



August 20, 2021

Seattle Housing Authority

Contractor/Vendor COVID-19 Protocol

The Seattle Housing Authority (SHA) is committed to protecting the health and safety of tenants, staff, partners, contractors, and vendors during the COVID-19 pandemic. This Contractor/Vendor COVID-19 Protocol covers the following:

1. **Public Health Guidelines and Directives**
 2. **SHA Operational Status**
 3. **In the Event of Reported Cases**
 4. **Expectations of Contractors/Vendors**
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1. Public Health Guidelines and Directives

SHA is following all COVID-19 guidelines and orders from public health agencies and public officials. SHA protocols may change as these change.

All construction activity must meet guidelines outlined in Washington Department of Labor and Industry's [Requirements and Guidance for Preventing COVID-19](#) and the [Washington State mask mandate effective August 23, 2021](#).

In addition to the masking requirements outlined in the guidance, Seattle Housing Authority requires all workers to wear face coverings, even when fully vaccinated, in the following situations:

- In the presence of youth, both inside and outdoors.
- When entering and working in any indoor space.
- When meeting in-person with SHA staff or residents.

2. SHA Operational Status

SHA offices are closed, and SHA is continuing services by phone, email, and the website, except for the performance of essential services that must be done on site. Services that are ongoing include the processing of invoices for payment, review of labor compliance documents required for payments to be processed and accounts payable. When services are conducted on site, contractors are expected to follow all applicable COVID-19 health and safety guidelines for hygiene, sanitation, and PPE, as well as other health and safety conditions required by SHA policies.

Current information on SHA's operational status can be found on our website at seattlehousing.org

Any Employees or Contractors who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day will be immediately

separated from other employees, customers, and visitors and sent home. Contractors are required to have a COVID exposure response protocol that meets Labor and Industry's requirements.

3. In the Event of Reported Cases of COVID-19

It is important to note that while SHA has no reason to doubt credible reports of a positive test for COVID-19, SHA is not able to confirm a diagnosis or test results for coronavirus. Public health officials and medical staff will not disclose or confirm the information for medical privacy reasons. Also, for privacy reasons, SHA is not able to share names or other identifying information unless a person chooses to have their medical or other information shared. What we can share, after internal tracing procedures, is that someone in an SHA building or an SHA employee has reported a positive test, should that occur.

SHA has established protocols for varying scenarios and will update these with any changes in health and safety guidelines established by relevant public health agencies:

1. **If an employee/resident/contractor has been diagnosed with COVID-19**, the person should immediately enter home isolation and remain under home isolation precautions for at least 10 days since the onset of symptoms **and** 24 hours after fever is gone **and** all other symptoms resolve.
2. **If an employee/resident/contractor is sick with fever or respiratory symptoms (coughing) but has no known exposure to someone with COVID-19**, that person should stay home and away from others until 72 hours after the fever is gone and symptoms get better.
3. **If a fully vaccinated employee/resident/contractor has had close contact (within six feet for ten minutes or more)** with a person with confirmed COVID-19 and [symptoms](#) of COVID-19 or someone who has tested positive for COVID-19 but does not have any symptoms, the individual does not need to isolate. However, they should get tested for COVID-19 3 to 5 days after exposure and wear a face covering at all times in the workplace for 14 days following the exposure .
4. **If an unvaccinated employee/resident/contractor has had close contact (within six feet for ten minutes or more)** with a person with confirmed COVID-19 and [symptoms](#) of COVID-19 or someone who has tested positive for COVID-19 but does not have any symptoms, the individual should begin isolation precautions. If the individual is tested and the test result is negative, the isolation period can end 7 days after exposure. If you are tested for COVID-19 and the result is positive, continue to quarantine for ten days after exposure or the start of any symptoms and for 24 hours after fever is gone. An individual can end isolation without testing after 10 days if no symptoms have been experienced.

4. Expectation of Contractors/Vendors

To protect SHA residents, staff, partners and the community, SHA contractors must:

- Instruct workers on proper hygiene and sanitation measures to prevent transmission of COVID-19
- Provide any needed or required Personal Protective Equipment (PPE) to workers
- Inquire before entering a work area if anyone present is ill or presenting symptoms of COVID-19, in which case they are not expected to enter the area and the contractor

shall notify SHA immediately. (SHA will provide signs with this question in multiple languages for contractors to hold up and ask non-English speakers to point to Yes or No)

- Report any issues in the field, or with parts availability, staffing, etc. immediately to SHA

Contractors are also expected to comply with all applicable public health guidelines and orders. Current State of Washington L&I and King County Public Health guidelines and orders can be found at:

- **Public Health - Seattle & King County** (<https://www.kingcounty.gov/depts/health.aspx>)
Phone: 206.477.3977
- **WA State Department of Labor and Industries** (<https://lni.wa.gov/forms-publications/f414-164-000.pdf>) Phone: 1.800.423.7233.

This notice is being sent to you for informational purposes only and does not constitute an amendment to any contract or agreement you may have with SHA nor does anything in this notice constitute a waiver of any of SHA's rights, remedies, or defenses.