

## **Antioch Bible Church Summary Regarding Re-opening:**

- Please note that this Summary/Instructions is in Pencil, NOT Permanent Marker...which means moving forward will be subject to change if needed.
- Antioch will re-open on Sunday, July 19<sup>th</sup>, 2020 at our regular 9:00 & 11:00 a.m. service times.
- There will be a max of 50 persons per service and you will need to reserve a seat. We will send you reservation instructions the week before our July 19<sup>th</sup> Services.
- Per the Washington State Guidelines for Church re-opening, ALL in attendance are REQUIRED to wear a mask or face covering.
- **We are asking that those who have high-risk conditions, have a fever or just not feeling well, PLEASE stay home, get well and view the service/worship via our LIVE STREAM.**
- We are planning on running this Pilot for the first 3 weeks and then re-evaluate our numbers or enter the Washington State designated Phase 3 Level.
- The Pastors, Elders and Staff have met and are covering all of the bases to INSURE your safety.
  - We met via Zoom on 6.30.2020 and our only concern was for YOU and the SAFETY of YOUR FAMILY!
- **As we GATHER AGAIN, please know that we are taking every precaution to protect everyone who will attend and we need YOU to do the same.**
- We are sending you all of the information that we are following/abiding by. Please be diligent to read everything that we send you, so YOU will be informed with the information that you will need to make the best decision for you and/or your family.
- **On Monday, we will be sending all of you a short survey. Please read, answer the questions and hit the send button to return the survey ASAP. We would like your response by Friday, 7.17.2020. Your co-operation is needed to make the best decisions for our church family MOVING FORWARD.**
- PLEASE HELP US, SERVE YOU!
- We desire to lock arms with you in ministry, better yet, we desire to lock hearts with you and remain UNITED as a church family in Christ...Amen!
- Please pray for each other, for our Church Family, State, Country & World.
- No better place can we be, than in a position to Trust in God!

**We love you and look forward, God willing, to seeing you on Sunday, July 19<sup>th</sup>!  
God bless you Antioch...stay Encouraged & Remain Faithful!**

**In His Service,  
Your Antioch Pastors, Elders & Staff**

## Phase 1, Phase 2, and Phase 3 Religious and Faith-based Organization COVID-19 Requirements

Religious and faith-based organizations are permitted to, provided all requirements in this document are met:

### Modified Phase 1

#### And Phase 2

A) Hold indoor services at a place of worship with up to 25% capacity or up to 200 people, whichever is less, (including staff/volunteers) so long as six feet of physical distancing can be achieved between households.

### Phase 3

Hold indoor services at a place of worship with up to 50% capacity or up to 400 people, whichever is less, so long as six feet of physical distancing can be achieved between households.

## SAFETY AND HEALTH REQUIREMENTS

In addition to following the *general* COVID-19 safety practices, in accordance with the Washington State guidelines, we will also be following the state's safety requirements for the reopening of churches, which includes:

Limiting entry points, wearing face masks/coverings while on the premises, maintaining social distancing (in-service seating, in line for restrooms, etc.), modifying offering and communion practices, extra attention to cleaning/use of hand sanitizer/tissues & trash cans available, etc. and we would ask that you take your temperature before leaving for church in the morning.

We will only be holding the main worship services (9:00am and 11:00am in the SDA gym) which means, for the time being, we will *not* hold Children/Youth/Adult Sunday school classes/groups and we will not have nursery services available.

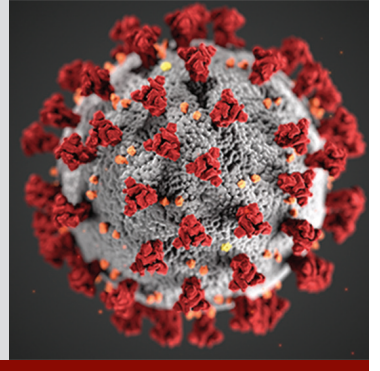
Due to the state's limitations on attendance size, we will email everyone a simple registration link where they can make a "reservation" for the service they wish to attend with the number in their family. When we are at capacity, for that service, you will be notified; please note that we *will* begin live-streaming our services on Sunday mornings, simultaneously, for those who are unable to attend, in person, for any reason.

## MAXIMUM NUMBERS ALLOWED BASED ON SDA'S GYMNASIUM CAPACITY

SDA GYM CAPACITY	PHASE 2 25%	PHASE 3 50%	PHASE 4 75%
350	88	175	263

# Coronavirus (COVID-19) Prevention:

## *General Requirements and Prevention Ideas for Workplaces*



The Department of Labor & Industries (L&I) requires employers to provide a safe and healthy workplace and to implement the Governor's proclamation to ensure coronavirus prevention. Employers must ensure social distancing for employees and customers; frequent and adequate employee handwashing; and that sick employees stay home. Employers must also provide basic workplace hazard education about coronavirus and how to prevent transmission in the language best understood by the employee. [www.governor.wa.gov/news-media/inslee-announces-stay-home-stay-healthy%C2%A0order](http://www.governor.wa.gov/news-media/inslee-announces-stay-home-stay-healthy%C2%A0order)

### **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 DOSH investigation. Workers have 30 days to file a complaint with L&I DOSH and/or with Federal OSHA. [www.Lni.wa.gov/workers-rights/workplace-complaints/discrimination-in-the-workplace](http://www.Lni.wa.gov/workers-rights/workplace-complaints/discrimination-in-the-workplace)

### **General Requirements**

Employers must ensure social distancing practices for employees and control customer flow; frequent and adequate employee handwashing, facilities and surface sanitation; and ensure sick employees stay

home or go home if they feel ill. Employers must also provide basic workplace hazard education about coronavirus and how to prevent transmission in the language best understood by the employee.

Fact sheets for specific industries such as grocery, agriculture, and construction are available at [www.Lni.wa.gov/safety-health/safety-topics/topics/coronavirus](http://www.Lni.wa.gov/safety-health/safety-topics/topics/coronavirus)

### **Mandatory Social Distancing**

Employers must ensure all employees keep at least six feet away from coworkers and the public, when feasible. Other prevention measures are required such as use of barriers to block sneezes and coughs, and ventilation improvements when social distancing isn't feasible.

#### **Ideas for indoor work areas:**

- Move workstations farther apart.
- Reduce the number of workstations in use at a given time.
- Move certain tasks or meetings to times and/or locations with fewer people present.
- Make provisions to prevent close contact between workers and others (e.g., coworkers and the public) when transferring items, tools, or materials. For example, require one-at-a-time access at designated drop-off/pick-up points.
- Control the number of people entering the building or office.
- Stagger work schedules so workers don't crowd when they arrive and leave work.



Division of Occupational Safety and Health



[www.Lni.wa.gov/safety-health](http://www.Lni.wa.gov/safety-health)



1-800-423-7233



Washington State Department of  
**Labor & Industries**

- Use dividers or floors markings to distinguish appropriate spacing for people waiting in lines or in front of service counters.
- Designate one or more employee(s) as a “physical distance monitor” — similar to a safety monitor to ensure social distancing practices are consistently followed.

### **Ideas for break areas and meeting rooms:**

- Stagger break and lunch schedules to minimize occupancy; or limit and monitor occupancy based on the size and layout of the room.
- Hold gatherings in larger spaces or outdoors — where workers can readily spread out.
- Set up rooms to facilitate appropriate distancing; for example, provide a limited number of chairs and spread them out.
- Utilize virtual online meetings and text messaging instead of in-person meetings.

### **Ideas for mobile or outdoor work areas:**

- Have workers take separate vehicles when the passenger space in vans and trucks doesn't allow for social distancing.
- Reduce in-person visits with clients and customers; rely on email, text, and online meetings.
- Pre-arrange with clients and customers to drop off or pick up packages, materials, etc. at a location that ensures one-at-a-time access.
- Contact clients to inquire about COVID-19 symptoms before making a house visit; this helps ensure the worker can make necessary provisions for PPE and other precautions.
- Set up outdoor work and break areas to accommodate social distancing; for example, ensure shaded break areas are large enough to allow a minimum distance of six feet between workers.

### **Frequent and Adequate Handwashing is Required**

- Provide enough fixed or portable hand washing facilities or stations at workplaces and jobsites so employees can wash their hands frequently with soap and hot and cold (or tepid) running water.
- Ensure an adequate supply of soap, water, and towels; set up a schedule for frequent restocking of supplies and emptying of trash.

- Require workers to wash hands frequently and effectively when they arrive at work, leave their workstations for breaks, use the bathroom; before and after they eat or drink or use tobacco products; and after touching any surfaces suspected of being contaminated.
- Provide supplemental hand sanitizer stations, wipes or towelettes, or clean water and soap in portable containers to facilitate more frequent handwashing after handling objects touched by others.
- Gloves may be provided, but also must be washed regularly to prevent the spread of the virus. This may help for workers whose hands are bothered by frequent washing and sanitizing.

### **Routine and Frequent Cleaning is Required**

Employers must:

- Establish a housekeeping schedule to address regular, frequent, and periodic cleaning.
- Provide appropriate and adequate cleaning supplies for scheduled and, when necessary, spot cleaning and cleaning after a suspected or confirmed COVID-19 case.
- Ensure 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.
- Make sure high-touch surfaces are properly disinfected on a frequent or periodic basis using a bleach solution or other EPA-approved disinfectant (see link to CDC cleaning guidelines below).
- Ensure employees follow effective cleaning procedures and use protective gloves and eye/face protection (e.g. face shields and/or goggles) when mixing, spraying, and wiping with liquid cleaning products, like diluted bleach.
- Make sure shared work vehicles are regularly cleaned and disinfected.
- Keep Safety Data Sheets (SDSs) for all disinfectants on site.
- Don't mix chemicals — many are incompatible; and be sure to dilute and use chemicals per manufacturer specifications.

### **Ideas for all workplaces:**

- Follow cleaning guidelines set by the CDC. [www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)
- Be sure to wash and rinse visible dirt/debris from equipment, tools, and other items before disinfecting.
- Cover fabric and rough surfaces with smooth materials so they are easier to clean.

### **Procedures to Address Sick Employees**

Employers must establish procedures to:

- Require sick workers to stay home or go home if they feel or appear sick.
- Identify and isolate workers who exhibit signs or symptoms of COVID-19 illness.
- Follow cleaning guidelines set by the CDC (see link above) to deep clean after reports of an employee with suspected or confirmed COVID-19 illness.
- Keep workers away from areas being deep cleaned.

### **Ideas for all workplaces:**

- Encourage workers to report concerns and use paid sick leave.
- Conduct daily COVID-19 symptoms checks of employees, contractors, suppliers, customers and visitors entering the worksite; for example, use a brief questionnaire.

### **Employee Education is Required**

Basic workplace hazard education about coronavirus must be provided to employees in a language they best understand. Ensure employees know:

- The signs, symptoms, and risk factors associated with COVID-19 illness.
- How to prevent the spread of the coronavirus at work; including steps being taken in the workplace to establish social distancing, frequent handwashing, and other precautions.
- The importance of hand washing and how to effectively wash hands with soap and water for at least twenty seconds.
- Proper respiratory etiquette, including covering coughs and sneezes and not touching eyes, noses, or mouths with unwashed hands or gloves.

### **Ideas for all workplaces:**

- Regularly communicate important safety messages and updates.
- Post readable signs prominently throughout the worksite with messages about social distancing, frequent hand washing, required PPE, respiratory etiquette, and illness reporting.
- Post relevant information from DOSH, OSHA, local and state health departments, the Centers for Disease Control and Prevention, and other similar COVID-19 authorities.
- Provide ways for workers to express any concerns and ideas to improve safety.

### **Personal Protective Equipment**

Personal protective equipment may be helpful when social distancing and other protective measures are infeasible or not effective.

- Face shields can prevent direct exposure to sneezes or coughs; they also provide protection from cleaning chemicals and disinfectants.
- Approved respirators such as N95s are not normally recommended, but may be appropriate where workers must remain in very close proximity to others. Employers must establish a Respiratory Protection Program per the Respirators Rule (Chapter 296-842 WAC) to ensure proper use and care when respirators are necessary.
- Loose-fitting face masks or cloth face covers (e.g., scarves and homemade masks) may be voluntarily worn by workers as a best practice measure to prevent the wearer from transmitting droplets from coughs and sneezes; but they do not prevent inhalation of fine aerosols and are not protective in close proximity.
- Workers should not touch their mouth, nose, eyes, and nearby surfaces when putting on, using, and removing PPE and masks.

### **Other Protective Measures**

- Update your Accident Prevention Program (APP) to include awareness and prevention measures for diseases and viruses.
- Businesses are strongly encouraged to coordinate with state and local health officials so timely and accurate information can guide appropriate responses.

## Resources

Employers, please call a consultant near you or email [DOSHConsultation@Lni.wa.gov](mailto:DOSHConsultation@Lni.wa.gov) for free help. Visit [www.Lni.wa.gov/DOSHConsultation](http://www.Lni.wa.gov/DOSHConsultation) to learn more.

From WA DOSH: [www.Lni.wa.gov/safety-health/safety-topics/topics/coronavirus](http://www.Lni.wa.gov/safety-health/safety-topics/topics/coronavirus) includes resources from CDC, OSHA, and WA DOH

To find the Respirators rule (Chapter 296-842 WAC) and other workplace safety and health rules, visit: [www.Lni.wa.gov/safety-health/safety-rules/find-safety-rules/#term=&filter=all&page=1](http://www.Lni.wa.gov/safety-health/safety-rules/find-safety-rules/#term=&filter=all&page=1)

Employers should reference the CDC's, Interim Guidance for Businesses and Employers, found at [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

Control and Prevention webpage from OSHA: [www.osha.gov/SLTC/covid-19](http://www.osha.gov/SLTC/covid-19); [www.osha.gov/Publications/OSHA-FS-3747.pdf](http://www.osha.gov/Publications/OSHA-FS-3747.pdf); [www.osha.gov/SLTC/covid-19/controlprevention.html](http://www.osha.gov/SLTC/covid-19/controlprevention.html)

Resources from Washington State Department of Health: [www.doh.wa.gov/Emergencies/NovelCoronavirusOutbreak2020COVID19/ResourcesandRecommendations](http://www.doh.wa.gov/Emergencies/NovelCoronavirusOutbreak2020COVID19/ResourcesandRecommendations)

*Upon request, foreign language support and formats for persons with disabilities are available. Call 1-800-547-8367. TDD users, call 711. L&I is an equal opportunity employer.*



## COVID-19 and Business Information for Administrators and Employees

On March 16, 2020 Governor Inslee announced a statewide ban on gatherings of 50 or more, closure of all on-site food and beverage services, entertainment, leisure activities, and non-essential services. The purpose of this ban is to stop the spread of COVID-19 in Washington State.

Governor Inslee also asked Washingtonians to practice social distancing by staying six feet away from others. He advised workplaces to implement social distancing measures and make the most of telecommuting options for as many employees as possible.

Below is guidance for business administrators in handling sick or possibly sick employees with COVID-19.

- **Employees who have been sick with or without COVID-19:** Do not require a doctor's note. Doctors may be very busy and not able to provide this in a timely way.
- **Employees who show signs of COVID-19 (fever, cough, or trouble breathing):** Place them in a private room away from others. Ask them to wear a face mask. Notify your [local health department](#) right away. They will tell you what to do.
- **What to do if an employee has COVID-19:** Keep it confidential. This is required by the Americans with Disabilities Act (ADA). Inform close contacts of the sick employee that they may have been close to someone with COVID-19. Direct employees to the [Department of Health webpage](#) or the [Coronavirus assessment tool](#) developed by Microsoft and Providence.
- **Employees who have a family member at home with COVID-19 should:** Notify their employer. Stay home and avoid public places for 14 days. Keep track of their health for fever, cough, and trouble breathing for 14 days after the last day they were in contact with the sick person.

### What can I do to prevent COVID-19 in my workplace for those who can't telework?

#### Create social distancing in the workplace:

- Place staff members at least 6 feet away from each other.
- Do not have in-person meetings.
- If you must have an in-person meeting, meet in a large room and be at least 6 feet from one another. Meet for as short as you can.
- Close lunch rooms and limit access to areas where people gather.
- Limit visitors.

#### Tell sick employees to stay home:

- Make sure your sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.
- Talk with companies who provide contract or temporary employees about the importance of sick employees staying home. Encourage them to develop leave policies that do not punish employees.
- Do not require a doctor's note from employees who have been sick.
- Maintain policies that allow employees to stay home to care for a sick family member. Employers should be aware that more workers may need to stay at home to care for sick children or other sick family members than is normal.

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email [civil.rights@doh.wa.gov](mailto:civil.rights@doh.wa.gov).

**Practice good health habits:**

- Place posters around your building that support [staying home when sick](#), [how to cough and sneeze](#), and [keeping hands clean](#). Put them up in places where people will see them.
- Make sure you have tissues and trash cans throughout the building.
- Have everyone wash their hands with soap and water for at least 20 seconds. If soap and water are not around, clean hands with a hand gel that has at least 60% alcohol in it. Make sure these supplies are always around and in multiple locations.
- Provide gloves when staff clean and check rooms and any areas people have access to.
- Tell everyone not to touch their eyes, nose, and mouth with unwashed hands.
- Visit [coughing and sneezing](#) and [handwashing](#) webpages for more information.

**Clean all high touch areas:** (for more information, go to [CDC website](#) for businesses)

- Clean all high touch areas like stair handrails, elevator buttons, fitness room equipment, and door handles. Use cleaning products that are usually used in these areas. Follow the directions on the label.
- No extra cleaning beyond routine cleaning is needed at this time.
- Provide cleaning wipes so that high touch objects (for example, doorknobs, remote controls, keycards) can be wiped down before each use.
- Only use cleaning products registered with the Environmental Protection Agency (EPA). Read the label and follow the directions on how to use it. Here is the EPA [list of registered cleaning products](#) labeled for use against the new coronavirus. **Note:** There may be more cleaning products that meet EPA standards that are not on this list. The EPA updates the list often.

**What should I do to protect my employees from COVID-19 if they travel?**

Check the Centers for Disease Control and Prevention's (CDC) [Travel Health Notices](#) for up to date safety and security alerts for each country. Consider if you should delay or cancel travel plans right now.

**Where can I get good information about COVID-19?**

Sharing correct information is the best thing we can do to keep the wrong information from getting out. Check the Department of Health's website at [www.doh.wa.gov/coronavirus](http://www.doh.wa.gov/coronavirus) or the Center for Disease Control and Prevention's (CDC) website at [www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus) for updates on COVID-19.

You can also call Washington's call center at 1-800-525-0127 and press #. The call center will answer questions about what is happening in our state or how the virus is spread. If you do not speak English, tell them you need an interpreter.

**More COVID-19 Resources:**

- [Washington State Coronavirus Response \(COVID-19\) - Business & Workers](#)
- [Traveler's Health](#), CDC
- [OSHA Guidance](#)



# Washington Coronavirus Hazard Considerations for Employers (except COVID-19 care in hospitals & clinics) Face Coverings, Masks, and Respirator Choices

May 22, 2020

Worksite Tasks	Negligible Transmission Risk	Low Transmission Risk	Medium Transmission Risk	High Transmission Risk	Extremely High Risk
<b>Health status of the people around you</b>	Healthy/Asymptomatic (no COVID-19 symptoms)	Healthy/Asymptomatic	Healthy/Asymptomatic	Healthy/Asymptomatic	Probable or known COVID-19 source or direct human mouth, nose, eye interactions.
<b>Example of work conditions</b> *, **	Employee working alone, or all outside, or 1-9 total persons inside building/structure with outside or HVAC air, where at least 6-foot distance is <b>always maintained</b> . Tools are not shared or are sanitized between different users.	Crews outside on large worksite where at least 6-foot distance is <b>easily maintained fulltime</b> and only broken intermittently, in passing, up to several times a day. Tools are not shared or are sanitized between different users.	Large crews outside where at least 6-foot distance is <b>mostly maintained</b> , but with job tasks that require several minutes of 6-foot distance broken several times a day. Tools are shared and sanitized between different users.	Work in close quarters, such as a multiple-occupancy permit-required confined space <b>or</b> inside a room with 10 or more people where at least 6-foot distance is <b>not maintained</b> , and includes job tasks <b>requiring sustained</b> close-together (less than 3 feet apart) work for more than 10 minutes in an hour multiple times a day.	Transporting/caring for <b>symptomatic patients with probable or active COVID-19</b> within 6 feet in vehicle; or non-hospital setting or a residence with no sanitization protocols in place.
	Worksite with controlled and low public interaction, where at least 6-foot distance is <b>always maintained</b> and only broken in passing once or twice a day.	Work inside a structure/office where number present allows for at least 6-foot distance to be <b>easily maintained fulltime</b> and only broken intermittently, in passing, up to several times a day.	Work inside a structure/office where at least 6-foot distance is <b>mostly maintained</b> , but with job tasks that <b>require sustained</b> several minutes of 6-foot distance broken several times a day without sneeze guards or other mitigations.	Work cleaning and sanitizing of surfaces and floor after confirmed active COVID-19 employee was present in the area.  Also includes work that cannot be delayed, performing services in homes of quarantined confirmed COVID-19 clients. Examples include emergency plumbing repair or in-home pet euthanasia.	Healthcare work involving face-to-face close proximity or potential for coughing or sneezing while working with <b>healthy or asymptomatic people</b> . Potential for droplets of biological material or fluids to become airborne within the breathing zone of the employee. Examples include tonometry during eye exams, visual examination of the oral and nasal cavities, visual examination of the eyes, swab sampling in the mouth or nose.

Worksite Tasks	Negligible Transmission Risk	Low Transmission Risk	Medium Transmission Risk	High Transmission Risk	Extremely High Risk
		<p>Non-healthcare work involving personal services (such as haircuts) where there are 1 or 2 workers inside room. All clients assumed to be wearing cloth face coverings or higher level of protection.</p>	<p>Non-healthcare work involving personal services (such as haircuts) where there are 3-6 workers inside a room where at least 6-foot distance is not maintained and job tasks require sustained close-together (less than 3 feet apart) work. All clients assumed to be wearing cloth face coverings or higher level of protection.</p>	<p>Healthcare work involving procedures in close proximity to healthy or asymptomatic people with potential for aerosols generated from saliva or mucous from the mouth or nose. Examples include dental work with an ultrasonic scaler, air/water syringe, or hand piece, administering medicines with a nebulizer, spirometry, deep or forced breathing exercises.</p>	
<p><b>Number of people and conditions in work vehicle</b></p> <p><b>Note: Vehicles must be sanitized between different drivers and occupants.</b></p>	<p>Vehicle operation: employees ride alone and vehicles are sanitized between different drivers.</p>	<p>Vehicle with more than one occupant but can maintain 6-foot distance that is only broken intermittently up to several times a day.</p>	<p>Vehicle with more than one occupant but <b>mostly maintain</b> 6-foot distance with job tasks that require several minutes of 6-foot distance broken several times a day.</p>	<p>Vehicle with more than one occupant where at least 6-foot distance is <b>not maintained</b>, and includes job tasks requiring close-together (less than 3 feet apart) work for more than 10 minutes in an hour more than once a day.</p>	<p>Vehicle with more than one occupant where at least 6-foot distance is <b>not maintained</b>, and includes job tasks requiring close-together (less than 3 feet apart) work for more than 10 minutes in an hour at least once a day.</p>

Work Conditions	Negligible Transmission Risk	Low Transmission Risk	Medium Transmission Risk	High Transmission Risk	Extremely High Risk
<b>Minimum required mask or respiratory protection for employees without additional engineering controls or PPE ***</b>	Reusable cloth face covering that fully covers mouth and nose are required for employees covered by Governor Executive Order Industry agreements except when working alone in room, vehicle, or on jobsite.	Reusable cloth face covering that fully covers mouth and nose are required for employees covered by Governor Executive Order Industry agreements except when working alone in room, vehicle, or on jobsite.	Non-cloth disposables: dust mask, KN95 or other non-approved foreign-system NIOSH-style filtering facepiece respirators, or non-FDA approved procedure masks.	Elastomeric half- or full-face respirator with particulate filters **** --OR-- Powered-air purifying respirator (PAPR) with particulate filter. (Tight-fitting respirators must be fit-tested and the wearer must be clean-shaven. No fit-testing is required for loose fitting systems.) --OR-- Industrial use N95, R95 or P95 or foreign-system non-NIOSH approved filtering facepiece respirator (or other particulate respirator****).	FDA-approved surgical mask or healthcare N95 filtering facepiece respirator**** or elastomeric respirator with particulate filters. Tight-fitting respirators must be fit-tested and the wearer must be clean-shaven. Powered-air purifying respirator (PAPR) with particulate filter may be used; no fit testing is required for loose-fitting models. When feasible, clients with COVID-19 should also wear an FDA-approved surgical N95 or surgical mask.
<b>Strongly recommended worksite protections</b>	Reusable cloth face covering that fully covers mouth and nose for all employees not working alone.	Use multiple engineering and administrative controls together to reduce frequency and risk of touch and airborne transmission between people. Ask workers for suggestions on further improvements to controls.	Use face shield combined with minimum face covering to lower risk category where work or job task allows.	Minimize number of workers present in high-risk work tasks. Consider all possible ways to accomplish the work without people in close proximity.	Add face shield to surgical masks or eye goggles to half- face disposable respirators and non-permeable disposable upper body coverings; use powered-air purifying respirator (PAPR) system, elastomeric full-face respirators with particulate filters or higher protection.

Work Conditions	Negligible Transmission Risk	Low Transmission Risk	Medium Transmission Risk	High Transmission Risk	Extremely High Risk
<b>Comment</b>	<b>Employees should be strongly encouraged not to carpool to and from work unless wearing facial covering or mask protection. This is suspected as a source of several national outbreaks.</b>				

\*Social distancing is at least 6 feet apart between employee to employee, or employee to any other human.

\*\*Other respirators or PPE may be required due to other hazards such as chemical exposures or projectile exposures. The PPE ensemble must protect the worker from all hazards that are not otherwise controlled.

\*\*\* Without additional engineering controls or PPE for employees like barriers or face shields or local ventilation.

\*\*\*\* Particulate-filtering respirators are rated by NIOSH for oil mist resistance (N, R, or P) and filtering efficiency (95, 99, and 100). An N-95 respirator is the least resistant to oil mists and lowest-filter efficiency. For protection from the COVID-19 virus, an N-95 rated respirator is sufficient and any other particulate respirator can be substituted. Foreign-certified respirators below may be used:

- Australia: AS/NZS 1716:2012
- Brazil: ABNT/NBR 13694:1996; ABNT/NBR 13697:1996; and ABNT/NBR 13698:2011
- People's Republic of China: GB 2626-2006; and GB 2626-2019
- European Union: EN 140-1999; EN 143-2000; and EN 149-2001
- Japan: JMHLW-2000
- Republic of Korea: KMOEL-2014-46; and KMOEL-2017-64
- Mexico: NOM-116-2009

# Guidance on Cloth Face Coverings from the Washington State Department of Health

Washington State is currently experiencing significant community-based transmission of COVID-19. Recent information suggests that a significant portion of persons with COVID-19 may not have any symptoms, and even those who do have symptoms can transmit the infection before showing signs of illness.

The Washington State Department of Health and the [Centers for Disease Control and Prevention](#) now recommend that people wear cloth face coverings when they are in public settings where they cannot maintain 6 feet of distance from others. This might include trips to the grocery store, pharmacy, hardware store, health clinic or similar places.

**This recommendation is not a substitute for existing guidance to maintain 6-feet of physical distance from non-household members and performing frequent hand hygiene with soap and water or alcohol-based hand sanitizer. Wearing cloth face coverings will not prevent spread of COVID-19 without these other protective measures.**

This is not a mandate that you must wear a face covering. It is considered an additional layer of protection.

## Guidance

Our best community and individual defense against COVID-19 is:

- Performing frequent hand hygiene,
- Avoiding touching eyes, nose and mouth with unwashed hands,
- Avoiding being around sick people, and
- Practicing social distancing, especially by staying at home.

If you wear a face covering, wash your hands before and after touching and adjusting the mask.

It is critical that this guidance does not put increased demand on medical grade masks, such as N95 respirators and surgical masks. This guidance is for cloth face coverings only.

A strong health care delivery system and emergency response system is also an essential core defense to save lives when people do get ill.

## FAQ

What is a cloth face covering?

A cloth face covering is fabric that covers the nose and mouth. It can be:

- A sewn mask secured with ties or straps around the head or behind the ears
- A piece of fabric tied around a person's head.
- Made from variety of materials, such as fleece, cotton or linen.

- Factory-made or made from household items such as scarfs, T-shirts or towels.

If you would like to sew your own mask, see [How to Sew a Face Mask](#) (New York Times) for step-by-step instructions.

### Do cloth face coverings prevent the spread of COVID-19?

There is limited evidence to suggest that use of cloth face coverings helps reduce disease transmission. However, they can reduce the release of infectious particles into the air when someone speaks, coughs, or sneezes, including someone who has COVID-19 but feels well. Cloth face coverings are not a substitute for physical distancing, washing your hands, and staying home when you are ill, but they may be helpful when combined with these measures.

### When should I wear a cloth face covering?

You may choose to wear a cloth face covering when you are in public for an essential activity, such as shopping at the grocery store. Wearing a cloth face covering does not eliminate the need for other preventive measures, such as washing hands and social distancing.

### How should I care for a cloth face covering?

Wash your cloth face covering frequently, ideally after each use, or at least daily. Masks should be washed with detergent and hot water and dried on a hot cycle. If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on and avoid touching your face. Discard cloth face coverings that:

- No longer cover the nose and mouth
- Have stretched out or damaged ties or straps
- Cannot stay on your face
- Have holes or tears in the fabric

## More COVID-19 Information and Resources

Stay up-to-date on the [current COVID-19 situation in Washington](#), [Governor Inslee's proclamations](#), [symptoms](#), [how it spreads](#), and [how and when people should get tested](#). See our [Frequently Asked Questions](#) for more information.

The risk of COVID-19 is not connected to race, ethnicity or nationality. [Stigma will not help to fight the illness](#). Share accurate information with others to keep rumors and misinformation from spreading.

- [WA State Department of Health 2019 Novel Coronavirus Outbreak \(COVID-19\)](#)
- [WA State Coronavirus Response \(COVID-19\)](#)
- [Find Your Local Health Department or District](#)
- [CDC Coronavirus \(COVID-19\)](#)
- [Stigma Reduction Resources](#)



**Have more questions about COVID-19?** Call our hotline: **1-800-525-0127**. For interpretative services, **press #** when they answer and **say your language**. (Open from 6 a.m. to 10 p.m.) For questions about your own health, COVID-19 testing, or testing results, please contact your health care provider.

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To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 ([Washington Relay](#)) or email [civil.rights@doh.wa.gov](mailto:civil.rights@doh.wa.gov).

# Paid Sick Leave and Coronavirus (COVID-19) Common Questions

This page has information and guidance on use of the state's paid sick leave laws ([RCW 49.46](#) and [WAC 296-128](#)) in connection with the recent coronavirus (COVID-19) outbreak. L&I encourages employers to provide flexible paid sick leave policies that are consistent with state & local public health guidance and laws, and to make employees aware of those policies.

## **If a worker's place of business is closed by a public official in connection with COVID-19, can the worker use paid sick leave to cover the absence?**

Yes, a worker can use accrued paid sick leave if their place of business is shut down by a public official due to a health-related reason. Workers are entitled to use accrued paid sick leave for any of the authorized purposes listed in [RCW 49.46.210\(1\)\(b\) and \(c\)](#). See [WAC 296-128-630\(1\)](#).

## **Can an employee use accrued paid sick leave if an employer is subject to Governor Inslee's orders closing businesses related to the coronavirus (COVID-19)?**

It depends on whether the person remains employed by the employer. If the individual is still employed, they are entitled to use accrued paid sick leave — as required by [RCW 49.46.210\(1\)\(b\)\(iii\)](#) — for any shifts they would have been required to work. If an employer lays off someone or reduces their hours, then the employee would probably be eligible for unemployment insurance through the [Employment Security Department](#).

## **What if my employer is still operating, but has restrictions on operations due to the governor's coronavirus orders? Can I use paid sick leave then?**

If an employer lays off someone, either permanently or temporarily, to comply with the governor's orders, the employee would be eligible to apply for unemployment benefits. If a person is no longer considered an employee of a business, they are no longer eligible for paid sick leave.

## **How does someone know if they are still considered employed by their employer?**

Employers must let an employee know if they are laying them off and they're no longer considered employed. Employees can file for unemployment benefits if they're laid off or if their hours are reduced. When disputes come up over who is entitled to paid sick leave during closures related to the coronavirus, L&I may consider a wide variety of sources to determine if someone is still considered an employee.

## **If a school or place of care of a worker's child is temporarily closed by a public official because of COVID-19, can the worker use accrued paid sick leave to cover an absence while they stay home to care for their child?**

Workers can use accrued paid sick leave if their child's school or place of care is closed for a health-related reason. This is specifically called out in the state paid sick leave law, [RCW 49.46.210\(1\)\(b\)\(iii\)](#). See [WAC 296-128-600\(8\)](#).

## **If an employee's place of business or a child's school or place of care is shut down by a public official in response to COVID-19, can the employer decline a sick leave request and require staff to work from home instead?**

No, an employer **cannot require** an employee to work from home instead of using their accrued paid sick leave. However, employers are encouraged to let staff telework when the nature of their work allows it.

## **If an employer chooses to temporarily close their place of business to mitigate the risk of exposure to COVID-19, can an employee use paid sick leave to cover the absence?**

An employer is not required to allow employees to use paid sick leave if the business decides on its own to temporarily close in response to COVID-19. However, an employer may allow use of paid sick leave in this situation if they choose.

## **Can employers require employees to leave work if the employer believes an employee has been exposed to COVID-19?**

An employer may require employees to leave work if they believe an employee has been exposed to COVID-19. However, employers **cannot require** employees to use paid sick leave to cover this absence. It's a worker's choice when to use their accrued paid sick leave.

## **Can a worker who is required to leave work because they may have been exposed to COVID-19 use accrued paid sick leave while absent?**

A worker may use accrued paid sick leave if required to leave work under these circumstances. However, the employer cannot force or require the employee to use their accrued paid sick leave to cover the absence.

## **Can a worker use accrued paid sick leave if they feel ill or are experiencing symptoms that may be COVID-19 related?**

Workers can use accrued paid sick leave for any physical illnesses, injuries, or other health conditions. They can also use accrued paid sick leave to care for family members who have physical illnesses, injuries, or other health conditions.

## **Can a worker use accrued paid sick leave if a doctor recommends that the individual not return to work due to possible COVID-19 exposure or symptoms?**

A worker can use accrued paid sick leave for any physical illnesses, injuries, or other health conditions.

## **Can a worker use accrued paid sick leave if they are seeking medical diagnosis, care, treatment, or preventive medical care for illness or symptoms that may be related to COVID-19?**

Workers can use accrued paid sick leave to cover work time missed for medical diagnosis, care, treatment, and preventive medical care.

## **If an employer provides paid sick leave as part of a paid time off (PTO) program, can the employee use PTO leave in connection with COVID-19?**

Yes, if an employee is provided paid sick leave as part of a paid time off (PTO) program, then the employee must be able to use that leave for all of the purposes under [RCW 49.46.210\(1\)\(b\) and \(c\)](#). See [WAC 296-128-700](#).

## **How can employers provide their employees additional paid sick leave or cover lost wages that may result from COVID-19?**

Employers who are concerned by the public health implications of COVID-19 have a number of options available to promote the health and well-being of their employees.

- Employers may provide more generous paid sick leave than that required by the paid sick leave laws.
- Employers may allow employees to use paid sick leave for additional purposes beyond the minimum authorized purposes in statute. See [RCW 49.46.210\(1\)\(e\)](#).
- Employers may temporarily choose to waive verification requirements or relax their existing policy for employees using paid sick leave in connection with COVID-19.
- Employers may develop and implement new policies to frontload paid sick leave to ensure that employees will have enough to cover absences related to COVID-19. L&I has model frontloading policies available online.
- Employers may provide employees with advances on wages, provided that the terms of repayment comply with applicable deduction regulations.
- Employers may establish shared leave policies if they do not have them. They can also relax existing policies to allow employees with leave balances to donate leave to co-workers who do not have sufficient amounts to cover absences due to illness. See [WAC 296-128-710](#).