

# Phase 1 Higher Education & Critical Infrastructure Workforce Training Restart COVID-19 Requirements

***Phase 1: Low-risk Higher Education and Critical Infrastructure Workforce Training work resumes.***

***Higher Education and Critical Infrastructure Workforce training jobs and approved (see attached list) instructional programs complying with the points below may resume only those work and instructional activities that do not require workers and students to be closer than six-feet together. If a work or instructional activity requires workers or students to be closer than six-feet, it is not considered low-risk and is not authorized. Adherence to the physical distancing requirement and the health and safety points below will be strictly enforced.***

**Prior to recommencing work and approved instructional programs all employer/training providers are required to develop and post at each location a comprehensive COVID-19 exposure control, mitigation, and recovery plan. Higher education institutions and training providers are encouraged to continue remote learning as much as possible to limit in-person interactions.** The COVID-19 exposure plan must include policies regarding the following control measures: PPE utilization; on-site social distancing; hygiene; sanitation; symptom monitoring; incident reporting; site decontamination procedures; COVID-19 safety training; exposure response procedures; and a facility post-exposure incident recovery plan. A copy of the plan must be available at each location during any activities and available for inspection by state and local authorities. Failure to meet posting requirements could result in sanctions, including work and instructional activities being shut down.

**All programs are required to post at each location written notice to employees and government officials the Phase 1 work and instructional programs that will be performed at that location and signed commitment to adhere to the requirements listed in this document.**

**All programs have a general obligation to keep a safe and healthy location in accordance with state and federal law.** Failure to follow these requirements will be considered a violation of these duties and be penalized accordingly. Under RCW 49.17.060, “each employer shall furnish to each of their employees a place of employment free from recognized hazards that are causing or likely to cause serious injury or death to his or her employees and shall comply with the rules, regulations, and orders promulgated under this chapter.” The Washington State Department of Labor & Industries’ Division of Occupational Safety and Health (DOSH) is responsible for workplace safety and health, including inspections and enforcement, consultation, technical assistance, training, education, and grants.

All programs are also required to comply with the following COVID-19 location-specific safety practices, as outlined in Gov. Jay Inslee’s “Stay Home, Stay Healthy” Proclamation 20-25, and in accordance with the Washington State Department of Labor & Industries General Coronavirus Prevention Under Stay Home-Stay Healthy Order (DOSH Directive 1.70: <https://www.lni.wa.gov/safety-health/safety-rules/enforcement-policies/DD170.pdf>) and the Washington State Department of Health Workplace and Employer Resources & Recommendations at <https://www.doh.wa.gov/Coronavirus/workplace>:

### **COVID-19 Supervisor**

1. A site-specific COVID-19 Supervisor shall be designated by the program at every location to monitor the health of employees and students and enforce the COVID-19 location safety plan. They must keep the plan current with changes to COVID-19 guidelines. A COVID-19 Supervisor or designee must be available at all times during work and class activities.

### **COVID-19 Safety Training**

2. A safety training must be conducted at all locations on the first day of returning to work/class, and weekly update thereafter, to explain the protective measures in place for all workers and students. Social distancing must be maintained at all gatherings.
3. Attendance will be communicated verbally and the trainer will sign in each attendee.
4. COVID-19 safety requirements shall be visibly posted at each location.

### **Social Distancing**

5. Social distancing of at least 6 feet of separation must be maintained by every person at all times.
6. Gatherings of any size must be prevented by taking breaks, performing lab-type activities and lunch in shifts. Any time two or more persons must meet, ensure minimum 6-feet of separation.
7. Identify and control “choke points” and “high-risk areas” at locations where workers and students typically congregate so that social distancing is always maintained. Consider relocating from small classrooms into larger rooms to accommodate more room for social distancing.
8. Minimize interactions during class activities; ensure minimum 6-foot separation by physical barriers, and/or demarking floors with tape. Limit the number of students based on class size and activities to allow for 6-foot separation.
9. To the extent practical allow only one group/class at a time at the same location/lab/classroom and maintain 6 foot separation social distancing for each member. If more than one group/class must be on the site then at a minimum they must maintain social distancing policies in accordance with this guidance.
10. Institutions may approve individual based learning/one-on-one classes such as apprenticeships and independent study on a case-by-case basis if they can demonstrate an effective plan for an equivalent means of social distancing through elements such as physical barriers, ventilation, Personal Protective Equipment, and health monitoring. These approvals should be limited to small-scale activities that can demonstrate that they are following guidance from the Centers from Disease Control, Washington State Department of Labor & Industries, and Washington Department of Health and are based on the best practices of the field of study in question.

### **Personal Protective Equipment (PPE) – Employer/Training Program Provided**

11. Provide personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate, or required, for the activity being performed.
12. Face coverings in accordance with Washington Department of Health guidelines, or as required by Washington Department of Labor & Industries (L&I) safety rules, must be worn at all times by every employee and visitor/student at the location.
13. If appropriate PPE cannot be provided to employees, the activity must be shut down.

### **Sanitation and Cleanliness**

14. Soap and running water shall be abundantly provided at all locations for frequent handwashing. Workers and students should be encouraged to leave their workstations to wash their hands regularly, before and after going to the bathroom, before and after eating and after coughing, sneezing, or blowing their nose.
15. When running water is not available, portable washing stations, with soap, are required, per WAC 296-155-140 2(a) – (f). Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol can also be used, but are not a replacement for the water requirement.
16. Post, in areas visible to all workers and students, required hygienic practices, including not to touch face with unwashed hands or with gloves; washing hands often with soap and water for at least 20 seconds; use hand sanitizer with at least 60% alcohol; cleaning and disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs; covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the U.S. Centers for Disease Control (CDC).
17. Make disinfectants available to workers throughout the location and ensure cleaning supplies are frequently replenished.
18. Frequently clean and disinfect high-touch surfaces at locations and in offices, such as shared tools, machines, vehicles and other equipment, handrails, doorknobs, and restrooms. Sanitation workers disinfecting these areas must be provided appropriate personal protective equipment (PPE) for these work tasks and trained on work expectations. If these areas cannot be cleaned and disinfected frequently, these locations shall be shut down until such measures can be achieved and maintained.
19. If an employee or student reports feeling sick and goes home, the area where that person worked should be immediately disinfected.

### **Employee and Student Health/Symptoms**

20. Create policies, which encourage workers and students to stay home or leave the location when feeling sick or when they have been in close contact with a confirmed positive case. If they develop symptoms of acute respiratory illness, they must seek medical attention and inform their employer.
21. Have employees/students inform their supervisors/instructor if they have a sick family member at home with COVID-19. If an employee or student has a family member sick with COVID-19, that employee/student must follow the isolation/quarantine requirements as established by the State Department of Health.

22. Screen all workers and students at the beginning of their day by taking their temperature or ensuring they take their own temperature at home prior to coming to the school and asking them if they have a fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell. Thermometers used shall be ‘no touch’ or ‘no contact’ to the greatest extent possible. If a ‘no touch’ or ‘no contact’ thermometer is not available, the thermometer must be properly sanitized between each use. Any worker with a temperature of 100.4°F or higher is considered to have a fever and must be sent home. Students should be screened prior to class by asking them if they have a fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell. Instruct workers to report to their supervisor if they develop symptoms of COVID-19 (e.g., fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell). If symptoms develop during a shift, the worker should be immediately sent home. If symptoms develop while the worker is not working, the worker should not return to work until they have been evaluated by a healthcare provider. Provide a contact number for students to self-report if they have tested positive for COVID-19 for contact tracing purposes.
23. Failure of employees/students to comply will result in employees/students being sent home during the emergency actions.
24. Employees who do not believe it is safe to work shall be allowed to remove themselves from the location and employers must follow the expanded family and medical leave requirements included in the Families First Coronavirus Response Act or allow the worker to use unemployment benefits, paid time off, or any other available form of paid leave available to the worker at the workers discretion.
25. If an employee or student is confirmed to have COVID-19 infection, employers should inform fellow employees/students of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees about how to proceed based on the CDC [Public Health Recommendations for Community-Related Exposure](#).

### **Location Visitors**

26. A daily class attendance log of all workers and visitors/student must be kept and retained for at least four weeks. The log must include the name, phone number, and email address of all workers and visitors.

**No work may be conducted until programs can meet and maintain all requirements, including providing materials, schedules, and equipment required to comply.**

These Phase 1 COVID-19 location safety practices are required as long as the “Stay Home, Stay Healthy” Gubernatorial Proclamation 20-25 is in effect or if adopted as rules by a federal, state or local regulatory agency. **All issues regarding worker safety and health are subject to enforcement action under L&I’s Division of Occupational Safety and Health (DOSH).**

**Workplace safety and health complaints** may be submitted to the L&I Call Center: (1-800-423-7233) or via e-mail to [adag235@lni.wa.gov](mailto:adag235@lni.wa.gov). **General questions about how to comply with COVID-19 safety practices** can be submitted to the state’s Business Response Center at

<https://app.smartsheet.com/b/form/2562f1caf5814c46a6bf163762263aa5>. **All other violations related to CDC IHE** <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html>

**L&I Info:** <https://www.lni.wa.gov/agency/outreach/novel-coronavirus-outbreak-covid-19-resources>

**DOH:** <https://www.doh.wa.gov/Emergencies/Coronavirus>