

As of June 30th, this document is no longer in force. It may be used as guidance.

Professional Services COVID-19 Requirements

Summary of June 2, 2021 changes:

- Clarified rule changes for fully vaccinated individuals.
- Linked updated Department of Labor & Industries guidance.
- Removed language that is duplicated in the Labor & industries guidance.

Summary of March 19, 2021 changes:

- Added Phase 3 occupancy requirements.

Prior to recommencing on-site services, all professional service providers and employer-owners are required to develop at each establishment, a comprehensive COVID-19 exposure control, mitigation, & recovery plan which must be adhered to. A site-specific COVID-19 monitor shall be designated at each location to monitor the health of individuals & enforce the COVID-19 job site safety plan. A copy of the plan must be available at all locations and available for inspection by state and local authorities. Failure to meet this requirement may result in sanctions up to, and including, license suspension.

Covered Professions and Facilities

A professional service provider is typically office-based and (a) provides services to a client, such as accountants, architects, attorneys, engineers, financial advisors, information technologists, insurance agents, tax preparers, appraisers, home inspectors, and others; or (b) serves as the office-based setting for other business functions. These employer-owners may contract with employee-service providers to provide these professional services. Providers must be able to comply with the following guidelines before re-opening, and the off-site guidance when working anywhere other than a professional services establishment.

All professional service providers and employer-owners must Adopt a written COVID-19 procedure at least as strict as the requirements of the Washington State Department of Labor & Industries available here: <https://www.lni.wa.gov/forms-publications/F414-164-000.pdf> and in accordance with Washington State Department of Health guidance for businesses available here: <https://www.doh.wa.gov/Emergencies/COVID19/ResourcesandRecommendations#business>.

Designate a site-specific COVID-19 supervisor to monitor and enforce the COVID-19 safety plan. A copy of the plan must be available at all locations and available for inspection by state and local authorities.

Professional service provider employer-owners facility-specific requirements:

1. Professional Services are required to mandate that employees work from home when possible and close offices to the public if possible.
2. In Phase 1 and 2 occupancy is 25% of fire marshal capacity or 200 people (whichever is fewer) if six feet of physical distance can be maintained. In Phase 3 occupancy is 50% of fire marshal capacity or 400 people (whichever is fewer) if six feet of physical distance can be maintained. There is an exception of one to one service in an enclosed room.

3. Arrange contactless or electronic scheduling, pay options, and services wherever possible.
4. Develop at each location, a comprehensive COVID-19 exposure control, mitigation, and recovery plan. The plan must include policies regarding the following control measures: PPE utilization; on-location physical distancing; hygiene; sanitation; symptom monitoring; incident reporting; location disinfection procedures; COVID-19 safety training; exposure response procedures and a post-exposure incident project-wide recovery plan.
5. Provide soap and running water at all business locations for frequent handwashing. Professional employee-service providers should be encouraged to leave their workstations to wash their hands regularly, before and after going to the bathroom, before and after eating, and after coughing, sneezing or blowing their nose. Alcohol-based hand sanitizers that contain more than 60% ethanol or 70% isopropanol can also be used, but are not a replacement for the water requirement. Do NOT use methanol-based sanitizers.
6. Post required hygienic practices in areas visible to all workers, which include:
 - Not touching the face with unwashed hands or with gloves;
 - Washing hands often with soap and water for at least 20 seconds;
 - Using hand sanitizer with at least 60% ethanol alcohol or 70% isopropanol;
 - Cleaning and disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, doors and doorknobs; and
 - Covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the U.S. Centers for Disease Control (CDC).
7. Provide disinfectants to professional employee-service providers throughout the workplace, and ensure cleaning supplies are frequently replenished.
8. Clean and disinfect frequently touched surfaces after each use, including reception areas, personal workstations, chairs, headrests and armrests, hand tools, other equipment, handrails, restrooms and breakrooms, and pens/pencils.
9. Adhere to social distancing requirements as outlined in this document. Professional employee-service providers should maintain six feet of space between desks/stations or have physical barriers between them when in use.
10. Increase ventilation rates where feasible. Evaluate ventilation and utilize U.V. filters with a higher MERV rating.
11. Ensure that tissues and trash cans are placed throughout the business.
12. Advise clients of new requirements when making professional service appointments:
 - Clients must self-screen for signs and symptoms of COVID-19 before arriving at the service provider location.
 - Clients must wear a cloth face covering when at the service provider location.
 - Clients should not bring other guests with them, unless they are bringing children who must be supervised.
 - Clients should advise professional employee-service providers via call, email, or text

message that they have arrived at the location for the appointment, and are waiting for instructions to enter.

13. **For off-site services**, professional employee-service providers and clients must wear the appropriate PPE and work one-on-one with clients. PPE should be disposed of or sanitized where appropriate per the guidance above, such as disposing of disposable gloves after providing service for a client. Professional employee-service providers must adhere to social distancing requirements, maintaining at least six feet of distance from individuals who may be present at the off-site location.

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. ***

1. **Customers:** 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, businesses may:

- a. Implement an honor system;
 - b. Engage with customers to ask about vaccination status;
 - c. Require proof of vaccination status; or
 - d. Continue mandating the use of face coverings.
2. **Employees:** Follow the requirements from the Department of Labor & Industries [here](#).

Safety and Health Requirements

All employers have a general obligation to maintain a safe and healthy workplace in accordance with state and federal law and safety and health rules for a variety of workplace hazards. Employers must specifically ensure operations follow the main Labor & Industries COVID-19 requirements to protect workers. COVID-19 workplace and safety requirements can be found [here](#).

Additional information is available at [Novel Coronavirus Outbreak \(COVID-19\) Resources](#) and [Paid Leave under the Washington Family Care Act and the Families First Coronavirus Response Act](#).