Returning to the Workplace
COVID-19 Plan

City of Gig Harbor – Employee Training
Before We Get Started…

We are deeply focused on keeping our employees safe while working at our facilities and providing critical support to our community.

Our COVID-19 Plan is a **living document** and will be updated based upon the needs of the employer and as new information becomes available from the following entities:

- Federal and State Government
- OSHA
- CDC
- EEOC
- LNI & Employment Security
- WA State and Tacoma-Pierce County Health Department
- City of Gig Harbor Legal Counsel
- City Leadership Team
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What you do matters!
It takes everyone working together to make our city function.

The city falls into three (3) essential critical areas:
- Government Facilities
- Emergency Services / Law Enforcement
- Water

(CISA, 2020)
COVID-19
Training Packet
COVID-19 TRAINING PACKET

- Training Checklist
- Handouts from CDC, Tacoma-Pierce County Health Department
- Desk or Workstation Reminder Sign
- Hand Sanitizer Information
- 2 Cloth Face Coverings
- PPE Provided at Workstations
- Review ALL Packet Items
- Return Signed Checklist to HR
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I acknowledge that I have received training on the City of Gig Harbor’s COVID-19 Comprehensive Plan and received the items listed above. I also acknowledge that items have been provided for my safety while at work. (Return signed/dated form to HR)

Employee Signature ___________________________ Date ___________________________
COVID-19 Information
COVID-19

SARS-CoV-2 is the virus that causes coronavirus disease 2019 (COVID-19)

• SARS = severe acute respiratory distress syndrome

• Spreads easily person-to-person

• Little if any immunity in humans

• COVID-19 is spread from person to person mainly through coughing, sneezing, and possibly talking and breathing.

• Transmission can occur by:
  – *Droplet*. Respiratory secretions from coughing or sneezing landing on nose, mouth, or eyes.
  – *Aerosol*. A solid particle or liquid droplet suspended in air
  – *Contact*. Touching something with the virus on it and then touching mouth, nose or eyes.
What you should know about COVID-19 to protect yourself and others

Know about COVID-19
- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (no symptoms) to severe illness.

Know how COVID-19 is spread
- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose or eyes.

Protect yourself and others from COVID-19
- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Practice social distancing
- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and don’t touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.

Prevent the spread of COVID-19 if you are sick
- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- If you have symptoms, call ahead.

Prevent the spread of COVID-19
- It spreads through moisture droplets when an infected person sneezes, coughs or talks.

Symptoms
- Cough, shortness of breath or difficulty breathing. May also have fever, chills, muscle pain, headache, sore throat or loss of taste or smell.

At high risk for severe illness
- Age 65 or older.
- Live in a care facility.
- Have an underlying health condition or a weakened immune system.

Prevent the spread of COVID-19
- Stay home as much as you can.
- Stay 6 feet away from people you don’t live with.
- Wear a cloth face mask to keep your germs to yourself.

Learn more and stay updated at tpcdh.org/coronavirus.
COVID-19 Information

Comprehensive COVID-19 Plan
COVID-19 Information

City of Gig Harbor - Comprehensive COVID-19 Plan

Guides & Helpful Information
- City of Gig Harbor - Visitors Log COVID-19
- COVID-19 General Information
- Symptoms of Coronavirus (COVID-19)
- What You Should Know About COVID-19 to Protect Yourself and Others
- Health Check Before You Enter
- City Owned Vehicle Cleaning and Disinfecting Procedure
- I think I have COVID-19. What should I do?
- Health & Safety at Home - Tips for Essential Workers
- What to do if you were potentially exposed to someone with confirmed COVID-19
- Prevent the spread of COVID-19 if you are sick
- How to Safety Wear & Remove a Cloth Face Coverings
- Important Information About Your Cloth Face Coverings

Videos
- COVID-19 Stop the Spread of Germs
- What You Need to Know About Hand Washing

Safety Data Sheets
- Goose Ridge Hand Sanitizer
- Heritage Distilling Hand Sanitizer
- Chico Disinfecting Wipes
- Purell Advanced Hand Sanitizer Gel
COVID-19

Increased Risk of Severe Illness in High Risk Groups:
• Persons over 65
• People of all ages with underlying medical conditions
• People who live in a nursing home or long-term care facility
• People who have any of the following:
  – Chronic Lung Disease
  – Moderate or Severe Asthma
  – Serious Heart Conditions
  – Immunocompromised
  – Severe Obesity
  – Diabetes
  – Chronic Kidney Disease Undergoing Dialysis
  – Liver Disease
What You Can do if You are at Higher Risk of Severe Illness from COVID-19

Are You at Higher Risk for Severe Illness?

Based on what we know now, those at high-risk for severe illness from COVID-19 are:

- People aged 65 years and older
- People who have a nursing home or long-term care facility
- People of all ages with underlying medical conditions, particularly if not well controlled, including:
  - People with chronic lung disease or moderate to severe asthma
  - People who have serious heart conditions
  - People who are immunocompromised
- Any conditions can cause a persons to immune component, including cancer treatment, smoking, bone marrow or organ transplantation, severe diabetes, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune suppressing medications
- People with severe obesity (Body Mass Index (BMI) of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

Here's What You Can do to Help Protect Yourself

- Stay home if possible
- Wash your hands often
- Avoid close contact (6 feet, which is about two arm lengths) with people who are sick
- Clean and disinfect frequently touched surfaces
- Avoid all cruise travel and non-essential air travel

Call your healthcare professional if you are sick.
For more information on steps you can take to protect yourself, see CDC's "How to Protect Yourself"
cdc.gov/coronavirus
COVID-19 Symptoms

- People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

- 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
COVID-19

Incubation Period

• The incubation period is the time between exposure to a virus and the onset of symptoms.

• With COVID-19, symptoms may show 2-14 days after exposure.

• CDC indicates that people are most contagious when they are the most symptomatic.

• Several studies show people may be most contagious before developing symptoms.
Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:

- Cough
- Fever
- Chills
- Muscle pain
- Shortness of breath or difficulty breathing*
- Sore throat
- New loss of taste or smell

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

*Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

cdc.gov/coronavirus
COVID-19

To Protect Yourself from COVID-19 and to help prevent the spread of germs, you should:

• 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.

• Avoid close contact with people who are sick (at least 6 feet away).

• Do not gather in groups and stay out of crowded places – avoid mass gatherings.

• Avoid touching your eyes, nose, and mouth with unwashed hands.

• Cover your mouth and nose with a cloth face covering when around others.

• Clean and disinfect frequently touched objects and surfaces.

• Use an alcohol-based hand sanitizer with at least 60% alcohol if you cannot wash your hands.

• Stay home from work until you are free of fever, signs of a fever, and any other symptoms for at least 24 hours and without the use of fever-reducing or other symptom-altering medications.

• Seek medical attention if you have reason to believe you have been exposed to coronavirus or influenza. **Call your healthcare provider before visiting a healthcare facility if possible.**
City’s COVID-19 Plan
INTRODUCTION

• Plan Availability to State and Local Authorities

• Plan Locations:
  – City of Gig Harbor HR Website
  – Civic Center HR Bulletin
  – Police Department Waiting Area
  – PW Operations Center Bulletin Board
  – WWTP Front Desk

• Required Training for All Employees

• Health & Safety First Priority

• Reporting Concerns

• Duration of Plan
BACKGROUND & PURPOSE

• COVID-19 Worldwide Pandemic Requires Protective Measures
• Health & Safety Come First
• Plan to Maintain a Safe Working Environment
• Success Relies on All Employees
• All Sources are Cited
ROLES & RESPONSIBILITIES

• Employees
  – Maintain clean assigned workspaces/cubicle areas
  – Using PPE
  – Hand Washing
  – Social Distancing
  – Requesting PPE by Emailing Supervisors

• Volunteers = Employees and Connect with Staff Liaisons

• Supervisors – Ensure Plan is Followed Consistently

• Leadership – PPE, Supplies, Logistics, Communications, Processes

• All Employees
COVID-19 SAFETY TRAINING

• *Safe Start Washington* Phased Reopening Plan

• Cloth Face Coverings

• Signs, Symptoms, and Risk Factor Associated with COVID-19 Illness

• How to Prevent the Spread of COVID-19 at Work:
  – Social Distancing
  – Frequent Hand Washing
  – Cleaning
  – Staying Home When Ill

• Importance & Effective Way to Hand Wash / Hand Sanitize

• Proper Respiratory Etiquette
SYMPTOM MONITORING

• All Employees:
  – Self-Monitor for Signs & Symptoms of COVID-19
  – Use paid sick leave when sick or feeling ill

• Contact Your Supervisor and Either Say Home or Go Home if:
  – You feel or appear sick
  – You have any of the coronavirus symptoms
  – You need to stay home and care for an ill family member

• Know Your Options:
  – Ask your department director if you can telework ahead of time
  – Find out what you need to do to make this happen if its an option
  – Be prepared
SYMPTOM MONITORING

Coronavirus Symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

CDC reports people with the following 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
Symptoms of Coronavirus (COVID-19)

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Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

*Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
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- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

cdc.gov/coronavirus
SYMPTOM MONITORING

Workplace Screening

• Washington State Department of Health requires screening of employees for signs/symptoms of COVID-19 at the start of their shift.

• Each employee and visitor will be asked a series of questions and will be required to have a temperature lower than 100.4°F to enter our facilities.

• Screening Locations for Employees:
  – Civic Center Rear Entrance
  – Police Department Entrance
  – PW Operations Upon Entrance to Workspace
  – WWTP Upon Entrance to Workspace

• Refusal = No Entry
COVID-19 SCREENING QUESTIONS

1. Since your last day of work, or last visit here, have you had any of these symptoms?
   - Cough;
   - Shortness of breath or difficulty breathing;
   - Or at least two of these symptoms:
     - Fever
     - Chills
     - Repeated shaking with chills
     - Muscle pain
     - Headache
     - Sore throat
     - New loss of taste or smell

2. Have you been in close contact with a confirmed or presumptive case of COVID-19?
   - Within 6 feet (for more than 10 minutes)
   - In a confined space (car, small room, bedroom, shared office, etc.)
   - Had direct contact with secretions (been coughed or sneezed upon, etc.)

*If the answer is YES to either of these questions, you will not be allowed to enter and will be asked to leave immediately.

TEMPERATURE SCREENING

If your temperature is 100.4°F or higher you are considered to have a fever and will be sent home and/or asked to leave the premises.
SYMPTOM MONITORING

Visitor / Meeting Log

• Employees are required to log their own visitors on the log.

• Visitors in Phase 2 – Very Limited, Prior Approval, and Appointment Only.

• Document face-to-face customer interaction.

• Take attendance when you must have face-to-face internal meetings.

• If a visitor attends a face-to-face meeting attach the agenda with the attendance roster and place an asterisk (*) next to the date.

• Keep for 30 days then shred.

• Do your best not to have in-person meetings at this time.
I think I’m Sick!
Now what?????
Employee with Symptoms

- If you develop symptoms of COVID-19 while at work, call your supervisor immediately.
- Employees will be sent home and will not be able to return to work until they have been evaluated by a healthcare provider.
- If you develop symptoms of COVID-19 while not at work, STAY HOME and call your supervisor as soon as possible.
- Again, employees cannot return to work until they have been evaluated by a healthcare professional.
- Cleaning and distancing protocols will be followed immediately.
- Potentially exposed employees may be asked to telework for 14 days.
Prevent the spread of COVID-19 if you are sick

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to help protect other people in your home and community.

Stay home except to get medical care.
- Stay home. Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- Take care of yourself. Get rest and stay hydrated.
- Get medical care when needed. Call your doctor before you go to the office for care. But, if you have trouble breathing or other concerning symptoms, call 911 for in-person help.
- Avoid public transportation, ride-sharing, or taxis.

Separate yourself from other people and pets in your home.
- If possible, stay in a specific room and away from other people and pets in your home. Also, you should use a separate bathroom, if available. If you need to be around other people or animals in or outside of the house, wear a cloth face covering.
- See COVID-19 and Animals if you have questions about pets: https://www.cdc.gov/animals/covid-19.html

Monitor your symptoms.
- Common symptoms of COVID-19 include fever and cough. Notice if you are having breathing troubles which means you should get medical attention.
- Follow care instructions from your healthcare provider and local health department. Your local health authorities will give instructions on checking your symptoms and reporting information.

If you develop any early warning signs for COVID-19 get medical attention immediately. Emergency warning signs include:
- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

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

Call 911 if you have a medical emergency. If you have a medical emergency and feel you have COVID-19, call your doctor right away. This will help the office plan their day besides and their other patients.

If you are sick, wear a cloth covering over your nose and mouth.
- You should wear a cloth covering over your nose and mouth if you must be around other people or animals, including pets, at home.

- You don’t need to wear a cloth face covering if you are alone. If you can’t put on a cloth face covering (for reasons of trouble breathing for example), cover your cough and sneeze in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.

Note: During the COVID-19 pandemic, medical-grade face masks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.

Cover your coughs and sneezes.
- Cover your mouth and nose with a tissue when you cough or sneeze.
- Throw used tissues in a lined trash can.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.

Clean your hands often.
- Wash your hands often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Use hand sanitizer if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they dry.
- Soap and water are the best option, especially if your hands are visibly dirty.

Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid sharing personal household items.
- Do not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your house.
- Wash these items thoroughly after use with soap and water or put them in the dishwasher.

Clean all “high-touch” surfaces everyday.
- Clean and disinfect high-touch surfaces in your “core zones” and bathrooms. Let someone else also clean and disinfect surfaces to common areas, but not your bedrooms and bathrooms.
- If a caregiver or other person needs to clean and disinfect a sick person’s bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and wait as long as possible after the sick person has used the bathroom.

- High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, libertinents, and doorknobs.
- Clean and disinfect areas that may have blood, stool, or other body fluids on them.

- Use household cleaners and disinfectants. Clean the area or item with soap and water or alcohol-based hand sanitizer if it is dirty. Then use a household disinfectant.

- Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend leaving the surface wet for several minutes to ensure germs are killed. Many also recommend precleaning such as wiping down a towel and making sure you have good ventilation during use of the product.

- Most EPA-registered household disinfectants should be effective.

How to discontinue home isolation
- People, with COVID-19 who have stayed home (home isolated) can stop home isolation under the following conditions:

  - If you were not at home to determine if you are still contagious, you can leave home after these three things have happened:

    - You have had no fever for at least 72 hours (that is three full days) of no fever without the use of medicines that reduce fever.

    - Other symptoms have improved (for example, when your cough or shortness of breath has improved) AND

    - At least 7 days have passed since your symptoms first appeared.

  - If you will be tested to determine if you are still contagious, you can leave home after these three things have happened:

    - You no longer have a fever (without the use of medicine that reduces fever).

    - Other symptoms have improved (for example, when your cough or shortness of breath has improved) AND

    - You received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines.

In all cases, following the guidance of your healthcare provider and local health department is important. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health department. Local decisions depend on local circumstances.

cdc.gov/coronavirus
SYMPTOM MONITORING

Visitor with Symptoms

• The health and safety of the City’s workforce is priority.

• The City has the right to refuse service and access to City facilities to anyone who appears ill or who refuses to follow safety protocols.

• If an individual is asked to leave the premises and refuses, employees are to utilize customer service de-escalation tactics and contact your supervisor for immediate assistance.

• Be sure to always provide them with the main number at let them know we can assist them over the phone after they have left the premises.

• Depending on the situation – document what occurred and if there were any witnesses
HIGH-RISK POPULATION

• If an employee is in a high-risk group and would like to request a reasonable accommodation, please contact Human Resources.

• Each employee’s individual circumstances will be evaluated based on the needs of the employee and the organization.

• High-risk groups can work with Human Resources to ensure they continue to minimize risk and exposure during Phases 1-3 of the Safe Start Washington Phased Reopening Plan.
Personal Protective Equipment (PPE)
PPE UTILIZATION

All Employees

• Cloth face coverings are required when leaving all personal workspaces; get in a habit of putting it on when leaving your workstation.

• They are not required when working alone in a cubicle, office, room, vehicle, or alone on a jobsite.

• Cloth face coverings will be provided to you.

• Employees are responsible for laundering their cloth face coverings.

• Follow CDC’s Recommendations & Guidance

• If you cannot wear a cloth face covering, contact HR for possible alternatives.
Important Information About Your Cloth Face Coverings

As COVID-19 continues to spread within the United States, CDC has recommended additional measures to prevent the spread of SARS-CoV-2, the virus that causes COVID-19. In the context of community transmission, CDC recommends that you:

- **Stay home as much as possible**
- **Practice social distancing (remaining at least 6 feet away from others)**
- **Clean your hands often**

In addition, CDC also recommends that everyone wear cloth face coverings when leaving their homes, regardless of whether they have fever or symptoms of COVID-19. This is because of evidence that people with COVID-19 can spread the disease, even when they don't have any symptoms. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

**How cloth face coverings work**

Cloth face coverings may prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. If everyone wears a cloth face covering when out in public, such as going to the grocery store, the risk of exposure to SARS-CoV-2 can be reduced for the community. Since people may spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering may protect others around you. Face coverings worn by others may protect you from getting the virus from people carrying the virus.

**General considerations for the use of cloth face coverings**

When using a cloth face covering, make sure:
- The mouth and nose are fully covered
- The covering fits snugly against the sides of the face so there are no gaps
- You do not have any difficulty breathing while wearing the cloth face covering
- The cloth face covering can be tied or otherwise secured to prevent slipping
- Wash your cloth face covering after each use in the washing machine or by hand using a bleach solution. Allow it to completely dry.


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How to Safely Wear and Take Off a Cloth Face Covering


**Wear your face covering correctly**

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

**Use the face covering to help protect others**

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and if you do, wash your hands

**Follow everyday health habits**

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available

**Take off your cloth face covering carefully, when you're home**

- Unfold the strings behind your head or stretch the ear loops
- Hold only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water

Cloth face coverings are not surgical masks or N95 respirators, both of which should be used for healthcare workers and other medical first responders.

For instructions on making a cloth face covering, see: [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)
PPE UTILIZATION

Inspectors

• Conducting Off-Site Inspections (City projects or private development) require:
  – Wear mask or face covering
  – Eye protection (glasses ok)
  – Gloves
  – Maintain 6-feet social distancing from others

• Inspections in close proximity (closer than 6-feet) or a medical facility require:
  – In addition to the above you must wear an N95 mask

• If others are not wearing proper PPE, employees may refuse to conduct inspections:
  – Ask them to comply first
  – If they don’t comply then ok to leave
PPE UTILIZATION

Court

• The judge will issue rules regarding administrative court procedures, court security, and in-custody defendants as an appendix to this plan prior to reopening the court.

• Employees are required to follow the COVID-19 City Plan in addition to the judge’s issued protocols.
PPE UTILIZATION

Police Officers

• Officers are provided with various PPE, including N95 masks, cloth masks, face shields, gloves, and medical gowns.

• When practical, officers shall use latex gloves when anticipating coming into contact with people or items that have been handled by others.

• Masks are highly encouraged, as long as it does not compromise officer safety.

• Please review the actual plan document with your leadership team to discuss:
  – Close Contact
  – Persons in Custody
  – Death Investigations
  – Police Vehicle
PPE UTILIZATION

Police Services Specialists

• Employees will continue to interact with citizens in an office setting behind the glass partition.

• Employees are required to wear a cloth face mask and gloves when leaving their workspace and while fingerprinting and processing citizens and court defendants.

• Use new PPE between individuals that are being processed.

• Immediately use hand sanitizer after removing/disposing PPE.
PPE UTILIZATION

Public Works Field Staff

• Field staff performing any maintenance and/or landscaping operations are provided with the following PPE:
  – Cloth face mask, face mask, face shield
  – Gloves
  – Goggles

• Cloth face coverings must be worn by every employee on all jobsites unless your exposure dictates a higher level of protection under the Department of Labor & Industries safety and health rules and guidance.

• Face coverings are required except when working alone in either a room, a vehicle, or on a jobsite.

• Safety training and meetings held at least weekly, following six-foot distancing guidelines; to provide instructions on how to properly use any PPE items.
PPE UTILIZATION

City Owned Vehicles

• All vehicles are supplied with sanitizing wipes, facial tissue, trash receptacle, hand sanitizer, and gloves.

• Gloves shall be worn while pumping gasoline and disposed of after each use, followed by the use of hand sanitizer.

• If you notice you are running low on supplies; contact your supervisor or designee before they run out.
PPE UTILIZATION

Follow the Rules & Safety Guidelines

• Anyone not using PPE properly or adhering to cloth face covering requirements and safety guidelines may be subject to disciplinary action.

• Citizens and coworkers are scared for their own safety and will report it.

• Let’s all be responsible employees to ourselves and to one another.

• Make it a habit, leave yourself a note, ask your coworkers to remind you too.

• Don’t get upset if someone reminds you to put your face covering on OR keep your 6-feet distance.

• We are all in this together!
ADDED SAFETY MEASURES

Workstations / Cubicles

• Rearrange workstations / cubicles to create further distancing; facing stations in a different way.

• Creating a unified approach to the workstations.

• Adding panel height to cubicle spines.

• Installing MERV13 air filters, adjusting vents, and increasing outside air intake.

• Installing touchless drinking fountain with bottle filler.

• Adding wall-mounted wipe dispensers at the entrances to public restroom exterior doors.

• Increased signage and floor markings.
Physical Distancing
ON-LOCATION PHYSICAL DISTANCING

All Phases

• Six-foot physical distancing requirements for employees and visitors are required.

• We are adding additional 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 visitors and requiring non-cash transactions.

• Promoting video and teleconferencing to conduct meetings.
Please Stand
6 FEET
APART
Thank You!
ON-LOCATION PHYSICAL DISTANCING

Phase 2 – Non-employee Building Access

• Continue limited pre-authorized non-employee access at physical locations.
• Virtual or phone meetings should be the primary source of interaction during this phase.
• Any contractors or consultants must read and abide by employer safety protocols or will not be allowed to enter any workspaces.
• Building entry points must continue to be locked to prevent unauthorized visitors from entering the buildings.
• Employees should not allow anyone in the building unless they have a pre-authorization by either the Department Director or City Administrator for appointments with them specifically or are identified as City employees.
ON-LOCATION PHYSICAL DISTANCING

Phase 2 – Employees

• Gatherings of any size must be prevented.
• Any time you leave your workspace/cubicles you must wear a cloth face covering and maintain 6 feet separation.
• Some employees will still be teleworking in this phase.
• Continue to utilize virtual meeting platforms to hold meetings with coworkers and customers.
• Posted notices for walk-up guests regarding access to the facilities.
• Signage on conference rooms and common areas will have maximum capacity numbers.
Social Distancing
MANDATORY SOCIAL DISTANCING

Six-Foot Distancing
- Supervisors and employees must work together to maintain at least 6-feet distance from one another, when feasible.
- Sneeze guards where potential interaction between employees and the public.
- Workstations reconfigured.
- Cloth face coverings (e.g., scarves, homemade masks, etc.) covering both the mouth and nose are required when leaving all personal workspaces.

Staggered Work Schedules & Breaks
- Department Directors will work together to establish work schedules that will minimize employees in workspaces to avoid over crowding.
MANDATORY SOCIAL DISTANCING

Conducting Business Internally

• Goal is to minimize person-to-person contact/interaction.
• Do not handshake or hug; please use noncontact methods of greeting.
• Internal doors will remain open while we are closed to the public.
• Continue to use virtual meetings, email and phone as primary sources of contact.
• Casual visiting or social gathering at cubicles, workstations, hallways, etc. is not acceptable.
• Pay attention to visual cues throughout the building.
• Smaller enclosed office spaces / cubicles are only to be occupied by employees assigned to those spaces.
• Shared offices such as Court, Police and Human Resources where space is limited, shall only be occupied by employees assigned to those spaces.
• Limited access to all workspaces with proper PPE for IT, HR and Custodial staff.
• Avoid using other employee’s tools and equipment when possible.
MANDATORY SOCIAL DISTANCING

Meeting Rooms

• Remember, gatherings of any size are strongly discouraged in Phases 1 and 2.

• If you do use the meeting rooms the following is required:
  – Schedule at least 48 hours in advance to avoid conflicts.
  – Adhere to meeting start and end times; no more than 30 minutes.
  – Meetings must be at least 30 minutes apart for cleaning to occur.
  – Staff members(s) responsible for organizing and participating in the meeting must clean frequently touched areas before and after room use.
  – Use PPE provided in each room.
  – If you notice PPE is low, notify Custodial staff after your meeting.
  – Custodial staff will clean meeting rooms that have been used at the end of each day.

• Adhere to occupancy guidance while maintaining 6-feet distance and usage of cloth face covering requirements.
MANDATORY SOCIAL DISTANCING

Lunchroom / Kitchen Areas
• Remember, limited gathering in common areas too.
• You are encouraged to bring bottled drinks, lunches in coolers, or other ideas that will discourage you from using these areas.
• If you choose to use the microwave, coffee pot, etc. clean it before and after each use.
• Single use gloves and sanitation wipes are provided.

Bathrooms
• Again, limited gathering in common areas.
• Cleaned periodically throughout each day, as needed and again at the end of the day.
• Maintain social distance of 6-feet.
• WASH YOUR HANDS!
MANDATORY SOCIAL DISTANCING

Copy Rooms
• Remember, limited gathering in common areas too.
• Clean equipment before and after each use.
• Single use gloves and sanitation wipes are provided.

Shared Workstations or Computers
• Schedule in advance.
• Wear a cloth face covering.
• Clean equipment before and after each use.
• Single use gloves and sanitation wipes are provided.

Again, if you notice supplies are getting low, notify Custodial staff after using the space.
MANDATORY SOCIAL DISTANCING

City Owned Vehicles
• Employees are allowed one person per vehicle.
• Landscaping / maintenance employees can only be assigned one truck to one crew and cannot rotate; crew and vehicles must remain consistent.
  – Whenever possible employees will drive separately to job sites, one person per vehicle.
  – If more than one person, all occupants must wear cloth face coverings.

Personal Vehicles
• Employees are allowed one person per vehicle if using for city use.

Police Vehicles
• Employees are allowed one person per vehicle in driver’s compartment area, except in an emergency situation.
• Whenever possible employees will drive separately, one person per vehicle.
• If more than one person, all occupants must wear cloth face coverings.
MANDATORY SOCIAL DISTANCING

Accessing Internal Business Functions
• Internal Services: City Clerk, Finance, Human Resources, Information Services.
• Can you do business over the phone? Troubleshoot?
• Check with department to learn internal protocols ahead of time.
• Maintain 6-feet of social distancing and use PPE.

Off Duty Social Distancing
• Comply with any state or local stay-at-home or social distancing orders.
• Protect yourself and your coworkers.
• Don’t jeopardize workplace safety!
High potential for exposure

Examples of work settings
- hospitals and other types of health care facilities
- medical transport
- correctional facilities
- drug treatment centers
- homeless shelters
- home health care
- environmental clean-up of SARS-CoV-2

Examples of job activities
- direct patient care
- emergency medical services
- housekeeping and maintenance in patient areas

Medium potential for exposure

Examples of work settings
- Retail stores
- Public transportation
- Home visiting occupations
- Postal and warehouse workers
- Public services

Examples of job activities
- Stocking shelves
- Checking out customers
- Emergency home repairs
- Handling mail and goods
- Processing public benefits

(NIEHS, 2020)
Low potential for exposure

Low potential for exposure occupations are those that do not require contact with people known to be infected nor frequent contact with the public.
Hygiene
HYGIENE

When to wash your hands:
• Arrive to work.
• Leave workstation for breaks.
• Use the bathroom.
• Before and after you eat, drink, or use tobacco products.
• After your cough, sneeze, or blow your nose.
• After touching any surfaces that may be contaminated.
• If soap and water are not available, use hand sanitizer.
• If you need more, email Custodial before you run out.
HYGIENE

Proper Handwashing Techniques:

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

• **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.

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

• **Rinse** your hands well under clean, running water.

• **Dry** your hands using a clean towel or air dry them.
Be a Germ-Buster...
WASH YOUR HANDS!

1. WET
2. SOAP
3. WASH
4. RINSE
5. DRY
6. TURN OFF WATER WITH PAPER TOWEL

KEEP CALM AND WASH YOUR HANDS

For persons with disabilities, this document is available on request in other formats. Please call 1-800-525-0127 (TDD/TTY call 711).
HYGIENE

Hand Sanitizer

• Do not drink hand sanitizer.

• If it gets in your eyes, immediately rinse your eyes with cold water for 15 minutes and notify your supervisor.

• Use hand sanitizer when you cannot use soap and water.

How to Use Hand Sanitizer:

• Apply the gel product to the palm of one hand.

• Rub your hands together.

• Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds. Same as before… Hum the “Happy Birthday” song from beginning to end twice.
HYGIENE

Cover Coughs & Sneezes

- Tissues are available at each workstation, in employer issued vehicles, and in common areas.
- Use the tissues for coughs and sneezes, and immediately throw them away after a single use.
- Follow up by hand sanitizing.
- Avoid touching your face, eyes, and mouth with unwashed hands.
Sanitation
SANITATION

Common & High Touch Areas
- Each employee needs to maintain a clean working environment.
- Custodial staff have an established housekeeping schedule that addresses regular, frequent, and periodical cleaning.
- High emphasis on frequently cleaning and sanitizing commonly touched surfaces.

Shared Tools & Equipment
- Try your best to minimize shared equipment and tools.
- Remove temptations from your work spaces.
- If you have to share, remember to clean before and after every use.
SANITATION

Employee Workspaces

• Each employee is responsible for cleaning and disinfecting their own personal workspace on a daily basis with provided sanitizing wipes, upon arrival and before exiting for the day.

• Wipe down items like:
  – Desks, desktops, tables, countertops
  – Handles, doorknobs, light switches
  – Electronics: tablets, touch screens, keyboards, remotes, fax, phones, etc.
  – Any other item frequently touched

• Throw away used sanitizing wipes immediately after use.

• Place your trash receptacle either outside your office or your cubicle.

• This includes sanitizing vehicles before and after use.

• Make time and be sure to schedule this as part of your day.
Incident Reporting
INCIDENT REPORTING

If an employee has been exposed or potentially exposed at work notify your supervisor and Human Resources by phone immediately.

• The supervisor and employee are required to complete the proper accident/incident reporting forms and submit them to Human Resources as soon as possible, but within the mandatory 24-hour timeframe. Human Resources will follow current procedures for reporting occupational accidents/incidents and follow OSHA standards.

• HR will contact Tacoma-Pierce County Health Department to assist with a hazard risk assessment and follow protocol.

• Do not come to work and contact your supervisor immediately if you think you have been exposed.
Location Disinfection
LOCATION DISINFECTION PROCEDURES

• Once the City has been notified that an employee is sick with COVID-19 symptoms, the area(s) where the employee was working will immediately be closed off to others and Custodial staff will follow the proper cleaning and disinfecting procedures as outlined by the CDC.

• Employees working near the area, or that were in close contact of the ill worker, will be notified and may be asked to work from home until operations can safely continue.

• The City may choose to hire a professional cleaning agency to perform disinfection and sanitation as needed.
Exposure Response
EXPOSURE RESPONSE PROCEDURES

• It is important for employees to stay home and immediately inform their supervisor and/or Human Resources if they have a potential exposure, actual exposure, if they are experiencing symptoms or have a confirmed case of COVID-19.

• Depending on employee specific circumstances, the City may potentially restrict an employee who was directly exposed to the COVID-19 positive employee or family member and may be asked to telework for 14 days and monitor any symptoms while they are in quarantine.

• CDC recommendations and guidelines will be discussed with Human Resources, Department Director and the exposed/potentially exposed employee.

• Sick Employees need to stay home and follow CDC recommendations.

• Well employees with sick family members should also stay home and notify their supervisors and follow CDC recommendations.
EXPOSURE RESPONSE PROCEDURES

• If you are sick, you should not return to work until you have been evaluated by a healthcare provider.

• You can return to work once you have at least 3 days (72 hours) since recovery; no fever (below 100.4°F) without the use of fever-reducing medications and you have improved respiratory symptoms (cough, shortness of breath).

• And IF you have had COVID-19, at least 10 days have passed since symptoms first appeared.

• Employees who have tested positive for COVID-19 may not return to work until they have been evaluated by a healthcare provider.

• If the City experiences a confirmed COVID-19 exposure at work, employees exposed may be asked to telework for 14 days, self-monitor for any COVID-19 related symptoms and contact their healthcare provider.

• When in doubt call your healthcare provider.
Prevent the spread of COVID-19 if you are sick

If you are sick with COVID-19 or think you might have COVID-19, follow these steps below to help protect other people in your home and community.

Stay home except to get medical care.
- **Stay home.** Most people with COVID-19 have mild illness and can be safe to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated.
- **Get medical care when you need it.** Call your doctor before you go to the office for care. But, if you have troubles breathing or other concerning symptoms, call 911 for immediate help.
- **Avoid public transportation, ridesharing, or trains.**

Separate yourself from other people and pets in your home.
- **Assume all people** stay in a specific room and away from other people and pets in your home. Also, you should use a separate bathroom, if available. If you need to be around other people or animals in another part of the house, wear a cloth face covering.
- **See COVID-19 and Animals if you have questions about pets** [https://www.cdc.gov/coronavirus/2019-ncov/humans/animals.html](https://www.cdc.gov/coronavirus/2019-ncov/humans/animals.html)

Monitor your symptoms.
- **COVID-19 includes fever and cough.** Trouble breathing is a more serious symptom than fever that means you should get medical attention.
- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities will give instructions on checking your symptoms and reporting information.

CDC.gov/coronavirus

Cover your coughs and sneezes.
- **Cover your mouth and nose** with a tissue when you cough or sneeze.
- **Throw used tissues** in a lined trash can.

Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.

Clean your hands often.
- **Wash your hands often** with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Dry hands** if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they dry.
- **Soap and water are the best option, especially if your hands are visibly dirty.**

Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid sharing personal household items.
- **Do not share clothing, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.**
- **Wash these items thoroughly after washing with soap and water or put them in the dishwasher.**

Clean all “high-touch” surfaces everyday.
- **Clean and disinfect high-touch surfaces in your “safe zone” and bathrooms.** Let someone else clean and disinfect surfaces to common areas, but not your bedrooms and bathroom. If a caretaker or other person needs to clean and disinfect a sick person’s bathroom or bedroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and wait as long as possible after the sick person has used the bathroom.
- **High-touch surfaces include phones, remote controls, couches, tabletops, doorknobs, bathroom fixtures, toilets, toothbrushes, toothpaste, and handrails.**
- **Clean and disinfect areas that may have blood, stool, or body fluids on them.**
- **Disinfect shared bathrooms and bed linens.** Clean the area or item with soap and water or another effective detergent, then use a household sanitizer. Disinfect, if needed, the bathroom or bed linens.

- **To be sure to follow the instructions on the label.** If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.

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- **If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they dry.**

- **Soap and water are the best option, especially if your hands are visibly dirty.**

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- **High-touch surfaces include phones, remote controls, couches, tabletops, doorknobs, bathroom fixtures, toilets, toothbrushes, toothpaste, and handrails.**
- **Clean and disinfect areas that may have blood, stool, or body fluids on them.**

In all cases, follow the guidance of your healthcare provider and local health department. The decisions to stop home isolation should be made in consultation with your healthcare provider and state and local health department. Local decisions depend on local circumstances.
LEAVE OPTIONS

- Employer Paid Sick Leave
- Employer Paid Vacation
- Employer Paid Floating Holidays
- Employer Shared Sick Leave
- WA State Paid Family & Medical Leave (PFML)
- Federal Family & Medical Leave Act (FMLA)
- Industrial Insurance (L&I)
- Unemployment Insurance
- FFCRA – Public Health Emergency Leave (PHEL/FMLA)
- FFCRA – Emergency Paid Sick Leave (EPSL)
- Leave Without Pay (LWOP) – Requires City Administrator Approval
Post-Exposure Incident Recovery Plan
Sources Cited


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