

City of Mill Creek COVID-19 Health and Safety Policy¹

About This Policy

The City of Mill Creek takes its employees and the public's safety as its highest priority. We know you are all responsible employees and are concerned about protecting the safety of yourself and others, so we are distributing this policy as a reminder of our safety practices as we continue to further open up our premises to the public, and to answer any questions that you or the public may have about our policies.

The City of Mill Creek is committed to providing a safe and healthy work environment for its employees. This policy was created to communicate measures to minimize exposure in the workplace during the COVID-19 virus pandemic. This policy applies to all employees and this version takes effect on April 27, 2021. This policy is subject to change based on operational needs and updates to federal, state, local law and guidelines.

If you have any questions or feedback about this policy or subsequent updates, please contact your department head or Emily Henkes at Asure Consulting by calling (425) 576-1900 ext. 161241 or email at Emily.Henkes@asuresoftware.com. We will amend this policy as needed as applicable guidance may change.

About the COVID-19 Virus

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. People with these symptoms* may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

*This list does not include all possible symptoms.

Some people are more likely than others to become severely ill, including older adults, pregnant people, and people with certain underlying medical conditions.

¹ This policy serves as the City of Mill Creek's COVID-19 exposure control, mitigation, and recovery plan, which is required by the state of Washington for some businesses with employees in the workplace during Phase 2, as well as its COVID-19 Reopening Safety Plan, which is required of all employers with employees in the workplace during Phase 3 of Washington's reopening plan. This policy is available on our website, from your department head, and is posted in the City break rooms.

When to Seek Emergency Medical Attention

Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

*This list does not include all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility. Notify the operator that you are seeking care for someone who has or may have COVID-19.

How COVID-19 Spreads

COVID-19 spreads very easily from person to person. To minimize the spread, the City has taken proactive steps to enhance its safety and sanitation protocols by upgrading its HVAC system and installing hands-free sanitizer stations at building entry locations.

COVID-19 is thought to spread mainly through close contact from person to person, including between people who are physically near each other (within about 6 feet). People who are infected but do not show symptoms can also spread the virus to others. Cases of reinfection with COVID-19 have been reported but are rare.

- People who are physically near (within 6 feet) a person with COVID-19 or have direct contact with that person are at the greatest risk of infection.
- When people with COVID-19 cough, sneeze, sing, talk, or breathe they produce respiratory droplets. These droplets can range in size from larger droplets (some of which are visible) to smaller droplets. Small droplets can also form particles when they dry very quickly in the airstream.
- Infections occur mainly through exposure to respiratory droplets when a person is in close contact with someone who has COVID-19.
- Respiratory droplets cause infection when they are inhaled or deposited on mucous membranes, such as those that line the inside of the nose and mouth.
- As the respiratory droplets travel further from the person with COVID-19, the concentration of these droplets decreases. Larger droplets fall out of the air due to gravity. Smaller droplets and particles spread apart in the air.
- With passing time, the amount of infectious virus in respiratory droplets also decreases.

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COVID-19 can sometimes be spread by airborne transmission:

- Some infections can be spread by exposure to virus in small droplets and particles that can linger in the air for minutes to hours. These viruses may be able to infect people who are further than 6 feet away from the infected person or after that person has left the space.
- This kind of spread is referred to as airborne transmission and is an important way that infections like tuberculosis, measles, and chicken pox are spread.
- There is evidence that under certain conditions, people with COVID-19 seem to have infected others who were more than 6 feet away. These transmissions occurred within enclosed spaces that had inadequate ventilation. Sometimes the infected person was breathing heavily, for example, while singing or exercising.
 - Under these circumstances, scientists believe that the amount of infectious smaller droplets and particles produced by the people with COVID-19 became concentrated enough to spread the virus to other people. The people who were infected were in the same space during the same time or shortly after the person with COVID-19 had left.
- Available data indicate that it is much more common for the virus that causes COVID-19 to spread through close contact with a person who has COVID-19 than through airborne transmission.

It is possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes, but this is not thought to be a common way the virus spreads.

Protect Yourself and Others

The best way to prevent illness is to avoid being exposed to this virus. You can take steps to slow the spread.

- Wear a mask that covers your nose and mouth to help protect yourself and others.
- Stay 6 feet apart from others who don't live with you.
- Get a COVID-19 vaccine when it is available to you.
- Avoid crowds and poorly ventilated indoor spaces.
- Wash your hands often with soap and water. Use hand sanitizer if soap and water aren't available.
- Stay home and isolate from others when sick.
- Routinely clean and disinfect frequently touched surfaces and take other steps to stop the spread at home.

How the City of Mill Creek Is Addressing the COVID-19 Virus

As COVID-19 continues to spread, we would like to explain how we continue to make it safer for our employees to return to work by preventing the spread of COVID-19. These steps, taken together as a team, allow us to work safely while continuing to serve the public.

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Social Distancing

City of Mill Creek employees, visitors, and the public are required to maintain a six-foot physical distance from one another in all interactions at all times. To ensure that social distancing is possible, the City of Mill Creek takes safety measures specific to each department's individual needs.

At the discretion of the department head, social distancing requirements may be modified when the job requires it and as permitted by law in accordance with best practices and established policies. For instance, the police department may have different requirements for the purposes of law enforcement duties. The public works department also follows best practices to ensure safety when performing maintenance duties.

In order to limit close interactions with the public, the City of Mill Creek utilizes social distancing and mask use measures.

City signage reminds employees, visitors and customers about required safety practices (such as social distancing, frequent handwashing, wearing face coverings, required PPE, respiratory etiquette and illness reporting).

Limiting Capacity

The City of Mill Creek complies with all state and local guidelines in limiting capacity at its locations. Currently capacity is limited to 50%. Maximum capacity must also ensure physical distancing is maintained.

Barriers, Face Coverings, and Protective Equipment

If social distancing is not possible for a particular job task, physical barrier installation guards against sneezing and coughing.

City of Mill Creek signage requires the public to wear cloth or disposable facial coverings in compliance with the state-wide facial covering order. Signage prominently displayed at building entrances is immediately noticeable to all visitors entering the building.

If a member of the public refuses to wear a face covering, please inform your manager immediately. Managers should follow the guidance and best practices for businesses in handling this issue from the Office of the Governor, which can be accessed at: https://coronavirus.wa.gov/sites/default/files/2020-10/Overview%20of%20mask%20order_OctoberUpdate.pdf.

As needed, the City of Mill Creek provides personal protective equipment to all employees in accordance with L&I requirements on facial coverings and industry-specific COVID-19 standards. Cloth or disposable face coverings must be worn by every employee not working alone on the job site unless their exposure dictates a higher level of protection under L&I safety and health rules and guidance, or they fall under narrow exceptions. Please contact your department head or Emily Henkes at Asure Consulting by calling (425) 576-1900 ext. 161241 or email at Emily.Henkes@asuresoftware.com if you believe you fall under an exception to the cloth or disposable face covering requirement. Employees should not touch their mouth, nose, eyes, and nearby surfaces when putting on, using, and removing PPE and face coverings.

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Employees are encouraged to wear their own cloth face coverings but will be provided a disposable face covering if needed. Self-made coverings should comply with professional workplace standards and follow the CDC's guidelines.

The City of Mill Creek is committed to maintaining a respectful, productive, inclusive and equitable workplace. Discrimination and other conduct that is inconsistent with our values will not be tolerated. If an employee believes they may be experiencing discrimination or harassment around the use of face coverings, they should immediately contact their department head or Emily Henkes at Asure Consulting at (425) 576-1900 ext. 61241 or email at Emily.Henkes@asuresoftware.com.

Cleanliness and Sanitation

The City of Mill Creek is continuing to take steps to provide adequate sanitation and personal hygiene for employees and the public to reduce the risk of exposure to COVID-19.

Employees are required to wash their hands frequently and effectively. Employees should wash when:

- They arrive at work;
- Leave their workstations for breaks;
- Use the bathroom;
- Before and after they eat or drink;
- After touching any surfaces suspected of being contaminated;
- After removing any PPE; and,
- When hands are visibly soiled.

To effectively wash your hands, you must wash with soap and water for at least twenty seconds.

Access to hand washing facilities with running water, soap, disposable towels, and no-touch trash receptacles are provided so employees, visitors and the public can wash their hands frequently.

Hand sanitizer stations, located at building entries, provide alcohol-based hand rubs containing at least 60% alcohol.

Employees must follow proper respiratory etiquette, including covering coughs and sneezes and not touching eyes, noses, or mouths with unwashed hands or gloves.

The City of Mill Creek ensures cleaning and disinfection of regular business areas, particularly of high-touch surfaces, with a housekeeping schedule that addresses regular, frequent, and periodic cleaning. This includes ensuring floors, counters, and other surfaces are regularly cleaned with water and soap, or other cleaning liquids to prevent build-up of dirt and residues that can harbor contamination. We ensure high-touch surfaces are properly disinfected on a frequent or periodic basis using a bleach solution or other EPA-approved disinfectant. Work vehicles are also regularly cleaned and disinfected.

We provide appropriate and adequate cleaning supplies for scheduled and, when necessary, spot cleaning and cleaning after a suspected or confirmed COVID-19 case. This includes setting up a schedule for frequent restocking of supplies and emptying the trash.

COVID-19 Cases in the Workplace

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Prompt identification and isolation of potentially infectious individuals is a critical step in protecting employees, customers, visitors, and others at the worksite. The City of Mill Creek encourages its employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.

We encourage employees to report concerns and use sick leave or other paid time off, if available. We also encourage you to refer to the [Washington Department of Health webpage](#), the [Snohomish County Health District Coronavirus webpage](#), or the [Coronavirus Assessment Tool](#) developed by Microsoft and Providence for further information.

If you have symptoms consistent with COVID-19 as described in this policy:

Please notify your supervisor immediately. Do not report to work. The Snohomish County Health District mandates that you remain in *isolation* as follows:

- 14 days after last exposure, OR
- 14 days after last exposure, if it has been less than 14 days since becoming fully vaccinated, OR
- 7 days after last exposure (if testing for COVID-19 is conducted within 48 hours of terminating quarantine and results are negative)

If you have had close contact with someone with known, suspected, or possible COVID-19:

Please notify your supervisor immediately. Do not report to work. Close contact is generally defined as, but not necessarily limited to:

- Sharing a domicile with a confirmed or probable case of COVID-19 during their contagious period.
- Spending 15 minutes or more cumulatively within 6 feet (2 meters) of a confirmed or probable case during their contagious period.
- Working, residing or frequenting a facility, enterprise, or venue where the Health District has reason to believe that an outbreak is occurring.

If you have had close contact as defined above, the Snohomish County Health District mandates that you remain in *quarantine* as follows:

- 14 days after last exposure (preferred), OR
- 14 days after last exposure, if it has been less than 14 days since becoming fully vaccinated, OR
- 10 days after last exposure (alternative if asymptomatic and unable to comply with 14 days), OR
- 7 days after last exposure (if testing for COVID-19 is conducted within 48 hours of terminating quarantine and results are negative)

Individuals who have completed a full course of vaccination 14 days or more before the exposure do not need to isolate or quarantine. However, the [CDC recommends](#) that fully vaccinated people who experience symptoms consistent with COVID-19 be evaluated for COVID-19 and isolate accordingly.

You may be entitled to paid time off while you are away from work - please contact your supervisor to discuss details. Please contact your department head or Emily Henkes at Asure Consulting by calling (425) 576-1900 ext. 161241 or email at Emily.Henkes@asuresoftware.com to discuss options for your time off from work.

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We will not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or return to work, as requiring such a note may cause significant delays affecting employers and workers alike.

Screening for COVID-19

To identify and isolate workers who exhibit signs or symptoms of COVID-19 illness, we screen employees at the start of their shift as follows:

1. Conduct daily COVID-19 symptom checks of employees, contractors, suppliers, customers, and visitors entering the worksite by using a brief questionnaire.
2. Require sick workers to stay home or immediately go home if they feel or appear sick.
3. If there is a suspected or confirmed case of COVID-19 in our workplace, we will:
 - a. Cordon off any areas where the employee with probable or confirmed COVID-19 illness worked, touched surfaces, etc., until the area and equipment are deep cleaned and sanitized in compliance with the cleaning guidelines set by the CDC to deep clean and sanitize. This may involve the closure of the work site until the location can be properly disinfected;
 - b. Immediately send home employees who test positive and/or employees with symptoms of COVID-19 who were close contacts of the positive employee(s);
 - c. Require the employee to isolate or quarantine as described above;
 - d. Interview the employee to determine exposure of COVID-19 to other employees and the physical worksite; and
 - e. Notify all staff members of possible exposure while keeping the affected employee's identity confidential.

"High-Risk" Employees

The City of Mill Creek wants to protect workers who are at high-risk for health complications from the COVID-19 virus. Where feasible, we will grant eligible "high-risk" employees the right to alternative work arrangements to reduce the risk of contracting the virus. "High-risk" individuals, as defined by the Centers for Disease Control and Prevention (CDC) are:

- Workers who are 65 years old or older;
- Workers who are pregnant; and
- Workers with underlying medical conditions.

If an alternative work arrangement is not feasible and a "high-risk" employee does not wish to report back to work because of high-risk status, the employee may use accrued leave or file for unemployment benefits.

If a "high-risk" employee would like to request an alternative work arrangement based on the status as a high-risk individual, or if there are any questions about this policy, please contact your department head or Emily Henkes at Asure Consulting by calling (425) 576-1900 ext.161241 or email at Emily.Henkes@asuresoftware.com

Business Travel

The City of Mill Creek maintains flexible meeting and travel options (e.g., postpone non-essential meetings or events), in accordance with state and local regulations and the CDC travel advisory guidance, available at www.cdc.gov/coronavirus/2019-ncov/travelers for up to date safety and security alerts for each country.

Travelers Who are Vaccinated

Fully vaccinated travelers are less likely to get and spread COVID-19.

People who are fully vaccinated with an FDA-authorized vaccine can travel safely within the United States:

- Fully vaccinated travelers do not need to get tested before or after travel unless their destination requires it
- Fully vaccinated travelers do not need to self-quarantine
- Fully vaccinated travelers should still follow CDC's recommendations for traveling safely including:
 - Wear a mask over your nose and mouth
 - Stay 6 feet from others and avoid crowds
 - Wash your hands often or use hand sanitizer

Workplace Discrimination

It is against the law for any employer to take any adverse action such as firing, demotion, or otherwise retaliate 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 Washington L&I' s Division of Occupational Safety and Health (DOSH) investigation. If you feel that you are experiencing workplace discrimination, please contact your department head or Emily Henkes at Asure Consulting by calling (425) 576-1900 ext. 161241 or email at Emily.Henkes@asuresoftware.com.

Monitoring and Updates

During this time, we will continue to closely monitor government and public health developments to determine other steps the City of Mill Creek can take during this pandemic to keep its employees and the public safe and healthy. This policy is subject to change with updated guidance.

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