



COVID-19 WORKPLACE SAFETY CHECKLIST



This COVID-19 safety checklist is a tool to help assess your nonprofit's readiness for workers, clients, and visitors to return to the workplace. Visit the [Washington State Department of Labor & Industries](#) (L&I) for the latest requirements and guidance for preventing COVID-19 at your workplace. Items required by L&I are marked with a "required" icon. Other items in the checklist are steps to consider in your workplace to help protect workers, clients, and their families from the spread of COVID-19.



Start by checking off items that your nonprofit addresses currently and note any important details in the space provided. Then go back through the list and review the items that remain unchecked. Are any of the unchecked items required by L&I? If yes, be sure to identify next steps for your organization to come into compliance with the requirement. For all other unchecked items, consider if this is something your nonprofit will do and note any next steps. This checklist was created as a fillable PDF, so you can easily come back and make updates as needed.

Important Note: *This information is provided for educational purposes only and does not constitute legal or technical advice. If you are unsure about anything covered in this checklist, we suggest you contact the appropriate agency, employment attorney, or human resources specialist.*

Thank you to [501 Commons](#) for your contributions to this resource!



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Notes and Next Steps




PEOPLE

Masks and Face Coverings

Note: At this time, [masks are required](#) for everyone five years of age or older in public indoor settings and at large, outdoor events with 500 or more attendees, regardless of vaccination status. Public indoor settings include a workplace where people outside the organization may be present. A few exceptions to note for your workplace include:

- People with a medical or mental health condition or disability that prevents them from wearing a mask.
- Anyone working alone, regardless of vaccination status. A person is working alone if they are isolated from interactions with others and have little to no expectation of in-person interruptions.
- Verified fully vaccinated workers who are working in an area not accessible to the public.


- Determine your nonprofit’s policy for fully vaccinated workers and their use of face coverings – employers may require or encourage mask use in areas not accessible to the public.
- Based on the type of work you do, determine if mask requirements are different for your organization than the general public (masking guidance for employers is available [on L&I’s website](#)).
- Verify vaccination status before lifting worker mask requirements in worksite areas not accessible to the public. 
- Regardless of their vaccination status, communicate to all workers that they have the right to wear a mask or other protective equipment (if it does not create safety issues).
- Ensure unvaccinated workers, or those who have unknown vaccination status, wear a mask while working indoors, except when working alone in an office, vehicle, at a job site when there is no interaction with people, or when outdoors. 
- Provide cloth face coverings or a more protective mask to workers, free of charge, when use of a mask is required or requested. 
- Refer to L&I’s [Mask Selection eTool](#) (also available [in Spanish](#)) to learn about and select the right type of mask for the work you do.
- Teach and reinforce the consistent, correct [use of masks](#) as well as [storage and washing of masks](#).


Vaccinations and Verifying Vaccination Status	
<p><input type="checkbox"/> Determine your nonprofit’s vaccination policy for workers (which may include paid employees, contractors, interns, and volunteers) – mandatory or voluntary.</p> <p><i>If your workplace and workers are subject to a government vaccine mandate, you must implement a mandatory vaccine policy. Employers not under a government vaccine mandate may require vaccination as a condition of employment, unless doing so would otherwise be prohibited or exempted by law. If you implement a mandatory policy, provide information on exemptions and reasonable accommodations requests and determine how you will document and manage the requests.</i></p>	
<p><input type="checkbox"/> Write down and communicate your nonprofit’s vaccination policy to workers.</p>	
<p><input type="checkbox"/> Support and encourage workers to get vaccinated by sharing accurate information and providing paid time for workers to get vaccinated as well as recover from possible side effects.</p>	
<p><input type="checkbox"/> Determine your nonprofit's vaccination status verification system (required if you wish to allow workers to unmask at work in areas not accessible to the public). <i>For verification types, see box below.</i></p>	
<p><input type="checkbox"/> Be able to show the process used for vaccination status verification – you do not need to keep an actual copy of the worker’s vaccination record.</p>	
<p><input type="checkbox"/> Keep any worker vaccination records confidential.</p>	
<p><input type="checkbox"/> Review an acceptable type of verification.</p>	


Acceptable types of vaccine verification:



- Vaccine card or photo of vaccine card
- Documentation from a health care provider
- State immunization information system record
- Hard copy or electronic signed self-attestation* from the worker

* Self-attestation is not an acceptable verification option for state agencies, schools, or health care settings. Further, private employers are not required to offer self-attestation as a verification method.

<p>Worker Health</p> <ul style="list-style-type: none"> <input type="checkbox"/> If workers and/or clients test positive for, are showing symptoms of, or recently had close contact with a person who has COVID-19, require that they stay home. <input type="checkbox"/> Keep workers with possible or confirmed cases of COVID-19 from working around others and follow appropriate isolation or quarantine guidance as required.  <input type="checkbox"/> Do not require a doctor's note from sick workers. <input type="checkbox"/> Ensure sick leave policies are flexible and consistent with public health guidance and employees are aware of policies. <input type="checkbox"/> Maintain policies that allow workers to care for sick family members. <input type="checkbox"/> Offer modified job responsibilities to workers at higher risk for severe illness that limit exposure risk. <input type="checkbox"/> Post signage and educate all workers on basic hygiene practices. 	
<p>PLACE</p> <p>Physical Distancing</p> <p>Note: There are no specific mandated occupancy or physical distancing requirements. However, physical distancing is considered an effective way to prevent the spread of COVID-19. As you prepare to return to your workplace, here are some strategies to consider implementing. Use the check boxes to mark the strategies you will use, then write out the details in your COVID-19 workplace safety plan and communicate your nonprofit's physical distancing approach to all workers.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Control the number of people entering the workplace and limit visitors. <input type="checkbox"/> Space workstations at least six feet from each other. <input type="checkbox"/> Limit access to areas where workers and/or visitors gather. <input type="checkbox"/> Eliminate physical contact with others, such as handshakes or embracing coworkers or visitors. <input type="checkbox"/> Provide markers for waiting lines to help people maintain physical distance. <input type="checkbox"/> Modify counters or tables where people interact to facilitate maintaining distance. <input type="checkbox"/> Use barriers where people interact. 	

<p>Facilities and Workplace Cleaning</p> <ul style="list-style-type: none"> <input type="checkbox"/> Put posters in your workplace that support staying home when sick (in Spanish) and stopping the spread of germs. <input type="checkbox"/> Provide handwashing facilities and supplies.  <input type="checkbox"/> Make tissues, trashcans, and hand sanitizer (that is at least 60% alcohol) available throughout the facility. <input type="checkbox"/> Setup a schedule that details regular, frequent, and periodic cleaning depending on how the area is used. <input type="checkbox"/> Follow best practices for cleaning and disinfecting as well as safe and effective disinfectant use. <input type="checkbox"/> Use cleaning products registered with the Environmental Protection Agency (EPA) and disinfectants from the EPA's List N to kill SARS-CoV-2 (the specific coronavirus that causes COVID-19). <input type="checkbox"/> Ensure workers are trained on safe and proper use of cleaning chemicals and hazards are communicated. <input type="checkbox"/> Wear gloves and eye-and-face protection when mixing, spraying, and wiping with liquid products. <input type="checkbox"/> Ensure adequate ventilation when using cleaning and disinfecting products to prevent inhaling toxic vapors. <input type="checkbox"/> Encourage workers to disinfect their own workspace throughout the day, giving special attention to common surfaces. <input type="checkbox"/> Provide cleaning wipes to workers for use on high touch objects (like door handles, tables and desks, sink faucets, keyboards, etc.) before each use. 	Empty grid cells for tracking
<p>Ventilation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maximize fresh air and air filtration settings in HVAC systems. <input type="checkbox"/> Add air filtration in areas with poor ventilation. <input type="checkbox"/> Review L&I's COVID-19 Guidance on Ventilation in the Workplace. 	Empty grid cells for tracking

<p>OPERATIONS</p> <p>COVID-19 Workplace Safety Policy</p> <ul style="list-style-type: none"> <input type="checkbox"/> Create and approve a written COVID-19 workplace safety policy that protects workers, clients, and their families from the spread of COVID-19. (A sample policy is available at wanonprofitinstitute.org/covid-sample-policy.) <input type="checkbox"/> Include steps to take when a worker is exposed to someone with, has symptoms of, or tests positive for COVID-19. <input type="checkbox"/> Develop a policy based on local, state, and federal regulations and in collaboration with regulatory agencies. <i>Request a safety and health consultation with L&I's Division of Occupational Safety and Health.</i> <input type="checkbox"/> Develop a communications process for workers and clients to ensure awareness and understanding of the policy as well as reasoning for any needed changes. <input type="checkbox"/> Post signage in workplace that communicates your COVID-19 safety policies to visitors and reminds workers of expectations. <input type="checkbox"/> Track the spread of COVID-19, which can help you make policy decisions about changes to prevention strategies. <input type="checkbox"/> Ensure you consistently enforce all aspects of the policy. 	
<p>Train, Assess, Notify, and Report </p> <ul style="list-style-type: none"> <input type="checkbox"/> Train workers to recognize and respond to workplace hazards, including COVID-19. <input type="checkbox"/> Assess recognized hazards, including COVID-19, as part of the ongoing requirement to provide a safe and healthy workplace. <input type="checkbox"/> Take additional steps to protect unvaccinated workers, where appropriate. <input type="checkbox"/> Notify all workers, and the employers of subcontracted employees, in writing within one business day if they were at the same worksite as a person who tested positive for COVID-19 (without disclosing the person's identity). <input type="checkbox"/> Report COVID-19 outbreaks of 10 or more workers at workplaces or worksites with more than 50 employees to L&I within 24 hours. 	

<p>Scheduling & Meetings</p> <ul style="list-style-type: none"> <input type="checkbox"/> Stagger work schedules to reduce worker crowding when arriving and leaving the workplace. <input type="checkbox"/> Use a clear scheduling or calendar system that all workers can view. <input type="checkbox"/> Hold in-person meetings only when needed. <input type="checkbox"/> Hold in-person meetings in large rooms or outdoors so workers can spread out. 	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="height: 50px;"></td></tr> <tr><td style="height: 50px;"></td></tr> <tr><td style="height: 50px;"></td></tr> <tr><td style="height: 50px;"></td></tr> </table>				
<p>Reasonable Accommodation and Discrimination</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure the workplace remains safe and healthy for all, including workers with medical issues and disabilities (see Americans with Disabilities Act).  <input type="checkbox"/> Protect high-risk workers from being discharged, permanently replaced, or discriminated against in the workplace for seeking accommodations from exposure to an infectious or contagious disease during a public health emergency.  <input type="checkbox"/> Consult the Washington State Human Rights Commission, an employment attorney, or human resources specialist, if you have questions about reasonable accommodations. 	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="height: 100px;"></td></tr> <tr><td style="height: 100px;"></td></tr> <tr><td style="height: 100px;"></td></tr> </table>				