

JAY INSLEE
Governor



STATE OF WASHINGTON
Office of the Governor

TO: Interested Stakeholders

FROM: Governor Jay Inslee

DATE: May 12, 2020

SUBJECT: Resuming Additional Manufacturing Operations – Proclamation 20-25

This memorandum serves as the criteria for resuming Manufacturing Operations under Phase 2 and is effective as of May 12, 2020.

After consulting with stakeholders, we have developed the comprehensive Phase 2 – Manufacturing Facility COVID-19 Requirements. These requirements apply as long as Gubernatorial Proclamation 20-25, or any extension thereof, is in effect or if adopted as rules by a federal, state or local regulatory agency.

For purposes of this memorandum, “manufacturing operations” do not include:

- Certain food packing, processing, and manufacturing; and
- Assembly of items in a retail or office setting on a non-routine basis.

This memorandum supersedes any conflicting provision in the Appendix to Proclamation 20-25, “Essential Critical Infrastructure Workers” or any other omission from the document.

For purposes of this memorandum, *previously authorized* manufacturing is manufacturing permitted to operate under Proclamation 20-25’s “Essential Critical Infrastructure Workers” list and any subsequent guidance. *Newly authorized* manufacturing is any remaining manufacturing that is not currently permitted to operate under Proclamation 20-25’s “Essential Critical Infrastructure Workers” list and any subsequent guidance.

Newly authorized manufacturing operations may commence immediately if they can meet and maintain all requirements, including providing materials, schedules and equipment needed to comply.

Previously authorized manufacturing operations must implement all requirements under Phase 2, Manufacturing Facility COVID-19 Requirements by May 27, 2020, or may operate under a separately approved plan by the Department of Labor and Industries.

- **General questions about how to comply with safety practices** can be submitted to the state's Business Response Center at <https://app.smartsheet.com/b/form/2562f1caf5814c46a6bf163762263aa5>.
- **All other violations related to Proclamation 20-25** can be submitted at <https://bit.ly/covid-compliance>.

Phase 2 Manufacturing Facility COVID-19 Requirements

Phase 2: The manufacturing facilities must adopt a written procedure that is at least as strict as the Phase 2 safety requirements below.

Safety and Health Requirements

All manufacturing establishments have a general obligation to keep a safe and healthy facility in accordance with state and federal law, and comply with the following COVID-19 worksite-specific safety practices, as outlined in Governor Jay Inslee’s “Stay Home, Stay Healthy” Proclamation 20-25, and in accordance with the Washington State Department of Labor & Industries [General Requirements and Prevention Ideas for Workplaces](#) and the Washington State Department of Health Workplace and Employer Resources & Recommendations at <https://www.doh.wa.gov/Coronavirus/workplace>.

Employers must specifically ensure operations follow the main L&I COVID-19 requirements to protect workers, including:

- Educate workers in the language they understand best about coronavirus and how to prevent transmission and the employer’s COVID-19 policies.
- Maintain minimum six-foot separation between employers/workers in all interactions at all times. When strict physical distancing is not feasible for a specific task, other prevention measures are required, such as use of barriers, minimizing staff in narrow or enclosed areas, and/or creating space between employees/workers and job tasks as possible.
- Provide personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate or required to employees for the activity being performed. **Cloth facial coverings must be worn by every employee not working alone at the manufacturing facility unless their exposure dictates a higher level of protection under Department of Labor & Industries safety and health rules and guidance.** Refer to [Coronavirus Facial Covering and Mask Requirements](#) for additional details. A cloth facial covering is described in the Department of Health guidance, <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/ClothFacemasks.pdf>.
- Ensure frequent and adequate hand washing with adequate maintenance of supplies. Use disposable gloves where safe and applicable to prevent transmission on tools or other items that are shared.
- Establish a housekeeping schedule that includes frequent cleaning and sanitizing with a particular emphasis on commonly touched surfaces.
- Screen employees for signs/symptoms of COVID-19 at start of shift. Make sure sick employees stay home or immediately go home if they feel or appear sick. Cordon off any areas where an employee with probable or confirmed COVID-19 illness worked, touched surfaces, etc. until the area and equipment is cleaned and sanitized. Follow the [cleaning guidelines set by the CDC](#) to deep clean and sanitize.

A site-specific COVID-19 Coordinator shall be designated by the employer at each job site to monitor the health of employees and enforce the COVID-19 job site safety plan.

A worker may refuse to perform unsafe work, including hazards created by COVID-19. And, it is unlawful for their employer to take adverse action against a worker who has engaged in safety-protected activities under the law if their work refusal meets certain requirements.

Employees who choose to remove themselves from a worksite because they do not believe it is safe to work due to the risk of COVID-19 exposure may have access to certain leave or unemployment benefits. Employers must provide high-risk individuals covered by Proclamation 20-46 with their choice of access to available employer-granted accrued leave or unemployment benefits if an alternative work arrangement is not feasible. Other employees may have access to expanded family and medical leave included in the Families First Coronavirus Response Act, access to use unemployment benefits, or access to other paid time off depending on the circumstances.

All manufacturing businesses are required to comply with the following COVID-19 facility-specific safety practices:

Below is a list of additional practices for manufacturing operations to follow in order to provide a safe back to work environment for employees and customers.

1. Prior to recommencing work, all manufacturers are required to develop and post at each manufacturing location a comprehensive COVID-19 exposure control, mitigation, and recovery plan. The plan must include policies regarding the following control measures: PPE utilization; on-location physical distancing; hygiene; sanitation; symptom monitoring; incident reporting; location decontamination procedures; COVID-19 safety training; exposure response procedures; and a post-exposure incident project-wide recovery plan. A copy of the plan must be available on each manufacturing location during workplace activities and available for inspection by state and local authorities. Failure to meet posting requirements will result in sanctions, including the location being shut down.
2. Soap and running water must be abundantly provided at all manufacturing locations for frequent handwashing. Workers should be encouraged to leave their workstations to wash their hands regularly, before and after going to the bathroom, before and after eating and after coughing, sneezing or blowing their nose. When running water is not available, portable washing stations, with soap, are required. Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol can also be used but are not a replacement for the water requirement.
3. Post, in areas visible to all workers, required hygienic practices, which include: not touching the face with unwashed hands or with gloves; washing hands often with soap and water for at least 20 seconds; using hand sanitizer with at least 60% alcohol; cleaning and disinfecting frequently-touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs; covering the mouth and nose when

coughing or sneezing as well as other hygienic recommendations by the U.S. Centers for Disease Control (CDC).

4. Make disinfectants available to workers throughout the workplace and ensure cleaning supplies are frequently replenished.
5. Frequently clean and disinfect high-touch surfaces at all manufacturing locations and in offices, such as: shared tools, machines, vehicles and other equipment, handrails, doorknobs, and portable toilets. If these areas cannot be cleaned and disinfected frequently, the manufacturing location shall be shut down until such measures can be achieved and maintained.
6. If an employee reports feeling sick and goes home, the area where that person worked should be immediately disinfected.
7. Human-machine interfaces such as keyboards, buttons, etc. must be sanitized regularly and it is required between users. Provide personal pens/sharpiers, alternatively sanitize them at least once per shift.
8. Standard tools like brooms, rakes, scrapers, or hand tools need to be sanitized after each use, especially between two separate users.
9. Develop a protocol for any physical sign-off requirements to avoid close contact, limit the common use of writing instruments.
10. To the degree possible, separate all teams into smaller groups and isolate them to designated separate bathrooms and break areas as possible.
11. In order to obtain social distancing, stagger days, shifts, shift changes, breaks, and lunches to avoid grouping. Provide additional break seating as needed with greater distancing, outside if possible.
12. Increase ventilation rates where feasible. Evaluate ventilation and U.V. filters with a higher MERV rating.

Sick Employee Plan:

13. Screen all workers at the beginning of their day by asking them if they have a fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell.
14. Ask employee to take their temperature at home prior to arriving at work or take their temperature when they arrive. Thermometers used at job site shall be 'no touch' or 'no contact' to the greatest extent possible. If a 'no touch' or 'no contact' thermometer is not available, the thermometer must be properly sanitized between each use. Any worker

with a temperature of 100.4°F or higher is considered to have a fever and must be sent home.

15. Create policies which encourage workers to stay home or leave the location when experiencing symptoms or when they have been in close contact with a confirmed positive case. If they develop symptoms of acute respiratory illness, they must seek medical attention and inform their employer.
16. Have employees inform their supervisors if they have a sick household member at home diagnosed with COVID-19. If an employee has a household member sick with COVID-19, that employee must follow the isolation/quarantine requirements as established by the State Department of Health.
17. Instruct workers to report to their supervisor if they develop symptoms of COVID-19 (e.g., fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell). If symptoms develop during a shift, the worker should immediately report such and be sent home. If symptoms develop while the worker is not working, the worker should not return to work until they have been evaluated by a healthcare provider.
18. If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees determined to have been in close contact of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.

Training:

19. All on-site employees must be trained on the worksite's policies, these requirements and all relevant sanitization and social distancing protocols. Current and new employees must also be trained about COVID-19 and how to prevent its transmission. This can be accomplished through weekly safety meetings, where attendance is logged by the system, supervisor, human resources or COVID site supervisor.

All manufacturing facilities must meet and maintain all the requirements in this document, including providing materials, schedules and equipment required to comply. No manufacturing facilities may operate until they can meet and maintain all the requirements in this document

All issues regarding worker safety and health are subject to enforcement action under L&I's Division of Occupational Safety and Health (DOSH).

- Employers can request COVID-19 [prevention advice and help](#) from L&I's Division of Occupational Safety and Health (DOSH).

- Employee Workplace safety and health complaints may be submitted to the L&I DOSH Safety Call Center: (1-800-423-7233) or via e-mail to adag235@lni.wa.gov.
- General questions about how to comply with the agreement practices can be submitted to the state's Business Response Center at <https://app.smartsheet.com/b/form/2562f1caf5814c46a6bf163762263aa5>.
- All other violations related to Proclamation 20-25 can be submitted at <https://bit.ly/covid-compliance>.