



# COVID-19 WORKPLACE REQUIREMENTS

Staying Safe!

# PURPOSE

To provide information about the requirements needed to begin reopening businesses safely and allow essential businesses to continue operating. These requirements were developed by L&I to protect workers and help reduce the spread of COVID-19.



# Mandatory General Requirements for Employers

- **Social Distancing.**
  - **As June 2020 all employees are required to wear a Face Mask.**
- **Frequent and adequate hand washing.**
- **Routine and Additional Cleaning and sanitizing.**
- **Establish Procedures for Sick Workers**
- **Employee education on COVID-19 Workplace Hazards**
- **Provide Personal Protective Equipment**



# Social Distancing

## Requirement

**\*\*WAC 296-800-11045\*\***

### ***Protect employees from biological agents***

Occupied workstations are separated by 6 feet or have physical barriers between human breathing zones.

Only infrequent intermittent passing within 6 feet is allowed between employees without wearing coverings, masks or respiratory protection

Reduce the number of workstations in use at a given time.

**A cloth face covering, mask or respirator must be used for work; choose the right one based on the risk level of the job.**

Use dividers or floors markings to distinguish appropriate spacing for people waiting in lines or in front of service counters.



## Recommendations

Designate one or more employee(s) as a “physical distance monitor” — similar to a safety monitor to ensure social distancing practices are consistently followed.

Move certain tasks or meetings to times and/or locations with fewer people present.

Control the number of people entering the building or office.

Hold gatherings in larger spaces or outdoors — where workers can readily spread out.

Have workers take separate vehicles when the passenger space in vans and trucks doesn’t allow for social distancing.

Utilize virtual online meetings and text messaging instead of in-person meetings.

Reduce in-person visits with clients and customers; rely on email, text, and online meetings.

**\*\*This is the primary WAC code to be used for social distancing practice and face mask violations. This may include situations such as ineffective barrier or ventilation systems, or specifically allowing workers to be in close proximity, but where there is no written record of a policy or management decision\*\***

# Frequent and Adequate Handwashing

## Requirement

**WAC 296-800-23025**

### **PROVIDE CONVENIENT AND CLEAN WASHING FACILITIES.**

Provide enough fixed or portable hand washing facilities or stations at workplaces and jobsites so employees can wash their hands frequently with soap and hot and cold (or tepid) running water.

Require hand washing when arriving at work, taking breaks, using the bathroom, before and after eating, drinking or using tobacco products, and after touching contaminated surfaces.

**\*\*Provide hand sanitizer stations/supplies, wipes, or towelettes in portable containers to facilitate frequent hand sanitizing (between hand washing) after handling objects touched by others.**



## Recommendation

Require workers to wash hands frequently and effectively when they arrive at work, leave their workstations for breaks, use the bathroom; before and after they eat or drink or use tobacco products; and after touching any surfaces suspected of being contaminated.

Provide supplemental hand sanitizer stations, wipes or towelettes, or clean water and soap in portable containers to facilitate more frequent handwashing after handling objects touched by others.

***\*\*Gloves may be provided, but also must be washed regularly to prevent the spread of the virus. This may help for workers whose hands are bothered by frequent washing and sanitizing\*\****

***\*\*Where employers cannot provide unlimited access to full handwashing facilities at all times, they must provide alternate means for frequent hand cleaning\*\****

# Routine and Frequent Cleaning is Required

## Requirement

WAC 296-800-22005

### **KEEP YOUR WORKPLACE CLEAN**

Establish a housekeeping schedule to address regular, frequent, and periodic cleaning.

Provide appropriate and adequate cleaning supplies for scheduled and, when necessary, spot cleaning and cleaning after a suspected or confirmed COVID-19 case.

The first step in cleaning is to remove buildups of dirt and other materials on surfaces.

***\*\*Disinfecting is the second step and is primarily needed for high touch surfaces. Effective diluted bleach solutions or an EPA approved disinfectant must be used to make sure this is effective.\*\****

Surfaces that are regularly touched by workers must be cleaned regularly to maintain a visibly clean state (no obvious soiling, smearing, or streaks).



## Recommendations

Ensure employees follow effective cleaning procedures and use protective gloves and eye/face protection (e.g. Face shields and/or goggles) when mixing, spraying, and wiping with liquid cleaning products, like diluted bleach.

Make sure shared work vehicles are regularly cleaned and disinfected.

Keep safety data sheets (SDS) for all disinfectants on site.

***Don't mix chemicals*** — many are incompatible; and be sure to dilute and use chemicals per manufacturer specifications.

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

# Address Sick Employees

## Requirement

Ensure a system for preventing sick employees to be present at work.

Identify and send home or isolate workers who develop signs of COVID-19 illness.

Cordon off areas temporarily until they are deep cleaned and sanitized after reports of an employee with suspected or confirmed COVID-19 illness.

Do not allow other workers into these areas until the cleaning is complete.

Identify and isolate workers who exhibit signs or symptoms of COVID-19 illness



## Recommendations

Encourage workers to report concerns and use paid sick leave.

Conduct daily COVID-19 symptoms checks of employees, contractors, suppliers, customers and visitors entering the worksite; for example, use a brief questionnaire.

Keep workers away from areas being deep cleaned.

# Employee Education on COVID-19 Workplace Hazards

## Requirement

Post posters/information from the local health department, state Department of Health, Center for Disease Control and Prevention, and other authorities.

Establish a process for deep cleaning after any worker leaves the workplace reporting a suspected or confirmed case of COVID-19.

Inform workers about the steps being taken in the workplace to establish social distancing, increased handwashing, and to prevent the spread of the virus.

Make information for workers available in the language they understand best.



## Recommendations

Regularly communicate important safety messages and updates.

Post readable signs prominently throughout the worksite with messages about social distancing, frequent hand washing, required PPE, respiratory etiquette, and illness reporting.

Post relevant information from DOSH, OSHA, local and state health departments, the Centers for Disease Control and Prevention, and other similar COVID-19 authorities.

Provide ways for workers to express any concerns and ideas to improve safety.

# Provide Personal Protective Equipment

## Requirement

**WAC 206-800-160**

### ***Personal Protective Equipment***

Select appropriate PPE for your employees if hazards are present, or likely to be present and care when respirators are necessary.

Approved respirators such as N95s are not normally recommended, but may be appropriate where workers must remain in very close proximity to others.

Employers must establish a Respiratory Protection Program per the Respirators Rule (**WAC 296-842**) to ensure proper use.



## Recommendations

Loose-fitting face masks or cloth face covers (e.g., scarves and homemade masks) must be worn by workers as a best practice measure to prevent the wearer from transmitting droplets from coughs and sneezes; but they do not prevent inhalation of fine aerosols and are not protective in close proximity.

Post readable signs prominently throughout the worksite with messages about social distancing, frequent hand washing, required PPE, respiratory etiquette, and illness reporting.

Workers should not touch their mouth, nose, eyes, and nearby surfaces when putting on, using, and removing PPE and masks.

Face shields can prevent direct exposure to sneezes or coughs; they also provide protection from cleaning chemicals and disinfectants.

# Recording Cases of COVID-19

## Requirement

Under OSHA's recordkeeping requirements, COVID-19 is a recordable illness, and thus employers are responsible for recording cases of COVID-19:

The case is a confirmed case of COVID-19, as defined by the Centers for Disease Control and Prevention

The case is work-related as defined by 29 CFR 1904.5

The case involves one or more of the general recording criteria set forth in 29 CFR 1904.7



## Recommendations

If you have concerns about exposures to another pathogen, Technical Services must be consulted on procedures specific to that pathogen.

Health surveillance can be done to identify early signs of infection, and separate workers who may present a risk to others.

Surgical face masks (loose fitting cloth covers over the mouth and nose) do not prevent respiration of fine aerosols and are not protective in close proximity. The primary purpose for these devices are to prevent exposures to others and may have a use when individuals enter the workplace with a cough or sneeze.

Employers are not expected to have comprehensive COVID-19 prevention programs at this point.

Violations of the sections of WAC 296-800-140, Accident Prevention Program, should be considered where the employer does not communicate workplace specific expectations to workers or is not effective in implementing those expectations

# Additional Information

## Recommendations

Update your Accident Prevention Program (APP) to include awareness and prevention measures for diseases and viruses.

Businesses are strongly encouraged to coordinate with state and local health officials so timely and accurate information can guide appropriate responses

Bloodborne Pathogens standard (**WAC 296-823**) applies to occupational exposure to human blood and other potentially infectious materials that typically do not include respiratory secretions that may contain SARS-CoV-2 (unless visible blood is present). However, the provisions of the standard offer a framework that may help control some sources of the virus, including exposures to bodily fluids (e.g., respiratory secretions) not covered by the standard.



## Recommendations

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QUESTIONS?

# Additional Resources

- Washington State COVID-19 Response “New Normal” Planning: [https://21652974-25d8-4ff1-bbc0-8687c8ec1f64.filesusr.com/ugd/e29733\\_d8ffb73aa9bb4977a67c7d3b42c2ad81.pdf](https://21652974-25d8-4ff1-bbc0-8687c8ec1f64.filesusr.com/ugd/e29733_d8ffb73aa9bb4977a67c7d3b42c2ad81.pdf)
- Department of L&I COVID 19 Page: <https://www.lni.wa.gov/safety-health/safety-topics/topics/coronavirus#fact-sheets-and-prevention-materials>
- Coronavirus (COVID-19) Prevention: <https://www.lni.wa.gov/forms-publications/F414-164-000.pdf>
- OSHA Guidance on Preparing Workplace for COVID-19: <https://www.osha.gov/Publications/OSHA3990.pdf>
- DOSH Hazard Alert: <https://www.lni.wa.gov/safety-health/preventing-injuries-illnesses/hazardalerts/CoronavirusHazAlert.pdf>
- Coronavirus (COVID-19) Prevention: General Workplace Requirements – SUMMARY: <https://www.lni.wa.gov/forms-publications/F414-167-000.pdf>
- DOSH Directive 1.70: <https://www.lni.wa.gov/safety-health/safety-rules/enforcement-policies/DD170.pdf>
- Revised Enforcement Guidance for Recording Cases of Coronavirus Disease 2019 (COVID-19): <https://www.osha.gov/memos/2020-05-19/revised-enforcement-guidance-recording-cases-coronavirus-disease-2019-covid-19>





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