**Reopening update Q&A:**

Q: What would cause our building occupancy to be increased or decreased?  
A: The building occupancy is dependent on the phase in which a county is in and that is determined by the Governor’s office via the [Healthy WA – Roadmap to Recovery](https://www.governor.wa.gov/sites/default/files/HealthyWashington.pdf) process.  As of May 18th, all counties are in phase 3 which means they can have 50% occupancy. ESD Facilities and Safety office are keeping track of county phases and can assist with answering questions related to occupancy.

Q: How should we clean frequently used electronics?  
A: Our plan’s [Appendix B – Cleaning Protocols](http://insideesd.wa.gov/Media/Default/personnel/safety/esd-appendix-b-cleaning-protocols.pdf) can assist with answering many frequently asked questions related to cleaning for COVID.  Additionally, the [CDC has recommendations about how to clean specific surfaces](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html), including technological equipment.

Q: If someone in our office tests positive for COVID-19, how do we determine who is a close contact?  
A: [Close contact](https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact) is defined by the CDC as someone who has been within 6 feet of an infected person for a cumulative of 15 minutes or more over a 24-hour period, even when wearing masks. This definition highlights the importance of keeping your distance at all times, even when wearing a face coverings. We realize this is not possible at all times, but please keep this in mind.

Appendix J – COVID Scenario Matrix is a very handy resource for all the potential scenarios related to COVID-19 in the workplace and how to respond.  Please add this link as a favorite for future use!

Q: Should we still allow use of our drinking fountains or touchless water dispensers?  
A: drinking fountains and other shared water sources should be used with caution, however, they can still be used. The [CDC](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/operation-strategy.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fschools-childcare%2Fschools.html) says in the context of a school “drinking fountains should be cleaned and sanitized, but encourage staff and students to bring their own water to minimize use and touching of water fountains.”  The same applies to other spaces with communal water.  The touchless water dispensers are a better option but should still be cleaned periodically.

Q: Are COVID screenings mandatory?  
A: Yes. All employees/visitors entering a ESD facility must complete the Daily COVID screening. Anyone refusing to perform the screening will not be allowed in the building.

For additional questions, contact [Michael Sturges](mailto:msturges@esd.wa.gov).