

Appendix E: Coronavirus Safety Plan & Approach

Reopening business and physical distancing measures.



**Tacoma
Housing
Authority**

The Department of Labor & Industries (L&I) requires Washington employers to provide a safe and healthy workplace and implement the Governor’s proclamation to ensure coronavirus prevention

Plan	THA Stage 1 11/23/2020-TBD	THA Stage 2 TBD	THA Stage 3 July 30, 2021	THA Stage 4 Pierce County 7 Day Average COVID Count < 100 https://www.tpchd.org/healthy-people/diseases/covid-19-pierce-county-cases
PHYSICAL DISTANCING	<ul style="list-style-type: none"> As of June 8, all employees are required to wear face coverings and follow the Protective Masks Guidelines on the CoOP Plan. Offices remain closed to the public through June 30, 2021. Limited number of staff may report to work only to complete tasks that cannot be completed from home. THA will continue to look for ways to move work offsite. Non-client facing staff are required to work from home. Public meetings must be held remotely. Client meetings held by phone or virtually, unless approved by the Emergency Operations Committee. Essential Office Staff will be limited to 2 staff on 1st floor of 902 and be limited to their department “area” and 1 staff on 2nd floor. 	<ul style="list-style-type: none"> Continue to follow the Appendix B: Protective Masks Guidelines. Offices closed to the public. Limited number of staff physically return to work (10-25%) if physically distancing of 6 feet can be maintained. Non-client facing staff are encouraged to continue to work from home. Non-client facing staff are to inform their supervisor when they plan to come into the office. All staff will check in with the COVID Site Supervisor when arriving at the office. Client meetings held by phone or virtually. Emergency food resources provided for clients at safe locations at properties (6 feet distance). Some internal meetings held in 	<ul style="list-style-type: none"> Continue to follow the Appendix B: Protective Masks Guidelines. Offices closed to the public. Limited number of staff physically return to work (50%) if physically distancing of 6 feet can be maintained. Continue to provide flexible working options and telecommute based on agreement with supervisor. Non-client facing staff are still encouraged to work from home and inform their supervisor if coming into the office. All staff will get permission to go into the office by their Supervisor. Supervisors will check in with the COVID Site Supervisor 24 hours prior to arriving at the office. Reconfigure workstations and offices so that staff do not face each other and evaluate effectiveness of 3 foot cubicle walls. 	<ul style="list-style-type: none"> Continue to follow the Appendix B: Protective Masks Guidelines. Offices now open to the public by appointment only. (THA will not open to the public before January 31, 2022.) Remain social distancing. Essential staff return to offices and sites up to 75% (split shift, telecommute). Provide flexible working options and telecommute based on agreement with supervisor. Non-client facing staff to telework through January 31, 2022. Community rooms at Senior & Disabled (S&D) buildings now open at 75% for resident and TRAC meetings with reminders for social distancing and mask requirements from the Tacoma-Pierce County Health Department. (Exceptions can be made by EOC approval.)

	<ul style="list-style-type: none"> • All access requests must be approved by HR for 902 building • All other THA offices will be limited to one person per building (EXCEPTION: IT, PM, RED will have same day access to Arlington and The Rise as needed to meet with Vendors/Applicants. This will be coordinated with PM with emphasis on keeping as socially distant as possible to keep safety of Clients/Staff and Vendors the primary consideration. • Essential travel only. All employess traveling must quarantine for 10 days upon their return. • Indoor gatherings, outside one's household are discouraged • Arrange furniture in meeting rooms and lobbies to social distancing guidelines using cues. • Mark public areas with social distancing cues. • Appoint a Coronavirus Site Supervisor at each THA office. • Use remote meeting options when possible. • Remove most of the chairs in breakrooms and discourage gatherings. • Increase ventilation in the buildings by opening windows and ensuring HVAC system is running properly. 	<p>conference rooms with social distancing, although video meetings are encouraged even among staff.</p> <ul style="list-style-type: none"> • Staff should not visit other departments or offices unnecessarily. • 6 feet social distancing still adhered to by all staff. • Computer labs at properties open by appointment only (25% capacity or 2 people at a time). • Masks to be worn when not in office/cubicle and/or when unable to stay 6 feet away from others. • Follow social distancing guidelines on Workplace Safety Checklist. Install plexiglass shields at public counters. • Implement a reservation system to reduce crowds and text/call patrons when they can receive services. • Take drinking fountains out of service to eliminate high-touch points. Encourage staff, customers and guests to bring their own water bottles. • Provide and require sanitizing wipes for vending machine(s) and appliances to be wiped down after each use. • Reorganize public spaces (i.e., 	<ul style="list-style-type: none"> • Staff should not visit other departments or offices unnecessarily. • Work related travel is open for in state opportunities. • Out of state training allowed if it is required training. Requires permission form Supervisor. Follow CDC guidelines for travel. • Option to meet with clients and outside partners in person or virtually. Continue to encourage virtual meetings. • Emergency food resources provided for clients at safe locations at properties (6 feet distance). • Conference rooms open for meetings at 50% capacity. (Follow Governor's order for Phase 3). • Return some chairs to kitchen. • Computer labs at properties open by appointment only up to 50% capacity. • Community rooms at Senior & Disabled (S&D) buildings now open at 50% for resident and TRAC meetings with reminders for social distancing and mask requirements from the Tacoma-Pierce County Health Department. (Exceptions can be made by EOC approval.) • Community rooms in Family Properties open for gatherings up to 50% capacity. (Exceptions can 	<ul style="list-style-type: none"> • Community rooms in Family Properties open for gatherings up to 75% capacity. (Exceptions can be made by EOC approval.) • Community partners can host meetings in S&D community rooms. Partners will need to submit a plan to demonstrate social distancing. • Computer labs at properties open by appointment up to 75% capacity. Playgrounds at properties open to all. • Option to meet with clients in person or virtually. • Open all entrances for employees. • Open Conference Room to 75% capacity with reminders for social distancing and mask requirements from the Tacoma-Pierce County Health Department. • Return breakrooms to all tables, chairs and full access. • Screen clients for illness before entering buildings using the THA Screening Form (Wellness Check). Document name, date and contact information for all visitors and staff entering building –sign in at Sanitation Station. • Continue to provide sanitizing wipes for vending machine(s) and appliances.
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	<ul style="list-style-type: none"> • Limit one person per agency vehicle. • Regulate the use of common areas with clear signage including maximum occupancy limits. • Remove magazines and toys from lobbies. • Staff to ensure all shared utensils are placed in the dishwasher after use. 	<p>hallways) to support one-way traffic flow to reduce congestion points. Social distancing cues on floors.</p> <ul style="list-style-type: none"> • Close breakroom seating areas – other than to access microwave and sinks. • Limit entrances for staff to one per building to improve screening. All exits will remain accessible. Post signs to direct staff to designated entrance. • In use/available signs by restrooms with glove dispenser. • Staff and visitors will sign in / out when coming into a THA office. 	<p>be made by EOC approval.)</p> <ul style="list-style-type: none"> • Screen clients for illness before entering buildings using the THA Screening Form. Document name, date and contact information for all visitors and staff entering building –sign in at Sanitation Station. • Allow people to use drinking fountains. • Continue to provide sanitizing wipes for vending machine(s) and appliances. • Playgrounds at properties are open. • Limit entrances for staff to one per building to improve screening. All exits will remain accessible. Post signs to direct staff to designated entrance. • 	
<p>LOCATION DISINFECTION & SANITATION</p>	<ul style="list-style-type: none"> • Provide Sanitation Stations with self-wellness check and no touch thermometers at all employee entrances. • Regularly sanitize common areas in employee work areas and public lobbies per CDC cleaning requirements. • Provide hand sanitizers at the top and bottom of stairwells, building entrances, work areas, meeting spaces and lobbies. • Promote and practice frequent hand washing by placing posters in restrooms and kitchen. 	<ul style="list-style-type: none"> • Set up Sanitation Stations at each entrance at all THA offices with Hand Sanitizer, Wipes, Tissues, Gloves, Face masks, No-touch Thermometer and Bio-hazard can. • Employees and visitors asked to take self-wellness and contact assessment check prior to entering THA office. • Reminder signs posted for Self-Wellness Check, Face Mask, and Distancing. • Regularly sanitize common areas in employee work areas 	<ul style="list-style-type: none"> • Continue to stock Sanitation Stations. • Employees and visitors asked to take self-wellness and contact assessment check prior to entering THA office. This includes mail pick-ups. • Keep signs posted for Self-Wellness Check, Face Masks and Social Distancing. • Continue to regularly sanitize common areas in employee work areas and public lobbies per CDC cleaning requirements. • Continue to provide hand 	<ul style="list-style-type: none"> • Continue to stock Sanitation Stations. • Employees and visitors asked to take self-wellness and contact assessment check prior to entering THA office. This includes mail pick-ups. • Keep signs posted for Self-Wellness Check, Face Masks and Social Distancing. • Continue to regularly sanitize common areas in employee work areas and public lobbies per CDC cleaning requirements. • Continue to provide hand

	<ul style="list-style-type: none"> • Staff to disinfect individual workspaces between each shift. • Maintenance to disinfect common area contact surfaces such as door handles, railings, elevator buttons, bathroom surfaces, kitchen appliances, surfaces, and sign-in areas. • Maintenance to isolate and then deeply sanitize areas where an exposed person was and follow THA's <i>COVID Exposure Procedures</i>. • Provide in use/available signs by restrooms with glove dispensers. 	<p>and public lobbies per CDC cleaning requirements.</p> <ul style="list-style-type: none"> • Continue to provide hand sanitizers at the top and bottom of stairwells, building entrances, work areas, meeting spaces and lobbies. • Promote and practice frequent hand washing. • Staff to disinfect individual workspaces between each shift. • Maintenance to disinfect common area contact surfaces such as door handles, railings, elevator buttons, bathroom surfaces, kitchen appliances, surfaces, and sign-in areas. • Maintenance to isolate and then deeply sanitize areas where an exposed person was and follow THA's <i>COVID Exposure Procedures</i>. 	<p>sanitizers at the top and bottom of stairwells, building entrances, work areas, meeting spaces and lobbies.</p> <ul style="list-style-type: none"> • Promote and practice frequent hand washing. • Staff to disinfect individual workspaces between each shift. • Maintenance to disinfect common area contact surfaces such as door handles, railings, elevator buttons, bathroom surfaces, kitchen appliances, surfaces, and sign-in areas. • Maintenance to isolate and then deeply sanitize areas where an exposed person was and follow THA's <i>COVID Exposure Procedures</i>. 	<p>sanitizers at the top and bottom of stairwells, building entrances, work areas, meeting spaces and lobbies.</p> <ul style="list-style-type: none"> • Promote and practice frequent hand washing. • Staff to disinfect individual workspaces between each shift. • Maintenance to disinfect common area contact surfaces such as door handles, railings, elevator buttons, bathroom surfaces, kitchen appliances, surfaces, and sign-in areas. • Maintenance to isolate and then deeply sanitize areas where an exposed person was and follow THA's <i>COVID Exposure Procedures</i>.
<p>PPE UTILIZATION</p>	<ul style="list-style-type: none"> • Employees and Visitors are required to wear masks according to Appendix B: Protective Mask Guidance. • Employees not working alone will wear masks or face shields. • Employees working in senior disabled buildings will always wear masks. • Supply masks, hand sanitizer, and disinfectants. • Provide gloves outside restrooms and limit to one person. • Encourage people to use their 	<ul style="list-style-type: none"> • Employees not working alone will wear masks or face shields according to the Appendix B: Protective Masks Guidance. • Employees must work with HR to request reasonable accommodations if unable to wear a face mask. • Employees working in senior disabled buildings will always wear masks. • Supply masks, hand sanitizer, and disinfectants. • Continue to provide gloves 	<ul style="list-style-type: none"> • Employees and Visitors are required to wear masks according to Appendix B: Protective Mask Guidance. • All visitors will be encouraged to wear cloth face coverings and do a wellness check prior to entering the building. THA will provide masks for those that do not bring their own. • Employees not working alone will wear masks or face shields. • Employees working in senior disabled buildings will always 	<ul style="list-style-type: none"> • Continue to encourage all visitors to wear cloth face coverings and do a wellness check prior to entering the building. THA will provide for those that do not bring their own. • Employees not working alone will continue to wear masks. • Employees working in senior disabled buildings will always wear masks. • Supply masks, hand sanitizer, and disinfectant as available, upon request.

	<p>own pens.</p> <ul style="list-style-type: none"> Supply tissues and trash cans. 	<p>outside restrooms and limit to one person.</p> <ul style="list-style-type: none"> Encourage people to use their own pens and cups. 	<p>wear masks.</p> <ul style="list-style-type: none"> Supply masks, hand sanitizer, and disinfectants as available, upon request. Continue to provide gloves outside restrooms and limit to one person. 	<ul style="list-style-type: none"> Continue to provide gloves outside restrooms and limit to one person.
COVID-19 SAFETY & HAZARD TRAININGS	<ul style="list-style-type: none"> Employees will take an initial, online COVID and prevention course. Supervisors will follow-up with staff check-ins and refresher training when needed. Employees, supervisors, and COVID site supervisors will follow COVID safety checklists. Prominently post DOH prevention posters in work areas, public areas, building entrances, kitchens and restrooms. Post COVID safety plan and face mask guidelines in public areas and work areas. 			
COVID-19 EXPOSURE INCIDENT REPORTING & SYMPTOM MONITORING	<ul style="list-style-type: none"> Require employees with COVID symptoms to stay home until cleared by a health assessment or quarantine for at least 10 days per TPCHD updated guidelines. Employees to do a self-wellness check prior to going to work. Monitor employee wellness on location. Establish safe work plans for high risk employees. Require ill or COVID exposed staff to report their condition to supervisor and follow health 	<ul style="list-style-type: none"> Require employees with COVID symptoms to stay home and quarantine for at least 14 days even if test negative See COVID Business Process for suspected / confirmed cases. Building closed for deep cleaning / sanitation. Employees to do a self-wellness check prior to going to work. Monitor employee wellness on 	<ul style="list-style-type: none"> Require employees with COVID symptoms to stay home and quarantine for at least 14 days even if test negative. See COVID Business Process for suspected / confirmed cases. Building closed for deep cleaning / sanitation. Employees to do a self-wellness check prior to going to work. Monitor employee wellness on location. Establish safe work plans for high-risk employees. 	<ul style="list-style-type: none"> Require employees with COVID symptoms to stay home until cleared by a health assessment or quarantine for at least 14 days Employees to do a self-wellness check prior to going to work. Monitor employee wellness on location. Continue to establish safe work plans for high-risk employees. Require ill or COVID exposed staff to report their condition to supervisor and follow health department guidelines.

	<p>department guidelines.</p> <ul style="list-style-type: none"> • In the event of an outbreak or an exposure, staff, supervisors, and the Emergency Operation Committee will follow THA’s COVID Exposure Procedures and guidance from health department officials .Employees that have been traveling or think they have been exposed must quarantine for at least 10 days or be cleared by a health assessment prior to returning to the work site. • COVID Site Supervisors appointed. Tasked with monitoring and reminding staff of social and physical distancing, wellness screening and facemask procedures. 	<p>location.</p> <ul style="list-style-type: none"> • Establish safe work plans for high risk employees. • Require ill or COVID exposed staff to report their condition to supervisor and follow health department guidelines by quarantining for 14 days (even if test negative) and speak with their physician. • Inform TPCHD if we are informed of an employee or tenant confirmed case to verify guidance. • In the event of an outbreak or an exposure, staff, supervisors, and the Emergency Operation Committee will follow THA’s COVID Exposure Procedures and guidance from health department officials. • Employees that have been traveling, have had visitors, been in settings with more than 5 people or think they have been exposed must complete the CDC Self- Assessment before returning to the work site. They may be directed to quarantine for 14 days. • COVID Site Supervisors continue to monitor and remind staff of social and physical distancing, wellness and contact screening and facemask procedures. 	<ul style="list-style-type: none"> • Require ill or COVID exposed staff to report their condition to supervisor and follow health department guidelines by quarantining for 14 days (even if test negative) and speak with their physician • Inform TPCHD if we are informed of an employee or tenant confirmed case to verify guidance. • In the event of an outbreak or an exposure, staff, supervisors, and the Emergency Operation Committee will follow THA’s COVID Exposure Procedures and guidance from health department officials. • COVID Site Supervisors continue to monitor and remind staff of social and physical distancing, wellness and contact screening and facemask procedures. 	<ul style="list-style-type: none"> • In the event of an outbreak or an exposure, staff, supervisors, and the Emergency Operation Committee will follow THA’s COVID Exposure Procedures and guidance from health department officials. • COVID Site Supervisors continue to monitor and remind staff of social and physical distancing, wellness screening and facemask procedures.
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<p>COMMUNICATION</p>	<ul style="list-style-type: none"> • Communicate to staff what is being done to mitigate the spread of COVID-19. • Establish formal and informal routes of communication for staff to express concerns, questions, comments, and feedback. • Notify staff of new workplace policies and changes prior to reopening and upon resuming operations. • Ensure staff know what to do if they feel like they have been exposed to COVID-19 or have tested positive for COVID-19. 	<ul style="list-style-type: none"> • Continue to communicate to staff what is being done to mitigate the spread of COVID-19. • Address concerns, questions, comments, and feedback regarding COVID-19. • Ensure staff know what to do if they feel like they have been exposed to COVID-19 or have tested positive for COVID-19. • Inform staff and/or tenants if there is a suspected / confirmed case for those that might have been in close contact (within 6 feet for 15 minutes) and building closure for deep cleaning / sanitation. See Business Process for suspected / confirmed Cases. • Provide Cabinet weekly speaking points. • Communicate with clients and residents how THA is moving into Phase III. 	<ul style="list-style-type: none"> • Continue to communicate to staff what is being done to mitigate the spread of COVID-19. • Continue to address concerns, questions, comments, and feedback regarding COVID-19. • Ensure staff know what to do if they feel like they have been exposed to COVID-19 or have tested positive for COVID-19. • Inform staff and/or tenants if there is a suspected / confirmed case for those that might have been in close contact (within 6 feet for 15 minutes or more in a 24-hour period) and building closure for deep cleaning / sanitation. See Business Process for suspected / confirmed Cases. • Provide Cabinet weekly / monthly speaking points. • Communicate with clients and residents how THA is moving into Phase IV. 	<ul style="list-style-type: none"> • Continue to communicate to staff what is being done to mitigate the spread of COVID-19. • Continue to address concerns, questions, comments, and feedback regarding COVID-19. • Ensure staff know what to do if they feel like they have been exposed to COVID-19 or have tested positive for COVID-19. • Communicate with clients and residents how THA is moving into the new normal.
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Employee's COVID Prevention and Workplace Safety Checklist	
	Have you completed the required COVID Training?
	Are you wearing a mask when you are in the presence of other people and/or in senior/disabled buildings? Face masks are required when not working alone. Masks are required for visitors.
	Are you observing the new and reduced, maximum occupancy for your work area?
	Do you wash hands frequently and effectively when you arrive at work; leave your workspace for breaks; use the bathroom; before and after eating, drinking, or using tobacco products; and after touching any surface suspected of being contaminated?
	Do you ensure that you, your clients, and co-workers are always 6-feet apart?
	Are you taking breaks, performing activities and taking lunch in shifts to limit gatherings? Any time two or more persons must meet, ensure minimum 6-foot distance.
	When using a THA vehicle are abiding by the limit of one person per vehicle?
	Do you host remote meetings whenever possible?
	Did you contact clients to inquire about COVID-19 symptoms before making a house visit? While at the client did you wear PPE and maintain 6-feet when in a room with another or remove everyone from the room you are in?
	Before and after each use, do you sanitize your workspace, equipment, writing instruments, microwave, fridge, vending machine(s) and/or kitchen items?
	Before and after each use, do you sanitize the counters, protective partitions, writing instruments, computers, and chair handles after each client use?
	Are you asking clients and guests to observe social distancing measures when needed?
	Did you tell your supervisor when you are feeling ill? Or, have been exposed to COVID? Stay home if you are ill or exposed to COVID! Complete the Self-Wellness and Contact Checklist prior to coming into office.
	Will you tell your supervisor if you have COVID or were exposed to someone?
	Have you read THA's COVID safety plan for personal protection equipment, on-location physical distancing, hygiene, sanitation, symptom monitoring, incident reporting, location disinfection procedures, COVID-19 safety training, exposure response procedures?
	Is the furniture arranged 6-feet apart for your clients, your meetings? Workspace?
	Are social distance markers posted on floors and seating in lobby & public seating area?
	Is the COVID prevention poster from DOH visibly posted in all public and workplace areas?
	Do you know the maximum capacity for your office? Work area? Meeting rooms?
	Do you have face masks, gloves, sanitizing supplies?
	Is hand sanitizer available in public and meeting areas?
	Do you know who your COVID Safety Supervisor is? Have you checked in?

Supervisor's COVID Prevention and Workplace Safety Checklist	
	Have you and your staff read THA's COVID safety plan for personal protection equipment, on-location physical distancing, hygiene, sanitation, symptom monitoring, incident reporting, location disinfection procedures, COVID-19 safety training, and exposure response procedures?
	Have you and your staff completed THA's online COVID training? This is required.
	Do your employees have the <i>Employee's Covid Prevention and Workplace Safety Checklist</i> ?
	Have you marked floors and seating with 6-foot social distance cues?
	Are social distance notices and max capacity notices posted in visible areas for visitors and staff?
	Is the COVID prevention poster from DOH visibly posted in all public and workplace areas?
	Is the furniture arranged for social distancing in meeting and workspace 6-feet apart?
	Are your staff trained to enforce lobby or meeting room capacity and social distancing measures?
	Have you arranged for staggered or alternative work schedules to maintain a limited occupancy and/or 6-foot distance as outlined in the COVID Safety Plan?
	Do you monitor your staff for wellness at the beginning of on-site shifts? Required by RCW's.
	Will you report to the EOC when staff have COVID or have been exposed to someone who has it? Update COVID exposure spreadsheet.
	Will you ensure that your staff go home if they are ill?
	Do you and your staff wear masks when not working alone? Masks are required. Visitors are also required to wear masks.
	Are your staff self-sanitizing workspace, equipment, writing instruments, before and after each use?
	Are your staff self-sanitizing workspace, equipment, writing instruments, before and after each client's use?
	Is hand sanitizer available in your work and meeting areas?
	Are sanitizing chemicals, masks, and gloves easily available in the staff work areas?
	Are the high touch public areas and bathrooms being sanitized by maintenance daily?
	Do you have alternative work options for high risk employees?
	Do you know who the COVID site supervisor is? This person is required by RCW's.
	Do you utilize remote meetings whenever possible?
	Do you 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.
	Do you require your staff to screen clients for symptoms in advance of appointments or entering units?
	Do you remind staff about COVID workplace safety practices at dept. meetings?