

The WFCFA is Back in the Office!



Our COVID-19 Safety Plan

The Washington Fire Commissioners Association (WFCFA) has developed a COVID-19 Safety Plan. When opening businesses back up, we must follow the recommendations and guidelines of the public health officials for federal, state, and local jurisdictions, including Centers for Disease Control and Prevention (CDC), State of Washington, and the local health departments.

- Responsibility of Management
- Responsibility of Staff
- Protective Measures
- Office Cleaning & Disinfection
- Office Exposure Plan
- If You Have Symptoms

Click on this Phase 3 Template
to get you started!

[View Template](#)

Take a look at our plan
and use it for inspiration!
Each safety plan should be
altered to fit the organization.

WFCA COVID-19 Safety Plan

COMPANY NAME/PLACE OF BUSINESS:

Washington Fire Commissioners Association
605 11th Ave SE Ste 205, Olympia WA 98501

SAFETY PLAN LEAD NAME AND CONTACT INFORMATION:

Anne Marvin, Deputy Exec. Dir/Health Care Manager
annem@wfca.wa.gov; (360) 943-3880

DATE ISSUED: June 11, 2020

In response to the novel coronavirus disease (COVID-19) pandemic, Washington Fire Commissioners Association (WFCA) has developed a COVID-19 Safety Plan.

This Safety Plan relies on a common understanding of a “multiple barrier approach” to reduce exposure and transmission of the COVID-19 virus. Simply put, people will be safer and businesses will be stronger when multiple barriers separate them from the virus.

Barriers include:

- Personal health – be aware & stay home if you are sick
- Hand washing - effective and frequent
- Masking – face masks as recommended by CDC
- Social distancing – aware of yourself and others, maintain 6-ft separation
- Cleaning of workspace – effective and frequent
- Work planning – to maximize social distancing
- Workplace health screening – a collective commitment to others in the workplace
- Personal Protective Equipment (PPE) – as appropriate
- Workplace policies & procedures – to support & encourage implementation of multiple barriers.

We are currently training all staff and others who visit our business on the “multiple barrier approach” and content of the plan along with the guidelines issued by the public health authorities. We will be actively updating and managing the plan and our response as we receive new information or updated guidelines.

Our Safety Plan Lead will be providing the training on the plan and will be posting all required information. The training will also include information from the Center for Disease Control and Prevention (CDC), Department of Labor and Industries (LNI), Department of Health (DOH), and our local public health jurisdictions.

This safety plan follows the guidelines published by the Washington State Department of Labor and Industries, Publication [F414-164-000](#) (04-2020).

PURPOSE OF PLAN

The purpose of this plan is to identify and communicate WFCA's COVID-19 Safety Plan for protecting the health of all staff and anyone who visits our office. This plan is effective immediately in response to the current COVID-19 pandemic.

We will follow the recommendations and guidelines of the public health officials for federal, state, and local jurisdictions, including Centers for Disease Control and Prevention (CDC), State of Washington, and the local health departments. We will also follow the executive orders or proclamations of the President and/or Governor. This plan will be updated as new information is received.

The WFCA will train staff on physical distancing, hygiene, cleaning, recognizing symptoms, screening process, and use of personal protective equipment.

RESPONSIBILITY OF MANAGEMENT

The Executive Director must be familiar with this Plan and be ready to answer questions from staff. Executive Director must set a good example by following this Plan at all times. This involves practicing good personal hygiene and office safety practices to prevent the spread of the virus. Management must encourage this same behavior from all staff.

The WFCA will designate a Safety Plan Lead and site-specific COVID-19 supervisor. The designated supervisor will monitor the health of workers and enforce the COVID-19 safety plan.

Location	Designated Site-Specific Supervisor
James R. Larson Forum Building 605 11 th Ave SE Ste 205, Olympia WA	Anne Marvin Deputy Exec. Dir./Health Care Manager

COMMUNICATION

The Safety Plan Lead will direct all communications regarding COVID-19 and the WFCA's responses, both within the Association and externally. Internal communications will be provided via: **email, weekly meetings, posted in work room and Slack.**

Educational resources about COVID-19 illness and preparedness measures to control exposure and spreading of the illness are available and posted: **in work room, Slack and the WFCA SlimWiki site.**

The Safety Plan Lead will coordinate communication with the Executive Director. They will communicate all information, updates, and alerts from the WFCA.

The Safety Plan Lead will provide notification to staff and others visiting the Association of any operational changes and will provide frequent updates throughout the course of the COVID-19 pandemic. They will monitor the public health department updates and issue advisories and alerts as conditions change.

RESPONSIBILITY OF STAFF

Please be responsible for your own health and ensure you participate in our “multiple barrier” prevention efforts while at work. To minimize the spread of COVID-19 in our office, everyone must do their part. We are instituting various housekeeping, physical distancing, and other best practices to prevent the spread of COVID-19. All staff must follow these practices. Specific question about this Plan or COVID-19, should be directed to Anne Marvin, as the COVID-19 supervisor.

You are expected to report to your COVID-19 supervisor if you are experiencing signs or symptoms of COVID-19, as described below.

People with these symptoms or a combination of systems may have COVID-19:

- Cough;
- Shortness of breath or difficulty breathing;

Or at least two of these symptoms:

- Fever;
- Chills;
- Repeated shaking with chills;
- Muscle pain;
- Headache;
- Sore throat;
- New loss of taste or smell.

If you have any of these symptoms or a combination of these symptoms you must stay home. Do not come to work until you are free of symptoms for at least 72 hours, without the use of medicine, as recommended by the CDC.

Best practices for control and prevention, regardless of exposure risk are:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneezed into your elbow, not your hands.
- Avoid close contact with people who are sick

As an employee, you have 30 days to file a complaint with Washington Department of Labor and Industry with the implementation of the COVID-19 Safety Plan or other safety concerns.

www.Lni.wa.gov/workers-rights/workplace-complaints/discrimination-in-the-workplace

WFCA OFFICE PROTECTIVE MEASURES

GENERAL SAFETY POLICIES AND PROCEDURES

- Any employee or visitor showing symptoms of COVID-19 will be asked to leave the office and return home.
- Physical Distancing Policy:
 - All staff and others who visit our office must maintain at least six feet of physical distance from each other, when feasible. When physical distancing is not feasible for a specific task/interaction, other prevention measures are required, such as use of barriers and appropriate PPE.
 - To ensure physical distancing guidelines are met, gathering in the kitchen is not permitted and limited to one person at a time.
 - We will limit in-person gatherings as much as possible. Essential in-person gatherings should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Hygiene Policy:
 - The WFCA is providing hand sanitizer and will ensure ample hand-washing supplies are available in the kitchen and bathrooms. These facilities will be monitored daily. If you find supplies are running low or not available, contact the COVID-19 supervisor.
 - Wash your hands frequently with warm, soapy water for 20 seconds upon entering the office, before and after eating or smoking, after visiting a public area, after touching high-use equipment (such as copier), after blowing your nose, and prior to leaving the office. If soap is not available, use hand sanitizer with at least 60% alcohol.
 - Cover your coughs and sneeze with tissues, or cough and sneeze into your elbow shirt sleeve. Additional tissues will be provided at: ***the front desk, kitchen, workroom, conference room and each office.***

Visitors to the Work Place

- Entrances to the building will be controlled and monitored. Visitors to the WFCA will be screened, encouraged to wear a mask, and required to maintain physical distancing from all staff.
- The Member Services Coordinator will maintain a continuous log of every person who may have close contact with other individuals at the WFCA office;
 - excluding deliveries that are performed with appropriate PPE or through contactless means;
 - excluding customers/visitors, who will be encourage to provide contact information but are not mandated to do so.

Protective Equipment

The WFCA will provide (at no cost to staff) and require the wearing of personal protective equipment (PPE), such as gloves, shields and facemasks as appropriate for the work activity being performed. **Cloth facial coverings must be worn by every individual not working alone, unless their exposure dictates a higher level of protection under L&I safety and health rules and guidance.**

Staff/Visitor Health Screenings

The WFCA will screen all staff for signs/symptoms of COVID-19 when they arrive at work. Staff must check in with the COVID supervisor or other designee. Screening for visitors will consist of screening questions only. Screening for staff members will consist of a no-touch temperature check in addition to the following screening questions:

YES or NO, since your last day of work, or since your last visit to this office, have you had any of the following:

- A new fever (100.4°F or higher), or a sense of having a fever?
- A new cough you cannot attribute to another health condition?
- New shortness of breath you cannot attribute to another health condition?
- A new sore throat you cannot attribute to another health condition?
- New muscle aches (myalgia) you cannot attribute to another health condition, or may have been caused by a specific activity (such as physical exercise)?
- New loss of taste or smell?
- Have you been near anyone diagnosed with COVID-19?

If a staff member or visitor answers YES to any of the screening questions, or has a temperature, we will immediately activate our emergency protocol for COVID-19. This will include:

- A review of the screening results.
- Requiring sick employees or visitors to go home.
- Recommendations for medical follow-up.
- Follow [cleaning guidelines](#) set by the CDC to deep clean.
- Keep other employees away from areas being deep cleaned.

OFFICE/BUILDING CLEANING AND DISINFECTION

The WFCA has instituted regular housekeeping, including cleaning and disinfecting frequently used shared equipment and tools. Staff should regularly do the same in their assigned work area. The Safety Plan Lead will maintain a cleaning schedule posted in the workroom.

- Building shared areas such as the kitchen and workroom will be cleaned daily, while restrooms and high-touch surfaces will be disinfected **twice per day**.
- The conference room will be cleaned before and after each use.
- Cleaning supplies are available for staff in the workroom.
- High-touch surfaces, such as handrails, doorknobs, keyboards, mice, telephones, elevator buttons, shared equipment and tools, pens, and clipboards should be cleaned using disinfectants provided. All disinfectants provided are approved for use by the EPA and can be found at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.
 - Common EPA-registered household disinfectant;
 - Alcohol solution with at least 60% alcohol; or
 - Diluted household bleach solutions (if appropriate for the surface).

OFFICE EXPOSURE PLAN

Recognizing COVID-19 Symptoms

COVID-19 symptoms include a fever, persistent cough, and shortness of breath, but may also include headache, sore throat, chills, or loss in taste or smell. If you think you have these symptoms, contact the Safety Plan Lead (or other designee) and go home, self-isolate, and contact your health provider.

If you think someone in your work place has these symptoms, contact the Safety Plan Lead (or other designee) on follow-up procedures.

NOTE: The Safety Plan Lead will work with local public health officials to ensure the completion of necessary required follow-up procedures in the event of suspected COVID-19 individual.

Response Protocol for a confirmed COVID-19 Case

In the event a worker or visitor to the site test positive for COVID-19, the WFCA will perform cleaning and disinfection of areas frequented by this individual in accordance with CDC guidelines. The WFCA will contact others who may have come into contact with this individual and follow exposure follow up actions per guidance by the Washington Department of Health.

Except for circumstances in which the WFCA is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. We reserve the right to inform other workers that an unnamed co-worker has been diagnosed with COVID-19 if the other workers might have been exposed to the disease so the workers may take measures to protect their own health. We also reserve the right to inform vendors, suppliers or visitors that an unnamed worker has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

What to do if you have symptoms of coronavirus disease 2019 (COVID-19) but have not been around anyone who has been diagnosed with COVID-19

If you are sick and are concerned you may have COVID-19, follow the steps below to help prevent your infection from spreading to people in your home and community.

Could I have COVID-19?

The most common symptoms of COVID-19 are fever, cough, and shortness of breath. Other symptoms may include chills, muscle pain, headache, sore throat and new loss of taste or smell. If you have [these symptoms](#), even if you have not been around anyone with COVID-19, you may have COVID-19 or another respiratory virus. COVID-19 is circulating in many communities in Washington but several other respiratory viruses are circulating in Washington as well.

Should I go to my doctor and get tested for COVID-19?

If you have [symptoms of COVID-19](#), contact your healthcare provider to ask if you can be tested for COVID-19. There are currently no medications to treat COVID-19.

What should I do to keep my infection from spreading to my family and other people in the community?

Stay home except to get medical care. You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Avoid using public transportation, ride-sharing, or taxis.

Separate yourself from other people and animals in your home.

- **People:** As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.
- **Animals:** You should 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, if possible. See [COVID-19 and Animals](#) for more information.

Call ahead before visiting your doctor

If you have a medical appointment, call the healthcare provider and tell them that you have symptoms that are consistent with COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

Wear a face covering

You should wear a face covering, if possible, when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider's office. If you are not able to wear a face covering (for example, because it causes trouble breathing), then people who live with you should not be in the same room with you, or they should wear a face covering if they enter your room.

Cover your coughs and sneezes

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can; immediately clean your hands as described below.

Clean your hands often

Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60 to 95% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water is preferred if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid sharing personal household items

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home. After using these items, they should be washed thoroughly with soap and water and dried before use by others.

Clean all "high-touch" surfaces every day

High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

Monitor your symptoms.

Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing). Before seeking care, call your healthcare provider and tell them that your symptoms are consistent with COVID-19. Put on a face covering, if possible, before you enter the facility. These steps will help the healthcare provider's office to keep other people in the office or waiting room from getting your infection.

If you have a medical emergency and need to call 911, notify the dispatch personnel that you have symptoms consistent with COVID-19. If possible, put on a face covering before emergency medical services arrive.

Discontinuing home isolation

If you have fever, cough or [other symptoms of COVID-19](#), even if you have not been around anyone who has been diagnosed with COVID-19, you should stay home away from others until

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); AND,
- At least 10 days have passed since symptoms first appeared.

What to do if you have confirmed or suspected coronavirus disease (COVID-19)

If you are sick and have been diagnosed with COVID-19 or suspected to have COVID-19 because you have been exposed to someone with COVID-19, follow the steps below to help prevent the disease from spreading to people in your home and community.

Symptoms of COVID-19

The most common symptoms of COVID-19 are fever, cough and shortness of breath. Other symptoms may include chills, muscle pain, headache, sore throat and new loss of taste or smell. If you have been exposed to someone with laboratory confirmed COVID-19 and are experiencing these symptoms, you might have COVID-19. Contact your healthcare provider to see if you can be tested. If you have tested positive for COVID-19 or are suspected to have COVID-19 but are not tested, you should follow the instructions below. You may be contacted for a public health interview.

Stay home except to get medical care

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Avoid using public transportation, ride-sharing, or taxis.

Isolate yourself from other people and animals in your home

- **People:** As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.
- **Animals:** You should 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, if possible. See [COVID-19 and Animals](#) for more information.

Call ahead before visiting your doctor

If you have a medical appointment, call the healthcare provider and tell them that you have or may have COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

Wear a face covering

You should wear a face covering, if possible, when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider's office. If you are not able to wear a face covering (for example, because it causes trouble breathing), then people who live with you should not be in the same room with you, or they should wear a face covering if they enter your room.

Cover your coughs and sneezes

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can; immediately clean your hands as described below.

Clean your hands often

Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water is preferred if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid sharing personal household items

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home. After using these items, they should be washed thoroughly with soap and water and dried before use by others.

Clean all “high-touch” surfaces every day

High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

Monitor your symptoms

Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing). Before seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19. Put on a face covering before you enter the facility. These steps will help the healthcare provider’s office to keep other people in the office or waiting room from getting infected or exposed.

Ask your healthcare provider to call the local or state health department to discuss your situation

If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or may have COVID-19. If possible, put on a face covering before emergency medical services arrive.

Discontinuing home isolation

For individuals with symptoms who are confirmed or suspected cases of COVID-19 and are directed to care for themselves at home, discontinue home isolation under the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); AND,
- At least 10 days have passed since symptoms first appeared.

Individuals with laboratory-confirmed COVID-19 who have not had any symptoms may discontinue home isolation when at least 10 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness.

Additional information for your household members, intimate partners, and caregivers is available at: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html>

COVID-19 From Exposure to Feeling Better



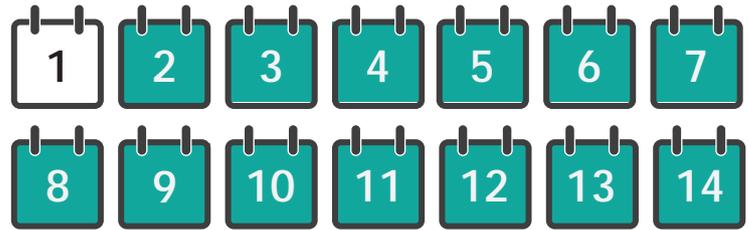
If you were exposed to COVID-19...



1. Stay home.
2. Watch for symptoms.
 - Fever
 - Cough
 - Shortness of breath
 - Chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell



Symptoms appear 2 to 14 days after exposure.



If you have COVID-19 or COVID-19 symptoms...



1. Stay home.



2. Don't go to work or visit with others outside your home.

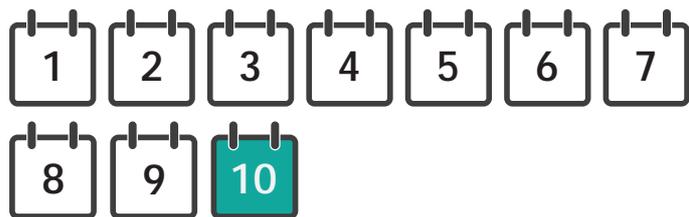


3. Call your doctor if you have symptoms, especially if you are over 65, have other health conditions, or are pregnant.

Stay in isolation until...

1. **Three days** after your fever is gone without using medicine.
 
- AND**
2. **Your other symptoms have improved** (for example, cough or shortness of breath).

- AND**
3. **Ten days** after your symptoms started.



How long do I have to stay home? (Fill in the blanks)

Date I first felt sick:	Date 10 days later:	My fever was gone on:	Date 3 days later:	My other symptoms got better on:	Circle the latest date. Stay home until:
EXAMPLE April 10	April 20	EXAMPLE April 15	April 18	EXAMPLE April 21	EXAMPLE April 21



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Visit DOH.WA.GOV/Coronavirus or Coronavirus.wa.gov, call 1-800-525-0127 and press # for interpreter services, or text the word **Coronavirus** to 211211 for more information.