COVID-19 Plan

# Sample Template for Small Employers

This sample plan is intended to assist you meet the minimum requirements needed in a COVID‑19 Plan. Please customize this plan to your workplace.

L&I’s [free and confidential Safety and Health Consultants](https://lni.wa.gov/safety-health/preventing-injuries-illnesses/request-consultation/) can help answer questions regarding COVID-19 requirements. Additionally, there is a checklist at the end of this document to help you evaluate your COVID-19 program. The sections highlighted in yellow in this plan are for you to complete with your business specific policies and information (you can delete this introduction in your copy).

|  |  |
| --- | --- |
| Company Name | Click or tap here to enter text. |
| Facility Location | Click or tap here to enter text. |

*Our Company* goal is to prevent the spread of COVID-19 in the workplace and keep everyone healthy and safe. All of us, managers, employees, and their representatives are responsible for supporting, complying with, and providing recommendations to further improve this COVID-19 plan.

The COVID-19 Manager/Supervisor/Lead, *name here,* has the authority and responsibility of implementing this COVID-19 Plan. They answer questions about the plan and update it as needed to comply with changing regulations.

## Employee COVID-19 Training

Our employee trainer, *Insert Name,* provides effective employee training and instruction that includes:

* COVID-19 signs and symptoms,
* How employees can protect themselves from COVID-19,
* What to do if sick,
* What to do if exposed to COVID-19, and
* Employer policies and procedures related to COVID-19.

*Describe when and how employees are trained on COVID-19.*

[Appendix A is a sample training log that can document this training. The Centers for Disease Control and Prevention (CDC) have the most up to date [information](https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19.html) on COVID-19. Sample employee [training](https://www.lni.wa.gov/safety-health/safety-training-materials/online-safety-training#by-topic) is available on Labor and Industries website.]

## Employee Masking

*Our company* will provide and ensure employees wear the appropriate type of facemask or face coverings. Masks help prevent the spread of COVID-19. You need to wash cloth masks daily. Discard disposable masks daily or more often as needed or if they are dirty.

*Insert your employee masking requirements. Requirements may differ depending on the task being done, vaccinated status of the employee, or other factors.*

[Check [state](https://www.governor.wa.gov/issues/issues/covid-19-resources), county, and local government sites for masking requirements in your area. Additionally, follow the masking requirements in [DOSH Directive 11.80](https://www.lni.wa.gov/safety-health/safety-rules/enforcement-policies/DD1180.PDF). If respirators are worn in the workplace, there are additional requirements as described in the [Safety Standard for Respirators](https://lni.wa.gov/safety-health/safety-rules/chapter-pdfs/WAC296-842.pdf).]

## Customer Masking [If Applicable]

Customers entering our workplace or building must wear face coverings. Customers must also stay 6 feet apart from each other and our employees. Signs that display social distancing and face covering requirements are posted at the entrance and in visible locations throughout the business. Tape or markers are on the floor six feet apart where needed.

Employees may not ask customers about their disabilities or about private medical information.

Our business will accommodate anyone who cannot wear a face covering due to approved exemptions, within reason. [More information about mask exemptions can be found [here](https://www.doh.wa.gov/Emergencies/COVID19/ClothFaceCoveringsandMasks)]. Employees will ask visitors unable to wear a face covering to maintain 6 feet social distancing. Our policy on addressing unmasked visitors include:  [list your policy. This may include offering disposable masks, contactless service, or other options].

## Employee Vaccination [If Applicable]

[You can require your employees be fully vaccinated. You must require your employees be fully vaccinated to allow them to remove their masks in certain areas, like non-public spaces. More information about determining the vaccinated status of your employees and masking can be read in [DOSH Directive 1.70, General Coronavirus Prevention](https://www.lni.wa.gov/safety-health/safety-rules/enforcement-policies/DD170.pdf), and [DOSH Directive 11.80, Face Coverings during COVID-19 Pandemic](https://www.lni.wa.gov/safety-health/safety-rules/enforcement-policies/DD1180.PDF). Select industries must have vaccinated employees per the [Governor’s Vaccine Mandate](https://www.governor.wa.gov/VaccineMandateFAQ).]

## Workplace Cleaning

Regular cleaning of our workplace helps prevent the spread COVID-19 and other diseases. Extra cleaning will be conducted should an employee report they have suspected or confirmed COVID-19.

*Insert your policy on regular cleaning of the workplace and regular cleaning of high touch surfaces, like door handles and shared equipment. Insert your workplace policy on cleaning an employee’s work area after a report that this employee had suspected or confirmed COVID-19.*

[You may already have a regular workplace cleaning policy and may not need one in your COVID-19 Plan. Ensure manufacturer’s instructions on cleaning and disinfectant products (for example, concentration, application method and contact time, and the required gloves, eye protection and eyewash requirements) used for cleaning are followed].

## Handwashing

Washing hands can keep you healthy and prevent the spread of COVID-19 from one person to the next. Germs can spread from other people or surfaces when you:

* Touch your eyes, nose, and mouth with unwashed hands.
* Prepare or eat food and drinks with unwashed hands.
* Touch a dirty surface or objects.
* Blow your nose, cough, or sneeze into hands and then touch other people’s hands or common objects.

[You may already have enough built-in handwashing facilities and may not need to address handwashing in your COVID-19 plan. If you do not have enough hand washing facilities to allow for frequent handwashing, identify how you are providing other ways for employees to wash or sanitize their hands.]

## Employees Sick with COVID-19

Employees sick with COVID-19 may not enter the workplace. Employees who become sick while at work must leave the workplace. Employees should contact *insert name* if they become sick with COVID-19.

*Describe your program to prevent sick employees from entering the workplace and ensuring sick employees are sent home.*

Cleaning will be conducted of the area the sick employee was in within 24 hours (if it becomes known within that timeframe).

*Describe your procedures for identifying employees who have had ‘close contact’ and ensuring quarantine of appropriate workers, as defined by the* [*Centers for Disease Control*](https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html) *and Prevention.*

[[Read](https://www.doh.wa.gov/Emergencies/COVID19/IsolationandQuarantineforCOVID19) more about isolation and quarantine for people sick with COVID-19 from the Washington Department of Health.]

## Additional requirements may apply to your workplace.

Add these sections to this policy as needed:

[ ] Social distancing

[ ] Barriers

[ ] [Industry specific requirements](https://www.governor.wa.gov/issues/issues/covid-19-resources/covid-19-reopening-guidance-businesses-and-workers)

[ ] COVID-19 Hazard Assessment

[ ] Managing break rooms

[ ] Documentation of employee vaccination status

[ ] COVID-19 testing

[ ] Employee screening.

[ ] Customer/visitor screening

[ ] Ventilation

[ ] Outbreak policy

[ ] Work related in-patient hospitalization or death reporting requirements

[ ] Coordination with other employers

[ ] System for communicating changes in COVID-19 policies and procedures

[ ] Shared temporary spaces such as vehicles or touchdown desks

[ ] Local city specific COVID-19 rules

## Appendix A: Sample COVID-19 Employee Training Log

Instructor name: Click or tap here to enter text. Date of training: Click or tap to enter a date.

|  |  |
| --- | --- |
| Employee Name | Employee Signature |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Appendix B: **COVID-19 Program Evaluation**

|  |  |  |  |
| --- | --- | --- | --- |
| **1 - Accident Prevention Program (APP):** | **YES** | **NO** | **N/A** |
| 1. Does the employer’s APP address COVID-19, or do they have a separate COVID-19 safety program?
 | [ ]  | [ ]  | [ ]  |
| 1. Does it cover how employees will be educated on the hazards of COVID-19?
 | [ ]  | [ ]  | [ ]  |
| 1. Does it cover the requirement for use of face coverings or more protective masks regardless of vaccination status?
 | [ ]  | [ ]  | [ ]  |
| 1. Does it address the requirement for regular workplace cleaning/sanitizing?
 | [ ]  | [ ]  | [ ]  |
| 1. Does it cover ensuring sick employees are not present in the workplace
 | [ ]  | [ ]  | [ ]  |
|  |  |  |  |
| **2 – Vaccinations** |  |  |  |
| 1. Is this business in an industry where vaccination of all employees has been mandated?
 | [ ]  | [ ]  | [ ]  |
| 1. If “yes”, then does the employer have a process in place to verify employee vaccination status?
 | [ ]  | [ ]  | [ ]  |
| 1. If “yes”, is the employer taking steps to ensure only staff who are vaccinated or exempt are working at the location?
 | [ ]  | [ ]  | [ ]  |
|  |  |  |  |
| **3 - Masking and Social Distancing:** |  |  |  |
| 1. Is the employer taking steps to prevent COVID-19 transmission, to include requiring face coverings or more protective masks for employees regardless of vaccination status?
 | [ ]  | [ ]  | [ ]  |
| 1. Is the employer requiring and enforcing mask use and social distancing for unvaccinated employees and those whose vaccination status is unknown?
 | [ ]  | [ ]  | [ ]  |
| 1. Are barriers or shields present in areas where social distancing cannot otherwise be accomplished between employee work locations, and other locations as appropriate (such as checkout in grocery and retail)?
 | [ ]  | [ ]  | [ ]  |
| 1. If the business is “public facing”, is there appropriate signage in place regarding use of masks by visitors/public?
 | [ ]  | [ ]  | [ ]  |
| 1. If the business is “public facing”, are there procedures established and followed to provide curbside service or somehow accommodate visitors/public who are unable to wear masks?
 | [ ]  | [ ]  | [ ]  |
|  |  |  |  |
| **4 –Is sufficient cleaning/sanitizing for the prevention of COVID-19 and other communicable diseases being done?** | [ ]  | [ ]  | [ ]  |
|  |  |  |  |
| **5 – Handwashing:** |  |  |  |
| 1. Are handwashing facilities available in sufficient quantity?
 | [ ]  | [ ]  | [ ]  |
| 1. Are handwashing facilities appropriately supplied with soap and water?
 | [ ]  | [ ]  | [ ]  |
| 1. Where employers cannot provide unlimited access to full handwashing facilities at all times, have they provided alternate means for frequent hand cleaning (portable wash stations, wipes or towelettes with water and soap, or hand-sanitizer solutions)?
 | [ ]  | [ ]  | [ ]  |