

Employers of seasonal workers should have an onboarding risk mitigation plan to reduce the risk of spreading COVID-19 in the workplace by evaluating seasonal workers that perform a variety of jobs in Idaho upon hiring. This guidance supplements business or industry-specific guidance for workplace safety and on-going risk mitigation for employees. This guidance is intended to provide support to employee hiring and is not intended to provide guidance for how to manage ill employees identified after starting work

Onboarding risk mitigation plans do not need to be submitted for review or approval. However, to ensure confidence of workers, vendors, patrons, and consumers, employers of seasonal workers are encouraged to make their plans available, if requested.

Seasonal workers represent a diverse group of employees operating in various workplace settings. Seasonal workers are employees who perform labor or services on a seasonal basis. Industries that commonly hire seasonal workers are tourism and hospitality, construction, landscaping, summer camps, agriculture, wildland firefighting, recreation, and holiday retail and event staffing. Guidance should be tailored appropriately to specific workplace settings to meet COVID-19 mitigation goals. Seasonal workers may work alone or in a group, and nature of the work may require that they are spread apart or be required that they work close together; they may be new employees or employees who regularly work for an industry every season; they may be residents of your community or travel from another part of the state, country, or the world to provide staffing during seasonal surge needs. It is important to keep in mind that the originating location of seasonal workers may have lower or higher COVID-19 disease burden than at the location of seasonal employment. Finally, seasonal employees might be unfamiliar with local language, culture, resources, and regulations.

1. Onboarding seasonal employees can occur both before the employee begins work and at the time of their start:

A. Pre-start considerations when employee is hired at least two weeks before start date.

- Verify if any travel restrictions for the employees' originating location are in place that could prevent the employee from traveling to the place of employment. For restrictions on foreign nationals because of COVID-19, see <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>.

- Two weeks before start of work, contact the incoming seasonal employee and ask questions about COVID-19 diagnoses, symptoms, and potential exposures to COVID-19. All incoming employees should receive the same questions.
 - o People who are symptomatic and have not sought medical care should be advised to get medical care and be evaluated for COVID-19.
 - o People who have been asked by a public health official or a medical provider to isolate themselves because they have a confirmed or probable case of COVID-19 should be advised not to travel or report to work until they have been released from isolation. In most situations, isolation is recommended for 14 days.

- o People who have been exposed and are under monitoring should complete their monitoring period in their jurisdiction, except as described in Section B.
- o People who are employed in critical infrastructure who have had an exposure but remain asymptomatic may travel to report to work if they are able to do so without exposing others.
 - Consider the requirement for employees to self-monitor their temperature and symptoms, wear a face covering at all times for at least 14 days after last exposure, maintain at least six feet from others and wash their hands for 20 seconds and/or use hand sanitizer frequently throughout the day.
- Advise the incoming seasonal employee of current local COVID-19 community transmission status and regulations in case these affect the employee's desire to work or start date.

- People who do not have symptoms and who have been exposed to someone with symptomatic COVID-19 within the past 14 days should be asked about the circumstances of the exposure and follow criteria and recommendations made by their local health department, in accordance with CDC guidance.
 - o Community exposure: <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>
 - o Travel exposure: <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>
 - o Exposure of critical infrastructure worker: <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>

B. Considerations for the first day of work for both pre-hired and immediate hires

- Ask the same questions as before of incoming employees for COVID-19 diagnoses, symptoms, and potential exposures to COVID-19. All starting employees should be asked the same questions.
- People who have symptoms of COVID-19 and have not sought medical care should be advised to do so before starting work. Testing is recommended if available.
- Determine if employees are at higher risk for severe illness and offer duties that minimize their contact with others, if the worker agrees.

C. Onboarding should include determining where a seasonal employee will go for medical care and where the employee can self-isolate, especially if the employee is relocating for seasonal work.

- Determine where an employee can go to receive medical care, including testing for COVID-19, if they become sick or develop any symptoms listed above. If the employer does not have a medical unit, develop a plan for where employees will go if they become ill.
- Determine where the employee will self-isolate if they become sick. If the employer is providing housing, determine if that accommodation is suitable for self-isolation (e.g., a single occupancy cabin versus barracks-style dormitory, preferably with own bathroom that is not shared with other employees); if not, determine if the employee has a plan for where to self-isolate if they become sick.

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2. Consider assigning incoming seasonal employees to duties that keep them separated from others for two weeks (e.g., online training in a closed office, solitary field duties, non-public contact positions, night watch, etc.).

3. Consider grouping incoming seasonal employees for two weeks (e.g., assign them to one training team, one dormitory, eat in one group, etc.) and monitoring for symptoms of COVID-19.

4. Make sure there is employee training on COVID-19 symptoms, spread, and precautions.

Employers should provide training in a way that is readily understandable by all employees, including in multiple languages as needed.

- o What COVID-19 is and how it is spread.
- o Symptoms of COVID-19 and when to seek care.
- o Preventing spread to others if you are sick.
- o Measures to prevent the spread of COVID-19 at the workplace.
- o What to do if another employee is sick.
- o Local and state regulations about COVID-19, including wearing of cloth face coverings.
- o Explaining that physical distancing measures are asked of everyone and seasonal employees are not being singled out.

Resources

Coronavirus website, Centers for Disease Control and Prevention (CDC). <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Symptoms of Coronavirus (CDC) <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Resources for Shared or Congregate Housing Facilities (CDC). <https://www.cdc.gov/coronavirus/2019-ncov/community/shared-congregate-house/index.html>

Resources for Businesses and Employers (CDC). <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

Guidance on Preparing Workplaces for COVID-19 (OSHA). <https://www.osha.gov/Publications/OSHA3990.pdf>

Screening questions to ask two weeks before start of work when employee has been hired in advance and at start of work for employees hired in advance and immediate hires.

Introduction: To ensure the safety of all our staff, we are asking all incoming employees questions about possible symptoms of COVID-19 or exposure to COVID-19. Screening questions should be available in the employee's native language.

- In the last 3 weeks, have you been in close contact with anyone diagnosed with COVID-19 (novel coronavirus) while they were infectious?
- Have you been asked by a public health official or medical provider to isolate yourself?
- Are you being monitored by public health officials or occupational health for a coronavirus exposure or for COVID-19?

If yes to any of the above, advise the worker not to travel or report to work or start work until they have been released from isolation or completed their monitoring period in their jurisdiction, unless they are:

- employed in critical infrastructure, **and**
- are asymptomatic, **and**
- can travel to report to work without exposing others.

- Do you have any of these symptoms?*
- new cough (meaning a cough you don't usually have from some other condition),
- shortness of breath (can't talk without catching your breath, or your chest feels tight when you take a deep breath)
- fever or feeling feverish
- chills, or repeated shaking with chills
- headache
- sore throat
- change in sense of smell or taste
- muscle aches or body aches
- vomiting or diarrhea

If yes to any of the symptoms above, advise the worker to not come to work. Ill employees might be able to telework if the nature of the work permits that and necessary equipment is available for use.

Also ask:

- Have you sought medical care for your symptoms?

If they have not sought medical care, advise them to consult a medical provider.

*Consult <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> for updates as the list of symptoms is evolving as more is learned about COVID-19.