

Appendix E: Coronavirus Safety Plan & Approach

Reopening business and physical distancing measures.



The Department of Labor & Industries (L&I) requires Washington employers to provide a safe and healthy workplace and implement the Governor’s proclamation to ensure coronavirus prevention.

Plan	THA Stage 1 May 5-June 21	THA Stage 2 June 22-July 25 (as long as Pierce County has been approved by the state)	THA Stage 3 July 26-August 22 (as long as Pierce County has been approved by state)	THA Stage 4 August 23 (The New Normal) (as long as Pierce County has been approved by state)
PHYSICAL DISTANCING	<ul style="list-style-type: none"> As of June 8, all employees are required to wear face coverings and follow the Protective Masks Guidelines on the CoC Plan. Offices closed to the public. Limited number of staff physically return to work (25-50%) if physically distancing of 6 feet can be maintained. Non-client facing staff are encouraged to work from home. Public meetings held remotely. Client meetings held by phone or virtually. 6 feet social distancing at all times. Follow social distancing guidelines on the Workplace Safety Checklist. Essential travel only. Spread apart through staggered schedules, telework, and reduced capacity on-location based on <i>THA’s Physical Workspace Safety Matrix</i>. Arrange furniture in meeting rooms and lobbies to social distancing guidelines using cues. 	<ul style="list-style-type: none"> Continue to follow the Protective Masks Guidelines. Offices closed to the public. Limited number of staff physically return to work (25-50%) if physically distancing of 6 feet can be maintained. Non-client facing staff are encouraged to continue to work from home. Client meetings held by phone or virtually. Emergency food resources provided for clients at safe locations at properties (6 feet distance). Some internal meetings held in conference rooms with social distancing. 6 feet social distancing still adhered to by all staff. Computer labs at properties open by appointment only (2 people at a time). Masks to be worn when not in office/cubicle and/or when unable to stay 6 feet away from others. 	<ul style="list-style-type: none"> Continue to follow the Protective Masks Guidelines. Offices partially open to the public by appointment only. Limited number of staff physically return to work (25-50%) if physically distancing of 6 feet can be maintained. Provide flexible working options and telecommute based on agreement with supervisor. Non-client facing staff are encouraged to work from home. Social distancing will remain in place. Reconfigure workstations and offices so that staff do not face each other. Travel expanded to non-essential staff. Option to meet with clients and outside partners in person or virtually. Emergency food resources provided for clients at safe locations at properties (6 feet distance). 	<ul style="list-style-type: none"> Continue to follow the Protective Masks Guidelines. Offices now open to the public with limited number of guests in lobbies. Remain social distancing. Essential staff return to offices and sites up to 75% (split shift, telecommute). Provide flexible working options and telecommute based on agreement with supervisor. Non-client facing staff to telework through December 31, 2020. Community rooms at Senior & Disabled (S&D) buildings now open for resident and TRAC meetings. Community partners can host meetings in S&D community rooms. Partners will need to submit a plan to demonstrate social distancing. Computer labs at properties in full operation. Playgrounds at properties open to

	<ul style="list-style-type: none"> • Mark public areas with social distancing cues. • Appoint a Coronavirus site supervisor at each property. • Use remote meeting options when possible. • Remove most of the chairs in breakrooms and discourage gatherings. • Increase ventilation in the buildings by opening windows and ensuring HVAC system is running properly. • Limit one person per agency vehicle. • Regulate the use of common areas with clear signage including maximum occupancy limits. • Remove magazines and toys from lobbies. • Staff to ensure all shared utensils are placed in the dishwasher after use. 	<ul style="list-style-type: none"> • Follow social distancing guidelines on Workplace Safety Checklist. Install plexiglass shields at public counters. • Implement a reservation system to reduce crowds and text/call patrons when they can receive services. • Take drinking fountains out of service to eliminate high-touch points. Encourage staff, customers and guests to bring their own water bottles. • Provide and require sanitizing wipes for vending machine(s) and appliances to be wiped down after each use. • Reorganize public spaces (i.e., hallways) to support one-way traffic flow to reduce congestion points. • Limit entrances to one per building to improve screening. All exits will remain accessible. • In use/available signs by restrooms with glove dispenser. 	<ul style="list-style-type: none"> • Conference rooms open for meetings as long as capacity is limited to less than 50 persons and physical distancing of 6 feet is followed. • Return all chairs to kitchen. • Computer labs at properties open by appointment only (3 people at a time). • Community rooms in Family Properties open for gatherings up to 50 people. • Screen clients for illness before entering buildings using the THA Screening Form. Document name, date and contact information for all visitors and staff entering building. • Allow people to use drinking fountains. • Continue to provide sanitizing wipes for vending machine(s) and appliances. • Playgrounds at properties open for 20 or fewer people. Follow Metro Parks guidance for reopening playgrounds. • Open all entrances for employees. 	<p>all.</p> <ul style="list-style-type: none"> • Option to meet with clients in person or virtually.
<p>LOCATION DISINFECTION & SANITATION</p>	<ul style="list-style-type: none"> • Provide self-check stations with thermometers at all employee entrances. • Regularly sanitize common areas in employee work areas and public lobbies per CDC cleaning requirements. • Provide hand sanitizers at the top and bottom of stairwells, 	<ul style="list-style-type: none"> • Regularly sanitize common areas in employee work areas and public lobbies per CDC cleaning requirements. • Continue to provide hand sanitizers at the top and bottom of stairwells, building entrances, work areas, meeting spaces and lobbies. 	<ul style="list-style-type: none"> • Continue to regularly sanitize common areas in employee work areas and public lobbies per CDC cleaning requirements. • Continue to provide hand sanitizers at the top and bottom of stairwells, building entrances, work areas, meeting spaces and lobbies. 	<ul style="list-style-type: none"> • Continue to regularly sanitize common areas in employee work areas and public lobbies per CDC cleaning requirements. • Continue to provide hand sanitizers at the top and bottom of stairwells, building entrances, work areas, meeting spaces and lobbies.

	<ul style="list-style-type: none"> building entrances, work areas, meeting spaces and lobbies. Promote and practice frequent hand washing by placing posters in restrooms and kitchen. Staff to disinfect individual workspaces between each shift. Maintenance to disinfect common area contact surfaces such as door handles, railings, elevator buttons, bathroom surfaces, kitchen appliances, surfaces, and sign-in areas. Maintenance to isolate and then deeply sanitize areas where an exposed person was and follow THA's <i>COVID Exposure Procedures</i>. Provide in use/available signs by restrooms with glove dispensers. 	<ul style="list-style-type: none"> Promote and practice frequent hand washing. Staff to disinfect individual workspaces between each shift. Maintenance to disinfect common area contact surfaces such as door handles, railings, elevator buttons, bathroom surfaces, kitchen appliances, surfaces, and sign-in areas. Maintenance to isolate and then deeply sanitize areas where an exposed person was and follow THA's <i>COVID Exposure Procedures</i>. 	<ul style="list-style-type: none"> Promote and practice frequent hand washing. Staff to disinfect individual workspaces between each shift. Maintenance to disinfect common area contact surfaces such as door handles, railings, elevator buttons, bathroom surfaces, kitchen appliances, surfaces, and sign-in areas. Maintenance to isolate and then deeply sanitize areas where an exposed person was and follow THA's <i>COVID Exposure Procedures</i>. 	<ul style="list-style-type: none"> Promote and practice frequent hand washing. Staff to disinfect individual workspaces between each shift. Maintenance to disinfect common area contact surfaces such as door handles, railings, elevator buttons, bathroom surfaces, kitchen appliances, surfaces, and sign-in areas. Maintenance to isolate and then deeply sanitize areas where an exposed person was and follow THA's <i>COVID Exposure Procedures</i>.
PPE UTILIZATION	<ul style="list-style-type: none"> Employees not working alone will wear masks or face shields. Employees working in senior disabled buildings will always wear masks. Supply masks, hand sanitizer, and disinfectants. Provide gloves outside restrooms and limit to one person. Encourage people to use their own pens. Supply tissues and trash cans. 	<ul style="list-style-type: none"> Employees not working alone will wear masks or face shields. Employees working in senior disabled buildings will always wear masks. Supply masks, hand sanitizer, and disinfectants. Continue to provide gloves outside restrooms and limit to one person. Encourage people to use their own pens. 	<ul style="list-style-type: none"> All visitors will be encouraged to wear cloth face coverings and do a wellness check prior to entering the building. THA will provide masks for those that do not bring their own. Employees not working alone will wear masks or face shields. Employees working in senior disabled buildings will always wear masks. Supply masks, hand sanitizer, and disinfectants as available, upon request. Continue to provide gloves outside restrooms and limit to one person. 	<ul style="list-style-type: none"> Continue to encourage all visitors to wear cloth face coverings and do a wellness check prior to entering the building. THA will provide for those that do not bring their own. Employees not working alone will continue to wear masks or face shields. Employees working in senior disabled buildings will always wear masks. Supply masks, hand sanitizer, and disinfectant as available, upon request. Continue to provide gloves outside restrooms and limit to one person.

COVID-19 SAFETY & HAZARD TRAININGS	<ul style="list-style-type: none"> • Employees will take an initial, online COVID and prevention course. Supervisors will follow-up with staff check-ins and refresher training when needed. • Employees, supervisors, and COVID site supervisors will follow COVID safety checklists. • Prominently post DOH prevention posters in work areas, public areas, building entrances, kitchens and restrooms. • Post COVID safety plan and face mask guidelines in public areas and work areas. 			
COVID-19 EXPOSURE INCIDENT REPORTING & SYMPTOM MONITORING	<ul style="list-style-type: none"> • Require employees with COVID symptoms to stay home until cleared by a health assessment or quarantine for at least 14 days. • Employees to do a self-wellness check prior to going to work. • Monitor employee wellness on location. • Establish safe work plans for high risk employees. • Require ill or COVID exposed staff to report their condition to supervisor and follow health department guidelines. • In the event of an outbreak or an exposure, staff, supervisors, and the Emergency Operation Committee will follow THA’s COVID Exposure Procedures and guidance from health department officials. • Employees that have been 	<ul style="list-style-type: none"> • Require employees with COVID symptoms to stay home until cleared by a health assessment or quarantine for at least 14 days. • Employees to do a self-wellness check prior to going to work. • Monitor employee wellness on location. • Establish safe work plans for high risk employees. • Require ill or COVID exposed staff to report their condition to supervisor and follow health department guidelines. • In the event of an outbreak or an exposure, staff, supervisors, and the Emergency Operation Committee will follow THA’s COVID Exposure Procedures and guidance from health department officials. • Employees that have been traveling or think they have been 	<ul style="list-style-type: none"> • Require employees with COVID symptoms to stay home until cleared by a health assessment or quarantine for at least 14 days • Employees to do a self-wellness check prior to going to work. • Monitor employee wellness on location. • Establish safe work plans for high risk employees. • Require ill or COVID exposed staff to report their condition to supervisor and follow health department guidelines. • In the event of an outbreak or an exposure, staff, supervisors, and the Emergency Operation Committee will follow THA’s COVID Exposure Procedures and guidance from health department officials. • Employees that have been 	<ul style="list-style-type: none"> • Require employees with COVID symptoms to stay home until cleared by a health assessment or quarantine for at least 14 days • Employees to do a self-wellness check prior to going to work. • Monitor employee wellness on location. • Continue to establish safe work plans for high risk employees. • Require ill or COVID exposed staff to report their condition to supervisor and follow health department guidelines. • In the event of an outbreak or an exposure, staff, supervisors, and the Emergency Operation Committee will follow THA’s COVID Exposure Procedures and guidance from health department officials. • Employees that have been

	<p>traveling or think they have been exposed must quarantine for at least 14 days or be cleared by a health assessment prior to returning to the work site.</p> <ul style="list-style-type: none"> • COVID Site Supervisors appointed. Tasked with monitoring and reminding staff of social and physical distancing, wellness screening and facemask procedures. 	<p>exposed must quarantine for at least 14 days or be cleared by a health assessment prior to returning to the work site.</p> <ul style="list-style-type: none"> • COVID Site Supervisors continue to monitor and remind staff of social and physical distancing, wellness screening and facemask procedures. 	<p>exposed must quarantine for at least 14 days or be cleared by a health assessment prior to returning to the work site.</p> <ul style="list-style-type: none"> • COVID Site Supervisors continue to monitor and remind staff of social and physical distancing, wellness screening and facemask procedures. 	<p>exposed must quarantine for at least 14 days or be cleared by a health assessment prior to returning to the work site.</p> <ul style="list-style-type: none"> • COVID Site Supervisors continue to monitor and remind staff of social and physical distancing, wellness screening and facemask procedures.
COMMUNICATION	<ul style="list-style-type: none"> • Communicate to staff what is being done to mitigate the spread of COVID-19. • Establish formal and informal routes of communication for staff to express concerns, questions, comments, and feedback. • Notify staff of new workplace policies and changes prior to reopening and upon resuming operations. • Ensure staff know what to do if they feel like they have been exposed to COVID-19 or have tested positive for COVID-19. 	<ul style="list-style-type: none"> • Continue to communicate to staff what is being done to mitigate the spread of COVID-19. • Address concerns, questions, comments, and feedback regarding COVID-19. • Ensure staff know what to do if they feel like they have been exposed to COVID-19 or have tested positive for COVID-19. • Communicate with clients and residents how THA is moving into Phase II. 	<ul style="list-style-type: none"> • Continue to communicate to staff what is being done to mitigate the spread of COVID-19. • Continue to address concerns, questions, comments, and feedback regarding COVID-19. • Ensure staff know what to do if they feel like they have been exposed to COVID-19 or have tested positive for COVID-19. • Communicate with clients and residents how THA is moving into Phase III. 	<ul style="list-style-type: none"> • Continue to communicate to staff what is being done to mitigate the spread of COVID-19. • Continue to address concerns, questions, comments, and feedback regarding COVID-19. • Ensure staff know what to do if they feel like they have been exposed to COVID-19 or have tested positive for COVID-19. • Communicate with clients and residents how THA is moving into Phase III.

Employee's COVID Prevention and Workplace Safety Checklist	
	Have you completed the required COVID Training?
	Are you wearing a mask and/or face shield when you are in the presence of other people and/or in senior/disabled buildings? Face masks are required when not working alone. Masks are encouraged but not required for visitors.
	Are you observing the new and reduced, maximum occupancy for your work area?
	Do you wash hands frequently and effectively when you arrive at work; leave your workspace for breaks; use the bathroom; before and after eating, drinking, or using tobacco products; and after touching any surface suspected of being contaminated?
	Do you ensure that you, your clients, and co-workers are always 6-feet apart?
	Are you taking breaks, performing activities and taking lunch in shifts to limit gatherings? Any time two or more persons must meet, ensure minimum 6-feet of separation.
	When using a THA vehicle are abiding by the limit of one person per vehicle?
	Do you host remote meetings whenever possible?
	Did you contact clients to inquire about COVID-19 symptoms before making a house visit? While at the client did you wear PPE and maintain 6-feet when in a room with another or remove everyone from the room you are in?
	Before and after each use, do you sanitize your workspace, equipment, writing instruments, microwave, fridge, vending machine(s) and/or kitchen items?
	Before and after each use, do you sanitize the counters, protective partitions, writing instruments, computers, and chair handles after each client use?
	Are you asking clients and guests to observe social distancing measures when needed?
	Did you tell your supervisor when you are feeling ill? Or, have been exposed to COVID? Stay home if you are ill or exposed to COVID!
	Will you tell your supervisor if you have COVID or were exposed to someone who does?
	Do you wear protective gloves when sharing equipment or tools with co-workers or tenants?
	Have you read THA's COVID safety plan for personal protection equipment, on-location physical distancing, hygiene, sanitation, symptom monitoring, incident reporting, location disinfection procedures, COVID-19 safety training, exposure response procedures?
	Is the furniture arranged 6-feet apart for your clients, your meetings? Workspace?
	Are social distance markers posted on floors and seating in lobby & public seating area?
	Is the COVID prevention poster from DOH visibly posted in all public and workplace areas?
	Do you know the maximum capacity for your office? Work area? Meeting rooms?
	Do you have face masks, gloves, sanitizing supplies?
	Is hand sanitizer available in public and meeting areas?
	Do you know who your COVID Safety Supervisor is?

Supervisor's COVID Prevention and Workplace Safety Checklist	
	Have you and your staff read THA's COVID safety plan for personal protection equipment, on-location physical distancing, hygiene, sanitation, symptom monitoring, incident reporting, location disinfection procedures, COVID-19 safety training, and exposure response procedures?
	Have you and your staff completed THA's online COVID training? This is required.
	Do your employees have the <i>Employee's Covid Prevention and Workplace Safety Checklist</i> ?
	Have you marked floors and seating with 6-foot social distance cues?
	Are social distance notices and max capacity notices posted in visible areas for visitors and staff?
	Is the COVID prevention poster from DOH visibly posted in all public and workplace areas?
	Is the furniture arranged for social distancing in meeting and workspace 6-feet apart?
	Are your staff trained to enforce lobby or meeting room capacity and social distancing measures?
	Have you arranged for staggered or alternative work schedules to maintain a 50% capacity and/or 6-foot distance as outlined in the COVID Safety Plan?
	Do you monitor your staff for wellness at the beginning of on-site shifts? Required by RCW's.
	Will you report to the EOC when staff have COVID or have been exposed to someone who has it?
	Will you ensure that your staff go home if they are ill?
	Do you and your staff wear masks when not working alone? Masks are required. Visitors are encouraged, but not required to wear masks.
	Are your staff self-sanitizing workspace, equipment, writing instruments, before and after each use?
	Are your staff self-sanitizing workspace, equipment, writing instruments, before and after each client's use?
	Is hand sanitizer available in your work and meeting areas?
	Are sanitizing chemicals, masks, and gloves easily available in the staff work areas?
	Are the high touch public areas and bathrooms being sanitized by maintenance daily?
	Do you have alternative work options for high risk employees?
	Do you know who the COVID site supervisor is? This person is required by RCW's.
	Do you utilize remote meetings whenever possible?
	Do you set up outdoor work and break areas to accommodate social distancing; for example, ensure shaded break areas are large enough to allow a minimum distance of six feet between workers.
	Do you require your staff to screen clients for symptoms in advance of appointments or entering units?
	Do you remind staff about COVID workplace safety practices at dept. meetings?

Site Supervisor's COVID Workplace Safety Checklist	
	The following is required by L&I
	Did you post THA's COVID Safety Plan at entry doors, lobby, and work areas?
	Did you make sure staff have the Covid Prevention and Workplace Safety Checklist?
	Did you place social distance markers posted on floors and seating in lobby & public seating area?
	Did you post the social distance and DOH poster in visitors and staff areas?
	Did you post the COVID prevention poster from DOH visibly in all public and workplace areas?
	Did you arrange the furniture for social distancing? 6-feet apart?
	Did you post the max capacity notices in every work area?
	Did you train public facing staff to enforce lobby or meeting room capacity and social distancing measures?
	Do your staff know the max capacity for each workspace, conference rooms, computer labs, and community rooms?
	At the beginning of every shift, do you check staff for wellness? Required by L&I.
	Are all staff wearing masks when not working alone?
	Are staff self-sanitizing their workspace, equipment, writing instruments, before and after each use?
	Are staff self-sanitizing workspace, equipment, writing instruments, before and after each tenant use?
	Did you check that hand Sanitizer is stocked in public and staff areas? Contact Facilities Manager if empty.
	Did you stock sanitizing chemicals, masks, and gloves within easy access of staff work areas? Email orders to Facilities Manager.
	Are tissues and trash cans available throughout the worksite? Order from Facilities Manager as needed.
	Are the high touch public areas and bathrooms being sanitized by maintenance daily? Contact Facilities Manager when needed.
	Do you have a backup site supervisor to cover your absence?
	Do you report COVID exposures to the EOC?
	Do you report to the EOC when staff were exposed to an ill person or an exchange of body fluid at work?