



## **1. Background**

This policy applies to the sites on the Spokane WorkSource Campus under the authority of the Spokane Workforce Council (SWC) which include the SWC office, Talent Solutions Center, Next Generation Zone, WorkSource Spokane and Spokane Resource Center. This policy sets forth the principles to be followed to protect staff, customers and guests, whenever possible, from exposure to certain communicable illnesses.

## **2. Definitions**

**Communicable Disease:** An infectious disease transmissible by direct contact with an affected individual or the individual's discharges or by indirect means. Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS), including the SARS-CoV-2 (coronavirus) and tuberculosis. The SWC may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention.

## **3. Policy**

It is the policy of the SWC to review, evaluate and respond on an individual case-by-case basis, when possible, to any known suspected or confirmed instances of certain communicable diseases among members of the WorkSource Campus community which may be transmitted in a normal business setting. Such individual review, evaluation and response will take into consideration applicable federal and state laws and guidelines; the recommendation of U.S. Public Health Service; the Centers for Disease Control; Spokane Regional Health District; various professional associations; other relevant medical, scientific and legal literature; the expressed desires and opinions of the individual with such an illness; and the SWC's commitment to the protection, to the extent possible, of both public health and individual rights.

Further, the SWC's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who is suspected of or has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to an employee or customer with a communicable disease.

The SWC reserves the right to exclude a person with a suspected or confirmed communicable disease from sites on the Spokane WorkSource Campus, programs and functions if the SWC finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace.

The SWC will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidentiality about persons who have communicable diseases.

The following steps are to be taken following an announcement by the SWC regarding which tier is active. Typically, sites will follow Tier 1 unless otherwise notified.

**All sites on the Spokane WorkSource Campus shall:**

### **Tier 1: Prevention**

1. Create and/or submit annually to the SWC Chief Operations Officer or designee a plan detailing the following: the sterilization of communal areas; a process for consulting with a customer should there be a concern of potential communicable disease that contains at least a two-person process, e.g. site operator and manager; food handling process; process for notifying agency leads should there be a concern regarding a potential communicable disease among staff; and various contingency plans for reducing contact among staff and customers should that be necessary.

2. Inform staff on a regular basis of methods of reducing the transmission of disease. This will include initial upon employment and bi-annual re-occurring training for all campus staff on the prevention procedures for communicable diseases.
3. Notify the SWC of cleaning and/or sterilization needs. The SWC will identify various community resources should a largescale site cleaning or sterilization be necessary. The cost will not necessarily be the responsibility of the SWC, but the SWC may lead and/or coordinate the effort.

### **Tier 2: Actively Reducing Risk to Known Situation**

In addition to items included in Tier 1:

1. Sterilize all communal areas at least four (4) times per day or as often as needed.
2. Offer only pre-packed foods or foods that are separated and packaged.
3. Identify an isolation room that contains masks and gloves that can be used by staff and customers as needed.
4. Ensure staff is regularly informed of the facts of the situation and ways to reduce transmission of the disease.
5. All submit the SWC Chief Operations Officer or designee a weekly report outlining prevention measures, known or suspected cases, efforts to inform staff, any feedback received from staff and/or customers, and a list of any necessary supplies.

### **Tier 3: Reducing Contact among Staff/Customers**

In addition to items included in Tiers 1 and 2:

1. Implement contingency plan for reducing contact, in agreement with the SWC and the various agencies associated with the site. Should a contingency plan not be created or should it not apply to the specific situation, the SWC will inform the campus of how reduced contact will be implemented. This may include telecommuting (if authorized by an employee's home agency), closing the site or campus to customers but allowing staff to access the building, e.g. for work via phone, or closing a site or the campus until otherwise notified.

## **4. Supersedes**

N/A