



COVID-19 Workplace Procedures



King County

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PURPOSE

The purpose of this document is to provide information and resources to ensure staff, the public and volunteers can more safely conduct business as they continue essential functions or return to work. This document will be updated as needed based on guidance from Public Health, Seattle & King County (PHSKC), Washington State, or the Centers for Disease Control (CDC).

The guidance in this document applies to Executive Branch agencies¹. There may be program-specific guidance provided by agencies as appropriate.

COVID-19 OVERVIEW

COVID-19 is a respiratory disease caused by a new virus called SARS-CoV-2. Health experts are still learning more about how it spreads. Currently it is thought to spread:

- through respiratory droplets when an infected person coughs or sneezes,
- between people who are in close contact with one another (within about 6 feet), or
- by touching a surface or object with the virus and then touching the mouth, nose or eyes.

People with COVID-19 have reported a wide range of symptoms, ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Symptoms can include 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, and diarrhea. This list is not all possible symptoms. Please consult your medical provider for any other symptoms that are severe or concerning to you.

IMPORTANT THINGS TO REMEMBER

It's important that everyone take steps to reduce the spread of COVID-19, especially to protect those who are more vulnerable. Steps you can take to prevent spreading the flu and the common cold will also help prevent COVID-19:

- Wash hands often with soap and water for at least 20 seconds. If not available, use hand sanitizer.
- Avoid touching your eyes, nose, or mouth with unwashed hands.

- Avoid contact with people who are sick, especially if you are 60 or over or have an underlying health condition, like heart disease, diabetes, lung disease or a weakened immune system.
- Stay home while you are sick.
- Stay at least 6 feet away from others.
- Cover your mouth and nose with a tissue or sleeve when coughing or sneezing.
- Wear a face covering which covers your mouth and nose when outside your home.

TELECOMMUTE POLICY

At the Executive's directive, telecommuting is mandatory for all Executive Branch employees whose work allows for it through September 7, 2020. Normal eligibility requirements under the existing policy are suspended; however, telecommuting still requires prior approval from the employee's supervisor. Employees who are telecommuting must be available and responsive. Refer to the [county's telecommuting policy](#) for general guidance, and the [Temporary COVID-19 Personnel Policy](#) for modifications to the telecommuting policy during the COVID-19 response.

The county will continue to maximize telecommuting options and will periodically reevaluate any return to work activities.

TELECOMMUTE RESOURCES

Please visit King County's [Working from Home website](#) for resources to assist employees including technical support, information to support work-life balance and well-being, and tips for productive virtual meetings.

For information on ergonomic resources and assistance while working remotely, please visit King County's [Ergonomic Evaluation website](#). If you need assistance with the ergonomics of your home workstation, first complete the [self-assessment checklists](#) on the website. If you have a medical restriction and/or require an accommodation related to your home workstation, please [request an ergonomic evaluation](#). The evaluation will be conducted via Skype or phone. If needed, equipment or furniture from your King County workstation may be approved for use at home. For more specifics, see the Ergonomics Evaluation and Remote Office Equipment Procedures.

IF AN EMPLOYEE IS SICK OR EXPOSED

If an employee has COVID-19 symptoms, the employee should not report to a King County worksite. The employee should stay home, contact their medical provider and their supervisor or Human Resources manager.

Anyone who has COVID-19 symptoms should get tested right away. Testing is provided at no cost. Employees should contact their regular health care provider for advice and testing. If it is difficult for the employee to get testing at their usual health care provider, [Public Health's website has alternate testing locations](#).

How does an employee know if they were exposed?

In general, you need to be in close contact with a sick person to get infected. Close contact includes:

- Living in the same household as a sick person with COVID-19,
- Caring for a sick person with COVID-19,
- Being within 6 feet of a sick person with COVID-19 for about 15 minutes, OR
- Being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed on, kissing, sharing utensils, etc.)

Some people get COVID-19 even without a recognized exposure to a sick person. If an employee has illness symptoms, they should stay home and away from others. If an employee thinks they might have COVID-19, they should contact their healthcare provider to ask if they can be tested.

What should an employee do if I they had close contact with someone with COVID-19, but the employee is not sick?

The employee should monitor their health for fever, cough and shortness of breath for 14 days after the last day they were in close contact with the sick person with COVID-19. They should not go to work or school and should avoid public places for 14 days unless they provide essential functions. They may be contacted by public health.

What should an employee do if they had close contact with someone with COVID-19, but the employee is not sick and works in critical infrastructure (see below)/is an essential worker?

Critical infrastructure includes state & local law enforcement; 911 call center employees; Fusion Center employees; hazardous material responders; janitorial and other custodial staff; and workers in food and agriculture, critical manufacturing, informational technology, transportation, energy and government facilities. Critical infrastructure workers who had close

contact with a COVID-19 case can continue to work as long as they do not have symptoms and if they take the following measures:

- Pre-screen: take temperature and do a symptom check daily before starting work.
- Wear a cloth face covering, using it at all times while at work.
- Social distance: as much as possible, remain 6 feet from coworkers.
- Disinfect and clean workspaces.
- Don't share headsets, phones, food or drinks. Follow these measures for 14 days after last exposure.

Employees should notify their supervisor and go home immediately if they become sick. For details, see the [CDC guidance on Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19](#).

What should an employee do if they were in close contact with someone with COVID-19 and get sick?

If an employee was in contact with someone with COVID-19 and gets sick with fever, cough, shortness of breath, or other symptoms that are consistent with COVID-19 (even if their symptoms are very mild), they likely have COVID-19. They should isolate themselves at home and away from other people. The employee should contact their healthcare provider, tell them they were exposed to someone with COVID-19 and are now sick, and ask if they can be tested for COVID-19. [See additional guidance from the Washington State Department of Health regarding what to do if you have confirmed or suspected COVID-19](#).

Discontinuing home isolation

Employees should not return to the workplace until:

- They are healthy and have a negative COVID-19 test result, or
- They are symptom-free for 72 hours AND at least 10 days have passed since symptoms first appeared. Symptom-free means they have no fever, are not using fever-reducing medications and have no cough or shortness of breath.

IF AN EMPLOYEE TESTS POSITIVE FOR COVID-19

The employee should contact their Human Resources manager or email DHRCOVID@kingcounty.gov immediately after being notified of the test result. Public Health will receive a report from the test location and will reach out to the employee to ask about their contacts and ability to isolate until they are no longer able to spread the virus.

Public Health will notify other employees who may have had contact with employees who test positive for COVID-19.

If employees have questions about leave options, they should contact their Human Resources manager. There are several leave options for employees who test positive.

The employee's department should immediately coordinate with the Facilities Management Division or other building maintenance to secure an enhanced cleaning and disinfecting of the employee's workspace.

FACE COVERING DIRECTIVE

When six feet of distance cannot be maintained, all employees must wear a face covering over their nose and mouth. Washington State's Governor and the Local Health Officer Directives state that people must wear face coverings in most public settings. The exceptions are:

- Any individual who has a physical disability that prevents easily wearing or removing a face covering;
- Any individual who is deaf and uses facial and mouth movements as part of communication;
- Any individual who has been advised by a medical professional that wearing a face covering may pose a risk to that individual health related reasons;
- Any individual who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the face covering without assistance;
- Children 2 years of age and younger.

If the employee falls within one of these exemptions, they should talk with their supervisor or Human Resources Manager about being exempted from the requirement to wear a mask or face covering.

WHY SHOULD EMPLOYEES COVER THEIR FACES?

Face coverings reduce the risk that individuals will spread COVID-19. In addition to limiting the spread of the virus by symptomatic people, evidence suggests that COVID-19 can be transmitted by individuals who do not have symptoms. The primary role of face coverings is to limit the release of infectious particles into the air when an individual speaks, coughs, or sneezes. Face coverings limit the inadvertent spread of COVID-19 while interacting with others.

HOW DO EMPLOYEES GET CLOTH MASKS?

The county has cloth masks available for all employees to use in the workplace. The employee should contact their supervisor to get masks. Individuals should use county-provided cloth masks or their own substantially similar cloth masks in the workplace. Face coverings and masks must be workplace-appropriate and cannot feature offensive images or content.

CAN AN EMPLOYEE USE AN N95 RESPIRATOR OR MEDICAL GRADE MASK?

Because it is still important to conserve medical grade masks (like surgical masks) or N95 respirators for health care workers, unless a particular health or operational reason requires it, individuals should use county-provided cloth masks or substantially similar masks in the workplace. Exceptions may include work where employees are required by law or policy to wear surgical masks or N95 respirators, including work where social distancing is not possible and droplet protection is required. Employees who do other work that requires respirators to avoid exposure to particles should use KN95 masks where possible, or N95 respirators if KN95 masks are not effective. Employees who work with chemicals should follow their workplace safety protocol. KN95 respirator masks are available through Fleet Stores at fleetstores@kingcounty.gov or 206-477-2619.

HOW IS A MASK PROPERLY WORN?

Below is guidance from Public Health:

- Your mask should cover your nose and mouth at all times.
- Wash your hands with soap and water or use an alcohol based hand sanitizer before you put on a face mask and after removing it.
- Use the ties or loops to put your mask on and pull it off; avoid touching the front of the mask.
- Change your face covering when it gets moist.
- Wash and dry your cloth mask between each use and keep it in a clean dry place.

Remember that masks offer only limited protection and are most effective when combined with hand washing and physical distancing.

Visit [Public Health's website](#) for more information on wearing a mask.

WHAT IF AN EMPLOYEE HAS CONCERNS ABOUT WEARING A FACE COVERING OR MASK?

Some individuals who are members of communities historically and currently discriminated against may experience anxiety and fear about wearing face coverings. If an employee will be in close contact with the public and has concerns about being discriminated against while wearing face coverings or masks, the employee should speak to their Human Resources manager. The Human Resources manager will discuss ways to clearly identify the employee as a King County employee. However, even with identification, we fully acknowledge that the anxiety and fear for members of historically and currently discriminated against communities are real and these steps alone cannot change that. We, through your supervisor or Human Resources manager, are committed to working with you to making sure that everyone stays healthy and safe.

[Please note: this directive applies to Executive Branch employees. Employees in other branches of King County government will receive guidance from their leaders.]

WORKPLACE PRECAUTIONS

First responders, mission-critical staff, and essential employees who cannot telecommute have remained in the workplace. As restrictions lift, additional employees may be returning to the workplace.

The county has established enhanced resources and cleaning protocols. Crews and vendors have been instructed to increase the frequency of cleaning and disinfecting key touch points and objects, including but not limited to:

- Doorknobs and handles
- Elevator buttons
- Handrails (stairwells and entries)
- Light switches and call buttons
- Restroom sinks, faucets, and stall door latches
- Countertops
- Commonly touched parts of kitchen appliances and vending machines

Public areas and elevators will include:

- Six-foot separation markers

- Social distancing and face covering requirement messaging
- Limits on elevator occupancy and cab markings for distancing

Hand sanitizers have been installed in common area lobbies and high-traffic public floors. In restrooms, touchless fixtures are being installed where possible.

SHARED RESOURCES

Employees should clean and disinfect shared equipment such as keyboards, mice, telephones and tools which should be done frequently and before and after each use. If wipes are not available, the employee should contact their supervisor. The Facilities Management Division will clean and disinfect high-touch surfaces in shared office workstations including tables, copy machines/printers, and doorknobs.

Do not share headsets, or phones.

Employees using shared vehicles must also clean and disinfect high touch areas before and after each use. This includes door handles, arm rests, steering wheels, commonly used buttons, consoles, gear shifts, seat belts, and hand brakes. Cleaning wipes will be placed in Fleet vehicles and Fleet Services will have INVERS/dispatch vehicles cleaned regularly but cannot do so after each use.

CARPOOLING

Whenever possible do not share a vehicle with people who are not members of your own household. If you must share a vehicle, follow the guidelines below:

- Ensure everyone in the car wears a face covering.
- Limit the number of people in the car to as few as possible.
- Maintain distance between people as much as possible (ask passengers to sit in the back to create physical distance).
- Keep tissues and sanitizer in the car.
- Do not recirculate the air.
- Clean and disinfect commonly touched surfaces.
- Increase airflow by putting the windows down.

EMPLOYEE SCREENING

Depending upon the function, need, or changes in infection rates, employees returning to the workplace may be subject to different levels of screening.

- Minimally, all employees must follow public health advice regarding COVID-19 symptoms and should not come to a workplace with others if they have symptoms. This self-screening is mandatory for all employees.
- Some workplaces will conduct daily on-site temperature and symptom screening, primarily in restricted access environments where it is difficult to maintain social distancing and as may be required by regulation or policy. Policy decisions to implement daily documented on-site screening will be made in conjunction with county leadership and labor relations.
- Some workplaces will require employees to take their temperature and report any symptoms prior to coming to the workplace each day. This may include an online screening tool. Policy decisions to implement daily documented off-site screening will be made in conjunction with county leadership and labor relations.
- Before implementing daily documented on or off-site screening or reporting by employees, managers or supervisors of workgroups should work with department or agency leadership, county leadership and labor relations. These requirements may trigger FLSA obligations.

Employees who refuse screening may be denied entry to the workplace. They may be subject to unpaid leave or disciplinary action.

STAY INFORMED

Visit [King County's coronavirus webpage for employees](#) for updates, information on leaves, and health benefit information.

Visit [Public Health's website](#) for more information on local directives, testing availability, and other resources. If an employee lives outside of King County, the policies that apply to the employee at home may not be the same that apply to the employee at their place of work. Check your local health department's website for more information.

SUPERVISORS

TEMPORARY COVID-19 PERSONNEL POLICY

Review the [Temporary COVID-19 Personnel Policy](#) for guidance on leaves and definitions of mission-critical employees, high-risk employees and COVID-19 related absences. This document takes precedence over normal policies.

Please see [FAQ for HR Managers and Supervisors](#) for responses to common questions.

TELECOMMUTING RESOURCES

Identify and plan to address potential challenges related to equity and accessibility – for both customers and employees – associated with shifting to longer term teleworking.

Set expectations for whether high-risk employees will return to worksites and how they will be protected. Set expectations for how employees without child or elder care options will be accommodated. Managers in each department/division should coordinate with KCIT to determine whether additional technology or equipment is needed and what policies govern the provision of that equipment. Examples include additional monitors, docking stations, or other peripheral equipment. Contact your KCIT equipment contact for more information.

Managers and supervisors should refer to the “Resources for supervisors and managers” section of the county’s [telecommuting resources](#).

If an employee needs assistance with the ergonomics of their home workstation, please refer employees to the [Ergonomic Evaluation website](#). The employee should first complete [self-assessment checklists](#) to determine if they can make adjustments to address the issue. If an employee has a medical restriction and/or requires an accommodation related to the employee’s home workstation, the employee should [request an ergonomic evaluation](#). The evaluation will be conducted via Skype or phone. If needed, equipment or furniture from the employee’s King County workstation may be approved for use at the employee’s home. Any equipment or furniture must be inventoried by the employee’s department before it can be removed from the worksite. For information on ergonomic resources and assistance for employees who are working remotely, please visit King County’s [Ergonomic Policy](#).

COMMUTING TO WORK

As employees are phased back to work, consider whether employees have access to transit or other mobility options for commuting. Share information about trip planning and other resources, such as [guidance from Rideshare Operations](#).

Consider staggering employee start times to reduce the commuting footprint of our workforce during standard peak travel times, and to improve the capacity for physical distancing during all phases of a commute. Consider compressed work weeks e.g., 4 days to minimize commuting and reduce environmental impact. Plans should consider how commuting challenges may impact employees.

Consider the worksite's capacity to accommodate employees driving alone and parking. Several downtown Seattle garage facilities are already at capacity. Provide current information that supports the use of transit options and how employees can enhance their safety, particularly with the use of face coverings.

The West Seattle bridge closure impacts the region significantly. Consider how this changes expectations for how employees reach the work site in a reliable, timely manner. Allow for flexibility when scheduling employees' shifts.

SUPPORTING EMPLOYEE ENGAGEMENT

Employee engagement reflects employees' sense of connection to their organization's purpose. Plans should be mindful of how the environment we create for our employees sustains and enables that connection. This should include:

- Training for managers and supervisors on how to manage teleworking employees
- Methods for measuring and communicating about performance
- Methods of recognizing successes in significantly changing work environments
- Identifying ways to develop and communicate a clear vision for the organization's future
- Defining employees' roles in the way the work is shifting, the skills they will develop to fulfill those roles, and the resources to build those skills
- Methods for identifying and addressing employee concerns
- Communicating about change effectively. It should be easily understood and create feelings of certainty, belonging, and safety
- Promoting well-being for resilience, including [Employee Assistance Program resources](#)

Review the county's [guidance on leading through change](#), which are specific to the county's approach to employee engagement. For more information on engagement and change management, contact [Stacey McQuade-Eger](#) or [Brooke Bascom](#) in the Career & Culture Division of the Department of Human Resources.

Departments should determine whether employees are willing to return to the site with confidence in their safety. Departments should establish guidance for Supervisors in addressing whether high-risk employees will return to worksites and how they will be protected. Departments should establish guidance for how employees without child or elder care options will be accommodated.

RETURN TO WORK GUIDANCE

Review the [Safe Start King County website](#) for up-to-date information on business requirements during each stage of county-wide reopening.

Guidance for Departments:

As departments consider return plans, consider the need to stagger employees' arrival and departure times as elevator speed and capacity will limit the number of people able to enter and exit a building at any one time. Staggered daily shifts may also limit the number of people on site or improve commuting challenges. Consider employee safety needs at early and late hours. Consider potential labor-related consequences of such changes.

Coordinate with Facilities Management to understand which buildings or sections of buildings allow public access. Set expectations for how employees will safely move through public spaces. For more information, contact CustomerCareServices.FMD@kingcounty.gov, 206-477-9400.

Coordinate with Facilities Management to set expectations for how and how often custodial work will be performed at the work site. For more information, contact CustomerCareServices.FMD@kingcounty.gov, 206-477-9400.

Common messaging, information and sign templates will be used to ensure staff understand how to safely operate in workspaces. All signage and communications must be approved in advance by the Recovery Steering Committee. Visit [Public Health's website for posters](#) you can download and post to inform customers and staff of policies.

Set expectations for how employees will safely use and move through common spaces such as restrooms, kitchens, copier rooms, and entrances/exits. Each workplace's common areas differ depending on building and work functions. To ensure physical distancing is maintained, department leadership should identify and post the maximum capacity for any common area,

including breakrooms, kitchens and bathrooms. Occupancy in most four-stall bathrooms will be reduced to two people. For other bathroom facilities, this occupancy may need to be adjusted based on the size of the bathroom. Signage will be installed by building management.

Most county workstations have staff seated at least six feet apart to enable physical distancing. Changes to workstation usage should be considered by workgroups to maximize social distancing. Physical changes to workstations to maximize social distancing must be discussed with the Facilities Management Division. For more information, contact CustomerCareServices.FMD@kingcounty.gov, 206-477-9400.

SCREENING CONSIDERATIONS

Where required by regulation or due to workplace concerns, employees may be actively screened for temperatures, symptoms or presence of a specific type of face covering. Transit operators and all persons entering correctional facilities will be screened for temperature and symptoms upon arrival at facilities and will be required to use certain face coverings once protocols and equipment are in place.

Before implementing daily documented on or off-site screening or reporting by employees, managers or supervisors of workgroups should work with department or agency leadership, county leadership and labor relations. These requirements may trigger FLSA obligations.

As of June 2020, at Facilities Management Division controlled facilities:

- Public Health signs showing COVID-19 symptoms will be posted at entrances.
- Signs will direct members of the public and employees not to enter the facility if they are symptomatic and will provide guidance on alternative service options.
- Signage will require, with the noted Public Health exceptions, that all persons wear face coverings.
- Disposable masks will be available at the entrance of Facilities Management Division controlled facilities with public access.
- At some facility entrances, walk-up self-screening temperature kiosks will be available for the use of employees and members of the public.
- Due to budget and operational constraints, there will not be active management or enforcement of screening or face covering at entrances except as noted above.
- Screening and enforcement may be elevated or reduced, depending upon changes in public health considerations.

REFUSAL TO SCREEN OR WEAR A FACE COVERING OR MASK

What if employees refuse screening or refuse to use face coverings or masks?

- All county employees must follow public health advice regarding COVID-19 symptoms and should not come to a workplace with others if they have symptoms. This self-screening is mandatory for all employees.
- Employees must follow public health guidance regarding use of face coverings or masks. See “Face Coverings Directive” above for exceptions to the face coverings requirement under public health guidance.
- If an employee appears to be symptomatic at work, consult your Human Resources manager and send the employee home as appropriate.
- Where daily screening for symptoms is required, those employees who refuse screening, have a temperature or are not wearing a required face covering are not allowed to enter workplace.
- Human Resource managers and supervisors should attempt education first, then unpaid leave or discipline.

What if members of the public refuse screening or refuse to use face coverings?

- Where daily screening for symptoms is required (like currently required for corrections facilities), people who refuse screening are not allowed to enter the facility.
- Where a facility is actively screened, where people refuse to wear a face covering consistent with public health policy, they can be denied admittance to the facility. See “Face Coverings Directive” above for exceptions to the face covering requirement under public health guidance.
- At Facilities Management Division controlled facilities where screening is self-administered, screening and face covering will be expected but implemented through voluntary compliance. County operations may decline counter service and entry into specific workspaces where a customer appears to have symptoms or may be refusing to use a face covering.

MASKS

King County has purchased 25 million cloth and disposable masks for King County residents, including employees and members of the public who access county services. A request can be submitted for additional supplies of cloth and/or disposable masks. Cloth masks are available for employees, and disposable masks are available for distribution at agencies where services are provided to members of the public.

Disposable masks will automatically be stocked and maintained at entrances to Facilities Management Division controlled facilities where there is public access. These disposable

masks will be accompanied by appropriate signage regarding face covering usage in county facilities.

Agencies can order additional masks through the Facilities Management Division Customer Care Services at CustomerCareServices.FMD@kingcounty.gov, 206-477-9400.

Cloth mask orders can be made in quantities of 500 up to a maximum total of 7,500 per agency. Disposable mask orders can be made in quantities of 2,400 up to a maximum total of 96,000 per agency. Agencies are encouraged to order only quantities that will be needed in the next 90 days.

The Facilities Management Division Customer Care Services will need the following information:

1. Type of mask (cloth/disposable) and quantity
2. Employee point of contact (employee must be able to be present to receive the delivery)
3. Point of contact cell phone number
4. Delivery address

MEETINGS

Employees should meet remotely wherever possible using Skype, Zoom, or other appropriate teleconferencing tools where practical. In-person meetings should be scheduled only in conference rooms where people can be at least six feet apart to support physical distancing. Consider meeting in outdoor areas where feasible. Non-essential in-person large group employee meetings and gatherings should be avoided. Use good judgment about which in-person meetings are essential and limit the number of people present at all times. Find tips for productive virtual meetings on King County's [Working from Home website](#).

PUBLIC-FACING WORKSITES

Where members of the community are allowed into public facilities, consider the additional safety measures below where feasible/practicable.

- Install Plexiglas barriers/sneeze guards at counters or other spaces where the public and staff interface frequently.
- Require the public to wear face coverings while in a public building. If a customer does not have a face covering, a mask should be made available for them. Discarded masks can be handled according to normal procedures for handling garbage.

- Post signage available from Public Health with a link to their website.
- Put tape/markings on the floor to demarcate a six-foot distance of queuing space for people waiting to use payment areas, customer service counters, etc.
- Remove most chairs from public areas, leaving some seating designated for people with physical limitations.
- Set numerical limits on how many people can be in a public building at any given time to address social distancing requirements.
 - For people who are unable to enter when they first arrive, establish a system that has them “take a number” and be notified when they will be allowed access — perhaps by sending a text or phone message (like some sit-down restaurants do) or using a numerical display (like those used by fast food restaurants and delis).
- Strongly encourage the public to continue meeting with staff remotely when possible and to make appointments to meet with staff when in-person meetings are necessary.
- Establish a restroom use policy — consider the same options as listed above for public employees. Because it may be difficult to ensure that the public would follow those procedures, some local governments are considering keeping restrooms closed to the public, at least during the time when access to public facilities is being limited.

RE-OPENING FACILITY CHECKLIST

Re-occupation of county facilities will depend on numerous operational factors which will impact the timing of re-occupation. Refer to the [Facility Management Division’s occupation checklist](#) to help determine your worksite’s needs and response protocols.

PERSONAL PROTECTIVE EQUIPMENT

Except for N95 respirators and gowns, most PPE is now available through county blanket contracts. Using blanket contracts ensures that the county receives genuine supplies at negotiated prices. Departments are directed to use purchasing blanket contracts or Fleet Stores (fleetstores@kingcounty.gov, 206-477-2619) to acquire PPE supplies.

Should your department need any other additional or specialty items, please proceed with the purchase as you would under typical departmental purchasing guidance.

IF AN EMPLOYEE HAS SYMPTOMS AT WORK

Any employee who has a fever, cough, shortness of breath or other COVID-19-like symptoms should go home. Encourage employees to contact their health care providers and get tested. The employee should not return to work until

- There is a negative COVID-19 test result and has no symptoms, or
- At least 10 days have passed since symptoms first appeared – AND – the employee has been symptom free for 72 hours (no symptoms and not using fever reducing medications)

IF AN EMPLOYEE TESTS POSITIVE

If an employee informs you that they tested positive for COVID-19, direct the employee to their Human Resources manager who can provide leave information as necessary. Note the date the employee can return to work (72 hours after symptoms end, or 10 days since symptoms began, whichever is longer). Please work with your Human Resources Manager on tracking these leaves.

Public Health and the Department of Health are conducting contact tracing on test-confirmed positive cases and will direct positive cases to isolate.

Human Resources managers, if it is possible the employee was exposed through their King County work, direct the employee to complete a [workers' compensation claim](#). If you have reason to believe the COVID-19 positive employee did not get tested or has not been contacted by Public Health for contact tracing, please email covid19workplaces@kingcounty.gov. Include employee name, date of birth, contact phone number and a brief description of the King County workplace and the reason for concern (e.g. employee indicated to supervisor they were COVID-19 positive but had not been tested).

ADDITIONAL GUIDANCE

This guide will continue to be updated. If you have questions or need specific direction, please contact your department's Human Resources manager. A list of Human Resources managers can be found [here](#).

COVID-19 HOTLINES

- Non-medical questions about COVID-19 including compliance and business-related issues
Contact the King County COVID-19 Business and Community Information Line (Monday – Friday) 8:30 AM – 4:30 PM at 206-296-1608
- General questions about COVID-19 in Washington State
Contact the Washington State Novel Coronavirus Call center at 800-525-0127

Endnote

1. **Executive Branch departments:** Department of Assessments, Department of Adult and Juvenile Detention, Department of Executive Services, Department of Community and Human Services, Department of Human Resources, Department of Judicial Administration, Department of Local Services, Department of Metro Transit, Department of Natural Resources and Park, Department of Public Defense, Department of Public Health, Executive Department, King County Elections, King County Information Technology, King County Sheriff's Office (the King County Sheriff's Office is administered by the King County Sheriff).

Other branches of County government: District Court, King County Council, Prosecuting Attorney's Office, Superior Court.