



Administrative Services Department

Work Safe

COVID-19 Operating Plan

Whatcom County Administrative Services employees in Facilities, Finance, Human Resources, and Information Technology have provided essential services throughout the COVID-19 event following internal protocols developed by Human Resources in consultation with the Whatcom County Health Department:

[Screening Protocols for Employees](#)

[Physical Distancing Protocols at Work](#)

Key safety elements adopted early on were closing doors to the public and reducing the number of employees in the workplace at a given time through telework and staggering of schedules.

This COVID-19 Operating Plan provides a centralized document for links to the protocols we follow and guidance for next steps as we prepare the Administrative Services Department for phases of re-opening which may involve more employees working in the office and more contacts ([Governor's Safe Start Recovery Plan](#)).

As an internal service department, the divisions of Administrative Services do not have public facing counters or volume of traffic from outsiders. Our primary customers are County departments, employees, contractors, and employees of other public entities.

Basic practices for individuals through ALL phases:

- Stay home if sick
- Avoid others who are sick
- Wash hands frequently with soap and water or use hand sanitizer
- Cover coughs and sneezes
- Avoid touching eyes, nose and mouth with unwashed hands
- Disinfect surfaces and objects regularly
- Engage in physical distancing, staying at least six feet away from other people
- **Wear cloth face coverings at work except [when working alone](#)**
- Follow distancing protocols in vehicles

Basic principles for in-office work within Administrative Services divisions:

- Provide services remotely where possible using phone, web, VPN, GoToMeeting, etc.
- Adjust spaces and practices so employees' work is [Negligible to Low Transmission Risk](#)
- Employees and visitors come to work suites by appointment only
- Contractors sign in and out for badge/key access and wear masks
- Disinfect areas between visitors

Safety Protocols

1. Screening Protocols for Employees

Prior to reporting to work at a County facility, each employee will self-monitor for potential COVID-19 symptoms and will immediately report any “YES” responses to his or her supervisor:

YES or **NO**, since your last day of work, or since your last visit to your workplace, have you had any of the following:

- Cough or shortness of breath?
- A new fever (100.4° or higher) or a sense of having a fever?
- Chills or repeated shaking with chills?
- Muscle pain you can't attribute to another health condition or that may have been caused by a specific activity (such as physical exercise)?
- Headache?
- Sore throat?
- New loss of taste or smell?

2. **Cleaning & Disinfecting**

Each office within Administrative Services has regular housekeeping practices for surfaces and equipment touched by multiple people.

Employees wash their hands before and after entering an office or workspace and frequently throughout the day.

See also [Cleaning Protocols – Confirmed Cases](#)

3. **Other General Safety Practices**

While at work, employees will avoid contact by:

- Assessing desk position and work space to minimize proximity to others
- Staggering breaks, lunches, movement within office

To reduce handling hard copies and materials (purchase orders, invoices, timesheets), employees will use electronic or verbal means for business transactions.

Anyone present in the workplace who shows symptoms of COVID-19 will be asked to leave.

See also [Responding to Potential & Actual Exposures](#)

Other Resources

Whatcom County Health Department

www.whatcomcovid.com

<https://www.whatcomcounty.us/3329/Novel-Coronavirus-COVID-19>

Whatcom County Human Resources

<https://www.whatcomcounty.us/3376/COVID-19-Resources-for-Employees>

Washington State Department of Health

<https://www.doh.wa.gov/Emergencies/Coronavirus>

Washington Governor's Office

https://www.governor.wa.gov/sites/default/files/SafeStartWA_4May20_1pm.pdf

Centers for Disease Control and Prevention (CDC)

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Washington Department of Labor & Industries (L&I)

<https://lni.wa.gov/forms-publications/F414-164-000.pdf>

OSHA

www.osha.gov

L&I FAQ on Worker Face Covering and Mask Requirements

<https://www.lni.wa.gov/agency/outreach/coronavirus-covid-19-worker-face-covering-and-mask-requirements-questions>

Please direct questions and suggestions to Karen Goens, Human Resources

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