Interim COVID-19 Facility Safety Plan

This facility specific safety plan has been developed to ensure the safety of WSDOT employees and prevent the spread of COVID-19. This plan is a working document that will continuously update to ensure compliance with any COVID-19 requirements and is intended for employees who must access WSDOT facilities. Employees who are able should continue to follow telework procedures. It is important that all employees take personal responsibility to protect themselves, their family, coworkers, and the public.

Requirements for Returning to WSDOT Facilities

- **Authorization**: All employees must have prior permission from their manager to report to the office.
- **Required PPE**: Face masks shall be worn while entering, exiting, and/or moving around the facility. If you are alone in an office, a mask is not required but will need to be readily available.
- **ReadyOp**: All employees will complete an online ReadyOp Symptoms Check Form prior to their arrival to the facility.
- **Temperature Taking**: All employees must be screened for a fever daily prior to work.
  - Temperature check stations will be established in all facilities or building lobby. If an employee has not checked their temperature at home prior to arrival to facility, they will be required to take their own temperature at a designated temperature taking station. No temperature check log or sign-in sheet is required.
  - WSDOT will provide a non-contact thermometer, nitrile gloves, and disinfecting supplies at the temperature check stations. All thermometers must be disinfected before and after each use. Employees will follow disinfecting instructions provided at the stations.
  - If the employee temperature reads 100.4°F or greater, the employee is to leave the facility and contact their manager and or supervisor.
- **Signage**: Signs detailing required PPE and social distancing procedures shall be posted throughout the facility. Required CDC posters “Stop the Spread of Germs” and “How to Protect Yourself and Others”.
- **Work Stations**: All work stations must have a minimum of 6ft or more of separation in each office area.
- **EmergencyExiting**: In the event of a fire, earthquake, or other emergency, please use the closest exit point and proceed to the evacuation assembly area in the parking lot.
- **ADA Access**: ADA access will remain unchanged throughout the building. Others should give those with ADA needs the right of way while maintaining social distancing.
- **Stairways/Hallways**: Momentary breaks in social distancing to allow passing by is permitted in a stairway or hallway.
- **Elevators**: One person per elevator at a time. Maintain 6ft social distancing in the elevator lobbies.
• **Restrooms:** Be mindful of others exiting/entering restrooms. Back up to let others out before entering. Announce you are coming in. Reduce the number of individuals using the restroom at one time, and limit to one where possible. Keep a 6ft distance to others at all times.

• **Work Areas:** Clean and disinfect daily with approved and provided cleaning supplies, frequently touched objects and surfaces (desk, keyboard, telephone, etc.). Using other employees’ phones, desks, offices, or other work tools is not permitted at this time.

• **Site Visitors:** Site visitors are discouraged. If they enter, they must follow the Facility Safety Plan.

• **Parking Lots:** Masks must be available to be worn in parking lots when not in vehicles and others are visibly present.

• **Break Rooms:** Break rooms may be used as long as 6 foot distance can be maintained. If human interaction within 6 foot is imminent, cloth face coverings shall be on, if not they shall be readily available. Employee(s) shall have face covering on prior to getting up from the table. Wipe down touch points where applicable.

• **Shipping and Receiving (If Applicable):** Packages will be routed to the mailroom for receiving and shipping. An area will be designated for incoming and outgoing packages to be dropped off and/or picked up. When a package is received, the mailroom will email the recipient for pick up. Only one customer is allowed in the mailroom at one time. Customers should announce they are coming in and allow for others to exit before entering. Mail will continue to be delivered to designated mail stations in the building.

• **Meeting Rooms:** Meeting rooms may be used as long as 6ft distance can be maintained. If human interaction within 6 foot is imminent, cloth face coverings shall be on, if not they shall be readily available. Employee(s) shall have face covering on prior to getting up from the table. Wipe tables, surfaces, chair arms before and after use.

  - **Phase 1 and 2** guidelines permit **no more than 10** people may be gathered at one time.
  - **Phase 3** less than **50** people may be gathered at one time.
  - **Phase 4** more than **50** people may be gathered at one time.

**NOTE:** Social distancing, and face covering requirements apply to **ALL** Phases.