COVID-19 Resources for Businesses

This document contains COVID-19 resources and L&I Requirements for businesses to reference.

COVID-19 Safety Plan

L&I requires businesses to “Address COVID-19 notification, reporting, and prevention measures in the employer’s workplace-specific, written Accident Prevention Program or equivalent safety program.”

Resources to assist with creating a COVID-19 Prevention and Response plan:

- Sample COVID-19 Plan Template | Snohomish Health District
- Guidance for Non-Healthcare Businesses and Organizations during COVID-19 | Department of Health
- Plan, Prepare, Respond for Workplaces and Businesses | CDC
- Guidance on Mitigating and Preventing the Spread of COVID-19 in the Workplace | OSHA

COVID-19 Training for Employees

L&I requires businesses to “Educate workers about COVID-19 prevention in the language they understand best.”

- The Washington State Department of Labor and Industries offers this free Coronavirus Basics Employee Training Power point that you can use and modify for your training purposes. It is also available in Spanish here: Coronavirus Employee Training Spanish PowerPoint
- Your training should cover: COVID-19 signs and symptoms, How employees can protect themselves from COVID-19, What to do if sick, What to do if exposed to COVID-19, and Employer policies and procedures related to COVID-19.
- For COVID-19 resources in other languages go to the Department of Health webpage Resources and Recommendations. From there select a language from the drop-down menu near the top right of the page. All guidance translated into that language will then appear on the page.

What to do if an employee tests positive for COVID-19

L&I requires businesses to “Provide written notice of potential COVID-19 exposure within one business day to all workers, and the employers of subcontracted workers, who were at the same work site as a person who tested positive (without disclosing the person’s identity).”

For step-by-step guidance when a case of COVID-19 is discovered or suspected in the workplace you can refer to this video. As a brief overview, the following steps should be taken to help slow the spread:

1. Send the case home for isolation* and provide the COVID-positive employee(s) with a copy of “What to do when you test positive for COVID-19,” and this Care Connect infographic.
2. Determine if the case worked while contagious and on what days.
3. Provide notice of potential COVID-19 exposure within one business day to all workers who were at the same work site, during the contagious period, of the person who tested positive (without disclosing the person’s identity). Give each of them a copy of "What to do if you were potentially exposed to someone with COVID-19" and this Care Connect infographic. Depending on their vaccination status and symptoms some may need to quarantine*.
4. If there are two or more cases among employees in a 14-day period or you suspect that COVID is spreading at the workplace, notify the Snohomish Health District (SHD). To do so, please complete this spreadsheet. You can fax the spreadsheet to 425-339-8706 or email COVIDemployment@snohd.org to request a secure email to send the spreadsheet through. If you choose to send the spreadsheet by fax, please fax it to the attention of “COVID Employment Team”. In addition to reporting to SHD, you may need to report to L&I. See this document for details on the requirement to report to L&I.

*Refer to the Isolation & Quarantine Calculator or the COVID-19 Isolation & Quarantine Flow Chart to determine when it is safe for the case and potentially exposed staff to return to work.
## Cleaning, Disinfecting and Sanitizing

L&I requires businesses to “Provide hand washing facilities and supplies, and regularly clean and sanitize surfaces.”

- The Centers for Disease Control and Prevention (CDC) has good instructions to follow for [Cleaning and Disinfecting Your Facility](https://www.cdc.gov/coronavirus/2019-ncov/prevention-preparedness/disinfecting.html).
- The EPA provides a list of [Disinfectants for COVID-19](https://www.epa.gov/coronavirus/disinfectants) and [Best Cleaning Practices](https://www.epa.gov/coronavirus/best-practices-cleaning) infographic.

## Personal Protective Equipment (PPE)

As of March 12, 2022, masks are no longer required to be worn in many settings*. However, L&I requires businesses to “Allow workers to voluntarily wear masks (respirators, medical procedure masks, or cloth face coverings) and personal protective equipment (PPE) as long as it doesn’t create a safety or security issue.”

For more information on masks:

- [Masks and Face Coverings | Department of Health](https://www.doh.wa.gov/PublicHealth/OtherTopics/MasksFaceCoverings).
- [Secretary of Health Order 20-03 Statewide Face Coverings](https://www.doh.wa.gov/Portals/1/Documents/Order/20-03-Statewide-Face-Coverings.pdf).

*Masks continue to be required in health care settings, long-term care settings, and correctional facilities.

## Vaccine resources

Select industries must have vaccinated employees per the [Governor’s Vaccine Mandate](https://www.doh.wa.gov/Portals/1/Docs/COVID-19/Press%20Release%20Governors%20Vaccine%20Mandate%2012%202020.pdf). If your industry is not one where the state requires vaccinations, the employer can decide whether to require it or not.

How and where to get the vaccine:

- [How to Get Your Shot | Snohomish Health District](https://snohealth.org/covid-19/information/how-to-get-your-shot/).
- [Find a COVID-19 vaccine near you](https://snohealth.org/covid-19/information/find-a-covid-19-vaccine-near-you/).
- Text your ZIP Code to GETVAX (438829) and get a reply by text with information on nearby vaccination sites, including those operated by public agencies, as well as pharmacies and other private businesses. For Spanish: Text a ZIP Code to 822862.

Resources for employers to help staff get vaccinated:

- [Workplace Vaccination Program | CDC](https://www.cdc.gov/vaccines/for-businesses.html).

## Testing resources

An individual should seek testing if 1) They develop COVID-19 symptoms that are unrelated to a diagnosed chronic illness or 2) They are a close contact of a confirmed COVID-19 case. For information on the recommended type of test and timeframe to test, refer to this flow chart: [COVID-19 Decision Trees (wa.gov)](https://www.coronavirus.wa.gov/covid-19-testing).

Testing resources:

- [Self-Testing Guidance for Establishments | Department of Health](https://snohealth.org/covid-19/information/self-testing-guidance-for-establishments/).
- [At-Home COVID Test Information | Snohomish Health District](https://snohealth.org/covid-19/information/at-home-covid-test-information/).
- [Additional Testing Resources | Snohomish Health District](https://snohealth.org/covid-19/information/additional-testing-resources/).

## Where to find the latest COVID-19 updates for your business

- [COVID-19 Info for Employers | Snohomish Health District](https://snohealth.org/covid-19/information/covid-19-info-for-employers/).
- [COVID-19 Workplace Safety & Health | Labor & Industries](https://www.wlb.wa.gov/covid-19/).
- [COVID-19 Resources and Recommendations | Department of Health](https://www.doh.wa.gov/Portals/1/Docs/COVID-19/Press%20Release%20Department%20of%20Health%20Frequently%20Asked%20Questions%20%28FAQ%29%205-8%202020.pdf).