

Reopening Toolkit

For Businesses

Find resources and stay updated at tpchd.org/safestart.



Tacoma-Pierce County
Health Department
Healthy People in Healthy Communities

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Should I wear a cloth mask?

Cloth or other homemade masks may help you protect others. Wear cloth or homemade masks when you:



Go out for essential supplies and services.



Can't physically distance in public.

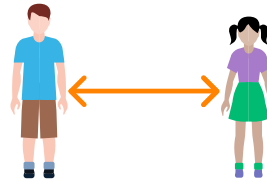
But you still need to practice healthy habits like:



Wash your hands often with soap and warm water.



Cover your coughs and sneezes with a tissue or your elbow.



Keep 6 feet between you and people who don't live with you.

What about N95 masks?

Save N95 and other medical-grade masks for:



Healthcare workers and first responders.



Supplies of medical-grade masks are limited.

Practice healthy habits to keep you and your family healthy. Learn more and stay updated at tpchd.org/coronavirus.

Do you share a space? Cover your face!



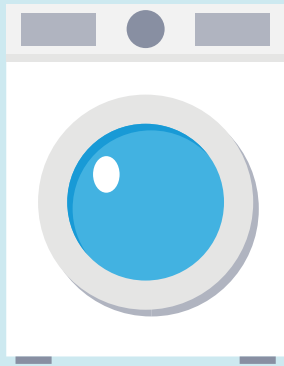
Face coverings can help prevent the spread of illness.



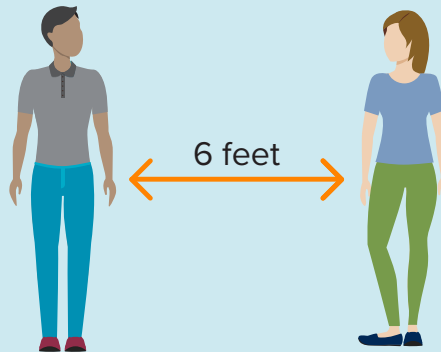
Wash hands before and after you touch your face covering.



Avoid touching your face or face covering.



Wash your face covering every day.



Practice physical distancing.



Don't use a ripped or torn face covering.



Tips for Cloth Masks or Face Coverings



Make a homemade mask

- Learn how to make your own mask: www.cdc.gov.
- Make several masks, because you need to wash them after every use.



Don't wear a mask if you:

- Have trouble breathing.
- Can't remove the mask without assistance.
- Are under age 2.



Tips for people who work in a food establishment

- Wash your hands with soap and water before and after you put on and take off the mask.
- If you touch your face or mask with your gloves, remove the gloves and wash your hands.



Care for your mask or face covering

- Launder after each use.
- Ensure it is completely dry before you wear it again.
- Discard if ripped or torn.

Masks for children

Make the activity fun for your child. Let them choose fabric patterns or help make the face covering. If your child wears a mask, think about the following:

Does your child understand why they are wearing a mask?

- Wearing something new can cause fear or anger in a child.
- Talk with your child about how the mask helps protect them and others.

Can your child keep their hands off the mask?

- Children shouldn't touch the mask, except to put it on and remove it.
- Avoid touching the mask to keep it clean.



Never reuse a mask or store it in a purse or pocket.

Wash it after every use to avoid a respiratory infection.

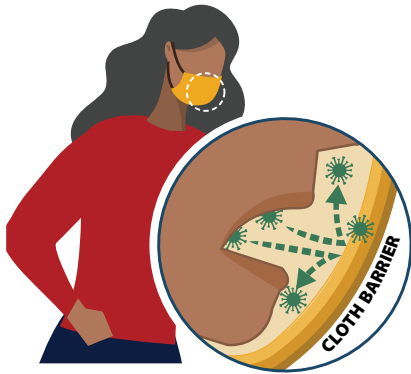


How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Safety Plan

for COVID-19

We want to ensure Pierce County businesses reopen while maintaining the health and safety of employees and the public. Use this template to create a safety plan for your business or organization. You must keep a copy of your plan onsite and review and update regularly.

Business or Organization:	
Address:	
Hours of operation:	
Number of employees:	
Date of plan:	Last updated:

COVID-19 supervisor:	
Phone:	Email:

**Note: Supervisor must always be available during operation and is responsible to enforce the safety plan.*

Check your industry specific guidance from the Governor's Office. Your specific guidance may require you to provide additional information. Refer to General Requirements and Prevention Ideas for Workplaces from the Department of Labor and Industries.

Physical Distancing
Current COVID-19 standards require employees, customers and the public maintain 6 feet of physical distance. Describe how you will maintain physical distance (choose only those that apply):
<input type="checkbox"/> Spacing for customers:
<input type="checkbox"/> Spacing for employees:
<input type="checkbox"/> Approximate sq. ft. /# of customers allowed:
<input type="checkbox"/> Limit number of customers:
<input type="checkbox"/> Limit number of employees:
<input type="checkbox"/> Physical barriers:
<input type="checkbox"/> Visual cues or signs:
<input type="checkbox"/> Different service model: (call in, drive through, virtual)

View other resources to help you reopen safely at tpchd.org/safestart.

Adapted from Kittitas County.

Hygiene

Current COVID-19 standards require employees, customers and the public to practice good hygiene. Describe how you will ensure the following:

☐ **Frequent handwashing:**

(location of handwash stations, frequency of handwashing, when to wash)

☐ **Sanitizing of hands:**

(location of hand sanitizer stations)

☐ **Covering coughs and sneezes:**

(locations of tissues)

☐ **Provide reminders:**

(signs, flyers, announcements, etc.)

☐ **Face coverings:**

(notices for customers, required for all workers)

Cleaning and disinfecting

Current COVID-19 standards recommend businesses clean and disinfect surfaces frequently, including high touch areas and general cleaning practices. Describe your plan to clean and disinfect: EPA-approved disinfectants for COVID: [epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

☐ **Cleaning high touch areas:**

(frequency, what surfaces does this include)

☐ **General cleaning practices:**

(frequency, how will you monitor cleaning)

☐ **PPE needed:**

(specific for cleaning)

☐ **Disinfectant used:**

(type, contact time required)

☐ **Safety Data Sheets (SDS) for products:**

Personal Protective Equipment (PPE)

Current COVID-19 best practice standards include use of personal protective equipment (PPE) to maintain the health of your employees, customers and the public. Describe your PPE and when you need it (choose only those that apply):

☐ **Masks:**

☐ **Eye protection:**

☐ **Gloves:**

☐ **Gowns or capes:**

Health screenings

Current COVID-19 guidelines require you to complete health screenings prior to each shift. Describe your health screening process:

☐ **Temperature checks:**
(at workplace or home)

☐ **Thermometer used:**
(touch/no touch, cleaning process)

☐ **Symptoms screened:**

☐ **PPE needed for health screenings:**

Sick employee policy

Current COVID-19 standards require businesses and organizations have procedures to address sick employees. Describe your plan to address sick employees related to COVID-19:

☐ **How employee notifies employer:**

☐ **When to go home:**

☐ **Sick leave policy:**

☐ **When employee can return to work:**

☐ **Steps business will take if a sick employee was around others at facility:**

Exposure response

Describe how your business or organization will react if you have a confirmed COVID-19 case:

☐ **Incident reporting:**

☐ **Site decontamination procedure:**

☐ **Post exposure incident recovery plan:**

COVID-19 safety training

Describe how your business or organization will monitor public health communications about COVID-19 recommendations and ensure workers have access to current information:

Factsheets available at lni.wa.gov/safety-health/safety-topics/topics/coronavirus.

Source for current COVID-19 information—CDC COVID-19 website: cdc.gov/coronavirus/2019-ncov.

☐ **Frequency of training:**

☐ **Training method:**
(in person, video, email, etc.)

☐ **Topics covered**
(symptoms of COVID-19, prevention steps, hygiene etiquette, etc.)

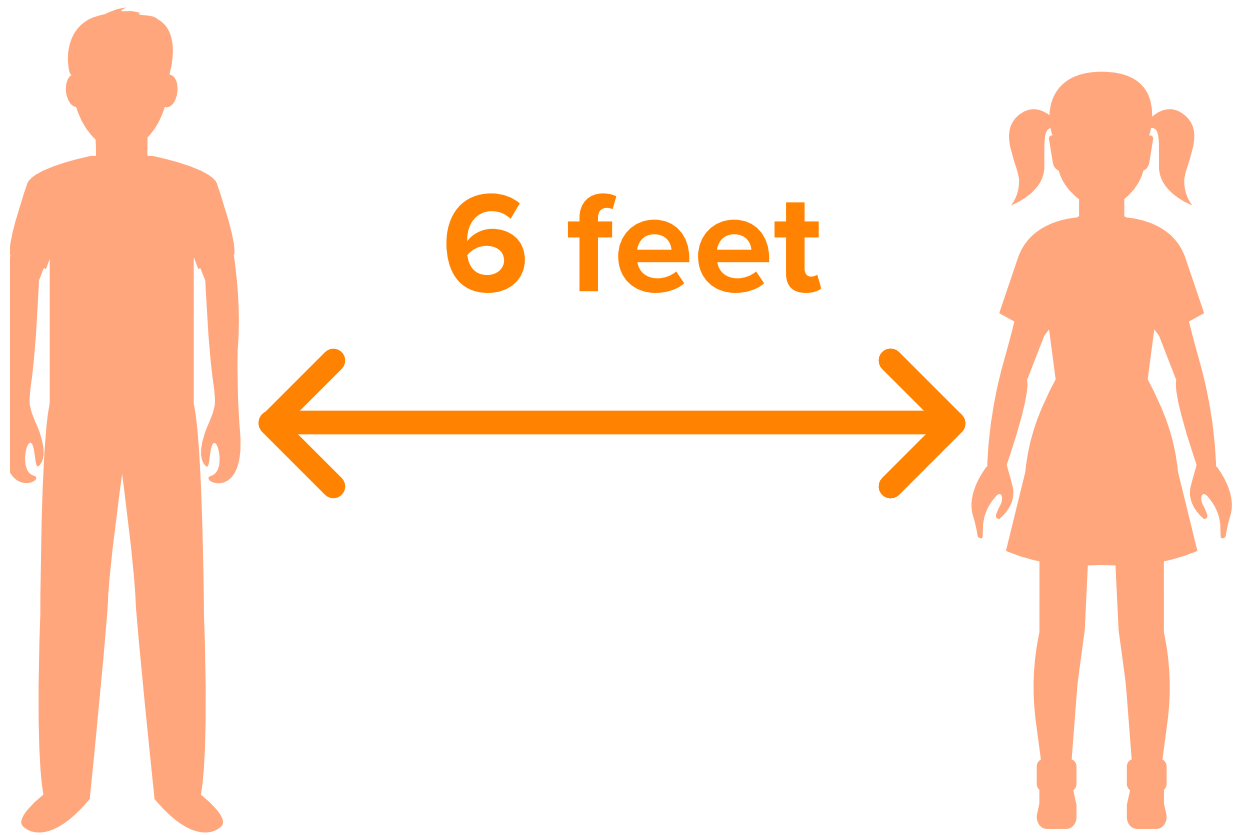
☐ **Training attendance records:**

Tacoma-Pierce County Health Department COVID-19 Safety Plan Template doesn't guarantee the health and safety of the employees, or the patrons that receive goods and or services from the establishment listed within this business safety plan.

View other resources to help you reopen safely at tpchd.org/safestart.

Adapted from Kittitas County.

Practice healthy habits.



- Don't stand in groups.
- Keep 6 feet between people.

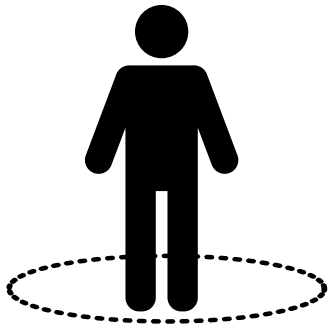


Stay home if you are sick.
Learn more about COVID-19
at tpchd.org/coronavirus.

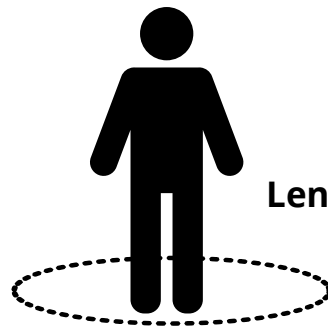
What does six feet look like?

**Keeping a safe distance can help stop the spread of COVID-19.
Stay at least 6 feet away from others whenever possible.**

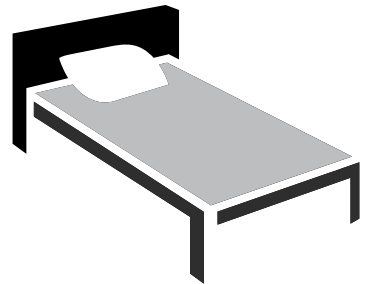
That is about the size of:



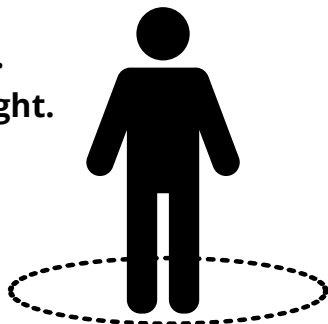
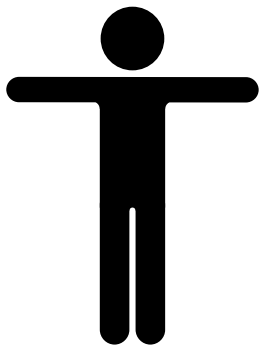
Two shopping cart lengths



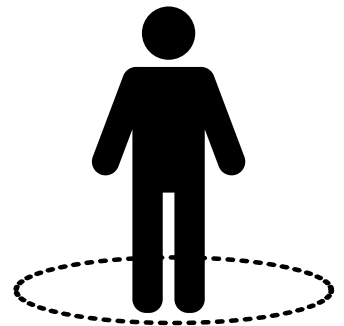
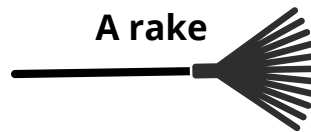
Length of a twin bed



When in doubt,
stretch your arms out.
This is equal to your height.



A rake



Spread the Facts

coronavirus.wa.gov

COVID-19 (Coronavirus)

**To help protect you and employees,
we are limiting the number
of customers in our store to _____**

Thank you for helping stop the spread of COVID-19



Spread the Facts

coronavirus.wa.gov

COVID-19 (Coronavirus)

**To help protect you and employees,
we are limiting the number
of customers in our store to _____**

Thank you for helping stop the spread of COVID-19



Spread the Facts

coronavirus.wa.gov

Cover your coughs and sneezes.

tpchd.org/coronavirus



How to Protect Yourself and Others

Print Resources Web Page: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html>

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



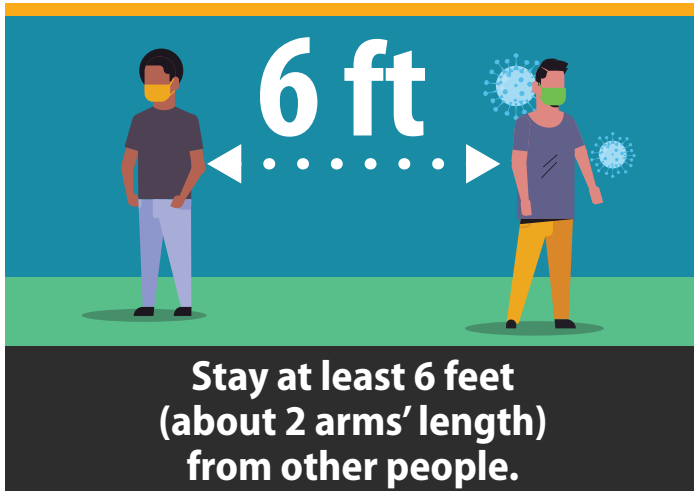
- **Avoid close contact** with people who are sick.
- **Stay at home as much as possible.**
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick**. www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html



cdc.gov/coronavirus

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



cdc.gov/coronavirus

Wash your hands.

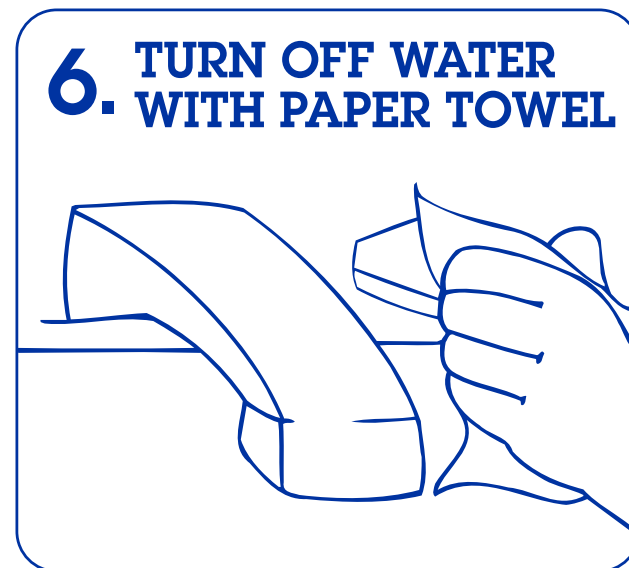
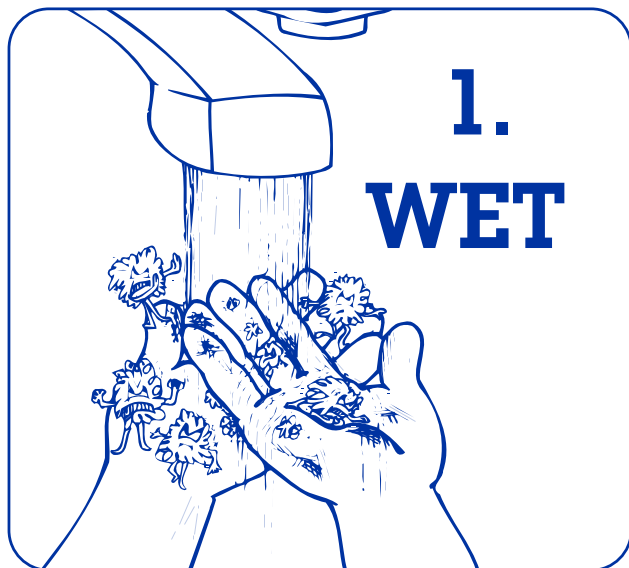
tpchd.org/coronavirus





Be a Germ-Buster...

WASH YOUR HANDS!





KEEP
CALM
AND
WASH
YOUR
HANDS



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention



Hands that look clean can still have icky germs!

Wash YOUR HANDS!



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention

This material was developed by CDC. The Life is Better with Clean Hands campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.

Clean and Disinfect

for COVID-19

How do I clean and disinfect?



Put on disposable gloves.

Throw them away when you're done.



First, clean to remove dirt.

Use soap and water to remove dirt and some germs.



Next, disinfect to kill germs.

Disinfectants need different times to work. Follow the directions on the label.



Throw away gloves and wash your hands.

Scrub hands for 20 seconds with soap and warm water.

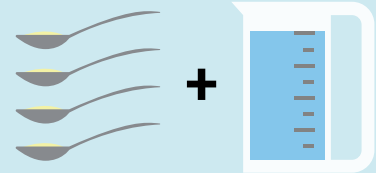
What should I use?



Products with EPA-approved emerging viral pathogen claims.



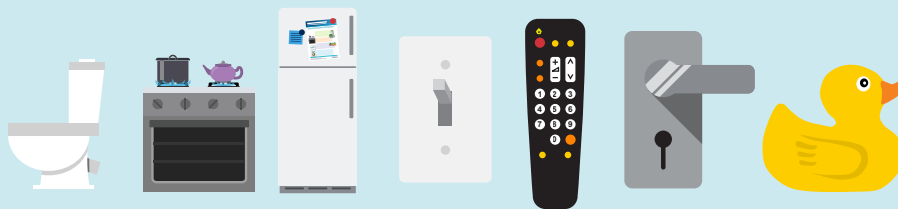
Products with at least 70% alcohol solutions.



Mix 4 teaspoons bleach with 1 quart of water.

How often should I clean and disinfect?

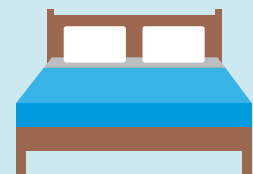
1-3 times a day



Bathrooms, kitchens and surfaces people touch often.

Like light switches, remotes, door handles, phones and toys.
Put away toys that are hard to clean.

Weekly



Sleeping areas. Clean and disinfect more often when dirty or between people.



Health Check

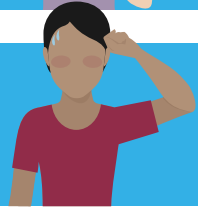
Before you enter...



Do you have a persistent cough?

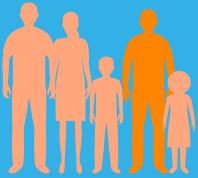


Do you have shortness of breath?



Do you have other symptoms?

Fever, chills, muscle pain, headache, sore throat, loss of taste or smell.



Have you had close contact
with someone with COVID-19?

- » If you answered “**Yes**” to any of these questions, don’t come in. Go home now and take good care of yourself. Call your supervisor when you get home.
- » If you start to feel sick while at work, leave immediately and contact your supervisor.

We care about you.

tpchd.org/coronavirus



COVID-19 Employee Health Screening Log

You MUST screen all employees before they start their shift.



Tacoma-Pierce County
Health Department
Healthy People in Healthy Communities

- 1

Have you recently started having any of these COVID-19 symptoms?
• Fever. • Chills. • Cough. • Shortness of breath. • Difficulty breathing. • Fatigue. • Muscle or body aches. • Headache. • Loss of taste or smell.
• Sore throat. • Congestion or runny nose. See [Centers for Disease Control and Prevention’s COVID-19 page](#) for most current symptoms list.
- 2

Has a healthcare provider or public health official asked you to isolate or quarantine?
- 3

Have you been in close contact with a person diagnosed with COVID-19?
• Live in the same household. • Share secretions (e.g., kiss, share utensils, coughed on). • Within 6 feet of the person for over 15 minutes.
- ▶

If an employee answers YES to any question, they must leave the building and call their supervisor to determine when they can return to work.

Date	Name	1 COVID-19 symptoms?	2 Isolation/quarantine?	3 Close contact?	4 Other symptoms?
		Yes / No	Yes / No	Yes / No	Yes / No
		Yes / No	Yes / No	Yes / No	Yes / No
		Yes / No	Yes / No	Yes / No	Yes / No
		Yes / No	Yes / No	Yes / No	Yes / No
		Yes / No	Yes / No	Yes / No	Yes / No
		Yes / No	Yes / No	Yes / No	Yes / No
		Yes / No	Yes / No	Yes / No	Yes / No
		Yes / No	Yes / No	Yes / No	Yes / No
		Yes / No	Yes / No	Yes / No	Yes / No

COVID-19 Employee Health Self-Screening Log

Screen yourself before going into work to start your shift.



- 1** Have you recently started having any of these COVID-19 symptoms?
• Fever. • Chills. • Cough. • Shortness of breath. • Difficulty breathing. • Fatigue. • Muscle or body aches. • Headache. • Loss of taste or smell.
• Sore throat. • Congestion or runny nose. See [Centers for Disease Control and Prevention’s COVID-19 page](#) for most current symptoms list.
- 2** Has a healthcare provider or public health official asked you to isolate or quarantine?
- 3** Have you been in close contact with a person diagnosed with COVID-19?
• Live in the same household. • Share secretions (e.g., kiss, share utensils, coughed on). • Within 6 feet of the person for over 15 minutes.
- If you answer YES to any question, stay home. Call your supervisor to determine when you can return to work.

Date	1 COVID-19 symptoms?	2 Isolation/quarantine?	3 Close contact?	4 Other symptoms?
	Yes / No	Yes / No	Yes / No	Yes / No
	Yes / No	Yes / No	Yes / No	Yes / No
	Yes / No	Yes / No	Yes / No	Yes / No
	Yes / No	Yes / No	Yes / No	Yes / No
	Yes / No	Yes / No	Yes / No	Yes / No
	Yes / No	Yes / No	Yes / No	Yes / No
	Yes / No	Yes / No	Yes / No	Yes / No
	Yes / No	Yes / No	Yes / No	Yes / No
	Yes / No	Yes / No	Yes / No	Yes / No
	Yes / No	Yes / No	Yes / No	Yes / No

Voluntary Customer Visitor Log

We are asking visitors to **voluntarily provide contact information** in case of COVID-19 exposure. We only need information for one person per household. If we learn you may have been exposed to COVID-19 during your visit, we will only share this information with public health officials. They will contact you to explain the risk, answer your questions and provide resources. We will not use this information for any other purpose, including sales or marketing. If this list is not used within 30 days, we will destroy it. Learn more about COVID-19 at coronavirus.wa.gov.

[illegible]

Helpful Links

Tacoma-Pierce County Health Department COVID-19 pages

tpchd.org/healthy-people/human-coronavirus

Pierce County Coronavirus Impacts

co.pierce.wa.us/6759/Coronavirus-Impacts

Washington State Coronavirus Response (COVID-19)

coronavirus.wa.gov

Washington State Department of Health

doh.wa.gov/emergencies/coronavirus

Centers for Disease Control and Prevention

cdc.gov/coronavirus/2019-ncov/index.html

Washington Governor Jay Inslee

governor.wa.gov

Washington State Department of Commerce

commerce.wa.gov

Department of Labor Coronavirus Response

dol.gov/coronavirus

Small Business Guidance and Loan Resources

sba.gov

Washington State Small Business Development Council

wsbdc.org

Filing Unemployment

esd.wa.gov/unemployment