

Subject: BROADCAST: New Safety Protocols in City Facilities

Dear Colleagues,

While the City's telework guidance has been extended through Jan. 8, 2021, many of our colleagues and first responders don't have the option of teleworking and have continued reporting to work sites since the start of the pandemic.

We remain grateful to these employees and the families and communities that support them. They are on the frontlines of the City's COVID-19 response and have worked tirelessly to serve residents, perform the operational work needed to keep our City running, and stand up critical public health services, such as creating and staffing free COVID-19 test sites and providing increased cleaning and sanitation services.

To ensure the continued safety of these employees at City worksites, and to prepare for when more City employees eventually return to worksites in 2021, a number of new safety protocols are being implemented in City facilities.

The protocols, outlined below, were developed by a Citywide task force led by the Department of Finance and Administrative Services (FAS) and the Seattle Department of Human Resources, in close partnership with City unions. The task force brought together more than 75 staff from a dozen departments for their expertise and input to develop recommendations on safety protocols and on-site operations throughout City buildings.

New Safety Protocols

- **Temperature Screenings**

To help ensure the health and safety of employees, the City will implement mandatory temperature screenings in Seattle Municipal Tower (SMT) starting Monday, Oct. 12, and in Seattle City Hall (SCH), beginning Monday, Oct. 19.

Employees and visitors entering these facilities will be required to have their temperature checked upon entry. Temperature screenings will be conducted using either a handheld device or a quick, no-touch standing thermal temperature scanner that reads an individual's temperature from approximately one foot away.

Employees and visitors will be denied entry if they:

- Self-identify that they are displaying a symptom of COVID-19 or in the last 14 days have been in close contact with a person who tested positive for COVID-19; or has a sick family member in their household with COVID-19 symptoms; or
- Have a temperature at 100.4 or above; or
- Refuse to have their temperature taken.

If an employee is denied entry for any reason, they should notify their supervisor immediately, go home, avoid mass transit and utilize the [City's Guaranteed Ride Home program](#) if needed. Employees should also contact their HR department as a public health precaution and for guidance on leave options and timesheet reporting. You are not required to provide any other information.

Temperature check stations will continue to be rolled out to additional City facilities in the coming weeks.

- **Employee Ambassadors**

The City has also established a new Employee Ambassador program to greet and assist employees entering SMT, SCH and the Seattle Justice Center.

Ambassadors manage building entries to provide employees and visitors with a face covering if needed, help conduct temperature screenings and remind employees and visitors of safety measures, such as following signage, practicing physical distancing and wearing a face covering while in City facilities. Ambassadors are part of a bigger team, including security and management, to help ensure safety protocols are communicated and followed. If you or a member of your department would like to serve as an Employee Ambassador, please contact your HR department.

- **Occupancy Limits**

To ensure six-feet of physical distancing, occupancy limits have also been set and posted in building elevators. Departments are being provided signage and guidance for other shared spaces, such as conference rooms, restrooms and breakrooms. At this time, in shared spaces such as conference rooms, multi-person bathrooms/locker rooms or break rooms, FAS recommends occupancy at no more than 50% to ensure physical distancing. This is consistent with the Governor's Phase II [reopening](#) guidance.

- **Informational Safety and Directional Signage**

Finally, directional and informational safety signage is now in place in City facilities to reinforce to employees and visitors the current public health guidance, such as wearing protective [face coverings](#) in City facilities, practicing physical distancing, regularly washing hands and disinfecting surfaces.

Once inside City facilities, please follow directional arrows and adhere to signs that may communicate occupancy limits and health assessment information. Physical distancing circles have also been placed along routes and areas where employees or visitors could congregate, such as elevator banks.

Since these signs are intended to help ensure your safety, we need all employees and guests visiting City facilities to observe these important reminders and safety instructions.

In addition to new protocols outlined above, the City will also be installing protective barriers at public-facing counters and upgrading our FAS-managed building air filters consistent with CDC and American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) COVID-19 guidance.

For More Information

If you would like to learn more about these protocols, how they were developed, or what to expect on the job site, please visit <https://seattle.gov.sharepoint.com/fas/communications/Pages/fas-return-to-work-plans.aspx>

If you have specific questions about what to expect when returning to a work site, please contact your HR representative.

Whether you've been working on site daily or haven't been to your worksite since the pandemic started, City facilities will look and operate a little differently. Please know that all changes and protocols were made with your safety and the safety of our broader community top of mind.

Thank you for your cooperation and all that you do.



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