**Kittitas County COVID-19 Business Safety Plan Worksheet – Low Risk Jobs**

Kittitas County Public Health Officials want to ensure reopening of businesses throughout the county while maintaining the health and safety of employees and the public. Please complete a safety plan for your business or organization.

**Lower Exposure Risk Jobs:** jobs that do not require contact with people known to be, or suspected of being, infected with COVID-19 patients nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

**Sources of Information to Help you Complete this Worksheet:**

* Washington State Department of Labor & Industries - Coronavirus (COVID-19) Prevention: General Requirements and Prevention Ideas for Workplaces: <https://www.lni.wa.gov/forms-publications/F414-164-000.pdf>
* Work Hard, Work Smart, Work Safe booklet and Back to Business Toolkit:

<https://growthzonesitesprod.azureedge.net/wp-content/uploads/sites/879/2020/05/Work-Hard-Smart-Safe-DRAFT_4.19.20-3-11.pdf>

<https://growthzonesitesprod.azureedge.net/wp-content/uploads/sites/879/2020/05/Back-to-Business-Toolkit.pdf>

**Note:** Additional PPE and engineering controls are not recommended by OSHA for workers in the lower exposure risk group. Workers should continue to use the PPE and engineering controls, if any, that they would ordinarily use or required for other job tasks.

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| **Business Name** |  |  |  | **Contact Person** |  |  |
| **Address** |  |  |  | **Phone** |  |  |
|  |  |  |  | **Email** |  |  |
|  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **# of Employees** |  |  |  | **Square Footage** |  |  |
| **Hours of Operation** |  |  |  | **# of Customers/hour** |  |  |

**Description of Business/Organization Plan:**

1. **Mandatory Social Distancing**

Current COVID19 standards require people, including employees, customers, and the public to maintain 6 feet of social distancing. Please describe how you will maintain social distancing (choose only those that apply):

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| --- | --- | --- | --- | --- | --- |
| **❑** | Spacing for customers |  | **Describe:** |  |  |
| **❑** | Spacing for employees |  | **Describe:** |  |  |
| **❑** | Limiting # of customers |  | **Describe:** |  |  |
| **❑** | Limiting # of employees |  | **Describe:** |  |  |
| **❑** | Physical barriers |  | **Describe:** |  |  |
| **❑** | Visual cues/Signage |  | **Describe:** |  |  |
| **❑** | Different service model (call in, drive through, virtual) |  | **Describe:** |  |  |

\*When it’s impossible to maintain social distancing or frequent hand hygiene, use of facial coverings is highly recommended

1. **Frequent and Adequate Handwashing**

Current COVID19 standards require employees as well as customers and the public, to wash their hands frequently and effectively. Please describe how you will ensure frequent and adequate handwashing occurs within your facilities:

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1. **Facilities and Surface Cleaning**

Current COVID19 standards recommend businesses engage in frequent cleaning of surfaces, including high touch areas and general cleaning practices. Please describe your plan for cleaning surfaces:

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **❑** | Cleaning high touch areas |  | **Describe:** |  |  |
| **❑** | General cleaning practices |  | **Describe:** |  |  |

1. **Policies for Sick Employees**

Current COVID19 standards require businesses/organizations have procedures to address sick employees. Please describe your business/organizations plan to address sick employees related to COVID-19:

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1. **Workplace Hazard Communication and Education About COVID-19**

factsheets available at [www.Lni.wa.gov/safety-health/safety-topics/topics/coronavirus](http://www.Lni.wa.gov/safety-health/safety-topics/topics/coronavirus)

Source for current COVID-19 information: CDC COVID-19 website: [www.cdc.gov/coronavirus/2019-ncov](http://www.cdc.gov/coronavirus/2019-ncov)

Describe how your business/organization will monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information.

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