



# COVID-19 OFFICE PRACTICES

All contractors should incorporate COVID-19 transmission and prevention into all job hazard analyses (JHAs) and pre-task safety planning for all aspects of the work. This tool is provided solely as a guideline for contractors and is not to be relied upon to prevent the spread or transmission of COVID-19 or prevent a safety violation from being issued by a jurisdictional authority. This is not legal advice. Contractors should continually evaluate the specific hazards at their job sites along with the [Centers for Disease Control and Prevention \(CDC\) recommendations](#) to determine the most appropriate job hazard analysis for the project/task as it relates to the spread and/or transmission of COVID-19.

## WORKER PERSONAL RESPONSIBILITIES

Employees need to take steps to protect themselves. Refer to CDC guideline [How to Protect Yourself](#).

If employees have symptoms of acute respiratory illness (i.e., fever, cough, shortness of breath), they must stay home and not come to work until free of symptoms for at least 72 hours, without the use of medicine, or as recommended by the CDC. Refer to CDC guideline [What To Do if You Are Sick](#).

Employees must notify their supervisors and stay home if they are sick. They must consult medical attention if they develop symptoms of acute respiratory illness. Refer to CDC guideline [What To Do if You Are Sick](#).

## GENERAL OFFICE PRACTICES

Employers should reference the CDC's [Interim Guidance for Businesses and Employers](#). Employers should check CDC recommendations frequently.

- Employers should consider designating a representative to monitor for signs of illness in the workplace, and if someone is showing symptoms, ask them to leave. They should NOT be allowed to enter any occupied area before leaving.
- Employers should consider designating a representative to take employees' temperatures with a digital forehead thermometer that is disinfected appropriately between applications. Note that some people with COVID-19 may not have a fever, so this should not be the only means of detection.
- If an employee is well but has a family member at home with COVID-19, they should notify their supervisor. Refer to [CDC Guidance for How to Conduct a Risk Assessment](#).
- If an employee is confirmed to have COVID-19, inform fellow employees of possible exposure to COVID-19 in the workplace, but maintain confidentiality as required by the [Americans With Disabilities Act \(ADA\)](#). Ask the affected employee to identify those other employees whom he/she came into contact with before the employee depart s. Employees who worked in close proximity (3- to 6-feet) to a coworker with confirmed COVID-19 should also be sent home and referred to [CDC guidance for how to conduct a risk assessment](#).

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## SOCIAL DISTANCING

Work in occupied areas should be limited to only those tasks that are strictly necessary.

- Limit physical contact with others. Direct employees to increase personal space (to at least 6 feet, where possible).
- When possible, limit out-of-office meetings and replace them with phone or online meetings.
- Take breaks and lunch in shifts to reduce the size of the group in the lunch area at any one time to less than 10 people.
- Implementing flexible telework
- Implementing flexible work hours (e.g., staggered shifts)
- Increasing physical space between employees at the worksite
- Increasing physical space between employees and customers
- Implementing flexible meeting and travel options (e.g., postpone non-essential meetings or events)
- Delivering services remotely (e.g. phone, video, or web)
- Delivering products through curbside pick-up or delivery

## MAINTAIN HEALTHY BUSINESS OPERATIONS (TAKEN FROM CDC WEBSITE)

Implement flexible sick leave and supportive policies and practices.

- Review human resources policies to make sure that policies and practices are consistent with public health recommendations and are consistent with existing state and federal workplace laws.

Assess your essential functions and the reliance that others and the community have on your services or products.

- Be prepared to change your business practices if needed to maintain critical operations
- Identify alternate supply chains for critical goods and services.

Determine how you will operate if absenteeism spikes from increases in sick employees.

- Prepare to institute flexible workplace and leave policies.
- Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.

Employers with more than one business location are encouraged to provide local managers with the authority to take appropriate actions outlined in their COVID-19 response plan based on local conditions.

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## MAINTAIN A HEALTHY WORK ENVIRONMENT (TAKEN FROM THE CDC WEBSITE)

Consider improving the engineering controls using the building ventilation system. This may include some or all of the following activities:

- Increase ventilation rates.
- Increase the percentage of outdoor air that circulates into the system.

Support respiratory etiquette and hand hygiene for employees, customers, and office visitors:

- Provide tissues and no-touch disposal receptacles.
- If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer. Ensure that adequate supplies are maintained.
- Place hand sanitizers in multiple locations to encourage hand hygiene.
- Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen.
- No handshaking – encourage the use of other noncontact methods of greeting.

Advise employees before traveling to take additional preparations.

- Advise employees to check themselves for symptoms of COVID-19 before starting travel and notify their supervisor and stay home if they are sick.
- Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and promptly call a healthcare provider for advice if needed.

Take care when attending meetings and gatherings.

- Consider using videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
  - Consider canceling, adjusting, or postponing large work-related meetings or gatherings that can only occur in-person.
  - When videoconferencing or teleconferencing is not possible, hold meetings in open, well-ventilated spaces with less than 10 people.
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## SANITATION AND CLEANLINESS

Promote frequent and thorough hand washing with soap and running water for at least 20 seconds. Employers should also provide hand sanitizer when hand washing facilities are not available. Refer to CDC guideline [When and How to Wash Your Hands](#).

- All workers should wash hands often, especially before eating, smoking, or drinking, and after blowing your nose, coughing, or sneezing. Workers should refrain from touching their face.
- Providing hand sanitizer is acceptable in the interim between availability of hand washing facilities.

Disinfect frequently touched surfaces within the workplace multiple times each day. Refer to CDC guideline [Clean & Disinfect](#).

- Disinfectant wipes should be available and used to wipe down any surfaces (doorknobs, keyboards, remote controls, desks) that are commonly touched periodically each day.
- Offices/trailers and break/lunchrooms must be cleaned at least twice per day.
- Maintain Safety Data Sheets (SDS) of all disinfectants on site.
- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

Employers should provide tissues and encourage employees to cover their noses and mouths with a tissue (or elbow or shoulder if a tissue is not available) when coughing or sneezing. Wash your hands after each time you cough, sneeze, or blow your nose, and any time before touching your face or food. Refer to CDC guideline [Coughing & Sneezing](#).

- Any trash from the office should be changed frequently by someone wearing gloves. After changing the trash, the employee should throw the gloves away and wash their hands.

Perform enhanced/professional cleaning and disinfection after persons suspected/confirmed to have COVID-19 have been in the facility:

- If a sick employee is suspected or confirmed to have COVID-19, follow the CDC cleaning and disinfection recommendations.
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## OFFICE VISITORS

Restrict the number of visitors at the office.

All visitors should be screened in advance. If the visitor can answer "yes" to any of the following questions (without identifying which question applies), the visitor will not be permitted to access the facility.

- Have you been asked to self-quarantine since December 2019?
  - Have you been in close contact with any person(s) who has been asked to self-quarantine since December 2019?
  - Have you experienced a recent onset of any illness-related symptoms, such as fever, cough, or shortness of breath?
  - Have you traveled outside of North America in the past 14 days?
  - Have you been in close contact with any person(s) who have traveled outside of North America in the last 14 days?
  - Have you been in close contact with any person(s) who has been diagnosed with COVID-19?
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