

COVID-19 SITE-SPECIFIC PROTECTION PLAN (SPP)

Business name:

Facility address:

Approximate gross square footage of space open to the public:

This COVID-19 Site-Specific Protection Plan (SPP) was most recently updated on:

The person(s) responsible for implementation of this Plan is:

Name:

Title:

I, _____ certify that all employees have been provided a copy of it and have reviewed it and received training as required in this SPP.

Name:

Signature:



Alameda County Shelter in Place Order & Face Coverings Order

- Employer has read the [Alameda County Shelter in Place Order](#) to determine if the business is allowed to reopen.
- Employer has read the [Alameda County Face Coverings Order](#) and is complying with and implementing measures identified in the Order.

Individual Control Measures and Screenings

- Employees whose work duties can be conducted remotely are doing so and will continue to do so until the Shelter in Place Order is lifted, with particular consideration for employees above the age of 60 and those with underlying health issues who are at increased risk for more severe disease if infected.
- All employees are conducting temperature and/or symptom screenings at the beginning of their shift .
EMPLOYEES AND VISITORS MUST SELF-SCREEN PRIOR TO ENTERING DSRSD FACILITIES

- Employees should be provided with all required protective equipment (i.e., face coverings) and the employer ensures this equipment is worn properly at all times.
- Employees are provided with and use protective equipment when offloading and storing delivered goods.
- Face coverings are required when employees are in the vicinity of others. Face coverings are not shared at this worksite.
- Employees take reasonable measures to communicate with the public that they are required to wear face coverings. Please note that some individuals may be exempt from wearing face coverings for medical reasons. Employees Visitors/contractors who are unable to wear a mask for medical reasons must contact a District representative at (925) 828-0815 before entering a District facility. Employees must notify their supervisor.
- Employees who are sick or exhibiting symptoms of COVID-19 are directed to stay home and follow the Alameda County Public Health Department's Criteria for Returning to Work after Isolation or Quarantine guidelines located [here](#) and the DSRSD Response to COVID Reports [here](#).

Types of protective equipment provided to employees at this worksite location include:

Additional control measures you are implementing at this worksite include:

Cleaning and Disinfecting Protocols

- Thorough cleaning in high traffic areas is performed regularly. Commonly used surfaces are frequently disinfected.
- All shared equipment and touchable surfaces are cleaned and sanitized between each use.
- Customer entrances and exits, and points of sale are equipped with proper sanitation products, including hand sanitizer and/or sanitizing wipes.
- Hand washing facilities will be made available and will stay operational and stocked at all times and additional soap, paper towels, and hand sanitizer are supplied when needed.
- Hand sanitizer will be provided where businesses do not have indoor plumbing.
- Sanitizing supplies are provided to promote employees' personal hygiene. This may include tissues, no-touch trash cans, hand soap, adequate time for hand-washing, alcohol-based hand sanitizers, disinfectants, and disposable towels.
- Cleaning products are used that meet the Environmental Protection Agency (EPA)'s- approved for use against [COVID-19 list](#).
- Business hours and/ or other procedures have been modified to provide adequate time for regular, thorough cleaning, product stocking, or other measures.
- Employees are provided adequate time to implement cleaning practices before and after shifts.

Schedule for Disinfecting High Traffic Areas and Commonly Used Surfaces

Fill in the fields below with the schedule for how often each area is disinfected.

Mark N/A for all that do not apply to your specific worksite and add any that are missing to "Other".

Break rooms, Bathrooms, Handwashing Facilities, Handrails/door handles/counters/shelving/buttons (elevator/door):

Telephones and Custom equipment and tools (i.e. pallet jacks, ladders, supply carts, forklifts):

Description of specific operational procedures being implemented to ensure there is adequate time for cleaning/disinfecting:

Additional measures that have been taken at this business location:

Physical Distancing Guidelines

- Employee breaks and break rooms are managed to allow employees to eat on premises in designated areas where they can remain 6 feet apart.
- All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- Signs have been placed in common areas requiring people to remain at least six feet apart in common areas.
- All desks or individual workstations are separated by at least six feet or employees otherwise maintain six feet if workspace is limited. Physical partitions can be used if workstations and/or employees cannot physical distance.
- Employees are informed that they should not carpool to and from the jobsite except by workers living within the same household unit, or as necessary for workers who have no alternative means of transportation. No more than one person per District vehicle.

Description of the layout of your worksite and how we accomplish physical distancing measures:

Notification of COVID-19 Positive Case at your Worksite

- Alameda County Public Health is notified of all positive COVID-19 cases.
- If an employee is diagnosed with COVID-19, Alameda County Public Health will provide assistance in the assessment of potential worksite exposures, and any recommended testing, quarantine, or isolation instructions.
- Employers and employees are aware that they can contact Alameda County Public Health if a suspected exposure has occurred at:
Alameda County Public Health Department
(510) 269-2101
COVIDWorkplace@acgov.org

Training - **Online training must be completed by 7/31.**

Employees have been trained on the following topics:

- Information from the [Centers for Disease Control and Prevention \(CDC\)](#) on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- The importance of seeking medical attention if an employees' symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on the CDC's webpage.
- The vulnerability of those 60 years of age or older and people with chronic medical conditions, and the need to practice particular caution to protect these groups.
- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).
- Manufacturer's directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products.
- The importance of physical distancing, both at work and off work time (see Physical Distancing section above).
- Proper use of face coverings, including:**
 - Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
 - The importance of washing and/or sanitizing hands before and after using or adjusting face coverings.
 - Avoid touching eyes, nose, and mouth.
 - Face coverings to be washed after each shift.