



## Moving into Stage 2 of the California Resilience Roadmap

The COVID-19 pandemic has been challenging for everyone in different ways. California is now in early Stage 2 of the California Resilience Roadmap, where retail (curbside and delivery only), related logistics and manufacturing, office workplaces, limited personal services, outdoor museums, child care, and essential businesses **can open with modifications**. As our community takes on Stage 2 of the Resilience Roadmap, we need to draw on the strength of our interconnectedness to ensure that every business is able to create an environment where workers and customers feel safe to conduct business and support our local economy. To do this, **before facilitates reopen, Stage 2 of the Resilience Roadmap requires all facilities to:**

1. Perform a detailed risk assessment and implement a site-specific protection plan. Templates and further details about this can be found below.
2. Train employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if they have them
3. Implement individual control measures and screenings
4. Implement disinfecting protocols
5. Implement physical distancing guidelines

### The Site-Specific Protection Plan

A written, worksite-specific COVID-10 prevention plan needs to be developed for every facility based on a comprehensive risk assessment of all work areas, and each facility must designate a person to implement the plan.

Statewide guidance for business has been developed along with compliance checklists that can be found at the following link: <https://covid19.ca.gov/industry-guidance/>. Review the guidance that is relevant to your workplace, prepare a plan based on the guidance for your industry, and put it into action. **Please note that businesses may use effective alternative or innovative methods to build upon the guidelines.**

The following WORKSITE-SPECIFIC PROTECTION PLAN Template has been developed to assist Imperial County businesses perform a risk assessment and develop the required site-specific protection plan. Businesses are not required to obtain approval of their plan. However, businesses must select applicable measures listed on the template, provide specific details specific to their business, and be prepared to explain why any measure not implemented is not applicable to the business.

If properly completed, this Template can serve as the required Worksite-Specific Plan necessary to open per the Governor's and Imperial County Health Officer's order.



# WORKSITE-SPECIFIC PROTECTION PLAN



**BUSINESS NAME:**

**SITE ADDRESS:**

**A. SIGNAGE:**

Signage of this Worksite-Specific Protection Plan is posted at each public entrance to the business and in employee break areas.

Signage is posted at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; must wear facial coverings, and, where possible, maintain a six-foot distance from one another.

**B. MEASURES TO PROTECT EMPLOYEE HEALTH (*Check all that apply*):**

All employees who can carry out their work duties from home have been directed to do so.

Hours of business operation have been altered based on the building size and number of employees so that there is sufficient time to clean and/or restock.

All employees have been informed not to come to work if sick.

Daily universal screening of all employees has been implemented for cough, shortness of breath, OR at least TWO of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell.

All employees have been provided a cloth mask/face covering for mandatory use during working time or as otherwise specified in the State's Industry Guidance documents.

Employees have been provided with adequate physical distancing/barrier protections whenever possible, including six feet physical distancing and shields/barriers at registers and check-out areas to separate cashiers and customers. Adequate measures have been implemented in the following manner:

Meetings and/or trainings are conducted virtually (phone, internet, zoom, etc.,) as much as possible. If a meeting or training must be held in person, the meeting is limited to the fewest number of employees possible to ensure social distancing. When needed, multiple meetings are scheduled to cover all necessary employees.

Work start and stop times for employees have been staggered when practical to prevent gatherings of large groups entering/leaving the premises at the same time.

Employee break times are staggered to reduce the number of employees on break at any given time so that social distancing requirements are followed.



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Hand washing is required for employees at least every hour. Additional hand washing will be required as deemed necessary including hand washing before and after employee breaks.

Soap and running water for hand washing are available to all employees at the following location(s):

Hand sanitizer is available to employees in the following areas:

Disinfectant and related supplies are available to all employees at the following location(s):

Customers who bring their own bags will be required to bag their own items/groceries; employees are required use new bags when bagging customer items/groceries.

Optional (Describe other measures):

## **C. MEASURES TO PROTECT CUSTOMER SAFETY (Check all that apply):**

Employee(s) assigned at public entrance(s) to ensure that the maximum number of people in the facility set forth below is not exceeded.

Maximum occupancy has been reduced from \_\_\_\_\_ to \_\_\_\_\_ which will always allow customers and employees to easily maintain social distancing.

Visitors and customers are required to wear a cloth mask/covering. Individuals not wearing a cloth mask/face covering will be denied entry.

Touch-free payment devices have been implemented.

All payment portals, pens, and styluses will be disinfected after each use.

All high-contact surfaces will be disinfected frequently (e.g., door handles, counters touched by customers).

Hand sanitizer or disinfecting wipes are located at all entrances and exits.



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Employees shall wipe down all carts and baskets with disinfectant between usage.

Dedicated hour(s) of operation for senior and high-risk customers have been established on the following days \_\_\_\_\_ and times \_\_\_\_\_.

Optional (Describe other measures):

## **D. MEASURES TO KEEP PEOPLE AT LEAST 6 FEET APART (Check all that apply):**

Signs have been placed outside of the business reminding people to be at least 6 feet apart, including when in line.

Social distancing is ensured through clearly marked one-way aisles and clearly marked check-out lines with at least 6 feet in between customers.

Tape/markings have been placed at least 6 feet apart in customer line areas inside of the facility and on sidewalks at public entrances with signs directing customers to use the markings to maintain a 6-foot distance from other individuals.

Customer order areas have been separated from pick-up/delivery areas to prevent customer gathering.

Per person limits will be placed on goods that are selling out quickly to reduce crowds and lines.

Multiple check-out lines are present; therefore, a maximum of every other register will be in use at any point in time. After every hour customers and employees will rotate to the previously closed registers. The previously open registers and the surrounding area will be cleaned, including payment machines (unless touch-free) following each rotation.

Multiple check-out lines are not present.

Copies of the Worksite-Specific Protection Plan have been distributed to all employees.

Optional (Describe other measures):

## **E. FOOD-RELATED MEASURES TO PREVENT UNNECESSARY CONTACT (Check all that apply):**

No food-related products are available at this facility.

Self-serving of food-related items will not be permitted.



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Lids for cups and food or drink items (drink dispensers, buffets, salad bars, single service condiments, utensils, etc.) are provided by staff directly, and not for customer self-service.

Bulk-item food bins are not available for customer self-service use.

Condiment bars, salad bars, salsa bars, and buffets are not available for customer self-service.

Customer refillable containers or mugs for food or drinks will not be used.

## **F. MEASURES TO INCREASE SANITATION (Check all that apply):**

In addition to maintain pre-existing cleaning protocols established in this business, high through areas will be cleaned and disinfected routinely in accordance with guidelines issued by the Centers for Disease Control and Prevention (CDC) in spaces that are accessible to customers, tenants, or other individuals.

Breakrooms, restrooms, and other common areas are being disinfected frequently, and on the following schedule:

Breakrooms:

Restrooms:

Other:

The following protocols have been established for execution upon discovery that the business has been exposed to a person who is a probable or confirmed case of Covid-19.

Optional (Describe other measures):

## **G. ADDITIONAL MEASURES BY JURISDICTION OF AUTHORITY (Check all that apply):**



# WORKSITE-SPECIFIC PROTECTION PLAN



*NOTE: Additional pages supporting this Worksite-Specific Protection Plan have been attached to describe any additional measures.*

**You may contact the person listed below with any questions or comments about the Worksite-Specific Protection Plan:**

Name:

Phone Number (Required):

Title:

Date Form Completed:

E-mail (Optional):