**COVID-19 Response Plan at [your business name]**

# How to use this template

The [Governor’s Proclamation 20-57 Concerning the Health of Agricultural Workers](https://www.governor.wa.gov/sites/default/files/proclamations/20-57%20-%20COVID-19%20Concerning%20Agr%20Workers%20Health%20%28tmp%29_0.pdf) identifies the [Agriculture COVID-19 Requirements – Provisions for All Worksites and Work-Related Functions](https://www.governor.wa.gov/sites/default/files/COVID19AgriculturalSafetyPlan.pdf) . All agriculture businesses must comply with these requirements in order to continue to operate beyond June 3, 2020. One of the requirements is for your business to have a COVID-19 Response Plan.

This template includes sections on each of the minimum requirements and was developed to assist you in creating a plan that is specific to your workplace. Your plan needs identify all areas and job tasks with potential exposures to COVID-19 and provide ways to protect workers if a worker becomes ill from COVID-19. We recommend you add [your business name] throughout the COVID-19 Response Plan template for your workers to recognize and relate to the actions you plan to take.

Talk with your employees about planned changes and seek their ideas. Additionally, collaborate with employees and unions to effectively communicate important COVID-19 information.

# Steps in [your business name] COVID-19 Response Plan

1. A symptomatic worker is confirmed to have COVID-19. This triggers the Response Plan.
2. Immediate shutdown of all areas where the symptomatic employee was present.
3. Cleaning and disinfecting all areas where the symptomatic employee was present.
4. Notify workers in close contact with COVID-19 confirmed worker. Immediately notify all employees who worked in close proximity to someone who has tested positive for COVID-19 that they may have had possible exposure.
5. Workers compensation during quarantine. Reassure employees of their rights to secure compensation during any resulting quarantine period, including paid sick leave.
6. Sick workers stay at home. Ensure that employees leave the worksite if feeling or appearing ill and that employees stay home or remain isolated in housing if they are sick.
7. Notify local health authorities. Immediately inform the relevant [county health department](https://www.doh.wa.gov/AboutUs/PublicHealthSystem/LocalHealthJurisdictions) of any employees testing positive for COVID-19 or sent to quarantine for possible exposure to the virus. The report shall include the grower’s name, exact field location, and the names, addresses, and telephone numbers of impacted employees.

# 1. COVID-19 symptomatic worker confirmed. This triggers the Response Plan.

In [your business name] we protect the health and safety of employees. If you are feeling sick or were diagnosed with COVID-19, please call the office and let your supervisor know immediately.

Supervisors must be notified as soon as an employee in her/his team becomes sick with COVID-19.

Supervisors will move the response to the next steps. The immediate areas where the sick employee was stationed will be shut down and disinfected by the cleaning and disinfecting team.

Supervisors will also follow the guidance from the WA Department of Health (DOH) below:

Employees who have been sick with or without COVID-19: Do not require a doctor’s note. Doctors may be very busy and not able to provide this in a timely way.

Employees who show signs of COVID-19 (fever, cough, or trouble breathing): Place them in a private room away from others. Ask them to wear a face mask. Notify your local health department right away. They will tell you what to do.

Have a procedure in place for the safe transport of an employee who becomes sick while at work. The employee may need to be transported home or to a healthcare provider.

What to do if an employee has COVID-19: Keep it confidential. The Americans with Disabilities Act (ADA) requires confidentiality. Inform close contacts of the sick employee that they may have been close to someone with COVID-19. Direct employees to the [Department of Health webpage](https://www.doh.wa.gov/coronavirus/workplace) or the [Coronavirus assessment tool](https://coronavirus.providence.org/) developed by Microsoft and Providence.

Employees who have a family member at home with COVID-19 should: Notify their employer. Stay home and avoid public places for 14 days. Keep track of their health for fever, cough, and trouble breathing for 14 days after the last day they were in contact with the sick person.

Determine which employees may have been exposed to the virus and may need to take additional precautions:

* Inform employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
* Workplaces should follow the Public Health Recommendations for Community-Related Exposure and instruct potentially exposed employees to stay home for 14 days, telework if possible, and self-monitor for symptoms.
* We have an obligation to manage potentially exposed workers’ return to work in ways that best protect the health of those workers, their co-workers, and the general public.

Review human resources and management policies to make sure that your policies and practices are consistent with public health recommendations and with existing state and federal workplace laws (for more information on employer responsibilities, visit the [Department of Labor’s](https://www.lni.wa.gov/) and the [Equal Employment Opportunity Commission’s](https://www.eeoc.gov/coronavirus) websites).

[Your business name] will download, print, and have available copies of the DOH 2-page document with [instructions for Patients with Confirmed or Suspected COVID-19](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/COVIDcasepositive.pdf).

# 2. Immediate shutdown of all areas where the symptomatic employee was present.

Supervisors of COVID-19 sick employees must immediately shutdown operations of all areas of the premises where sick employees worked and circulated. This includes break rooms, meeting areas, restrooms, any facility and vehicle occupied by the sick employee. This also includes equipment and tools operated and handled by the ill employee.

Once the areas and vehicles have been shut down, supervisors should notify management of the incident and expect further instructions to activate the cleaning and disinfecting team for [your business name].

Employers with COVID-19-positive employees must coordinate with the local health jurisdiction to identify the extent of the outbreak among the employer’s workforce. Upon the occurrence of either of the following:

1. The local health jurisdiction reports that the employer’s workforce has more than nine positive cases within a 14-day window; or
2. The local health jurisdiction determines that the employer’s workforce has an attack rate greater than or equal to 10 percent of the workforce within a 14-day window

The employer must ensure timely COVID-19 testing of the entire workforce. The employer must not permit any worker who declines a test to return to work.

In addition to the requirements set forth in the administrative code provisions, employers must adhere to the following protocols for any employee or employees isolated at temporary worker housing units:

1. Ensure that a licensed healthcare professional visits employees twice per day, at the employer’s expense. At a minimum, the healthcare professional must assess symptoms, vital signs, and oxygen saturation via pulse oximetry, and perform a respiratory exam;
2. Guarantee that the employees have ready access to telephone service to summon emergency care;
3. Ensure that employees in isolation have access to advanced life support emergency medical services within 20 minutes, and an emergency room with ventilator capability within one hour;
4. Provide employees with information about paid leave and workers compensation; and
5. Permit access to other medical professionals who offer healthcare services in addition to those required under subsection (i) of this subsection (p).

Supervisors must:

* Barricade operations, sites, and areas in the facilities and farm where the sick worker had been.
* Post signs banning other employees from entering the shutdown area.
* Secure vehicles, equipment and tools used by the sick employee.
* Close lunchrooms and limit access to areas where people gather.
* Install physical barriers, such as clear plastic to restrict access and contain the spread of virus particles in the affected location or vehicle.

3. Cleaning and disinfecting of all areas where the symptomatic employee was present.

Cleaning and disinfecting Team.

These are the names and phone numbers to call [your business name] cleaning and disinfecting team:

| **Name of Disinfecting Team** | **Phone Number** |
| --- | --- |
| [Name] | [phone #] |
| [Name] | [phone #] |
| [Name] | [phone #] |
| [Name] | [phone #] |

[Add as many rows as you need]

Contact cleaning contractor or designated employee team. They must be trained and provided with appropriate Personal Protective Equipment (PPE), cleaning tools, supplies and disinfecting chemicals.

Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.

During this waiting period, open outside doors and windows to increase air circulation in these areas.

If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.

Follow the [CDC cleaning and disinfection recommendations](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html):

* Clean dirty surfaces with soap and water before disinfecting them.
* To disinfect surfaces, use products that meet [EPA criteria for use against SARS-Cov-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2), the virus that causes COVID-19, and are appropriate for the surface.
* Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.
* You may need to wear additional PPE depending on the setting and disinfectant product you are using. For each product you use, consult and follow the manufacturer’s instructions for use.

# 4. Notify workers in close contact with a COVID-19 confirmed worker. Immediately give notice to employees who worked in close proximity to someone who has tested positive for COVID-19 of their possible exposure.

Workers, visitors, contractors and suppliers who were within 6 feet (2 meters) of the sick worker with COVID-19 for about 10 minutes or more, will be contacted and notified they were exposed to a sick person.

Cleaning personnel who may have been in direct contact with secretions from the sick worker should be considered as exposed. Examples of exposure are cleaning in areas where the sick employee was coughing, sneezing, or using bathrooms, tools or utensils.

We will keep an updated list (log) of all personnel and visitors who were in contact with the sick employee, including the following contact information:

| Full name | Phone # / email address | Mailing address | Who to contact in case of emergency / phone # |
| --- | --- | --- | --- |
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Workers and all people identified as being in close contact with a COVID-19 ill worker should monitor their health for the following symptoms, during 14 days after the last day they were in contact with the sick person:

| [Symptoms\* CDC updated 6/8/2020](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) | ✅ or ❌ |
| --- | --- |
| Fever or chills |  |
| Cough |  |
| Shortness of breath or difficulty breathing |  |
| Fatigue |  |
| Muscle or body aches |  |
| Headache |  |
| New loss of taste or smell |  |
| Sore throat |  |
| Congestion or runny nose |  |
| Nausea or vomiting |  |
| Diarrhea |  |

\*For the [updated list of symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) check CDC’s website <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Workers with symptoms and who become sick must notify their supervisor, personnel office or management and go home immediately.

Management will instruct workers with any of the above symptoms not to come to work and avoid public places for 14 days and follow actions outlined in [Step 6](#_6._Sick_workers) of this Response Plan.

Workers who had close contact with a COVID-19 worker can continue to work as long as they remain well without symptoms and if they take the following measures:

• **Pre-screen**: have temperature and symptom check daily before starting work

• **Wear a cloth face covering**: use at all times at work

• **Social distance**: as much as possible, remain 6 feet from coworkers

• **Disinfect and clean work spaces**:

• **Don’t share**: headsets, phones, tools, utensils, food, vehicles or drinks

For details: <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>

# 5. Workers compensation during quarantine. Reassure employees of their rights to secure compensation during any resulting quarantine period, including paid sick leave.

At [your business name] management and our office of personnel and payroll will notify workers affected with COVID-19 and their families of the guaranteed compensation of their earnings, while recovering and in quarantine from COVID-19. This complies with Washington State workers’ rights to use leave in relation to COVID-19.

5.1. [Your business name] is required to provide Paid Sick Leave to our employees.

[Your business name] employees are entitled to request to use their accrued Paid Sick Leave.

At a minimum, employees must be provided one hour of paid sick leave for every 40 hours worked. Paid sick leave must be provided to all [your business name] employees regardless of full-time, part-time, temporary, or seasonal status.

## Paid Sick Leave for Coronavirus (COVID-19) Purposes

[Your business name] employees can use paid sick leave for themselves or their family members for any of the following authorized reasons in relation to COVID-19:

* If a public official orders the closure of their place of business, their child’s school or place of care due to a health-related reason.
* If employees are asked to leave work because they may have been exposed to COVID-19.
* To care for themselves or to care for family members who have physical illness, injuries, or other health conditions.
* To cover work time missed for medical diagnosis, care, treatment, and preventive medical care.

 [Your business name] employees can request to use accrued sick leave for any authorized purpose under the law.

## It is [your business name] Policy

We cannot retaliate or discipline any employee for using Paid Sick Leave for authorized purposes, or for filing a complaint under the law. This includes:

* Termination, suspension, demotion, denying a promotion,
* Reducing pay or scheduled hours, or altering an employee’s preexisting work schedule, threatening to take, or taking action based on the immigration status of an employee or their family members.
* The use of Paid Sick Leave cannot be counted as an absence that leads to, or results in, any type of discipline.
* Filing a Complaint When Denied the Use of Paid Sick Leave
* Employees can file a [Worker Rights Complaint](https://lni.wa.gov/workers-rights/workplace-complaints/worker-rights-complaints) <https://lni.wa.gov/workers-rights/workplace-complaints/worker-rights-complaints> with the Department of Labor and Industries if for some unforeseen reason we are denying the use of accrued sick leave for an authorized purpose.

## 5.2. At [your business name] we will follow steps to provide compensation to affected workers as provided in COVID-19 and the American Workplace. Temporary Rule: Paid Leave under the Families First Coronavirus Response Act

On April 1, 2020, the U.S. Department of Labor announced new action regarding how American workers and employers will benefit from the protections and relief offered by the Emergency Paid Sick Leave Act and Emergency Family and Medical Leave Expansion Act, both part of the Families First Coronavirus Response Act (FFCRA). The Department’s Wage and Hour Division (WHD) posted a temporary rule issuing regulations pursuant to this new law, effective April 1, 2020.  For more information, see <https://www.dol.gov/agencies/whd/ffcra> .

FFCRA will help the United States combat and defeat COVID-19 by reimbursing American private employers that have fewer than 500 employees with tax credits for the cost of providing employees with paid leave taken for specified reasons related to COVID-19. The legislation will ensure that workers are not forced to choose between their paychecks and the public health measures needed to combat the virus, while at the same time reimbursing businesses.

For more information, see <https://www.dol.gov/agencies/whd/ffcra>. Or call the District Office phone number: 206-398-8039

## 5.3. Workers’ compensation claim in relation to COVID-19.

If a health care provider treating a [your business name] worker for COVID-19 determines the exposure to the coronavirus was extensive at our worksites, our office of personnel will assist in the process of filing the claim.

* By phone: 1-877-561-FILE (3453)
* <https://lni.wa.gov/agency/outreach/workers-compensation-coverage-and-coronavirus-covid-19-common-questions>

# 6. Sick workers stay at home. Sick employees must stay home or remain isolated in housing, or leave the worksite if feeling or appearing ill.

Workers who have had close contact with a COVID-19 positive worker should monitor their health for the following symptoms, during 14 days after the last day they were in contact with the sick person:

| [Symptoms\* CDC updated 6/8/2020](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) | ✅ or ❌ |
| --- | --- |
| Fever or chills |  |
| Cough |  |
| Shortness of breath or difficulty breathing |  |
| Fatigue |  |
| Muscle or body aches |  |
| Headache |  |
| New loss of taste or smell |  |
| Sore throat |  |
| Congestion or runny nose |  |
| Nausea or vomiting |  |
| Diarrhea |  |

\*For the [updated list of symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) check CDC’s website <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Workers can continue to work as long as they remain well without symptoms and if they take the following measures:

• **Pre-screen**: have temperatures and symptoms checked daily before starting work

• **Wear a cloth face covering**: at all times while at work

• **Social distance**: as much as possible, remain 6 feet (2 meters) from coworkers

• **Disinfect and clean work spaces, vehicles, equipment**, etc.

• **Don’t share**: headsets, phones, tools, utensils, food, vehicles or drinks

For details: <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>

Workers with symptoms and who become sick must notify their supervisor, personnel office or management and go home immediately.

Management will instruct workers with any of the symptoms above not to come to work and avoid public places for 14 days.

**Workers with symptoms must stay home except to get medical care**

Restrict activities outside the home, except for getting medical care. Do not go to work, school, or public areas. Avoid using public transportation, ride-sharing, or taxis. Follow these guidelines:

* Isolate from other people and animals in their home.
* Stay in a specific room and away from other people at home.
* Use a separate bathroom, if available.
* Animals: restrict contact with pets and other animals while sick. When possible, have another member of your household care for your animals while you are sick; if you must care for your pet, wash your hands before and after you interact with pets and wear a face covering. See [COVID-19 and Animals](https://www.cdc.gov/coronavirus/2019-ncov/faq.html#animals) for more information.

[Your business name] will download, print, and have available copies of DOH 2-page document with [instructions for Patients with Confirmed or Suspected COVID-19](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/COVIDcasepositive.pdf).

Notice of a new COVID-19 positive worker triggers management to activate [Step 1](#_1._COVID-19_symptomatic) of this Response Plan.

# 7. Notify local health authorities. Immediately inform the relevant county health department of any employees testing positive for COVID-19 or sent to quarantine for possible exposure to the virus. The report shall include the grower’s name, exact field location, and the names, addresses, and telephone numbers of impacted employees.

[Your business name] office of personnel, management or supervisor will download and complete [DOH COVID-19 Report Form](https://www.doh.wa.gov/Portals/1/Documents/5100/420-110-ReportForm-COVID19.pdf) on the day that we identified a worker affected with COVID-19.

Once the DOH COVID-19 Report Form is completed, we will find the closest local [Health Department and District](https://www.doh.wa.gov/AboutUs/PublicHealthSystem/LocalHealthJurisdictions) <https://www.doh.wa.gov/AboutUs/PublicHealthSystem/LocalHealthJurisdictions> and ask for instructions to submit the form.

# [Washington State Local Health Departments and Districts](https://www.doh.wa.gov/AboutUs/PublicHealthSystem/LocalHealthJurisdictions)

