

[LOGO]

# COVID-19 Response Plan

## Introduction

The [COMPANY NAME] COVID-19 Response Plan, in conjunction with department-specific plans, sets standards and implements public health guidelines to protect employees and prevent the spread of COVID-19. This Plan shall remain in effect until further notice and shall be updated as necessary to reflect the most current public health recommendations.

## Companywide Precautionary Measures

- Increase cleaning and disinfection of frequently touched surfaces, such as doorknobs, tables, chairs, handrails, shared bathrooms, workstations, telephones, and shared equipment, tools, or supplies. Employees should follow [U.S. Centers for Disease Control and Prevention recommendations](#) and use disinfectant products that meet [EPA criteria](#).
- If an employee reports laboratory-confirmed COVID-19 or a clinically compatible illness, cleaning and disinfection efforts must immediately be redoubled and additional guidance will be sought from the Washington State Department of Health.
- Employees must use proper personal hygiene and respiratory etiquette practices, including thorough and frequent [handwashing](#), avoiding touching eyes, nose, and mouth, and [covering coughs and sneezes](#), especially upon arriving at work, leaving work stations for breaks, after using the bathroom, before and after eating and drinking or using tobacco, and after touching any surfaces or tools touched by others. Post [signs](#) regarding proper hygiene practices.
- Accessible handwashing facilities or hand sanitizer, disinfecting wipes, tissues, and no-touch disposal receptacles for employees, visitors, and customers, must be provided.
- Avoid use of other employees' phones, desks, offices, or other work tools and equipment where possible. If necessary, clean and disinfect them before and after use.
- Where possible, increase physical distance from others through social distancing (avoid being within 6 feet of others), cancel or postpone non-essential group meetings and work travel, and use video or teleconferencing.
- Employees are recommended to wear cloth face coverings (e.g., scarves, homemade cloth masks) when they cannot maintain 6 feet of distance from others.
- Managers should be as flexible as possible with employees who are directly or indirectly affected by the outbreak or who may be at greater risk for severe illness, including adults 65 years of age and older, those with underlying medical conditions, and those caring for a high-risk family member.
- If an employee is experiencing [COVID-19](#) symptoms, including dry cough, sore throat, fever, or a feeling of shortness of breath, we ask that they stay home and seek medical

attention per public health guidelines. A healthcare provider's note will not be required to excuse an employee's absence due to illness.

- If an employee lives with or has been in close contact with someone who they reasonably believe has been exposed to the virus or is exhibiting symptoms of illness, we ask that they stay home and follow public health guidance.
- Employees who appear to have COVID-19 symptoms upon arrival at work or who become sick during the day will immediately be separated from other employees, customers, and visitors, and sent home. An ill employee's work area will be shutdown and the area must immediately be cleaned and disinfected prior to opening the area.
- An employee who receives laboratory confirmation or diagnosis that they or someone they live with has COVID-19 or a clinically compatible illness should report the result immediately to their direct manager.
- Sick employees should not return to work until [CDC Criteria to Discontinue Home Isolation](#) are met, in consultation with a healthcare provider and/or the Washington State Department of Health.
- If school closures leave an employee without childcare, their absence will be excused.
- Employees should provide as much notice to their direct manager as possible if they need to miss work, but we recognize the situation may require employees provide shorter notice than outlined in the employee handbook.
- We encourage employees to do their part to prevent the spread of COVID-19 [at home and in the community](#) and [protect themselves](#).
- Employees 65 years of age or older or that have an underlying medical condition are at higher risk for severe illness and should follow [Recommendations for High-Risk Groups](#).
- For questions regarding employment status or to provide ideas or concerns, please call Human Resources at (XXX) XXX-XXXX.

### Additional Resources

- WA Department of Health Coronavirus Hotline: **1-800-525-0127 and press #**
- [Coronavirus Fact Sheet in Multiple Languages](#)
- [CDC: What to do if you are sick](#)
- [What to do if you have symptoms of coronavirus disease \(COVID-19\) and have not been around anyone who has been diagnosed with COVID-19](#)
- [What to do if you were potentially exposed to someone with confirmed coronavirus disease \(COVID-19\)](#)
- [What to do if you have confirmed or suspected coronavirus disease \(COVID-19\)](#)
- [U.S. Department of Labor Coronavirus Resources](#)
- [Washington State Employment Security Department: COVID-19 Resources](#)

If an employee reports laboratory-confirmed COVID-19 or diagnosis of a clinically compatible illness...

1. Immediately notify General Counsel: [CONTACT INFO], or, if unavailable, Director of Human Resources: [CONTACT INFO].
2. General Counsel or the Director of Human Resources shall contact the Washington State Department of Health to inform them of the situation and ask for guidance:
  - a. **1-800-525-0127 and press #.**
3. General Counsel and the Director of Human Resources shall:
  - a. Provide notice to employees in close contact with the affected employee of their possible exposure to COVID-19 in the workplace while protecting the affected employee's confidentiality; AND
  - b. Instruct exposed employees to follow public health guidelines for [What to do if you were potentially exposed to someone with COVID-19](#).
    - i. **Q:** *What should I do if I was in close contact with someone with COVID-19 while they were ill, but I am not sick?* **A:** *You should not go to work or school and should avoid public places for 14 days. Monitor your health for fever, cough and shortness of breath during the 14 days after the last day you were in close contact with the sick person with COVID-19.*
4. General Counsel or the Director of Human Resources shall work with the affected department's COVID-19 Workplace Coordinator to implement appropriate steps per the companywide and department COVID-19 response plans and Washington State Department of Health guidance.
  - a. This includes cleaning and disinfection of the affected employee's work area and surfaces the employee comes in frequent contact with. Ensure cleaning workers are properly equipped and trained per the [CDC Cleaning and Disinfection Recommendations](#).
5. Require written authorization from the affected employee's healthcare provider before allowing the employee to return to work.

## Department COVID-19 Response Plans

[COMPANY NAME] departments have their own COVID-19 response plans in order to implement companywide precautionary measures and provide for the department's unique circumstances.

Department response plans:

- Designate COVID-19 Workplace Coordinators in charge of implementing companywide and department-specific response plans.
- Assess level of risk and identify sources of potential exposure for department employees.
- Provide precautionary measures in addition to companywide measures, as appropriate, to provide for the department's unique circumstances. These may include additional measures to address high-risk employees, cleaning and disinfection routines, increasing physical distance, symptom screening, etc.
- Address maintaining critical operations through identification of key positions, cross-training, and minimizing potential effects within the supply chain.
- Resources used in developing department response plans:
  - [OSHA Guidance on Preparing Workplaces for COVID-19](#)
  - [CDC Interim Guidance for Businesses/Employers to Plan Respond to COVID-19](#)
  - [WA DOH Workplace and Employer Resources & Recommendations](#)
  - [EEOC Pandemic Preparedness in the Workplace and the ADA](#)
  - [CISA Guidance on the Essential Critical Infrastructure Workforce](#)
  - For food processing and handling, retail and restaurants:
    1. [Food Safety and COVID-19](#)
    2. [Food Worker and Establishment Guidance on COVID-19](#)
    3. [Coronavirus & Retail Food Establishments](#)
    4. [Dining Area Closures: Guidance for Food Establishments](#)