

WASD COVID-19 Health Protocols

Safety/health protocols and measures to minimize the potential transmission of COVID-19 include:

- **Washing Hands:** Frequently and thoroughly wash your hands with soap and running water (recommend to washing hands any time you enter from outdoors to indoors, before you eat, after you eat, and when you spend time with people who are more vulnerable to the effects of COVID-19).
- **Social Distancing:** Practice social distancing when speaking with each other. Maintain approximately 6 feet away from others when possible (the length of a pair of skis).
- **Crowded Settings:** limit congregating in the lobbies, hallways, lunchroom, restroom, and conference rooms.
- **Elevator:** Limit amount of people in the elevator to no more than 4 at a time.
- **Contact Avoidance:** Avoid contact with surfaces utilized by multiple staff members and other individuals such as doorknobs, counter tops, workstations utilized by another individual, etc.
- **Limiting In-Person Meetings:** If an in-person meeting needs to be held, limit the number of participants, leave space in between attendees, and have attendees stand as to limit exposure time. Meeting should be limited to no more than 5 people.
- **Virtual Meetings:** Utilize phones and skype when possible to minimize visiting each other's offices and cubicles.
- **Work Space Hygiene:** Clean your phone, mobile device, mouse, keyboard, desktop workspace, and other surfaces every morning before starting work and intermittently throughout the day. Avoid using other workers' phones, desks, offices, or other work tools and equipment, when possible.
- **Personal Hygiene:** Create habits and reminders to avoid touching face, nose, and eyes. Practice proper respiratory etiquette, including covering coughs and sneezes with a tissue (if you don't have a tissue cough/sneeze into your upper sleeve, do not use your hands).
- **Field Worker Protocol:** Carry disinfectants and use precaution when coming into contact with customers and properties. Clean vehicle (door handle, steering wheel, etc.) every morning and intermittently throughout the day.
- **Vehicle Assignments:** Attempt to use the same vehicle throughout the week to limit shared exposure.
- **Vehicle Occupancy:** Limit vehicle occupancy when practical.

Exposure Protocol

If you have tested positive for the coronavirus, stop reporting to work and contact your supervisor to help assist in identifying other employees who have been potentially exposed.