

**Thurston Regional Planning Council – COVID-19 Return to Work Safety Plan – Phase 3**  
**June 24, 2020**

As employees return to the TRPC worksite under Phase 3 of the Governor’s Safe Start Washington, TRPC will implement the following *requirements* to protect public health and prevent spread of COVID-19:

**1. COVID-19 Supervisor:**

- a. The Deputy Director will be designated the COVID-19 Supervisor to monitor the health of employees and enforce the COVID-19 Return to Work Safety plan. The Executive Director will be designated as the alternate COVID-19 Supervisor.

**2. Safety Training:**

- a. The COVID-19 Supervisor will conduct Safety Training at an all-staff meeting.
- b. The Safety Plan will be made available to employees, posted on the agency website, and be made available at the TRPC facility.
- c. Employees should contact the COVID-19 Supervisor or Executive Director with questions or concerns.

**3. Daily health screenings:**

- a. Prior to entering the building, all employee will be asked to self-report for COVID-19 symptoms per the Department of Health’s “Guidance for daily COVID-19 Screening of Staff and Visitors.” Screening will include questions such as:

Within the last 72 hours or since your last time in the office facility, have you had any of these symptoms?

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

If the answer is “YES” to any of these questions, the employee will be asked to return/remain at home.

**4. Maintain social distancing of at least 6 feet circumference at all times in TRPC facility by implementing the following:**

- a. Encourage employees to continue to work remotely and time in-office work to minimize the number of people in the office at one time.
- b. Place a limit on number of employees in the office at one time. A schedule will be maintained for in-office work to ensure compliance with the limit.
- c. Require employees to request permission in advance from the COVID-19 Supervisor to enter the TRPC facility in order to maintain a limit of the number of employees in the facility. Employees must not enter the facility until written permission (email or text) is

received. Permission can be granted for a regular schedule (one-time permission) or intermittent visits (must be authorized each time).

- d. Ensure that employee workstations and spaces accommodate social distancing.
- e. Restrict entry to private offices to one occupant at a time. Employees in shared office spaces will be required to stagger times in the office.
- f. Restrict entry to shared spaces (restrooms, kitchens, elevators, copy rooms) to one occupant at a time.
- g. Mark, restrict, or control access to TRPC facilities and spaces such as lobbies, kitchens, narrow hallways, meeting rooms, and other spaces where social distancing is difficult to assure.
- h. Limit access to the agency vehicle to one employee at a time. Provide cleaning wipes in the vehicle for sanitization.
- i. Work with the landlord, custodial staff, and other essential building vendors/maintenance to ensure safe practices for all non-employees entering the facility.
- j. Continue to close the TRPC offices to visitors by:
  - i. Continuing to conduct remote meetings.
  - ii. Providing other services remotely.

**5. Signage:**

- a. Post signage in the common areas and hallways reminding employees of common COVID-19 Return to Work safety information and policies.
- b. Provide notice on the agency front door for walk-up visitors. This information will include notice of office closure to visitors and provide contact information.

**6. Personnel Policies**

- a. Implement temporary Phase 2 Personnel Policies outlining expectations for employees.

**7. Universal cloth face coverings:**

- a. Under directive of the County's Acting Health Officer, require face masks in public areas, common areas, lobbies, hallways, break rooms, meeting rooms, and other areas where social distancing may be difficult to assure.
- b. Cloth face coverings should be clean and properly cared for.
- c. Employees are encouraged to use their own face coverings. Single use face coverings will be available for those that do not have their own.
- d. Employees at workstations where there is at least 6 feet of social distancing are not required to wear cloth face coverings while at their workstations, but will be required to wear a face covering when entering common spaces. Staff in shared offices will be required to wear face coverings if using the office concurrently.

**8. Provide for increased sanitation of surfaces, hand, and droplet hygiene:**

- a. Ensure that hand sanitizer is available in areas utilized by more than one employee such as copy rooms.
- b. All HVAC systems are, and will continue to be, maintained quarterly (including filter changes).
- c. Where systems allow, HVAC systems exhaust and infusion of outside air will be increased for re-entry.

- d. Increase cleaning to ensure high-touch areas are sanitized at least once a day. This will include:
- Faucets/Handles/Knobs/Counters in bathrooms
  - Light switches
  - Door Handles
  - Elevator Buttons
  - Stair Railings
  - Drinking Fountains

**9. Facility access and maintenance:**

- a. Work with the landlord to ensure appropriate building and vendor protocols for non-employees entering the facility.

**10. Exposure Response Plan & Reporting Procedures**

If an employee has tested positive for COVID-19, s/he will report that information to the Deputy Director/COVID-19 Supervisor, who will:

- a. Report to all appropriate authorities, as well as Landlord and other employees. Maintain employee medical confidentiality.
- b. Upon receiving a report of a positive test for someone who has been inside the facility within the previous 7 days, the following procedures provided by the CDC will be followed:
- TRPC will close areas used by the sick person and evaluate whether a full office closure is warranted.
  - Open outside doors and windows to increase air circulation in the area.
  - Wait 24 hours before the facility is cleaned or disinfected. If 24 hours is not feasible, wait as long as possible.
  - Clean and disinfect all common areas used by the person who is sick, such as bathrooms, common areas, etc.
  - Vacuum the space if needed. Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
  - If possible, request that the landlord temporarily turn off the central HVAC system that services the space, so that particles that escape from vacuuming will not circulate throughout the facility.
  - Once common areas have been appropriately disinfected they can be opened for use.
  - If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
  - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.