

Pursuant to Governor’s Proclamation 20.25.8, in effect January 11, 2021, and until rescinded; Washington State *Healthy Washington- Roadmap to Reopening of Washington State Agencies* (Version 7- March 15 2021²) and WSDOT Directive – Update on telework dates and plans – most workers will continue teleworking until at least June 2021 (email dated October 7, 2020), all employees must comply with this guidance.

	1	2	3	4	5	6	7	8
	NO RISK	LOW RISK	ELEVATED RISK FROM CLOSE CONTACT		UNABLE TO WORK OR TELEWORK			POSITIVE COVID
<p>TYPE OF EXPOSURE Employee’s status is validated by employee through daily ReadyOp screening. Per Healthy Washington Roadmap to Recovery, employees who refuse to screen will be denied access to worksites, facilities and vehicles.</p>	None – Employee is well, no known exposure and exhibiting no symptoms.	Employee had close contact with a person that is in quarantine due to suspected or confirmed exposure, who has not tested positive nor is exhibiting symptoms. Employee does not have any symptoms.	Employee had close contact with a person that is in quarantine who has not tested positive but is exhibiting COVID-19 symptoms. Employee does not have any symptoms.	Employee had close contact with a person who has tested positive. Employee does not have any symptoms. ³	Employee is unable to work or telework due to exhibiting COVID-19 symptoms.	Employee is unable to work or telework due to caring for an individual who is under quarantine or isolation order from government or health-care provider, related to COVID-19.	Employee is unable to work or telework due to caring for their minor child whose school or child care is closed, or whose child care provider is not available due to COVID-19 precautions.	Employee has tested positive for COVID-19 or Health care professional has diagnosed employee as positive for COVID-19. (Treat as positive)
<p>Can the employee report to worksite or office?</p>	Yes, <u>if essential</u> . All non-essential staff telework.	The employee may return to the workplace if essential. All non-essential staff telework.	<p>No. Self-quarantine for 14 days to monitor symptoms. The employee may return to work if the person they were exposed to tests negative for COVID-19.</p> <p>Employees who have been fully vaccinated* and if they were exposed to someone with suspected or confirmed COVID-19 are not required to quarantine if they meet all of the following criteria: they are fully vaccinated, are within 3 months following receipt of the last dose in the series; and have remained asymptomatic since the current COVID-19 exposure.</p>	<p>No. Self-quarantine for 14 days to monitor symptoms.</p> <p>Employees who have been fully vaccinated* and if they were exposed to someone with suspected or confirmed COVID-19 are not required to quarantine if they meet all of the following criteria: they are fully vaccinated, are within 3 months following receipt of the last dose in the series; and have remained asymptomatic since the current COVID-19 exposure.</p>	No. Employee is on leave.	Employee is on leave.	Employee is on leave.	No. Employee is on leave. Refer to Supervisor
<p>Supervisors and Managers may refer to the Supervisor/Management Checklist and COVID-19 Reporting for more information on next steps when an employee is showing symptoms or is diagnosed with COVID-19, or has been exposed to a suspected or confirmed case of COVID-19.</p>								

¹ This document and the resources referenced herein are based on the latest guidance provided and will be continuously updated to reflect current protocols and recommendations applicable to Washington State agencies. Please check back for updates every 30 days.
² Each county may differ in how far along it is in the reopening process. Some counties may be more open than others (based on a county’s Safe Start application variance process). In many cases, this guide is aligned with those variances. As state organizations, we will take a cautious approach to the phases because each phase has unique aspects to consider.
³ Telework should always be the first option considered in these scenarios. Follow OFM State HR guidelines for the use of telework when an employee who is required to be on site is temporarily unable to work onsite due to COVID-19 symptoms, exposure, or infection. This will occur when the person feels healthy enough to achieve assigned work objectives. Identify telework tasks and assign to the employee.

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<p>LEAVE TYPE Consider all available telework options first.</p>	In working status. If employee is non-essential, identify remote work options and direct them to telework. If employee is unable to work due to non-COVID related reason, they must use their accrued leave or other leave options such as LWOP.	In working status. If employee is non-essential, identify remote work options and direct them to telework. If unable to work or telework due to non-COVID-related reason, they must use their accrued leave or other leave options such as LWOP.	Telework applies first. Identify remote work options, direct them to telework. If no telework options “14 days no loss in pay” may apply - See COVID-19 Scenarios and Benefits . Otherwise, accrued leave or other leave options such as LWOP apply..	Telework applies first. Identify remote work options, direct them to telework. If no telework options “14 days no loss in pay” may apply - See COVID-19 Scenarios and Benefits . Otherwise, accrued leave or other leave options such as LWOP apply.	See COVID-19 Scenarios and Benefits . Otherwise, accrued leave or other leave options such as LWOP apply.	See COVID-19 Scenarios and Benefits . Otherwise, accrued leave or other leave options such as LWOP apply.	See COVID-19 Scenarios and Benefits . Otherwise, accrued leave or other leave options such as LWOP apply.	See COVID-19 Scenarios and Benefits . Otherwise, accrued leave or other leave options such as LWOP apply.
<p>What does management communicate to employees that work with the employee?</p>	Direct on-site staff to follow safety protocols for PPE and distancing. Direct non-essential staff to telework. No other COVID-19 related communication necessary.	Direct on-site staff to follow safety protocols for PPE and distancing. Direct non-essential staff to telework. No other COVID-19 related communication necessary.	Direct employee to telework. Refer to <i>Notification Template - COVID-19 Scenarios</i> on the Tools and Resources .	Direct employee to telework. Refer to <i>Notification Template - COVID-19 Scenarios</i> on the Tools and Resources .	None – No communication is necessary, unless employee had close contact to other employees. Refer to <i>Notification Template - COVID-19 Scenarios</i> on the Tools and Resources page.	None – No communication is necessary.	None – No communication is necessary.	Refer to <i>Notification Template - COVID-19 Scenarios</i> on the Tools and Resources page.

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<p>When can the employee return to work? Upon returning, maintain 6 feet of distance; wear PPE such as masks/face shields/gloves as required; clean touch surfaces and equipment regularly.</p>	<p>No disruption to working status. Non-essential staff telework.</p>	The employee may return to the workplace if essential, but must monitor themselves for symptoms and strictly follow safety protocols for PPE and distancing. If symptoms appear, the employee will not report to work. Non-essential staff telework.	<p>See page 1, columns 3 and 4 for employees who have been vaccinated. If not vaccinated, the employee must self-quarantine for 14 days to monitor symptoms. The employee may return to work if the person they were exposed to tests negative for COVID-19, and the employee does not have any symptoms. If the employee develops symptoms, see Column 5.</p>	<p>See page 1, columns 3 and 4 for employees who have been vaccinated. If not vaccinated, the employee may return after 14 days of self-quarantine. Calculate my quarantine period. If the employee develops symptoms during quarantine, see Column 5.</p>	<p>The employee may return to work when there has been at least 10 days since the symptoms first appeared AND they are without a fever (100.4 or above) for at least 24 hours without use of fever reducing medicines, AND their symptoms have improved and they are able to work. If the employee presents a statement from a medical provider stating the employee does not have a contagious illness and the symptoms exhibited are not because of COVID-19, the employee may return to the worksite. In this scenario, a negative test result may substitute for a statement from a medical provider.</p>	<p>See page 1, columns 3 and 4 for employees who have been vaccinated. If not vaccinated, the employee must self-quarantine for 14 days to monitor symptoms. The 14 days starts after their last close contact with the person who is sick (based on the time it takes to develop illness), or 14 days after the person who is sick meets the criteria to end home isolation. Calculate my quarantine period If the employee develops symptoms, see Column 5.</p>	At any time. Essential employees may return to workplace, non-essential staff continue to telework.	<p>Employee who is symptomatic may return to work when there has been at least 10 days since the symptoms appeared AND they are without a fever (100.4 or above) for at least 24 hours without use of fever reducing medicines, AND their symptoms have improved and they are able to work. If the employee is asymptomatic and tests positive for COVID-19, they must stay at home for 10-days from the date of the test results and may return if they continue to have no symptoms. Calculate my quarantine period</p>

Screening: Symptom screening is a tool employers use to lower the chance of COVID-19 transmission in the workplace. Screening will not identify people who are not showing symptoms of COVID-19 yet, or who may be infected but show no symptoms. WSDOT screens staff using the ReadyOp tool. Employees are required to participate in daily screening at the start of their shift. Some employees may be required to follow a contractor's screening process to access certain job sites.

Symptoms to Screen for: (WA Department of Health ((DOH)) guidance – July 27, 2020): fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. Employers are also required to screen for international travel restrictions related to COVID-19 as well. See [DOH COVID-19 Travel Restrictions](#) for additional information.

Symptom Free: Free from all symptoms, or able to attribute known symptoms to another health condition other than COVID-19.

Suspected Case: Suspected cases are when an employee does not have a confirmed case of COVID-19, but they have symptoms consistent with COVID-19 and are getting tested, or they are in quarantine because of possible exposure to someone with COVID-19 and they have not been tested.

Close contact: The definition of close contact is provided by DOH and the Centers for Disease Control (CDC). The definition of "close contact" used in Washington is the same as the CDC definition: Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

* Individual exposures added together over a 24-hour period (e.g., three 5-minute exposures for a total of 15 minutes). Data are limited, making it difficult to precisely define "close contact;" however, 15 cumulative minutes of exposure at a distance of 6 feet or less can be used as an operational definition for contact investigation. Factors to consider when defining close contact include proximity (closer distance likely increases exposure risk), the duration of exposure (longer exposure time likely increases exposure risk), whether the infected individual has symptoms (the period around onset of symptoms is associated with the highest levels of viral shedding), if the infected person was likely to generate respiratory aerosols (e.g., was coughing, singing, shouting), and other environmental factors (crowding, adequacy of ventilation, whether exposure was indoors or outdoors). Because the general public has not received training on proper selection and use of respiratory PPE, such as an N95, the determination of close contact should generally be made irrespective of whether the contact was wearing respiratory PPE. At this time, differential determination of close contact for those using fabric face coverings is not recommended.

Exposure: Having direct contact with the secretions (droplets) of someone who has COVID-19 (being coughed or sneezed on, kissing, sharing utensils, etc.), or having close contact with someone with COVID-19

Who is Considered High Risk? The CDC list includes individuals who are 65 or older and people of all ages with underlying medical conditions.

Mandatory Training All WSDOT employees must complete the mandatory training, WSDOT Safe: COVID-19 – What You Need to Know, prior to returning to worksites. The training is available through the Washington Learning Center.

Fully Vaccinated People are considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, like the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, like Johnson & Johnson's Janssen vaccine.