

KITTITAS COUNTY  
CHAMBER OF COMMERCE  
**SAFETY PLAN**



# OVERVIEW

This handbook provides general recommendations for use for Kittitas County Chamber of Commerce employees and commercial tenants, facilities and events, but is not meant to be all-inclusive.

There may be circumstances that require adaptation of the guidelines in this handbook. Exceptions require written approval by the President and/or CEO of the Kittitas County Chamber of Commerce. This is a working document and will be updated to reflect state and federal guidelines as they become available.

Any information in this document that is unclear or vague will be covered by the CDC's COVID-19 Guidelines.

This handbook has been reviewed by representatives of the Kittitas County Health Department.

If you would like to discuss any part of this handbook, please see the CEO of the Kittitas County Chamber of Commerce, Amy McGuffin.



# INITIAL RESTART OF OPERATIONS

The Kittitas County Chamber of Commerce and its commercial properties will follow the State of Washington's Responsible Restart Washington five protocols for re-opening for business and will act if any employee or customer is identified as a COVID-19 infected person.

## WASHINGTON'S GUIDING PRINCIPLES:

- Protect the health of employees, customers, and their families.
- Support community efforts to control the spread of COVID-19
- Lead in responsibility getting Washington back to work.

## 5 PROTOCOLS FOR ALL BUSINESSES:

1. Required face coverings for employees and clients/customers.
2. Conduct daily health assessments by employees and employers (self-evaluation) to determine if "fit for duty".
3. Maintain good hygiene at all times - hand washing, sanitizing, and social distancing.
4. Clean and sanitize workplaces throughout workday and at the close of business or between shifts.
5. Limit capacity to meet social distancing guidelines, including strongly recommending appointments rather than walk-ins.

## TAKE THE FOLLOWING ACTIONS WHEN A COVID-19 INFECTION IS IDENTIFIED:

- Immediately report employee or customer infections to the Kittitas County Public Health Department.
- Work with the Kittitas County Public Health Department to identify potentially exposed individuals to help facilitate appropriate communication/contact tracing.
- Professionally clean and sanitize site/location.
- Re-open in consultation with Kittitas County Public Health Department.



# KCCC MANDATORY PRACTICES FOR EMPLOYEES/TENANTS

**Self Assessments:** All employees/tenants, whether working from home, in the office, or in the field must perform **DAILY** symptom assessments. Assessments are to be completed at the beginning of each work shift:

-**Temperature Check:** Report any temperature if greater than 99.9F.

-**Self-Assessment of COVID-19 Symptoms:** Signs of fever, cough, sore throat, chills, fatigue, chest pains, or pressure, and other signs stated by CDC related to COVID-19 infection.

-**Report Symptoms:** Employees/tenants must report symptoms to the CEO of the Kittitas County Chamber of Commerce, Amy McGuffin and stay home from work or leave work if at work. The Kittitas County Chamber of Commerce will be flexible to accommodate the need to send employees home if showing or experiencing COVID-19 symptoms.

**Hand-washing Practices:** Employees/tenants must wash hands with hot/warm water and soap for at least 20 seconds after:

-Using common areas such as restrooms, break rooms, etc.

-Use of equipment or tools shared by employees (phones, computers, thermometer, field tools, etc.)

**Use of Hand Sanitizer:** Employees/tenants must use hand sanitizer that is stationed in the office or provided for those working in the field when hand washing is not convenient or available. Hand sanitizer must be used after touching common surfaces.

**Masking:** Per the current order of Washington State, masking is required in public spaces (Visitor Centers, Business Development Center, common spaces, conference rooms). The Kittitas County Chamber of Commerce will assume those not wearing a mask have a medical condition that prevent them from doing so. Businesses are not able to ask if customers have a medical condition due to HIPPA. We ask that you wear a mask if you can, as it is required. Employees in separate offices not serving visitors will not need to wear the required masking unless they move to a common use space or are with a client/customer.

**Ensure Minimum 6-foot Distancing Between People, Fellow Employees, and Customers:** The layout of the Kittitas County Chamber of Commerce offices (including all Visitor Centers, Catalyst Co-Working Ellensburg and Cle Elum and Business Development Center) encourages social distancing of at least six feet.

-Employees/tenants should eliminate contact with others such as shaking of hands, embracing of coworkers, visitors and friends.

-Employees/tenants should not congregate in hallways or commonly used workspaces at any time.

-Employees/tenants must be respectful of other employees/tenants office spaces and avoid entering individuals offices or workspaces when these spaces are occupied. Employees and tenants should not overcrowd common areas. Please be patient and wait your turn.

-When leaving, try to stagger leaving the building to continue distancing.

-**Traffic Flow:** Social distancing limitations will be posted at the front entrance door.

-**Occupancy:** Following the state's guidance and the Governor's recent mandate for gatherings, the allowed occupancy of the Chamber's office and Visitor Center building will be 5 people. The allowed occupancy in the Business Development Center is 10 people. The allowed occupancy in Catalyst Co-Working is only tenants, Chamber staff, and those with a scheduled appointment for a tour.

-**Conference Room:** Because of the State of Washington's order to maintain social distancing, the capacity of the Chamber's conference room is 10, the capacity of the Catalyst Co-Working conference rooms is also 10. Seats suitable for the new capacity will be marked with tape. Chairs will be removed to accommodate the new capacity. Meetings larger than the capacity should be conducted virtually indefinitely to ensure the safety of all involved.



# GENERAL DISINFECTION MEASURES

Please prioritize cleaning and disinfecting these areas in workspaces and offices:

## Multiple Times Per Day

- a. Workspaces (computers, keyboards, phone, chair and chair arms, desk, tables, and high-touch areas). The recommendation is that your workspace is cleaned at **least three times daily** with hand-held disinfectant spray and paper towel or disinfectant wipe.
- b. Common high-touch areas such as printer, etc. Please wipe down **after each touchpoint** with hand-held disinfectant spray and paper towel or disinfectant wipe.
- c. It is strongly encouraged that when you disinfect other surfaces that you also do the same to your wireless phone, keys, or any other common items (handbags, backpacks, etc.)

## Twice a Day Minimum

- a. Doors, handles, light switches, faucets, sinks, and bathroom fixtures: The recommendation is to clean these surfaces **twice a day** with hand-held disinfectant spray and paper towel or a disinfectant wipe.

## Daily

- a. Conference room/kitchen area: The recommendation is to clean these surfaces daily with hand-held disinfectant spray and paper towel or a disinfectant wipe. Also, any employee/tenant hosting a meeting in the conference room or Business Development Center will be responsible for cleaning and disinfecting all tables, chairs, and any other surfaces after the meeting concludes.
- b. Front desk area: The recommendation is to clean these surfaces daily with hand-held disinfectant spray and paper towel or a disinfectant wipe.
- c. All other common areas: The recommendation is to clean these surfaces daily with hand-held disinfectant spray and paper towel or a disinfectant wipe.

## As needed

- a. Exterior of air handling vents: The recommendation is to clean these surfaces daily with hand-held disinfectant spray and paper towel or a disinfectant wipe.

General disinfection measures should be followed regularly, but if an active employee/tenant or visitor/customer is identified as positive for COVID-19 by testing, the Kittitas County Chamber of Commerce will follow the COVID-19 checklist as identified by the State of Washington at [coronavirus.wa.gov](https://coronavirus.wa.gov) (including the CDC guidelines).

Employee/tenant exposure to positive COVID-19 cases: There is a wide range of potential exposure to the COVID-19 virus. Employees/tenants who believe they have direct and prolonged exposure to the virus should immediately contact the CEO of the Kittitas County Chamber of Commerce Amy McGuffin. The Chamber will follow CDC Interim guidance regarding suspected exposure, including evaluation and one of three actions: self-monitoring, self-quarantine and self-isolation. There will be no self-isolation at work, but work at home may be considered. The office will be closed if a suspected exposure occurs and will remain closed until a full sanitation can be performed. Remaining employees/tenants will work from home during the closure.



# GENERAL DISINFECTION MEASURES

## (CONTINUED)

-Staff are to report to their supervisor if they have been exposed or in close contact with a positive COVID-19 case or cases. The Kittitas County Health Department will be notified of any suspected contact cases.

-The Kittitas County Public Health Department will investigate the exposure or close contact with the positive COVID-19 case through contact tracing.

-The Kittitas County Public Health Department will issue self-quarantine requirements based upon the findings of the Investigation of the close contact to determine the length of self-quarantine. This may be up to 14 days or longer as determined by the Kittitas County Public Health Department.

-Staff can request the use of sick leave, personal days, vacation days, FMLA or can apply for Families First Coronavirus Response Act (FFCRA or Act) for time off related to COVID-19 quarantine or isolation.

### OTHER REQUIREMENTS:

-All employees/tenants should continue to follow the guidelines of the current orders from the governor. For more information, visit [coronavirus.wa.gov](https://coronavirus.wa.gov).

-Accommodations will be made for employees/tenants who choose to work from home for safety, childcare, or other reasons.

-Signage: This document will be given to every employee and tenant, as well as having signage posted on the entrance, in bathrooms and at exits.

