



Phase 3 Safe Start Plan Template

Each business or entity operating in Phase 3 of Safe Start Washington, must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19 that is at least as protective as the requirements from the Department of Labor & Industry found [here](#). A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. **This plan does not need to be submitted to a state agency or County Public Health Department for approval** but must be retained on the premises of the business and must be made available to the Washington State regulatory agencies or local health or safety authorities in the event of an inspection.

Businesses are still required to follow the [State’s industry-specific guidance](#), if issued for your specific industry. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please see [Safe Start Washington — Phased Reopening County-by-County](#).

COVID-19 Reopening Safety Plan

Name of Business:

Island Explorer LLC, dba Whidbey Island Kayaking

Industry:

Paddlesports, Eco-tourism

Address:

mailing: 502 Island View Ln, Langley WA 98260

Contact Information:

info@whidbeyislandkayaking.com, 360-221-0229

Owner/Manager of Business:

Krista Loercher

Human Resources Representative and Contact Information, if applicable:

I. PEOPLE

A. Physical Distancing. To ensure employees comply with physical distancing requirements, you agree that you will do the following:

- Maintain minimum six-foot separation between all employees (and customers) 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 or customers in narrow or enclosed areas, and staggering breaks and work shift starts.
- Tightly enclosed spaces or small rooms will be occupied by only one individual at a time, unless all occupants are wearing cloth face coverings, masks or respirators. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.
- Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)

Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.

Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?

Employees and customers are required to wear masks. All of our customer interactions are done outside, usually on a beach with a great deal of breeze and airflow.

How you will manage engagement with customers and visitors on these requirements (as applicable)?

Multiple, logoed cloth masks have been provided at no cost to all employees and disposable masks are available at no cost to customers.

How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?

We have kept our staff levels at a minimum and all employees wear masks at all times at our worksite, both indoors and outdoors.

II. PLACES

A. Protective Equipment. To ensure employees comply with personal protective equipment requirements, you agree that you will do the following:

Provide (at no cost to employees) and require the wearing of personal protective equipment (PPE), such as gloves, goggles, face shields and facemasks as appropriate or required for the work activity being performed. Cloth face coverings must be worn by every employee not working alone on the job site unless their exposure dictates a higher level of protection under L&I safety and health rules and guidance. Refer to [Washington Coronavirus Hazard Considerations for Employers \(except COVID-19 care in hospitals and clinics\) Face Coverings, Masks, and Respirator Choices](#) for additional details. Cloth face coverings are described in the [Department of Health guidance](#).

Beginning June 8, all employees will be required to wear a cloth facial covering, with the following exceptions: when working alone in an office, vehicle, or at a job site; if the individual is deaf or hard of hearing, or is communicating with someone who relies on language cues such as facial markers and expression and mouth movements as a part of communication; if the individual has a medical condition or disability that makes wearing a facial covering inappropriate; or when the job has no in-person interaction. Employers must provide cloth facial coverings to employees, unless their exposure dictates a higher level of protection under the Department of Labor and Industries' safety and health rules and guidance. Refer to [Coronavirus Facial Covering and Mask Requirements](#) for additional details. Employees may choose to wear their own coverings at work, provided it meets the minimum requirements.

What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?

We had double layered, cotton cloth, logoed masks made for our team. Each employee was provided with 3 masks and we do have extras on hand if anyone loses a mask. We also have purchased disposable masks for customers and as back-up for employees. We also have hand sanitizer in multiple forms available where customers check in, in the company vehicle, and each employee has a portable dispenser with a clip that attaches to their clothes or boat.

- [Post a sign](#) strongly encouraging customers to wear cloth facial coverings, and prominently display it at the entrance to the business so that it is immediately noticeable to all customers entering the store. Employers are encouraged to require customers to wear cloth facial coverings, in order to protect their employees.

Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?

Employees have been briefed on the importance of regular and repeated cleanings.

- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?

Boat equipment and their handles, paddles, pfd's, and phone cases are the most touched items by employees and customers. Everything is cleaned with soap and water and is then disinfected with 90% isopropyl alcohol between uses. Also, all employees must use hand sanitizer before touching the computer. The office, restroom, and sink area, plus all doorknobs and locks are cleaned and then disinfected at the end of each day.

B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:

- Establish an increased frequency house keeping schedule that includes frequent cleaning and sanitizing with a particular emphasis on commonly touched surfaces. Adhere to hygiene and sanitation requirements from the [Centers for Disease Control and Prevention](#) (CDC) and [Department of Health](#) (DOH).

Who will be responsible for establishing a schedule? Where will it be kept?

Krista Loercher, owner and manager, established the cleaning protocols and schedule.

- Ensure frequent and adequate hand washing with adequate maintenance of supplies. Use disposable gloves where safe and applicable to prevent virus transmission on tools or other items that are shared.

Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?

There is soap, hot water, and disposable single-use papertowels available at the sink in the office. There is spray hand sanitizer in the office and on the guest table, plus there are individual portable silicone dispenser with carabiners for every employee to carry on their person or their boat. Finally, we set a timer to go off every 30 minutes as a reminder to staff to wash their hands or use hand sanitizer.

- Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using [products](#) identified as effective against COVID-19?

The cleaning schedule is part of the opening and closing checklist.

C. Communication. To ensure the business and its employees comply with communication requirements, you agree that you will do the following:

- Educate workers in the language they understand best about coronavirus and how to prevent transmission, and the employer's COVID-19 policies. Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.

Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?

We have an online reservation/POS system that requires the name, email address, and phone number of each person making a reservation. We also get signed digital waivers from each person in their party.

- If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts.

If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?

Krista Loercher, owner and manager

III. PROCESS

A. Screening. To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

- Screen employees for signs/symptoms of COVID-19 at the start of their 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 Centers for Disease Control to deep clean and sanitize.

What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?

Employees have been strongly urged NOT to come to work if they are not feeling well in the slightest bit.

If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?

B. Disinfection of contaminated areas. To ensure the business and its employees comply with disinfection requirements, you agree that you will do the following:

- Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?

First, all of the staff will be alerted at once via Slack, the app the company uses for in-house communication. Then, Krista Loercher will notify the Island County health dept. Third, we will call and email every customer they came in contact with the infected employee in the past 2 weeks.

IV. OTHER

Please use this space to provide additional details about your business's Safety Plan, including anything to address specific industry guidance.

The WA State paddlesports received specific guidance from Gov. Inslee's office about how to proceed with our operations for each Phase of recovery, including # of people that can be served at one time, in May 2020. We have been following that guidance. We have also expanded our private tour and lesson offerings to encourage people and families to recreate safely within their 'pods'.

A. Staying up to date on industry-specific guidance and resources: To ensure that you stay up to date on the guidance that is being issued by the State, you will:

- Consult the [Washington State Coronavirus Response website](#) and [applicable Proclamations](#) on a periodic basis or whenever notified of the availability of new guidance.
- Specifically, follow requirement in Governor Inslee's [Proclamation 20-46 High-Risk Employees – Worker's Rights](#).
- Check frequently for updated [resources for businesses](#).