This is a fluid situation. These guidelines are intended to help areas with planning and will be modified in accordance with official directives.

On May 1, 2020, Governor Inslee announced a four-phased approach to reopening the state. The Stay Home Stay Healthy order remains in place through May 31, 2020. All employees who can telework without hampering essential operations must continue to do so.

This information is intended for planning and preparing purposes. Formal guidance will be provided and the information below modified in accordance with directives from the Governor.

The following is for general office workspaces. Labs and other specialized work locations requiring specific Personal Protective Equipment (PPE) and procedures should refer to Environmental Health and Safety for guidance.

**Social Distancing Considerations in the Workplace:**

- Stay at least 6 feet from other people
- Avoid placing multiple people in single offices and keep desks a minimum of 6 feet apart.
- Post notices on entries to copier room, break rooms, meeting rooms, etc., which limits the number of people in the space and clearly mark floor to reflect 6 feet spacing.
- Remove excess chairs and place chairs a minimum of 6 feet apart.
- Avoid in-person meetings. Use online meeting applications such as Zoom, Microsoft Teams, or telephone conferencing when possible, even when employees are in the same office or building
- Optimize work schedules to have a minimal number of employees present in the workplace.

**Additional Resources for the WA State Department of Health**

- Local Health Jurisdiction Resources & Recommendations
- Workplace and Employer Resources & Recommendations
- Guidance for People at Higher Risk for Serious Illness
- Stigma Reduction
This is a fluid situation. These guidelines are intended to help areas with planning and will be modified in accordance with official directives.

Workspace Considerations:

Areas should take the time now to review workplace configurations and modifications. Can workspaces be modified to meet social distancing requirements? Consider

- Number of individuals in a space
- Cough guard installation
- Cloth Face Coverings
- Hand sanitizer, tissue, and gloves availability
- Entering and exiting the office or work location
- Entering and exiting the building

Workplace Configurations and Modifications:

Consider the physical set-up of the work locations in areas.

- Instruments such as keyboards or microscopes should be limited to contact by one individual only.
- Discourage workers from using other workers’ phones, desks, offices, or other work tools and equipment.
- Wearing gloves may help in some circumstances when touching common items (although should not be substituted for proper hand washing/sanitizing).
- Risk is mitigated best by having individuals work alone, providing all work must be appropriate and safe for one person to complete.

Items to consider based of type of workspace:

<table>
<thead>
<tr>
<th>Reception</th>
<th>Using social distancing guidelines consider how many individuals can be in the reception/lobby area. Should a cough guard be added? Should face coverings be required? Are signs on the floor where to stop, stand needed? Are protocols in place for high volume areas such as sanitizing frequently touched items sanitized (phones, doorknobs, counter tops)? Communicate any restrictions and post information for office and visitors.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakroom</td>
<td>Using social distancing guidelines consider how many individuals can be in the break room. Are protocols in place for high volume areas such as sanitizing frequently touched items (phones, doorknobs,</td>
</tr>
</tbody>
</table>
GUIDELINES FOR RETURN TO WORK PLANNING
5/1/2020
Human Resource Services

This is a fluid situation. These guidelines are intended to help areas with planning and will be modified in accordance with official directives.

<table>
<thead>
<tr>
<th>Area</th>
<th>Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Room</td>
<td>Using social distancing guidelines consider how many individuals can be in the meeting room. Does the meeting room have tissue and hand sanitizer? Are appropriate protocols posted? Tables, doorknobs, phones, other equipment must be wiped down after each use. Can the meeting be held via Zoom, MS Teams, or as a conference call vs meeting in person? Communicate any restrictions and post information for meeting room users.</td>
</tr>
<tr>
<td>Office/ Cubicle</td>
<td>Using social distancing guidelines consider if the workstation is in an open office set-up or individual office with walls and a door. Are protocols in place for open, shared spaces or multi-use areas? Discourage workers from using other workers’ phones, desks, offices, or other work tools and equipment. Communicate any restrictions and post information.</td>
</tr>
<tr>
<td>Other</td>
<td>WSU staff work in a variety of locations and functions. Social distancing, sanitation and PPE if required, must be taken into account when considering how to staff are able to perform the functions of their positions. Haas the department worked with the appropriate groups to determine if your area has functions that may require certain additional review or protocols such as persons who work in healthcare, emergency services, food service, maintenance, labs, deliveries, driving etc.</td>
</tr>
</tbody>
</table>

**Workforce Level Considerations:**

All employees who can telework without hampering essential operations must continue to do so. Until a full return to work is authorized, managers should anticipate and plan for employees to telework or work from an alternative work location.

Many employees may still face challenges with school or place of care closures due to COVID-19. Refer to School or Place of Care Closure FAQs.

Depending on guidelines by the state, areas may only be able to return employees provided they meet the criteria below:

Updated: May 1, 2020 3:45pm
This is a fluid situation. These guidelines are intended to help areas with planning and will be modified in accordance with official directives.

- **Social distancing** must be followed, including interactions with other employees, vendors, students, etc. Social interactions must be limited in all areas including break rooms, copier rooms, conference rooms etc.,
- Employee(s) do not have symptoms of COVID-19
- Appropriate personal protection equipment for position is available including gloves, **face coverings**, hand-sanitizer, face masks (if required for position, check with E&HS)
- Frequent **cleaning and disinfecting** of workplace is feasible

**Staffing and Scheduling:**

Once areas determine the number of employees who can be in a work location at a time, there is enough hand sanitizer, face coverings, gloves and PPE, if required, areas need to determine how to schedule staff. Consider the rotation of the number of staff in the work location at a time. If work allows for **teleworking**, consider **flexible scheduling** to rotate staff in and out of the workplace.

**Face coverings in the Workplace:**

Face coverings are *not required at this time* however are strongly encouraged as “respiratory etiquette” especially for employees who have interactions with the public. See **WSU guidelines**.

If areas/departments will supply face coverings, provide each employee with opportunity to use one and instructions on the appropriate use. Consider requiring employees to wear a face coverings when interacting with each other in person; while in shared spaces such as hallways; and in public spaces such as a lobby or atrium.

Employees who choose to wear their own face covering, even if not supplied or required within the workplace, should have the ability do so without being questioned or treated differently.

**COVID-19 Resources:**

WSU COVID | [https://wsu.edu/covid-19/](https://wsu.edu/covid-19/)

HRS COVID | [https://hrs.wsu.edu/covid-19/](https://hrs.wsu.edu/covid-19/)

Updated: May 1, 2020 3:45pm