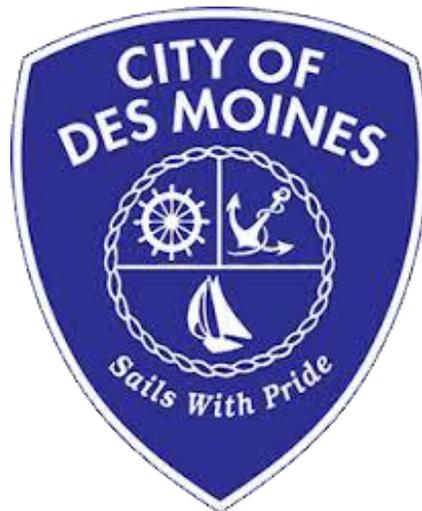


COMPREHENSIVE COVID-19 PLAN

CITY OF DES MOINES

UPDATED October 22, 2020



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CITY OF DES MOINES

COMPREHENSIVE COVID-19 PLAN

1. INTRODUCTION

This plan is available at the following locations for inspection by state and local authorities: City of Des Moines Website under Human Resources, City Hall Human Resources Department, Police Department Waiting Area, Des Moines Marina Bulletin Board, Field House Bulletin Board, Senior Activity Center Bulletin Board, Public Works Bulletin Board and the Engineering Building Bulletin Board.

Employers must ensure social distancing for employees and visitors, frequent and adequate employee handwashing, and that sick employees stay home. Employers must also provide basic workplace hazard education about coronavirus and how to prevent transmission in the language best understood by the employee.

It is against the law for any employer to take any adverse action such as firing, demoting or otherwise retaliating against a worker they suspect of exercising safety and health rights such as raising safety and health concerns to their employer, participating in union activities concerning safety and health matters, filing a safety and health complaint or participating in a Department of Occupational Safety & Health (DOSH) investigation. If employees have safety concerns they should immediately address their concerns with their direct supervisor, department director and/or Human Resources.

This plan is a living document and the guidance is based on data retrieved during development. The guidance within this document will continue to be monitored and the City will respond to any updates required by local, state or federal authorities with the guidance of legal counsel. This plan will remain in effect until further notice which will be determined based upon local, state, and federal guidelines.

2. BACKGROUND & PURPOSE

The COVID-19 worldwide pandemic has required that additional protective measures be taken to ensure the health and safety of City of Des Moines employees and visitors to any Des Moines public facility. This policy will set general program guidelines that prescribe physical and procedural practices developed to maintain a safe working environment. Success of this program relies heavily on sound health practices on the part of all employees.

Requirements and protocols have been taken from all relevant sources, which are cited at the end of this document.

3. ROLES & RESPONSIBILITIES

Employees: All City of Des Moines employees are tasked with maintaining a clean workplace. This includes regular disinfecting of any assigned workspace, appropriate use of Personal Protective Equipment (PPE), and following personal hygiene practices prescribed by the Center for Disease Control (CDC), to include frequent hand washing and social distancing as outlined in this plan. Employees will be responsible for requesting additional PPE via email through their supervisor or Safe Start Department Representative.

Supervisors: All supervisors will adhere to the plan and ensure that employees under their direction follow items outlined in this plan in a reasonable and consistent manner.

Senior Staff: Senior Staff will work together with supervisors and employees to develop and implement procedures and processes to ensure the wellness and safety of staff and visitors. Senior staff will manage PPE, supplies, logistics, social distancing protocols, and communications to employees. They will ensure that training is provided to employees on topics that further workplace health and safety.

Volunteers: All volunteers are required to follow the same requirements as employees. Volunteers are encouraged to contact their respective department director or staff liaison with any questions or concerns.

All Employees: The health and safety of the people who use each building is a shared responsibility. Each employee is also encouraged to bring forth suggestions or safety concerns via email to their supervisor and/or Emergency Preparedness Manager for consideration and inclusion to the Safe Start plan.

Off Duty Social Distancing: It is important for employees to be responsible and comply with any state or local stay-at-home and social distancing orders to protect themselves and minimize potential exposure to their co-workers. Employee off-duty behavior directly impacts others and could be the cause of serious illness or death. The City has an obligation to implement practices and policies that promote a safe workplace.

4. COVID-19 SAFETY TRAINING

All employees are required to receive training on the following:

- *Safe Start Washington* Phased Reopening Plan requirements.
- Information on how to use and clean cloth face coverings.
- The signs, symptoms, and risk factors associated with COVID-19 illness.
- Prevention as it relates to the spread of the coronavirus at work; including steps being taken in the workplace to establish social distancing, frequent handwashing, and other precautions.
- The importance of hand washing and how to effectively wash hands with soap and water for at least twenty (20) seconds.
- Proper respiratory etiquette, including covering coughs and sneezes and not touching eyes, noses, or mouths with unwashed hands or gloves.

The City will also:

- Regularly communicate important safety messages and updates.
- Post readable signs prominently throughout the worksite with messages about social distancing, frequent hand washing, required PPE, respiratory etiquette, and illness reporting.
- Post relevant information from DOSH, Occupational Safety and Health Administration (OSHA), local and state health departments, the Centers for Disease Control and Prevention, and other similar COVID-19 authorities.
- Provide ways for workers to express any concerns and ideas to improve safety.
- Hold safety staff meetings, where topics such as worksite policies, sanitation requirements, social distancing protocols and preventing transmission of COVID-19 is discussed and attendance is documented.

In the circumstance where an employee has either been potentially exposed or tests positive for COVID-19, the City will maintain confidentiality as required by the Americans with Disabilities Act (ADA). The City will be required to follow CDC and Local Public Health Recommendations for Community-Related Exposure. See Appendix A- Response Protocols for more information.

5. SYMPTOM MONITORING

All employees are required to self-monitor for signs and symptoms of COVID-19 and report any concerns to their supervisor. Employees are required to contact their supervisor and either stay home or go home if they feel or appear sick or have any of the coronavirus symptoms. The City recognizes that employees with ill family members may need to stay home and care for them as well. If options are available, employees are encouraged to work together with their supervisors to seek potential telework arrangements.

Coronavirus Symptoms: According to the Centers for Disease Control and Prevention (CDC), people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. CDC reports people with the following symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

Workplace Screening: The Washington State Department of Health asks that all employers use this guidance to help prevent the spread of COVID-19 by screening staff and visitors daily.

All staff members will be screened upon arrival at the start of each work shift and all visitors will be screened upon arrival.

Questions Asked to Everyone: Since your last day of work, or last visit here, have you had any of these symptoms?

- Cough;
- Shortness of breath or difficulty breathing;
- Or any of these symptoms:
 - Fever or signs of a fever such as chills or repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Diarrhea
- Have you been in close contact with a confirmed or presumptive case of COVID-19?
 - Within 6 feet (for more than 10 minutes)
 - In a confined space (car, small room, bedroom, shared office, etc.)
 - Had direct contact with secretions (been coughed or sneezed upon, etc.)

If the answer is YES to any of these questions, utilize the *Exposure Response Procedures for Sick Employees* located in this document right away. As a reminder, any staff person leaving due to illness must notify their direct supervisor immediately. The Emergency Preparedness Manager or City Health Officer will:

- Review the results;
- Not let the employee or visitor enter; and
- Share where to get medical help.

Anyone self-screening to enter the workplace, employee or member of the public, with a temperature of 100.4°F or higher is considered to have a fever and will be sent home or asked to leave the premises. While temperature screening is in effect, members of the public being screened will only be allowed to access facilities through main entrances.

Anyone refusing to be screened upon entry will not be allowed to enter City facilities. Screening is one tool to protect the employees from potential exposure. If an employee refuses screening, the employee will be asked to leave immediately, will be placed in an unauthorized unpaid leave status, and asked to discuss any concerns directly with Human Resources.

Screening Locations: While waiting to be screened at on-site locations, employees and visitors are required to maintain six-foot social distancing prior to entering the facilities.

The following contains a list of locations where employees and visitors are to be screened daily at City facilities. Maps of screening locations are available on the employee Citynet and public website:

- **City Hall:** South entrance at lunch room or East entrance in back of the Court
- **Public Works Operations Center:** Upon entrance to workspace
- **Des Moines Marina:** Main lobby.
- **Parks and Recreation:** Field House and/or Senior Center
- **IT/Engineering/Fleet Maintenance:** Lower lobby
- **Des Moines PD:** Employee entrance and main lobby

Visitor / Meeting Log: Each employee is required to keep a visitor log where there has been face-to-face customer interaction that must be maintained for thirty (30) days. All departments will utilize the GUEST QR Code as a virtual log. The QR code will require each guest to note the customer's name, time in, estimated length of visit, what facility they entered, as well as email information. All logs will be maintained by the Emergency Preparedness Manager. This information will facilitate any contact tracing that might need to occur.

Employee with Symptoms: Employees are to report to their supervisor if they develop symptoms of COVID-19. If symptoms develop during a shift, the employee will be sent home immediately and not return to work until they have been evaluated by a healthcare provider. If symptoms develop while the employee is not working, the employee should stay home and notify their supervisor as soon as possible. Employees cannot return to work until they have been evaluated by a healthcare provider. Cleaning and distancing protocols will be followed immediately. Potentially exposed employees may be asked to telework for up to 14 days (see section on Exposure Response Procedures).

Visitor with Symptoms: The health and safety of the City's workforce is priority. The City has the right to refuse service and access to City facilities to anyone who appears ill or who refuses to follow safety protocols. If an individual is asked to leave the premises and refuses, employees are to utilize customer service de-escalation tactics and contact your supervisor for immediate assistance.

6. HIGH-RISK POPULATION

If an employee is in a high-risk group and would like to request a reasonable accommodation, please contact Human Resources. Each employee's individual circumstances will be evaluated based on the needs of the employee and the City.

High-risk groups can work with Human Resources to ensure they continue to minimize risk and exposure during Phases 1-3 of the *Safe Start Washington* Phased Reopening Plan.

7. PPE UTILIZATION

Personal Protective Equipment (PPE) is evaluated based on the risks associated with the job performed and will be assigned and issued on an as needed basis. It is the employee's responsibility to inform their supervisor or designee that PPE supplies are running low and additional supplies are needed.

All Employees: Loose-fitting cloth face coverings (e.g., scarves and homemade masks) covering mouth, nose and chin, are required to be worn by employees when leaving all personal workspaces, such as offices and cubicles as a best practice measure to prevent the wearer from transmitting droplets from coughs and sneezes; but they do not prevent inhalation of fine aerosols and are not protective in close proximity. Face coverings are required except

when working alone in a room, vehicle, on jobsite. Someone is considered to be working alone when they are isolated from interaction with other people and have little to no expectation of in person interruption. How often a worker is able to work alone throughout the day may vary.

Examples of working alone include:

- A lone worker inside the enclosed cab of a crane or other heavy equipment, vehicle, or harvester.
- A person by themselves inside an office with 4 walls and a door
- A lone worker inside a cubicle with 4 walls (one with an opening for an entry) that are high enough to block the breathing zone of anyone walking by, and whose work activity will not require anyone to come inside of the cubicle.
- A worker by themselves outside in an agricultural field, the woods, or other open area with no anticipated contact with others.

Use the following link for frequently asked questions (FAQ's) about face coverings in the work place; <https://www.lni.wa.gov/agency/outreach/coronavirus-covid-19-worker-face-covering-and-mask-requirements-questions>.

Employees should not touch their mouth, nose, eyes, and nearby surfaces when putting on, using, and removing PPE and masks. The City has provided cloth coverings for employee use and guidelines for using and cleaning face coverings. The Centers for Disease Control and Prevention has provided recommendations regarding cloth face coverings, covering mouth nose and chin, which have been provided to employees upon request. Click the link to review the CDC's guidance: [Important Information About Your Cloth Face Coverings](#). Click the link to review: [Guidance on Cloth Face Coverings from the Washington State Department of Health](#).

If employees are unable to wear a cloth face covering for medical reasons, they should contact Human Resources for possible alternatives. Employees are responsible for laundering their cloth face coverings.

Inspectors: While conducting off-site inspections (City projects or private development), employees will wear a mask or face covering, eye protection, gloves and will maintain 6-foot social distancing from others. If inspecting in close proximity (closer than 6-feet) or a medical facility, an N95 mask, gloves, and eye protection are required to be used by employees. If other individuals are not wearing proper PPE at the job site, that employee may refuse to conduct inspections.

Court: The Municipal Court Judge will issue rules regarding administrative Court procedures, court security, and in-custody defendants as an appendix to this plan prior to reopening the Court. Employees are required to follow the COVID-19 City Plan in addition to the Judge's issued protocols. See DMMC Safe Start Protocols for more information.

Police: Officers are provided with various PPE, including N95 masks, cloth masks, face shields, gloves, and medical gowns. When practical, Officers shall use latex/nitrile gloves when anticipating coming into contact with people or items that have been handled by others. Masks are highly encouraged, as long as it does not compromise officer safety.

Close Contact. Law enforcement who must make contact with individuals confirmed or suspected to have COVID-19 should follow [CDC's Interim Guidance for EMS](#). According to the CDC, the minimum PPE recommended is:

- A single pair of disposable examination gloves,
- Disposable isolation gown or single-use/disposable coveralls (if unable to wear a disposable gown or coveralls because it limits access to duty belt and gear, ensure duty belt and gear are disinfected after contact with individual),
- Any NIOSH-approved particulate respirator (i.e., N-95 or higher-level respirator); Facemasks are an acceptable alternative until the supply chain is restored, and
- Eye protection (i.e., goggles or disposable face shield that fully covers the front and sides of the face).

When contacting a known or suspected COVID-19 patient, extra PPE shall be worn by Police Officers as tactically practical.

If close contact occurred during apprehension:

- Clean and disinfect duty belt and gear prior to reuse using a household cleaning spray or wipe, according to the product label.
- Follow standard operating procedures for the containment and disposal of used PPE.
- Follow standard operating procedures for containing and laundering clothes. Avoid shaking the clothes.

Persons in Custody. All persons taken into custody should be given a facemask or cloth face covering to wear as part of universal source control. A facemask or cloth face covering may help protect others nearby if these people are infected with the virus that causes COVID-19.

If a person taken into custody exhibits signs and symptoms of COVID-19 (cough, fever, or shortness of breath), the person should be assessed for transport to a healthcare facility for further evaluation and management. Medical evaluation during intake processing may be necessary, especially if COVID-19 is suspected. If, at any point, it is determined that the person taken into custody needs medical care, transportation should be coordinated with EMS providers and the receiving healthcare facility.

If a person taken into custody does not show any symptoms of COVID-19, he or she should still be isolated as much as feasible during intake processing.

Death Investigations. Upon entering a structure (home or place of business) where someone has died and COVID-19 is a suspected cause or contributing factor, law enforcement personnel should anticipate that others in that building could also be infected. If the cause of death is unknown, it would be most protective to assume that COVID-19 contributed. Law Enforcement Personnel should limit the number of personnel needed to enter the building, if feasible. If the building has not been cleared, law enforcement personnel should wear the following PPE:

- A single pair of disposable examination gloves,
- Disposable isolation gown or single use coveralls,
- Fit-tested NIOSH approved N95 respirator or higher level of protection (or a facemask if respirators are unavailable),

- Eye protection (goggles or a disposable face shield).

Further, law enforcement personnel should try to maintain social distancing of at least 6-feet with others at all times, especially while in the structure. Additional information can be found on the CDC's website regarding [FAQs for Law Enforcement Agencies and Personnel](#).

Police Vehicles. All vehicles are supplied with sanitizing wipes, facial tissue, hand sanitizer and provided PPE. Gloves shall be worn while pumping gasoline and disposed of after each use. During Phases 1-3 only one officer per vehicle. All law enforcement officers are required to comply with the following guidance on the link provided: [EMS Transport of a PUI or Patient with Confirmed COVID-19 to a Healthcare Facility \(including inter-facility transport\)](#), which applies to all first responders, including law enforcement who anticipate close contact with persons with confirmed or possible COVID-19 in the course of their work.

Police Support Services. Employees will continue to interact with citizens in an office setting behind the glass partition. Employees are required to wear a cloth face mask and gloves when leaving their workspace and while fingerprinting and processing citizens and court defendants and will immediately use hand sanitizer after removing/disposing PPE.

Public Works Field Staff: Field staff performing any maintenance and/or landscaping operations are provided with the following PPE: cloth face coverings, face masks, face shields, gloves, and goggles. Cloth face coverings must be worn by every employee, covering both the nose, chin and mouth, on jobsites unless their exposure dictates a higher level of protection under the Department of Labor & Industries safety and health rules and guidance. Face coverings are required except when working alone in a room, vehicle, and jobsite or outside. Safety training and meetings will be held at least monthly, following six-foot distancing guidelines, and to provide instructions on how to properly use PPE items.

City Owned Vehicles: All vehicles are supplied with sanitizing wipes, facial tissue, trash receptacle, hand sanitizer, and gloves. Gloves shall be worn while pumping gasoline at public station. Public Works staff will be responsible for wiping down City Owned pumps twice daily.

All Staff: Employees not using PPE properly or adhering to cloth face covering requirements and safety guidelines may be subject to disciplinary action.

8. ADDED SAFETY MEASURES

The City has implemented additional safety measures in response to COVID-19, as outlined above by federal and state agencies. Employees have been supplied with reusable cloth face coverings, sanitizing wipes, facial tissue and hand sanitizer at individual workstations and in common areas. Gloves for individual workspaces can be made available upon request. Employees can request any additional PPE and/or replacement items through their supervisor. [Additional information regarding cloth face masks.](#)

The City will undertake many steps to adjust work areas to maintain safety and uniformity in cubicles, such as: rearranging workstations and/or cubicles to create further distancing, installing sneeze guard barriers in locations where employees interface with members of the public, and adding additional panel height to cubicle spines (running down the center of workstations). Employees may not rearrange any workspaces or cubicles without prior approval from Department Directors and Human Resources. In addition, the City will also be

installing MERV13 air filters as possible and increasing outside air intake, and adding wall-mounted wipe dispensers at the entrances to public restroom exterior doors. Increased signage and floor markings have been added in our buildings to remind employees to maintain a 6-foot distance or discourage gathering in individual workspaces.

9. ON-LOCATION PHYSICAL DISTANCING

All Phases: Employers are required to: maintain the six-foot physical distancing requirements for employees and visitors; adopt other prevention measures such as barriers to block sneezes and coughs when physical distancing is not possible for a particular job task; provide services while limiting close interactions with visitors and requiring non-cash transactions.

Phase 1: Limited pre-authorized non-employee access at physical locations: Public Works Operation Center, Des Moines Marina and De Moines Police Station. Virtual or phone meetings should be the primary source of interaction during this phase. Any contractors or consultants must read and abide by employer safety protocols or will not be allowed to enter any workspaces. Limited access is based on emergent needs of the organization. Building entry points must be locked to prevent unauthorized visitors from entering the buildings. Employees should not allow anyone in the building unless they have pre-authorization by either Department Director or City Administrator for appointments with them specifically, or are identified as City employees. If a member of the public has an appointment with a staff member, instruct the individual to contact the staff member directly for entry.

Gatherings of any size must be prevented by taking breaks, performing activities and lunches in shifts. Any time two or more persons must meet, ensure there is a minimum 6-foot separation and utilization of cloth face coverings.

Posted Notices. Post notices for walk-up guests regarding access to the facilities. The notices must include the phone number that the public should call to determine availability and access of services. City employee's out-going emails and voicemail greetings should notify the public of the City's current status of services and access.

Meetings: All departments have been directed to conduct meeting virtually either over GoToMeeting, Zoom, or conference call. All external facing meetings such as: pre-application meetings, technical assistance, Commission/Committee, and City Council Meetings will continue to be virtual/on-line meetings through Phase 3 or 4.

Phase 2: Continue limited pre-authorized non-employee access at physical locations: Public Works Operation Center, Des Moines Marina and Des Moines Police Station. Virtual or phone meetings should be the primary source of interaction during this phase. Any contractors or consultants must read and abide by employer safety protocols or will not be allowed to enter any workspaces. Limited access is based on emergent needs of the organization. Access is restricted for unauthorized visitors. Building entry points must continue to be locked to prevent unauthorized visitors from entering the buildings. Employees should not allow anyone in the building unless they have pre-authorization by either the Department Director or City Administrator for appointments with them specifically or are identified as City employees. If a member of the public has an appointment with a staff member, instruct the individual to

contact the staff member directly for entry.

Employees. Gatherings of any size must be prevented by taking breaks, performing activities and lunches in shifts. Any time two or more employees must meet, ensure there is a minimum 6-foot separation and utilization of cloth face coverings. During Phase 2 *Safe Start Washington*, individuals should gather with no more than 5 people outside your household per week and telework is still strongly encouraged. The City will implement and establish staggered work and break schedules (see the *Mandatory Social Distancing* section for further information).

Posted Notices. The City will post notices for walk-up guests regarding access to the facilities. The notices must include the phone number that the public should call to determine availability and access of services.

Meetings. All departments will continue to conduct meeting virtually either over platforms such as GoToMeeting, Zoom, or conference calls. All external facing meetings such as: pre-application meetings, technical assistance, and City Council Meetings will continue to be virtual/on-line meetings through Phase 3 or 4 depending on further guidance.

Building Capacity. Public capacity must be at or below 25% of maximum building occupancy.

Phase 3: Limited access to City Facilities by members of the public and by appointment only. All members of the public will be screened before entering any building, required to wear face coverings, observe social distancing requirements, and must be accompanied by staff members to designated areas of the building to minimize potential exposure.

Employees. Gatherings of any size must be prevented by taking breaks, performing activities and lunches in shifts. Any time two or more employees must meet, ensure there is a minimum 6-foot separation and face coverings are worn. During Phase 3 *Safe Start Washington*, gatherings of no more than 10 people are allowed. The City will continue the staggered work and break schedules and will reassess how work will be conducted to reintroduce additional employees back to the worksite (see the *Mandatory Social Distancing* section for further information).

Meetings. To be determined by reopening state guidelines.

Posted Notices. The City will post notices for walk-up guests regarding access to the facilities. The notices must include the phone number that the public should call to determine availability and access of services. When services are accessible, post information that will answer questions regarding COVID-19 exposure and current health department guidelines.

Building Capacity. To be determined by reopening state guidelines.

Phase 4: All employees will return to work and the public will be able to freely enter our public areas in our facilities. Meetings of 50 or more people will also resume.

10. MANDATORY SOCIAL DISTANCING

Six-Foot Distancing: Supervisors and employees must work together to ensure that all employees keep at least six feet away from coworkers and the public, when feasible. Sneeze guards will be in place throughout the work sites where there is potential interaction between

employees and the public to block sneezes and coughs. Workstations will be reconfigured to move workers farther apart and barriers are being placed between cubicles to block sneezes and coughs. Loose-fitting cloth face coverings (e.g., scarves and homemade masks), covering both the mouth and nose, are required to be worn by workers when leaving all personal workspaces, such as offices and cubicles. If employees are unable to wear a cloth face covering for medical reasons, please contact Human Resources for possible alternatives.

Staggered Work Schedules & Breaks: By minimizing the number of employees in workspaces and to avoid crowding, the City will implement staggered work schedules and breaks.

Department Directors will work together to establish work groups, which will be asked to adhere to their work schedule, consisting of either working in the office, teleworking, or a combination of both. This will also limit the number of workstations in use at any given time. Breaks may also be staggered to minimize crowding.

Conducting Business Internally: It is important to minimize person-to-person contact/interaction. While the City remains closed to the public, a majority of internal doors will remain open to discourage touching handles. Supervisors and employees must work together to hold business either over the phone, through email, or virtual meeting spaces.

Casual visiting or social gathering at cubicles, workstations, hallways, etc. is not acceptable. Visual cues will be placed in all workspaces to remind employees to maintain at least six feet of social distancing, such as markings on floors and reminder posters.

Office Spaces. Smaller enclosed office spaces or cubicles are only to be occupied by workers assigned to those office spaces. Shared offices areas such as Court, Police, and Human Resources where space is limited, shall only be occupied by workers assigned to those office spaces. Larger offices with additional tables and chairs, must be spaced more than six (6) feet apart, which can be cleaned before and after each use, and can be utilized for one-on-one meetings on a limited basis for short periods of time. Limited access to all workspaces with proper PPE for IT, HR and Custodial Authorized personnel. Employees should avoid using other employee's phones, desks, offices and/or other work tools and equipment, whenever possible.

Meeting Rooms. Phases 1-3 require limited access to meeting rooms and must be scheduled at least 48 hours in advanced to avoid potential conflicts (priority will be based upon business needs). Please adhere to your scheduled meeting start and ending times. Meetings must be scheduled at least 30 minutes apart so proper cleaning can be conducted between each meeting. Plan ahead: all tables, chairs, doorknobs, and any other frequently touched areas must be properly cleaned before and after each meeting by the staff member(s) responsible for organizing the meeting and attendees. Gloves, sanitizing wipes, and trash bins will be supplied in all meeting rooms for this purpose; discard cleaning materials after a single use. If staff members notice the supplies are getting low, they are required to notify the Emergency Preparedness Manager after their meeting. Meeting rooms will also be cleaned by Custodial staff on normally scheduled cleaning days.

Gatherings of any size are strongly discouraged during Phases 1 and 2. Please see the information below on meeting room occupancy guidance while adhering to six (6) feet physical distancing and usage of cloth face coverings requirements:

Room	Phase 1	Phase 2	Phase 3
South Conference Room	1	5	TBD
North Conference Room	1	5	TBD
City Hall Lunchroom North and South	1	1	TBD
Council Chambers & Court	1	5	TBD
Public Works Training Conference Room	1	5	TBD
Public Works Meeting Room	1	5	TBD
Public Works Kitchen	1	1	TBD
Marina Shop Break Room	1	1	TBD
Engineering Conference Room	1	4	TBD

Calculated using U.S. Fire Administration Social Distancing Occupant Load Methodology

Common Areas. Phases 1-3 require limited interaction in common areas.

Lunchroom / Kitchen Areas: Use of the lunchroom and kitchen areas are strongly discouraged during Phases 1-3. Congregating in these areas is also highly discouraged. Plan ahead: bring bottled drinks, lunches in coolers, or other items that limit access to these areas. If employees choose to use items like the microwave or coffee pots, it is the responsibility of each employee to clean the items before and after usage. Gloves, sanitation wipes, and trash bins will be provided in these areas; discard after a single use.

Bathrooms: Bathrooms will be cleaned regularly as contract with our janitorial contractor. Visual cues will be placed in all bathroom spaces to remind employees to maintain at least six (6) feet of social distancing and proper handwashing techniques.

Copy Rooms: Use of the copy centers areas should be limited to avoid multiple people gathering in these areas. When using these areas and equipment, it is the responsibility of each employee to clean the items before and after each use in these areas. Sanitation wipes, and trash bins will be provided in these areas; discard after a single use.

Shared Computers or Workstations: Usage of these areas should be scheduled in advance with at least thirty (30) minutes between usage when possible to avoid interactions and to ensure the space is cleaned. If thirty (30) minutes is not possible, employees are required to wear masks in these areas. When using these areas and equipment, it is each employee's responsibility to clean before and after each use. Plan ahead: all counters, desk areas, chairs, keyboards, mouse, and any other frequently touched areas must be properly cleaned before and after each use by the staff member(s) responsible for utilizing the space.

Gloves, sanitation wipes, and trash bins will be provided in these areas; discard after a single use. If staff members notice the supplies are getting low, they are required to notify the Emergency Preparedness Manager after using the space.

Water Fountain: Staff are encouraged to use the automatic water fountain stream by placing a container under the dispenser without touching the actual fountain itself.

City Owned Vehicles. Employees are only allowed one person per vehicle. If employees

(landscaping / maintenance) meet at a central location and travel to job site in City owned vehicles, employees may only be assigned one truck to one crew and cannot rotate (crews must remain consistent throughout the phases). Whenever possible, employees will drive separately to job sites, only one person per vehicle. If more than one person is unavoidable due to work assigned or equipment needed at a job site, all vehicle occupants must wear cloth face coverings.

Personal Vehicles. Employees are only allowed one person per vehicle if using a personal vehicle for City use. No more than two (2) employees can ride together with the usage of cloth face masks. Whenever possible employees will drive separately to job sites or meetings, only one person per vehicle. If more than one person is in a vehicle at any time, all vehicle occupants must wear cloth face coverings.

Police Vehicles. During Phases 1-2 officers are only allowed one person per vehicle in the driver's compartment area, except in an emergency situation, then all passengers should wear cloth face masks. Whenever possible employees will drive only one person per vehicle.

Internal Access to Departments. Internal services provided to all employees, such as the City Clerk's Office, Finance, Human Resources, Information Technology (IT), etc. should be accessed with six feet of social distancing in mind. If you have timesheets, vouchers, or other documents that need to be signed, please contact the respective department for their internal protocols.

Information Technology. Equipment such as cell phones, tablets, etc. can be dropped off by appointment at the IT Department to be worked on when needed. If IT needs to access an employee's workspace due to a work stoppage issue, the employee will be asked to use social distancing while IT staff work on individual equipment utilizing the proper PPE such as cloth face covering and disposable gloves.

11. HYGIENE

Handwashing stations are located at all lunch areas, restrooms and job sites so employees can wash their hands frequently with soap and warm running water. Employees are required to wash their hands frequently and effectively when they arrive at work, leave their workstations for breaks, use the bathroom, before and after they eat or drink, after coughing, sneezing or blowing their nose, and after touching any surfaces suspected of being contaminated. Proper handwashing techniques will be posted in each lunch area and restrooms. Employees are required to use soap and water while washing their hands for a minimum of 20 seconds or if unavailable, use hand sanitizer. If soap and water are unavailable, employees are required to use hand sanitizer that is placed throughout workspaces.

Proper Handwashing Techniques: Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals.

Five Steps for Handwashing. Follow these five steps every time you wash your hands:

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply

soap.

2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. (Need a timer? Hum the "Happy Birthday" song from beginning to end, twice).
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

Using Hand Sanitizer: Use hand sanitizer when you can't use soap and water. Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label. Sanitizers can quickly reduce the number of germs on hands in many situations. However, sanitizers do not get rid of all types of germs; may not be as effective when hands are visibly dirty or greasy; and might not remove harmful chemicals from hands like pesticides and heavy metals.

How to Use Hand Sanitizer:

1. Apply the gel product to the palm of one hand (read the label to learn the correct amount).
2. Rub your hands together.
3. Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds. (Need a timer? Hum the "Happy Birthday" song from beginning to end, twice.)

Cover Coughs & Sneezing: Tissues are available at each workstation, employer issued vehicle, and in common areas. Tissues and trash cans are made available throughout each worksite and public area. Employees are asked to use tissues when coughing and sneezing, and immediately disposing of the tissue after a single use, followed by hand sanitizing.

Always remember to avoid touching face, eyes, and mouth with your unwashed hands

12. SANITATION

Common & High Touch Areas: The City has established a housekeeping schedule that addresses regular, frequent, and periodic cleaning with an emphasis on frequent cleaning and sanitizing of commonly touched surfaces. Custodial staff have been provided guidance of what and how often common areas need to be cleaned and/or disinfected following the cleaning guidelines set by the CDC. Restrooms are cleaned and appropriately disinfected by janitorial during their scheduled night time service. It is also the responsibility of each employee to be respectful of others and maintain a clean working environment.

Shared Tools & Equipment: The City will either minimize or eliminate use of shared equipment and tools. If tools and/or equipment are shared, employees are required to sanitize hands before and after each use according to CDC guidelines.

Employee Workspace: It is the responsibility of each employee to clean and disinfect their own personal workspace on a daily basis with provided sanitizing wipes, upon arrival and before

exiting for the day. This includes, but is not limited to desktops, tables, countertops, handles, doorknobs, light switches, and desks. Be sure to also clean electronics, such as tablets, touch screens, keyboards, remote controls, phones, and other frequently touched office machines in your workspace using the sanitizing wipes provided and allow surfaces to dry. Throw away any used sanitizing wipes in the trash immediately after use. At the end of the workday, place your trash receptacle either outside your office or workspace. Custodial staff have been instructed not to enter your workspace unless given permission/authorization.

Emergency Vehicles: It is the responsibility of all officers to sanitize the driver compartment before leaving vehicle for service. All rear seat areas must be completely sanitized after each transport using disinfecting spray, wipes and/or bleach solution, while using and disposing the proper PPE. All law enforcement officers are required to comply with the following guidance regarding cleaning standards on the following link provided: [Cleaning EMS Transport Vehicles after Transporting COVID suspected patient](#), which applies to all first responders, including law enforcement who anticipate close contact with persons with confirmed or possible COVID-19 in the course of their work.

Shared Vehicles: Employees utilizing shared City vehicles are responsible for following the Washington State Department of Transportation (WSDOT) [Vehicle Cleaning and Disinfecting](#) guidelines. Employees are expected to clean and disinfect the vehicle before and after each use. Employees should print their own copy to follow for reference.

13. INCIDENT REPORTING

If an employee has either been exposed or potentially exposed at work, the employee and/or supervisor must notify the Emergency Preparedness Manager or Commander/Health Officer by phone immediately, but no more than two (2) hours of the incident occurring. The supervisor and employee are required to complete the proper accident/incident reporting forms and submit them to Human Resources as soon as possible, but within the mandatory 24-hour timeframe. Emergency Management will follow current procedures for reporting occupational accidents/incidents and follow OSHA standards regarding [Recording Workplace Exposures to COVID-19](#). The City may be required to contact King County Health Department to assist with a hazard risk assessment.

If the City is informed by an employee that they have either been exposed or potentially exposed outside of work (by a family member or friend), the employee should stay home and report this to their supervisor and the Emergency Preparedness Manager or Commander/Health Officer.

In either case, the City will inform potentially affected employees as soon as possible. It is important that supervisors have relevant employee contact information available should the need for contact tracing arise.

14. LOCATION DISINFECTION PROCEDURES

Once the City has been notified that an employee is sick with COVID-19 symptoms, the area(s)

where the employee was working will immediately be closed off to others and Custodial staff will follow the proper cleaning and disinfecting procedures as outlined by the CDC: [Cleaning and Disinfecting Your Facility](#). Employees working near the area, or that were in close contact of the ill worker, will be notified and may be asked to work from home until operations can safely continue. The City may choose to hire a professional cleaning agency to perform disinfection and sanitation as needed.

Cleaning & Disinfecting if Someone is Sick: Procedures as defined by the CDC are as follows:

1. Immediately close off area(s) used by the person who is sick. If the City cannot close off affected areas it may need to close operations or certain areas of operations until the location can be properly disinfected.
2. Open outside doors and windows to increase air circulation in the area.
3. Wait 24 hours before Custodial staff can clean or disinfect. If 24 hours is not feasible, wait as long as possible.
4. Custodial staff will clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and machines.
5. Vacuum the space if needed. Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available. Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night for common spaces, or during the day for private rooms. Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
6. Once area has been appropriately disinfected, it can be opened for use.
7. Employees without close contact with the person who is sick can return to work immediately after disinfection.
8. If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection procedures. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

15. EXPOSURE RESPONSE PROCEDURES

It is important for employees to stay home and immediately inform their supervisor, Emergency Preparedness Manager and/or Human Resources if they have a potential exposure, actual exposure, if they are experiencing symptoms or have a confirmed case of COVID-19.

Confidentiality: Employees who have been exposed or potentially exposed have the right to confidentiality to the highest extent possible. Supervisors will be conscientious about employee's medical situations and only share information on a need to know basis. If there are questions or concerns surrounding confidentiality, please contact Human Resources.

Understanding Isolation v. Quarantine: Isolation and quarantine are public health practices used to protect the public by preventing exposure to people who have or may have a contagious disease. Employees are asked to be careful on using these words out of context, which could create unnecessary fear and anxiety in others.

Isolation separates sick people with a contagious disease from people who are not sick.

Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. These people may have been exposed to a disease and do not know it, or they may have the disease but do not show symptoms.

Exposed or Potentially Exposed Employee: Depending on employee specific circumstances, the City may potentially restrict an employee who was directly exposed to the COVID-19 positive employee or family member. An employee may be asked to telework for fourteen (14) days and monitor any symptoms while they are in quarantine. CDC recommendations and guidelines will be discussed with Human Resources, Emergency Preparedness Manager, Department Director, Commander/Health Officer and the exposed/potentially exposed employee.

CDC guidelines explain that employees may have been exposed if they were in "close contact" of someone who is infected, which is defined as being within approximately six (6) feet of a person with COVID-19 for a prolonged period of time.

- Potentially exposed employees who **have** symptoms of COVID-19 should self-isolate and follow [CDC recommended steps](#).
- Potentially exposed employees who **do not have** symptoms should remain at home or in a comparable setting and practice social distancing for 14 days.
- All other employees should self-monitor for symptoms such as fever, cough, or shortness of breath. If they develop symptoms, they should notify their supervisor and stay home.

To ensure continuity of operations of essential functions, CDC advises that [critical infrastructure workers](#) may be permitted to continue work following potential exposure to COVID-19, provided they remain symptom-free and additional precautions are taken to protect them and the community.

- Critical infrastructure businesses have an obligation to limit, to the extent possible, the reintegration of in-person workers who have been exposed to COVID-19 but remain symptom-free in ways that best protect the health of the worker, their co-workers, and the general public.
- An analysis of core job tasks and workforce availability at worksites can allow the employer to match core activities to other equally skilled and available in-person workers who have not been exposed.
- A critical infrastructure worker who is symptom-free and returns to work should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.

Sick Employee: Sick employees should stay home and follow the information on the link provided: [CDC-recommended steps](#). Employees should not return to the worksite until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers (see below).

Employees should not return to work until they have been evaluated by a healthcare provider.

[CDC Discontinue Home Isolation.](#)

1. For Persons with COVID-19 under Isolation:

The decision to discontinue home isolation for persons with confirmed or suspected COVID-19 should be made in the context of local circumstances. A symptom-based (i.e., time-since-illness-onset and time-since-recovery strategy) not a test-based strategy. Of note, there have been reports of prolonged detection of Ribonucleic Acid without direct correlation to viral culture.

Persons with COVID-19 or who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 3 days (24 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*.

2. People who DID NOT have COVID-19 symptoms, but tested positive and have stayed home (home isolated) can leave home under the following conditions:

- At least 10 days have passed since the date of their first positive test;
- **AND**
- They continue to have no symptoms (no cough or shortness of breath) since the test.

Updates as of July 20, 2020

A test-based strategy is no longer recommended to determine when to discontinue home isolation, except in certain circumstances.

Symptom-based criteria were modified as follows:

- Changed from "at least 72 hours" to "at least 24 hours" have passed *since last* fever without the use of fever-reducing medications.
- Changed from "improvement in respiratory symptoms" to "improvement in symptoms" to address expanding list of symptoms associated with COVID-19.

For patients with severe illness, duration of isolation for up to 20 days after symptom onset may be warranted. Consider consultation with infection control experts.

For persons who never develop symptoms, isolation and other precautions can be discontinued 10 days after the date of their first positive RT-PCR test for SARS-CoV-2 RNA.

Their doctor will follow [CDC guidelines](#).

Employees who have tested positive for COVID-19 may not return to work until they have been evaluated by a healthcare provider.

Well Employee with Sick Family Member(s): Employees who are well but who have a sick family member at home with COVID-19 should stay home, notify their supervisor, and follow the information on the link provided: [CDC recommended precautions](#).

Travel Restrictions: There is widespread, ongoing transmission of novel coronavirus worldwide (see [Global COVID-19 Pandemic Notice](#)). If you have traveled nationally or internationally, you are required to follow any state or national requirements and monitor your health very closely. Please refer to “Travel Guidance during the COVID-19 Pandemic” document for more information.

16. POST-EXPOSURE INCIDENT RECOVERY PLAN

If the City experiences a confirmed COVID-19 exposure at work, employees working in the exposed area will be asked to telework for up to 14 days, self-monitor for any COVID-19 related symptoms and contact their healthcare provider for further direction as needed.

If an employee is sick, they cannot return to work until the following criteria has been met:

- You have had no fever for at least 24 hours (that is one full days of no fever **without** the use of medicine that reduces fevers – below 100.4°F); **AND**
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); **AND**
- **People with COVID-19 who have stayed home (home isolated)** at least 10 days have passed since your symptoms first appeared

Leave Options: Depending on individual situations, employees should talk with Human Resources to discuss their eligibility and available options for the following types of leave:

- Employer Paid Sick Leave
- Employer Paid Vacation
- Employer Paid Floating Holidays
- Employer Shared Sick Leave
- WA State Paid Family & Medical Leave (PFML)
- Federal Family & Medical Leave Act (FMLA)
- Industrial Insurance (L&I)
- Unemployment Insurance
- FFCRA – Public Health Emergency Leave (PHEL/FMLA)
- FFCRA – Emergency Paid Sick Leave (EPSL)
- Leave Without Pay (LWOP) – Requires City Administrator Approval

WA State Employment Security Department has developed a poster that can also assist with determining eligibility of potential coverage: [COVID-19 Scenarios & Benefits Available](#).

17. SIGNAGE & PRACTICES

In conjunction with the Emergency Management Department and Human Resources, it is the responsibility of Department Directors and supervisors to ensure the following:

1. Mark the floor to indicate physical distancing protocols where individuals congregate or line up for services. Follow all physical distancing protocols and marked areas where individuals congregate or line up for services.

2. Post signage on conference room doors to identify maximum occupancy throughout the "Safe Start" Phases. Follow guidelines and signage for conference room maximum occupancy and physical distancing inside conference room. Meeting organizers responsible for cleaning pre and post meeting. **Face coverings must be worn at all times.**
3. Mark the conference room tables and/or chairs to indicate physical distancing seating and, if possible, remove chairs from conference rooms to increase physical distancing.
4. Follow all listed guidelines for hand hygiene in lunchrooms/restrooms.
5. Discourage handshaking. Encourage the use of other noncontact methods of greeting.
6. Discourage employees from using other employee's phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
7. Continue videoconferencing or teleconferencing when possible for work related meetings or gatherings. When this is not possible, hold meetings in open, well-ventilated spaces.
8. Ensure a safety data sheet is available for all chemicals and requirements for safe use are followed.
9. Ensure health screenings are done every day and promptly when they arrive to work prior to arriving at workstation.
10. Abide by face cover policy and use gentle reminders to staff and community encouraging them to wear their face cover outside of their workspace.

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Des Moines Municipal Court Re-Opening to the Public Work Plan

REORGANIZATION OF COURT OPERATIONS IN RESPONSE TO CORONAVIRUS (COVID-19)

I. Background

Since early March of this year, Des Moines Municipal Court has been working closely with the City's Emergency Preparedness Manager to ensure the well-being of court employees, litigants, attorneys, and the public while performing our constitutional and statutory duties. This document outlines the measures taken, to date, by the Court to reduce the risk of Coronavirus (COVID-19) transmission within the courtroom setting. The Court acknowledges that the risk cannot be zero, but is committed to lowering the risk as much as possible by acknowledging these risks and stressing individual responsibility to minimize risks. As outlined below, some of the measures include: requiring health screenings and providing masks to court users prior to entry, limiting the number of individuals allowed in the lobby and courtroom, and using technology to reduce or, in some cases, eliminate the need for face-to-face interaction.

This plan is current as of October 1, 2020, and will be reviewed at regular intervals as new information becomes available and public health guidance is updated.

II. Coordination with City of Des Moines Emergency Preparedness Department

Court representatives have been meeting regularly with the City's Department of Emergency Preparedness to implement and coordinate our response, including stocking and replenishing personal protective equipment (PPE) and other pandemic-related supplies. Consistent with Governor Inslee's initial emergency proclamation, our actions are, at all times, informed by the most recent public health information for our community, our state, and nationally, including:

- disease activity (represented by number of new infections and deaths at the local, county, and state level);
- health care system readiness (hospital capacity, availability of PPE and ventilators)
- testing capacity and availability (including distribution of testing, laboratory capacity, test kit availability, and number of test performed per day at the local, county, and state level)
- tracking outbreaks in high-risk populations (number of outbreaks in congregate or group settings, demographic data to identify and monitor high-risk populations)

The totality of the available public health information must nevertheless be weighed against the Court's responsibility to perform its constitutional and statutory duties.

III. Virtual Courtroom Using Zoom Platform

As part of our response to the pandemic, the Court created a virtual courtroom, using Zoom as our platform, to conduct most civil and criminal hearings to reduce or eliminate the need for parties to convene in person. Going forward, the court intends to maintain its virtual courtroom and conduct most, if not all, routine hearings remotely. For those proceedings that must be

conducted in person, such as jury trials, the court will be taking the precautions noted below.

IV. New Protocols for In-person Appearances at the Courthouse

A. Lobby Area

1. Occupancy Limits: In order to abide by social distancing guidelines, the maximum number of people who may be inside the lobby area at any one time is limited to four (4). Court marshals or other court staff may delay someone entering the building if the lobby has reached capacity.
2. Electronic Check-in for Court Appearances (*in-process, not yet implemented*): court users will check in for their court appearance from outside of the courthouse using an application on their cell phone allowing them to answer questions relating to possible exposure to Coronavirus (COVID-19) prior to entering the courthouse. Assuming there are no health-related issues barring entry, then once their case is called, the parties will enter the lobby of the courthouse.
3. Health Screening: upon entering the lobby area, every individual will be required to answer health screening questions and submit to a temperature check using a touchless infrared thermometer. Those with an elevated temperature (defined as 100.4°F or above) will be required to leave the building.
4. Face Masks Required at Entry: masks or appropriate face coverings must be worn at all times while inside the lobby and courtroom. If a party arrives without a mask, one will be provided by court security. If an individual asserts a medical exemption, a face shield will be provided.
5. Security Check: each individual will be subject to a security check, pursuant to previously established protocols.
6. Signage: Signs outlining the public measures in place due to COVID-19 will be placed prominently on the front doors to the court. Signage is located throughout the spaces reminding people to remain six feet apart, including when seated, and to always wear a face covering. The Court Administrator has camera views of the lobby and courtrooms and will periodically check that occupation limits and social distancing are being maintained.

B. Inside the Courtroom

1. Occupancy Limits / Social Distancing: When the courtroom is set up for criminal or civil hearings (including pretrial or preconference hearings, arraignments, sentencing, review matters) the maximum number of people who may be inside the courtroom at any one time is ten (10). When the courtroom is set up for jury trials, the maximum number of people who may be inside the courtroom is sixteen (16). The courtroom will be marked to indicate six feet (6') between chairs in the gallery area; plastic barriers will be placed between counsel tables. These numbers includes the judge, clerk, court marshals, and attorneys. When a case is called, only parties to the case (including defendants, victims, victim advocates, and/or interpreters) are allowed inside the courtroom. Those who wish to observe (but are not parties to the case) will not be allowed inside the courtroom; however, a link to live proceedings on YouTube will be provided.

- Witnesses are asked to wait in their cars until called to the courtroom (notification via phone from relevant attorney or through use of the queuing system).
2. Face Masks Required While in Courtroom: All those who are admitted to the courtroom must wear a face covering at all times, unless excused by the judge. If an individual asserts a medical exemption, a face shield will be provided and must be worn while in the courtroom. During a testimonial hearing or trial, witnesses may remove their mask when testifying if requested and the judge allows.
 3. Exiting the Courtroom: Depending upon the number of parties inside the courtroom and to allow for unimpeded traffic flow, the backdoor to the courtroom may be open for exiting. Signs will be placed appropriately directing where to exit.

C. Regular Cleaning & Sanitizing

Court staff will clean high-touch areas throughout the day and regular cleaning each evening. High touch areas in the courthouse include: door handles; light switches; copy machines; keyboards, mouse, stylus, and tablets in the courtroom; keyboards, mouse and tables at the public kiosks. Anyone sitting at a counsel table will be requested to wipe it down after finishing their hearing(s); this includes counsel and parties. The City will provide sanitizing wipes and hand sanitizer throughout the building. When in use, seats within the courtroom will be sprayed with an appropriate disinfectant at least twice a day. The court has also installed wipe dispensers throughout the courthouse and has auto-dispensing hand sanitizer stations in the courtroom and lobby, as well as bottles of hand sanitizer on counsel tables and the public defender's consultation podium.

Court marshals working in the lobby and the courtroom will wear face coverings and gloves whenever on duty. At least every hour, the security bins will be wiped down with disinfectant wipes. At least every hour, surface areas often touched, keyboards, x-ray, wands, telephone and entrance/ exit door handles and handicapped door push pad will be sprayed with disinfectant or wiped down. A thorough wipe down will be conducted at the end of the day and at the beginning of shifts.

V. Court Clerk's Office

Until further notice, all court pleadings and other documents must be filed with the Court Clerk's office by mail, fax, or email (court@desmoineswa.gov); court documents may also be placed in the court's secure drop box outside the entrance to City Hall.

With respect to all other business, the Court will continue to encourage the public to access the clerk's office by phone and email. During regular hours, the public may access the clerk's office by using an interactive kiosk placed in the courthouse lobby. The kiosk will allow court users to video conference with a court clerk, make payments by credit or debit card, and request a court date. Check payments, probation-related or other documents may be placed in the court's secure drop box. The drop box is checked three times per day by court staff.

VI. Probation and DUI Court Supervision

The following precautions have been implemented for in-person probation appointments:

- Regularly scheduled check-ins will be conducted either by phone or video conference using Zoom. In-person check-ins will be allowed as designated by probation and approved by the court.
- For those defendants who are required to appear in person at probation, a clear barrier will be placed in the office between the probation officer and the defendant.
- Defendants will use the queuing system to notify probation that they are present and will wait in their car or, if they did not drive, outside the lobby, until called to the office by the probation officer.
- The chair and divider will be wiped down using sanitizing spray before and after each probation visit.

VII. Case Management Changes Related to Coronavirus (COVID-19)

Until further notice, the Court will continue to schedule routine criminal hearings, as well as all civil hearings, via Zoom. The number of in-person hearings scheduled will be limited, according to the guidelines noted above. Calendars will be posted on the court's website and on the front door of the building. Some calendars are designated as remote "Zoom hearings" and others as "in-person." If an individual is scheduled for a Zoom hearing and is unable to access the Zoom application by video or telephone, he or she is instructed to contact the court to make other arrangements.

Jury trials will resume in October, 2020, with procedural changes to comply with public health guidelines, as outlined below. Additional procedural changes related to the conduct of jury trial are outlined in Admin. Order 20-07, posted on the court's website.

A. Jury Selection (Voir Dire)

Jury selection will be conducted by video conference, using the Zoom application. Jury summonses will be mailed out according to the court's established procedures. All potential jurors who respond to the summons will be contacted by phone to confirm their ability to appear by video. Those who are unable, for whatever reason, to appear by video will be required to report to the courthouse for jury selection. The entire jury panel, whether appear from home or from the courtroom for voir dire, will be visible to the litigants on Zoom. Upon receiving a response to the juror summons, each potential juror will be assigned a number according to the order received. The jury coordinator will then contact each potential juror to provide information on how to access the virtual courtroom, what to do if appearing remotely is an issue, and the safety procedures the court has implemented. Jurors may request to be rescheduled for jury service. A liberal rescheduling policy has been implemented; information about the rescheduling policy is posted on the court's website. Once a jury is empaneled by the judge, jurors will report in person to the courthouse for the trial.

B. Day of Trial

On the day of trial, members of the jury will report to the courthouse in person. Everyone entering the courthouse, including jurors, will be subject to health screening questions and temperature checks, as noted above, each day of service prior to entering the courtroom. Masks are required to be worn throughout trial. Each juror will receive one KN95 mask at the beginning of the trial and one after the noon recess. Gloves will also be available upon request. Those claiming a

medical exemption will be required to wear a face shield. Witnesses may remove their mask when testifying, if requested and approved by the court. The witness box will be at least six feet from the jurors, judge, court clerk and counsel tables. Plexiglas dividers will be placed around the witness box and attorney podium, as well as between counsel tables.

Jurors will be seated six feet (6') apart in the gallery area of the courtroom (rather than the jury box). Once given a seat assignment, jurors must not change seats for the duration of the trial. Counsel tables will be at least 6 feet from jurors, the witness stand and court staff.

The Court will no longer provide water, coffee or snacks. Jurors may bring bottled water into the courtroom. Jurors will be required to leave the courthouse during the lunch break. Court staff will disinfect high-touch areas in the courtroom over the noon recess. Deep cleaning will be completed at the end of each trial day. Hand sanitizer and wipes are available in the courtroom and hand sanitizer stations are available in the lobby

C. Documentary Trial Exhibits

To the extent possible, all documentary exhibits to be used during trial (whether admitted or not) must be provided in electronic format to the court clerk and marked prior to the day of trial.

D. Jury Deliberations

Due to the size of our usual jury deliberation room, all deliberations will now take place within the courtroom, which will be closed to the public and the parties (including the court clerk) for the duration of the deliberations. Jurors will maintain their seating assignment throughout deliberations and will also be required to wear their masks throughout deliberations. Only the jurors and the clerk are allowed in the deliberation room, at appropriate times.

E. Questions Regarding Jury Service

Members of the public inquiring about jury service are encouraged to visit the court's website or contact our jury coordinator at 206-878-4597.

VIII. Court Employees Must Comply with the City of Des Moines Safe Start Plan

Employees of the Court, including the judge, judges pro tem, court marshals, and all other users regardless of position or title are also required to wear facial coverings upon entry. Facial coverings shall be worn at all times until employees reach their regular work areas. Persons going from one area in City Hall to another area shall wear a facial covering. Certain individuals may be exempt from this due to ADA application or other reasons. A refusal to wear a facial covering may be reported to the employer for appropriate action within that employer's department. The court staff are expected to follow the City of Des Moines safe start policies, including but not limited to, wearing face masks, maintaining six feet of distance as much as possible, performing frequent hand washing and use of hand sanitizer, and limiting interactions in enclosed spaces such as break rooms.

Court staff working on site are subject to the city's self-screening protocol upon entry to City Hall, including answering health questions and submitting to a temperature check via infra-red thermometer. Court staff is required to wipe down their work area prior to starting work and frequently throughout the day. Wipes and disinfectant spray are available for these purposes.

The court is supporting its staff in the following ways: allowing telecommuting as much as possible without compromising operations or customer service; providing face coverings to staff when needed; installing Plexiglas barriers between work stations; educating staff about the coronavirus and how to prevent transmission; and, placing hand sanitizer and sanitizing wipes throughout the work areas.

IX. Court Updates & Information

The Court provides information to stakeholders and the public through the use of emails, bench-bar meetings (via Zoom), the Court's website, Google business, and information provided to local media outlets.

X. Effective Date

This document is current as of October 23, 2020 and will be updated as circumstances changes, lessons are learned, and directives are modified. The most recent version will be available on the Court's website.