



Temporary Worker Housing Management Plan

The operator or manager of Temporary Worker Housing (TWH) needs to have a TWH Management Plan (plan) for the TWH facility(s). The plan is to assure that the housing is operated in a safe and secure manner and is kept within its approved capacity.

The occupants of the TWH must be educated on the plan in a language the occupant understands. The plan must be posted in the housing units and in a common area for the occupants to read. Provide individual copies of the plan to the occupants that request one.

As part of the temporary worker housing license application, please provide a copy of the TWH Management Plan in English and the language commonly to the Department of Health (department) by:

1. E-Mail to:

housing@doh.wa.gov

2. Mailing to:

Washington State Department of Health
Housing Program
PO Box 47824
Olympia, WA 98504

When there are changes to the plan, the operator must submit the revised plan to the department within 10 calendar days of the plan going into effect. Inspection staff will verify that the plan has been distributed or posted during inspections.

Parts of the TWH Management Plan

The TWH Management Plan template provides **three** essential parts that are required to be documented to establish an effective plan. The template can be used as a guide, or it can be copied and filled out. The TWH rules can be tailored to meet specific needs of the housing environment. The template is also provided in Spanish below.

1. The Safety Plan

Describe how the TWH will remain safe and secure. List important emergency contacts and local medical facilities where occupants can seek medical attention or emergency services. List who is first-aid certified and where first-aid supplies can be found. Educate occupants on dwelling escape routes and evacuation plans. Document the steps to take in case of emergencies, like a fire or an earthquake. Post a point of contact that occupants can refer to if they have questions about the plan.

2. Fees/Charges

Include information about any fees or charges required of the occupants to stay in your temporary worker housing.

3. TWH Rules

The list of rules provided in the template serve as examples. Please add and subtract rules as needed for your TWH.

More Resources

For licensing, frequently asked questions, laws and rules, and other program services, see www.doh.wa.gov/TemporaryWorkerHousing or email housing@doh.wa.gov.

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For people with disabilities, this document is available on request in other formats. Call 1-800-525-0127 (TDD/TTY call 711).

TWH Management Plan

These are the rules for living in this TWH. The rules are for your protection and are intended to help you live in a safe place. Each person must follow the rules.

Safety Plan

Emergency Contacts

TWH Operator/Manager Name:	<input type="text"/>	Phone:	<input type="text"/>
TWH Address:	<input type="text"/>	City:	<input type="text"/>
Police Phone:	<input type="text"/>	Ambulance Phone:	<input type="text"/>
Clinic Address:	<input type="text"/>	Phone:	<input type="text"/>
Hospital Address:	<input type="text"/>	Phone:	<input type="text"/>
First Aid Trained Name:	<input type="text"/>	How to contact:	<input type="text"/>
First-aid supplies are located at:	<input type="text"/>		
Local Health Jurisdiction Address:	<input type="text"/>	Phone:	<input type="text"/>
Emergency Procedures:	<input type="text"/>		
In case of fire, do this:	<input type="text"/>		
In case of earthquake, do this:	<input type="text"/>		
In case of a power outage, do this:	<input type="text"/>		
*In case of evacuation, do this:	<input type="text"/>		
People trained in occupant evacuation:	<input type="text"/>		
In case of a communicable disease outbreak, follow the Communicable Disease Prevention and Response Plan.			
*Note: An emergency escape map/plan should be posted in each building or sleeping area. If missing, notify the owner/manager. Evacuation plan should include how to account for every occupant after the need for evacuation is over.			
Questions about the plan contact:	<input type="text"/>	Phone:	<input type="text"/>
Housing Questions:	State Department of Health	English or other languages	(360) 236-3393
		Spanish	1-800-832-8822

Housing Fees

Charges for staying in housing facility (if applicable) are:

Rent: \$ per month per week Utilities: \$ per month per week

Damage Deposit: \$ Other Charges: \$

TWH Rules (Generic rules. Customize this list as needed)

- Do not overcrowd the housing. The maximum number of people allowed to stay in the TWH is:
- If applicable, turn on the ventilation system, fans, HVAC, or other air moving systems whenever the facility is occupied.
- Temporarily shut down any mechanical ventilation systems that would draw in outside air and close outside openings like windows and doors when external conditions like wildfire smoke or pesticide exposure could pose a health or safety risk to occupants.
- To prevent fires, keep combustibles and other items away from heat producing equipment.
- Report problems – drinking water quality, or gas fumes and odor – to the operator or TWH manager.
- Report symptoms and illnesses to the TWH operator/manager.
- Know your exit routes, keep them clear and unobstructed, and report any locked exit routes that do not open.
- Do not alter or remove batteries from smoke detectors, or repair electrical wiring or devices.
- Report to operator/manager any failing or broken equipment like plumbing fixtures, appliances, utilities or other items inside the TWH e.g., deficient smoke detectors, stoves, heaters, water temperature, air conditioning, laundry, toilets, sinks, broken windows, missing or torn window or door screens.
- Do not damage or vandalize the TWH, its equipment, or contents.
- Report any surfacing sewage or inadequate water supply or pressure.
- Put all garbage in proper containers and put the lids back on the containers.
- Flush all used toilet paper down the toilet.
- No fighting, alcohol, firearms, or other illegal activities.
- Keep livestock outside at least 500 feet away from the TWH sleeping and cooking areas.
- No storing toxic, hazardous, or highly flammable materials in the TWH and report any to the TWH operator/ manager.
- Keep cooking facilities clean, and food in proper storage containers to prevent pest harborage and damage.
- Laundry facilities are dedicated for TWH occupant use only.
- Do not change your car oil or perform car repairs onsite.

You can change your car oil at:

- Do not move or modify beds.
- Report unauthorized or suspicious people to the TWH operator/manager.
- Follow TWH hours for arriving and leaving and guests must leave by
- No loud noises before a.m. or after p.m.