Allow gatherings with >50 people
Travel	Essential travel and limited non-essential travel for Phase 1 permissible activities	Essential travel and limited non-essential travel for Phase 1 and 2 permissible activities	Resume non-essential travel	Continue non-essential travel
Business/ Employers (All businesses will be required to follow safety plans written by the state)	-Essential businesses open -Existing construction that meets agreed upon criteria -Landscaping -Auto/RV/boat/ORV sales -Retail (curbside pick-up orders only) -Car washes -Pet walkers	-Remaining manufacturing -Additional construction phases -In-home/domestic services (nannies, housecleaning, etc.) -Retail (in-store purchases allowed with restrictions) -Real estate -Professional services (hair and nail salons/barbers, tattoo, etc.) -Pet grooming -Restaurants/taverns <50% capacity, table size limited to 5 people from the same household, no indoor bar service, alcohol sales end at 10pm -Limited small group fitness -Drive-in movie theaters -Library (curbside pick-up)	-Restaurants/taverns <50% capacity/ table size limited to 5 people from the same household, no indoor bar service and alcohol sales end at 10pm -Theaters at <50% capacity -Customer-facing government services (telework remains strongly encouraged) -Libraries -Museums -All other business activities not yet listed except for nightclubs and events with greater than 10 people	-Nightclubs -Concert venues -Large sporting events -Resume unrestricted staffing of work but continue to practice physical distancing and good hygiene -Live entertainment

**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 lunch disease or moderate to severe asthma, people who have serious heart conditions, people who are immunocompromised, people with severe obesity, people with diabetes, people with chronic kidney disease undergoing dialysis, and people with liver disease; people who live in a nursing home or long-term care facility.*

A number of different factors were considered when deciding which activities could be resumed and which businesses could be reopened in various phases. These factors included:

- Risk of disease spread during the individual or business activity.
- Number of people who could potentially be infected during the individual or business activity.
- Economic benefits to opening the business.
- Individual benefits to opening the business.

Additional plans for a phased approach to restarting health care and educational activities are under development.

Families are adjusting to a new way of life, and we understand the impacts this is having on them. The connection between education, childcare, youth sports, summer programs and extracurricular activities is critical and must be viewed from a holistic lens to ensure equity and high quality of life. As we prepare for what the reopening of school looks like, the State will be working closely with the Department of Health; Office of the Superintendent for Public Instruction; Department of Children, Youth and Families; and parents to release plans in the future. While childcare is currently an essential business activity and a key component to the reopening plan, we know there is more to do. The state will continue efforts to ensure adequate access and affordability for families.

Purpose of this Playbook

This Kitsap County Pathway to Recovery: Recovery Playbook was developed by the Kitsap County Department of Emergency Management (KCDEM) to help our community understand and safely embark upon our phased reopening.

It is branded as a part of our emergency management ***Put a BIGFOOT Forward Toward Risk Reduction™*** Campaign. As guidance around recovery may change, and later phases are still in development, this document will be updated periodically as additional information is released.

Organization

This document is organized in the following sections:

- Introduction
- Overarching Guidance for Individuals and Employers
- Essential Businesses
- Phase 1 Reopening Guidelines
- Phase 2 Guidelines
- Phase 3 Guidelines
- Phase 4 Guidelines
- Resources

Readiness and Capabilities Needed

The State Department of Health and Kitsap County public health officials will monitor data to assess Kitsap County's readiness for safely reopening and modifying physical distancing measures. In addition to a low and decreasing disease burden, readiness must be achieved in four key areas to proceed in the "Stay Home, Stay Healthy" order (Phase 1) to Phase 2, 3, and 4 of the plan. The four key areas include healthcare system readiness, testing capacity and availability, case and contact investigations, and ability to protect high-risk populations. The overall goals for each area, along with the pertinent data that will be considered, are detailed below and on the following page:

1. **Health Care System Readiness Adequate bed capacity, staffing and supplies in the health care system to handle a surge in COVID-19 cases, measured by:**
    - Number and percentage of licensed beds and ICU beds available in hospitals.

- Number of available ventilators.
- Days of personal protective equipment (PPE) supply available at hospitals, long-term care facilities, and other health care settings.
- Ability of the state to fill high priority PPE requests from local emergency management agencies.
- Ability of hospitals and other health care facilities to surge and coordinate movement of patients.

2. Testing capacity and availability ability for everyone with COVID-19 symptoms and those with high-risk exposures to be tested immediately using a polymerase chain reaction (PCR) test and rapidly receive test results as measured by:

- Geographic distribution of testing sites and ability to serve the entire population.
- Number and capacity of laboratories in Washington performing COVID-19 testing.
- Availability of sufficient swabs, viral transport media, lab reagents, and other materials required for COVID-19 testing.
- Number of tests performed per day.

3. Case and contact investigations ability to rapidly isolate those with COVID-19, identify and quarantine their contacts, and provide case management services as measured by:

- Number of investigators trained and working.
- Plans for case management.
- Availability of isolation and quarantine facilities in local jurisdictions.
- Percent of cases investigated within 24 hours of receipt of positive test report.
- Percent of contact investigations initiated within 48 hours of receipt of positive test report.

4. Ability to protect high-risk populations ability to immediately respond to outbreaks in congregate settings, such as long-term care facilities, behavioral health facilities, agricultural worker housing, homeless shelters and correctional facilities, and address the needs of other high-risk populations, including the elderly and the medically frail, measured by:

- Number of outbreaks in long-term care facilities.
- Demographic data, including race/ethnicity data, on COVID-19 cases, hospitalizations and deaths.

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Overarching Guidance for Individuals and Employers

Until there is an effective vaccine, effective treatment, or herd immunity, it is crucial to maintain some level of community interventions to suppress the spread of COVID-19 throughout all phases of recovery. This includes heightened protections for the health and safety of workers in essential sectors, people living and working in high-risk facilities (e.g., senior care facilities) and all other workers.

All Washingtonians and Kitsap County community members have a responsibility to protect themselves and others. **Each phase**, while allowing for additional services to open and return to full capacity, is grounded in the following required basic practices:

Guidance for Individuals

Stay Home, Stay Healthy!

To help stop the spread of COVID-19, Governor Inslee has asked Washington residents to stay home as much as possible and do their part to keep everyone healthy. This is especially important as the state begins to gradually reopen, and we work together to prevent outbreaks.

All phases – Individuals should continue to:

- Engage in physical distancing, staying at least six feet away from other people.
- Wear cloth face coverings in public places when not eating or drinking (cloth face coverings should not be placed on children younger than 2 years of age, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cover without assistance). Governor's orders effective June 26th, revised July 26th to the expansion will require face coverings in all common spaces, such as elevators, hallways and shared spaces in apartment buildings, university housing and hotels, as well as congregate setting such as nursing homes.
- Stay home if sick.
- Avoid others who are sick.
- Wash hands frequently with soap and water (use hand sanitizer if soap and water are not available).
- Cover coughs and sneezes.
- Avoid touching eyes, nose and mouth with unwashed hands.
- Disinfect surfaces and objects regularly.

On September 22, the U.S. Treasury Department, Internal Revenue Service and the U.S. Department of Labor announced that small and midsize employers can begin taking advantage of two new refundable payroll tax credits, designed to immediately and fully reimburse them, dollar-for-dollar, for the cost of providing Coronavirus-related leave to their employees. This relief to employees and small and midsize businesses is provided under the Families First Coronavirus Response Act, signed by President Trump on March 18, 2020. More information may be found here.

The act will help the United States combat and defeat COVID-19 by giving all American businesses with fewer than 500 employees funds to provide employees with paid leave, either for the employee's own health needs or to care for family members. The legislation will enable employers to keep their workers on their payrolls, while at the same time ensuring that workers are not forced to choose between their paychecks and the public health measures needed to combat the virus.

Key Takeaways

- **Paid Sick Leave for Workers -** For COVID-19 related reasons, employees receive up to 80 hours of paid sick leave and expanded paid childcare leave when employees' children's schools are closed or child care providers are unavailable.
- **Complete Coverage -** Employers receive 100% reimbursement for paid leave pursuant to the act.
  - Health insurance costs are also included in the credit.
  - Employers face no payroll tax liability.
  - Self-employed individuals receive an equivalent credit.
- **Fast Funds -** Reimbursement will be quick and easy to obtain.
  - An immediate dollar-for-dollar tax offset against payroll taxes will be provided
  - Where a refund is owed, the IRS will send the refund as quickly as possible.
- **Small Business Protection -** Employers with fewer than 50 employees are eligible for an exemption from the requirements to provide leave to care for a child whose school is closed or child care is unavailable in cases where the viability of the business is threatened.
- **Easing Compliance -** Requirements subject to 30-day non-enforcement period for good faith compliance efforts. To take immediate advantage of the paid leave credits, businesses can retain and access funds that they would otherwise pay to the IRS in payroll taxes. If those amounts are not sufficient to cover the cost of paid leave, employers can seek an expedited advance from the IRS by submitting a streamlined claim form that will be released next week.

Guidance for All Employers

Role of Businesses and Employers in Responding to COVID-19

Businesses and employers can prevent and slow the spread of COVID-19 within the workplace. Employers should respond in a way that takes into account the level of disease transmission in their communities and revise their business response plans as needed. Employers should follow the White House Guidelines for Opening Up America Again, a phased approach based on current levels of transmission and healthcare capacity at the state or local level, as part of resuming business operations. Business operation decisions should be based on both the level of disease transmission in the community and your readiness to protect the safety and health of your employees and customers.

Businesses and employers are encouraged to coordinate with state and local health officials to obtain timely and accurate information to inform appropriate responses. Local conditions will influence the decisions that public health officials make regarding community-level strategies. CDC has guidance for mitigation strategies according to the level of community transmission or impact of COVID-19.

The Kitsap County Economic Development Alliance informs our local businesses, small and large, of critical, relevant, reliable information critical to assisting businesses in responding to and recovering from the COVID-19 crisis. http://kitsapeda.org/media-center/**.**

As an employer, if your business operations were interrupted, resuming normal or phased activities presents an opportunity to update your COVID-19 preparedness, response, and control plans. All employers should implement and update as necessary a plan that:

- Is specific to your workplace,
- Identifies all areas and job tasks with potential exposures to COVID-19, and
- Includes control measures to eliminate or reduce such exposures.

Talk with your employees about planned changes and seek their input. Additionally, collaborate with employees and unions to effectively communicate important COVID-19 information.

See the Washington State Department of Labor & Industries guidance for more information on how to protect workers from potential exposures, according to their exposure risk. Plans should consider that employees may be able to spread COVID-19 even if they do not show symptoms.

Updated – July 2nd - Gov. Jay Inslee and Sec. of Health John Wiesman today announced a statewide requirement for businesses to require face coverings of all employees and customers.

Under this proclamation, businesses may not serve any customer, services or goods, if they do not comply with the state-wide face covering order.

Violation of Stay Home, Stay Healthy Orders

The Governor's Office warned Washington businesses that decide to open or operate in direct violation of Gov. Inslee's Stay Home, Stay Healthy order may be cited and fined for unsafe workplace conditions under emergency rules filed today by the state Department of Labor & Industries. The rules and the Safe Start Plan to reopen businesses are in place to keep workers and the public safe and to prevent the spread of the easily transmissible coronavirus.

Decreasing the Spread

All employers need to consider how best to decrease the spread of COVID-19 and lower the impact in your workplace. This should include activities to:

- Prevent and reduce transmission among employees,
- Maintain healthy business operations, and
- Maintain a healthy work environment.

Prevent and Reduce Transmission Among Employees

Monitor federal, state, and local public health communications about COVID-19 regulations, guidance, and recommendations and ensure that workers have access to that information. Frequently check the CDC COVID-19 website.

Actively encourage sick employees to stay home.

- Employees who have symptoms should notify their supervisor and stay home.
- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.

Consider conducting daily in-person or virtual health checks (e.g., symptom and/or temperature screening) of employees before they enter the facility, in accordance with state and local public health authorities and, if available, your occupational health services.

- If implementing in-person health checks, conduct them safely and respectfully. Employers may use social distancing, barrier or partition controls, or PPE to protect the screener. However, reliance on PPE alone is a less effective control and is more difficult to implement, given PPE shortages and training requirements.
    - See the "Should we be screening employees for COVID-19 symptoms?" section of General Business Frequently Asked Questions as a guide.
- Complete the health checks in a way that helps maintain social distancing guidelines, such as providing multiple screening entries into the building.
- Follow guidance from the Equal Employment Opportunity Commission regarding confidentiality of medical records from health checks.

- To prevent stigma and discrimination in the workplace, make employee health screenings as private as possible. Do not make determinations of risk based on race or country of origin and be sure to maintain confidentiality of each individual's medical status and history.

Identify where and how workers might be exposed to COVID-19 at work.

- Employers are responsible for providing a safe and healthy workplace. Conduct a thorough hazard assessment of the workplace to identify potential workplace hazards related to COVID-19. Use appropriate combinations of controls from the hierarchy of controls to limit the spread of COVID-19, including engineering controls, workplace administrative policies, and personal protective equipment (PPE) to protect workers from the identified hazards:
- Conduct a thorough hazard assessment to determine if workplace hazards are present, or are likely to be present, and determine what type of controls or PPE are needed for specific job duties.
- When engineering and administrative controls cannot be implemented or are not fully protective, employers are required by OSHA standards to:
  - Determine what PPE is needed for their workers' specific job duties,
  - Select and provide appropriate PPE to the workers at no cost, and
  - Train their workers on its correct use.
- Encourage workers to wear a cloth face covering at work if the hazard assessment has determined that they do not require PPE, such as a respirator or medical facemask, for protection.
  - See the Washington State Department of Labor & Industries guidance for more information on how to protect workers from potential exposures, according to their exposure risk.
  - Cloth face coverings are not considered PPE. They may prevent workers, including those who don't know they have the virus, from spreading it to others but may not protect the wearers from exposure to the virus that causes COVID-19.
- Remind employees and customers that CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, **especially** in areas of significant community-based transmission. Wearing a cloth face covering, however, does not replace the need to practice social distancing.
- See the OSHA COVID-19 webpage for more information on how to protect workers from potential COVID-19 exposures and guidance for employers, including steps to take for jobs according to exposure risk.

Separate sick employees.

- Employees who appear to have symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors, and sent home.
- Have a procedure in place for the safe transport of an employee who becomes sick while at work. The employee may need to be transported home or to a healthcare provider.

Take action if an employee is suspected or confirmed to have COVID-19 infection. In most cases, you do not need to shut down your facility. If it has been less than 7 days since the sick employee has been in the facility, close off any areas used for prolonged periods of time by the sick person:

- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
- During this waiting period, open outside doors and windows to increase air circulation in these areas.

If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.

Follow the CDC cleaning and disinfection recommendations:

- Clean dirty surfaces with soap and water before disinfecting them.
- To disinfect surfaces, use products that meet EPA criteria for use against SARS-Cov-2, the virus that causes COVID-19, and are appropriate for the surface.
- Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.
- You may need to wear additional PPE depending on the setting and disinfectant product you are using. For each product you use, consult and follow the manufacturer's instructions for use.

Determine which employees may have been exposed to the virus and may need to take additional precautions:

- Inform employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- Most workplaces should follow the Public Health Recommendations for Community-Related Exposure and instruct potentially exposed employees to stay home for 14 days, telework if possible, and self-monitor for symptoms.
- Critical infrastructure workplaces should follow the guidance on Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19. Employers in critical infrastructure also have an obligation to manage potentially exposed workers' return to work in ways that best protect the health of those workers, their co-workers, and the general public.

Educate employees about steps they can take to protect themselves at work and at home.

- Encourage employees to follow any new policies or procedures related to illness, cleaning and disinfecting, and work meetings and travel.
- Advise employees to:
    - Stay home if they are sick, except to get medical care, and to learn what to do if they are sick.
    - Inform their supervisor if they have a sick family member at home with COVID-19 and to learn what to do if someone in their home is sick.
    - Wash their hands often with soap and water for at least 20 seconds or to use hand sanitizer with at least 60% alcohol if soap and water are not available. Inform employees that if their hands are visibly dirty, they should use soap and water over hand sanitizer. Key times for employees to clean their hands include:
        - Before and after work shifts.
        - Before and after work breaks.
        - After blowing their nose, coughing, or sneezing.
        - After using the restroom.
        - Before eating or preparing food.
        - After putting on, touching, or removing cloth face coverings.
    - Avoid touching their eyes, nose, and mouth with unwashed hands.
    - Cover their mouth and nose with a tissue when they cough or sneeze or use the inside of their elbow. Throw used tissues into no-touch trash cans and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol. Learn more about coughing and sneezing etiquette on the CDC website.
    - Practice routine cleaning and disinfection of frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2, the cause of COVID-19, and are appropriate for the surface.
    - Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.

- Practice social distancing by avoiding large gatherings and maintaining distance (at least 6 feet) from others when possible.

For employees who commute to work using public transportation or ride sharing, consider offering the following support.

- Offer employees incentives to use forms of transportation that minimize close contact with others, such as offering reimbursement for parking or single-occupancy ride shares.
- Allow employees to shift their hours so they can commute during less busy times.
- Ask employees to clean their hands as soon as possible after their trip.

Maintain Healthy Business Operations

Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace.

Implement flexible sick leave and supportive policies and practices.

- Ensure that sick leave policies are flexible and consistent with public health guidance and that employees are aware of and understand these policies.
- Maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school and childcare closures. Additional flexibilities might include giving advances on future sick leave and allowing employees to donate sick leave to each other.
- Employers that do not currently offer sick leave to some or all of their employees should consider drafting non-punitive "emergency sick leave" policies.
- Employers should not require a COVID-19 test result or a healthcare provider's note for employees who are sick to validate their illness, qualify for sick leave, or to return to work.
  - Under the American's with Disabilities Act, employers are permitted to require a doctor's note from your employees to verify that they are healthy and able to return to work. However, as a practical matter, be aware that healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner. Most people with COVID-19 have mild illness and can recover at home without medical care and can follow CDC recommendations to determine when to discontinue home isolation and return to work.
  - The U.S. Equal Employment Opportunity Commission (EEOC) has established guidance regarding Pandemic Preparedness in the Workplace and the Americans with Disabilities Act. The guidance enables employers to take steps to protect workers consistent with CDC guidance, including requiring workers to stay home when necessary to address the direct threat of spreading COVID-19 to others.
- Review human resources policies to make sure that your policies and practices are consistent with public health recommendations and with existing state and federal workplace laws (for more information on employer responsibilities, visit the Department of Labor's and the EEOC websites).
- Connect employees to employee assistance program (EAP) resources, if available, and community resources as needed. Employees may need additional social, behavioral, and other services, for example, to help them manage stress and cope.

Protect employees at higher risk for severe illness through supportive policies and practices.

Older adults and people of any age who have serious underlying medical conditions are at higher risk for severe illness from COVID-19.

- Support and encourage options to telework, if available.

- Consider offering vulnerable workers duties that minimize their contact with customers and other employees (e.g., restocking shelves rather than working as a cashier) if the worker agrees to this.
- Offer flexible options such as telework to employees. This will eliminate the need for employees living in higher transmission areas to travel to workplaces in lower transmission areas and vice versa.
- Ensure that any other businesses and employers sharing the same workspace also follow this guidance.

Communicate supportive workplace polices clearly, frequently, and via multiple methods. Employers may need to communicate with non-English speakers in their preferred languages.

- Train workers on how implementing any new policies to reduce the spread of COVID-19 may affect existing health and safety practices.
- Communicate to any contractors or on-site visitors about changes that have been made to help control the spread of COVID-19. Ensure that they have the information and capability to comply with those policies.
- Create and test communication systems that employees can use to self-report if they are sick and that you can use to notify employees of exposures and closures.
- Consider using a hotline or another method for employees to voice concerns anonymously.

Assess your essential functions and the reliance that others and the community have on your services or products.

- Be prepared to change your business practices, if needed, to maintain critical operations (e.g., identify alternative suppliers, prioritize existing customers, or temporarily suspend some of your operations).
- Identify alternate supply chains for critical goods and services. Some goods and services may be in higher demand or unavailable.
- If other companies provide your business with contract or temporary employees, talk with them about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
- Talk with business partners about your response efforts. Share best practices with other businesses in your communities (especially those in your supply chain), chambers of commerce, and associations to improve community response efforts.
- When resuming onsite business operations, identify and prioritize job functions for continuous operations. Minimize the number of workers present at worksites by resuming business operations in phases, balancing the need to protect workers with support for continuing operations.

Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children until childcare programs and K-12 schools resume.

- Plan to monitor and respond to absenteeism at the workplace.
- Implement plans to continue your essential business functions in case you experience higher-than-usual absenteeism.
- Prepare to institute flexible workplace and leave policies.
- Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.

Establish policies and practices for social distancing. Alter your workspace to help workers and customers maintain social distancing and physically separate employees from each other and from customers, when possible. Here are some strategies that businesses can use:

- Implement flexible worksites (e.g., telework).

- Implement flexible work hours (e.g., rotate or stagger shifts to limit the number of employees in the workplace at the same time).
- Increase physical space between employees at the worksite by modifying the workspace.
- Increase physical space between employees and customers (e.g., drive-through service, physical barriers such as partitions).
- Use signs, tape marks, or other visual cues such as decals or colored tape on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
- Implement flexible meeting and travel options (e.g., postpone non-essential meetings or events in accordance with state and local regulations and guidance).
- Close or limit access to common areas where employees are likely to congregate and interact.
- Prohibit handshaking.
- Deliver services remotely (e.g., phone, video, or web).
- Adjust your business practices to reduce close contact with customers — for example, by providing drive-through service, click-and-collect online shopping, shop-by-phone, curbside pickup, and delivery options, where feasible.
- Move the electronic payment terminal/credit card reader farther away from the cashier, if possible, to increase the distance between the customer and the cashier.
- Shift primary stocking activities to off-peak or after hours, when possible, to reduce contact with customers.

If you have more than one business location, consider giving local managers the authority to take appropriate actions outlined in their COVID-19 response plans based on their local condition

Maintain a Healthy Work Environment

Since COVID-19 may be spread by those with no symptoms, businesses and employers should evaluate and institute controls according to the hierarchy of controls to protect their employees and members of the general public.

Consider improving the engineering controls using the building ventilation system. This may include some or all of the following activities:

- Increase ventilation rates.
- Ensure ventilation systems operate properly and provide acceptable indoor air quality for the current occupancy level for each space.
- Increase outdoor air ventilation, using caution in highly polluted areas. With a lower occupancy level in the building, this increases the effective dilution ventilation per person.
- Disable demand-controlled ventilation (DCV).
- Further open minimum outdoor air dampers (as high as 100%) to reduce or eliminate recirculation. In mild weather, this will not affect thermal comfort or humidity. However, this may be difficult to do in cold or hot weather.
- Improve central air filtration to the MERV-13 or the highest compatible with the filter rack, and seal edges of the filter to limit bypass.
- Check filters to ensure they are within service life and appropriately installed.
- Keep systems running longer hours, 24/7 if possible, to enhance air exchanges in the building space.

Note: Some of the above recommendations are based on the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Guidance for Building Operations During the COVID-19 Pandemic. Review these ASHRAE guidelines for further information on ventilation recommendations.

Ensure the safety of your building water system and devices after a prolonged shutdown.

- Follow the CDC Guidance for Building Water Systems, which describes 8 steps to take before you reopen your business or building.

Give employees, customers, and visitors what they need to clean their hands and cover their coughs and sneezes.

- Provide tissues and no-touch trash cans.
- Provide soap and water in the workplace. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. Ensure that adequate supplies are maintained.
- Ideally, place touchless hand sanitizer stations in multiple locations to encourage hand hygiene.
- Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen. This should include signs for non-English speakers, as needed.
- Discourage handshaking. Encourage employees to use other noncontact methods of greeting.
- Direct employees to visit CDC's coughing and sneezing etiquette and clean hands webpage for more information.

Perform routine cleaning.

- Follow the Guidance for Cleaning and Disinfecting to develop, implement, and maintain a plan to perform regular cleanings to reduce the risk of exposure to COVID-19.
- Routinely clean all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
    - If surfaces are dirty, clean them using a detergent or soap and water before you disinfect them.
    - For disinfection, most common, EPA-registered, household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available on the EPA website. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method, and contact time).
- Discourage workers from using each other's phones, desks, offices, or other work tools and equipment, when possible.
- Provide disposable disinfecting wipes so that employees can wipe down commonly used surfaces (e.g., doorknobs, keyboards, remote controls, desks, other work tools and equipment) before each use.
- Store and use disinfectants in a responsible and appropriate manner according to the label.
- Do not mix bleach or other cleaning and disinfection products together. This can cause fumes that could be very dangerous to breathe in.
- Advise employees to always wear gloves appropriate for the chemicals being used when they are cleaning and disinfecting and that they may need additional PPE based on the setting and product.

Perform enhanced cleaning and disinfection after persons suspected/confirmed to have COVID-19 have been in the facility.

- If a sick employee is suspected or confirmed to have COVID-19, follow the CDC cleaning and disinfection recommendations.

Limit travel and advise employees if they must travel to take additional precautions and preparations.

- Minimize non-essential travel and consider resuming non-essential travel in accordance with state and local regulations and guidance.
- Check the CDC's Traveler's Health Notices for the latest guidance and recommendations for each country where you will travel. Specific travel information for travelers going to and returning from countries with travel advisories, and information for aircrew, can be found on the CDC website.
- Advise employees to check themselves for symptoms of COVID-19 before starting travel and to notify their supervisor and stay home if they are sick.
- Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and promptly call a healthcare provider for advice if needed.
- If they are outside the United States, sick employees should follow company policy for obtaining medical care or contact a healthcare provider or overseas medical assistance company to help them find an appropriate healthcare provider in that country. A U.S. consular officer can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, or resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.

Minimize risk to employees when planning meetings and gatherings.

- Use videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
- Cancel, adjust, or postpone large work-related meetings or gatherings that can only occur in-person in accordance with state and local regulations and guidance.
- When videoconferencing or teleconferencing is not possible, hold meetings in open, well-ventilated spaces continuing to maintain a distance of 6 feet apart and wear cloth face coverings.

Examples of Controls

The following table presents examples of controls to implement in your workplace. The most effective controls are those that rely on engineering solutions, followed by administrative controls, then PPE. PPE is the least effective control method and the most difficult to implement. Worksites may have to implement multiple complementary controls from these columns to effectively control the hazard.

EXAMPLE TABLE - Controls to Prevent the Spread of COVID-19 in Work Environments		
Engineering	**Administrative**	**Personal Protective Equipment (PPE)**
Facilities and Equipment • Assess job hazards for feasibility of engineering controls • Ensure ventilation and water systems operate properly • Alter workspaces to maintain social distancing. Examples include: ○ Configure partitions as a barrier shield ○ Move electronic payment reader away from cashier ○ Use verbal announcements, signage, and visual	**Management and Communications** • Monitor state and local public health communications about COVID-19 • Encourage sick workers to report symptoms, stay home, and follow CDC guidance • Develop strategies to: ○ Manage worker concerns ○ Communicate with workers • Remind workers of available support services • Communicate to partners, suppliers, other contractors on policies and practices • Encourage social distancing and the use of cloth face coverings (if appropriate) in the workplace	**PPE** • Conduct workplace hazard assessment • Determine what PPE is needed for their workers' specific job duties based on hazards and other controls present • Select and provide appropriate PPE to the workers at no cost

EXAMPLE TABLE - Controls to Prevent the Spread of COVID-19 in Work Environments		
Engineering	**Administrative**	**Personal Protective Equipment (PPE)**
cues to promote social distancing ○ Remove/rearrange furniture ○ Provide remote shopping alternatives (e.g., delivery, pick-up)	• Use technology to promote social distancing (e.g., telework and virtual meetings) • Cancel group events • Close/limit use of shared spaces • Ask customers who are ill to stay home • Consider policies that encourage flexible sick leave and alternative work schedules. • Schedule stocking during off-peak hours **Cleaning and Disinfection** • Clean and disinfect frequently touched surfaces, (e.g., counters, shelving, displays) • Provide employees with disposable disinfectant wipes, cleaner, or sprays that are effective against the virus that causes COVID-19 **Training** Provide employees with training on: • Policies to reduce the spread of COVID-19 • General hygiene • Symptoms and what to do if sick • Cleaning and disinfection • Cloth face covers • Social distancing • Use of PPE • Safe work practices • Stress management	

All-Phase Employer Requirements

- 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 PPE and cloth facial coverings in accordance with labor and industries (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 and Industries General Coronavirus Prevention Under Stay Home, Stay Healthy Order and the Washington State Department of Health Workplace and Employer Resources and Recommendations.
- Challenge Seattle and the Washington Roundtable have developed a business checklist that 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. Should You Consider Opening?

Child Care, Youth Development, and Summer Day Camps

Many parents and guardians need child care for children birth through school-age, as well as youth development opportunities for children age 13 through high school. As Washington State progresses through the phases of reopening, more families will return to work. This means the availability of care and youth development opportunities are critical as we move through the summer.

In order to reduce the risk of virus transmission between children, youth, and staff; businesses, non-profits, cities, counties, and other entities planning for summer 2020, the Washington State Department of Health developed guidance for all programs serving groups of children and youth from multiple households.

This guidance focuses on practices for children and youth activities that lower the risk for spread of COVID-19.

- The more people interact with others from outside their own household, the closer that interaction, and the longer that interaction, the higher the risk of COVID-19 spread.
- Families who are able to safely keep their children and youth home should continue to do so, but we understand this is not always possible.
- Children should only attend programs in their local, geographic area.

Program Types Included in this guidance:

- DCYF licensed programs and the Early Childhood Education and Assistance Program (ECEAP)
- Licensed-exempt programs
- Day camps, including includes specialty camps like sports camps (please note: any day camp including sports related activities must also following forthcoming guidance for youth sports)
- Outdoor preschool, including part day and license exempt
- Youth Development programs such as activities and experiences that help youth develop social, emotional, physical, and cognitive abilities

- Expanded learning opportunities, including programs for youth after-school and in the summer that complement academic and/or social emotional learning, such as Boys & Girls Clubs, YMCA youth development programming, other culturally-based and identify-based programs. This includes programs funded under the federal Nita M. Lowery 21st Century Community Learning Centers program.
- Extended academic learning such as formal mentoring programs, tutoring-only programming, college prep
- Child care, youth development and summer day camps held in K-12 facilities

Not included in this guidance:

- Overnight Camps
- Youth sports and athletics (example: leagues, recreation teams, clubs)
- Activities included as part of K-12 basic education or special education programs

General Guidance

Do not allow children, youth, staff, vendors, parents/guardians, or guests on-site if they:

- are showing symptoms of COVID-19.
- have been in close contact* with someone who has confirmed or suspected COVID-19 in the last 14 days.
- **Health care providers and EMS workers who wore proper personal protective equipment (PPE) are OK.*

Ensure staff are trained in health and safety protocols for your site, including how to screen for symptoms, maintain physical distance, and what to do if someone develops signs of COVID-19.

Communicate regularly with families and staff, and emphasize the importance of staying home when sick, physical distancing, hand hygiene, as well as the use of cloth face coverings when appropriate.

Monitor child and employee attendance and absences, have flexible leave policies and practices, and have access to trained substitutes to support employee absences.

People at High Risk for Serious Health Problems from COVID-19

Those at high risk* for health problems from COVID-19 should consult with their health care provider when considering whether to provide or participate in child care, youth development opportunities, or summer day camps.

Drop-Off and Pick-Up

- Develop a system for drop off and pick up that keeps families physically distant from each other and reduces the need for families to enter the program space. This may include staggering drop off and pick up times for various groups, one-way traffic flows, greeting children and youth at their vehicle, or placing distancing markers on walkways.
- Wash hands or use hand gel before and after signing in and out. If you can, place hand gel near sign-in station. Hand gel should be at least 60% alcohol, fragrance-free whenever possible, and kept out of the reach of children.
- Parents should use their own pen when signing in. If check-in is electronic, provide alcohol wipes with 70% alcohol to clean screens or keyboards often.
- Monitor child and employee attendance and absences, have flexible leave policies and practices, and have access to trained substitutes to support employee absences.
- Suggest families have the same adult drop off and pick up the child each day and avoid carpooling when possible.

Health Screening at Entry

Check for signs of being sick for all staff, children, and youth at entry each day. Ask the parent or guardian to take the child's temperature at home, or on site in front of you, at least 6 feet away. At drop-off and pick-up times with the child's family, keep at least a 6-foot distance. For more information or options for temperature checking, see the CDC guidance.

Staff, children, or youth sick with any illness must stay home. Ask the parents or guardians the following questions:

- Does your child/youth have any of the following symptoms [on the first day for a new program or for a new child/youth, please ask about symptoms in the past 3 days (72 hours)]:
  - A cough
  - Shortness of breath or difficulty breathing
  - A fever of 100.4°F or higher or a sense of having a fever
  - A sore throat
  - Chills
  - New loss of taste or smell
  - Muscle or body aches or Nausea/vomiting/diarrhea
  - Congestion/running nose – not related to seasonal allergies
  - Unusual fatigue
- Does anyone in your household have any of the above symptoms?
- Has your child/youth been in close contact with anyone with suspected or confirmed COVID-19?
- Has your child/youth had any medication to reduce a fever before coming to care?

Do not care for the child or youth if the answer to any of the above questions is "yes." Refer to "Returning to a site after suspected COVID-19 symptoms".

If the answer to all of the above questions is "no", check the child for signs of being sick, such as flushed cheeks, tiredness, and in the case of infants and toddlers, extreme fussiness. Keep a distance of at least 6 feet of space or have a physical barrier between you and the child or youth during assessment.

Reducing Transmission

Physical Distancing

Keep children and youth in small groups with dedicated staff. Group sizes should total no more than 10 people. This includes all children, youth, and adults. For example, one adult and nine children or youth or two adults and eight children or youth. Keep each group together throughout the day. Do not combine groups, including at opening and closing, and keep staffing the same within each group every day. If you can, keep the same groups from day to day to reduce the number of children, youth and staff from multiple households who are interacting. See section below on providing staff required breaks for more information.

To allow physical distancing between people in the small groups, limit each room or space to 10 people total. You can divide large spaces (like full-size gyms or cafeterias) into separate program areas by creating a barrier with equipment such as cones, chairs, or tables to maintain 6 feet between groups.

Practice physical distancing (6 feet) within each group as much as possible. Create space between children and youth and reduce the amount of time children and youth are close with each other. Your ability to do this will depend on ages; it will be more possible with school age children and will be challenging with toddlers and preschoolers.

Practical tips to maintain physical distancing:

- Limit the number of children and youth in each program space.

- Increase the distance between children and youth during table work and meals.
- Plan activities that do not need close physical contact. Any/all sports-related activities must follow forthcoming guidance on youth sports. Until this guidance is released, such activities
- must be low risk, no contact, and focus on individual skill building versus competition.
- Children and youth should have their own set of items to limit sharing of supplies, equipment, etc.
- Remove any items that cannot easily be cleaned and disinfected, including sand or water tables, stuffed animals, and play dough.
- Maintain 6 feet of distance and reduce time standing in lines.
- Increase space between cribs and nap mats to 6 feet if you can. Sleeping head to toe can help increase distance between heads for napping children.
- Increase fresh air as much as possible – through the ventilation system and/or opening windows where safe.
- Go outside more.
- Do not bring separate groups together for activities or other reasons.

Providing Staff Required Breaks

It is very important that small groups be kept consistent. This means that the staff and children and youth in each group should remain the same from day to day to prevent transmission of the virus. It is best if the staff to child ratio allows for one staff member to take a break without having to bring another individual into the small group space. For example, in a toddler room with 7 children and 2 staff, one staff could take a break and the group would remain in ratio.

If that is not possible due to staff shortages or for financial reasons, and a float person is brought into the room, these practices should be followed:

- Any adult who is not a normal part of the group must wash hands immediately upon entering and upon leaving the space.
- Any person providing breaks who is not a normal part of the group must wear a cloth face covering at all times when they are in the group space.
- Consider timing when bringing in adults who are not normally part of a group to minimize close interactions with children. For example, give staff their lunch break during children's nap time so the float staff can remain 6 feet away from the children while they rest; or give 10 minute breaks when the children have just started a new, engaging activity that does not require much adult interaction; or give breaks when the group is having outside time where the risk of transmission is lower.
- Staff who are taking breaks should keep a physical distance of at least 6 feet from other staff.

Outside Play

Offer outdoor play in staggered shifts. If two or more groups are outside at the same time, they should have at least 6 feet of open space between them. Use cones, flags, tape, or other signs to create boundaries between groups. If you can, have equipment such as balls and jump ropes for each group. Always wash hands right after outdoor play time. Do not use play structures such as climbers.

Topical sunscreen can be applied when provided by the parent or guardian without a prescription or note from a licensed health care professional if the product is regulated for over the counter use. Licensed providers must have annual authorization from the parent or guardian to administer sunscreen. More information for licensed providers can be found in WAC 100-300-0215(3)(iv) Topical sunscreen guidelines for other programs can be found in RCW 28A.210.280. Youth and older children can self-apply sunscreen with proper supervision. Staff applying sunscreen must wear gloves.

Meals and Snack Time

Provide meals and snacks in the program space and prevent large group gatherings. If you provide meals or snacks in a large lunchroom or dining hall, stagger mealtimes. Space children and youth as far apart as you can at the table and make sure tables are at least 6 feet apart. Consider having children and youth take their meals outside. Clean and sanitize tables before and after each group eats and consider the use of disposable plates and meal supplies if items can't be properly washed, rinsed, and sanitized. Eliminate family style and buffet meals, serve children and youth their snacks and meals, and ensure children and youth are not sharing food with each other. Use a washable plastic tablecloth for wooden tables. The provider (not children or youth) should handle utensils and serve food to reduce spread of germs. Food should be individually plated for each child.

Infant and Toddler Care

Infants and toddlers need to be held. To protect themselves, child care providers who care for infants and toddlers should wear a long-sleeved, button down, oversized shirt over their clothing and wear long hair up or tied back. Change outer clothing if body fluids from the child get on it. Change the child's clothing if body fluids get on it. Place the soiled clothing in a plastic bag until it is washed. Wrap infants in a thin blanket when you hold them. Child care providers should wash their hands and anywhere else the child touched them (such as their neck or arm) after holding a child.

Hygiene Practices

- Wash hands often with soap and water for at least 20 seconds under running water. Children, youth, and adults should wash hands when they arrive and enter the program space, before meals or snacks, after outside time, after going to the bathroom, after diapering or helping children with toileting, after nose blowing or sneezing, and before leaving to go home. Help young children to make sure they are doing it right.
- All programs, including outdoor programs, should be in areas that have adequate handwashing facilities on site. If a program must operate where there are not sufficient facilities, temporary handwashing stations with running water must be set up.
- When soap and water are not readily available, use an alcohol-based hand gel with at least 60% alcohol and preferably fragrance-free. Alcohol-based hand gel is not a substitute for handwashing when hands are dirty, after diapering or toileting, or before eating. Wash hands with soap and water as soon as possible. Per child care rules, alcohol-based hand gels are not allowed for children under age 2.
- Children, youth, families, and staff should not touch their eyes, nose, and mouth with unwashed hands.
- Cover coughs or sneezes with a tissue, then throw the tissue in the trash. Clean hands with soap and water or hand gel.

Cloth Face Coverings

Wearing homemade cloth face coverings may help prevent the spread of COVID-19 and is encouraged for staff and older children. Your local health jurisdiction may have requirements for their use in certain settings. It is up to the program provider to establish rules for their use. See the Washington State Department of Health Guidance on Cloth Face Coverings and CDC Recommendation Regarding the Use of Cloth Face Coverings for more information.

- Cloth face coverings should not be worn by children younger than age 2 years, anyone who has trouble breathing, or any person who is unable to remove the face covering without assistance.
- Even if cloth face coverings are worn, continue to practice proper physical distancing.

Transportation

Avoid transporting children or youth to the degree possible at this time. If you must provide transportation, create space between riders. For example, one rider per seat in every other row. Transportation that mixes the small groups of children should be avoided. Keep windows open to help reduce the spread of the virus. Cloth face coverings should be worn by all. Clean buses with a third party certified, fragrance-free green cleaner and microfiber cloths. Clean and disinfect handrails. Keep windows open to prevent buildup of chemicals that cause eye and respiratory problems.

Per, CDC guidance, avoid activities and events such as field trips and special performances.

What to Do if Someone Develops Signs of COVID-19

- To prepare for the potential of program attendees or staff showing symptoms while at the program, programs should have a response and communication plan in place that includes communication with staff, families, and their local health jurisdiction.
- If a child, youth or staff member develops signs of COVID-19 (see list under health screenings on page 3), separate the person away from others, with supervision at a distance of 6 feet, until the sick person can leave. While waiting to leave the program, the individual with symptoms should wear a cloth face covering or mask if tolerated. Air out and then clean and disinfect the areas the person was in after they leave.
- The person with symptoms should follow DOH guidance for what to do if you have symptoms for COVID-19 and have not been around anyone who has been diagnosed with COVID-19. Ask the employee or child's parent or caregiver to inform the program right away if the person is diagnosed with COVID-19.
- If a child, youth or staff member tests positive for COVID-19, all members of the infected person's group in the program is a close contact and should self-quarantine for 14 days. Refer to "What to do if you were potentially exposed to someone with confirmed coronavirus disease (COVID-19)?".

Returning to a Program after Suspected Signs of COVID-19

A staff member, child, or youth who had signs of suspected or confirmed COVID-19 can return to the program when:

- At least 3 days (72 hours) have passed since recovery – defined as no fever without the use of medications and improvement in respiratory signs like cough and shortness of breath;

AND

- At least 10 days have passed since signs first showed up.

If a person believes they have had close contact to someone with COVID-19, but they are not sick, they should watch their health for signs of fever, cough, shortness of breath, and other COVID-19 symptoms during the 14 days after the last day they were in close contact with the sick person with COVID-19. They should not go to work, childcare, school, or public places for 14 days.

Cleaning and Disinfecting Procedures

Clean, sanitize, and disinfect throughout the day. Follow licensing guidance but increase how often you clean.

- *Cleaning* removes germs, dirt, food, body fluids, and other material. Cleaning increases the benefit of sanitizing or disinfecting.
- *Sanitizing* reduces germs on surfaces to levels that are safe.
- *Disinfecting* kills germs on surfaces of a clean object.
- The U.S. Environmental Protection Agency (EPA) regulates sanitizer and disinfectant chemicals. If you sanitize or disinfect without cleaning first, it will reduce how well these chemicals work and may leave more germs on the surface.

Current guidance for cleaning and disinfection for COVID-19 from the CDC states that disinfectants should be registered by the EPA for use against the novel coronavirus. See Disinfectants for Use Against SARS-CoV-2.

Disinfectants based on hydrogen peroxide or alcohol are safer. The University of Washington has a handout with options for safer cleaning and disinfecting products that work well against COVID-19.

If you use a bleach and water mixture for disinfection, mix it at a concentration of 4 teaspoons of 6% bleach per quart of cool water or 5 tablespoons 6% bleach (1/3 cup) per gallon of cool water (1000 ppm). Thoroughly clean

surfaces with soap and water and remove the soap with water before applying the bleach solution. Keep the surface wet for at least one minute.

Always follow the disinfectant instructions on the label.

- Use disinfectants in a ventilated space. Heavy use of disinfectant products should be done when children and youth are not present and the indoor area can air out before the program continues.
- Use the proper concentration of disinfectant.
- Keep the disinfectant on the surface for the required wet contact time.
- Follow the product label warnings and instructions for PPE such as gloves, eye protection, and ventilation.
- Keep all chemicals out of reach of children.
- Programs must have a Safety Data Sheet (SDS) for each chemical used by the program.

More information about cleaning, disinfecting and choosing safer products is on the DOH COVID-19 website. If your program is in a public school building, coordinate the use of chemical products with the school maintenance staff. Clean and sanitize toys, equipment, and surfaces in the program space. Clean and disinfect high touch surfaces like doorknobs, faucet handles, check-in counters, and restrooms. Use alcohol wipes or 70% isopropyl alcohol to clean keyboards and electronics. Outdoor areas generally require normal routine cleaning and do not require disinfection. Wash hands after you clean.

If groups of children or youth are moving from one area to another in shifts, finish cleaning before the new group enters this area. Clean and disinfect high touch surfaces each night after children and youth leave.

Carpets

Vacuum daily when children and youth are not present. HEPA filter equipped vacuums will help remove dust and particles. Use a blanket or towel on carpeted floors under infants or young toddlers. For licensed child care programs, follow child care standards for how often you should shampoo the carpet (WAC 100-300-0241(11) cleaning schedules)

Ventilation

There is no special cleaning or disinfection for heating, ventilation, and air conditioning (HVAC) systems. Ventilation is important to have good indoor air quality. Offer more outside time, open windows often, and adjust the HVAC system to allow the maximum amount of outside air to enter the program space. Use of fans for cooling is okay. They should blow away from people.

Hands-On Materials and Equipment

Limit shared materials to those you can easily clean, sanitize and disinfect. Clean and sanitize hands-on materials and equipment often and after each use. Individual labeled containers or bins can be used for each child or youth. Examples include sensory bins, art supplies, etc. Use separate bins of toys for each infant or toddler as they tend to put toys in their mouths.

Some items cannot be cleaned and sanitized. This includes things like playdough and sensory or water tables, stuffed animals, and dress up cloths. These items should be removed from the program unless they are individually assigned and labeled. Rotate toys that are out at any one time, so they can be cleaned and sanitized. Books and other paper-based materials are not high risk for spreading the virus.

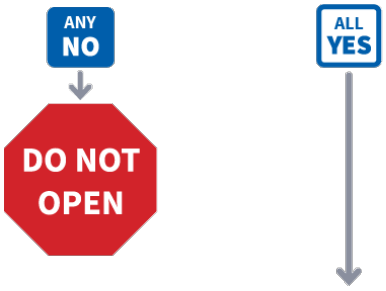
COVID-19 Resources for Child Care, Youth Development and Summer Day Camps

- DOH: K-12 School Nurse and Administrator Resources & Recommendations

- DOH: Handwashing to Prevent Illness at School
- DOH: Classroom Cleaning - Tips for Teachers
- DOH: Cleaning and Disinfection for Asthma Safe Schools
- DOH: Recommend or Order Closure of Child Care Facilities
- CDC: Interim guidance for Schools and Child Cares
- CDC: Supplemental Guidance for Childcare Programs that Remain Open
- CDC: Considerations for Youth and Summer Camps
- Just For Kids: A Comic Exploring the New Coronavirus
- Public Health Seattle-King County Child Care Recommendations
- Snohomish Health District COVID-19 Information for Schools and Child Cares

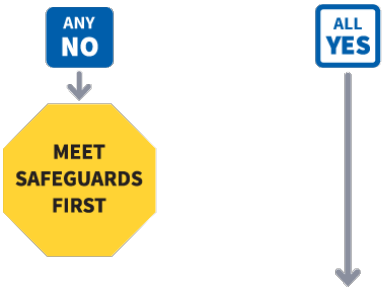
Will Reopening be Consistent with Applicable State and Local Orders?

Are you ready to protect employees at higher risk for severe illness?



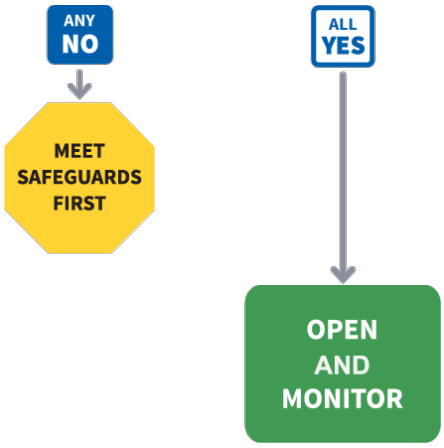
Are Recommended Health and Safety Actions in Place?

- Promote healthy hygiene practices such as hand washing and employees wearing a cloth face covering, as feasible.
- Intensify cleaning, disinfection, and ventilation.
- Encourage social distancing and enhance spacing between employees, including through physical barriers, changing layout of workspaces, encouraging telework, closing or limiting access to communal spaces, staggering shifts and breaks, and limiting large events, when and where feasible.
- Consider modifying travel and commuting practices. Promote telework for employees who do not live in the local area, if feasible.
- Train all employees on health and safety protocols.



Is Ongoing Monitoring in Place?

- Develop and implement procedures to check for signs and symptoms of employees daily upon arrival, as feasible.
- Encourage anyone who is sick to stay home.
- Plan for if an employee gets sick.
- Regularly communicate and monitor developments with local authorities and employees.
- Monitor employee absences and have flexible leave policies and practices.
- Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area.



Start Safe!

- Washington businesses that decide to open or operate in direct violation of Gov. Inslee's Stay Home, Stay Healthy order may be cited and fined for unsafe workplace conditions under emergency rules filed today by the state Department of Labor & Industries.
- The closure order and the Safe Start Plan to reopen businesses are in place to keep workers and the public safe and to prevent the spread of the easily transmissible coronavirus.
- The emergency rules, enacted at the direction of the Governor, take effect immediately. They give the Department of Labor & Industries (L&I) the authority to cite businesses for being open or for operating in a way that is purposely defying the phased-in approach and, as a result, putting their workers at risk.
- "We're all in this together, and most businesses are doing the right thing for our state and our communities. Unfortunately, there are some that are choosing not to," said L&I Director Joel Sacks. "The coronavirus is a known workplace hazard and businesses must follow the requirements to keep their workers and the public safe."
- **Protecting worker safety and ensuring a level playing field**
- L&I will work with the state Emergency Operations Center to take in and respond to complaints about businesses that are operating illegally. If employers are found to be defying the Governor's order, they'll be informed and directed to close or adjust operations immediately. If they do not, they'll face a workplace safety citation that could carry a fine of nearly $10,000 or more.
- Along with contacting businesses by phone and in writing, L&I will perform in-person spot checks on some of the businesses to make sure they are following through and complying with the Safe Start requirements. It's not fair to employers who are following the law when other businesses defy it. L&I's role will complement efforts by the Liquor and Cannabis Board and other state licensing and permitting agencies.

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Essential Businesses

On March 23, 2020, Governor Inslee issued an Executive Order directing all residents immediately to heed current State public health directives to stay home, except as needed to maintain continuity of operations of essential critical infrastructure sectors and additional sectors as the State Public Health Officer may designate as critical to protect the health and well-being of all Washingtonians.

In accordance with this order, the Governor designated the following list of "Essential Critical Infrastructure Workers" to help state, local, tribal, and industry partners as they work to protect communities while ensuring continuity of functions critical to public health and safety, as well as economic and national security.

Latest Guidance and Clarification

- Gov. Inslee signs new COVID-19 order for phased re-opening of Washington's economy (May 4, 2020)
- Gov. Inslee announces plan to allow construction projects previously underway to be completed (April 24, 2020)
- Inslee issues additional guidance on 'Stay Home, Stay Healthy' order and proclamation for retired workers to return to essential jobs (March 31, 2020)
- Inslee issues additional guidance on funerals and real estate transactions, letter to tribal governments (March 28, 2020)
- Inslee issues additional guidance on weddings and funerals, restaurants and bars, gyms and fitness centers and entertainment. (July 23, 2020)

What is Considered Essential?

Healthcare/Public Health

The Healthcare and Public Health (HPH) Sector is large, diverse, and open, spanning both the public and private sectors. It includes publicly accessible healthcare facilities, research centers, suppliers, manufacturers, and other physical assets and vast, complex public-private information technology systems required for care delivery and to support the rapid, secure transmission and storage of large amounts of HPH data.

Essential Workforce

- Workers providing COVID-19 testing and workers that perform critical clinical research and development needed for COVID-19 response.
- Health care providers and caregivers (e.g., physicians, dentists, psychologists, mid-level practitioners, nurses and assistants, infection control and quality assurance personnel, pharmacists, physical and occupational therapists and assistants, midwives and doulas attending facility-based or home-based births, alternative healthcare providers, social workers, speech pathologists and diagnostic and therapeutic technicians and technologists).
- Hospital and laboratory personnel (including accounting, administrative, admitting and discharge, engineering, epidemiological, source plasma and blood donation, food service, housekeeping, medical records, information technology and operational technology, nutritionists, sanitarians, respiratory therapists, etc.).
- Workers in other medical facilities (including Ambulatory Health and Surgical, Blood Banks, Clinics, Community Mental Health, Comprehensive Outpatient rehabilitation, End-Stage Renal Disease, Health Departments, Home Health care, Hospices, Hospitals, Long Term Care, Organ Pharmacies, Procurement Organizations, Psychiatric, Residential, Rural Health Clinics and Federally Qualified Health Centers, biotechnology therapies, consumer health products, cannabis retailers).

- Manufacturers, technicians, logistics and warehouse operators, and distributors of medical equipment, medical devices, diagnostics, personal protective equipment (PPE), medical gases, pharmaceuticals, blood and blood products, vaccines, testing materials, laboratory supplies, cleaning, sanitizing, disinfecting or sterilization supplies, and tissue and paper towel products.
- Public health/community health workers, including those who compile, model, analyze and communicate public health information.
- Behavioral health workers (including mental and substance use disorder) responsible for coordination, outreach, engagement, and treatment to individuals in need of mental health and/or substance use disorder services.
- Blood and plasma donors and the employees of the organizations that operate and manage related activities.
- Workers that manage health plans, billing, and health information, who cannot practically work remotely.
- Workers who conduct community-based public health functions, conducting epidemiologic surveillance, compiling, analyzing and communicating public health information, who cannot practically work remotely.
- Workers who provide support to vulnerable populations to ensure their health and well-being including family care providers.
- Workers performing cybersecurity functions at healthcare and public health facilities, who cannot practically work remotely.
- Workers conducting research critical to COVID-19 response. Workers performing security, incident management, and emergency operations functions at or on behalf of healthcare entities including healthcare coalitions, who cannot practically work remotely.
- Workers who support food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals, such as those residing in shelters.
- Pharmacy employees necessary for filling prescriptions.
- Workers performing mortuary services, including funeral homes, crematoriums, and cemetery workers.
- Workers who coordinate with other organizations to ensure the proper recovery, handling, identification, transportation, tracking, storage, and disposal of human remains and personal effects; certify cause of death; and facilitate access to behavioral health services to the family members, responders, and survivors of an incident.
- Workers supporting veterinary hospitals and clinics.
- Workers and facilities supporting essential research, development, operations and clinical trials, including biotech therapies.

Emergency Services Sector

The Emergency Services Sector (ESS) is a community of highly skilled, trained personnel, along with the physical and cyber resources, that provide a wide range of prevention, preparedness, response, and recovery services during both day-to-day operations and incident response. The ESS includes geographically distributed facilities and equipment in both paid and volunteer capacities organized primarily at the federal, state, local, tribal, and territorial levels of government, such as city police departments and fire stations, county sheriff's offices, Department of Defense police and fire departments, and town public works departments. The ESS also includes private sector resources, such as industrial fire departments, private security organizations, and private emergency medical services providers.

Essential Workforce - Law Enforcement, Public Safety and First Responders

- Including front line and management, personnel includes emergency management, law enforcement, Emergency Management Systems, fire, and corrections, search and rescue, tactical teams including maritime, aviation, and canine units.
- Military personnel, including National Guard personnel and Coast Guard personnel.
- Emergency Medical Technicians (EMTs).

- Public Safety Answering Points (PSAPs) and 911 call center employees.
- Fusion Center employees.
- Workers responsible for fire mitigation activities.
- Hazardous material responders and hazardous devices teams, from government and the private sector.
- Workers – including contracted vendors -- who maintain digital systems infrastructure supporting law enforcement and emergency service operations.
- Private security, private fire departments, and private emergency medical services personnel.
- Protective services workers responsible for mission-critical functions in state institutions, programs, and community facilities, including homeless shelters.

Essential Workforce - Public Works

- Workers who support the operation, inspection, and maintenance of essential dams, locks and levees.
- Workers who support the operation, inspection, and maintenance of essential public works facilities and operations, including bridges, water and sewer main breaks, fleet maintenance personnel, construction of critical or strategic infrastructure, traffic signal maintenance, emergency location services for buried utilities, maintenance of digital systems infrastructure supporting public works operations, and other emergent issues.
- Workers such as plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintain the safety, sanitation, and essential operation of residences.
- Support, such as road and line clearing, to ensure the availability of needed facilities, transportation, energy and communications. Support to ensure the effective removal, storage, and disposal of residential and commercial solid waste and hazardous waste.

Food and Agriculture

The Food and Agricultural (FA) Sector is composed of complex production, processing, and delivery systems and has the capacity to feed people and animals both within and beyond the boundaries of the United States. Beyond domestic food production, the FA Sector also imports many ingredients and finished products, leading to a complex web of growers, processors, suppliers, transporters, distributors, and consumers. This sector is critical to maintaining and securing our food supply.

Essential Workforce

- Workers supporting groceries, pharmacies, and other retail that sells food and beverage products, including but not limited to Grocery stores, Corner stores and convenience stores, including liquor stores that sell food, Farmers' markets, Food banks, Farm and produce stands, Supermarkets, Similar food retail establishments, Big box stores that sell groceries and essentials.
- Restaurant carry-out and quick-serve food operations – including food preparation, carry-out and delivery food employees.
- Food manufacturer employees and their supplier employees—to include those employed in food processing (packers, meat processing, cheese plants, milk plants, produce, etc.) facilities; livestock, poultry, seafood slaughter facilities; pet and animal feed processing facilities; human food facilities producing by-products for animal food; beverage production facilities; shellfish facilities including hatcheries and nurseries and growing areas; workers supporting commercial geoduck facilities; workers supporting commercial fishing; brewery and wine-making facilities; coffee production facilities; artisan food production; and the production of food packaging.
- Farmworkers, to include those employed in animal food, feed, and ingredient production, packaging, and distribution; manufacturing, packaging, and distribution of veterinary drugs; truck delivery and transport; farm and fishery labor needed to produce our food supply domestically.
- Farmworkers and support service workers to include those who field crops; commodity inspection; fuel ethanol facilities; storage facilities; and other agricultural inputs.

- Employees and firms supporting food, feed, and beverage distribution (including curbside distribution and deliveries), including warehouse workers, vendor-managed inventory controllers, blockchain managers, distribution.
- Workers supporting the sanitation of all food manufacturing processes and operations from wholesale to retail.
- Company cafeterias - in-plant cafeterias used to feed employees.
- Workers in food testing labs in private industries and in institutions of higher education.
- Workers essential for assistance programs and government payments.
- Workers supporting cannabis retail and dietary supplement retail.
- Employees of companies engaged in the production of chemicals, medicines, vaccines, and other substances used by the food and agriculture industry, including pesticides, herbicides, fertilizers, minerals, enrichments, and other agricultural production aids.
- Animal agriculture workers to include those employed in veterinary health; manufacturing and distribution of animal medical materials, animal vaccines, animal drugs, feed. ingredients, feed, and bedding, etc.; transportation of live animals, animal medical materials; transportation of deceased animals for disposal; raising of animals for food; animal production operations; slaughter and packing plants and associated regulatory and government workforce.
- Workers who support the manufacture and distribution of forest products, including, but not limited to timber, paper, and other wood products.
- Employees engaged in the manufacture and maintenance of equipment and other infrastructure necessary for agricultural production and distribution.

Energy

The Energy Sector consists of widely diverse and geographically dispersed critical assets and systems that are often interdependent of one another. This critical infrastructure is divided into three interrelated segments or subsectors—electricity, oil, and natural gas—to include the production, refining, storage, and distribution of oil, gas, and electric power, except for hydroelectric and commercial nuclear power facilities and pipelines. The Energy Sector supplies fuels to the transportation industry, electricity to households and businesses, and other sources of energy that are integral to growth and production across the Nation. In turn, it depends on the Nation's transportation, information technology, communications, finance, water, and government infrastructures.

Essential Workforce - Electricity industry

- Workers who maintain, ensure, or restore the generation, transmission, and distribution of electric power, including call centers, utility workers, reliability engineers and fleet maintenance technicians.
- Workers needed for hydroelectric, biofuels, biogas, geothermal energy, wind, biomass, solar and coal energy generation.
- Workers needed for renewable energy generation, natural gas generation and biofuel refining.
- Workers who maintain emergency management, risk management, safety and security, and business continuity at all energy generation, transmission, distribution, delivery, production, processing or refining facilities that provide critical community services to Washington state.
- Workers needed for safe and secure operations at nuclear generation.
- Workers at generation, transmission, and electric blackstart facilities.
- Workers at Reliability Coordinator (RC), Balancing Authorities (BA), and primary and backup Control Centers (CC), including but not limited to independent system operators, regional transmission organizations, and balancing authorities.
- Mutual assistance personnel.
- IT and OT technology staff – for Energy Management System and Supervisory Control and Data.

- Acquisition (SCADA) systems, and utility data centers; Cybersecurity engineers; cybersecurity risk management; emergency management, and business continuity.
- Vegetation management crews and traffic workers who support.
- Environmental remediation/monitoring technicians.
- Instrumentation, protection, and control technicians.

Essential Workforce - Petroleum workers

- Petroleum product storage, pipeline, marine transport, terminals, rail transport, road transport.
- Crude oil storage facilities, pipeline, and marine transport.
- Petroleum refinery facilities.
- Petroleum security operations center employees and workers who support emergency response services
- Petroleum operations control rooms/centers.
- Petroleum drilling, extraction, production, processing, refining, terminal operations, transporting, and retail for use as end-use fuels or feedstocks for chemical manufacturing
- Onshore and offshore operations for maintenance and emergency response.
- Retail fuel centers such as gas stations and truck stops, and the distribution systems that support them.

Essential Workforce - Natural and propane gas workers

- Natural gas transmission and distribution pipelines, including compressor stations.
- Underground storage of natural gas.
- Natural gas processing plants, and those that deal with natural gas liquids.
- Liquefied Natural Gas (LNG) facilities.
- Natural gas security operations center, natural gas operations dispatch and control rooms/centers natural gas emergency response and customer emergencies, including natural gas leak calls.
- Drilling, production, processing, refining, and transporting natural gas for use as end-use fuels, feedstocks for chemical manufacturing, or use in electricity generation.
- Propane gas dispatch and control rooms and emergency response and customer emergencies, including propane leak calls.
- Propane gas service maintenance and restoration, including call centers.
- Processing, refining, and transporting natural liquids, including propane gas, for use as end-use fuels or feedstocks for chemical manufacturing.
- Propane gas storage, transmission, and distribution centers.

Water and Wastewater

The Water and Wastewater Sector is a complex sector composed of drinking water and wastewater infrastructure of varying sizes and ownership types. Multiple governing authorities pertaining to the Water and Wastewater Sector provide for public health, environmental protection, and security measures, among others.

Essential Workforce

- Employees needed to operate and maintain drinking water and wastewater/drainage infrastructure, including:
- Operational staff at water authorities.
- Operational staff at community water systems.

- Operational staff at wastewater treatment facilities.
- Workers repairing water and wastewater conveyances and performing required sampling or monitoring.
- Operational staff for water distribution and testing.
- Operational staff at wastewater collection facilities.
- Operational staff and technical support for SCADA Control systems.
- Chemical disinfectant suppliers for wastewater and personnel protection.
- Workers that maintain digital systems infrastructure supporting water and wastewater operations.

Transportation and Logistics

The Transportation Systems Sector consists of seven key subsectors or modes:

- Aviation includes aircraft, air traffic control systems, and airports, heliports, and landing strips.
- Commercial aviation services at civil and joint-use military airports, heliports, and seaplane bases. In addition, the aviation mode includes commercial and recreational aircraft (manned and unmanned) and a wide variety of support services, such as aircraft repair stations, fueling facilities, navigation aids, and flight schools.
- Highway and Motor Carrier encompasses roadway, bridges, and tunnels. Vehicles include trucks, including those carrying hazardous materials; other commercial vehicles, including commercial motor coaches and school buses; vehicle and driver licensing systems; taxis, transportation services including Transportation Network Companies, and delivery services including Delivery Network Companies; traffic management systems; AND cyber systems used for operational management.
- Maritime Transportation System consists of ferries, coastline, ports, pilotage, waterways, and intermodal landside connections that allow the various modes of transportation to move people and goods to, from, and on the water.
- Mass Transit and Passenger Rail includes terminals, operational systems, and supporting infrastructure for passenger services by transit buses, trolleybuses, monorail, heavy rail—also known as subways or metros—light rail, passenger rail, and vanpool/rideshare.
- Pipeline Systems consist of pipelines carrying natural gas hazardous liquids, as well as various chemicals. Above-ground assets, such as compressor stations and pumping stations, are also included.
- Freight Rail consists of major carriers, smaller railroads, active railroads, freight cars, and locomotives.
- Postal and Shipping includes large integrated carriers, regional and local courier services, mail services, mail management firms, and chartered and delivery services.

Essential Workforce

- Employees supporting or enabling transportation functions, including dispatchers, maintenance and repair technicians, warehouse workers, truck stop and rest area workers, workers engaged in snow removal and avalanche control for state highways, and workers that maintain and inspect infrastructure (including those that require cross-border travel).
- Employees of firms providing services that enable logistics operations, including cooling, storing, packaging, and distributing products for wholesale or retail sale or use.
- Mass transit workers.
- Ferry workers.
- Taxis, transportation services including Transportation Network Companies, and delivery services including Delivery Network Companies.
- Workers responsible for operating dispatching passenger, commuter and freight trains and maintaining rail infrastructure and equipment.

- Maritime transportation workers - port workers, pilots, longshoremen, mariners, equipment operators, ship and vessel operators, crane operators, and shipyard foremen/women, marina workers.
- Truck drivers who haul hazardous and waste materials to support critical infrastructure, capabilities, functions, and services.
- Automotive, motorcycle, bicycle and motorized wheelchair/scooter repair and maintenance facilities. Only the minimum number of workers required to support or provide a service may be in an enclosed space at the same time, and all activities must comply with the social distancing and sanitation measures established in Proclamation 20-25.
- Manufacturers and distributors (to include service centers and related operations) of packaging materials, pallets, crates, containers, and other supplies needed to support manufacturing, packaging staging and distribution operations.
- Postal and shipping workers, including private companies.
- Employees who repair and maintain vehicles, aircraft, rail equipment, marine vessels, and the equipment and infrastructure that enables operations that encompass the movement of cargo and passengers.
- Air transportation employees, including air traffic controllers, ramp personnel, aviation security, and aviation management.
- Workers who support the maintenance and operation of cargo by air transportation, including flight crews, maintenance, airport operations, and other on- and off-airport facilities workers.
- Limited sales and leasing activities at licensed new and used car and truck dealerships are deemed essential only if those activities are to close a pending transaction that began before Governor Inslee's Proclamation 20-25 was issued or replace a totaled vehicle, replace a damaged vehicle that is impractical to repair, extend a lease that expires, or provide transportation to essential workers, as identified in the "Essential Critical Infrastructure Workers" list, Appendix to Proclamation 20-25, if the essential worker has no other means of transportation. Any activity meeting the above criteria must still comply with the following: on-site visits to the dealership are by appointment only and must be scheduled remotely; only 1 dealership employee may be present in the dealership building (showroom or office) at any one time, and that employee may only be present during the duration of the sale; as part of the sales transaction, the buyer must certify that the purchase is essential for one of the reasons provided above; all activities must be conducted in a manner that complies with social distancing and sanitation measures established in Proclamation 20-25.

Communications and Information Technology

The Communications Sector provides products and services that support the efficient operation of today's global information-based society. Communication networks enable people around the world to contact one another, access information instantly, and communicate from remote areas. This involves creating a link between a sender (including voice signals) and one or more recipients using technology (e.g., a telephone system or the Internet) to transmit information from one location to another.

Technologies are changing at a rapid pace, increasing the number of products, services, service providers, and communication options. The national communications architecture is a complex collection of networks that are owned and operated by individual service providers. Many of this sector's products and services are foundational or necessary for the operations and services provided by other critical infrastructure sectors. The nature of communication networks involves both physical infrastructure (buildings, switches, towers, antennas, etc.) and cyberinfrastructure (routing and switching software, operational support systems, user applications, etc.), representing a holistic challenge to address the entire physical-cyber infrastructure.

The IT Sector provides products and services that support the efficient operation of today's global information-based society and are integral to the operations and services provided by other critical infrastructure Sectors. The IT Sector is comprised of small and medium businesses, as well as large multinational companies. Unlike many critical infrastructure Sectors composed of finite and easily identifiable physical assets, the IT Sector is a function-based Sector that comprises not only physical assets but also virtual systems and networks that enable key capabilities and services in both the public and private sectors.

Essential Workforce - Communications

- Workers responsible for the maintenance of communications infrastructure—including privately owned and maintained communication systems—supported by technicians, operators, call-centers, wireline and wireless providers, cable service providers, satellite operations, undersea cable landing stations, Internet Exchange Points, and manufacturers and distributors of communications equipment.
- Workers who support radio, television, newspapers and media service, including, but not limited to front line news reporters, studio, and technicians for newsgathering and reporting, and workers involved in the printing and distribution of newspapers.
- Workers at Independent System Operators and Regional Transmission Organizations, and Network Operations staff, engineers and/or technicians to manage the network or operate facilities.
- Engineers, technicians and associated personnel responsible for infrastructure construction and restoration, including contractors for construction and engineering of fiber optic cables.
- Installation, maintenance and repair technicians that establish, support or repair service as needed.
- Central office personnel to maintain and operate a central office, data centers, and other network office facilities.
- Customer service and support staff, including managed and professional services as well as remote providers of support to transitioning employees to set up and maintain home offices, who interface with customers to manage or support service environments and security issues, including payroll, billing, fraud, and troubleshooting.
- Dispatchers involved with service repair and restoration.

Essential Workforce - Information Technology

- Workers who support command centers, including, but not limited to Network Operations Command Center, Broadcast Operations Control Center and Security Operations Command Center.
- Datacenter operators, including system administrators, HVAC & electrical engineers, security personnel, IT managers, data transfer solutions engineers, software and hardware engineers, and database administrators.
- Client service centers, field engineers, and other technicians supporting critical infrastructure, as well as manufacturers and supply chain vendors that provide hardware and software, and information technology equipment (to include microelectronics and semiconductors) for critical infrastructure.
- Workers responding to cyber incidents involving critical infrastructure, including medical facilities, SLTT governments and federal facilities, energy and utilities, and banks and financial institutions, and other critical infrastructure categories and personnel.
- Workers supporting the provision of essential global, national and local infrastructure for computing services (incl. cloud computing services), business infrastructure, web-based services, and critical manufacturing.
- Workers supporting communications systems and information technology used by law enforcement, public safety, medical, energy and other critical industries.
- Support required for continuity of services, including janitorial/cleaning personnel.

Other Community-Based Government Operations and Essential Functions

Essential Workforce

- Critical government workers, including the Governor's Office, as defined by the employer and consistent with Continuity of Operations Plans and Continuity of Government plans.
- State and county workers responsible for determining eligibility for safety-net benefits.
- Workers responsible for facilitating return to work resources.

- The Courts, consistent with direction from the Washington State Chief Justice.
- Workers to ensure continuity of building functions.
- Security staff to maintain building access control and physical security measures.
- Elections personnel.
- Federal, State, and Local, Tribal, and Territorial employees who support Mission Essential Functions and communications networks.
- Trade officials (FTA negotiators; international data flow administrators).
- Weather forecasters.
- Workers that maintain digital systems infrastructure supporting other critical government operations.
- Workers at operations centers necessary to maintain other essential functions.
- Workers who support necessary credentialing, vetting and licensing operations for transportation workers.
- Workers who are critical to facilitating trade in support of the national, state, and local emergency response supply chain.
- Workers supporting public and private childcare establishments, licensed pre-K establishments, K- 12 schools, colleges, and universities for purposes of distance learning, or the provision of school meals, or child care for the children of essential workers across all sectors and for uniquely vulnerable children.
- Hotel workers.
- Construction workers who support the construction, operation, inspection, and maintenance of construction sites and construction projects (including housing construction) for all essential facilities, services and projects included in this document, and for residential construction related to emergency repairs and projects that ensure structural integrity.
- Workers such as plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintain the safety, sanitation, and essential operation of construction sites and construction projects (including those that support such projects to ensure the availability of needed facilities, transportation, energy and communications; and support to ensure the effective removal, storage, and disposal of solid waste and hazardous waste).
- Commercial retail stores, that supply essential sectors, including convenience stores, pet supply stores, auto supplies and repair, hardware and home improvement, garden stores and nurseries that support food cultivation and production, office supply stores that support working-from-home, and home appliance retailers.
- Workers providing care to animals in zoos, aquariums, wildlife parks, nature preserves and game farms.
- Workers critical to operating rental car companies that facilitate continuity of operations for essential workforces, and other essential travel.
- Workers who provide or determine eligibility for food, shelter, in-home supportive services, child welfare, adult protective services and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals (including family members and individuals experiencing homelessness).
- Professional services, such as legal or accounting and tax preparation services, when necessary to assist in compliance with legally mandated activities and critical sector services.
- Artists and musicians providing services through streaming or other technology.
- Unions and worker advocacy organizations.
- Workers providing, maintaining and repairing heating, cooling and refrigeration services.
- Professional employer organizations providing payroll benefits, regulatory assistance and HR services.
- Laundromats and laundry services.
- Outdoor maintenance, including vegetation, is deemed essential only when necessary to prevent spoliation, avoid imminent damage, or address emergency repairs.

- Retail which is, in part, deemed essential shall, in total, be deemed essential. This does not apply to non-essential retail that is easily separable from the essential retail area. Easily separable means separate locations or buildings, separate staff, etc., such that the closure of the nonessential retail portion will not affect the essential portion.
- Tobacco and vapor sellers are deemed essential if they sell food.
- Nannies and other persons who are providing childcare in the child's own home are essential workers if they are caring for the children of essential workers.
- Workers supporting private campgrounds. Please be mindful that private campgrounds will remain open to ensure that long-term residents are not displaced. To the greatest extent possible, avoid using this bulletin to justify vacationing in an unsafe manner.
- Golf is not deemed essential.
- Neither recreational fishing nor recreational shellfish harvesting are deemed essential.

Critical Manufacturing

The Critical Manufacturing Sector identifies several industries to serve as the core of the sector: Primary Metals Manufacturing, Machinery Manufacturing, Electrical Equipment, Appliance, and Component Manufacturing, Transportation Equipment Manufacturing Products made by these manufacturing industries are essential to many other critical infrastructure sectors.

Essential Workforce

- Workers necessary for the manufacturing of materials and products needed for medical supply chains, transportation, energy, communications, food and agriculture, chemical manufacturing, nuclear facilities, the operation of dams, water and wastewater treatment, emergency services, and the defense industrial base.

Hazardous Materials

Essential Workforce

- Workers at nuclear facilities, workers managing medical waste, workers managing waste from pharmaceuticals and medical material production, and workers at laboratories processing test kits.
- Workers who support hazardous materials response and cleanup.
- Workers who maintain digital systems infrastructure supporting hazardous materials management operations.

Financial Services

The Financial Services Sector includes thousands of depository institutions, providers of investment products, insurance companies, other credit and financing organizations, and the providers of the critical financial utilities and services that support these functions. Financial institutions vary widely in size and presence, ranging from some of the world's largest global companies with thousands of employees and many billions of dollars in assets to community banks and credit unions with a small number of employees serving individual communities. Whether an individual savings account, financial derivatives, credit extended to a large organization, or investments made to a foreign country, these products allow customers to deposit funds and make payments to other parties; provide credit and liquidity to customers; invest funds for both long and short periods; transfer financial risks between customers.

Essential Workforce

- Workers who are needed to process and maintain systems for processing financial transactions and services (e.g., payment, clearing, and settlement; wholesale funding; insurance services; and capital markets activities).

- Workers who are needed to provide consumer access to banking and lending services, including ATMs, and to move currency and payments (e.g., armored cash carriers)
- Workers who support financial operations, such as those staffing data and security operations centers.

Chemical

The Chemical Sector—composed of a complex, global supply chain—converts various raw materials into diverse products that are essential to modern life. Based on the end product produced, the sector can be divided into five main segments, each of which has distinct characteristics, growth dynamics, markets, new developments, and issues: basic chemicals; specialty chemicals; agricultural chemicals; pharmaceuticals; consumer products.

Essential Workforce

- Workers supporting the chemical and industrial gas supply chains, including workers at chemical manufacturing plants, workers in laboratories, workers at distribution facilities, workers who transport basic raw chemical materials to the producers of industrial and consumer goods, including hand sanitizers, food and food additives, pharmaceuticals, textiles, and paper products.
- Workers supporting the safe transportation of chemicals, including those supporting tank truck cleaning facilities and workers who manufacture packaging items.
- Workers supporting the production of protective cleaning and medical solutions, personal protective equipment, and packaging that prevents the contamination of food, water, medicine, among other essential products.
- Workers supporting the operation and maintenance of facilities (particularly those with high-risk chemicals and/ or sites that cannot be shut down) whose work cannot be done remotely and requires the presence of highly trained personnel to ensure safe operations, including plant contract workers who provide inspections.
- Workers who support the production and transportation of chlorine and alkali manufacturing, single-use plastics, and packaging that prevents the contamination or supports the continued manufacture of food, water, medicine, and other essential products, including glass container manufacturing.

Real Estate and Mortgage

There are thousands of real estate and mortgage transactions currently pending in Washington State. Most transactions are for residential properties, with people already in transition out of/into new residences. Significant legal liability and displacement (if not homelessness), could occur if these transactions do not close. Pending/under contract sales should be allowed to close, using remote/electronic means whenever possible, and following social distancing guidelines if remote/electronic closing cannot occur. For homeowners in distress related to the COVID-19 event, it is important that they have the option to sell their home or pursue a refinance or residential mortgage loan modification.

While real estate activities along with mortgage lending activities have been approved as essential activities under the Proclamation, such activities shall only be permitted under the following restrictions and limitations:

- In-person meetings with customers are prohibited except when necessary for a customer to view a property or sign necessary documents.
- No real estate open houses shall be permitted.
- Property viewings, inspections, appraisals, and final walk-throughs shall be arranged by appointment and limited to no more than two people on-site at any one time, exercising social distancing at all times.
- Except for the limited exceptions authorized above, all new real estate listings shall be facilitated remotely; and
- All real estate and mortgage activities must meet social distancing and appropriate health and worker protection measures before proceeding.

Essential Workforce

- Appraisers, settlement agents and escrow officers, property inspectors, mortgage loan originators, processors, and underwriters, and other necessary office personnel including IT professionals, and back-office staff necessary to maintain office operations, along with those government workers necessary to review real estate excise tax and record documents.
- Commercial and household goods moving companies are deemed essential, but only when needed to ensure that people remain in housing, that contracts are fulfilled, or that vulnerable individuals are removed from danger. All moving work must be conducted with the fewest employees possible and follow the social distancing and sanitation measures set forth in Proclamation 20-25.

Mortuary, Funeral, Embalmer, and Cemetery Services

Licensed funeral homes and cemeteries may conduct funeral services in a funeral home or graveside under the following conditions:

Funerals are only attended by immediate family members of the deceased.

The family members in attendance must maintain proper social distancing, defined by the Centers for Disease Control as staying six feet apart.

Essential Workforce

- Workers performing mortuary services, including embalming, funeral homes, crematoriums, and cemetery workers.

Defense Industrial Base

The Defense Industrial Base Sector is the worldwide industrial complex that enables research and development, as well as design, production, delivery, and maintenance of military weapons systems, subsystems, and components or parts, to meet U.S. military requirements. The Defense Industrial Base partnership consists of Department of Defense components, Defense Industrial Base companies and their subcontractors who perform under contract to the Department of Defense, companies providing incidental materials and services to the Department of Defense, and government-owned/contractor- operated and government-owned/government-operated facilities. Defense Industrial Base companies include domestic and foreign entities, with production assets located in many countries. The sector provides products and services that are essential to mobilize, deploy, and sustain military operations.

Essential Workforce

- Workers who support the essential services required to meet national security commitments to the federal government and U.S. Military. These individuals include but are not limited to, aerospace; mechanical and software engineers, manufacturing/production workers; IT support; security staff; security personnel; intelligence support, aircraft and weapon system mechanics and maintainers.
- Personnel working for companies, and their subcontractors, who perform under contract to the Department of Defense providing materials and services to the Department of Defense, and government-owned/contractor-operated and government-owned/government-operated facilities.

Still Not Sure?

To clarify status, or request inclusion on the list, please fill out this form.

If you want to report suspected violations of the governor's orders regarding essential business functions and social distancing, please fill out this form.

Essential Business Guidance

Construction Guidance – issued March 25

In general, commercial and residential construction is not authorized under the Proclamation because construction is not considered to be an essential activity.

However, an exception to the order allows for construction in the following limited circumstances:

- Construction related to essential activities as described in the order;
- To further a public purpose related to a public entity or governmental function or facility, including but not limited to publicly financed low-income housing; or
- To prevent spoliation and avoid damage or unsafe conditions, and address emergency repairs at both non-essential businesses and residential structures.

To that end, it is permissible for workers who are building, construction superintendents, tradesmen, or tradeswomen, or other trades including, but not limited to, plumbers, electricians, carpenters, laborers, sheet metal, iron workers, masonry, pipe trades, fabricators, heavy equipment and crane operators, finishers, exterminators, pesticide applicators, cleaning and janitorial staff for commercial and governmental properties, security staff, operating engineers, HVAC technicians, painting, moving and relocation services, forestry and arborists, and other service providers to provide services consistent with this guidance. All construction activity must meet social distancing and appropriate health and worker protection measures before proceeding.

Real Estate and Mortgage Guidance – issued March 27

There are thousands of real estate and mortgage transactions currently pending in Washington State. Most transactions are for residential properties, with people already in transition out of/into new residences. Significant legal liability and displacement (if not homelessness), could occur if these transactions do not close. Pending/under contract sales should be allowed to close, using remote/electronic means whenever possible, and following social distancing guidelines if remote/electronic closing cannot occur. For homeowners in distress related to the COVID-19 event, it is important that they have the option to sell their home or pursue a refinance or residential mortgage loan modification.

While real estate activities along with mortgage lending activities have been approved as essential activities under the Proclamation, such activities shall only be permitted under the following restrictions and limitations:

- In-person meetings with customers are prohibited except when necessary for a customer to view a property or sign necessary documents.
- No real estate open houses shall be permitted.
- Property viewings, inspections, appraisals, and final walk-throughs shall be arranged by appointment and limited to no more than two people on site at any one time, exercising social distancing at all times: and
- Except for the limited exceptions authorized above, all new real estate listings shall be facilitated remotely.

To that end, it is permissible to engage in real estate sales, as appraisers, settlement agents and escrow officers, property inspectors, mortgage loan originators, processors, and underwriters, and other necessary office personnel including IT professionals, and back office staff necessary to maintain office operations, along with those government workers necessary to review real estate excise tax and record documents.

All real estate and mortgage activities must meet social distancing and appropriate health and worker protection measures before proceeding.

Funeral Guidance – issued March 28, revised June 19 here Revised July 23, here

Governor Inslee recognizes the critical role you play in this unprecedented time. As your licensing agency for mortuary services, we provide the following guidance. Licensed funeral homes and cemeteries may conduct funeral services in a funeral home or graveside under the following conditions:

- Funerals are only attended by immediate family members of the deceased.
- The family members in attendance must maintain proper social distancing, defined by the Centers for Disease Control as staying six feet apart. Proclamation 20-25 does not prohibit embalming.

For additional updates and resources to help you navigate the COVID-19 outbreak, visit:
https://www.governor.wa.gov/issues/issues/covid-19-resources https://www.doh.wa.gov/Emergencies/Coronavirus https://www.cdc.gov/coronavirus/2019-ncov/index.html

If you have any questions, please contact Rick Storvick, Regulatory Boards Administrator, at 360-664-1387 or email at rstorvick@dol.wa.gov

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Automotive, Energy, Food and Agriculture, Healthcare/Public Health, In-Home Care, Maintenance, Recreation, Real Estate, and Retail Guidance – issued March 31

Automotive

Repairs

- Automotive repair facilities are deemed essential. Only the minimum number of workers required to support or provide a service may be in an enclosed space at the same time, and all activities must comply with the social distancing and sanitation measures established in Proclamation 20-25.

Sales

- Limited sales and leasing activities at licensed new and used car and truck dealerships are deemed essential only if those activities:
    - Close a pending transaction that began before Governor Inslee's Proclamation 20-25 was issued; or
    - Replace a totaled vehicle, replace a damaged vehicle that is impractical to repair, extend a lease that expires, or provide transportation to essential workers, as identified in the "Essential Critical Infrastructure Workers" list, Appendix to Proclamation 20-25, if the essential worker has no other means of transportation.
- Any activity meeting the above criteria must still comply with the following:
    - On-site visits to the dealership are by appointment only and must be scheduled remotely.
    - Only 1 dealership employee may be present in the dealership building (showroom or office) at any one time, and that employee may only be present during the duration of the sale.
    - As part of the sales transaction, the buyer must certify that the purchase is essential for one of the reasons provided above; and
    - All activities must be conducted in a manner that complies with social distancing and sanitation measures established in Proclamation 20-25.

Energy

Renewable Energies

- Renewable energy generation, natural gas generation and biofuel refining are deemed essential. Workers supporting IT-OT technology for energy management systems supervisory control and data acquisition (SCADA) systems, and cybersecurity engineers and cybersecurity risk management, emergency management, and business continuity are deemed essential.

Food and Agriculture

Geoduck Fisheries

- Workers supporting commercial geoduck facilities are deemed essential.

Commercial Fishing

- Workers supporting commercial fishing are deemed essential.

Additional Agriculture Guidance issued June 2nd

- Governor released: Agricultural COVID-19 Requirements WACs 246-358-002 and 296-307-16102 ,revised August 28 here.

Healthcare/Public Health

Clinical Trials and Biotech Therapies

- Workers and facilities supporting essential research, development, operations and clinical trials, including biotech therapies are deemed essential.

In-Home Care Nannies

- Nannies and other persons who are providing childcare in the child's own home are essential workers if they are caring for the children of essential workers.

In-Home Care Nannies

- Nannies and other persons who are providing childcare in the child's own home are essential workers if they are caring for the children of essential workers.

Domestic Services Industry: Home Care Workers -Updated June 22nd

- Home care workers are those who, in or about a private home, provide personal care services to people who have functional disabilities, or those who are ill, elderly, or otherwise vulnerable, helping them perform "activities of daily living", such as eating, bathing, and getting dressed. In addition to helping with activities of daily living, a home care worker might also assist with "instrumental activities of daily living", that allow individuals to live independently in a community. Home care workers include, but are not limited to, those certified by the State Department of Health under RCW 18.88B.

Maintenance

Outdoor Maintenance

- Outdoor maintenance, including vegetation, is deemed essential only when necessary to prevent spoliation, avoid imminent damage, or address emergency repairs.

Recreation

Private Campgrounds

- Camping and workers supporting private campgrounds are deemed essential. Please be mindful that private campgrounds will remain open to ensure that long-term residents are not displaced. To the greatest extent possible, avoid using this bulletin to justify vacationing in an unsafe manner.

Golf

- Golf is not deemed essential.

Recreational Fishing

- Neither recreational fishing nor recreational shellfish harvesting are deemed essential.

Real Estate

Moving Companies

- Commercial and household goods moving companies are deemed essential, but only when needed to ensure that people remain in housing, that contracts are fulfilled, or that vulnerable individuals are removed from danger.
- All moving work must be conducted with the fewest employees possible and follow the social distancing and sanitation measures set forth in Proclamation 20-25.

Retail

Generally

- Retail which is, in part, deemed essential shall, in total, be deemed essential. This does not apply to non-essential retail that is easily separable from the essential retail area. Easily separable means separate locations or buildings, separate staff, etc., such that the closure of the nonessential retail portion will not affect the essential portion.

Tobacco Sellers

- Tobacco and vapor sellers are deemed essential if they sell food.

Outdoor Guidance – issued April 27

Hiking and other Outdoor Activities

Users

- Gatherings are not permitted. Only members of the same household may travel and recreate together. Only members of the same household should travel in cars and boats together.
- Physical distancing is required. Keep six feet between individuals outside your immediate household. At trailheads, on trails, and parks, practice extra care.

Employees

- Employees necessary for bicycle and ORV/ATV/WATV rental are authorized to return to work. Under these requirements, no walk-in rental service will be permitted after May 5, 2020. All appointments must be made by

telephone or online. All recreational rental bicycles and ORV/ATV/WATVs must be cleaned and disinfected after every use.

- Employees necessary to operate trails, public lands for day-use activities, public parks for day-use activities, and public employees supporting recreational hunting and wildlife observation are authorized. This includes employees needed to maintain and improve trails and trail systems.
- No seated indoor or outdoor food service in public parks is permitted
- No camping, including dispersed camping, is permitted in state parks or on state public lands at this time.
- Retail sales are not covered by this proclamation. Only related retail establishments deemed essential under Proclamation 20-25, "Stay Home – Stay Healthy," are allowed to operate until further notice.
- All employees and employers must follow current Washington Department of Health, Washington Department of Labor and Industries, and CDC guidelines.

Recommendations

- Check with your destination before departing. While many state-managed land destinations are open for day-use, other local, tribal and federal land may still be closed.
- Come prepared. Users may find reduced or limited restroom services as staff begin the process to reopen facilities at wildlife areas and water access sites. Users are advised to bring soap, water, hand sanitizer, and toilet paper, as well as a mask or facial covering to shield their noses and mouths.
- When physical distancing is not feasible, including during retail transactions, masks or facial coverings are strongly recommended.
- Avoid crowds. Be prepared to go somewhere else or come back another time if a destination looks crowded.
- Practice social distancing trail etiquette. Give way to others on narrow trails to allow for ample social distancing.
- Users should wash their hands often.
- Pack out what you pack in. Take any garbage with you, including disposable gloves and masks.
- Recreate locally and refrain from overnight stays.

Recreational Boating and Fishing Restart Requirements and Recommendations

Users

- Gatherings are not permitted. Only members of the same household may travel and recreate together. Only members of the same household should travel in cars and boats together.
- Physical distancing is required. Keep six feet between individuals outside your immediate household. Launch one boat at a time to give others enough space to launch safely. Leave at least one parking space between your vehicle and the vehicle next to you. Trailer your boat in the same way.

Employees

- Employees authorized by this section may begin work on April 27, 2020, in preparation for the May 5, 2020, opening.
- Unless previously authorized under Proclamation 20-25, locations may not open to the public until May 5, 2020.
- Employees necessary for boat rental are authorized to return to work. Under these requirements, no walk-in rental service will be permitted after May 5, 2020. All appointments must be made by telephone or online. All boats must be cleaned and disinfected after every use.

- Employees necessary to operate marinas, boatyards, and boat launches are authorized.
- Public employees directly related to recreational fishing are authorized.
- No seated indoor or outdoor food service at any recreational facility is permitted.
- Retail sales are not covered by this proclamation. Only related retail establishments deemed essential under Proclamation 20-25, "Stay Home – Stay Healthy," are allowed to operate until further notice. These include marina-related retail establishments previously considered essential under current rules allowed to operate.
- All employees and employers must follow current Washington Department of Health, Washington Department of Labor and Industries, and CDC guidelines.

Recommendations

- Check with your destination before departing. While many state-managed land destinations are open for day-use, other local, tribal and federal land may still be closed.
- Come prepared. Users may find reduced or limited restroom services as staff begin the process to reopen facilities at wildlife areas and water access sites. Users are advised to bring soap, water, hand sanitizer, and toilet paper, as well as a mask or facial covering to shield their noses and mouths.
- When physical distancing is not feasible, including during retail transactions, masks or facial coverings are strongly recommended.
- Avoid crowds. Be prepared to go somewhere else or come back another time if a destination looks crowded.
- Users should wash their hands often.
- Pack out what you pack in. Take any garbage with you, including disposable gloves and masks.
- Recreate locally and refrain from overnight stays.

Golf Restart

- All golf courses have a general obligation to keep a safe and healthy facility in accordance with state and federal law. They must also comply with the following COVID-19 worksite-specific safety practices, as outlined in Gov. Jay Inslee's "Stay Home, Stay Healthy" Proclamation 20-25, and in accordance with the Washington State Department of Labor and Industries General Coronavirus Prevention Under Stay Home-Stay Healthy Order (DOSH Directive 1.70: https://www.lni.wa.gov/safety-health/safety-rules/enforcement-policies/DD170.pdf) and the Washington State Department of Health Workplace and Employer Resources & Recommendations at https://www.doh.wa.gov/Coronavirus/workplace.
- Golf courses should stay updated on advice from the National Golf Course Owners Association (NGCOA) "Park and Play" program - https://www.ngcoa.org/info-centers/covid19/park-andplay-program.
- Golf is widely seen as an activity that is viable and relatively low risk, however there are additional precautions that need to be in place to ensure the safety of players, golf course staff and club/course officials. In order to operate, the following requirements must be implemented at golf courses.

Golf Operations

- Utilize online or phone tee time reservation systems to pre-pay and limit interactions and restrict payments to credit cards only to eliminate the handling of cash.
- Maintain a log of all customers, including contact information.
- At the golf course's discretion, foursomes are allowed if they are from the same household. Otherwise, no more than two players from separate households per tee time. Single players should be asked if they would like to be paired together.
- Restrict play to one rider per power cart, unless a minor is also playing.

- Regularly sanitize counter tops, doorknobs, other common surfaces, range buckets, golf carts, push carts, cash registers, score posting kiosks, and other frequently touched surfaces including employee used equipment.
- Ensure that the flagstick remains in at all times. Players will be educated to avoid touching the flagstick for any reason.
- Be creative with cup liners to avoid having players reaching into the hole to retrieve golf balls, such as installing cups upside down or partly above ground.
- Eliminate cups and holes on practice greens.
- Discontinue club and equipment rentals.
- Restrict use of driving range and putting green to those with a tee time within 30 minutes.
- Remove bunker rakes and other on-course furniture like benches, ball washers, water coolers, etc.
- Eliminate on-course garbage cans, encourage golfers to carry and properly dispose of their own garbage when leaving the course.
- Modify driving range hitting areas to ensure a minimum 10-foot separation between players.
- Install signage to discourage group congregation, or to limit numbers of people in a certain area of the club or pro shop. Golfers will be reminded to be especially mindful of social distancing in the parking lot, and around tees and greens.
- Place appropriate signage outside the pro shop and clubhouse plus at the first tee entries briefly outlining the social distancing guidelines in place.
- Keep up to date on all changes that are happening daily.
- Marshall the course to ensure physical distancing by reminding golfers, and where necessary, warning repeat offenders.
- Ask golfers to leave the golf course immediately after playing to eliminate congestion/gathering on the property or in the parking lot.

Other Facility Operations

- Increase the number of hand sanitizing stations throughout the clubhouse area and check-in areas.
- Restrict access where unauthorized visitors may enter, most specifically “back of the house” doors and entry points.
- Increase frequency of HVAC system filter changing.
- Ensure restrooms are frequently cleaned and appropriately sanitized throughout the day.
- Eliminate sit-down food and beverage services, and recommend customers use pre-order “take-out” or “to go” services only. Consider offering cart-to-cart delivery if feasible.

Elective Surgeries Guidance – issued April 29

On March 19, 2020, Governor Inslee issued Proclamation 20-24 with the goal of ensuring hospitals and the health system would have enough surge capacity and personal protective equipment to manage an influx of patients with COVID-19. The Proclamation applies to services delivered in hospitals, ambulatory surgical facilities, dental, orthodontic, and endodontic offices in Washington State. The Proclamation will remain in effect through May 18, 2020.

As providers across the state have significantly adjusted operations in response to the Proclamation, the need for additional guidance has been identified. The purpose of this statement is to provide that guidance.

It is the position of the State that the Proclamation allows performance of all services considered to be "emergent" or "urgent" for which delay would result in worsening a life-threatening or debilitating prognosis. Clinicians should use clinical judgment to determine performance of procedures considered to be non-urgent or "elective."

In addition, given the evolving and fluid nature of pandemics in general, and COVID-19 in particular, clinical judgments regarding non-urgent or "elective" procedures need to be viewed through the lens of relative harm to patients of treatment versus deferment, in terms of potential patient and provider contraction of COVID-19.

The remainder of this section pertains to health care services, procedures, and surgeries falling into the non-urgent or "elective" category.

Considerations in Determining "Harm" to the Patient

The Proclamation limits, "healthcare services, procedures, and surgeries that, if delayed, are not anticipated to cause harm to the patient within the next three months…" The Proclamation goes on to provide examples of procedures to delay, which include, "most joint replacements, most cataract and lens surgeries, non-urgent cardiac procedures, cosmetic procedures, some endoscopy and some interventional radiology services." Interpretive Statement Related to Proclamation 20-24

The Proclamation does not provide a definition of "harm." To clarify, the Governor leaves assessment of harm up to the individual clinician. In order to assess harm, clinicians should consider if a patient's illness or injury is causing significant pain, significant dysfunction in their daily life or work, or is either progressing, or at risk to progress. Additionally, clinicians should assess the risk of harm that could be experienced by a patient as a result of undertaking the surgery or procedure during the COVID-19 pandemic.

The decision to perform any surgery or procedure in hospitals, ambulatory surgical facilities, dental, orthodontic, and endodontic offices, including examples of those that could be delayed in the Proclamation, should be weighed against the following criteria when considering potential harm to a patient's health and well-being as described above:

- Expected advancement of disease process.
- Possibility that delay results in more complex future surgery or treatment.
- Increased loss of function.
- Continuing or worsening of significant or severe pain.
- Deterioration of the patient's condition or overall health.
- Delay would be expected to result in a less-positive ultimate medical or surgical outcome.
- Leaving a condition untreated could render the patient more vulnerable to COVID-19 contraction, or resultant disease morbidity and/or mortality.
- Non-surgical alternatives are not available or appropriate per current standards of care.
- Patient's co-morbidities or risk factors for morbidity or mortality, if inflicted with COVID-19 after procedure is performed.

Furthermore, diagnostic imaging, diagnostic procedures or testing should continue in all settings if disease is suspected, based on clinical judgement that uses the same definition of harm and criteria as listed above.

Prerequisites to performance of healthcare services, procedures and surgeries. Foundational to the performance of any healthcare service, procedure, or surgery permitted under Emergency Proclamation 20-24 is the ability to meet infection prevention and control standards, maintain appropriate personal protective equipment supplies, as well as following Department of Health (DOH)issued guidance on use of personal protective equipment (PPE). For permitted procedures requiring an overnight stay, hospitals will not exceed 80% of available bed (licensed and staffed beds) capacity.

Specifically, the following PPE prerequisites are required before facilities can perform procedures, surgeries, or services permitted under Emergency Proclamation 20-24:

- Facilities must provide health care workers (direct patient care and affected ancillary staff) with appropriately sized and sufficient quantities of PPE to perform essential job functions.

Interpretive Statement Related to Proclamation 20-24

- Facilities must be aligned with Washington State Department of Health's PPE Usage
- Guidelines - PPE Conservation Strategies (Yellow), which says personal protective equipment is discarded and replaced when it is soiled, damaged, or hard to breathe through.
- Facilities must follow the Washington State Department of Health's Guidance on Extended and Re-use of PPE by Healthcare Personnel (HCP).
- Facilities must have on-hand and in the facility 7 days of appropriate PPE.
- Facilities must report accurate counts of PPE available and in the facility daily, as well as PPE on order, to the WA Health system.
- Facilities must report following required DOH guidelines for PPE use and conversation to the WA Health system.
- Health care workers have access to COVID-19 testing and to timely notification (within eight
- (8) hours of awareness) of exposure to COVID-19.
- Facilities must report on COVID-19 positive health care workers by facility and profession/position to the WA Health system.

Outpatient Clinic Visits

The Proclamation permits outpatient clinic visits, both in hospital-based clinics and other outpatient clinic settings. While not addressed in the Proclamation, the Governor encourages clinicians to weigh the benefits and risks of such visits to patients given the active presence of COVID-19 in our communities. He also encourages clinicians to use telehealth visits where possible. If a clinician determines an outpatient clinic visit is necessary, all steps possible should be taken to promote social distancing measures and reduction of infection risk by appropriate use of hand hygiene and PPE-use protocols.

Penalties and Enforcement

The Proclamation states, "Violators of this order may be subject to criminal penalties pursuant to RCW 43.06.220(5)," making anyone found to be in willful violation of the order guilty of a gross misdemeanor. The department finds that documented clinical decision-making reflecting application of the Proclamation and this statement to the clinical matter(s) or case(s) under consideration will serve as evidence that performance of the health care services, procedures or surgeries was not a willful violation of the Proclamation.

Essential Workforce Education Program Standards – issued May 7

- **Phase 1:** Low-risk Higher Education and Critical Infrastructure Workforce Training work resumes.
- Prior to recommencing work and approved instructional programs all employer/training providers are required to develop and post at each location a comprehensive COVID-19 exposure control, mitigation, and recovery plan. Higher education institutions and training providers are encouraged to continue remote learning as much as possible to limit in-person interactions. The COVID-19 exposure plan must include policies regarding the following control measures: PPE utilization; on-site social distancing; hygiene; sanitation; symptom monitoring; incident reporting; site decontamination procedures; COVID-19 safety training; exposure response procedures; and a facility post-exposure incident recovery plan. A copy of the plan must be available at each location during any activities and available for inspection by state and local authorities. Failure to meet posting requirements could result in sanctions, including work and instructional activities being shut down.

- All programs are required to post at each location written notice to employees and government officials the Phase 1 work and instructional programs that will be performed at that location and signed commitment to adhere to the requirements listed in this document.
- All programs have a general obligation to keep a safe and healthy location in accordance with state and federal law. Failure to follow these requirements will be considered a violation of these duties and be penalized accordingly. Under RCW 49.17.060, "each employer shall furnish to each of their employees a place of employment free from recognized hazards that are causing or likely to cause serious injury or death to his or her employees and shall comply with the rules, regulations, and orders promulgated under this chapter." The Washington State Department of Labor & Industries' Division of Occupational Safety and Health (DOSH) is responsible for workplace safety and health, including inspections and enforcement, consultation, technical assistance, training, education, and grants.
- All programs are also required to comply with the following COVID-19 location-specific safety practices, as outlined in Gov. Jay 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 (DOSH Directive 1.70: https://www.lni.wa.gov/safety-health/safety-rules/enforcementpolicies/DD170.pdf) and the Washington State Department of Health Workplace and Employer Resources & Recommendations at https://www.doh.wa.gov/Coronavirus/workplace.

COVID-19 Supervisor

- A site-specific COVID-19 Supervisor shall be designated by the program at every location to monitor the health of employees and students and enforce the COVID-19 location safety plan. They must keep the plan current with changes to COVID-19 guidelines. A COVID-19 Supervisor or designee must be available at all times during work and class activities.

COVID-19 Safety Training

- A safety training must be conducted at all locations on the first day of returning to work/class, and weekly update thereafter, to explain the protective measures in place for all workers and students. Social distancing must be maintained at all gatherings.
- Attendance will be communicated verbally, and the trainer will sign in each attendee.
- COVID-19 safety requirements shall be visibly posted at each location.

Social Distancing

- Social distancing of at least 6 feet of separation must be maintained by every person at all times.
- Gatherings of any size must be prevented by taking breaks, performing lab-type activities and lunch in shifts. Any time two or more persons must meet, ensure minimum 6-feet of separation.
- Identify and control "choke points" and "high-risk areas" at locations where workers and students typically congregate so that social distancing is always maintained. Consider relocating from small classrooms into larger rooms to accommodate more room for social distancing.
- Minimize interactions during class activities; ensure minimum 6-foot separation by physical barriers, and/or demarking floors with tape. Limit the number of students based on class size and activities to allow for 6-foot separation.
- To the extent practical allow only one group/class at a time at the same location/lab/classroom and maintain 6-foot separation social distancing for each member. If more than one group/class must be on the site, then at a minimum they must maintain social distancing policies in accordance with this guidance.
- Institutions may approve individual based learning/one-on-one classes such as apprenticeships and independent study on a case-by-case basis if they can demonstrate an effective plan for an equivalent means of social distancing through elements such as physical barriers, ventilation, Personal Protective Equipment, and health monitoring. These approvals should be limited to small-scale activities that can demonstrate that they are following guidance from the Centers from Disease Control, Washington State Department of Labor &

Industries, and Washington Department of Health and are based on the best practices of the field of study in question.

Personal Protective Equipment (PPE) – Employer/Training Program Provided

- Provide personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate, or required, for the activity being performed.
- Face coverings in accordance with Washington Department of Health guidelines, or as required by Washington Department of Labor & Industries (L&I) safety rules, must be worn at all times by every employee and visitor/student at the location.
- If appropriate PPE cannot be provided to employees, the activity must be shut down.

Sanitation and Cleanliness

- Soap and running water shall be abundantly provided at all locations for frequent handwashing. Workers and students should be encouraged to leave their workstations to wash their hands regularly, before and after going to the bathroom, before and after eating and after coughing, sneezing, or blowing their nose.
- When running water is not available, portable washing stations, with soap, are required, per WAC 296- 155-140 2(a) – (f). Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol can also be used but are not a replacement for the water requirement.
- Post, in areas visible to all workers and students, required hygienic practices, including not to touch face with unwashed hands or with gloves; washing hands often with soap and water for at least 20 seconds; use hand sanitizer with at least 60% alcohol; cleaning and disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs; covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the U.S. Centers for Disease Control(CDC).
- Make disinfectants available to workers throughout the location and ensure cleaning supplies are frequently replenished.
- Frequently clean and disinfect high-touch surfaces at locations and in offices, such as shared tools, machines, vehicles and other equipment, handrails, doorknobs, and restrooms. Sanitation workers disinfecting these areas must be provided appropriate personal protective equipment (PPE) for these work tasks and trained on work expectations. If these areas cannot be cleaned and disinfected frequently, these locations shall be shut down until such measures can be achieved and maintained.
- If an employee or student reports feeling sick and goes home, the area where that person worked should be immediately disinfected.

Employee and Student Health/Symptoms

- Create policies, which encourage workers and students to stay home or leave the location when feeling sick or when they have been in close contact with a confirmed positive case. If they develop symptoms of acute respiratory illness, they must seek medical attention and inform their employer.
- Have employees/students inform their supervisors/instructor if they have a sick family member at home with COVID-19. If an employee or student has a family member sick with COVID-19, that employee/student must follow the isolation/quarantine requirements as established by the State Department of Health.
- Screen all workers and students at the beginning of their day by taking their temperature or ensuring they take their own temperature at home prior to coming to the school and asking them if they have a fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell. Thermometers used shall be ‘no touch’ or ‘no contact’ to the greatest extent possible. If a ‘no touch’ or ‘no contact’ thermometer is not available, the thermometer must be properly sanitized between each use. Any worker with a temperature of 100.4°F or higher is considered to have a fever and must be sent home. Students should be screened prior to

class by asking them if they have a fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell. Instruct workers to report to their supervisor if they develop symptoms of COVID-19 (e.g., fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell). If symptoms develop during a shift, the worker should be immediately sent home. If symptoms develop while the worker is not working, the worker should not return to work until they have been evaluated by a healthcare provider. Provide a contact number for students to self-report if they have tested positive for COVID-19 for contact tracing purposes.

- Failure of employees/students to comply will result in employees/students being sent home during the emergency actions.
- Employees who do not believe it is safe to work shall be allowed to remove themselves from the location and employers must follow the expanded family and medical leave requirements included in the Families First Coronavirus Response Act or allow the worker to use unemployment benefits, paid time off, or any other available form of paid leave available to the worker at the workers discretion.
- If an employee or student is confirmed to have COVID-19 infection, employers should inform fellow employees/students of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.

Location Visitors

- A daily class attendance log of all workers and visitors/student must be kept and retained for at least four weeks. The log must include the name, phone number, and email address of all workers and visitors.

No work may be conducted until programs can meet and maintain all requirements, including providing materials, schedules, and equipment required to comply.

Commercial Driver License Guidelines – issued May 7

Effective May 5, 2020, in-cab driver training and testing for commercial driver license applicants in Washington State may take place under the conditions outlined in this document. Adherence to these requirements will be strictly enforced.

Prior to commencing in-cab driver testing and/or training, all training and testing providers[1] must develop a written plan that demonstrates their ability to conform to the requirements listed in this document. The plan must include policies regarding the following control measures: PPE utilization, sanitation, and COVID-19 safety training. A copy of the plan must be available at each training and/or testing location and available for inspection by state and local authorities. The requirements in the plan must be provided in writing to students and testing subjects.

The plan must be submitted in advance to either the Workforce Training and Education Coordinating Board or the Department of Licensing, as applicable. The training and/or testing provider must have the ability to provide a visual overview of the space to the appropriate regulatory agency (either as a video or via Zoom or similar platform).

All providers are required to comply with the following COVID-19 worksite-specific safety practices, as outlined in Governor Jay Inslee's "Stay Home, Stay Healthy" Proclamation 20-25, and in accordance with the Washington State Department of Labor and Industries General Coronavirus Prevention Under the Stay Home, Stay Healthy Order (DOSH Directive 1.70:

https://www.lni.wa.gov/safety-health/safety-rules/enforcementpolicies/DD170.pdf).

The following information will be required of any plan submitted by a training and/or testing provider:

[1] In-cab testing training is provided by schools licensed by the Workforce Training Board and private employers registered with the Department of Licensing. In-cab testing is provided by the Department of Licensing and its contractors, Educational Service Districts, and public transit authorities.

Personal Protective Equipment (PPE) and Supplies

- Instructors and testers must use the following PPE and supplies and receive training on their proper use:
  - Gloves
  - Masks (surgical or cloth)
  - Goggles or face shield
  - Anti-viral cleaning products
- Instructors and testers must ensure students or test subjects have the appropriate face covering for use during testing or training. Training or testing will be rescheduled if necessary.

Additional safety requirements

- During the on-road portion of in-cab testing and training, the windows of the vehicle will be rolled down enough to create airflow though the cab of the vehicle.
- When testing or training are scheduled, staff or contractors will provide expectations for individuals who are testing or training:
  - Individuals are to check in and then wait in the vehicle until training or testing begins.
  - Individuals are not to congregate with each other or staff/contractors.
  - Individuals will be told they cannot report to testing or training if exhibiting symptoms of illness.
- Social distancing will be observed whenever practical. For example, during the pre-trip inspection and range driving portions of testing.

Sanitation

- Staff and contractors are responsible for keeping facility surfaces disinfected and having handwashing facilities or sanitizing stations with hand sanitizer or wipes available.
- For in-cab testing, test subjects are required to clean and disinfect the interior of the vehicle under direction of Department of Licensing staff or its contractors.
- Staff and contractors are responsible to post, in areas visible to all staff and students, required hygiene practices and information about how to prevent the spread of COVID19.

Student and Test Subject Health/Symptoms

- When customers arrive, staff or contractors must ask students or test subjects if they have had any symptoms of illness within the past 72 hours. Training or testing will be rescheduled if necessary.
- If a student or test subject appears to be exhibiting symptoms of an illness at any time during the training or test, the training or test will be terminated and rescheduled as appropriate.

Employee Health/Symptoms

The training or testing employer must:

- Create policies which encourage workers to stay home or leave the worksite when feeling sick or when they have been in close contact with a confirmed positive case. If they develop symptoms of acute respiratory illness, they must seek medical attention and inform their employer.
- Have employees inform their supervisors if they have a sick family member at home with
- COVID-19. If an employee has a family member sick with COVID-19, that employee must
- follow the isolation/quarantine requirements as established by the Washington State Department of Health.

- Instruct workers to report to their supervisor if they develop symptoms of COVID-19 (e.g., fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell). If symptoms develop during a shift, the worker should be immediately sent home. If symptoms develop while the worker is not working, the worker should not return to work until they have been evaluated by a healthcare provider.
- Failure of employees to comply will result in employees being sent home during the emergency actions.
- Employees who do not believe it is safe to work will be allowed to remove themselves from the worksite and employers must follow the expanded family and medical leave requirements included in the Families First Coronavirus Response Act or allow the worker to use unemployment benefits, paid time off, or any other available form of paid leave available to the worker at the worker's discretion.
- If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.

These practices are required as long as the "Stay Home, Stay Healthy" Gubernatorial Proclamation 20-25 is in effect or if adopted as rules by a federal, state, or local regulatory agency.

Workplace safety and health complaints may be submitted to the L&I Call Center: (1-800-4237233) or via email to adag235@lni.wa.gov. General questions about how to comply with workplace safety practices can be submitted to the state's Business Response Center at https://app.smartsheet.com/b/form/2562f1caf5814c46a6bf163762263aa5. All other violations related to Proclamation 20-25 can be submitted via at: https://bit.ly/covidcompliance.

Commercial Service Airport Requirements, developed September 24th are posted here.

The following COVID-19 Commercial Service Airport Requirements are a statewide approach to the COVID pandemic to ensure the health and safety of employees, passengers and crewmembers working and traveling to and from the state's commercial service airports. This approach encompasses setting baseline requirements at each commercial passenger service airport and encourages airlines to adopt certain health screening questionnaires.

The following document discusses two different types of businesses related to commercial passenger service travel.

1. Airlines are defined as an Air Carrier granted the authority to conduct scheduled operations in the form of a FAR 121 Certificate. Airline Operations are governed under 14 CFR Part 121.

2. Airport sponsors are defined as a public agency or private owner with control of a public use airport. The term "public agency sponsor" means a public agency with control of a public use airport; the term "private sponsor" means a private owner of a public-use airport; and the term "sponsor" includes both public agency sponsors and private sponsors.

Airport sponsors must adopt a written procedure that is at least as strict as the requirements in this document and that complies with the appropriate safety and health requirements and guidelines established by the Washington State Department of Labor & Industries and the Washington State Department of Health.

All airport sponsors are required to develop, a comprehensive COVID-19 exposure control, mitigation, and recovery plan which must be adhered to. A site-specific COVID-19 monitor shall be designated at each location to monitor the health of individuals and enforce the COVID-19 job site safety plan. A copy of the plan must be available at all locations and available for inspection by state and local authorities.

Recommended Practices for Airlines

Airlines are strongly encouraged to establish health screening questionnaires for passengers regarding potential COVID-19 exposure or symptoms as part of passenger check-in processes and to require passenger acceptance of relevant requirements.

For example, at check-in, kiosk, or other place of boarding pass issuance, airlines are strongly encouraged to require a mandatory acknowledgement by the traveler, that they understand and will abide by the face coverings and physical distancing requirements, and that issuance of a boarding pass is contingent on their willingness to comply. The questionnaire used by the airline is strongly encouraged to prevent issuance of a boarding pass if a passenger answers yes to one of the COVID-19 screening questions.

Requirements for Airport Sponsors

Commercial passenger airports throughout the state are directed as follows:

1. Require face coverings in all public areas of the airport.
2. Post signage for reminders and spacing to honor physical distancing.
3. Erect protective barriers where appropriate to buffer travelers and airport workers.
4. Disinfect high-touch surfaces in public areas with medical-grade cleaning products at a frequency that is appropriate for passenger activity and in consultation with their local health district.
5. Provide hand sanitizer stations throughout public areas of the terminal.
6. Airport vendors and businesses operating at the airport (including, but not limited to, construction, hospitality, and other industry sectors) must follow state and county health agency requirements, including those for employee screening, physical distancing requirements, sanitation and personal hygiene protocols, personal protective equipment, and methods to provide services while limiting close interactions. Encourage card purchases to lessen the handling of cash.
7. Cooperate with state and local health agencies as part of the enforcement of these requirements.

Kitsap County Pathway to Recovery

Recovery Phases

Phase 1

Phase 2

Phase 3

Phase 4

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Phase 1 Guidance			
High Risk Populations*	**Recreation**	**Gatherings**	**Travel**
Continue to stay home, stay healthy.	Some outdoor recreation (hunting, fishing, golf, boating, hiking).	None, drive-in spiritual service with one household per vehicle.	Only essential travel.

**High-risk populations are currently defined by CDC as persons 65 year of age or older; people of all ages with underlying medical conditions), and people with liver disease; and people who live in a nursing home or long-term care facility.*

Phase 1 of reopening Washington began on May 5, 2020. When COVID-19 disease burden is low and decreasing and the four above capabilities are met, the Governor will issue an order for the state to move into future phases.

The state will stay in every phase for a minimum of three weeks. During that time, the Department of Health and the Governor will re-evaluate the above indicators and determine if the state should remain in the current phase, advance to the next phase or return to the previous phase. No phase will last less than three weeks before moving to the next phase, in order to allow one complete disease incubation period plus an additional week to compile complete data and confirm trends.

The following businesses are allowed to open if following all requirements during Phase 1:

- **Essential businesses**
- **Existing construction that meets agreed-upon criteria**
- **Landscaping**
- **Automobile/RV/boat/ORV sales**
- **Curbside Retail (curb-side pick-up orders only)**
- **Car washes**
- **Pet walkers**
- **Spiritual Drive-In Services**

Phase 1 Business Activity Guidelines

Requirements for All Businesses

All of the businesses and job/worksites identified in this section have a general obligation to keep a safe and healthy facility in accordance with state and federal law, and comply with the following COVID-19 worksite-specific safety practices, as outlined in Governor Jay Inslee's "Stay Home, Stay Healthy" Proclamation 20-25, and in accordance with the Washington State Department of Labor & Industries General Requirements and Prevention Ideas for Workplaces and the Washington State Department of Health Workplace and Employer Resources & Recommendations at https://www.doh.wa.gov/Coronavirus/workplace.

Employers must specifically ensure operations follow the main L&I COVID-19 requirements to protect workers, including:

- Educate workers in the language they understand best about coronavirus and how to prevent transmission and the employer's COVID-19 policies.
- **Maintain minimum six-foot separation between staff and customers in all interactions at all times. When strict physical distancing is not feasible for a specific task, other prevention measures are required, such as use of barriers, minimize staff or customers in narrow or enclosed areas, stagger breaks, and work shift starts.**
- Provide personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate or required to employees for the activity being performed. Cloth facial coverings must be worn by every employee on the jobsite unless their exposure dictates a higher level of protection under Department of Labor & Industries safety and health rules and guidance. Refer to Coronavirus Facial Covering and Mask Requirements for additional details. A cloth facial covering is described in the Department of Health guidance, https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/ClothFacemasks.pdf.
- Ensure frequent and adequate hand washing with adequate maintenance of supplies. Use disposable gloves where safe and applicable to prevent transmission on tools or other items that are shared.
- Establish a housekeeping schedule that includes frequent cleaning and sanitizing with a particular emphasis on commonly touched surfaces.
- Screen employees for signs/symptoms of COVID-19 at start of shift. Make sure sick employees stay home or immediately go home if they feel or appear sick. Cordon off any areas where an employee with probable or confirmed COVID-19 illness worked, touched surfaces, etc. until the area and equipment is cleaned and sanitized. Follow the cleaning guidelines set by the CDC to deep clean and sanitize.
- A site-specific COVID-19 Supervisor shall be designated by the employer at each job site to monitor
- Protect the health of employees and enforce the COVID-19 job site safety plan.
- A worker may refuse to perform unsafe work, including hazards created by COVID-19. And, it is unlawful for their employer to take adverse action against a worker who has engaged in safety protected activities under the law if their work refusal meets certain requirements.
- Employees who choose to remove themselves from a worksite because they do not believe it is safe to work due to the risk of COVID-19 exposure may have access to certain leave or unemployment benefits. Employers must provide high-risk individuals covered by Proclamation 20-46 with their choice of access to available employer-granted accrued leave or unemployment benefits if an alternative work arrangement is not feasible. Other employees may have access to expanded family and medical leave included in the Families First Coronavirus Response Act, access to use unemployment benefits, or access to other paid time off depending on the circumstances.

All vehicle/vessel dealerships have a general obligation to keep a safe and healthy facility in accordance with state and federal law, and comply with the following COVID-19 worksite-specific safety practices, as outlined in Governor Jay Inslee's "Stay Home, Stay Healthy" Proclamation 20-25, and in accordance with the Washington State Department of Labor & Industries General Requirements and Prevention Ideas for Workplaces and the Washington State Department of Health Workplace and Employer Resources & Recommendations at https://www.doh.wa.gov/Coronavirus/workplace.

Jobsite Requirements

No jobsite may operate until the contractor can meet and maintain all requirements, including providing materials, schedules and equipment required to comply.

- These Phase 1 COVID-19 job safety practices are required as long as the "Stay Home, Stay Healthy" Gubernatorial Proclamation 20-25 is in effect or if adopted as rules by a federal, state or local regulatory agency.
- All items minus numbers 28 and 30 are subject to enforcement action under L&I's Division of Occupational Safety and Health (DOSH).
- **Workplace safety and health complaints** may be submitted to the L&I Call Center: (1-800-423-7233) or via email to adag235@lni.wa.gov.
- **General questions about how to comply with construction safety practices** can be submitted to the state's Business Response Center at https://app.smartsheet.com/b/form/2562f1caf5814c46a6bf163762263aa5. **All other violations related to Proclamation 20-25** can be submitted via at: https://bit.ly/covid-compliance.

Sick Employee Plan

- Screen all workers at the beginning of their day by asking them if they have a fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell.
- Ask employee to take their temperature at home prior to arriving at work or take their temperature when they arrive. Thermometers used shall be 'no touch' or 'no contact' to the greatest extent possible. If a 'no touch' or 'no contact' thermometer is not available, the thermometer must be properly sanitized between each use. Any worker with a temperature of 100.4°F or higher is considered to have a fever and must be sent home.
- Create policies which encourage workers to stay home or leave the location when feeling sick or when they have been in close contact with a confirmed positive case. If they develop symptoms of acute respiratory illness, they must seek medical attention and inform their employer.
- Have employees inform their supervisors if they have a sick family member at home with COVID-19. If an employee has a family member sick with COVID-19, that employee must follow the isolation/quarantine requirements as established by the State Department of Health.
- Instruct workers to report to their supervisor if they develop symptoms of COVID-19 (e.g., fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell). If symptoms develop during a shift, the worker should be immediately sent home. If symptoms develop while the worker is not working, the worker should not return to work until they have been evaluated by a healthcare provider.
- If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.

Training

- All on-site employees must be trained on the worksite's policies, these requirements and all relevant sanitization and social distancing protocols. They must also be trained about COVID-19 and how to prevent its transmission. This can be accomplished through weekly safety meetings, where attendance is logged by the system, supervisor, or COVID site supervisor.

Employee Health/Symptoms

- Create policies which encourage workers to stay home or leave the worksite when feeling sick or when they have been in close contact with a confirmed positive case. If they develop symptoms of acute respiratory illness, they should seek medical attention and inform their employer.
- Have employees inform their supervisors if they have a sick family member at home with COVID-19. If an employee has a family member sick with confirmed COVID-19, that employee must follow the isolation/quarantine requirements as established by the State Department of Health.
- Screen all workers at the beginning of their shift by asking if they have a fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell.

- Ask employee to take their temperature at home prior to arriving at work or take their temperature when they arrive. If temperature is taken at work, thermometers used shall be 'no touch' or 'no contact'. If a 'no touch' or 'no contact' thermometer is not available, the thermometer must be properly sanitized between each use. Any worker with a temperature of 100.4°F or higher is considered to have a fever and must be sent home.
- Instruct workers to report to their supervisor if they develop symptoms of COVID-19 (e.g., fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell). If symptoms develop during a shift, the worker should be immediately sent home. If symptoms develop while the worker is not working, the worker should not return to work until they have been evaluated by a healthcare provider.
- A worker may refuse to perform unsafe work, including hazards created by COVID-19. And, it is unlawful for their employer to take adverse action against a worker who has engaged in safety-protected activities under the law if their work refusal meets certain requirements.
- Employees who choose to remove themselves from a worksite because they do not believe it is safe to work due to the risk of COVID-19 exposure may have access to certain leave or unemployment benefits. Employers must provide high-risk individuals covered by Proclamation 20-46 with their choice of access to available employer-granted accrued leave or unemployment benefits if an alternative work arrangement is not feasible. Other employees may have access to expanded family and medical leave included in the Families First Coronavirus Response Act, access to use unemployment benefits, or access to other paid time off depending on the circumstances.
- If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employer should consult with the local health department and or instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community Related Exposure.

Essential Businesses

Phase 1 Status: Essential business work resumes.

Refer to the Essential Businesses section for more information pertaining to what are considered essential businesses, as well as requirements and recommendations.

Medical and Dental Services - issued May 18

Phase 1 Status: Medical, dental and dental specialty facilities, practices, and practitioners in Washington State are prohibited from providing non-urgent health care and dental services, procedures, and surgeries unless they act in good faith and with reasonable clinical judgment to meet and follow the procedures and criteria provided below:

> Governor Inslee, to help preserve and maintain life, health property, and/or the public peace, declared under Chapters 38.08, 38.52 and 43.06 RCW that Proclamations 20-05 and 20-24 are amended to immediately prohibit certain medical and dental procedures, with exceptions.

COVID Assessment

Local health jurisdictions (LHJs) in collaboration with their health partners, should assess the COVID-19 status in the communities they serve. This assessment should be updated on a regular basis. Important COVID-19 disease information relevant to this assessment is available at https://www.doh.wa.gov/Emergencies/NovelCoronavirusOutbreak2020COVID19/DataDashboard, and LHJs should have relevant information as well.

Expansion/Contraction of Care Plan

Each health care, dental or dental specialty facility, practice, or practitioner must develop an expansion/contraction of care plan that is both congruent with community COVID-19 assessment described above, consistent with the clinical and operational capabilities and capacities of the organization, and responsive to the criteria provided below.

Expansion/contraction of care plans should be operationalized based on the standards of care that are in effect in the health care facility, practice or practitioner's relevant geography as determined by that region's emergency health care coalition, as follows:

- Conventional Care Phase – All appropriate clinical care can be provided.
- Contingency Care Phase – All appropriate clinical care can be provided so long as there is sufficient access to PPE and, for hospitals, surge capacity is at least 20%.
- Crisis Care Phase – All emergent and urgent care shall be provided; elective care, that the postponement of which for more than 90 days would, in the judgement of the clinician, cause harm; the full suite of family planning services and procedures, newborn care, infant and pediatric vaccinations, and other preventive care, such as annual flu vaccinations, can continue.

Criteria for Resuming Non-Urgent Procedures

Until there is an effective vaccine, effective treatment, or herd immunity and until supply chains for PPE return to a more normal status, hospitals and LHJs will work together to maintain some level of surge capacity in our health care system and prudently use PPE so that we can keep health care workers safe and provide the needed health care to our communities. To this end, the following must be met by health care, dental and dental specialty facilities, practices, and practitioners:

- Exercise clinical judgment to determine the need to deliver a health care service, in the context of the broader health care and dental needs of patients and communities and in the context of the pandemic, and within the parameters of operation provided by the health care, dental or dental specialty facility, practice or practitioner setting in which they are providing services.
- Continuously monitor capacity in the system to ensure there are resources, including ventilators, beds, PPE, blood and blood products, pharmaceuticals, and trained staff available to combat any potential surges of COVID-19, participation, as required by Department of Health guidelines, with the WA HEALTH data reporting system to allow for a state-wide common operating perspective on resource availability.
- Follow Department of Health's current PPE conservation guidance, which will be regularly reviewed and updated by the Department of Health, as published on the Department of Health website at https://www.doh.wa.gov/Emergencies/Coronavirus. If the health care facility, practice or practitioner's PPE status deteriorates, adjustments to expansion of care will be required.

- Review infection prevention policies and procedures and update, as necessary, to reflect current best practice guidelines for universal precautions.
- Develop a formal employee feedback process to obtain direct input regarding care delivery processes, PPE, and technology availability related to expansion of care.
- Appropriately use telemedicine. Appropriate use of telemedicine will facilitate access to care while helping minimize the spread of the virus to other patients and/or health care workers.
- Use on-site fever screening and self-reporting of COVID-19 symptom screening for all patients, visitors and staff prior to (the preferred approach), or immediately upon, entering a facility or practice.
- For clinical procedures and surgeries, develop and implement setting-appropriate, preprocedural COVID-19 testing protocols that are based on availability, Department of Health guidance, if any, and/or relevant and reputable professional clinical sources and research.
- Implement policies for non-punitive sick leave that adhere to U.S. Centers for Disease Control and Prevention (CDC) return-to-work guidance.
- Post signage that strongly encourages staff, visitors and patients to practice frequent hand hygiene with soap and water or hand sanitizer, avoid touching their face, and practice cough etiquette.
- Maintain strict social distancing in patient scheduling, check-in processes, positioning and movement within a facility. Set up waiting rooms and patient care areas to facilitate patients, visitors and staff to maintain ≥6 feet of distance between them whenever possible, consider rooming patients directly from cars or parking lots, space out appointments, and consider scheduling or spatially separating well visits from sick visits.
- Limit visitors to those essential for the patient's well-being and care. Visitors should be screened for symptoms prior to entering a health care facility and ideally telephonically prior to arriving. Visitors who are able should wear a mask or other appropriate face covering at all times while in the health care facility as part of universal source control.
- Ambulatory patients, who are able and when consistent with the care being received, should wear a mask or other appropriate face covering at all times while in the health care facility as part of universal source control.
- Frequently clean and disinfect high-touch surfaces regularly using an EPA-registered disinfectant.
- Identify and implement strategies for addressing employees who have had unprotected exposures to COVID-19 positive patients, are symptomatic, or ill, 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. Timely notification of employees with potential COVID-19 exposure and appropriate testing of employees who are symptomatic should be a component of these strategies. 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 patients 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.
- Follow requirements in Governor Inslee's Proclamation 20-46 - High-Risk Employees – Workers' Rights.

The decision to perform any surgery or procedure in hospitals, ambulatory surgical facilities, dental, orthodontic, and endodontic offices, including examples of those that could be delayed should be weighed against the following criteria when considering potential harm to a patient's health and well-being:

- Expected advancement of disease process
- Possibility that delay results in more complex future surgery or treatment
- Increased loss of function
- Continuing or worsening of significant or severe pain
- Deterioration of the patient's condition or overall health
- Delay would be expected to result in a less-positive ultimate medical or surgical outcome
- Leaving a condition untreated could render the patient more vulnerable to COVID-19 contraction, or resultant disease morbidity and/or mortality
- Non-surgical alternatives are not available or appropriate per current standards of care

- Patient's co-morbidities or risk factors for morbidity or mortality, if inflicted with COVID-19 after procedure is performed
- Furthermore, diagnostic imaging, diagnostic procedures or testing should continue in all settings based on clinical judgement that uses the same definition of harm and criteria as listed above.

Additionally, when making health system care capacity decisions, health care, dental and dental specialty facilities, practices, and practitioners must, in addition to the above, consider:

- The level and trending of COVID-19 infections in the relevant geography.
- The availability of appropriate PPE.
- Collaborative activities with relevant emergency preparedness organizations and/or LHJ.
- Surge capacity of the hospital/care setting, and 5) the availability of appropriate post discharge options addressing transitions of care.

Construction – issued April 24

Phase 1 Status: Low-risk construction work resumes. Any existing construction projects complying with the points below may resume only those work activities that do not require workers to be closer than six feet together. If a work activity requires workers to be closer than six feet, it is not considered low-risk and is not authorized. Adherence to the physical distancing requirement and the health and safety points below will be strictly enforced.

Prior to recommencing work, all contractors are required to develop and post at each job site a comprehensive COVID-19 exposure control, mitigation, and recovery plan. The plan must include policies regarding the following control measures: PPE utilization; on-site social distancing; hygiene; sanitation; symptom monitoring; incident reporting; site decontamination procedures; COVID-19 safety training; exposure response procedures; and a post-exposure incident project wide recovery plan. A copy of the plan must be available on each job site during any construction activities and available for inspection by state and local authorities. Failure to meet posting requirements will result in sanctions, including the job being shut down.

All Contractors are required to post at each job site written notice to employees, subcontractors and government officials the Phase 1 work that will be performed at that job site and signed commitment to adhere to the requirements listed in this document.

All contractors have a general obligation to keep a safe and healthy worksite in accordance with state and federal law. Failure to follow these requirements will be considered a violation of these duties and be penalized accordingly. Under RCW 49.17.060, "each employer shall furnish to each of their employees a place of employment free from recognized hazards that are causing or likely to cause serious injury or death to his or her employees and shall comply with the rules, regulations, and orders promulgated under this chapter." The Washington State Department of Labor & Industries' Division of Occupational Safety and Health (DOSH) is responsible for workplace safety and health, including inspections and enforcement, consultation, technical assistance, training, education and grants.

Additional Construction Guidance – issued April 29

As an addendum to Proclamation 20-25, this memorandum serves as the criteria for a limited Phase 1 Construction Restart.

- Phase 1 Construction Restart COVID-19 Job Site Requirements and Frequently Asked Questions were developed These requirements apply to all previously and newly authorized construction activities in Washington as long as Gubernatorial Proclamation 20-25, or any extension thereof, is in effect or if adopted as rules by a federal, state or local regulatory agency.

***Authorized construction* now includes:**

- Construction previously authorized under Proclamation 20-25 and Governor Inslee's March 25, 2020, memo on construction.
- Construction not previously authorized under Proclamation 20-25 and the March 25, 2020, memo that was in existence on March 23, 2020. For purposes of this memo, *in existence* means construction activity that is a) needed to fulfill an obligation under a contract effective prior to March 23, 2020, or b) authorized by a government-issued permit obtained prior to March 23, 2020.
- Although Proclamation 20-25 and the Governor's March 25, 2020, memo will still be used to determine whether a construction project was *previously authorized*, this memorandum sets aside all restrictions on construction activity in those documents. Specifically, this memorandum allows *authorized construction* that meets a low-risk threshold of six-foot distancing to operate.
- In limited circumstances where six-foot distancing requirements cannot be maintained on a specific task on projects previously authorized under Proclamation 20-25, a hazard assessment and control plan must be implemented identifying appropriate PPE use in accordance with Department of Labor & Industries requirements (https://www.lni.wa.gov/forms-publications/F414-164-000.pdf). No newly authorized projects are permitted to break social distancing standards during phase 1.

COVID-19 Site Supervisor

- A site-specific COVID-19 Supervisor shall be designated by the contractor at every job site to monitor the health of employees and enforce the COVID-19 job site safety plan. A designated COVID-19 Supervisor must be present at all times during construction activities, except on single family residential job sites with 6 or fewer people on the site.

COVID-19 Safety Training

- A Safety Stand-Down/toolbox talk/tailgate training must be conducted on all job sites on the first day of returning to work, and weekly thereafter, to explain the protective measures in place for all workers. Social distancing must be maintained at all gatherings.
- Attendance will be communicated verbally, and the trainer will sign in each attendee.
- COVID-19 safety requirements shall be visibly posted on each jobsite.

Social Distancing

- Social distancing of at least 6 feet of separation must be maintained by every person on the worksite at all times.
- Gatherings of any size must be precluded by taking breaks and lunch in shifts. Any time two or more persons must meet, ensure minimum 6 feet of separation.
- Identify “choke points” and “high-risk areas” on job sites where workers typically congregate and control them so social distancing is always maintained.
- Minimize interactions when picking up or delivering equipment or materials, ensure minimum 6foot separation.
- To the extent practical allow only one trade/subcontractor at a time on a jobsite and maintain 6-foot separation social distancing for each member of that trade. If more than one trade/subcontractor must be on the job to complete the job, then at a minimum all trades and subcontractors must maintain social distancing policies in accordance with this guidance.

Personal Protective Equipment (PPE) – Employer Provided

- Provide personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate, or required, for the activity being performed.
- Masks, in accordance with Washington Department of Health guidelines, or as required by Washington Department of Labor & Industries (L&I) safety rules, must be worn at all times by every employee on the worksite.
- Eye protection must be worn at all times by every employee while on worksite.
- Gloves must be worn at all times by every employee while on worksite. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves.
- If appropriate PPE cannot be provided, the worksite must be shut down.

Sanitation and Cleanliness

- Soap and running water shall be abundantly provided on all job sites for frequent handwashing. Workers should be encouraged to leave their workstations to wash their hands regularly, before and after going to the bathroom, before and after eating and after coughing, sneezing or blowing their nose.
- When running water is not available, portable washing stations, with soap, are required, per WAC 296-155-140 2(a) – (f). Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol can also be used but are not a replacement for the water requirement.
- Post, in areas visible to all workers, required hygienic practices, including not to touch face with unwashed hands or with gloves; washing hands often with soap and water for at least 20 seconds; use hand sanitizer with at least 60% alcohol; cleaning and disinfecting frequently touched objects and surfaces such as

workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs; covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the U.S. Centers for Disease Control (CDC).

- Make disinfectants available to workers throughout the worksite and ensure cleaning supplies are frequently replenished.
- Frequently clean and disinfect high-touch surfaces on job sites and in offices, such as shared tools, machines, vehicles and other equipment, handrails, doorknobs, and portable toilets. If these areas cannot be cleaned and disinfected frequently, the jobsite shall be shut down until such measures can be achieved and maintained.
- When the worksite is an occupied home, workers should sanitize work areas upon arrival, throughout the workday and immediately before they leave, and occupants should keep a personal distance of at least 10 feet.
- If an employee reports feeling sick and goes home, the area where that person worked should be immediately disinfected.

Job Site Visitors

- A daily attendance log of all workers and visitors must be kept and retained for at least four weeks. The log must include the name, phone number, and email address of all workers and visitors.

Landscape Services and Outdoor Maintenance Industry – issued May 8

Phase 1 Status: Limited services, with the exception of single person operations.

Many people are involved in landscape services and outdoor maintenance are independent contractors or sole proprietors who work alone. To the extent that any provision is *entirely* inapplicable to a single person operation, it need not be followed. For example, some of the following information refers to commuting with other employees and, therefore, has no bearing on a single-person operation.

- **"Landscape services"** shall include gardening, lawn care, design, greenery and hardscape maintenance, arboriculture, and other substantially similar activities.
- **"Outdoor maintenance"** shall include window and power washing, roof cleaning, outdoor extermination, and other substantially similar activities.

Worksite-Specific Safety Practices

All landscaping business activities are required to comply with the following COVID-19 worksite-specific safety practices:

- Always educate your employees on the company's COVID-19 Safety Plan. If possible, implement daily all-hands communications within the company to inform, educate and reinforce standard operating procedures, safety plan and possible next steps. The situation remains dynamic and employees need to understand this is a fluid action plan that is being discussed regularly and may change frequently. Clearly communicate changes as needed.
- All businesses and individuals engaged in landscape and outdoor maintenance services must create a daily log of all customer interactions and maintain that daily log for 30 days, including telephone/email contact information, time of interaction. This will facilitate any contact tracing that might need to occur.
- The guidelines below pertain to outdoor workplaces. However, in the event the landscape or outdoor maintenance company has an office location, more attention needs paid to guidelines specific to indoor spaces and the procedures needed to maintain a safe indoor working environment.

Social Distancing

- Gatherings of any size must be prevented by taking breaks, performing activities and lunch in shifts. Any time two or more persons must meet, ensure minimum six feet of separation. Stagger crew start times to minimize congregation at office/shop locations.
- Identify and control "choke points" and "high-risk areas" at locations where workers and members of the public typically congregate or pass so that social distancing is always maintained.
- Eliminate client contact whenever possible. Do not knock on the client's door to announce yourself.
- When customers are present, maintain six-foot social distance from customers.
- Whenever possible employees will drive separately to job sites, only one person per vehicle.
- If employees meet at a central location and travel to job site in company owned vehicles, assign one truck to one crew and do not rotate. Follow social distance and PPE requirements as described in Coronavirus Facial Covering and Mask Requirements.

Sanitation and Cleanliness

- Minimize or eliminate use of shared equipment and tools. If tools are shared, sanitize between use according to CDC guidelines. Sanitize all tools daily after use according to CDC guidelines.
- Sanitize jobsite upon arrival and departure (gate handles, hoses, etc.) to meet CDC guidelines.
- Enforce cleaning and sanitation protocols for all common spaces including trucks, equipment, and the breakroom, locker room and restroom.
- Frequently clean and disinfect commonly touched objects and surfaces in any workplace such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs and restrooms.

- Make disinfectants available to workers throughout the location and ensure cleaning supplies are frequently replenished.
- Tissues and trashcans must be made available throughout the worksite.

Visitor Log

- When there is a face-to-face customer interaction, create a daily log of all customers and maintain that daily log for 30 days, including telephone/email contact information, and time in.
- This will facilitate any contact tracing that might need to occur.

Vehicle and Vessel Sales Guidance and Frequently Asked Questions – issued May 6

Phase 1 Status: The vehicle/vessel dealership must adopt a written procedure for vehicle/vessel sales that is at least as strict as the Phase 1 low-risk procedure for vehicle/vessel sales below and complies with safety and health requirements.

Low-Risk Procedure for Showroom Vehicle and Vessel Sales

- Customer contacts a vehicle/vessel dealership by phone, e-mail or through their website, and a salesperson or manager working from home responds and guides the customer through the vehicle/vessel dealership's website to review models, features, etc.
- After a customer has decided to purchase, vehicle/vessel dealership staff remotely guides them through the application for financing, other documentation or related sales (extended warranties, etc.), and any trade-in appraisal. A finance department professional prepares paperwork alone in the vehicle/vessel dealership. Complete as much of this process electronically using electronic signature software or a similar alternative.
- A vehicle/vessel dealership employee wearing a face covering and gloves thoroughly sanitizes all hard surfaces of the vehicle/vessel, the exterior and interior high touch areas of the vehicle/vessel, keys, and any other items to be handed off prior to delivery.
- The same process is used to sanitize any trade-in vehicle/vessels prior to an appraisal which involves touching or getting into the vehicle/vessel.
- The vehicle/vessel must be delivered in a sanitized room or sanitized service area at the vehicle/vessel dealership. High Touch surfaces are sanitized after every transaction. Delivery can also be done outside or at a location of the customer's choosing with appropriate distancing.
- The vehicle/vessel dealership has the customer sign any necessary in person paperwork using the customer's own pen. Alternatively, the customer signs the form with a set of gloves and their own or a new untouched or sanitized pen, while maintaining proper distancing at all times.
- A vehicle/vessel dealership employee answers any questions about the transaction over the phone or while maintaining at least 6 feet in distancing.
- After the sale, the customer can be sent a video explanation of the vehicle/vessel features or schedule a remote phone or web-based session with a representative to answer specific questions.

Additional Procedures for In-Water Vessel Sales

- Vessels will be sanitized before and after every presentation per CDC and EPA Guidelines.
- All customers will be asked to wash or sanitize their hands prior to entering a vessel in outdoor display, or on the water. Hand sanitizer, sanitizing wipes and/or soap and water and disposable towels will be made available for use before and after being in the boat.
- No more than one person will be allowed in a boat at the same time, unless they occupy the same residence and/or the standards of social distancing can be followed. Rules apply to above and below deck.
- Vessels, including all touch points will be thoroughly sanitized following employees or customers being inside the boat.
- All vessels being prepared for delivery to the customer will be cleaned and disinfected by a staff member before the boat is made available for pick-up or drop-off.
- Where social distancing requirements can be followed, vessel orientations will happen with one customer and one dealership personnel; where they can't be followed, video orientation will be implemented.
- **Prior to resuming retail sales, vehicle/vessel dealerships must develop and post a comprehensive COVID-19 exposure control, mitigation, and recovery plan,** including policies regarding protective equipment like masks or gloves, social distancing, sanitation and hygiene, symptom monitoring, incident reporting, and vehicle/vessel dealership decontamination procedures. A copy of the plan must be available at the vehicle/vessel dealership and available for inspection by state and local authorities. Failure to meet this requirement may result in sanctions up to and including closure of the vehicle/vessel dealership.

- **Preventing the spread of COVID-19 and protecting health and safety of customers and employees is of paramount concern and should be stressed at all times.** Any in-person contact should be limited to the greatest extent possible and must observe all applicable sanitation and distancing requirements.

Worksite-Specific Safety Practices

All vehicle/vessel dealerships are required to comply with the following COVID-19 worksite-specific safety practices:

Vehicle/Vessel Dealership COVID-19 Supervisor

- At least one vehicle/vessel dealership COVID-19 supervisor must be designated to monitor the health of employees and enforce a COVID-19 safety plan.

Sanitation, Cleanliness, and Hygiene

- Work areas and frequently touched areas must be cleaned frequently according to a vehicle/vessel dealership-specific developed checklist, and before and after customer interactions in a showroom or office.
- Hands must be washed frequently, and before and after all different customer interactions. Employees should be encouraged to wash hands regularly and always before and after eating, drinking or using tobacco.
- Supplemental Hand sanitizer supplies with at least 60% alcohol must be available and distributed throughout the vehicle/vessel dealership.
- Tissues and trash cans must be made available throughout the vehicle/vessel dealership.
- Cleaning supplies must be readily available and distributed throughout the vehicle/vessel dealership.
- If an employee reports feeling sick and goes home, any areas where that person worked or touched must be cordoned off until the area's surfaces have been disinfected.

Vehicle/Vessel Dealership Visitors

- The vehicle//vessel dealership must maintain a log of all employees and customers that it knows have interacted in person at the vehicle/vessel dealership or another location. The log must include contact information for each visitor.

Curbside Retail – issued May 8

Phase 1 Status: Curbside retail activity allowed only.

For the purposes of this section, this does not include requirements for in-store retail activity. In-store retail activity is not authorized under these Phase 1 requirements.

Curbside Retail Operations Specific Requirements

- In-store operations should be limited to those employees who are responsible for the operations required for curbside delivery. Employees should adhere to all social distancing, hygiene, and sanitation guidelines.
- Customer transactions may be handled through multiple channels, including phone transactions, on-line transactions, or point-of-sale transactions.
- Designated employees will deliver products directly to the customer through curbside drop-off.
    - Products should be placed directly in a customer's vehicle when possible.
    - If delivered to a home or business, merchandise should be placed on the doorstep or another agreed upon location outside of the residence or business.
    - Customers are urged to use face coverings during delivery to the curb, residence, or business.
    - All delivery tools (e.g. hand trucks and dollies) shall be sanitized frequently throughout the day.
- Designated pickup areas may be determined by the shopping center or by the specified retailer for safe transfer of merchandise and delivery to the customer. Downtown or main street retailers may offer curbside delivery options.
    - Drop off areas can be color-coded or marked in a manner that allows customer to easily locate the delivery area.
- The customer will notify the retailer by text message, email, or phone once they arrive. The customer should be asked to remain in their vehicle until the store employee safely delivers the purchase.
- Retailers must develop individualized store guidelines based on their merchandise, store footprint, location, and curbside/parking options.

Curbside Retail Specific Health Protocols

Sanitation

- Providing disinfectant and sanitation products for workers to clean their workspace, equipment, tools, and common areas.
- Placement of hand sanitizer at check-out counters and distributed throughout the retail business, storage areas, and administrative offices.
- Frequent sanitization of working surfaces, particularly check-out counters, electronic pin pads, and other areas contacted by customers and employees.
- Require hourly hand washing or sanitation by employees.
- No physical contact with a customer, vendor, or supplier is permitted under any circumstances.

Employees

- Stagger shifts to limit the number of employees in the business at one time.
- Prohibit gatherings of employees:
- Stagger break time, limit the number of people in break rooms, and rearrange break room furniture as needed to abide by distancing standards;
    - Permit workers to take breaks and meals outside, in their office or personal workspace, or in such other areas where proper social distancing is attainable.
    - Encourage "working from home" for all employees who can perform needed functions remotely.
- Hold all meetings and conferences virtually, wherever possible.

Payment

- Retail establishments must use electronic payment methods to reduce handling of currency between employee and customer whenever possible. If payment by currency is the only possible method of transaction, employees must adhere to social distancing and sanitation standards in this document.

Returns and Exchanges

- Modify return and exchange policies to establish procedures for processing, handling, and disinfecting returns and exchanges such as:
    - Require returned items to be sealed and stored separately.
    - Employees who process returned items need proper PPE.
    - Disinfect items and store them in isolation for a safe time period before returning them to active inventory.

Car Washes – issued May 7

Phase 1 Status: Car wash activity permitted with limitations.

Worksite-Specific Safety Practices

All car washing business activities are required to comply with the following COVID-19 worksite-specific safety practices. Below is a list of requirements for car washing activities to follow in order to provide a safe back to work environment for employees and customers. Always educate your employees on the company's COVID-19 Safety Plan. If possible, implement daily all-hands communications within company to inform, educate and reinforce standard operating procedures, safety plan and possible next steps. The situation remains dynamic and employees need to understand this is a fluid action plan that is being discussed regularly and may change frequently. Clearly communicate changes as needed.

Social Distancing

- Gatherings of any size must be prevented by taking breaks, performing activities and lunch in shifts. Any time two or more persons must meet, ensure minimum 6-feet of separation.
- Identify and control "choke points" and "high-risk areas" at locations where workers and members of the public typically congregate so that social distancing is always maintained. Consider relocating from small areas into larger rooms to accommodate more area for social distancing.
- Minimize interactions during activities; ensure minimum 6-foot separation by physical barriers, and/or marking floors with tape. Limit the number of participants based on facility size and activities to allow for 6-foot separation.
- Arrange furniture to encourage social distancing.
- Require customers to make reservations for in-person services.
- Station employees near vacuum areas to clean nozzles after every use.
- Closed every other vacuum stall for customers in situations where customers would otherwise be unable to practice social distancing.
- Limited interior vehicle cleaning to only one employee at a time.
- Customers should line up in their cars at facilities with automated car washing.

Sanitation and Cleanliness

- Frequently clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs and restrooms.
- Regularly clean payment terminals, vacuum hoses, bay guns, wash selector equipment, vending, and cleaning machines.
- Make disinfectants available to workers and customers throughout the location and ensure cleaning supplies are frequently replenished.
- Tissues and trash cans must be made available throughout the worksite.
- If possible, use automated payment solutions to prevent need to touch payment terminals. Otherwise, clean POS terminals regularly.

Visitor Log

- When there is a face-to-face customer interaction, create a daily log of all customers and maintain that daily log for 30 days, including telephone/email contact information, and time in. This will facilitate any contact tracing that might need to occur.

Pet Walking Industry – issued May 8

Phase 1 Status: Businesses in the pet walking sector must adopt a written procedure for employee safety and customer interaction that is at least as strict as the Phase 1 low-risk procedure below and complies with the safety and health requirements below. Individual pet walkers must follow all operational and safety guidelines in order to provide pet walking services.

This section applies to the pet walking industry. These requirements do not pertain to pet grooming, pet care, animal training, or any other animal-related industry designated as "essential" in the Appendix to Proclamation 20-25.

Many people involved in the pet walking industry are independent contractors not associated with an established business. To the extent that any provision is *entirely* inapplicable to a single-person operation, it need not be followed. For example, Standard 11, below refers to gatherings with fellow employees and, therefore, has no bearing on a single-person operation.

Worksite-Specific Safety Practices

All pet walking businesses are required to comply with the following COVID-19 worksite-specific safety practices.

This is a list of practices for pet walking businesses to follow in order to provide a safe back to work environment for employees and customers.

- Always educate your employees on the company's COVID-19 Safety Plan. If possible, implement daily all-hands communications within the company to inform, educate and reinforce standard operating procedures, safety plan and possible next steps. The situation remains dynamic and employees need to understand this is a fluid action plan that is being discussed regularly and may change frequently. Clearly communicate changes as needed.
- All businesses and individuals engaged in pet walking must create a daily log of all customer interactions and maintain that daily log for 30 days, including telephone/email contact information, time of interaction. This will facilitate any contact tracing that might need to occur.

When providing a pet walk while the pet owner is home:

- If the pet walker or pet owner have a fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell or have been exposed to someone who has, pet walking services should be cancelled.
- Pet walkers and pet owners should follow PPE requirements if interaction is necessary.
- Keep interactions short. If unable to discuss important pet care details virtually, keep your in-person interaction short and maintain a six-foot distance throughout any conversation.
- Practice contactless hand-offs:
    - Keep a minimum of six feet between pet walker and pet owners.
    - The pet owner should make all efforts to allow the pet walker to let themselves in and all essential materials should be left near the door.
    - If a lead hand-off is necessary, keep the interaction quick and wash hands after.
    - When possible, the pet walker should bring their own lead and poo bags.
    - Clean and sanitize all materials, including leads, food containers, water, and food bowls before and after a walk.

When picking up the pet when the pet owner is not home:

- The pet owner is to make sure the pet is easily accessible and should gate the pet near the entry area whenever possible.
- When possible, the pet walker should bring their own lead and waste bags.
- Clean and sanitize all materials, including leads, food containers, water, and food bowls before and after a walk.

When a pet owner is dropping the pet off at the pet walker's home:

- Pet walker will ensure drop-off occurs at the home's door or, in a multi-family building, an established common area, preferably outdoors.
- If a lead hand-off is necessary, both parties must wear gloves, keep the interaction quick and wash hands after.
- Clean and sanitize all materials, including leads, food containers, water, and food bowls before and after a walk.

When pet walking businesses require an office or retail location:

- Gatherings of any size must be prevented by taking breaks, performing activities and lunch in shifts. Any time two or more persons must meet, ensure minimum 6-feet of separation.
- Identify and control "choke points" and "high-risk areas" at locations where workers and members of the public typically congregate so that social distancing is always maintained. Consider relocating from small areas into larger rooms to accommodate more area for social distancing.
- Minimize interactions during activities; ensure minimum 6-foot separation by physical barriers, and/or marking floors with tape. Limit the number of participants based on facility size and activities to allow for six-foot separation.
- Arrange furniture to encourage social distancing.
- Require customers to make reservations for in-person services.
- Limit guest occupancy to 50% of maximum building occupancy or lower.
- Require pets or other goods to be dropped off through a contactless process instead of hand-to-hand delivery when possible.

Hand Washing

- Workers should be encouraged to leave their workstations to wash their hands regularly, before and after all customer interactions, before and after going to the bathroom, before and after eating and after coughing, sneezing, or blowing their nose.
- Distributing supplemental hand sanitizer with at least 60% alcohol throughout the worksite. Increase the number of hand sanitizing stations throughout the facility.
- When running water is not available, portable washing stations, with soap, are required. While alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol can also be used, they are not a replacement for the water requirement.
- Post, in areas visible to all workers and customers required hygienic practices, including not to touch face with unwashed hands or with gloves; washing hands often with soap and water for at least 20 seconds; use hand sanitizer with at least 60% alcohol, covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the U.S. Centers for Disease Control (CDC).

Sanitation and Cleanliness

- All work trucks must have hand sanitizer available and all employees shall sterilize their hands when arriving on-site. Follow social distance and PPE requirements as described in Coronavirus Facial Covering and Mask Requirements when traveling in work trucks.
- Frequently clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs and restrooms.
- Make disinfectants available to workers throughout the location and ensure cleaning supplies are frequently replenished.
- Minimize or eliminate use of shared equipment and tools. Sanitize accordingly to meet CDC guidelines.
- Sanitize trucks; dashboard controls, steering wheel, handles, etc. Use CDC approved cleaning products.

Visitor Log

- When there is a face-to-face customer interaction, create a daily log of all customers and maintain that daily log for 30 days, including telephone/email contact information, and time in. This will facilitate any contact tracing that might need to occur.

Phase 1 Recreation Guidelines

Outdoor Recreation – issued May 14

Phase 1 Status: Outdoor recreation activities are permitted with limitations**.**

This section includes:

- Staffed outdoor tennis facilities public and private
- Guided ATV, paddle sports, and horseback riding
- Guided fishing
- Go-cart tracks, ORV/motocross facilities, and participant-only motorsports
- All other activities substantially similar in operation and equally able to meet the requirements mandated by this memorandum.

All staffed outdoor tennis facilities (public and private), guided ATV, paddle sports, horseback riding, guided fishing, go-cart tracks, ORV/motocross facilities, participant-only motorsports and substantially similar activities operating during Phase 1 must adopt a written procedure for employee safety and customer interaction that is at least as strict as this procedure and complies with the safety and health requirements below, including recreation-specific guidance.

Staffed Outdoor Tennis Facilities, Public and Private

Tennis is viable and relatively low risk, however there are additional precautions that need to be in place to ensure the safety of players, tennis facility staff and officials. In order to operate, the following requirements must be implemented at staffed outdoor tennis facilities.

All tennis facilities should stay updated on advice from the United State Tennis Association's recommendations for players:

- https://www.usta.com/en/home/stay-current/national/usta-statement-on-safety-of-playing-tennisduring-the-covid-19-v.html

And for facilities:

- https://www.usta.com/en/home/stay-current/national/playing-tennis-safely--facility-and-programmingrecommendations.html

Tennis Operations

These items will be assessed, and potentially modified, on a weekly basis. Any facility planning to reopen must comply with the following:

- Utilize on-line or phone reservation systems to pre-pay and limit interactions and restrict payments to credit cards only to eliminate the handling of cash.
- Maintain a log of all customers, including at a minimum: first name, last name, physical address and telephone number.
- Only singles tennis is allowed if players are from different households. Doubles tennis only allowed when all four members are from the same household
- Regularly sanitize counter tops, doorknobs, other common surfaces, cash registers, score posting kiosks, and other frequently touched surfaces including employee used equipment.
- Players are required to bring their own tennis balls.
- Only one-on-one instruction with social distancing.
- Install signage to discourage group congregation, or to limit numbers of people in a certain area. Players will be reminded to be especially mindful of social distancing in the parking lot, and around courts.
- Where necessary, warn repeat offenders. Encourage frequent handwashing especially before and after matches where frequent hand-to-face contact can occur. Consider providing tissues, a receptacle for used tissues, and hand sanitizer by the courts for use prior, during, and after matches. Ensure any receptacles are emptied often to prevent any overflow especially in outdoor areas.

- Keep up to date on all changes issued by the Office of the Governor, the Department of Labor & Industries, and the Department of Health.
- Ask players to leave the facility immediately after playing to eliminate congestion/gathering on the property or in the parking lot.

Other Facility Operations

- Increase the number of hand sanitizing stations throughout the facility.
- Increase frequency of HVAC system filter changing.
- Ensure restrooms are frequently cleaned and appropriately sanitized throughout the day.
- Food and beverage services must conform to curbside, delivery, and dine-in restaurant requirements. Vending machines may be used as long as sanitation wipes are provided for customer use, an appropriately sized receptacle for used wipes is in the immediate vicinity, and that receptacle is emptied regularly preventing overflow especially in outdoor areas.

Guided ATV, Paddle Sports, and Horseback Riding

Guided ATV, paddle sports, and horseback tours and instruction are viable and relatively low risk, however there are additional precautions that need to be in place to ensure the safety of customers and staff. In order to operate, the following requirements must be implemented:

Guide Operations

These items will be assessed, and potentially modified, on a weekly basis. Any business planning to reopen must comply with the following:

- Utilize on-line or phone reservation systems to pre-pay and limit interactions and restrict payments to credit cards only to eliminate the handling of cash.
- Maintain a log of all customers, including at a minimum: first name, last name, physical address, and telephone information.
- Clients for guided tour trips must be all be from the same household with maximum of 8 participants.
- Users need to bring their own pens to sign waivers or use hand sanitizer when using digital devices to sign waivers.
- Create adequate space for physical distancing during tour check-ins, and when outfitting customers. Use visual markers for reference.
- When outfitting participants with helmets, gear, protective clothing, and lifejackets, staff will maintain social distance. All gear must be sanitized between each use.
- Where necessary, stagger tour departures to minimize contact between staff and groups of participants.
- Develop cleaning protocols that allow for proper disinfection of helmets, gear, protective clothing, and lifejackets after use using CDC and EPA approved products. Regularly sanitize counter tops, handrails, doorknobs, and other common surfaces. Have hand sanitizer available for staff and clients.
- Shuttle transportation only allowed for groups where all members are in the same household.
- Require customers to cancel if they have a fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell and ensure that they can reschedule with no penalty when they are feeling better.
- Keep up to date on all changes issued by the Office of the Governor, the Department of Labor & Industries, and the Department of Health.

Guided Fishing

Guided fishing is an activity that is viable and relatively low risk, however there are additional precautions that need to be in place to ensure the safety of customers and staff. In order to operate, the following requirements must be implemented:

Guide Operations

These items will be assessed, and potentially modified, on a weekly basis. Any business planning to reopen must comply with the following:

- Utilize on-line or phone reservation systems to pre-pay and limit interactions and restrict payments to credit cards only to eliminate the handling of cash.
- Maintain a log of all customers, including at a minimum: first name, last name, physical address, and telephone information.
- Only guided fishing trips with up to two clients at a time are allowed and all clients must be from the same household. Social distancing must be maintained.
- Require passengers to bring and wear masks or facial coverings on the boats. Crew members are also required to wear masks or facial coverings on boats.
- Users need to bring their own pens to sign waivers. Digital devices must be sanitized between each user to sign waivers.
- Consider the space provided for each customer when determining the maximum number of people allowed onboard. Ensure there is 6 feet of rail space between each person. Limit the number of passengers permitted in the cabin at any one time to provide adequate spacing unless there are safety issues such as weather or sea conditions.
- Create adequate space for physical distancing during tour check-ins, and when outfitting customers. Use visual markers for reference.
- When outfitting participants with protective clothing and lifejackets, staff will maintain social distance. When social distance is not possible staff will wear appropriate PPE, including masks or facial coverings.
- Where necessary, stagger tour departures to minimize contact between staff and groups of participants.
- Develop cleaning protocols that allow for proper disinfection of fishing gear, protective clothing, and lifejackets after each use using CDC and EPA approved products. Regularly sanitize counter tops, handrails, doorknobs, and other common surfaces. Have hand sanitizer available for staff and clients.
- Shuttle transportation only allowed for groups where all members are in the same household.
- Require customers to cancel if they have a fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell and ensure that they can reschedule with no penalty when they are feeling better.
- Keep up to date on all changes issued by the Office of the Governor, the Department of Labor & Industries, and the Department of Health.

Go-Cart Tracks, ORV/Motocross Facilities, Participant-Only Motorsports

Go-cart tracks, ORV/motocross and participant-only motorsports facilities provide activities that are viable and relatively low risk, however there are additional precautions that need to be in place to ensure the safety of players, tennis facility staff and officials. In order to operate, the following requirements must be implemented at staffed outdoor facilities.

Facility Operations

These items will be assessed, and potentially modified, on a weekly basis. Any facility planning to reopen must comply with the following:

- Utilize on-line or phone reservation systems to pre-pay and limit interactions and restrict payments to credit cards only to eliminate the handling of cash.
- Maintain a log of all customers, including at a minimum: first name, last name, physical address, and telephone information.
- Only members of the same household shall travel together to recreate at these facilities.
- Regularly sanitize counter tops, doorknobs, other common surfaces, cash registers, kiosks, and other frequently touched surfaces including employee used equipment.

- Users need to bring their own pens to sign waivers. Digital devices must be sanitized between each user to sign waivers.
- Only one-on-one instruction with social distancing is permitted.
- Install signage to discourage group congregation, or to limit numbers of people in a certain area. Players will be reminded to be especially mindful of social distancing in the parking lot, and around courts.
- Where necessary, warn repeat offenders. Encourage frequent handwashing especially before and after matches where frequent hand-to-face contact can occur. Consider providing tissues, a receptacle for used tissues, and hand sanitizer by the courts for use prior, during, and after matches. Ensure any receptacles are emptied often to prevent any overflow especially in outdoor areas.
- No additional spectators are allowed beyond users and household members who have travelled together. Users must practice social distancing when awaiting a race or use of the facility and must when it is completed.
- Keep up to date on all changes issued by the Office of the Governor, the Department of Labor & Industries, and the Department of Health.
- Ask users to leave the facility immediately after they are done to eliminate congestion/gathering on the property or in the parking lot.

Other Facility Operations

- Increase the number of hand sanitizing stations throughout the facility.
- Ensure restrooms are frequently cleaned and appropriately sanitized throughout the day.
- Food and beverage services must conform to curbside, delivery, and dine-in restaurant requirements. Vending machines may be used as long as sanitation wipes are provided for customer use, an appropriately sized receptacle for used wipes is in the immediate vicinity, and that receptacle is emptied regularly preventing overflow especially in outdoor areas.

Outdoor Recreation - Golf – issued May 15, updated June 9 here

Phase 1 Status: Outdoor recreation – golf activity is permitted but limited.

Golf courses should stay updated on advice from the National Golf Course Owners Association (NGCOA) "Park and Play" program - https://www.ngcoa.org/info-centers/covid19/park-and-playprogram.

Golf is widely seen as an activity that is viable and relatively low risk, however there are additional precautions that need to be in place to ensure the safety of players, golf course staff and club/course officials. In order to operate, the following requirements must be implemented at golf courses.

Golf Operations

(These items will be assessed, and potentially modified, on a weekly basis.)

- Utilize on-line or phone tee time reservation systems to pre-pay and limit interactions, and restrict payments to credit cards only to eliminate the handling of cash.
- Maintain a log of all customers, including contact information. For purposes of this log, customers are not obligated to provide their information, and the business should not condition service on a customer's willingness to do so.
- Foursomes are permitted as long as the course determines that foursomes will not create congestion on the course. Single players should be asked if they would like to be paired together.
- Restrict one rider per power cart, except a) when a minor is also playing or b) when members of the same household will ride together.
- Regularly sanitize counter tops, doorknobs, other common surfaces, range buckets, golf carts, push carts, cash registers, score posting kiosks, and other frequently touched surfaces including employee used equipment.
- Ensure that the flagstick remains in at all times. Players will be educated to avoid touching the flagstick for any reason.
- Be creative with cup liners to avoid having players reaching into the hole to retrieve golf balls, such as installing cups upside down or partly above ground.
- Eliminate cups and holes on practice greens.
- Discontinue club and equipment rentals.
- Outdoor golf course driving ranges and practice areas, as well as standalone driving ranges, are functionally equivalent to golf courses and may be utilized if the operation meets the same standards that apply to golf courses. Operators must ensure their procedures incorporate the safety measures set forth in this document.
- Remove bunker rakes and other on-course furniture like benches, ball washers, water coolers, etc.
- On-course garbage cans are permitted. Lids must be removed to avoid any physical contact with the receptacle.
- Modify driving range hitting areas to ensure a minimum 10-foot separation between players.
- Install signage to discourage group congregation, or to limit numbers of people in a certain area of the club or pro shop. Golfers will be reminded to be especially mindful of social distancing in the parking lot, and around tees and greens.
- Place appropriate signage outside the pro shop and clubhouse plus at the first tee entries briefly outlining the social distancing guidelines in place.
- Keep up to date on all changes that are happening daily.
- Marshall the course to ensure physical distancing by reminding golfers, and where necessary, warning repeat offenders.
- Ask golfers to leave the golf course immediately after playing to eliminate congestion/gathering on the property or in the parking lot.

Other Facility Operations

- Increase the number of hand sanitizing stations throughout the clubhouse area and check-in areas.
- Restrict access where unauthorized visitors may enter, most specifically “back of the house” doors and entry points.
- Increase frequency of HVAC system filter changing.
- Ensure restrooms are frequently cleaned and appropriately sanitized throughout the day.
- Eliminate sit-down food and beverage services, and recommend customers use pre-order “take-out” or “to go” services only. Consider offering cart-to-cart delivery if feasible.
- Outdoor lessons are permitted as long as the instructor and student(s) follow the safety measures set forth in this document. Small group clinics are permitted based upon the practice facility space available to ensure social distancing.

Outdoor Recreation Update #2 – issued May 26

Included Here:

- Staffed outdoor tennis facilities public and private
- Guided ATV, paddle sports, and horseback riding
- Guided fishing
- Go-cart tracks, ORV/motocross facilities, and participant-only motorsports
- Gondolas
- Zoos
- All other activities substantially similar in operation and equally able to meet the requirements mandated by this memorandum.

All staffed outdoor tennis facilities (public and private), guided ATV, paddle sports, horseback riding, guided fishing, go-cart tracks, ORV/motocross facilities, participant-only motorsports and substantially similar activities operating during Phase 1 and 2 must adopt a written procedure for employee safety and customer interaction that is at least as strict as this procedure and complies with the safety and health requirements below, including recreation-specific guidance.

Safety and Health Requirements

All staffed outdoor tennis facilities (public and private), guided ATV, paddle sports, horseback riding, guided fishing, go-cart tracks, ORV/motocross facilities, participant-only motorsports and substantially similar activities operating during Phase 1 and 2 have a general obligation to keep a safe and healthy facility in accordance with state and federal law, and comply with the following COVID-19 worksite- specific safety practices, as outlined in Governor Jay Inslee's "Stay Home, Stay Healthy" Proclamation 20-25, and in accordance with the Washington State Department of Labor & Industries General Requirements and Prevention Ideas for Workplaces and the Washington State Department of Health Workplace and Employer Resources & Recommendations at https://www.doh.wa.gov/Coronavirus/workplace.

Staffed Outdoor Tennis Facilities, Public and Private

All tennis facilities should stay updated on advice from the United State Tennis Association's recommendations for players: https://www.usta.com/en/home/stay-current/national/usta-statement-on-safety-of-playing-tennis- during-the-covid-19-v.html.

And for facilities: https://www.usta.com/en/home/stay-current/national/playing-tennis-safely--facility-and-programming-recommendations.html.

Tennis is viable and relatively low risk, however there are additional precautions that need to be in place to ensure the safety of players, tennis facility staff and officials. In order to operate, the following requirements must be implemented at staffed outdoor tennis facilities.

Tennis Operations

These items will be assessed, and potentially modified, on a weekly basis. Any facility planning to reopen on May 14, 2020, must comply with the following:

- Utilize on-line or phone reservation systems to pre-pay and limit interactions and restrict payments to credit cards only to eliminate the handling of cash.
- During **Phase 1** of Safe Start Washington, only singles tennis is allowed if players are from different households. Doubles tennis only allowed when all four members are from the same household. In **Phase 2,** restrictions on doubles tennis participation are removed.
- Regularly sanitize counter tops, doorknobs, other common surfaces, cash registers, score posting kiosks, and other frequently touched surfaces including employee used equipment.
- Players are required to bring their own tennis balls.

- During **Phase 1** only one-on-one instruction with social distancing.
- Install signage to discourage group congregation, or to limit numbers of people in a certain area. Players will be reminded to be especially mindful of social distancing in the parking lot, and around courts.
- Where necessary, warn repeat offenders. Encourage frequent handwashing especially before and after matches where frequent hand-to-face contact can occur. Consider providing tissues, a receptacle for used tissues, and hand sanitizer by the courts for use prior, during, and after matches. Ensure any receptacles are emptied often to prevent any overflow especially in outdoor areas.
- Keep up to date on all changes issued by the Office of the Governor, the Department of Labor & Industries, and the Department of Health.
- Ask players to leave the facility immediately after playing to eliminate congestion/gathering on the property or in the parking lot.

Other Facility Operations

- Increase the number of hand sanitizing stations throughout the facility.
- Increase frequency of HVAC system filter changing.
- Ensure restrooms are frequently cleaned and appropriately sanitized throughout the day.
- Food and beverage services must conform to curbside, delivery, and dine-in restaurant requirements. Vending machines may be used as long as sanitation wipes are provided for customer use, an appropriately sized receptacle for used wipes is in the immediate vicinity, and that receptacle is emptied regularly preventing overflow especially in outdoor areas.

Guided ATV, Paddle Sports, Horseback Riding, other Guided Outdoor Activities

Guided ATV, paddle sports, horseback, hiking, climbing, rafting, and bicycling tours and instruction are viable and relatively low risk, however there are additional precautions that need to be in place to ensure the safety of customers and staff. In order to operate, the following requirements must be implemented:

Guide Operations

These items will be assessed, and potentially modified, on a weekly basis. Any business planning to reopen this service starting May 14, 2020, must comply with the following:

- Utilize on-line or phone reservation systems to pre-pay and limit interactions and restrict payments to credit cards only to eliminate the handling of cash.
- During **Phase 1** of Safe Start Washington clients for guided tour trips must be all be from the same household with maximum of 8 participants.
- Users need to bring their own pens to sign waivers or use hand sanitizer when using digital devices to sign waivers.
- Create adequate space for physical distancing during tour check-ins, and when outfitting customers. Use visual markers for reference.
- When outfitting participants with helmets, gear, protective clothing, and lifejackets, staff will maintain social distance. All gear must be sanitized between each use.
- Where necessary, stagger tour departures to minimize contact between staff and groups of participants.
- Develop cleaning protocols that allow for proper disinfection of helmets, gear, protective clothing, and lifejackets after use using CDC and EPA approved products. Regularly sanitize counter tops, handrails, doorknobs, and other common surfaces. Have hand sanitizer available for staff and clients.
- In **Phase 1,** shuttle transportation only allowed for groups where all members are in the same household.
- Require customers to cancel if they have a fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell and ensure that they can reschedule with no penalty when they are feeling better.
- Keep up to date on all changes issued by the Office of the Governor, the Department of Labor & Industries, and the Department of Health.

Guided Fishing and Charter Boat Excursions

Guided fishing is an activity that is viable and relatively low risk, however there are additional precautions that need to be in place to ensure the safety of customers and staff. In order to operate, the following requirements must be implemented:

Guide Operations

These items will be assessed, and potentially modified, on a weekly basis. Any business planning to reopen this service starting on May 14, 2020, must comply with the following:

- Utilize on-line or phone reservation systems to pre-pay and limit interactions, and restrict payments to credit cards only to eliminate the handling of cash.
- [Deleted] *Please refer to the memo on customer logs*.
- During **Phase 1** of Safe Start Washington, only guided fishing trips with up to two clients at a time are allowed and all clients must be from the same household. Social distancing must be maintained.
- Require passengers to bring and wear masks or facial coverings on the boats. Crew members are also required to wear masks or facial coverings on boats.
- Users need to bring their own pens to sign waivers. Digital devices must be sanitized between each user to sign waivers.
- Consider the space provided for each customer when determining the maximum number of people allowed onboard. Ensure there is 6 feet of rail space between each person, or 9 feet of rail space if there are 8 or more customers onboard. Limit the number of passengers permitted in the cabin at any one time to provide adequate spacing unless there are safety issues such as weather or sea conditions.
- Create adequate space for physical distancing during tour check-ins, and when outfitting customers. Use visual markers for reference.
- When outfitting participants with protective clothing and lifejackets, staff will maintain social distance. When social distance is not possible staff will wear appropriate PPE, including masks or facial coverings.
- Where necessary, stagger tour departures to minimize contact between staff and groups of participants.
- Develop cleaning protocols that allow for proper disinfection of fishing gear, protective clothing, and lifejackets after each use using CDC and EPA approved products. Regularly sanitize counter tops, handrails, doorknobs, and other common surfaces. Have hand sanitizer available for staff and clients.
- In **Phase 1,** shuttle transportation only allowed for groups where all members are in the same household.
- Require customers to cancel if they have a fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell and ensure that they can reschedule with no penalty when they are feeling better.
- Keep up to date on all changes issued by the Office of the Governor, the Department of Labor & Industries, and the Department of Health.

Go-cart Tracks, ORV/Motocross Facilities, Participant-only Motorsports

Go-cart tracks, ORV/motocross and participant-only motorsports facilities provide activities that are viable and relatively low risk, however there are additional precautions that need to be in place to ensure the safety of customers. In order to operate, the following requirements must be implemented at staffed outdoor facilities.

Facility Operations

These items will be assessed, and potentially modified, on a weekly basis.
Any facility planning to reopen starting on May 14, 2020, must comply with the following:

- Utilize on-line or phone reservation systems to pre-pay and limit interactions, and restrict payments to credit cards only to eliminate the handling of cash.
- During **Phase 1** of Safe Start Washington, only members of the same household shall travel together to recreate at these facilities.

    - Regularly sanitize counter tops, doorknobs, other common surfaces, cash registers, kiosks, and other frequently touched surfaces including employee used equipment.
    - Users need to bring their own pens to sign waivers. Digital devices must be sanitized between each user to sign waivers.
    - During **Phase 1,** only one-on-one instruction with social distancing is permitted.
- Install signage to discourage group congregation, or to limit numbers of people in a certain area.
- Customers will be reminded to be especially mindful of social distancing in the parking lot.
- Where necessary, warn repeat offenders. Encourage frequent handwashing. Consider providing tissues, a receptacle for used tissues, and hand sanitizer for use prior, during, and after events. Ensure any receptacles are emptied often to prevent any overflow especially in outdoor areas.
- During **Phase 1,** no additional spectators are allowed beyond users and household members who have travelled together. Users must practice social distancing when awaiting a race or use of the facility and must when it is completed.
- Keep up to date on all changes issued by the Office of the Governor, the Department of Labor & Industries, and the Department of Health.
- Ask users to leave the facility immediately after they are done to eliminate congestion/gathering on the property or in the parking lot.

Other Facility Operations

- Increase the number of hand sanitizing stations throughout the facility.
- Ensure restrooms are frequently cleaned and appropriately sanitized throughout the day.
- Food and beverage services must conform to curbside, delivery, and dine-in restaurant requirements. Vending machines may be used as long as sanitation wipes are provided for customer use, an appropriately sized receptacle for used wipes is in the immediate vicinity, and that receptacle is emptied regularly preventing overflow especially in outdoor areas.

Gondolas/Lift Chairs

Operations

These items will be assessed, and potentially modified, on a weekly basis. Any gondola operation or similar operation to reopen starting on May 26, 2020, must comply with the following:

- Utilize on-line or phone reservation systems to pre-pay and limit interactions and restrict payments to credit cards only to eliminate the handling of cash.
- Please refer to the memo on customer logs.
- During **Phase 1 and Phase 2** of Safe Start Washington, only members of the same household are allowed to ride in the same gondola cabin or chairlift chair.
- Regularly sanitize gondolas cabins, lift chairs, counter tops, doorknobs, other common surfaces, cash registers, kiosks, and other frequently touched surfaces including employee used equipment.
- Install signage to discourage group congregation, or to limit numbers of people in a certain area. Players will be reminded to be especially mindful of social distancing in the parking lot, and around exhibits. Warn frequent offenders.
- Encourage frequent handwashing. Consider providing tissues, a receptacle for used tissues, and hand sanitizer for use prior, during, and after activities. Ensure any receptacles are emptied often to prevent any overflow especially in outdoor areas.
- Keep up to date on all changes issued by the Office of the Governor, the Department of Labor & Industries, and the Department of Health.
- Ask visitors to leave the facility immediately after they are done to eliminate congestion/gathering on the property or in the parking lot.

- Increase the number of hand sanitizing stations throughout the space.
- Ensure restrooms are frequently cleaned and appropriately sanitized throughout the day.
- Food and beverage services must conform to curbside, delivery, and dine-in restaurant requirements. Vending machines may be used as long as sanitation wipes are provided for customer use, an appropriately sized receptacle for used wipes is in the immediate vicinity, and that receptacle is emptied regularly preventing overflow especially in outdoor areas.

Zoos

Operations

These items will be assessed, and potentially modified, on a weekly basis. Any zoo or similar operation to reopen starting on May 26, 2020, or the first date on which their county moves into Phase 2, must comply with the following:

- Utilize on-line or phone reservation systems to pre-pay and limit interactions and restrict payments to credit cards only to eliminate the handling of cash.
- Please refer to the memo on customer logs.
- Zoos must only operate outdoor exhibits, and total zoo capacity is limited to 25 percent.
- Regularly sanitize counter tops, doorknobs, other common surfaces, cash registers, kiosks, and other frequently touched surfaces including employee used equipment.
- Install signage to discourage group congregation, or to limit numbers of people in a certain area. Players will be reminded to be especially mindful of social distancing in the parking lot, and around exhibits. Warn frequent offenders.
- Encourage frequent handwashing. Consider providing tissues, a receptacle for used tissues, and hand sanitizer for use prior, during, and after activities. Ensure any receptacles are emptied often to prevent any overflow especially in outdoor areas.
- Keep up to date on all changes issued by the Office of the Governor, the Department of Labor & Industries, and the Department of Health.
- Ask visitors to leave the facility immediately after they are done to eliminate congestion/gathering on the property or in the parking lot.
- Increase the number of hand sanitizing stations throughout the space.
- Ensure restrooms are frequently cleaned and appropriately sanitized throughout the day.
- Food and beverage services must conform to curbside, delivery, and dine-in restaurant requirements. Vending machines may be used as long as sanitation wipes are provided for customer use, an appropriately sized receptacle for used wipes is in the immediate vicinity, and that receptacle is emptied regularly preventing overflow especially in outdoor areas.

Phase 1 Gatherings Guidelines

Spiritual Drive-In Services – issued May 6

Phase 1 Status: Drive-in spiritual services are permitted; however, each vehicle may only be occupied by members of the same household.

Attendees

- All persons attending the service must drive up in an enclosed vehicle and remain in that same vehicle during the entire service. Individuals should not get out of their vehicle during the service for any reason.
- Vehicle windows, sunroofs and convertible tops must remain closed during the entire service, unless the vehicle is parked more than six feet from any other vehicle.
- No more than 10 people may be in a single vehicle.
- Each vehicle may only be occupied by members of the same household who have already been in close contact with each other and are not sick.

Employees

- All employees and employers must follow current Washington Department of Health, Washington Department of Labor and Industries, and CDC guidelines.
- No food, beverages, or other materials (whether for religious or secular purpose) may be distributed or collected before, after, or as part of the service.
- If it is necessary to collect a physical offering, the organizer may utilize a drop-box while vehicles are entering or leaving the service, provided that vehicles and individuals remain at all times at least six feet apart. Accepting online donations is the best practice.

Religious and Faith-based Organizations – issued May 27, revised August 11 here.

Phase 1, Modified Phase 1, Phase 2 and Phase 3 Status: With frequent reports of spiritual gatherings becoming COVID-19 "superspreader" events in which a single service results in dozens of new COVID-19 infections, if possible, spiritual worship should continue to be done remotely or at a drive-in service. But if spiritual worship must be done in-person, the following requirements must be employed. Religious and faith-based organizations are permitted to, provided all requirements in this document are met:

Phase 1 Hold outdoor services on the organization's property (or immediately adjacent property if explicitly permitted by the local jurisdiction) with up to 100 individuals, excluding organization staff. Cloth face coverings are required for all participants.

Outdoor services may be conducted under an outdoor structure (temporary or permanent) so long as the structure is not walled/enclosed on more than two sides to provide appropriate ventilation.

Modified Phase 1 A) Hold indoor services at a place of worship with up to 25% capacity and Phase 2 or up to 200 people, whichever is less, so long as six feet of physical distancing can be achieved between households. Cloth face coverings are required for all participants.

If there is a room in the organization's building with a door that leads outside and has restrooms, then the organization may use that room for services to hold up to 25% of the room's capacity or up to 200 people, whichever is less, so long as six feet of physical distancing can be achieved between households.

If there are multiple rooms with an outside door and restrooms, then the organization may use each room in the building that meets this requirement to hold services for up to 25% capacity or up to 200 people, whichever is less, so

long as six feet of physical distancing can be achieved between households. Individuals in these rooms, must use the door that leads outside as the entrance and exit and shall not enter other parts of the building if the other parts of the building are being used for services.

If the organization has more than one building, each building is permitted to have 25% capacity or up to 200 people, whichever is less, so long as six feet of physical distancing can be achieved between households. Cloth face coverings are required for all participants.

Hold or provide in-home services or counseling inside a person's residence with up to five total individuals (excluding organization staff). Cloth face coverings are required for all participants.

Phase 3 Hold indoor services at a place of worship with up to 50% capacity or up to 400 people, whichever is less, so long as six feet of physical distancing can be achieved between households. Cloth face coverings are required for all participants.

Any organization volunteers are included in the maximum number of permissible individuals. The services covered in these operational guidelines include all worship services, religious study classes, religious ceremonies, religious holiday celebrations, weddings, and funerals.

Organizations are strongly encouraged to keep a log of attendees at each service or counseling session, and to retain that log for at least two weeks. If an outbreak occurs, this information may be critical to help save lives.

Safety and Health Requirements

All religious and faith-based organizations are required to comply with the following COVID-19 organization-specific safety practices:

- Prior to beginning operations as described in this document, all religious and faith-based organizations are required to develop for each location (indoor and outdoor if applicable) a comprehensive COVID- 19 exposure control, mitigation and recovery plan. The plan must include policies regarding the following control measures: PPE utilization; on-location physical distancing; hygiene; sanitation; symptom monitoring; incident reporting; location disinfection procedures; COVID-19 safety training; exposure response procedures and a post-exposure incident project-wide recovery plan. A copy of the plan must be available at the location for inspection by state and local authorities, but state and local authorities are not required to preapprove the plan. Failure to meet planning requirements may result in sanctions, including the location being shut down.
- COVID-19 safety information and requirements, such as CDC, DOH, OSHA posters shall be visibly posted at each location (indoor and outdoor).
- Authorized access to the organization's indoor location should primarily be through the front door. Other access points should be kept closed.
- All employees, members, and visitors in attendance shall wear face coverings before, during, and after the service (whether indoor or outdoor).
- There may be no direct physical contact between servers and members or visitors. Anything to be consumed may not be presented to the members or visitors in a communal container or plate.
- No choirs shall perform during the service. Singing is permitted, but individuals must not remove their face coverings to sing it must stay on for the duration of the service.
- All services may provide access to restrooms, provided that access is controlled and limited to no more than 2 people at a time. Individuals waiting to use the restroom must maintain at least 6 feet of distance between each person.
- Soap and running water shall be abundantly provided at locations for frequent handwashing. Employees should be encouraged to leave their workstations to wash their hands regularly and required to do so before and after going to the bathroom, before and after eating and after coughing, sneezing or blowing their nose. Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol should also be provided and used but are not a replacement for the water requirement.
- Disinfectants must be available to employees, members, and visitors throughout the location (indoor and outdoor) and ensure cleaning supplies are frequently replenished.
- Clean and disinfect high-touch surfaces after each use including personal workstations, chairs, headrests and armrests, doorknobs, handrails, restrooms and breakrooms— using soapy water, followed by the appropriate

disinfectants. If these areas cannot be cleaned and disinfected frequently, the organization shall be shut down until such measures can be achieved and maintained.

- All organizations must adhere to physical distancing requirements and have six feet of space between workstations or have physical barriers between them.
- All organizations must adhere to physical distancing requirements and have six feet of space between the congregation's seats, pews, and benches or have physical barriers between them. Members of the same household may be seated together as a single unit. This may require the organization to reconfigure the congregation's seats, pews, and benches or have physical barriers between them. The organization must place markings on the floors and seats indicating a six feet radius to help guide members and visitors.
- Increase ventilation rates where feasible. Evaluate ventilation and utilize U.V. filters with a higher MERV rating.
- Ensure that tissues and trashcans are placed throughout the location (indoor and outdoor).
- Inform all employees, members, and guests that they must self-screen for signs and symptoms of COVID-19 before arriving at the location.
    - Request employees, members, and visitors to take their temperature before attending a service. Any individual with a temperature of 100.4^{0}F will not be permitted to attend the service or attend work at the organization.
    - Any individual with a household member who has been diagnosed with COVID-19 or with symptoms of COVID-19 (including a fever above 100.4^{0}F) may not attend the service or attend work at the organization.
- For in-home services, religious and faith-based organizations are permitted to convene up to 5 individuals, excluding organization staff. These individuals do not need to be from the same household. However, individuals must wear face coverings when individuals from outside of the household participate.

Modified Phase 1 Miniature Golf, Putt Putt Golf, and Staffed Water Recreation Facilities (Public and Private) COVID-19 Reopening Requirements – issued June 24

Included here:

- Miniature golf and putt putt golf
- Staffed water recreation facilities for appointment only lap swimming and small group swim lessons
- (public and private) see answers to frequently asked questions here
- Scuba Diving centers/schools
- Not included here: Waterpark-like features such as water slides or waterparks, lazy rivers, surf pools, wave pools or splash pads

Phase 2 Guidance			
High Risk Populations*	**Recreation**	**Gatherings**	**Travel**
Continue to stay home, stay healthy.	All outdoor recreation involving fewer than five people outside the household (camping, beaches, etc.)	Gather with no more than five people outside your household per week.	Essential travel and limited non-essential travel for Phase 1 and 2 permissible activities.

**High-risk populations are currently defined by CDC as persons 65 year of age or older; people of all ages with underlying medical conditions), and people with liver disease; and people who live in a nursing home or long-term care facility.*

As of May 28, 2020, Kitsap County was approved to shift to Phase 2 Activities.

The following businesses are permitted to open if following all requirements during Phase 2:

- **Remaining manufacturing**
- **Additional construction phases**
- **In-home/domestic services (nannies, housecleaning, etc.)**
- **Retail (in-store purchases allowed with restrictions)**
- **Real estate**
- **Professional services/office-based businesses (hair and nail salons/barbers, tattoo, etc.)**
- **Pet grooming**
- **Restaurants/taverns <50% capacity, table size limited to 5 people from the same household, no indoor bar service, alcohol sales end at 10pm**
- **Limited small group fitness**
- **Drive-in movie theaters**
  Library (curbside pick-up)

Phase 2 Business Activity Guidelines

Requirements for All Businesses

All businesses operating during Phase 2 have a general obligation to keep a safe and healthy facility in accordance with state and federal law, and comply with the following COVID-19 worksite-specific safety practices, as outlined in Governor Jay Inslee's "Stay Home, Stay Healthy" Proclamation 20-25, and in accordance with the Washington State Department of Labor & Industries General Requirements and Prevention Ideas for Workplaces and the Washington State Department of Health Workplace and Employer Resources & Recommendations at https://www.doh.wa.gov/Coronavirus/workplace. All businesses are required to post signage at the entrance to their business to strongly encourage their customers to use cloth face coverings when in store with their staff.

Refer to Requirements for All Businesses in Phase 1 for more information.

No business, job/worksite, or establishment may operate until they can meet and maintain all the requirements in this document, including providing materials, schedules and equipment required to comply. Additional considerations are made as suggestions and may be adopted, as appropriate.

- All issues regarding worker safety and health are subject to enforcement action under L&I's Division of Occupational Safety and Health (DOSH).
- Employers can request COVID-19 prevention advice and help from L&I's Division of Occupational Safety and Health (DOSH).
- Employee Workplace safety and health complaints may be submitted to the L&I DOSH Safety Call Center: (1-800-423-7233) or via e-mail to adag235@lni.wa.gov.

Safety and Health Requirements

All manufacturing establishments have a general obligation to keep a safe and healthy facility in accordance with state and federal law, and comply with the following COVID-19 worksite-specific safety practices, as outlined in Governor Jay Inslee's "Stay Home, Stay Healthy" Proclamation 20-25, and in accordance with the Washington State Department of Labor & Industries General Requirements and Prevention Ideas for Workplaces and the Washington State Department of Health Workplace and Employer Resources & Recommendations at https://www.doh.wa.gov/Coronavirus/workplace.

Employers must specifically ensure operations follow the main L&I COVID-19 requirements to protect workers, including:

- Educate workers in the language they understand best about coronavirus and how to prevent transmission and the employer's COVID-19 policies.
- Maintain minimum six-foot separation between employers/workers in all interactions at all times. When strict physical distancing is not feasible for a specific task, other prevention measures are required, such as use of barriers, minimizing staff in narrow or enclosed areas, and/or creating space between employees/workers and job tasks as possible.
- Provide personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate or required to employees for the activity being performed. **Cloth facial coverings must be worn by every employee not working alone at the manufacturing facility unless their exposure dictates a higher level of protection under Department of Labor & Industries safety and health rules and guidance.** Refer to Coronavirus Facial Covering and Mask Requirements for additional details. A cloth facial covering is described in the Department of Health guidance, https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/ClothFacemasks.pdf.
- Ensure frequent and adequate hand washing with adequate maintenance of supplies. Use disposable gloves where safe and applicable to prevent transmission on tools or other items that are shared.
- Establish a housekeeping schedule that includes frequent cleaning and sanitizing with a particular emphasis on commonly touched surfaces.
- Screen employees for signs/symptoms of COVID-19 at start of shift. Make sure sick employees stay home or immediately go home if they feel or appear sick. Cordon off any areas where an employee with probable or confirmed COVID-19 illness worked, touched surfaces, etc. until the area and equipment is cleaned and sanitized. Follow the cleaning guidelines set by the CDC to deep clean and sanitize.

- A site-specific COVID-19 Coordinator shall be designated by the employer at each job site to monitor the health of employees and enforce the COVID-19 job site safety plan.

- A worker may refuse to perform unsafe work, including hazards created by COVID-19. And, it is unlawful for their employer to take adverse action against a worker who has engaged in safety-protected activities under the law if their work refusal meets certain requirements.
- Employees who choose to remove themselves from a worksite because they do not believe it is safe to work due to the risk of COVID-19 exposure may have access to certain leave or unemployment benefits. Employers must provide high-risk individuals covered by Proclamation 20-46 with their choice of access to available employer-granted accrued leave or unemployment benefits if an alternative work arrangement is not feasible. Other employees may have access to expanded family and medical leave included in the Families First Coronavirus Response Act, access to use unemployment benefits, or access to other paid time off depending on the circumstances.

Sick Employee Plan

- Screen all workers at the beginning of their day. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:
    - Fever or chills
    - Cough
    - Shortness of breath or difficulty breathing
    - Fatigue
    - Muscle or body aches
    - Headache
    - New loss of taste or smell
    - Sore throat
    - Congestion or runny nose
    - Nausea or vomiting
    - Diarrhea
- This list does not include all possible symptoms. CDC will continue to update this list as they learn more about COVID-19.
- Ask employee to take their temperature at home prior to arriving at work or take their temperature when they arrive. Thermometers used at job site shall be 'no touch' or 'no contact' to the greatest extent possible. If a 'no touch' or 'no contact' thermometer is not available, the thermometer must be properly sanitized between each use. Any worker with a temperature of 100.4°F or higher is considered to have a fever and must be sent home.
- Create policies which encourage workers to stay home or leave the location when experiencing symptoms or when they have been in close contact with a confirmed positive case. If they develop symptoms of acute respiratory illness, they must seek medical attention and inform their employer.
- Have employees inform their supervisors if they have a sick household member at home diagnosed with COVID-19. If an employee has a household member sick with COVID-19, that employee must follow the isolation/quarantine requirements as established by the State Department of Health.
- Instruct workers to report to their supervisor if they develop symptoms of COVID-19 (e.g., fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell). If symptoms develop during a shift, the worker should immediately report such and be sent home. If symptoms develop while the worker is not working, the worker should not return to work until they have been evaluated by a healthcare provider.
- If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees determined to have been in close contact of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.

Training

- All on-site employees must be trained on the worksite's policies, these requirements and all relevant sanitization and social distancing protocols. Current and new employees must also be trained about COVID-19 and how to prevent its transmission. This can be accomplished through weekly safety meetings, where attendance is logged by the system, supervisor, human resources or COVID site supervisor.

COVID-19 Site Supervisor

- A site-specific COVID-19 Supervisor shall be designated by the contractor at every job site to monitor the health of employees and enforce the COVID-19 job site safety plan. A designated COVID-19 Supervisor must be present at all times during construction activities, except on single-family residential job sites with 6 or fewer people on the site. The name and contact information for the site specific COVID-19 Supervisor must be clearly displayed on all jobsite COVID-19 required postings.

COVID-19 Safety Training

- A Safety Stand-Down/toolbox talk/tailgate training must be conducted on all job sites on the first day of returning to work, and weekly thereafter, to explain the protective measures in place for all workers. Social distancing must be maintained at all gatherings.
- Attendance will be communicated verbally, and the trainer will sign in each attendee.

Social Distancing

- Social distancing of at least 6 feet of separation must be maintained by every person on the worksite at all possible times. In instances where the 6 feet separation cannot be maintained, the Job Hazard Analysis shall be thoroughly reviewed by all workers performing the work prior to commencing those tasks.
- Gatherings of any size must be precluded by taking breaks and lunch in shifts. Any time two or more persons must meet, ensure minimum 6 feet of separation.
- Identify "choke points" and "high-risk areas" on job sites where workers typically congregate and control them so social distancing is always maintained.
- Minimize interactions when picking up or delivering equipment or materials, ensure minimum 6foot separation.

Personal Protective Equipment (PPE) – Employer Provided

- Appropriate eye protection for all hazards must be worn at all times by every employee while on the worksite.
- If appropriate PPE cannot be provided, the work is not authorized to commence, recommence, or the site must be shut down.

Sanitation and Cleanliness

- Hand-washing stations, with soap and running water, shall be abundantly provided on all job sites for frequent handwashing. When running water is not available, portable washing stations, with soap, are required.
- Workers should be encouraged to leave their workstations to wash their hands regularly, before and after going to the bathroom, before and after eating and after coughing, sneezing or blowing their nose.
- Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol can also be used but are not a replacement for the water requirement.
- Post, in areas visible to all workers, required hygienic practices, including not to touch face with unwashed hands or with gloves; washing hands often with soap and water for at least 20 seconds; use hand sanitizer with at least 60% alcohol; cleaning and disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs; covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the U.S. Centers for Disease Control (CDC).

- Make disinfectants available to workers throughout the worksite and ensure cleaning supplies are frequently replenished.
- Frequently clean and disinfect high-touch surfaces on job sites and in offices, such as shared tools, machines, vehicles and other equipment, handrails, doorknobs, and portable toilets. If these areas cannot be cleaned and disinfected frequently, the jobsite shall be shut down until such measures can be achieved and maintained.
- Shared tools and other equipment must be wipe sanitized between users.
- When the worksite is an occupied home, workers should sanitize work areas upon arrival, throughout the workday and immediately before they leave, and occupants should keep a personal distance of at least 10 feet.
- If an employee reports feeling sick and goes home, the area where that person worked should be immediately disinfected.

Additional Guidance on Voluntary Contact Information – issued May 15

This memorandum clarified any requirement in a COVID-19 safety plan that businesses maintain logs of customers' contact information. "Safety plans" are the documents attached to the phased re-opening proclamations and memoranda.

- **Effective on May 15, 2020, customers are not required to provide a business with contact information, and businesses should not condition service on a customer's unwillingness to do so. Businesses are still obligated to maintain a customer log of those who voluntarily provide their information.**
- The purpose of the log is to notify individuals if they have been exposed to COVID-19. The information will only be shared with public health officials if you are exposed. Public health officials will contact you to explain the risk, answer your questions and provide resources. This information will not be used for any other purpose, including sales or marketing. If this list is not used within 30 days, it will destroy it.
- Businesses may use this template to collect contact information, including time and date, name, phone number, and email address.
- **General questions about how to comply with safety practices** can be submitted to the state's Business Response Center at https://app.smartsheet.com/b/form/2562f1caf5814c46a6bf163762263aa5.
- **All other violations related to Proclamation 20-25** can be submitted at https://bit.ly/covidcompliance.
- **Guidance from Challenge Seattle on how businesses can support contact tracing can be found here.**

Professional Sports & Other Sporting Activities – issued June 5 and updated October 6th here

Professional Sporting Activities, Indoor and Outdoor

RESTART COVID-19 REQUIREMENTS AND RECOMMENDATIONS

All professional sporting activities, including back office operations of up to 50 people, unless a county's then-current phase permits a greater number of people, full team practices, and spectator-less games and competitions, can resume on June 5, 2020, regardless of phase, if all of the following conditions are met:

The organization follows both the league-wide and team-specific "return to play" safety plans.
The league-wide plan is approved by the player's association or union representing players of the team.
The team must report in advance to its respective county health department the dates when full team practices and spectator-less pre-season games will occur.
For horse racing, instead of the above requirements, a horse racing safety plan safety plan must be developed and followed and, along with specific guidance to horse racing, which can be found here.

School and Non-school Youth Team Sports Indoor and Outdoor and Adult Recreational Team Sports Indoor and Outdoor

The risk of transmitting the SARS CoV-2 virus that causes COVID-19 depends on multiple factors including: 1) Number of people in a location, 2) Type of location, 3) Distance between people, 4) Length of time at location, 5) Level of protective equipment used (e.g. face coverings). As general guidance, smaller groups are safer than larger ones; outdoor locations are safer than indoor; sports that can ensure distance of six (6) feet or more are safer than closer contact; and shorter duration is safer than longer.

Sport Risk Category guidance

For the purposes of this document, sports are defined using the following risk categories (The list below is not all-encompassing. Some sports are covered in other guidance documents, and if so those guidance documents govern those activities. If a sport does not appear on this list that does not necessarily mean it is prohibited at this time.):

Low risk sports: tennis, swimming, pickleball, golf, cross country, track and field, sideline/no-contact cheer and dance, disc golf.

Moderate risk sports: softball, baseball, t-ball, soccer, futsal, volleyball, lacrosse, flag football, ultimate frisbee, ice hockey, cricket, gymnastics, crew, field hockey, school bowling competitions.

High risk sports: football, rugby, wrestling, cheerleading with contact, dance with contact, basketball, water polo, martial arts competitions, roller derby.

Dine-In Restaurants and Taverns – issued May 11, updated July 31

Phase 2 Status: Restaurants/taverns must be at less than 50% capacity, with table sizes no larger than 6 in Phase 2 and 8 in Phase 3 (no bar-area seating). The restaurant/tavern must adopt a written procedure for dine-in service that is at least as strict as the Phase 2 procedure and complies with all safety and health requirements.

Procedure for Dine-In Service

Restaurant/tavern must ensure strict adherence to all measures established by the Governor's guidance, the Department of Labor & Industries (L&I) Coronavirus (COVID-19) Prevention: General Requirements and Prevention Ideas for Workplaces, and the Washington State Department of Health Workplace and Employer Resources & Recommendations (DOH). All businesses are strongly encouraged to require their customers to use cloth face coverings when interacting with their staff.

- Hand sanitizer should be available at entry for all staff and patrons (assuming supply availability).
- If the establishment does not offer table service, they must have protocols in place to ensure adequate social distancing at food and drink pick-up stations, and seating within their dining area.
- All parties and tables indoors must be 5 guests or less and from the same household.
- Guest occupancy must be 50% of maximum building occupancy or lower as determined by the fire code.
- Outdoor seating is permitted but must also be at 50% capacity. Outdoor seating does not count toward the building occupancy limit. Outdoor seating must follow all other requirements in this document. For outdoor seating, a temporary structure may be used. Outdoor structures (temporary or permanent) should have no more than two walls to provide appropriate ventilation. The limitation on walls applies to both rigid and flexible walls.
- Tables must be placed far enough apart when measured from occupied chair to occupied chair, to ensure dine-in guests seated at a table are a minimum of 6 feet away from guests at adjacent table, or there must be a physical barrier or wall separating booths or tables.
- It is required that customers wear a cloth face covering anytime they are not seated at the table (while being seated or leaving, or while going to the restroom).

- If the establishment offers table service, create a daily log of all customers and maintain that daily log for 30 days, including telephone/email contact information, and time in. This will facilitate any contact tracing that might need to occur.
- Single use menus are required for in-person dining.
- Any condiments typically left on the table (ketchup, soy sauce, etc.) must be single-use or sanitized after each use.
- Restaurants must have implemented a plan to ensure proper physical distancing in lobby/waiting areas/payment counters.
- Minimize the number of staff serving any given table. It is strongly recommended that one staff person take a table's order, bring all of their beverages/food/utensils, take their payment, etc.
- Restaurants and taverns in Phase 2 or beyond are now permitted to resume self-service buffets, salad bars, salsa bars, and other similar communal food sources and drink stations, subject to the business:
    - 1) Strictly complying with all Phase 2 and Phase 3 restaurant requirements;
    - 2) Ensuring the use of antimicrobial hand sanitizer by customers before and after handling serving utensils;
    - 3) Installing permanent barriers, such as sneeze guards, to protect food; and
    - 4) Monitoring the communal food and beverage areas to ensure that customers maintain physical distancing and all other rules.
- **Bar will be closed to indoor seating but can use outdoor seating. No live music or gaming areas, e.g darts, pool tables are allowed in Phase 2 and Phase 3. Alcohol sales must end by 10 pm starting July 30, 2020 until Phase 4.**

Phase 2 and 3: Liquor and Cannabis (LCB) licensed businesses posted on August 21st and updated October 6th here.

LCB licensed businesses allowed to have indoor on-premises consumption includes:

- Spirits/Beer/Wine Restaurants
- Beer/Wine Restaurants
- Hotel Restaurants
- Taverns*
- Breweries*
- Wineries*
- Distilleries*
- Private Clubs*

***Indoor seating is prohibited unless the establishment provides all of the following**:

A. Provide a reasonable number of menu items such as: sandwiches, salad, soup, pizza, hamburgers, fry orders, or substantial hors d'oeuvres/appetizers. b. c. Obtain any required food service permit/license from their local jurisdiction.

B. These menu items must be prepared onsite and may not be offered by a contractor.

C. Obtain any required food service permit/license from their local jurisdiction

D. Foods may be fresh, processed, commercially pre-packaged and ready to eat, or frozen

E. No additional handling or preparation is required beyond what is allowed under a brewery, winery, distillery, tavern, or private club licensee's local food handling permit

F. Breweries, wineries, distilleries, taverns, and private clubs may purchase items from a caterer, licensed food preparation/packaging operation (restaurant) for resale, as long as local health departments allow for this type of sale. Food must be purchased in advance and may not be sold on consignment, and must be sold and provided on site by the licensee.

G. Regardless of the food provided, breweries, wineries, distilleries, taverns, and private clubs may only sell alcohol that they are licensed by LCB to sell

H. If a brewery, winery, distillery, tavern, or private club wants to become a Beer/Wine (BW) Restaurant or a Spirits/Beer/Wine (SBW) Restaurant before, during, or after Phase 4, they must submit an application to LCB to convert their license type and must meet the food requirements set forth at WAC 314-02-010(14) (BW Restaurant) or WAC 314-02-035 (SBW Restaurant)

I. These food service requirements are in addition to the COVID-19 restaurant guidance and restrictions, and are set forth in efforts to allow limited non-restaurant liquor license businesses an opportunity to operate with indoor service during Phase 2 and 3 of the governor's proclamation. The intent is to allow limited operations mitigating the risk of COVID-19 infection spread, by avoiding social gatherings and primarily social drinking outlets.

J. These food service requirement will be in place until phase 4 reopening of businesses, and may be modified in response to governor and public health guideline changes.

Phase 2 and 3: LCB licensed businesses who are allowed to have outdoor consumption include:

- Spirits/Beer/Wine Restaurants
- Beer/Wine Restaurants
- Taverns
- Private Clubs
- Breweries
- Wineries
- Distilleries
- Snack Bars

Phase 2 and 3: LCB licensed businesses allowed to engage in alcohol to-go orders includes:

- Spirits/Beer/Wine Restaurants
- Beer/Wine Restaurants
- Taverns

- Breweries
- Wineries
- Distilleries
- Snack bars
- Nonprofit arts
- Caterers for home delivery

Phase 2 and 3: Business activities that are prohibited

- Live entertainment
- Indoor family entertainment
    - Mini golf
    - Bowling
    - Arcades
- Pool tables
- Dart boards
- Indoor card rooms
- Any reception activity at a liquor licensed premises, to include hotel manager receptions
- All sampling and tasting events, including those occurring at off-premises licensees such as grocery stores and specialty shops
- Other close social gaming areas and operations

Phase 2 and 3 Requirements for all on-premises licensees (including indoor and outdoor alcohol service):

- Alcohol sales, service, and consumption for on premises dining and consumption must be discontinued by 11:00pm (this does not apply to hotel room service, or to go sales for businesses normally approved for this type of service)
- Operate at or below 50% customer capacity
- No “bar top” seating or service
    - This is the area with a bar table/counter where patrons sit or stand side-by-side. If an establishment has bar area seating it must be closed off to prohibit use
    - Counter-style seating is permitted in other areas of the establishment so long as it is not part of or an extension of bar top seating (indoors or outdoors). Six feet of distance is required between parties and other tables

- All tables are limited to 6 guests or less in Phase 2 and 8 guests in Phase 3
- Seating/tables must be "distanced"
- Other Phase 2 rules apply and are available at this link.

In-Store Retail - issued May 12

Phase 2 Status: In-store purchases are permitted with restrictions. The retail establishment must adopt a written procedure for in-store retail activity that is at least as strict as the Phase 2 safety requirements.

Requirements Specific to In-Store Retail Operations

- Arrange contactless pay options, pickup, and/or delivery of goods wherever possible.
- **Any in-store sit-down food and beverage services must follow all of the Phase 2 restaurant requirements.**
- **Customer Traffic Management**
  - Guest occupancy must be 30% of maximum building occupancy or lower as determined by the fire code. This limit does not include employees in the calculation.
  - Place distance markers outside of the facility in order to maintain six-foot physical distancing requirements for customers waiting to enter. Assign employees to assist and monitor customers waiting to enter.
  - Arrange the flow of customers to eliminate choke points and reduce crowding. Mark high traffic areas with six-foot markers to maintain physical distancing requirements.
  - Place conspicuous signage at entrances and throughout the store alerting staff and customers to the required occupancy limits, six-foot physical distancing guidance, and policy on face coverings.
  - Place distance markers in check-out lines in order to maintain six-foot physical distancing requirements for customers waiting to check out.
  - Ensure minimum six-foot physical distancing requirements are maintained between customers, cashiers, baggers, and other staff except when collecting payments and/or exchanging goods. Sneeze guards or other barriers should be placed throughout the retail establishment at all fixed places of potential interaction between employees that could be less than 6 feet.
  - When possible, establish hours of operation that permit access solely to high-risk individuals as defined by the CDC.
- **Sanitation**
  - Frequently sanitize additional high-touch areas including customer restrooms, fitting rooms, doors, check-out counters, and other areas like shopping cart handles.
  - Ensure operating hours allow downtime between shifts for thorough cleaning.
  - Ensure that employee including handhelds/wearables, scanners, radios, or other work tools and equipment are properly cleaned before and after use.
- **Fitting Rooms**
  - If and when they are being utilized during in-store operations, fitting rooms should be cleaned with appropriate disinfecting supplies after each new customer use by an employee wearing proper protective equipment.
  - Any items used by customers in a fitting room and not purchased should be removed from active inventory on the sales floor and stored for a no less than 24 hours.
- **Malls and Other Shopping Centers**

- Apply aforementioned in-store customer traffic management and sanitation guidance as it relates to additional customer common areas in all facilities.
- Ensure all tenants adhere to curbside and/or in-store retail guidance.

Professional Services/Office Based Businesses - issued May 13, updated June 26

Phase 2 Status: The professional services establishments must adopt a written procedure for professional services activity that is at least as strict as the Phase 2 safety requirements.

Covered Facilities

A professional service provider is defined as an office-based occupation that typically serves a client base. This includes but is not limited to:

- Accountants
- Architects
- Attorneys
- Engineers
- Financial advisors
- Information technologists
- Insurance agents
- Tax preparers
- Other professional service occupations.

These employer-owners may contract with employee-service providers to provide these professional services. These professional service providers must be able to comply with the following guidelines before operating.

Facility-Specific Safety Practices

All professional service businesses are required to comply with the following COVID-19 facility-specific safety practices. Below is a list of practices for employer-owners and employee-personal service providers to follow in order to provide a safe back to work environment for themselves and clients.

- Prior to reopening, all professional service businesses are required to develop and post at each location a comprehensive COVID-19 exposure control, mitigation and recovery plan. The plan must include policies regarding the following control measures: PPE utilization; on-location physical distancing; hygiene; sanitation; symptom monitoring; incident reporting; location disinfection procedures; COVID-19 safety training; exposure response procedures and a post-exposure incident project-wide recovery plan. A copy of the plan must be available at the location and available for inspection by state and local authorities. Failure to meet posting requirements will result in sanctions, including the location being shut down.
- COVID-19 safety information and requirements, such as CDC, DOH, OSHA posters and the employer-owner written policies for COVID-19, shall be visibly posted at each location.
- Service providers must follow their specific association standards to maintain health standards for owners, service providers and clients.
- Authorized access to the business should primarily be through the front door.
- Minimize the number of persons waiting in the waiting area.
- Arrange furniture to encourage social distancing, with at least six feet between individual seats.
- Identify and control “choke points” and “high-risk areas” at locations where employees or clients may typically congregate so that social distancing is always maintained. Consider relocating from small areas into larger rooms to accommodate more room for social distancing.

- Ensure frequent and adequate hand washing with adequate maintenance of supplies. Use single use disposable gloves, where safe and applicable, to prevent transmission on equipment and items that are shared, and discard after a single use.
- Establish a housekeeping schedule that includes frequent cleaning and sanitizing with a particular emphasis on commonly touched surfaces.
- Keep guest occupancy at 50% of maximum building occupancy or lower, with the exception of one to one service in a fully enclosed service room.
- Tissues and trash cans must be made available throughout the worksite.
- Restrict access where unauthorized visitors may enter, most specifically "back of the house" doors and entry points.
- The employer must increase frequency of HVAC system filter changing.
- Ensure restrooms are frequently cleaned and appropriately disinfected throughout the day.
- Face shields or sneeze guards should be placed throughout the worksite at all places of potential interaction between service providers and clients.
- Post a notice for walk-up guests regarding access to the facility. The notice should include the phone number that the guest should call to determine availability of services. If service is available at the time, the walk-up guest would be allowed access, but the guest will need to answer questions regarding COVID19 exposure and current health.
- Gatherings of any size must be prevented by taking breaks, performing activities and lunch in shifts. Any time two or more persons must meet, ensure minimum 6-feet of separation.
- No more than one person per vehicle for any necessary travel that aren't part of the same household.
- Soap and running water shall be abundantly provided at all locations for frequent handwashing. Employees should be encouraged to leave their workstations to wash their hands regularly, before and after all client interactions, before and after going to the bathroom, before and after eating and after coughing, sneezing, or blowing their nose.
- Hand sanitizer with at least 60% alcohol must be available and distributed throughout the facility. Increase the number of hand sanitizing stations throughout the facility. Ensure cleaning supplies are frequently replenished. Ensure supplies are available in company vehicles as well.
- Post, in areas visible to all employees and clients, required hygienic practices, including not to touch face with unwashed hands or with gloves; washing hands often with soap and water for at least 20 seconds; use hand sanitizer with at least 60% alcohol; cleaning and disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs; covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the U.S. Centers for Disease Control (CDC).
- Frequently clean and disinfect high-touch surfaces at locations and in offices, such as shared tools, machines, vehicles and other equipment, handrails, doorknobs, and restrooms. Sanitation workers disinfecting these areas must be provided appropriate personal protective equipment (PPE) for these work tasks and trained on work expectations. If these areas cannot be cleaned and disinfected frequently, these locations shall be shut down until such measures can be achieved and maintained.

Domestic Services Industry - issued June 9

For the purposes of this document, a domestic service worker is any worker who is paid by one or more employer and provides domestic services to an individual or household in or about a private home as a nanny, house cleaner, cook, or household manager.

A domestic service worker includes hourly and salaried employees, independent contractors providing personal labor, full-time and part-time workers, and temporary workers. An employer includes a hiring entity, individuals, households, and employers (e.g., businesses that provide direct services, including employment agencies and online platforms) that directly or indirectly pay a domestic worker to provide services as a nanny, house cleaner, cook, and/or

household manager. Where there is more than one employer, each employer is responsible for meeting these requirements.

For the purposes of this document, a nanny is someone who provides care and protection, during any part of the 24-hour day, to infants and children under the age of 18 in or about a private home. A house cleaner is a worker who provides cleaning services for an individual or household in or about a private home. A cook is a worker who prepares food for eating for an individual or household in or about a private home. Cooks may also be referred to as private chefs. A household manager is a worker who manages the daily operation of a private home, including planning, organizing and coordinating events, managing household calendars and schedules, arranging appointments, scheduling and supervising home maintenance projects, running errands, paying household bills, and similar activities.

Gardeners, defined as workers who provides landscape care or maintenance services for the garden, yard or grounds in or about a private home, for an individual or household, are covered under the Phase 1 opening guidelines for Landscape Services and Outdoor Maintenance Industries.

Motion Picture Production - issued July 9

The motion picture industry is permitted to operate, provided all requirements in this document are met. The term motion picture is inclusive of all sizes and types of production including corporate content for both internal and external use, advertising of any kind, feature films, shorts, and television. Motion picture is defined as a recorded audio-visual production intended for distribution to the public for exhibition in public and/or private settings by means of any and all delivery systems and/or delivery platforms now or hereafter known, including without limitation, screenings in motion picture theaters, broadcasts and cablecast transmissions for viewing on televisions, computer screens, and other audio-visual receivers, viewing on screens by means of digital video disc (DVD) players, video on demand (VOD) services, and digital video recording (DVR) services, direct internet transmission, and viewing on digital computer-based systems which respond to the users' actions (interactive media).

A motion picture production company must adopt a written procedure for operations that are at least as strict as the procedures below and complies with all safety and health requirements. Motion picture production company must ensure strict adherence to all measures established by the Governor's guidance, the Department of Labor & Industries (L&I) Coronavirus (COVID-19) Prevention:

General Requirements and Prevention Ideas for Workplaces, and the Washington State Department of Health Workplace and Employer Resources & Recommendations (DOH).

- Talent (from Labor & Industry's Coronavirus (COVID-19) Common Questions Regarding Worker Face Covering and Mask Requirements): Reporters, on-camera anchors/talent, and speakers on camera or in front of a crowd may remove their cloth facial covering or mask for the time they are speaking only. A shared podium or equipment should not be touched without being sanitized after each person has used it. Proper social distancing of at least 6 feet between all people must be maintained. All other employees, including camera operators and production staff, must wear masks or face coverings when not working alone.
- Talent may be closer than six feet but must have a physical barrier between them at all times (such as plexiglass.
- To accommodate "over the shoulder" film angles, actors can be closer than six feet if all performers are masked except for the one performer delivering lines in the scene.
- Catering: Please follow Department of Health's Dining Area Closures: Guidance for Food Establishments
- Hair/makeup: Please follow guidance for Personal Services
- Construction activity: Please follow guidance for Construction
- Back-office staff: Please follow guidance for Professional Services

Personal Services (including Cosmetologists, Hairstylists, Barbers, Estheticians, Master Estheticians, Manicurists, Nail Salon Workers, Electrologists, Permanent Makeup Artists, Tattoo Artists, Cosmetology Schools and Esthetics Schools) - issued May 13, updated September 21 here

Phase 2 Status: Personal Services are permitted with limitations. Client occupancy should be kept at 50% or lower, with the exception of one to one service in an enclosed room. The personal services establishments must adopt a written procedure for personal services activity that is at least as strict as the Phase 2 safety requirements below.

Covered Facilities

Personal service providers covered in these operational guidelines including Cosmetologists, Hairstylists, Barbers, Estheticians, Master Estheticians, Manicurists, Nail Salon Workers, Electrologists, Permanent Makeup Artists, Tattoo Artists, Cosmetology Schools and Esthetics Schools. These employer-owners may contract with employee-service providers to provide these personal services. These personal service providers must be able to comply with the following guidelines before re-opening.

Safety and Health Requirements

These services are typically offered in a salon and spa environment that is owned and managed by an individual, a group of individuals or a corporation. These employer-owners may contract with employee-service providers to provide these personal services.

Employer-owners must specifically ensure operations follow the main L&I COVID-19 requirements to protect employee-service providers and clients:

- Educate employee-service providers in the language they understand best about coronavirus, how to prevent transmission and the owner's COVID-19 policies.
- Maintain minimum six-foot separation between employee-service providers and clients in all interactions at all times. When strict physical distancing is not feasible for a specific task, other prevention measures are required, such as use of barriers, minimization of service providers or clients in narrow, enclosed areas and waiting rooms, staggered breaks, and work shift starts.
- Provide personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate or required to employees for the activity being performed. Require employee-service providers to use personal protective equipment (PPE) such as gloves, gowns, capes, goggles, face shields and facemasks as appropriate or required for the activity being performed. Cloth facial coverings must be worn by every individual not working alone at the location unless their exposure dictates a higher level of protection under Department of Labor & Industries safety and health rules and guidance. Personal service providers should review the Labor & Industries safety and health rules and guidance carefully to determine the appropriate personal protective equipment requirements. Refer to Coronavirus Facial
- Covering and Mask Requirements for additional details. A cloth facial covering is described in the Department of Health guidance, https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/ClothFacemasks.pdf.

For any service that necessitates removal of customer's face covering (i.e. facial or beard trimming), the following apply:

- The service provider must wear a NIOSH approved N95 face covering. If N95s are in short supply and cannot be obtained readily, an FDA approved surgical mask and face shield combination is an acceptable substitute. However, the employer would have to demonstrate they have standing N95 orders that cannot be filled.
- Minimize the amount of time the customer's face covering is removed.
- Encourage the customer to refrain from speaking while face covering is removed.

- Ensure frequent and adequate hand washing with adequate maintenance of supplies. Use single use disposable gloves, where safe and applicable, to prevent transmission on tools and items that are shared, and discard after a single use.
- Establish a housekeeping schedule that includes frequent cleaning and sanitizing with a particular emphasis on commonly touched services.

Facility-Specific Safety Practices

All personal service businesses are required to comply with the following COVID-19 facility-specific safety practices. Below is a list of additional practices for employer-owners and employee-personal service providers to follow in order to provide a safe back to work environment for themselves and clients.

- Authorized access to the business should primarily be through the front door. Other access points should be kept closed and locked.
- Client occupancy should be kept at 50% or lower, with the exception of one to one service in an enclosed room.
- Prior to reopening, all personal service businesses are required to develop and post at each location a comprehensive COVID-19 exposure control, mitigation and recovery plan. The plan must include policies regarding the following control measures: PPE utilization; on-location physical distancing; hygiene; sanitation; symptom monitoring; incident reporting; location disinfection procedures; COVID-19 safety training; exposure response procedures and a post-exposure incident project-wide recovery plan. A copy of the plan must be available at the location during personal service activities, and available for inspection by state and local authorities. Failure to meet posting requirements will result in sanctions, including the location being shut down.
- COVID-19 safety information and requirements, such as CDC, DOH, OSHA posters and the employer-owner written policies for COVID-19, shall be visibly posted at each location.
- Soap and running water shall be abundantly provided at all personal service businesses for frequent handwashing. Employee-service providers should be encouraged to leave their workstations to wash their hands regularly, before and after going to the bathroom, before and after eating and after coughing, sneezing or blowing their nose. Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol can also be used but are not a replacement for the water requirement.
- In areas visible to all workers, post required hygienic practices which include:
    - Not touching the face with unwashed hands or with gloves.
    - Washing hands often with soap and water for at least 20 seconds.
    - Using hand sanitizer with at least 60% alcohol.
    - Cleaning and disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, doors and doorknobs; and
    - Covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the U.S. Centers for Disease Control (CDC).
- All linens, towels, drapes, smocks, etc., must be laundered in accordance with WAC 308-20-110, if applicable.
- Disinfectants must be available to employee-service providers and clients throughout the workplace and ensure cleaning supplies are frequently replenished.
- Clean and disinfect high-touch surfaces after each use, including reception area, personal work stations, mirrors, chairs, headrests and armrests, dryers, shampoo bowls, hand tools, other equipment, handrails, restrooms and breakrooms, using soapy water, followed by the appropriate disinfectants. Porous and soft surface tools cannot be disinfected and must be used once and then discarded.
- Shampoo bowl etiquette includes covering the face of the client with a towel while shampooing to protect their mouth, nose and eyes.
- If these areas cannot be cleaned and disinfected frequently, the personal service business shall be shut down until such measures can be achieved and maintained.
- Any personal service businesses must adhere to social distancing requirements and have 6’ of space between booths/stations or have physical barriers between them.

- Human-machine interfaces such as keyboards, buttons, etc., must be sanitized and disinfected between users. Standard tools like brooms, mops and vacuums need to be sanitized and disinfected after each use, especially between two separate users.
- Develop a protocol for any physical sign-off requirements to avoid close contact and limit the common use of writing instruments. If used, writing instruments should be sanitized and disinfected after each use.
- To the degree possible, assign employees to small groups and assign them to designated separate bathrooms and breakrooms. In order to obtain social distancing, stagger days, shifts, shift changes, breaks and meals to avoid group. Provide additional break seating as needed with greater distancing, outside if possible.
- Increase ventilation rates where feasible. Evaluate ventilation and utilize U.V. filters with a higher MERV rating.
- Ensure that tissues and trash cans are placed throughout the business
- When making personal service appointments, advise clients of new requirements:
    - Client must self-screen for signs and symptoms of COVID-19 before arriving at the service provider location.
    - Clients should not plan on bringing other guests with them, unless they are bringing children younger than 16 for an appointment.
    - Clients should advise personal service providers via call, email or text that they have arrived at the location for the appointment and are waiting for instructions to enter.
    - Clients should put on a facemask prior to leaving the vehicle, and they should be prepared to wash their hands for at least 20 seconds prior to starting their service.
    - The service provider will wear a clean cape or gown, as well as providing each client with a clean cape or gown. They must be laundered as noted above or be disposable and thrown away after a single use.
    - Payments for service should be through credit or debit cards or a touchless system to reduce the handling of cash.
- For walk-in appointments, the employer-owner must post a notice on the front door or window regarding access to the facility. The notice should include the phone number that the guest should call to determine availability of services. If service is available at the time, the walk-up guest will need to answer questions regarding COVID-19 exposure and current health and put on a mask before entering the location.

Museums and Similar Activities, posted August 20 here for phase 2 and 3.

Museums are permitted to operate, provided all requirements in this document are met. The museum must adopt a written procedure for operation that is at least as strict as the procedures below and complies with all safety and health requirements. All Phases: Museums must ensure strict adherence to all measures established by the Governor's guidance, the Department of Labor & Industries (L&I) Coronavirus (COVID-19) Prevention: General Requirements and Prevention Ideas for Workplaces, and the Washington State Department of Health Workplace and Employer Resources & Recommendations (DOH). Stay up to date on industry guidance from the American Alliance of Museums:

- American Alliance of Museums Preparing to Reopen
- American Alliance of Museums Considerations for Museum Reopening

Phase 2

1. All patrons over the age 2 must wear cloth face coverings in accordance the order from Washington State Secretary of Health.

2. Museums may operate exhibit and galleries; total capacity is limited to 25 percent. Individual rooms shall be monitored periodically to ensure they are not above 25 percent capacity.
3. All exhibits that allow touching surfaces must be signed with “No Touching” or employ touchless alternatives such as, touchless tools or touch keys that can be cleaned, disinfected and re-used.
4. Utilize on-line or phone reservation systems with timed ticketing if possible to allow pre-pay and to limit interactions. In the absence of time ticketing use staggered entry to control capacity limits.
5. Galleries must allow for one-way traffic-flow of patrons through the facility.
6. Regularly sanitize counter tops, door knobs, other common surfaces, cash registers, kiosks, and other frequently touched surfaces including employee used equipment.
7. Install signage to discourage group congregation, or to limit numbers of people in a certain area.
8. Provide hand sanitizer to patrons.
9. Ensure restrooms are frequently cleaned and appropriately sanitized throughout the day.
10. Food and beverage services must conform to all Phase 2 dine-in food service guidelines. Gift shops must conform to all Phase 2 retail guidelines.
11. No events allowed.

Phase 3

1. Same guidelines as Phase 2 but capacity now allowed at 50%.
2. Food and beverage services must conform to all Phase 3 dine-in food service guidelines. Gift shops must conform to all Phase 3 retail guidelines.
3. Events allowed limited to current participant limit for social gatherings in Phase 3.

Phase 2 and 3 outdoor bicycle, running, cross country skiing, and non-motorized boating: races, tours, and rides COVID-19 Reopening Requirements posted October 6th here

Included here: Races, bicycle tours and rides, runs, cross country skiing races, biathlons, canoe and kayak races, marathons, cross country running competitions, triathlons, and multi-sport competitions with more than 12 participants.

Not included here: Sporting activities and outdoor group fitness classes. Also not included under these guidelines are “fun runs” without participant timing or “charity walks.” Except as otherwise specified in this guidance, indoor competitive sporting activities or races, such as professional, amateur, or organized team sports and outdoor group fitness classes should follow the guidance for Professional Sports and Other Sporting Activities.

All outdoor bicycle, running and non-motorized boating: races, bike tours, cross country skiing races, , and rides operating during Phase 2 and Phase 3 must adopt a written procedure for employee safety and customer interaction that is at least as protective as this procedure and complies with the safety and health requirements below.

Activity operation requirements
Phase 2:

Organizers are recommended to offer a virtual option, if a virtual option can be achieved in a safe manner, for participants who would like to participate on their own and not share a common course with other participants and would prefer a virtual course of their own choosing.

All pre-registration must occur online. No same day in-person registration is allowed.

It is recommended that bib numbers and activities packets are mailed to participants prior to the activity. If it is not practical to mail bib numbers and packets pick-up operations should include strategies to stagger pick-up times, reduce congregation, and ensure 6-foot distancing in any cue lines.

Starting waves of 10 participants or less must be used with no more than one wave starting every minute and no more than 200 total participants starting per hour. No more than 3 consecutive hours of starting waves allowed per day. Waves should be sequenced by pace with faster racers going first, then working towards the slower racers to reduce likelihood for congestion or passing on the course. The starting area is limited to no more than 50 participants at any time awaiting their staggered starts. Participants waiting for their start time must maintain at least six feet of distance from all other people and wear face coverings until their race begins. Additional participants must wait in their vehicles or away from the course until their start time approaches.

Employees and volunteers necessary to supervise the event are not considered “participants” for the sake of calculating starting waves and are allowed as needed. Employees and volunteers must wear facial coverings and maintain physical distance in compliance with current guidelines.

Participants must make an effort to remain 6 feet from other participants on the course as much as possible. If participants need to pass another participant, they need to pass them in a manner that is safe and makes the moment of passage as brief as reasonably possible. Similarly, if a participant is being passed that participant must allow for passing such that distance between participants can be achieved in as brief amount of time as reasonably possible. - Spectators are not allowed. A member of the same household of a participant or a coach may provide support for a participant along the activity area including providing hydration and nutrition supplies, gear replacement and repair, or trash disposal in locations other than the activity-crew supported hydration and nutrition stations. The support person must always remain at least 6 feet away from all people aside from their athlete and may not visit the start or finish to avoid congestion or crowding in these areas.

No congregation of more than 5 people allowed at hydration and nutrition stations at any one time. Participants must obtain hydration and nutrition supplies and then proceed. Hydration and nutrition station crews must maintain 6 foot separation from participants, and each other at all times as much as reasonably possible and wear facial coverings.

No congregation allowed at the activity start or finish area. Participants must leave the activity area when finished. No exhibitors, food vendors, beer gardens, awards ceremonies, or after party activities allowed in the activity start or finish area. - Lines at portable toilets must be managed such that there is at least 6 foot of distance between all participants waiting in lines. The race must provide a hand washing station or hand sanitizer at all restroom stations.

Organizers must retain registration data for 30 days after the activity in order to aid possible contact tracing.

Phase 3:

All the same guidelines as Phase 2 must be adhered to with these exceptions:

Starting waves of 15 participants or less must be used with no more than one wave started every minute and no more than 300 total participants started per hour. No more than 3 consecutive hours of starting waves allowed per day. Waves should be sequenced by pace with faster racers going first, then working towards the slower racers to reduce likelihood for congestion or passing on the course. The starting area is limited to no more than 100 participants at any time awaiting their staggered starts. Participants waiting for their start time must maintain at least six feet of distance from all other people and wear face coverings until their race begins Additional participants must wait in their vehicles or away from the course until their start time approaches.

Spectators are not allowed, except for spectators of the same household along the activity course but not at the start area or finish area. Spectators of the same household must remain at least six feet distanced from other spectators outside their household. A member of the same household of a participant may provide support for a participant along the activity area including providing hydration and nutrition supplies, gear replacement and repair, or trash disposal in locations other than the activity-crew supported hydration and nutrition stations. The support person must always remain at least 6 feet away from all people aside from their athlete and may not visit the start or finish line to avoid congestion or crowding in these areas.

Professional Photography – issued May 15

Phase 2 Status: Professional photographers must adopt a written procedure for professional photography activity that is at least as strict as the Phase 2 safety and health requirements below.

Requirements Specific to Professional Photography Operations

- **Client Management**
  - Appointments are required for all clients, allowing sufficient time to sanitize photographic equipment and common areas after each client session.
  - Outdoor sessions should be used as much as possible.
  - Only one client (and family member, if client is a minor) should be allowed in studio facilities at any given time. If the session is held offsite, only one client (and family member, if client is a minor) should be staged in the immediate area. Groups are not allowed. An exception can be made for groups consisting of immediate family only.
  - Photographers should maintain social distancing, using no-touch posing methods.
- **Sanitation**
  - Wash hands regularly before and after photographic sessions.
  - Frequently sanitize all equipment as well as props, chairs, benches with which a client may come into contact.
  - Sanitize all restrooms available to clients in-studio
  - Frequently sanitize all common areas, including doorknobs (interior and exterior), counter tops, pens and pencils, tablets, keyboards and monitors.
  - Remove all unnecessary paper products or décor (magazines, newspapers, extraneous sales materials).
  - If changing rooms are used during professional photography operations, they should be cleaned with appropriate disinfecting supplies after each new client use, by an employee wearing proper protective equipment.

Library Services– issued June 2, updated October 6th here

Phase 2 and 3 Status: All public libraries, public library systems, institutional & governmental libraries, and libraries at institutions of higher education are permitted to provide limited services to customers in person. However, in general libraries should continue to facilitate services through the mail or via curbside pick-up where possible to limit interaction between staff and customers within enclosed space. Libraries should continue to utilize the Phase 2 Curbside Guidance where applicable.

Requirements Specific to Library Operations

In-person Library Operations Specific Requirements:

1. In order to open to any in-person services, libraries must require customers to wear a cloth face covering at all times while present within the facility.
2. Customer Traffic Management
   a. Phase 2: Guest occupancy must be 25% of maximum building occupancy or lower as determined by the fire code. This limit does not include employees in the calculation.
   b. Phase 3: Guest occupancy must be 50% of maximum building occupancy or lower as determined by the fire code. This limit does not include employees in the calculation.

c. Place distance markers outside of the library in order to maintain six-foot physical distancing requirements for customers waiting to enter. Assign employees to assist and monitor customers waiting to enter if necessary.

d. Arrange the flow of customers to eliminate choke points and reduce crowding. Mark high traffic areas with six-foot markers to maintain physical distancing requirements.

e. Place conspicuous signage at entrances and throughout the store alerting staff and customers to the required occupancy limits, six-foot physical distancing guidance, and policy on facial coverings.

f. Reduce or eliminate the use of in-person check-out processes wherever possible. Where they are still necessary, place distance markers in check-out lines in order to maintain six-foot physical distancing requirements for customers waiting to check out materials.

g. Ensure minimum six-foot physical distancing requirements are maintained between customers and staff, except when exchanging materials. Sneeze guards or other barriers should be placed throughout the facility at all fixed places of potential interaction between customers and employees that could be less than 6 feet.

h. Where possible, establish hours of operation that permit access solely to high-risk individuals as defined by the CDC.

3. Sanitation

a. Ensure operating hours allow downtime between shifts for thorough cleaning.

b. Employees should be encouraged to regularly wash their hands, and must do so before and after using the restroom, eating, or engaging in any activity that involves exposing their hands to other bodily fluids (i.e. coughing, sneezing, blowing nose, etc.)

c. Libraries must provide disinfectant and sanitation products for employees to clean their workspace, equipment, tools, and common areas. Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol must be provided and utilized, but should not supplant regular hand-washing.

d. Frequent sanitation of surfaces should occur, particularly in high-traffic areas such as restrooms, computer stations, doors, and check-out counters amongst others.

e. Where feasible, libraries must keep doors and windows open where possible and utilize fans to improve ventilation. Adjust mechanical ventilation systems to bring in as much outside air as possible. Increase filters to MERV 13 if the HVAC can accommodate.

4. Group spaces and public meeting spaces

a. Generally, libraries are discouraged from allowing the use of group meeting or study spaces by customers. However, at the discretion of the appointed building-specific COVID-19 Supervisor, libraries may allow patrons to utilize these spaces under certain conditions.

b. Must limit to 5 patrons or less per grouping.

c. Groups or individual patrons must be far enough apart when measured from occupied space to occupied space, to ensure patrons are a minimum of six feet away from patrons in adjacent space, or there must be a physical barrier or wall separating patrons.

d. Clean and sanitize any group or public space after each use by patrons and must ensure a reasonable amount of time passes before allowing subsequent groups or individual patrons to access the space.

5. Computer terminals/stations

a. If, at the discretion of the appointed building-specific COVID-19 Supervisor, a library chooses to allow customers to access public computer terminals, certain protocols must be followed. Best practice includes the use of an automated reservation system, and use of coverings for screens, keyboards, mouse, and other high-contact areas, but is not required.

b. Patrons must be far enough apart, when measured from station to station, to ensure a minimum of six feet separation from patrons in adjacent space, or there must be a physical barrier or wall separating.

c. Clean and sanitize each station after each use, and ensure a reasonable amount of time passes before allowing subsequent access.

d. Limit patrons' access to an appropriate amount of time based on number of available spaces, and customer demand, with appropriate time in-between scheduled appointments.

6. Returns

a. Libraries should continue to utilize no-contact return procedures developed under the Phase 2 Curbside Guidance where possible. Any in-person returns should follow protocols to limit potential staff exposure including:

Requiring returned items to be sealed, stored, and quarantined for 24 hours before allowing them to return to active inventory for redistribution. Staff who are processing materials as they are returned must wash hands immediately after processing the returned materials.

Employees who process returned items need proper PPE.

7. Library staff must develop individualized library guidelines based on materials offered, library footprint, location, and other local conditions.

Phase 1, 2, and 3 Weddings and Funerals – Proclamations 20-25 and 20-25.4

This memorandum serves as the criteria for amending wedding and funeral activities already permitted under Phase 1, 2, and 3. Changes in effect starting October 5th can be found here

These requirements apply as long as Gubernatorial Proclamations 20-25 and 20-25.4, or any extension thereof, is in effect or if adopted as rules by a federal, state or local regulatory agency. This memorandum applies to: Non-religious wedding and funeral or memorial services.

Wedding services are defined as the wedding ceremony and receptions that are co-located or adjacent to the ceremony. Wedding services do not include engagement parties, bridal/groom/couples' showers, bachelorette/bachelor parties, or rehearsal dinners.

Funeral and memorial services are defined as the ceremony honoring a deceased person, including a wake, burial, cremation, or memorial service, located indoors or outdoors. This memorandum stands in the place of any omission from and supersedes any conflicting provision in Proclamation 20-25's Appendix, "Essential Critical Infrastructure Workers" and, to the extent applicable, amends the Governor's May 19, 2020, concerning fitness activities.

The activities described in this memorandum may resume immediately if:

- The host(s) ensure that the wedding service or funeral meets the requirements set forth in this document;
- Venues meet and maintain all generally applicable requirements set forth in this document as well as the provisions that apply to the services provided by the venue;
- All other vendors working at the wedding services or funerals meet and maintain all generally applicable requirements set forth in this document as well as the provisions that apply to the services that the vendor provides; and
- All vendors conduct only those activities that are allowed under their county's phase status.

Phase 2-3

- Indoor and outdoor occupancy is limited to 30 guests or 25% of maximum building capacity whichever is less in Phase 2 and 50 guests in Phase 3, excluding vendors and their staff working at the wedding service or funeral.

- The wedding reception is limited to no more than 3 hours. Alcohol service, delivery, and consumption, including beer, wine, and spirits, must mirror the current restaurant restrictions in the county.
- The host of the wedding service or funeral is strongly encouraged to keep a log of attendees, and to retain that log for at least two weeks. If an outbreak occurs, this information may be critical for contact tracing to help save lives.

All vendors, the venue and the host are required to comply (as specifically set out below) with the following COVID-19 wedding service and funeral-specific safety practices:

1. Prior to beginning operations as described in this document, all vendors working at a wedding service or funeral are required to develop a comprehensive COVID-19 exposure control, mitigation, and recovery plan. The plan must include policies regarding the following control measures: PPE utilization; on-location physical distancing; hygiene; sanitation; symptom monitoring; incident reporting; location disinfection procedures; COVID-19 safety training; exposure response procedures and a post-exposure incident project-wide recovery plan. A copy of the plan must be available for inspection by state and local authorities, but state and local authorities are not required to preapprove the plan. Failure to meet planning requirements may result in sanctions including the vendor's business or the venue being shut down.
2. The host, the venue and any vendor hired to provide restroom services, if any, may provide access to restrooms, provided that access is controlled and limited to no more than 2 people at a time. Individuals waiting to use the restroom must maintain at least 6 feet of distance between each person.
3. The host and the venue shall provide soap and running water for frequent handwashing. All vendors, the host and the venue should encourage their employees to leave their workstations to wash their hands regularly and require them to do so before and after going to the bathroom, before and after eating and after coughing, sneezing or blowing their nose. Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol should also be provided and used but are not a replacement for the water requirement.
4. All vendors, the host and the venue must make disinfectants available to their employees. The host and the venue must make them available throughout the location (indoor and outdoor) and ensure cleaning supplies are frequently replenished.
5. All vendors and the venue shall clean and disinfect high-touch surfaces after each use—including personal workstations, mirrors, chairs, headrests and armrests, doorknobs, handrails, restrooms, and breakrooms—using soapy water, followed by the appropriate disinfectants. If these areas cannot be cleaned and disinfected frequently, the vendors' business or the venue shall be shut down until such measures can be achieved and maintained.
6. All vendors and the venue must adhere to physical distancing requirements and have six feet of space between workstations or have physical barriers between them.
7. The host and the venue should Increase ventilation rates where feasible. Evaluate ventilation and utilize U.V. filters with a higher MERV rating.
8. The host and the venue should ensure that tissues and trash cans are placed throughout the location (indoor and outdoor).
9. All vendors, the host and the venue must inform employees and the host must inform all guests that they must self-screen for signs and symptoms of COVID-19 before arriving at the location. The host of the wedding service or funeral is strongly encouraged to send a written note to their guests in which they:
    i. Request them to take their temperature before attending a wedding service or funeral. Any individual with a temperature of 100.4°F will not be permitted to attend the service or attend work at the organization; and
    ii. Inform them that any individual with a household member who has been diagnosed with COVID-19 or with symptoms of COVID-19 (including a fever above 100.4°F) may not attend the service or attend work at the organization; and
    iii. inform the guests that the Host asks that they wear face coverings, maintain 6 feet of physical distance and wash their hands frequently while at the wedding or funeral.

Arrival at the Wedding Services or Funeral

10. Hand sanitizer should be available at entry for all staff and attendees (assuming supply availability).

11. The venue and the host must have implemented a plan to ensure proper physical distancing in lobby/waiting areas. The Wedding Ceremony or Funeral Service
12. Face Coverings and Exemptions - All vendors, employees and persons in attendance shall wear face coverings before, during, and after the wedding service or funeral (whether indoor or outdoor). The face covering requirement **does** apply to individual(s) leading the service and others who speak during any live service. There are exemptions to wearing face covering, so please refer to the Department of Health's Order on Face Coverings. If the speaker needs an accommodation due to a medical exemption, then a Plexiglas 3-sided barrier may be used during the wedding service or funeral. The barrier must be disinfected after every use. For services that are recorded or filmed without a live audience, then face coverings are not required for individuals while they are speaking. The wedding couple is exempted from the face covering and six feet physical distancing requirement from each other during the ceremony so long as they maintain six feet of physical distance from all other persons.
13. There may be no direct physical contact between servers and attendees. Anything to be consumed may not be presented to the attendees in a communal container or plate.
14. Music for the wedding ceremony or funeral service – No choir shall perform during the wedding ceremony or funeral service. Singing by the guests or by a performer is permitted, but individuals must not remove their face coverings to sing. Soloists and duets (whether accompanied or unaccompanied), as well as other small groups of musicians such as string quartets are permitted so long as the performers wear a face covering. In the event a performer is playing a woodwind or brass instrument, the performer may remove their face covering only during the performance.
15. Emcee of Events/prerecorded music/audiovisual equipment - A vendor, the venue or the host is permitted to provide pre-recorded music for the ceremony and reception as background music, to provide AV assistance to amplify voices during the ceremony and reception, for toasts and other aspects of the wedding and reception, and to perform the role of emcee.
16. The venue and the host must arrange the ceremony seats to adhere to physical distancing requirements and have six feet of space between the seats, pews, and benches or have physical barriers between them. Members of the same household may be seated together as a single unit. The venue and host must have signage informing attendees that the six feet of physical distance rules apply for the ceremony.

The Wedding Reception or Funeral Service

17. Any person, vendor or host providing the service of food or beverages at a wedding reception or funeral must either offer table service or must have protocols in place to ensure adequate social distancing at food and/or drink pick-up stations.
18. Buffets and salad bars are permitted and must follow Department of Health guidance.
19. All parties and tables must be limited to five guests or less (whether indoor or outdoor).
20. Indoor dining is limited to members of the same household. Outdoor seating does not have this same limitation.
21. For outdoor seating, a temporary structure may be used. Outdoor structures (temporary or permanent) should have no more than two walls to provide appropriate ventilation. The limitation on walls applies to both rigid and flexible walls.
22. Any condiments typically left on the table (ketchup, soy sauce, etc.) must be single-use or sanitized after each use, if applicable.
23. The venue and/or host must place tables far enough apart when measured from occupied chair to occupied chair, to ensure guests seated at a table are a minimum of 6 feet away from guests at adjacent table, or there must be a physical barrier or wall separating booths or tables.
24. Vending, game areas, billiards, darts, and video games, and games that require guests to leave their seats to participate are prohibited until Phase 4. Games that may be done while seated are permitted.
25. No bar area seating is permitted. This is the area with a bar table/counter where patrons sit or stand side-by-side. If an establishment has bar area seating it must be closed off to prohibit use. Counterstyle seating is permitted in other areas of the establishment (indoors or outdoors). Six feet of distance is required between parties and other tables.

26. Guests must wear a cloth face covering anytime they are not seated (while being seated or leaving, or while going to the restroom) and while they are talking at tables and not eating.
27. The host and/or the caterer must minimize the number of staff serving any given table, if table service is provided. It is strongly recommended that one staff person provide all such table service including bringing all beverages/food/utensils and clearing away garbage for that table.
28. Standing to mingle is prohibited; however, the wedding couple and/or the host is permitted to stand to greet guests so long as they strictly comply with the six feet physical distance and face covering requirements.
29. Emcee of Events/prerecorded music/audiovisual equipment. A vendor, the host or the venue is permitted to provide pre-recorded music for the reception or funeral as background music, to provide AV assistance to amplify voices during the reception or funeral, for toasts and other aspects of the reception, and to perform the role of emcee.
30. Dancing is prohibited with the following exceptions: the couple's first dance and parent dances. For these specifically allowed dances, only one pair may dance at a time, both must be wearing masks (unless they are part of the same household) and must remain six feet away from other persons. All issues regarding worker safety and health are subject to enforcement action under L&I's Division of Occupational Safety and Health (DOSH).

General questions about how to comply with safety practices can be submitted to the state's Business Response Center at https://coronavirus.wa.gov/how-you-can-help/covid-19-businessand-worker-inquiries. All other violations related to Proclamation 20-25 can be submitted at https://bit.ly/covidcompliance.

Real Estate – issued May 19 updated October 6th here

Phase 2 Status: Open houses are permitted. Occupancy is determined by the gathering size permitted in the county where it is taking place.

Out of Office Activities

In-person residential and commercial real estate activities under RCW 18.85.011(17) and related activities performed by real estate brokers and industry partners for both improved and unimproved real property shall only be permitted with the following limitations:

- The number of people permitted at in-person activities, including property viewings, inspections, appraisals, and final walk-throughs, is five. This does not include the real estate agent/realtor.
- No real estate open houses are permitted. Viewing properties shall be done by appointment only in compliance with the requirements listed in this document.
- In-person activities including property viewings, inspections, appraisals, and final walk-throughs shall be arranged by appointment and are limited to five people on site, exercising social distancing at all times.
- Except for the limited exceptions authorized above, all real estate listings shall be facilitated remotely.

It is permissible to engage in real estate sales, leasing, and property management as real estate brokers, appraisers, settlement agents and escrow officers, property inspectors (including consultants such as engineers, architects, and others routinely engaged in such transactions), property stagers, movers, photographers, sign installers, mortgage loan originators, processors, and underwriters, and other necessary office personnel including IT professionals, and back office staff necessary to maintain office operations, along with those government workers necessary to review real estate excise tax and record documents.

All real estate and mortgage activities must meet social distancing and appropriate health and worker protection measures before proceeding. For in-person activities, real estate brokers and industry partners must wear cloth face coverings and should encourage clients and customers to do the same.

Office Activities for Residential and Commercial Real Estate Firms

Social Distancing

Gatherings of any size must be prevented by taking breaks and performing any activities in shifts, including lunch. Any time two or more persons must meet, ensure a minimum of 6-feet of separation.

- Identify and control “choke points” and “high-risk areas” at locations where workers and members of the public typically congregate so that social distancing is always maintained. Consider relocating from small areas into larger rooms to accommodate more area for social distancing.
- Minimize interactions during activities; ensure a minimum of 6-foot separation by physical barriers, and/or marking floors with tape. Limit the number of participants based on facility size and activities to allow for a 6-foot separation.
- Arrange furniture to encourage social distancing.
- Require customers to make reservations for in-person services.
- Limit guest occupancy to 50% of maximum building occupancy or lower.

Sick Employee and Independent Contractor Plan

- Screen all workers at the beginning of their day by asking them if they have a fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell.
- Ask the employee and independent contractor to take their temperature at home prior to arriving at work or take their temperature when they arrive. Thermometers used shall be ‘no touch’ or ‘no contact’ to the greatest extent possible. If a ‘no touch’ or ‘no contact’ thermometer is not available, the thermometer must be properly sanitized between each use. Any worker with a temperature of 100.4°F or higher is considered to have a fever and must be sent home.

- Create policies which encourage workers to stay home or leave the location when feeling sick or when they have been in close contact with a confirmed positive case. If they develop symptoms of acute respiratory illness, they must seek medical attention and inform their employer.
- Have employees and independent contractors inform their supervisors if they have a sick
- family member at home with COVID-19. If an employee or independent contractor has a family member sick with COVID-19, that employee or independent contractor must follow the isolation/quarantine requirements as established by the State Department of Health.
- Instruct workers to report to their supervisor if they develop symptoms of COVID-19 (e.g., fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell). If symptoms develop during a shift, the worker should be immediately sent home. If symptoms develop while the worker is not working, the worker should not return to work until they have been evaluated by a healthcare provider.
- If an employee or independent contractor is confirmed to have a COVID-19 infection, employers should inform fellow employees and independent contractors of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees and independent contractors on how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.

Drive-in Theaters – issued June 2

Requirements Specific to Drive-in Theater Activities

Customer Management

- Customers must remain in their vehicles at all times except to visit the restroom or concessions area.
- Customer payment transactions for tickets or concessions may be handled through multiple channels, including phone transactions, on-line transactions, or point-of-sale transactions. If payment by currency is the only possible method of transaction, customers and employees must adhere to social distancing and sanitation standards in this document.
- Customers should wear a cloth face covering when leaving cars for any reason.
- Provide 10 feet of clearance between vehicles.
- Limit number of customers in the restroom at a time except adult with child.

Sanitation

- Concession stand operations must follow Department of Health guidelines for food workers and food establishments.
- Provide disinfectant and sanitation products for workers to clean their workspace, equipment, tools, and common areas.
- Place hand sanitizer at check-out counters and distributed throughout customer areas, storage areas, and administrative offices.
- Frequently sanitize working surfaces, particularly concession/ticket counters, electronic pin pads, and other areas contacted by customers and employees.
- Require hourly hand washing or sanitation by employees.
- Physical contact with a customer, vendor, or supplier is not permitted under any circumstances.

Remaining Manufacturing Operations - issued May 12

Phase 2 Status: The manufacturing facilities must adopt a written procedure that is at least as strict as the Phase 2 safety requirements.

Facility-Specific Safety Practices

All manufacturing businesses are required to comply with the following COVID-19 facility-specific safety practices. Below is a list of additional practices for manufacturing operations to follow in order to provide a safe back to work environment for employees and customers.

- Prior to recommencing work, all manufacturers are required to develop and post at each manufacturing location a comprehensive COVID-19 exposure control, mitigation, and recovery plan. The plan must include policies regarding the following control measures: PPE utilization; on-location physical distancing; hygiene; sanitation; symptom monitoring; incident reporting; location decontamination procedures; COVID-19 safety training; exposure response procedures; and a post-exposure incident project-wide recovery plan. A copy of the plan must be available on each manufacturing location during workplace activities and available for inspection by state and local authorities. Failure to meet posting requirements will result in sanctions, including the location being shut down.
- Soap and running water must be abundantly provided at all manufacturing locations for frequent handwashing. Workers should be encouraged to leave their workstations to wash their hands regularly, before and after going to the bathroom, before and after eating and after coughing, sneezing or blowing their nose. When running water is not available, portable washing stations, with soap, are required. Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol can also be used but are not a replacement for the water requirement.
- Post, in areas visible to all workers, required hygienic practices, which include: not touching the face with unwashed hands or with gloves; washing hands often with soap and water for at least 20 seconds; using hand sanitizer with at least 60% alcohol; cleaning and disinfecting frequently-touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs; covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the U.S. Centers for Disease Control (CDC).
- Make disinfectants available to workers throughout the workplace and ensure cleaning supplies are frequently replenished.
- Frequently clean and disinfect high-touch surfaces at all manufacturing locations and in offices, such as: shared tools, machines, vehicles and other equipment, handrails, doorknobs, and portable toilets. If these areas cannot be cleaned and disinfected frequently, the manufacturing location shall be shut down until such measures can be achieved and maintained.
- If an employee reports feeling sick and goes home, the area where that person worked should be immediately disinfected.
- Human-machine interfaces such as keyboards, buttons, etc. must be sanitized regularly and it is required between users. Provide personal pens/sharpies, alternatively sanitize them at least once per shift.
- Standard tools like brooms, rakes, scrapers, or hand tools need to be sanitized after each use, especially between two separate users.
- Develop a protocol for any physical sign-off requirements to avoid close contact, limit the common use of writing instruments.
- To the degree possible, separate all teams into smaller groups and isolate them to designated separate bathrooms and break areas as possible.
- In order to obtain social distancing, stagger days, shifts, shift changes, breaks, and lunches to avoid grouping. Provide additional break seating as needed with greater distancing, outside if possible.
- Increase ventilation rates where feasible. Evaluate ventilation and U.V. filters with a higher MERV rating.

Additional Construction – issued May 15, updated July 2

Phase 2 Status: All construction, including new work, is now allowed.

All construction, including those activities for which social distancing may not be maintained and the start of new construction projects, is authorized to resume. Adherence to the health and safety points below will be strictly enforced.

- **Prior to commencing work all contractors are required to develop for each job site a comprehensive COVID-19 exposure control, mitigation, and recovery plan.** The plan must include policies regarding the following control measures: PPE utilization; on-site social distancing; hygiene; sanitation; symptom monitoring; incident reporting; site decontamination procedures; COVID-19 safety training; exposure response procedures; and a post-exposure incident project wide recovery plan. **The plan must also include a Job Hazard Analysis (JHA)**, including a list of engineering controls and proper Personal Protective Equipment (PPE), for all jobsite activities defined by Washington State Department of Labor & Industries (L&I) as medium and high transmission risk.
- **A copy of the COVID-19 exposure control, mitigation, and recovery plan must be available on each job site during any construction activities** and available for inspection by state and local authorities. Workers must be trained on the safety protocols listed below before the activity begins.
- **All contractors have a general obligation to keep a safe and healthy worksite in accordance with state and federal law and must comply with the following COVID-19 worksite-specific safety practices**, as outlined in Gov. Jay Inslee's "Stay Home, Stay Healthy" Proclamation 20-25, and in accordance with the Washington State Department of Labor & Industries General Requirements and Prevention Ideas for
- Workplaces and the Washington State Department of Health Workplace and Employer Resources & Recommendations at https://www.doh.wa.gov/Coronavirus/workplace. Failure to follow these requirements will be considered a violation of these duties and be penalized accordingly. Under RCW 49.17.060, "each employer shall furnish to each of their employees a place of employment free from recognized hazards that are causing or likely to cause serious injury or death to his or her employees and shall comply with the rules, regulations, and orders promulgated under this chapter."

Fitness and Training – issued May 19 – updated August 27th here.

Phase 2 Status: Phase 2 authorized operations include personal training and small group fitness sessions (groups of 5 or less) at training facilities. This includes gyms, fitness studios, and indoor pools, ice rinks, volleyball courts, and tennis facilities. These are limited to small group instruction or private training. Indoor fitness studios providing private instruction for personal fitness training that requires access to specialized equipment, including but not limited to gymnastics, weight and resistance training, martial arts, yoga, and similar instructor-led fitness services. All fitness training facilities operating during Phase 2 must adopt a written procedure for employee safety and customer interaction that is at least as strict as this procedure and complies with the safety and health requirements below. Answers to frequently asked questions posted August 27, 2020 can be found here.

Prior to reopening, all fitness training facilities are required to develop at each location a comprehensive COVID-19 exposure control, mitigation and recovery plan. The plan must include policies regarding the following control measures: PPE utilization; on-location physical distancing; hygiene; sanitation; symptom monitoring; incident reporting; location disinfection procedures; COVID-19 safety training; exposure response procedures and a post-exposure incident project-wide recovery plan. A copy of the plan must be available at the location and available for inspection by state and local authorities. Failure to meet planning requirements will result in sanctions, including the location being shut down.

COVID-19 Trainer Responsibility

- Personal trainers conducting personal training will be responsible for ensuring that the COVID-19 Safety Plan is being adhered to.

COVID-19 Safety Training

- A safety briefing must be conducted at the beginning of each personal training session to reemphasize the protective measures for everyone to include maintaining social distancing, sanitation protocols, and pre-session screening. Alternatively, a safety video can be shared and emailed to the client prior to the scheduled appointment.
- Each client will sign a waiver of consent and commitment to the facility's reopening policies prior to their scheduled appointment time. Clients will be informed to wear training attire to the facility and bring their own hand towel.

Pre-Session Screening

- High risk clients are not permitted as part of Phase 2 re-opening. High risk clients include people over the age of 65, people with serious underlying medical conditions like chronic lung disease, moderate to severe asthma and people who are immunocompromised.
- Place signage at facility entrances to instruct patrons that they cannot enter if they have been diagnosed with COVID-19 (have not recovered or are still within the required 14-day quarantine), had symptoms of COVID-19 (within the last 24 hours), or had contact with a person that has or is suspected to have COVID-19 (within the last 14 days).
- A facility may conduct a temperature screening and/or questionnaire of clients at the facility entrance.

Safety and social distancing practices

- Social distancing guidelines of 300 square feet per person, except while practicing certain team sports. For large facilities (>12,000 sq feet) occupancy is limited to 25 percent of the facility's occupancy limit, as determined by the fire code. Occupancy and distancing requirements should be determined and posted for every room in the facility.
- Each facility will have a social distancing plan that explains where clients can be at a given time in lobby or waiting areas, private offices, and the training area. Place signage at entrances and throughout the facility to instruct clients of the enhanced social distancing requirements.
- Authorized access to the facility should primarily be through the front door. Other access points should be kept closed.

- Tissues and trash cans must be made available throughout the facility.
- Training equipment will be adjusted, or access restricted in order to maintain proper social distancing standards. Frequently clean and disinfect high-touch surfaces, such as gym equipment, handrails, doorknobs, and restrooms. Sanitation workers disinfecting these areas must be provided appropriate personal protective equipment (PPE) for these work tasks and trained on work expectations. If these areas cannot be cleaned and disinfected frequently, these locations shall be shut down until such measures can be achieved and maintained.
- Total Number of people in the facility, to include staff, trainers, and clients, will be limited to 25% of the facility's building occupancy, as determined by the fire code.
- Congregations of no more than five people will be allowed in common areas such as employee break rooms and lobbies, and only if social distancing may be maintained.
- When strict physical distancing is not feasible for a specific, limited-duration task, such as walking in hallways, using restrooms, or safety monitoring; other prevention measures are required, such as face coverings, alternating access, and physical barriers, when appropriate.
- Training sessions must be staggered to maintain social distancing and limited capacity in a facility.
- Outdoors locations for fitness training and team sports are preferred to indoors locations and should be utilized to the greatest extent possible. Outdoor temporary structures may be used. Outdoor temporary structures should have no more than two walls to provide appropriate ventilation.

Sanitation Protocols

- Ensure restrooms are frequently cleaned and appropriately disinfected throughout the day.
- Clients shall be required to bring their own water bottles. Water fountain use shall be restricted to water bottle filling stations only. Congregating at water bottle filling stations shall be limited.
- Soap and running water shall be abundantly provided for frequent handwashing.
- Hand sanitizer with at least 60% alcohol must be available and distributed throughout the facility
- All clients will wash their hands or use facility provided hand sanitizer upon entrance to the facility and prior to entering the training floor. This will be confirmed by the trainer.
- Equipment will be sanitized immediately after each use. Sanitation spray or wipes will be dispersed throughout the training floor.
- Trainers must wash their hands and use hand sanitizer before and after each training session.
- Facility provided towel service will be discontinued during Phase 2.
- For guidance on choosing safer disinfectants: Safer Cleaning, Sanitizing and Disinfecting Strategies to Reduce and Prevent COVID-19 Transmission, UWDEOHS
- https://osha.washington.edu/sites/default/files/documents/FactSheet_Cleaning_Final_UWDEOH S_0.pdf

Limited Use of Facility and Business Adaptations

- No large group fitness classes (more than 5) will be permitted during Phase 2.
- No in-facility childcare services will be permitted during Phase 2.
- Small group fitness sessions will be limited to groups of 5 or less per session, not including the trainer.
- The following areas will be closed during Phase 2: Showers, pools, basketball courts and other group athletic areas, hot-tubs, saunas, steam rooms, and tanning beds. Locker room use will be limited use for hand washing and restrooms only or avoided if possible.

Employee/Trainer Protection

- Screen all employees and trainers reporting to work for COVID-19 symptoms with the following questions:
    - Have you been in close contact with a confirmed case of COVID-19?

- Are you experiencing a cough, shortness of breath, or sore throat?
- Have you had a fever in the last 48 hours?
- Have you had a loss of taste or smell?
- Have you had vomiting or diarrhea in the last 24 hours?

- Ask employees and trainers to take their temperature at home prior to arriving at the business or take their temperature when they arrive. Thermometers used at the facility shall be 'no touch' or 'no contact' to the greatest extent possible. If a 'no touch' or 'no contact' thermometer is not available, the thermometer must be properly sanitized and disinfected between each use. Any employee or trainer with a temperature of 100.4°F or higher is considered to have a fever and must be sent home.
- Staff must be sent home if they're sick or feel sick. If an employee or trainer reports feeling sick and goes home, the area where the person worked should be immediately disinfected.
- Staff must wear face coverings (employer is required to provide) and other personal protection items as required by the Washington State Department of Labor & Industries. Facility owners should provide training on personal protective equipment based on CDC guidelines and in accordance with the Washington State Department of Health guidelines.
- Staff must wash hands frequently with soap and water and use hand sanitizer.
- If a staff member or trainer is confirmed to have COVID-19, facility owners should inform staff and trainers of their possible exposure but maintain confidentiality as required by the Americans with Disabilities Act. The facility owner should instruct employees and trainers how to proceed based on the CDC Public Health Recommendations for Community-related Exposure.

Ventilation

- Keep doors and windows open where possible and utilize fans to improve ventilation. Adjust mechanical ventilation systems to bring in as much outside air as possible. Increase filters to MERV 13 if the HVAC can accommodate.

Card Rooms – issued May 19, revised July 24 here

Phase 2: Card Rooms COVID-19 Requirements – Indoor card rooms are prohibited until Phase 4

Safety and Health Requirements

All card rooms, or similar activities have a general obligation to keep a safe and healthy work site in accordance with state and federal law and safety and health rules for a variety of workplace hazards. In addition, they must comply with the following COVID-19 work site-specific safety practices as outlined in the Governor's "Stay Home, Stay Healthy" Proclamation 20-25, and in accordance with L&I General Requirements and Prevention Ideas for Workplaces and the Washington State Department of Health Workplace and Employer Resources & Recommendations.

Card Room Industry Specific Requirements

Below is a list of additional requirements that must be met before resuming operations for card rooms activities.

- Facility occupant limitations. The restaurant/tavern area of the facility must follow occupancy levels allowed under their county's phase status in the Governor's Safe Start Washington Phased Reopening County by County Plan. The card room designated area of each facility is limited to 25% capacity or 50 individuals, whichever is less, (excluding organization staff).
- Temperature Screening. Points of entry will be limited to allow our security team to conduct temperature checks utilizing thermal cameras or infrared thermometers. Employees or guests confirmed to have a temperature over 100.4°F (38°C) will not be allowed entry to the property and will be directed to contact appropriate medical care.

- Hand Sanitizer and Hand Washing. Hand sanitizer bottles and/or dispensers will be placed at main entrances and high traffic areas such as the casino floor, restaurant and bar entrances, meeting and banquet spaces, elevator landings, and restrooms. All guests will be advised by the security team to use hand sanitizer before entering property. Employees are required to use hand sanitizer before and after starting a shift, entering and leaving the gaming floor and when going on break. All employees will be reminded to wash their hands for 20 seconds after any of the following activities: using the restroom, sneezing, blowing their nose, cleaning, sweeping, mopping, smoking, and eating. All soap and hand sanitizer dispensers will be included on a cleaning and restocking schedule to verify adequate supply.
- All employees will be trained to advise guests to practice physical distancing by standing at least six feet away from other groups of people not traveling with them while standing in lines and moving around the property. Employees will be reminded not to touch their faces and to practice physical distancing by standing at least six feet away from guests and other employees whenever possible.
- Floor Plan Reconfiguration. Restaurant tables, table games, and other physical layouts, including seating, will be reconfigured to provide appropriate distancing. All properties will comply with local or state mandated occupancy limits.
- Non-permeable barriers. Encourage placement of non-permeable barriers at locations such as security, cages, restaurants and bars reception and pickup, off-track-betting and lottery workstation, and rewards club. Additional sanitation should also be considered for barriers.
- Cleaning Products and Protocols. Use cleaning products and protocols which meet EPA guidelines and are approved for use and effective against viruses, bacteria, and other airborne and bloodborne pathogens.
- Air Filter and HVAC Cleaning. The frequency of air filter replacement and HVAC system cleaning will be increased, and the amount of air exchange will be maximized to increase external air flow into the building.
- Follow restaurant/tavern requirements for food and beverage service.
- Follow the Cleaning, Sanitization and Social Distancing Protocols
- Follow the General Employee Cleaning and Sanitization Protocols

Pet Grooming – issued May 18

Phase 2 Status: Businesses in the pet grooming sector must adopt a written procedure for pet grooming services activity that is at least as strict as the Phase 2 safety requirements.

Covered Facilities

The pet grooming industry covered in these operational guidelines include any individual, retail or veterinary location or other facility that provides pet grooming services. These employer-owners may contract with employee-service providers to provide these services. These pet groomers must be able to comply with the following guidelines before operating.

Facility-Specific Safety Practices

All pet grooming service businesses are required to comply with the following COVID-19 facility-specific safety practices:

- Service providers must follow their specific association standards to maintain health standards for owners, service providers and clients.
- Below is a list of additional practices for employer-owners and employee-personal service providers to follow in order to provide a safe back to work environment for themselves and clients.
- Authorized access to the business should primarily be through the front door. Other access points should be kept closed.
- Client occupancy should be kept at 50% or lower.
- Prior to reopening, all pet grooming businesses are required to develop for each location a comprehensive COVID-19 exposure control, mitigation and recovery plan. The plan must include policies regarding the following control measures: PPE utilization; on-location physical distancing; hygiene; sanitation; symptom

monitoring; incident reporting; location disinfection procedures; COVID-19 safety training; exposure response procedures and a post-exposure incident project-wide recovery plan. A copy of the plan must be available at the location during personal service activities for inspection by state and local authorities. Failure to meet planning requirements may result in sanctions, including the location being shut down.

- COVID-19 safety information and requirements, such as CDC, DOH, OSHA posters shall be visibly posted at each location.
- Soap and running water shall be abundantly provided at all pet grooming businesses for frequent handwashing. Employee-service providers should be encouraged to leave their workstations to wash their hands regularly, before and after going to the bathroom, before and after eating and after coughing, sneezing or blowing their nose. Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol can also be used but are not a replacement for the water requirement.
- In areas visible to all employees and clients, post required hygienic practices which include:
    - Not touching the face with unwashed hands or gloves.
    - Washing hands often with soap and water for at least 20 seconds.
    - Using hand sanitizer with at least 60% alcohol.
    - Cleaning and disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs; and
    - Covering the mouth and nose when coughing or sneezing, as well as other hygienic recommendations by the U.S. Centers for Disease Control (CDC).
- All linens, towels, drapes, smocks, etc., must be laundered in accordance with WAC 308-20110, if applicable.
- Disinfectants must be available to employee-service providers and clients throughout the workplace and ensure cleaning supplies are frequently replenished.
- Clean and disinfect high-touch surfaces after each use, including reception area, personal work stations, mirrors, chairs, headrests and armrests, dryers, tubs, hand tools, other equipment, handrails, restrooms and breakrooms, using soapy water, followed by the appropriate disinfectants. Porous and soft surface tools cannot be disinfected and must be used once and then discarded.
- If these areas cannot be cleaned and disinfected frequently, the pet grooming business shall be shut down until such measures can be achieved and maintained.
- Any pet grooming businesses must adhere to social distancing requirements and have 6' of space between booths/stations or have physical barriers between them.
- Human-machine interfaces such as keyboards, buttons, etc., must be sanitized and disinfected between users. Standard tools like brooms, mops and vacuums must be sanitized and disinfected after each use, especially between two separate users.
- Develop a protocol for any physical sign-off requirements to avoid close contact and limit the common use of writing instruments. If used, writing instruments should be sanitized and disinfected after each use.
- In order to obtain social distancing, stagger days, shifts, shift changes, breaks and meals to avoid groups. Provide additional break seating as needed with greater distancing, outside if possible.
- Increase ventilation rates where feasible. Evaluate ventilation and utilize U.V. filters with a higher MERV rating.
- Ensure that tissues and trash cans are placed throughout the business.
- When making pet grooming appointments, advise clients of new requirements:
    - Client must self-screen for signs and symptoms of COVID-19 before arriving at the pet grooming location.
    - Clients should not plan on bringing other guests with them. o Clients should advise pet grooming services via call, email or text that they have arrived at the location for the appointment and are waiting for instructions to enter.
    - Payments for service should be through credit or debits cards of a touchless system to reduce the handling of cash.

- For walk-in appointments, the employer-owner must post a notice on the front door or window regarding access to the facility. The notice should include the phone number that the guest should call to determine availability of services.

Phase 2 Agricultural Events, COVID-19 Requirements - issued August 11

Agricultural events are permitted to operate, provided all requirements in this document are met. For purposes of this guidance, an "agricultural event" includes livestock and horse exhibitions/shows/sales/auctions, companion animal (dog, cats, rabbits, etc.) shows, or any substantially similar event. Each event must adopt a written procedure for operations at least as protective as the specific requirements outlined below and complies with all employee safety and health requirements.

Event venues and staff must ensure strict adherence to all measures established by the Governor's guidance, the Department of Labor & Industries (L&I), Coronavirus (COVID-19) Prevention: General Requirements https://lni.wa.gov/forms-publications/F414-164-000.pdf, and the Washington State Department of Health Workplace and Employer Resources & Recommendations https://www.doh.wa.gov/Coronavirus/Workplace (DOH). All events must require participants to use cloth face coverings at a minimum.

General Event Requirements

1. Require pre-registration (if applicable) to reduce in-person interaction on site.
2. Require all staff and any participant including exhibitors, sellers/auctioneers, buyers, competitors, judges, and veterinarians, to stay home if they are sick.
3. Limit access to only necessary participants. No spectators, vendors, guests or visitors.
4. Participants that are minors may be accompanied by one adult.
5. Increase distance and limit the duration of contact (no more than 15 minutes) between exhibitors, visitors, judges, veterinarians, staff, and anyone else participating the event.
6. Allow for social distancing and avoid high densities of people when designing exhibits and layout of the grounds. Stagger exhibit/show/sale/auction times and use sign-up sheets with specific time assignments for use of common animal interaction areas. Examples of areas where congregation should be limited or scheduled include in- and out-gates, warmup rings, grooming stations, wash racks, vet check areas, exercise lots, and restrooms.
7. Whenever possible, events should be held outdoors or in outdoor arenas with optimal ventilation. Outdoor events are limited to 50% capacity.
8. Events held indoors are limited to 50% capacity or up to 50 participants at one time (not including staff) whichever is less. This may necessitate events to be scheduled in stages.
9. Encourage participants observe strict biosecurity. Clean and disinfect any equipment from home before bringing them to the event and again before they take them back home.
10. Discourage the sharing of items/equipment that are difficult to disinfect between participants.
11. Clean and disinfect animal areas between shows or events.

Exhibition Requirements

a. For animals intended for food production, event staff may bring animals together to certify weight, be sold (marketed/auctioned), be sorted by buyer/harvest destination, and be transported to their destination. Limited exhibits may occur for livestock, poultry and rabbits intended for food without food without handlers being present during judging. This is to ensure these animals are timely harvested and handled in a manner ensuring product safety and proper animal care, well-being, and quality through to harvest.
b. Limit the number of animals that can be exhibited. This will be determined by the local event organizer and facility offerings (i.e., if your event allows each seller to sell one terminal animal for meat production, they can exhibit one animal in this show format).

c. Schedule exhibit drop-off after entries are received, so participants are staggered on the drop-off day/show. Larger events may have to alternate days so that drop-off and show can occur in one day.
d. A check-in point, before the animal exhibit drop-off point should be in place to ensure that participants are wearing face coverings as they enter this drop off process, and paperwork confirmation can occur at this time.
e. For animals required to be weighed, schedule in advance, to the extent practicable, to eliminate queuing. Minimize number of individuals at each weigh-in.
f. Judges will work with participants one-on-one.

Horse and Companion Animal Show Requirements

a. Split classes to limit the number of animals in the show ring to allow for six-foot minimum physical distancing between animal handlers and judges at all times.
b. Bath animals prior to arriving at event.
c. Limit the number of people and/or animals in a ring to ensure that at least 6 feet is kept between an animal with its handler, and other people and animals including judges. The number of exhibitors and animals that can safely fit in a show ring or exhibit area may limit the number of animals that can be shown at one time.
d. Provide separate entry and exit points for participants so they do not need to pass close together while coming into and going out of the ring.
e. Stagger animal move-in/move-out times to reduce contact between people.
f. Judges should each have separate stations at least six feet apart.
g. Consider a "show-and-go" with animals stalled at a trailer or in a vehicle and leaving immediately after the show if this will not compromise animal welfare (i.e. due to weather conditions such as high temperature and humidity).

Agritourism posted August 20th here.

Agritourism businesses are permitted to operate, provided all requirements in this document are met. For purposes of this guidance, agritourism is defined as a form of commercial enterprise that links agricultural production and/or processing with tourism in order to attract visitors onto a farm, ranch, or other agricultural business for the purposes of entertaining and/or educating the visitors and generating income for the farm, ranch, or business owner. Examples of agritourism include, but are not limited to Christmas tree farms, u-pick berry farms, corn mazes and pumpkin patches. Each business must adopt a written procedure for operations at least as protective as the specific requirements outlined below and complies with all employee safety and health requirements.

Agritourism businesses must ensure strict adherence to all measures established by the Governor's guidance, the Department of Labor & Industries (L&I), Coronavirus (COVID-19) Prevention: https://lni.wa.gov/forms-publications/F414-164-000.pdf and the Washington State Department of Health Workplace and Employer Resources & Recommendations https://www.doh.wa.gov/Coronavirus/Workplace(DOH).

General Requirements

1. Inform customers they are required to:
    a. Stay home if they are experiencing symptoms of COVID-19.
    b. Use cloth face coverings when visiting.
    c. Practice proper physical distancing.
2. Whenever possible, operations should be held outdoors or in outdoor covered areas with optimal ventilation. Outdoor operations must ensure six feet of physical distance between customers (except between members of the same household). This may necessitate requiring customers to make reservations in advance or sign up for a specific time slot when they arrive.
3. Indoor operations are limited to retail and food service activities.
4. Retail and food service activities and required to follow Department of Health's COVID-19 Guidelines for Farmers Markets (regardless of held indoors or outdoors).
5. Payment Handling
    a. When possible, allow mobile, credit card, or other cash-free payment options.
    b. Staff will disinfect check-out counters and payment touchpads at least every hour.
    c. Provide handwashing or hand gel for employees handling payment.

6. Provide sufficient hand sanitizing stations for customers.
7. Activities such as hay/wagon/train rides, haunted houses, children's play equipment, live games, farm equipment exploration, inflatable jumping houses, animal viewing, petting areas, paintball, and campfires are not permitted.

U-Pick and Tree Farm Requirements

1. Ensure proper physical distancing of a minimum of six feet, one-way traffic in the fields, as well as appropriate signage to ensure washing of fruits/vegetables before consumption & use.
2. Upon entrance & exit to the designated U-Pick/tree area, encourage visitors to wash/sanitize their hands.
3. Transportation to fields, such as trains, wagons and trucks is not permitted; however, customers are permitted to drive their own vehicle to the field if permitted by the business. In addition, accommodations can be made for persons with a disability.
4. Shared equipment, such as wheelbarrows and saws, must be sanitized between uses.

Summary of changes to guidance as of August 28, 2020 here

The following additional activities are permitted, if specific requirements described herein can be met:

- Animal viewing
- Hay/wagon/train rides
- Children's play equipment/games
- Private firepit/bonfires

U-Pick and Tree Farm Requirements

1. Ensure proper physical distancing of a minimum of six feet, one-way traffic in the fields, as well as appropriate signage to ensure washing of fruits/vegetables before consumption & use
2. Upon entrance & exit to the designated U-Pick/tree area, encourage visitors to wash/sanitize their hands.
3. Any waiting areas will be set up for six feet physical distancing, with appropriate signage and spacing markers.
4. Transportation to fields, must follow requirements below for hay/wagon/train rides.
5. Shared equipment, such as wheelbarrows and saws, must be sanitized between uses.

Hay/Wagon/Train Ride Requirements

1. Consider the space provided for each customer when determining the maximum number of people allowed onboard. Ensure there is six feet of physical distance between each household group. If physical distancing is not possible, a physical barrier will be utilized.
2. Use a "load back to front" and unload "front to back" to promote one-way pattern and physical distancing.
3. For trains, cars should be limited to members of the same household. Skip a car between households.
4. High touch areas, such as handrails, safety rails and other common surfaces should be cleaned and disinfected between each trip.
5. Create adequate space for physical distancing during tour check-ins. Use visual markers for reference.
6. Have hand sanitizer available for staff and customers.

Outdoor Corn Maze/Haunted House Requirements

1. The maze/haunted house should be designed as a no-touch outdoor activity, that is a one-way path. High-touch props and decorations should not be used.
2. Assign an employee to manage entrance, allowing for timed entry and appropriate physical distancing between groups.
3. Groups will be limited to a single household, and no more than five individuals from separate households.
4. Provide a hand-washing station or alternative hand sanitizing method at entrance and exit, and post signs to encourage customers to utilize before and after.
5. Staff members who are part of the haunt/maze will ensure six feet or more is always kept between groups.

6. A clear plastic barrier will be between and any actors and customers in the haunt/maze.
7. Staff shall not be allowed to change costumes/characters/masks in-show, ensuring less cross contamination. Nightly cleaning and disinfecting of masks, face shields, goggles and costumes, etc.
8. Common surfaces should be regularly sanitized.

Playground/Farm Equipment and Activities Requirements

1. Remove or rearrange equipment to allow for social distancing.
2. Increase the number of hand sanitizing stations throughout the space.
3. Install signage to discourage group congregation. People from the same household can be together, but 6 feet of physical distance should be maintained for people from different households.
4. Playground and activity capacity should be reduced to 50%.
5. Where possible, provide for one-way traffic with signage designating entrance, exit, and reinforcing one-way direction of traffic.
6. Regularly sanitize frequently touched surfaces. In particular, sanitize equipment/materials between customer use when possible.

Animal Viewing Requirements

1. Animal viewing exhibits will be held outdoors or in outdoor covered areas with optimal ventilation.
2. Ensure six feet of physical distancing and one-way traffic.
3. Regularly sanitize handrails, gates, and other frequently touched surfaces including employee used equipment.
4. Install signage to discourage group congregation, or to limit numbers of people in a certain area. Customers will be reminded to be mindful of physical distancing around exhibits.
5. Request visitors to leave the area immediately after they are done to eliminate congestion/gathering.

Private Fire Pits/Bonfires Requirements

1. Parties limited to household members plus no more than five individuals from separate households – provided area can safely accommodate.
2. Sanitize frequently touched areas between groups.

Movie Theaters updated October 6th here

Movie theaters are permitted to operate, provided all requirements in this document are met. For purposes of this guidance, movie theaters include both corporate and independently owned theaters or any venue that screens movies with an audience. Each movie theater must adopt a written procedure for operations at least as protective as the specific requirements outlined below and complies with all employee safety and health requirements.

Movie theaters must ensure strict adherence to all measures established by the Governor's guidance, the Department of Labor & Industries (L&I), Coronavirus (COVID-19) Prevention: General Requirements https://lni.wa.gov/forms-publications/F414-164-000.pdf, and the Washington State Department of Health Workplace and Employer Resources & Recommendations https://www.doh.wa.gov/Coronavirus/Workplace (DOH).

General Requirements

1. Movie theaters in Phase 2 can operate at 25% capacity (per fire marshal code) as long as six feet of physical distancing between households can be maintained. Movie theaters in Phase 3 can operate at 50% capacity with the same physical distance requirement.

2. Pursuant to the Secretary of Health's Order 20-03, face coverings must always be worn. However, face coverings may be removed for the limited purpose and limited time period necessary to consume food and beverages, which can only be done while seated in the theater.
3. Ticket lines should be configured to ensure appropriate physical distancing is maintained at all times. Options include visible markers, barriers, tape, etc.
4. Tickets sales should be available online or via phone whenever feasible to reduce the need to stand in line for tickets.
5. Configure ticket sales systems to facilitate appropriate physical distancing.
6. Lines to enter a theatre should be minimized whenever possible. If lines are unavoidable, six feet physical distancing must be maintained.
7. Adequate numbers of employees should be available to direct patron traffic and enforce physical distancing in lines.
8. Limit and stagger screening times to reduce overcrowding between screenings, particularly in common areas, restrooms, and concession areas.
9. Close any on- site lounges, play areas, or other areas where people may congregate.
10. To the extent possible, reconfigure restrooms, for example by blocking stalls or urinals, to ensure appropriate physical distancing can be maintained at all times. As patrons may need to line up to enter restrooms, use visual indicators such as tape to identify appropriate physical distancing.
11. Use of employee breakrooms should be limited. As face coverings cannot be worn during eating/drinking, limit the number of employees in a breakroom at any one time to ensure distancing can be maintained. Clean countertops and tables between uses.
12. Any retail food service at theaters must follow the guidance for restaurants.
13. Provide sufficient hand sanitizing stations for customers.
14. Ensure each theater is properly cleaned/sanitized between uses.
15. Adjust mechanical ventilation systems to bring in as much outside air as possible. Increase filters to MERV 13 if the HVAC can accommodate. Keep doors and windows open where possible and utilize fans to improve ventilation.

Phase 2 Recreation Guidelines

Outdoor Recreation – issued May 14, revised August 20 here.

Phase 2 Status: Outdoor recreations permitted with limitations.

Outdoor recreation includes all staffed outdoor tennis facilities (public and private), guided ATV, paddle sports, horseback riding, guided fishing, go-cart tracks, ORV/motocross facilities, participant-only motorsports and substantially similar activities operating during Phase 1 and 2 must adopt a written procedure for employee safety and customer interaction that is at least as strict as this procedure and complies with the safety and health requirements, including recreation-specific guidance.

Staffed Outdoor Tennis Facilities, Public and Private

All tennis facilities should stay updated on advice from the United State Tennis Association's recommendations for players:

- https://www.usta.com/en/home/stay-current/national/usta-statement-on-safety-of-playing-tennisduring-the-covid-19-v.html

And for facilities:

- https://www.usta.com/en/home/stay-current/national/playing-tennis-safely--facility-and-programmingrecommendations.html

Tennis is viable and relatively low risk, however there are additional precautions that need to be in place to ensure the safety of players, tennis facility staff and officials. In order to operate, the following requirements must be implemented at staffed outdoor tennis facilities.

Tennis Operations

These items will be assessed, and potentially modified, on a weekly basis. Any facility planning to reopen must comply with the following:

- Utilize on-line or phone reservation systems to pre-pay and limit interactions and restrict payments to credit cards only to eliminate the handling of cash.
- During **Phase 1** of Safe Start Washington, only singles tennis is allowed if players are from different households. Doubles tennis only allowed when all four members are from the same household. In **Phase 2,** restrictions on doubles tennis participation are removed.
- Regularly sanitize counter tops, doorknobs, other common surfaces, cash registers, score posting kiosks, and other frequently touched surfaces including employee used equipment.
- Players are required to bring their own tennis balls.
- During **Phase 1** only one-on-one instruction with social distancing. During **Phase 2** only instructions groups of 5 or less with social distancing.
- Install signage to discourage group congregation, or to limit numbers of people in a certain area. Players will be reminded to be especially mindful of social distancing in the parking lot, and around courts.
- Where necessary, warn repeat offenders. Encourage frequent handwashing especially before and after matches where frequent hand-to-face contact can occur. Consider providing tissues, a receptacle for used tissues, and hand sanitizer by the courts for use prior, during, and after matches. Ensure any receptacles are emptied often to prevent any overflow especially in outdoor areas.
- In Phase 2, competitions without spectators are allowed. Competitors must practice social distancing when awaiting a match and must leave when their match is completed.
- Keep up to date on all changes issued by the Office of the Governor, the Department of Labor & Industries, and the Department of Health.
- Ask players to leave the facility immediately after playing to eliminate congestion/gathering on the property or in the parking lot.

Other Facility Operations

- Increase the number of hand sanitizing stations throughout the facility.
- Increase frequency of HVAC system filter changing.
- Ensure restrooms are frequently cleaned and appropriately sanitized throughout the day.
- Food and beverage services must conform to curbside, delivery, and dine-in restaurant requirements. Vending machines may be used as long as sanitation wipes are provided for customer use, an appropriately sized receptacle for used wipes is in the immediate vicinity, and that receptacle is emptied regularly preventing overflow especially in outdoor areas.

Guided ATV, Paddle Sports, and Horseback Riding

Guided ATV, paddle sports, and horseback tours and instruction are viable and relatively low risk, however there are additional precautions that need to be in place to ensure the safety of customers and staff. In order to operate, the following requirements must be implemented:

Guide Operations

These items will be assessed, and potentially modified, on a weekly basis. Any business planning to reopen must comply with the following:

- Utilize on-line or phone reservation systems to pre-pay and limit interactions and restrict payments to credit cards only to eliminate the handling of cash.
- During Phase 1 of Safe Start Washington clients for guided tour trips must be all be from the same household with maximum of 8 participants In Phase 2 groups of mixed households allowed, with a maximum of 8 households and a maximum of 12 individuals in a group. In Phase 2 overnight trips are allowed. Socially distancing still required between participants of different households.
- Users need to bring their own pens to sign waivers or use hand sanitizer when using digital devices to sign waivers.
- Create adequate space for physical distancing during tour check-ins, and when outfitting customers. Use visual markers for reference.
- When outfitting participants with helmets, gear, protective clothing, and lifejackets, staff will maintain social distance. All gear must be sanitized between each use.
- Where necessary, stagger tour departures to minimize contact between staff and groups of participants.
- Develop cleaning protocols that allow for proper disinfection of helmets, gear, protective clothing, and lifejackets after use using CDC and EPA approved products. Regularly sanitize counter tops, handrails, doorknobs, and other common surfaces. Have hand sanitizer available for staff and clients.
- In Phase 1, shuttle transportation only allowed for groups where all members are in the same household. In Phase 2, mixed household groups are allowed only if social distancing while transporting is maintained.
- Require customers to cancel if they have a fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell and ensure that they can reschedule with no penalty when they are feeling better.
- Keep up to date on all changes issued by the Office of the Governor, the Department of Labor & Industries, and the Department of Health.

Guided Fishing

Guided fishing is an activity that is viable and relatively low risk, however there are additional precautions that need to be in place to ensure the safety of customers and staff. In order to operate, the following requirements must be implemented:

Guide Operations

These items will be assessed, and potentially modified, on a weekly basis. Any business planning to reopen this service must comply with the following:

- Utilize on-line or phone reservation systems to pre-pay and limit interactions and restrict payments to credit cards only to eliminate the handling of cash.
- During Phase 1 of Safe Start Washington, only guided fishing trips with up to two clients at a time are allowed and all clients must be from the same household. Social distancing must be maintained.
- In Phase 2, charter boats are permitted to host up to twelve customers from up to eight households. Boats with 8 or more customers are limited to one customer per nine feet of rail space. Social distancing must be maintained.
- Require passengers to bring and wear masks or facial coverings on the boats. Crew members are also required to wear masks or facial coverings on boats.
- Users need to bring their own pens to sign waivers. Digital devices must be sanitized between each user to sign waivers.
- Consider the space provided for each customer when determining the maximum number of people allowed onboard. Ensure there is 6 feet of rail space between each person, or 9 feet of rail space if there are 8 or more customers onboard.
- Limit the number of passengers permitted in the cabin at any one time to provide adequate spacing unless there are safety issues such as weather or sea conditions.
- In Phase 2, overnight boats are allowed. Physically distancing is still required between participants of different households. The bunks pads and all bunk room surfaces and hand holds should be cleaned and disinfected between each trip.
- Create adequate space for physical distancing during tour check-ins, and when outfitting customers. Use visual markers for reference.
- When outfitting participants with protective clothing and lifejackets, staff will maintain social distance. When social distance is not possible staff will wear appropriate PPE, including masks or facial coverings.
- Where necessary, stagger tour departures to minimize contact between staff and groups of participants.
- Develop cleaning protocols that allow for proper disinfection of fishing gear, protective clothing, and lifejackets after each use using CDC and EPA approved products. Regularly sanitize counter tops, handrails, doorknobs, and other common surfaces. Have hand sanitizer available for staff and clients.
- In Phase 1 shuttle transportation only allowed for groups where all members are in the same household. In Phase 2 mixed household groups are allowed only if social distancing while transporting is maintained.
- Require customers to cancel if they have a fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell and ensure that they can reschedule with no penalty when they are feeling better.
- Keep up to date on all changes issued by the Office of the Governor, the Department of Labor & Industries, and the Department of Health.

Go-Cart Tracks, ORV/Motocross Facilities, Participant-Only Motorsports

Go-cart tracks, ORV/motocross and participant-only motorsports facilities provide activities that are viable and relatively low risk, however there are additional precautions that need to be in place to ensure the safety of players, tennis facility staff and officials. In order to operate, the following requirements must be implemented at staffed outdoor facilities.

Facility Operations

These items will be assessed, and potentially modified, on a weekly basis. Any facility planning to reopen must comply with the following:

- Utilize on-line or phone reservation systems to pre-pay and limit interactions and restrict payments to credit cards only to eliminate the handling of cash.
- Regularly sanitize counter tops, doorknobs, other common surfaces, cash registers, kiosks, and other frequently touched surfaces including employee used equipment.

- Users need to bring their own pens to sign waivers. Digital devices must be sanitized between each user to sign waivers.
- During Phase 1 and Phase 2 of Safe Start Washington, only members of the same household shall travel together to recreate at these facilities.
- During Phase 1, only one-on-one instruction with social distancing is permitted.
- Install signage to discourage group congregation, or to limit numbers of people in a certain area. Players will be reminded to be especially mindful of social distancing in the parking lot, and around courts.
- Where necessary, warn repeat offenders. Encourage frequent handwashing especially before and after matches where frequent hand-to-face contact can occur. Consider providing tissues, a receptacle for used tissues, and hand sanitizer by the courts for use prior, during, and after matches. Ensure any receptacles are emptied often to prevent any overflow especially in outdoor areas.
- During Phase 1 and Phase 2, no additional spectators are allowed beyond users and household members who have travelled together. Users must practice social distancing when awaiting a race or use of the facility and must when it is completed. No overnight camping is allowed.
- Keep up to date on all changes issued by the Office of the Governor, the Department of Labor & Industries, and the Department of Health.
- Ask users to leave the facility immediately after they are done to eliminate congestion/gathering on the property or in the parking lot.
- Phase 1 and Phase 2 events and races are not allowed.

Other Facility Operations

- Increase the number of hand sanitizing stations throughout the facility.
- Ensure restrooms are frequently cleaned and appropriately sanitized throughout the day.
- Food and beverage services must conform to curbside, delivery, and dine-in restaurant requirements. Vending machines may be used as long as sanitation wipes are provided for customer use, an appropriately sized receptacle for used wipes is in the immediate vicinity, and that receptacle is emptied regularly preventing overflow especially in outdoor areas.
- Indoor family entertainment and recreation centers — like mini golf and arcades — are prohibited from opening, as well as indoor card rooms.

Bowling Phase 2 and 3 issued August 21st here.

All bowling facilities operating must adopt a written procedure for employee safety and customer interaction that is at least as strict as these requirements and complies with the safety and health requirements below.

Bowling: Phase 2 and Phase 3:

- Two bowlers per lane.
- Only league play and practice for league play allowed.
- No spectators allowed in Phases 2 and 3.
- Bowlers must maintain 6 feet of distance between bowlers in other lanes and in other areas of the facility. - Sharing of equipment is not allowed.
- Players may not switch between teams in league play.
- Individual lanes are required to schedule 15 minutes between each user for cleaning and sanitizing. - Shoes and balls, including finger holes, must be disinfected after every use.
- Bowling Phase 2 and Phase 3: Arcades and amusement and/or redemption activities closed.
- Restaurants and pro-shops adhere to required guidelines for food service and retail for the phase that their respective county is in.
- Mask use required. Bowling is not considered an allowable exception for exercise activities or team sports.

Outdoor Recreation- Golf – issued May 15

Phase 2 Status: Outdoor recreation golf activities are permitted with limitations**.**

Golf courses should stay updated on advice from the National Golf Course Owners Association (NGCOA) "Park and Play" program - https://www.ngcoa.org/info-centers/covid19/park-and- play-program.

Golf is widely seen as an activity that is viable and relatively low risk, however there are additional precautions that need to be in place to ensure the safety of players, golf course staff and club/course officials. In order to operate, the following requirements must be implemented at golf courses.

Updates from Phase 1 per the issued guidance from the Governor:

- Section 3 now allows unrestricted golf groups.
- Section 15 requires the use of social media to disseminate Phase 2 guidance.
- Section 25 adds new language concerning practice facilities.
- Section 26 adds new language concerning guest supplies.
- Section 27 now allows in-clubhouse pro shops to operate in accordance with this document and standalone pro shops to operate in accordance with Phase 2 Curbside Retail Guidance.
- Section 28 now allows food service to operate in accordance with Phase 2 Restaurant and Tavern Guidance.
- Section 29 now allows for limited caddying.
- Section 30 now allows for limited use of locker rooms.
- Section 31 now allows junior golf events to resume with under five attendees.
- Section 32 now allows for curbside club service.
- Section 33 now permits tournaments to resume without giving rise to gatherings.

Golf Operations

These following items will be assessed, and potentially modified, on a weekly basis. Any course planning to reopen under Phase 2 must comply with the following:

- Utilize on-line or phone tee time reservation systems to pre-pay and limit interactions, and restrict payments to credit cards only to eliminate the handling of cash.
- Normal golf groups are permitted, although strict social distancing from members in other households is still required. Any additional restrictions will vary by locality.
- Restrict play to one rider per power cart, unless all riders are from the same household.
- Regularly sanitize counter tops, doorknobs, other common surfaces, range buckets, golf carts, push carts, cash registers, score posting kiosks, and other frequently touched surfaces including employee used equipment.
- Ensure that the flagstick remains in at all times. Players will be educated to avoid touching the flagstick for any reason.
- Be creative with cup liners to avoid having players reaching into the hole to retrieve golf balls, such as installing cups upside down or partly above ground.
- Eliminate cups and holes on practice greens.
- Discontinue club and equipment rentals.
- Outdoor golf course driving ranges and practice areas, as well as standalone driving ranges, are functionally equivalent to golf courses and may be utilized if the operation meets the same standards that apply to golf courses. Operators must ensure their procedures incorporate the safety measures set forth in this document.
- Remove bunker rakes and other on-course furniture like benches, ball washers, water coolers, etc.
- On-course garbage cans are permitted. Lids must be removed to avoid any physical contact with the receptacle.

- Modify driving range hitting areas to ensure a minimum 10-foot separation between players.
- Install signage to discourage group congregation, or to limit numbers of people in a certain area of the club or pro shop. Golfers will be reminded to be especially mindful of social distancing in the parking lot, and around tees and greens.
- Place appropriate signage outside the pro shop and clubhouse plus at the first tee entries briefly outlining the social distancing guidelines in place. Use social media to outline Phase 2 requirements.
- Keep up to date on all changes that are happening daily.
- Marshall the course to ensure physical distancing by reminding golfers, and where necessary, warning repeat offenders.
- Ask golfers to leave the golf course immediately after playing to eliminate congestion/gathering on the property or in the parking lot.

Other Facility Operations

- Increase the number of hand sanitizing stations throughout the clubhouse area and check- in areas.
- Restrict access where unauthorized visitors may enter, most specifically "back of the house" doors and entry points.
- Increase frequency of HVAC system filter changing.
- Ensure restrooms are frequently cleaned and appropriately sanitized throughout the day.
- Eliminate sit-down food and beverage services, and recommend customers use pre-order
- "take-out" or "to go" services only. Consider offering cart-to-cart delivery if feasible.
- Outdoor lessons are permitted as long as the instructor and student(s) follow the safety measures set forth in this document. Small group clinics are permitted based upon the practice facility space available to ensure social distancing.
- Indoor practice facilities may be open practicing strict social distancing. Facilities must implement practice ball sanitation protocols.
- Guest supplies (scorecards, tees, pencils) will be made available in sanitized bags upon request. Water may be available on the course in sealed bags.
- Golf shops within a clubhouse where golfers purchase rounds may sell other products. Standalone golf or pro shops must operate in accordance with Phase 2 retail guidance.
- Clubhouses, beverage carts, and halfway houses may operate in accordance with Phase 2 restaurant guidance.
- Caddies are permitted subject to other rules in this document regarding golf carts and social distancing.
- Locker rooms are available for limited use, including restrooms, changing rooms, and assigned lockers. Course staff must ensure social distancing in the locker rooms and must sanitize the area every hour of operation. Showers, towel services, and similar amenities are not permitted.
- Junior golf may resume with less than five people at an event.
- Limited curbside club and equipment service is available. Curbside staff must follow the social distancing and PPE guidelines provided for throughout this and other workplace regulations. Club storage is not available.
- For golf tournaments, as long as an event organizer can have protocols in place to ensure no large gatherings (ex. scoreboard area, clubhouse, registration, etc.), organizations can conduct a golf event. Any event must comply with all other provisions of this document. The tournament must be conducted via normal tee times. Shotgun starts are prohibited.

Phase 2, Phase 3 and Phase 4 Overnight Group Summer Camps and Similar Activities COVID-19 Guidance- issued July 31st , here

Overnight group summer or similar activities are permitted to operate, provided all requirements in this document are met: Overnight group summer camps or similar activities must adopt a written procedure for operation that is at least as strict as the procedures below and complies with all safety and health requirements.

Phase 2 and Phase 3: Regular operation with individual campers not permitted. Operations limited to:

- Household cohort group camping where members of a single household occupy a sleeping cabin with a maximum of 10 people per household group.
- All members of a household group must reside at the same address.
- All meals are eaten outdoors or provided as take out to be consumed in the household cabin.
- All organized activities are outdoors and must follow the same guidelines as established for summer day camps: https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/DOHOSPI-DYCF-SchoolsChildCareGuidance.pdf
- Camps follows all other phase 3 requirements and all current mask orders.

Phase 4: Regular operation with individual campers resumes and must follow all other Phase 4 requirements and all current mask orders.

Religious Service Guidelines – issued May 27, revised August 11, here

Phase 2 Status: With frequent reports of spiritual gatherings becoming COVID-19 "superspreader" events in which a single service results in dozens of new COVID-19 infections, if possible, spiritual worship should continue to be done remotely or at a drive-in service. But if spiritual worship must be done in-person, the following requirements must be employed. Religious and faith-based organizations are permitted to, provided all requirements in this document are met:

Hold indoor services at a place of worship with up to 25% capacity or up to 200 people, whichever is less, so long as six feet of physical distancing can be achieved between households. Cloth face coverings are required for all participants.

If there is a room in the organization's building with a door that leads outside and has restrooms, then the organization may use that room for services to hold up to 25% of the room's capacity or up to 200 people, whichever is less, so long as six feet of physical distancing can be achieved between households. Cloth face coverings are required for all participants.

If there are multiple rooms with an outside door and restrooms, then the organization may use each room in the building that meets this requirement to hold services for up to 25% capacity or up to 200 people, whichever is less, so long as six feet of physical distancing can be achieved between households. Cloth face coverings are required for all participants.

Individuals in these rooms, must use the door that leads outside as the entrance and exit and shall not enter other parts of the building if the other parts of the building are being used for services. If the organization has more than one building, each building is permitted to have 25% capacity or up to 200 people, whichever is less, so long as six feet of physical distancing can be achieved between households. Cloth face coverings are required for all participants.

Hold or provide in-home services or counseling inside a person's residence with up to five total individuals (excluding organization staff). If attendees are from outside the household, everyone should wear face covering.

Organizations are strongly encouraged to keep a log of attendees at each service or counseling session, and to retain that log for at least two weeks. If an outbreak occurs, this information may be critical to help save lives.

Please refer to the June 17th Guidance information.

Miscellaneous Venues – issued September 21 and revised October 6th here

Miscellaneous venues are permitted to operate, provided all requirements in this document are met. For purposes of this guidance, miscellaneous venues (referred to as "venue" hereafter) include the following: convention/conference centers, designated meeting space in a hotel, events centers, or a substantially similar venue. Each venue must adopt a written procedure for operations at least as protective as the specific requirements outlined below and complies with all employee safety and health requirements.

Venues must ensure strict adherence to all measures established by the Governor's guidance, the Department of Labor & Industries (L&I), Coronavirus (COVID-19) Prevention: https://lni.wa.gov/forms-publications/F414-164-000.pdf, and the Washington State Department of Health Workplace and Employer Resources & Recommendations https://www.doh.wa.gov/Coronavirus/Workplace(DOH).

General Requirements

1. Consistent with the Governor's Safe Start-Stay Healthy Plan, receptions (other than for limited weddings and funerals), networking events, and live-entertainment are prohibited.
2. The following activities are permitted, provided they cannot be performed virtually: Business meetings, training, and testing (or substantially similar activity).
3. Indoor capacity in each room or separate building is limited to 30% capacity (per fire marshal code) or 200 people (outdoors only) whichever is less, as long as six feet of physical distance can be maintained by all attendees. This excludes venue staff.
4. Adhere to CDC elevator and escalator protocols. Also, post signs strongly advising no talking in elevators.
5. 5. Venues must ensure persons engaging in an activity conducted outdoors wear a proper face covering and maintain six feet of physical distance between other persons.
6. Require meeting/training organizers to ensure all attendees are pre-registered and retain contact information for all attendees.
7. Any food service provided to attendees shall be self-contained, pre-plated, grab-and-go meals/snacks to limit contact.
8. Stagger meeting/testing organizer move-in and move-outs to reduce gathering in groups.
9. Adjust scheduled meeting/tests to minimize attendees in common areas.
10. Adjust and/or remove public seating areas to ensure physical distancing compliance.
11. Any retail food service at venues must follow the guidance for restaurants.
12. Payment Handling:
    a. When possible, allow mobile, credit card, or other cash-free payment options.
    b. Staff will disinfect check-out counters and payment touchpads at least every hour.
    c. Provide handwashing or hand sanitizer for employees handling payment.
    d. Use timed ticketing or on-line/phone reservations for any activity, when possible.
13. Provide sufficient hand sanitizing stations for customers.
14. Ensure each meeting room is properly cleaned/sanitized between uses.
15. At least one COVID-19 Program Supervisor shall be present during every event to ensure masking and social distancing practices are enforced and practices by all event attendees.

Overview

Phase 3 Guidance

High Risk Populations*	Recreation	Gatherings	Travel
Continue to stay home, stay healthy.	Outdoor group recreational sports activities (5-50 people), recreational facilities at <50% capacity (gyms, public pools, etc.).	Allow gatherings with no more than 10 people.	Resume non-essential travel.

**High-risk populations are currently defined by CDC as persons 65 year of age or older; people of all ages with underlying medical conditions), and people with liver disease; and people who live in a nursing home or long-term care facility.*

As of July 31, 2020, Kitsap County was not yet approved to shift to Phase 3 Activities.

The following businesses are permitted to open if following all requirements during Phase 3:

- **Restaurants and Taverns (<50% capacity/table size limited to 5 people from the same household, no indoor bar service and alcohol sales end at 10pm)**
- **Theaters at <50% capacity**
- **Customer-facing government services (telework remains strongly encouraged)**
- **Libraries**
- **Museums**
- **All other business activities not yet listed (except nightclubs and events with greater than 10 people)**

Phase 3 Business Activity Guidelines

Requirements for All Businesses

Industry-specific guidance for businesses for Phase 3 have not been released by the State of Washington as of May 20, 2020. Refer to the COVID-19 Reopening Guidance for Businesses and Workers on the Governor's website for the most update to date information.

All businesses operating during Phase 3 have a general obligation to keep a safe and healthy facility in accordance with state and federal law, and comply with the following COVID-19 worksite-specific safety practices, as outlined in Governor Jay Inslee's "Stay Home, Stay Healthy" Proclamation 20-25, and in accordance with the Washington State Department of Labor & Industries General Requirements and Prevention Ideas for Workplaces and the Washington State Department of Health Workplace and Employer Resources & Recommendations at https://www.doh.wa.gov/Coronavirus/workplace. All businesses are required to post signage at the entrance to their business to strongly encourage their customers to use cloth face coverings when in store with their staff.

Refer to Requirements for All Businesses in Phase 2 for more information regarding:

- Safety and Health Requirements
- Sick Employee Plan
- Training
- COVID-19 Site Supervisor
- COVID-19 Safety Training
- Social Distancing
- Personal Protective Equipment (PPE) – Employer Provided
- Sanitation and Cleanliness
- Additional Guidance on Voluntary Contact Information

Gov. Jay Inslee today released a template for businesses in Phase 3 of the Washington "Safe Start" plan. Each business or entity operating in Phase 3 must develop a written safety plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement or may develop its own safety plan. **Issued June 5**

Restaurants, Taverns, Breweries, Wineries, and Distilleries – Updated July 31

Phase 3 Status: Restaurants/taverns must be at less than 50% capacity. The restaurant/tavern must adopt a written procedure for dine-in service that is at least as strict as the Phase 3 procedure and complies with all safety and health requirements.

Procedures for Dine-In Service

Restaurant/tavern must ensure strict adherence to all measures established by the Governor's guidance, the Department of Labor & Industries (L&I) Coronavirus (COVID-19) Prevention: General Requirements and Prevention Ideas for Workplaces, and the Washington State Department of Health Workplace and Employer Resources & Recommendations (DOH). All businesses are strongly encouraged to require their customers to use cloth face coverings when interacting with their staff.

All Establishments (Restaurants, taverns, breweries, wineries, and distilleries)

- Hand sanitizer should be available at entry for all staff and patrons (assuming supply availability).
- If the establishment does not offer table service (i.e. wait staff), they must have protocols in place to ensure adequate social distancing at food and/or drink pick-up stations, and within their seating area.
- Tables must be placed far enough apart when measured from occupied chair to occupied chair, to ensure guests seated at a table are a minimum of 6 feet away from guests at adjacent table, or there must be a physical barrier or wall separating booths or tables.
- Alcohol service, including beer, wine, and spirits, service must end at 10:00 p.m. until Phase 4.
- Vending and other game areas, including billiards, darts, and video games, are prohibited until Phase 4.
- No bar area seating is permitted. This is the area with a bar table/counter where patrons sit or stand Updated an establishment has bar area seating it must be closed off to prohibit use. Counter-style seating is permitted in other areas of the establishment (indoors or outdoors). Six feet of distance is required between parties and other tables.
- Customers must wear a cloth face covering anytime they are not seated (while being seated or leaving, or while going to the restroom) and while they are talking at tables and not eating.
- Single use menus or reusable menus that are sanitized after each use are required.
- Minimize the number of staff serving any given table. It is strongly recommended that one staff person take a table's order, bring all of their beverages/food/utensils, take their payment, etc.
- All establishments must have implemented a plan to ensure proper physical distancing in lobby/waiting areas/payment counters.
- Standing is prohibited in any area of establishment, except for the lobby/waiting area and then must be done while maintaining 6 feet of distance between patrons.
- All live entertainment is prohibited.
- For liquor licensees who want to add outdoor seating to their premises, please go to the Washington State Liquor and Cannabis Board (WSLCB) website, here, to access the Liquor Alterations Request Form. Please submit completed forms to liquoralterations@lcb.wa.gov.

Restaurants

- Guest occupancy at restaurants must be 50% of maximum building occupancy or lower as determined by the fire code. Outdoor seating is permitted but must also be at 50% capacity. Outdoor seating does not count toward the building occupancy limit. Outdoor seating must follow all other requirements in this document.
- All parties and tables must be limited to five guests or less.
- Indoor dining is limited to members of the same household.

- For outdoor seating, a temporary structure may be used. Outdoor structures (temporary or permanent) should have no more than two walls to provide appropriate ventilation. The limitation on walls applies to both rigid and flexible walls.
- Any condiments typically left on the table (ketchup, soy sauce, etc.) must be single-use or sanitized after each use.
- Buffets and salad bars are permitted and must follow Department of Health guidance.

For Taverns, Breweries, Wineries and Distilleries

- Indoor seating is prohibited unless the establishment provides all of the following:
    - Provide a reasonable number of menu items such as: sandwiches, salad, soup, pizza, hamburgers, fry orders, or substantial hors d'oeuvres/appetizers.
    - These menu items must be prepared onsite and may not be offered by a contractor.
    - Obtain any required food service permit/license from their local jurisdiction
- For outdoor seating, a temporary structure may be used. Outdoor structures (temporary or permanent) should have no more than two walls to provide appropriate ventilation. The limitation on walls applies to both rigid and flexible walls.
- Guest occupancy is limited to 50% capacity. All parties and tables must be limited to five guests or less. Indoor guests must be members of the same household.

Customer-Facing Government Services

Phase 3 Status: Government services activities are permitted. Remote support or teleworking are highly recommended if possible. Government services must comply with all safety and health requirements.

Recommendations

- Continue recommended activities as outlined in Requirements for All Businesses.

Weddings and Funerals

Non-religious wedding and funeral or memorial services.

Wedding services are defined as the wedding ceremony and receptions that are co-located or adjacent to the ceremony. Wedding services do not include engagement parties, bridal/groom/couples' showers, bachelorette/bachelor parties, or rehearsal dinners. Funeral and memorial services are defined as the ceremony honoring a deceased person, including a wake, burial, cremation, or memorial service, located indoors or outdoors.

The activities described in this memorandum may resume immediately if:

- The wedding or funeral planners can meet and maintain all requirements needed to comply with the guidance for Phase 1, 2 and 3 Religious and Faith-based Organizations; and
- If food is served at a reception for a wedding, funeral, or memorial service, the venue must comply with the guidance for Dine-in Restaurants and Taverns; and
- They conduct only those activities that are allowed under their county's phase status.

Religious and Faith-based Organizations updated August 11 here

- Hold indoor services at a place of worship with up to 50% of room capacity or up to 400 people, whichever is less, so long as six feet of physical distancing can be achieved between households. Cloth face coverings are required for all participants.

- Additional attendees are permitted to attend simultaneous services if the organization has a separate freestanding building or separate rooms within the main building, provided that each separate building or room used must have its own accessible (1) outdoor entrance/exit; and (2) bathrooms for all participants. The entrance/exit and bathrooms must be separate from those used for the main building or room and from all other buildings or rooms used by the organization for simultaneous services. If the above requirements are met, the organization may conduct simultaneous services (whether by livestream or otherwise) with up to 50% of the room's capacity or up to 400 people, whichever is less, so long as six feet of physical distancing between households can be (and is) maintained at all times.

- Hold outdoor services on the organization's property (or immediately adjacent property if explicitly permitted by the local jurisdiction) with up to 400 individuals, so long as six feet of physical distancing can be achieved between households. Outdoor services may be conducted under an outdoor structure (temporary or permanent) so long as the structure is not walled/enclosed on more than two sides to provide appropriate ventilation.

- Hold or provide in-home services inside a person's residence with up to ten total individuals (excluding or

Libraries

Phase 3 Status: Library activities are permitted with limitations.

Recommendations[2]

- It is recommended that all library systems create a local pandemic task force comprised of team leaders in order to effectively create internal processes and procedures in response to the pandemic. Depending on the size of the library system, the team may vary in number. A sample team might include: Board Chair, Library Director, Assistant Director(s), Facilities Manager, HR, IT Supervisor, and Patron Services Supervisor. We recognize that for smaller systems the task force may only be comprised of two or three.
    - Library systems should create and amend their service and staffing plans based on the advice of their task force and approval of their governing board. A service and staffing plan template is included here as a resource; given the variety of situations, funding agencies and other factors, library systems are encouraged to modify it to meet local needs and/or directives.
    - The Pandemic Task Force should be responsible for determining when to transition from one service level phase to another. Library Boards may choose to empower the Pandemic Task Force with these service level determinations.
- Limited access to library buildings is acceptable if accompanied by the implementation of social distancing measures, including offering video/audio of events, canceling all gatherings of more than 10 individuals, limiting the number of patrons in the building at once, using tape to separate patrons during checkout, and/or plexiglass barriers for high-use areas. Other precautions may also be utilized.
- Provide many in-person services by appointment, including notary, faxing, and scanning services.
- Computer use will be restricted in order to facilitate proper sanitation of computer devices.
- Encourage staff to telework (when feasible), particularly individuals at increased risk of severe illness.
- Implement social distancing measures, including increasing physical space between workers at the worksite, staggering work schedules, decreasing social contacts in the workplace (e.g., limit in-person meetings, meeting for lunch in a break room, etc.), and limiting large work-related gatherings (e.g., staff meetings, after-work functions).
- Limit non-essential work travel.
- Quarantine of library materials is the most effective known method of disinfection.
- It's recommended that libraries set up an area of the building as a materials isolation zone for those items that may have recently been exposed to the COVID-19 virus:
    - This area could be a cleared range of shelving, a series of multiple book carts, or even piles of books on a table.
    - Materials should be labeled with dates of when those items entered quarantine and when they are safe to reshelve.
    - Color-coding or grouping by material type may be useful here.
    - Courier totes and bins should also be quarantined.
    - Consider amassing or purchasing additional book carts

[2] https://georgialibraries.org/wp-content/uploads/2020/04/Recommendations-for-Library-Services-During-The-Covid-19-Pandemic.pdf

All Other Business Activities Not Yet Listed

Phase 3 Status: All other business activities not yet listed are permitted with the exception of nightclubs and events with greater than 50 people.

Refer to the Requirements for All Businesses section for more information regarding business requirements and recommendations.

Phase 3 Recreation Guidelines

Outdoor Recreation

Phase 3 Status: Outdoor group recreational sports activities are permitted with 50 people or less. Recreational facilities are permitted at <50% capacity (gyms, public pools, etc.). Professional sports are permitted without audience participation (horseracing, baseball, etc.).

Recommendations

- Continue outdoor recreation recommended activities as outlined in Phase 2 Recreation Guidelines.

Phase 4 Guidance

High Risk Populations*	Recreation	Gatherings	Travel
Resume public interactions, with physical distancing.	Resume all recreational activity.	Allow gatherings >50 people.	Continue non-essential travel.

**High-risk populations are currently defined by CDC as persons 65 year of age or older; people of all ages with underlying medical conditions), and people with liver disease; and people who live in a nursing home or long-term care facility.*

As of July 31, 2020, Kitsap County was not yet approved to shift to Phase 4 activities.

The following businesses are permitted to open if following all requirements during Phase 4:

- **Nightclubs**
- **Concert venues**
- **Large sporting events**
- **Resume unrestricted staffing of worksites**

Gov. Jay Inslee on June 12th issued a proclamation outlining the state's plan to possibly re-open schools in the fall for the 2020-2021 school year. The plan follows the state's Safe Start phased approach to reopening on a county-by-county basis.

Superintendent of Public Instruction Chris Reykdal addressed the media today to unveil the Reopening Washington Schools 2020 Planning Guide authorized under the proclamation.

Phase 4 Business Activity Guidelines

Requirements for All Businesses

Phase 4 Status: Gatherings of more than 50 people are allowed. All activities resume with social/physical distancing.

All businesses operating during Phase 4 still have a general obligation to keep a safe and healthy facility in accordance with state and federal law, and comply with the following COVID-19 worksite-specific safety practices, as outlined in Governor Jay Inslee's "Stay Home, Stay Healthy" Proclamation 20-25, and in accordance with the Washington State Department of Labor & Industries General Requirements and Prevention Ideas for Workplaces and the Washington State Department of Health Workplace and Employer Resources & Recommendations at https://www.doh.wa.gov/Coronavirus/workplace. All businesses are required to post signage at the entrance to their business to strongly encourage their customers to use cloth face coverings when in store with their staff.

Refer to Requirements for All Businesses in Phase 3 for more information regarding:

- Safety and Health Requirements
- Sick Employee Plan
- Training
- COVID-19 Site Supervisor
- COVID-19 Safety Training
- Social Distancing
- Personal Protective Equipment (PPE) – Employer Provided
- Sanitation and Cleanliness
- Additional Guidance on Voluntary Contact Information

Industry-specific guidance for businesses for Phase 4 has not been released by the State of Washington as of May 20, 2020. Refer to the COVID-19 Reopening Guidance for Businesses and Workers on the Governor's website for the most update to date information.

Phase 4 Recreation Guidelines

Outdoor Recreation

Phase 4 Status: All recreational activity is permitted.

Recommendations

- Continue outdoor recreation recommended activities as outlined in Phase 3 Recreation Guidelines.

Phase 4 Gatherings Guidelines

Mass Gatherings Guidance

The CDC has developed interim guidance intended for organizers and staff responsible for planning mass gatherings or large community events in the United States.

A mass gathering is a planned or spontaneous event with a large number of people in attendance that could strain the planning and response resources of the community hosting the event, such as a concert, festival, conference, or sporting event.

Guidance specific to schools and childcare settings, institutions of higher education, and community- and faith-based organizations can be found on **CDC's website focused on prevention COVID-19 spread in communities** (https://www.cdc.gov/coronavirus/2019-ncov/ community/index.html).

This information is useful for any business or event with gatherings more than 50.

Steps to Plan, Prepare, and Proceed with a Mass Gathering

The details of your emergency operations plan should be based on the size and duration of your events, demographics of the participants, complexity of your event operations, and type of on-site services and activities your event may offer.

Review the existing emergency operations plans for your venues.

- **Meet with the emergency operations coordinator or planning team at your venues.** Discuss the emergency operations plans and determine how they may impact aspects of your events, such as personnel, security, services and activities, functions, and resources. Work with the emergency operations coordinator or planning team to prepare for the key prevention strategies outlined in this guidance. Develop a contingency plan that addresses various scenarios described below which you may encounter during a COVID-19 outbreak.
- **Establish relationships with key community partners and stakeholders.** When forming key relationships for your events, include relevant partners such as the local public health department, community leaders, faith-based organizations, vendors, suppliers, hospitals, hotels, airlines, transportation companies, and law enforcement. Collaborate and coordinate with them on broader planning efforts. Clearly identify each partner's role, responsibilities, and decision-making authority. Contact your local public health department for a copy of their outbreak response and mitigation plan for your community. Participate in community-wide emergency preparedness activities.

Address key prevention strategies in your emergency operations plan.

- **Promote the daily practice of everyday preventive actions**. Use **health messages and materials developed by credible public health sources such as CDC** (https://www.cdc.gov/coronavirus/2019-ncov/communication/factsheets. html), or your local public health department to encourage your event staff and participants to practice good personal health habits. Consider displaying signs (physical and/or electronic) throughout the event to provide frequent reminders to participants to engage in **everyday preventive actions** (https://www.cdc.gov/coronavirus/2019-ncov/ about/prevention-treatment.html) to help prevent the spread of COVID-19. These include:
    - Stay home when you are sick, except to get medical care.
    - Cover your coughs and sneezes with a tissue, then throw the tissue in the trash.
    - Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available, use hand sanitizer that contains at least 60% alcohol.
    - Avoid touching your eyes, nose, and mouth with unwashed hands.
    - Clean frequently touched surfaces and objects daily (https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/ cleaning-disinfection.html).
    - Handshakes and "high-fives" are often exchanged at meetings and sporting events, and these can be ways in which COVID-19 can be transmitted from person to person. As a way of decreasing the

social pressure to engage in these common behaviors, consider displaying signs (physical and/or electronic) that discourage these actions during the gathering.

Note: Use culturally appropriate messages, materials, and resources.

- **Provide COVID-19 prevention supplies to event staff and participants.** Ensure that your events have supplies for event staff and participants, such as hand sanitizer that contains at least 60% alcohol, tissues, trash baskets, disposable facemasks, and cleaners and disinfectants. Clean frequently touched surfaces and objects with detergent and water prior to disinfection, especially surfaces that are visibly dirty.
  - Routinely clean and disinfect surfaces and objects that are frequently touched. Clean with the cleaners typically used. Use all cleaning products according to the directions on the label.
  - For disinfection most common EPA-registered household disinfectants should be effective.
    - A list of products that are EPA-approved for use against the virus that causes COVID-19 is available **here** (https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list_03-03-2020.pdf). Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
    - Additionally, diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Prepare a bleach solution by mixing:
      - 5 tablespoons (1/3rd cup) bleach per gallon of water or
      - 4 teaspoons bleach per quart of water
    - Additional information on cleaning and disinfection of community facilities can be found on **CDC's website** (https://www.cdc. gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html).

*Note: **Disposable facemasks** (https://www.cdc.gov/niosh/npptl/pdfs/UnderstandDifferenceInfographic-508.pdf) should be kept on-site and used only if someone (worker or attendee) becomes sick at your event. Those who become sick should be immediately isolated from staff and participants who are not sick and given a clean disposable facemask to wear.*

- **Plan for staff absences.** Develop and implement flexible attendance and sick-leave policies. Event staff need to stay home when they are sick, or they may need to stay home to care for a sick household member or care for their children in the event of school dismissals. Allow staff to work from home when possible. Identify critical job functions and positions and plan for alternative coverage by cross-training staff (similar to planning for holiday staffing). Provide instructions about how and when to safely return to work.
- **Implement flexible staff attendance and sick-leave policies (if possible)**. Require staff to stay home if they are sick or caring for a sick household member. Notify staff when you plan to implement COVID-19 leave policies.

Note: Direct staff who get sick with COVID-19 symptoms to avoid contact with others and to seek medical advice.

- **Consider alternatives for event staff and participants who are at increased risk for complications from COVID-19**. Currently, **older adults and persons with severe underlying health conditions** (https://www.cdc.gov/ coronavirus/2019-ncov/specific-groups/high-risk-complications.html) are considered to be at increased risk for severe illness and complications from COVID-19. Event organizers can consider reassigning duties for higher-risk staff to have minimal contact with other persons. People in higher-risk groups should consult with their healthcare provider about attending large events. Consider providing refunds to event participants who are unable to attend because they are at high risk and/or provide information on alternative viewing options.
- **Promote messages that discourage people who are sick from attending events**. This could include electronic messages sent to attendees prior to travel to the event as well as messages requesting that people leave events if they begin to have symptoms of COVID-19, which include fever, cough, and shortness of breath. Attendees should be encouraged to seek medical advice promptly by calling ahead to a doctor's office or emergency room to get guidance. See CDC guidance on **what to do when sick with COVID-19** (https://www.cdc.gov/coronavirus/2019-ncov/about/ steps-when-sick.html).

Note: Use culturally appropriate messages, materials, and resources.

- **If possible, identify a space that can be used to isolate staff or participants who become ill at the event.** Designate a space for staff and participants who may become sick and cannot leave the event immediately. Work with partners, such as local hospitals, to create a plan for treating staff and participants who do not live nearby. Include a **plan for separating and caring for vulnerable populations** (https://www.cdc.gov/coronavirus/2019ncov/specific-groups/high-risk-complications.html). If any staff member or participant becomes sick at your event, separate them from others as soon as possible. Establish procedures to help sick staff or participants leave the event as soon as possible. Provide them with clean, **disposable facemasks** (https://www.cdc.gov/niosh/npptl/ pdfs/UnderstandDifferenceInfographic-508.pdf) to wear, if available. Work with the local public health department and nearby hospitals to care for those who become sick. If needed, contact emergency services for those who need emergency care. Public transportation, shared rides, and taxis should be avoided for sick persons, and disposable facemasks should be worn by persons who are sick at all times when in a vehicle. Read more about **preventing the spread of COVID-19 if someone is sick**. (https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-whensick.html).

Note: Providing a sick staff member or event participant with a disposable facemask to wear does not replace the need for that person to leave as soon as possible, stay home, and seek medical advice. Wearing a disposable facemask in the workplace or while participating in a large event is not a sufficient infection control measure.

- **Plan ways to limit in-person contact for staff supporting your events.** Several ways to do this include offering staff the option to telework if they can perform their job duties off-site, using email, and conducting meetings by phone or video conferencing. Reduce the number of staff needed such as staggering shifts for staff who support essential functions and services during events.
- **Develop flexible refund policies for participants.** Create refund policies that permit participants the flexibility to stay home when they are sick, need to care for sick household members, or are at high risk for complications from COVID-19.
- **Identify actions to take if you need to postpone or cancel events.** Work closely with local public health officials to assess local capacities in the area. During a COVID-19 outbreak, resource limitations among local healthcare systems and/or law enforcement can influence the decision to postpone or cancel your events. If possible, plan alternative ways for participants to enjoy the events by television, radio, or online.

Communicate about COVID-19.

- **Stay informed about the local COVID-19 situation.** Get **up-to-date information** (https://www.cdc.gov/ coronavirus/2019-ncov/index.html) about local COVID-19 activity from public health officials. Be aware of temporary school dismissals in your area because these may affect event staff.

Note: Early in the outbreak, local public health officials may recommend schools **dismiss temporarily** (https://www.cdc.gov/ coronavirus/2019-ncov/specific-groups/guidance-for-schools.html).

- **Update and distribute timely and accurate emergency communication information.** Identify everyone in your chain of communication (for example, event staff, participants, suppliers, vendors, and key community partners and stakeholders) and establish systems for sharing information with them. Maintain up-to-date contact information for everyone in the chain of communication. Identify platforms, such as a hotline, automated text messaging, and a website to help disseminate information. Update key community partners and stakeholders regularly. Share information about how you and the emergency operations coordinator or planning team for the venues are responding to the outbreak.
- **Identify and address potential language, cultural, and disability barriers associated with communicating COVID-19 information to event staff and participants.** Information you share should be easily understood by everyone attending the events. Learn more about reaching people of diverse languages and cultures by visiting: **Know Your Audience** (http://www.cdc.gov/healthcommunication/Audience/index.html). You also can learn more about communicating to staff in a crisis at: **Crisis Communications Plan** (http://www.ready.gov/business/ implementation/crisis).

Follow-up after a COVID-19 outbreak has ended.

Remember, a COVID-19 outbreak could last for a long time. When public health officials determine that the outbreak has ended in your local community, work with them to identify criteria for scaling back COVID-19 prevention actions at your events. Base the criteria on slowing of the outbreak in your local area. If your events were cancelled, work with your venues to reschedule your events.

Evaluate the effectiveness of your emergency operations and communication plans.

- **Meet with the emergency operations coordinator or planning team for your venues to discuss and note lessons learned.** Gather feedback from event staff, participants (if possible), community partners, and stakeholders to improve plans. Identify any gaps in the plans and any needs you may have for additional resources.
- **Maintain and expand your planning team.** Look for ways to expand community partnerships. Identify agencies or partners needed to help you prepare for infectious disease outbreaks in the future and try to add them to your planning team.
- **Participate in community-wide emergency preparedness activities**.

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Resources

Due to the continuous update of COVID-19 related information and materials, individuals and businesses are **strongly encouraged** to refer to the following links for additional guidance. Stay up-to-date on the current COVID-19 situation in Washington, Governor Inslee's proclamations, symptoms, how it spreads, and how and when people should get tested.

Washington State Guidance

Washington State Coronavirus Response (COVID-19) Webpage

Governor Inslee's COVID-19 Webpage

CDC Guidance

COVID-19 Website

Business and Workplaces Webpage

General Business Frequently Asked Questions

Small Business

Transportation and Delivery

What You Need to Know About COVID-19

What to Do If You Are Sick With COVID-19

What Workers and Employers Can Do to Manage Workplace Fatigue during COVID-19

People at Higher Risk of Severe Illness

Public Health Recommendations for Community-Related Exposures

Public Health Recommendations after Travel-Associated COVID-19 Exposure

Health Alert Network

Travelers' Health Website

National Institute for Occupational Safety and Health's Small Business International Travel Resource Travel Planner

Managing Workplace Fatigue

Other Federal Agencies and Partners

OSHA COVID-19 Website

OSHA Guidance for Preparing Workplaces for COVID-19

American Public Health Association Resources for Higher Risk Populations

Kitsap Economic Development Alliance; http://kitsapeda.org/media-center/