

# STAFF OR VOLUNTEERS WITH COVID-19 SYMPTOMS

With all guidance your organization should be following all food and safety guidance.

All organizations must keep a safe and healthy facility in accordance with state and federal rules. Your Food Bank must follow many worksite safety requirements including those outlined in the:

1. [“Safe Start” Proclamation and Safe Start Washington Plan](#)
2. Washington State Department of Labor & Industries [COVID-19 General Requirements and Prevention Ideas for Workplaces](#)
3. Department of Health [Workplace and Employer Resources & Recommendations](#)

Labor and Industries DOSH recently issued **Emergency Rule (CR-103E)** that requires employers to comply with all the Governor’s emergency proclamations for operation.

**Those required practices include:**

1. *Wearing masks/face coverings*
2. *Practicing social distancing*
3. *Working in a well-ventilated space*
4. *Screening workers*
5. *Following cleaning and sanitation recommended practices*

**COVID-19 is not connected to race, ethnicity, or nationality. Stigma will not help to fight the illness. Share accurate information with others and avoid rumors and misinformation.**

If you suspect or have a confirmed case of a person with **COVID-19** who worked while contagious, follow these steps:

1. **Immediately send home employee(s) or volunteer(s) who test positive, and/or employees with symptoms of COVID-19 who were in close contact with the employees who tested positive.**<sup>1</sup>
  - a. Strongly encourage symptomatic employees to get tested. Free or low-cost testing is available at several locations, regardless of immigration status.
  - b. Employees should be tested 48 hours or later from their last exposure.
  - c. Provide sick leave and benefits information to employees and support isolation as needed.
  - d. Provide contact information for the person who is identified as your organization’s COVID-19 point of contact (POC).
  - e. Let the symptomatic/positive-testing individual know that contact tracers from the Health Department may contact them.
2. **Organizations must notify their local health department within 24 hours if:**<sup>2</sup>
  - a. They suspect COVID-19 is spreading in their work place, or
  - b. More than two employees test positive in a 14-day period.
3. **Be familiar with return to work conditions.** Employees and volunteers who test positive for COVID-19 cannot return to work until after an isolation period where:
  - a. At least 10 days have passed since symptoms started,
  - b. At least 24 hours have passed since resolution of fever and
  - c. Other symptoms have improved.



4. **Clean and disinfect the facility.**<sup>3</sup>

Usually the facility **does not need to be shut down**. If it has been less than **7 days** since the sick person was in the facility, close off any areas and restrict access to shared equipment such as scoops, hand trucks, etc. used for long periods of time by the sick person. Wait 24 hours before cleaning and disinfecting, or if not feasible, wait as long as possible. During this 24-hour period, open outside doors and windows to increase air circulation in these areas.

5. **Identify workers, volunteers or clients who might have been exposed.**

A close contact is any person who was within **6 feet** of a contagious COVID-19 case for at least **15 minutes**. A person is contagious 2 days before their illness onset (*or, for asymptomatic patients, 2 days before the positive test was collected*) until the time they are isolated.

6. **Identify a central point of contact (POC) at your organization or program.**

The POC will work with the Department of Public Health, ensure centralized tracking for all employees and volunteers, and report suspected and confirmed cases. All employees should know who the POC is and how to contact them.

7. **You should work with your local health department to:**

- Track the number of probable or confirmed cases at your organization (template available)
- Determine close contacts of confirmed or suspected cases
- Review the efficacy of prevention control measures in place
- Verify that you are following the **Safe Start Plan** to prevent further transmission.

**You may need to close your organization temporarily if you do not have prevention practices in place or if workplace transmission is high.**

**To prevent the spread of COVID-19, you should:**

- Screen staff and volunteers before entry to food bank
- Provide employees and volunteers with masks/cloth facial coverings, at no cost to them
- Require social distancing of 6 feet between people
- Work in a well-ventilated space or outside if possible

8. **Screening: Ask staff and volunteers at the start of each shift:**<sup>4</sup>

a. Have you tested positive for COVID-19 in the past 10 days?

b. Do you have any of these symptoms?

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

c. In the last 14 days, have you had contact with anyone with these symptoms?

d. In the last 14 days, has a medical professional told you to quarantine due to COVID-19?

To Contact Health Departments across the state, please visit:

1 <https://www.doh.wa.gov/Emergencies/COVID19/TestingforCOVID19>

2 <https://www.doh.wa.gov/AboutUs/PublicHealthSystem/LocalHealthJurisdictions>

3 <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

4 <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/Employervisitorscreeningguidance.pdf>