

Kittitas County COVID-19 Business Safety Plan Worksheet – Medium 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.

Medium Exposure Risk Jobs: jobs that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with COVID19 but are not known or suspected to have COVID-19. Workers in this category are working in areas with ongoing community transmission of COVID-19 patients:

- Frequent contact with travelers who may return from locations with widespread COVID-19 transmission.
- Contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings).

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:
[file:///C:/Users/dcbam/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/83HCPI8F/WA%2019%20COVID%20Prevention%20for%20Workplace%20\(002\).pdf](file:///C:/Users/dcbam/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/83HCPI8F/WA%2019%20COVID%20Prevention%20for%20Workplace%20(002).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>

| | | | |
|---------------------------|------------------------------------|----------------------------|---|
| Business Name | Shoemaker Manufacturing Co. | Contact Person | Brandis Van Iterson |
| Address | 618 E First St. | Phone | 509.852.3079 |
| | Cle Elum, WA 98922 | Email | brandisvaniterson@shoemakermfg.com |
| # of Employees | 95 | Square Footage | 220,000 |
| Hours of Operation | 7-4:30 p.m. | # of Customers/hour | 0 |

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 (only choose those that apply):

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| <input checked="" type="checkbox"/> | Spacing for customers | Describe: | n/a, we are not a retail operation. Customer visits to factory are not allowed at this time. |
| <input checked="" type="checkbox"/> | Spacing for employees | Describe: | In assembly departments, the # of workers are limited to the amount of workstations spaced 6’ apart. Shoulder to shoulder work is not allowed. Common spaces, such as lunchrooms, have had chairs removed and the remainder placed 6’ apart. In-person meetings can have no more than 4 people in the large conference room only. Any meetings that require more attendees or non-Shoemaker employees, must be scheduled virtually. Employees that work in cubicles have been |

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| | | | distributed to both floors of the office building to ensure a minimum of 6' spacing. |
| x | Limiting # of customers | Describe: | No customer visits are currently allowed. |
| x | Limiting # of employees | Describe: | In assembly departments, the # of workers are limited to the amount of workstations spaced 6' apart. Most departments, due to the nature of the work and the available sq footage naturally have more than adequate distancing available. |
| <input type="checkbox"/> | Physical barriers | Describe: | 6' distances are marked throughout factory and work areas on floor with tape. There is hygiene signage and social distancing signage posted throughout factory and office. Reminders are announced frequently in team huddles. |
| x | Visual cues/Signage | Describe: | A buzzer also sounds on the :45 of every hour between 7 and 4 p.m. to notify departments to carry out their cleaning protocols. |
| <input type="checkbox"/> | 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

2. 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:

There are 8 areas in the factory where hot water and soap are available for handwashing. There are bathrooms on both floors of the office building with hot water and soap. There is also hand sanitizer and disinfectant available in all common areas, desks and work areas. Employees are reminded daily about good hygiene practices. When the buzzers sound on the :45 of every hour to start cleaning protocols, it is also a reminder for employees to wash and/or sanitize hands.

3. 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>

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| x | Cleaning high touch areas | Describe: | See factory cleaning and disinfecting section of the included Coronavirus Action Plan. |
| x | General cleaning practices | Describe: | In addition to our in-house cleaning protocols referenced above, there are 8 additional hours each day of staff time specifically dedicated to cleaning. |

4. Personal Protective Equipment (PPE)

Current COVID19 best practice standards include use of personal protective equipment (PPE) to maintain the health of your employees, customers, and the public. Please describe your PPE plan including what your employees would ordinarily use or are required to use to perform job tasks (choose only those that apply):

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|----------|----------------|------------------|--|
| x | Masks | Describe: | Not required, but are available for all employees and their families at no cost. |
| x | Gloves | Describe: | Gloves are required for some jobs and are currently available to all employees at no cost. |
| x | Eye Protection | Describe: | Safety glasses are required while working on the factory floor. |

5. 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.

Employees have been given a self-assessment card and are asked to conduct a self-assessment prior to coming to work and at the lunch break. If employees are showing any symptoms (fever, cough, chills, aches, etc.) they are not allowed to come to work or are to immediately leave work. Employees are aware of the various programs available to them to cover their time away from work due to COVID-19 or symptoms related to COVID-19. Supervisors will ask anyone showing symptoms at work to leave work immediately. Thermometers are available for employee use if they do not have access to one at home.

6. Workplace Hazard Communication and Education About COVID-19

Factsheets available at 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

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

Shoemaker uses our “huddles” (daily 5-minute meetings at the start of every shift, all employees are required to attend) to quickly disseminate information. We also post communication at the timeclocks. Shoemaker uses a text message platform to rapidly communicate to employees when we are not operating. Our HR and leadership team members closely monitor the Kittitas County Public Health communications as well as state and federal communications to remain compliant and ensure employees have access to important information.