Resources for businesses affected by wildfire smoke

10 tips to lower smoke exposure in the workplace

1. **Have a plan**: Include wildfire smoke events in your emergency response and business continuity plans. Designate a team for handling business and personnel impacts. Include members with authority to close business or stop work.

2. **Reduce outdoor air flow:** Shut down outside air intakes and adjust your air conditioning to use recirculated air. While the precaution for COVID-19 is to increase outdoor air flow, that should not be the case when the outdoor air quality is considered hazardous.

3. **Change your HVAC filters:** Consider also using a HEPA-rated room air filtration unit.

4. **Keep windows and doors closed:** Reduce entering and exiting the building.

5. **Re-assign work:** If possible, relocate or re-assign outdoor activities out of the smoke zone.

6. **Cease work:** If the air quality and/or visibility presents health and safety hazards, consider closing or stopping specific job functions.

7. **Communicate frequently with employees and customers:** Let them know about any changes to your schedule, operations, or availability.

8. **Monitor communication channels:** This includes Washington Air Quality Advisory, Local and State Emergency Broadcasts, the Washington State Department of Health, and Washington State Department of Labor and Industry.

9. **Consider providing masks:** While N-95 masks are in short supply, other face masks will provide some protection, including N-99, N-100, or an elastomeric respirator with cartridges that offer the same level of filtration. * Follow voluntary use guidelines in the additional resources below.

10. **Reduce other pollutants:** Cut down on other sources of air pollutants, like vacuuming and cooking indoors, or smoking and burning fuel outdoors.

Additional resources

Wildfire smoke and Washington workers:

- Employee health and smoke
- Staying informed about air quality
- Protecting indoor workers
- Dust masks
- Medical evaluations and wildfire smoke
- Workers' rights

[Wildfire smoke and dust masks at work:](#)
- Should workers wear a dust mask?
- Do employers have to provide dust masks for voluntary use?
- How do you choose the right dust mask?
- 5 tips to using a dust mask
- What other steps can an employer take to reduce wildfire smoke at work?

[Voluntary Respiratory Use Information](#) WAC 296-842-11005 - Table 2 required to be reviewed with employees who voluntarily wear respirators/dust masks.

[Recommendations for wildfire smoke and COVID-19 during the 2020 wildfire season](#) from Washington State Department of Health:
- Overlapping health impacts of wildfire smoke and COVID-19
- Reducing exposure to wildfire smoke during COVID-19