



## **Safe Work Plan for Arcade Wayfinding**

This plan includes the written procedures and practices this business establishment has implemented to prevent the spread of COVID-19.

This plan adheres to all measures established by the Governor's guidance, the Department of Labor & Industries (L&I) [Coronavirus \(COVID-19\) Prevention: General Requirements and Prevention Ideas for Workplaces](#), and the [Washington State Department of Health Workplace and Employer Resources & Recommendations](#) (DOH). This plan incorporates the latest industry guidance available from the State of Washington at <https://www.governor.wa.gov/issues/issues/covid-19-resources/covid-19-reopening-guidance-businesses-and-workers>

## **Social Distancing**

- 6-foot separation will be maintained between all employees (and customers) in all interactions at all times (except as outlined in the section regarding Fully Vaccinated Individuals). When strict physical distancing is not feasible for a specific task, the following prevention measures will be taken:
  - Masks will be worn and all precautions will be taken to maintain as much distance as possible
- Only one session will be present at a time

## **Customer Traffic Management**

- Student occupancy will be kept to 10 attendees
- Desks are placed at least 6 feet apart, with one attendee per desk.
- Signage at entrance communicates occupancy limits, six-foot physical distancing guidance and policy on face coverings
- Operating hours are limited to scheduled sessions with specific plans discussed for high risk individuals at time of scheduling.

## **Personal Protective Equipment (PPE)**

- Students (except as outlined in the section regarding Fully Vaccinated Individuals) must wear face masks during the training session. Failure to comply will result in students being sent home.



- Disposable masks are provided for use of guests if needed.
- Signage at entrance encourages students to wear face masks in Arcade facility.
- Masks may be removed in order to eat or drink, only when students are stationed at their socially distanced desks and must be replaced when moving around the classroom space or in the building common areas.

## **Sanitation and Cleaning**

- All high-touch areas are frequently sanitized, including restrooms, desks and chairs, café surfaces, doors and all commonly-touched surfaces.
  - Restrooms and spaces outside the Arcade space are managed by the building on a specific COVID schedule
  - Desks, chairs, café surfaces and other high-touch areas will be sanitized before and after each training session.

## **Hand Washing**

- Employees are required to wash hands frequently throughout their shift including before and after going to the bathroom, before and after eating and after coughing, sneezing or blowing their nose. Soap and a sink with hot water is also available in the café and in the restroom.
- Hand sanitizer (greater than 60% ethanol or 70% isopropanol) is available at entry and in café.

## **Employee Health Screening**

- All Arcade team members are screened for signs/symptoms of COVID-19 before each session and will not be present if any symptoms of COVID arise.

## **Team Training**

- All team members are trained about how to prevent transmission of COVID-19 and about every procedure in this plan at the time of implementation.
- Safety information, hygienic practices and policies are posted on-site in the café, including:
  - Not touching the face with unwashed hands or with gloves;
  - Washing hands often with soap and water for at least 20 seconds;
  - Cleaning and disinfecting frequently-touched objects and surfaces
  - Covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the U.S. Centers for Disease Control (CDC).



## **Plan Monitoring**

- This plan is monitored daily for compliance by the COVID-19 site supervisor on-site during every shift.

## **Employee and Customer log**

- A daily log of all team members and visitors will be kept and maintained for at least four weeks. The log includes name and email address of all workers and visitors.
- Attendees will be screened for signs/symptoms of COVID-19 before each session and will not be able to attend the session if any symptoms of COVID are present.

## **Fully Vaccinated Individuals**

\*\*\* Nothing in this section repeals any of the other provisions found in this document. Rather, this section creates limited exemptions for fully vaccinated individuals. \*\*\*

In accordance with the Secretary of Health's Order 20-03.2, fully vaccinated individuals are exempt from the requirement to wear a face covering. A person is fully vaccinated against COVID-19 two weeks after they have received the second dose in a two-dose series (Pfizer-BioNTech or Moderna) or two weeks after they have received a single-dose vaccine (Johnson and Johnson/Janssen). Fully vaccinated individuals are also exempt from physical distancing requirements.

To implement this section, Arcade will require proof of vaccination status on file.