



# Marysville Getting to Safe Checklist

This is an edited list of essentials. Please see the full [Getting to Safe Guide](#) kit for in-depth recommendations, [www.marysvillewa.gov/safeopening](http://www.marysvillewa.gov/safeopening).



## Your workplace

### Personal Protective Equipment (PPE)

#### Do you have:

- Face covers or masks (not N95 or medical grade)
- Hand washing area(s) and hand sanitizer
- Antiseptic cleaner and/or wipes
- Infrared thermometers for screening employee
- Disposable gloves - non-medical grade

### Facilities & Cleaning

- Stay up to date on current cleaning guidelines
- Close or limit communal area usage like:
  - Breakrooms, Lunchrooms, Exercise facilities, Conference rooms, etc.
- Implement touchless technology
- Clean high-touch surfaces every hour
- Consider disinfection stations for packages and deliveries

### Space Planning

- Reassess facility to comply with Safe Start Washington guidelines
- Consider signage to limit ingress/egress, reduce number of people in elevators, etc.
- Stagger schedules where possible
- Consider floor markings or quadrants in open work areas
- Consider physical barriers
- Consider decluttering to facilitate effective cleaning

### People Gathering

- Mandate social distancing of 6 feet
- Encourage remote work when possible
- Eliminate or limit non-essential visitors
- Consider restricting travel
- Restrict group size for in-person meetings so that 6 feet of distancing can be maintained



## Your workforce

### Define who is eligible to come back

- Understand current opening limitations and base staffing needs accordingly
- Classify essential and non-essential workers
- Identify those in high-risk categories, with childcare or transportation constraints, and level of comfort to return

### Measure worker readiness sentiment

- Consider surveying all staff members to understand their readiness to return
- Consider simple questionnaire sent out via email

### Create a phased approach

- Determine plans to bring people back to work based on Safe Start Washington phased approach
- Outline who will come back and when





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## Adjust policies and workplace accommodations

- Consider spatial density
- Consider daily staggered start and end times, or an “on site as needed” policy
- Implement flexible work policies
- Encourage those who can work remotely to do so
- Be flexible with those who have limitations (e.g., high risk, childcare, transportation)
- Adjust leave policies for employees who need it
- Develop a policy on how to prioritize accommodation requests

## Prepare contingency plans

- Be prepared for a resurgence of COVID-19
- Anticipate and stay informed on changing regulations
- Decide what screening is done on premise
- If performing on-site screening, consider special training required
- Consider an at-home screening app like CovidSafe or Apple COVID-19
- Develop a HIPAA compliant health screening data storage policy
- Develop a list of screening questions to collect information when developing a screening policy:
  - Available contact information
  - Travel in the last 14 days
  - Confirm no symptoms or exposure for 14 days prior
  - Confirm symptom-free on an ongoing basis
  - On-site temperature

*Be transparent about what data is collected, why and how long it is kept.*

- Stay current on understanding COVID-19 symptoms as reported by the CDC
- Consider how to isolate an employee if they're symptomatic
- Define sanitation steps if symptoms are discovered
- Define who to notify when COVID-19 or COVID-19-like symptoms are discovered. For example:
  - Workforce
  - Customers
  - Public health officials (for example, when more than two cases occur in a work setting within 14 days of one another)
- Define requirements for returning to work
- Educate your workforce on COVID-19 symptoms and when to stay home
- Create a work culture where employees feel comfortable self-identifying when a member of their household has COVID-19 symptoms



## Your customers

- Review and modify your customer service policies based on public health guidelines. Consider how you will:
- Respond if a customer ignores your posted safety guidelines
- Handle returns and sendbacks
- Respond when a customer appears sick
- Decide whether or not you'll request that all customers wear face covers

## Consider Customers Returning

- Consider point of entry signage that outlines steps you're taking to keep the public safe and what is expected from your customers upon entry
- Define key messages you'll send out via your marketing channels to inform your customers on the steps you're taking