



Ready, set, prep!

LOOKING AHEAD

Placer County is currently in Stage 2 of the [State of California Resilience Roadmap](#). The state has released new guidance for a number of Stage 3 business sectors that could begin to reopen as soon as June 12. While we await additional guidance from CDPH, we encourage other businesses to get a jump start on their preparations. The following information is based on the state's current general guidance to all business sectors, and may change when specific industry guidance is posted.

KEY PREVENTION PRACTICES

- physical distancing to the maximum extent possible
- use of face coverings by employees (where respiratory protection is not required) and recommend face coverings be used by guests
- frequent handwashing and regular cleaning and disinfection
- training employees on these and other elements of your COVID-19 prevention plan

Contents of Written Worksite Specific Plan

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Training and communication with employees and employee representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert Placer County Public Health, and identify and isolate close workplace contacts of infected employees until they are tested.
- Update the plan as necessary to prevent further cases.

Topics for Employee Training

- Information on [COVID-19](#), preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- The importance of staying home if they 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.
- When to seek medical attention.
- 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](#)).
- The importance of physical distancing, both at work and off work time.
- Proper use of cloth face covers.

Individual Control Measures & Screening

- Symptom screenings and/or temperature checks.
- Encourage individuals who are sick or exhibiting symptoms of COVID-19 to stay home.
- Encourage frequent handwashing and use of hand sanitizer.
- Provide disposable gloves to workers using cleaners and disinfectants when required. Consider gloves as a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.
- Strongly recommend cloth face covers.
- Close or increase distance between tables/chairs in breakrooms or provide break areas in open space to ensure physical distancing.
- Post signage or communicate frequently to guests that they should use face masks/covers.

Cleaning and Disinfecting Protocols

- Perform thorough cleaning in high traffic areas.
- Frequently disinfect commonly used surfaces.
- Clean and sanitize shared equipment between each use.
- Clean touchable surfaces between shifts or between users, whichever is more frequent.
- Avoid sharing phones, office supplies, other tools, or equipment wherever possible.
- Equip main entrances and exits, common areas, and other public spaces with proper sanitation products, including hand sanitizer and sanitizing wipes, and provide personal hand sanitizers to all individuals who regularly come in contact with the public.
- Ensure that sanitary facilities stay operational and stocked at all times.
- Make hand sanitizer and other sanitary supplies readily available.
- Use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved list](#) and follow product instructions and Cal/OSHA requirements.
- Adjust or modify facility hours to provide adequate time cleaning and restocking of hand sanitizers, disposable gloves and other protective items with physical distancing.
- Provide time for workers to implement cleaning practices before and after shifts, or hire third-party cleaning companies.
- Install hands-free equipment/devices if possible.
- Encourage the use of debit or credit cards by guests.
- Consider upgrades to improve air filtration and ventilation.

Physical Distancing Guidelines

- Implement measures to physically separate people by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where individuals should stand).

- Minimize exposure between individuals who are not in the same household. Where physical distancing cannot be maintained, use barriers such as plexiglass. Where barriers are not feasible, strongly recommend that individuals wear face covers.
- Use signage to remind people of physical distancing at every opportunity.
- As appropriate, dedicate staff to direct guests at high traffic areas to prevent congregating.
- Adjust in-person meetings, if they are necessary, to ensure physical distancing.
- Place additional limitations on the number of individuals in enclosed areas to ensure at least six feet of separation.
- Reconfigure, restrict, or close common areas to maintain physical distancing, or move to open areas.
- Rearrange or remove seats to allow for physical distancing between guests.
- Dedicate hours for seniors and other vulnerable populations.
- Provide separate, designated entrances and exits.
- Limit the number of people based on the size of the facility.
- Be prepared to queue guests outside while still maintaining physical distance.
- Install transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person hand-offs where possible. Wherever possible, use contactless signatures for deliveries.
- Ask non-employee truck drivers, delivery agents, or vendors who are required to enter the facility to have their employees follow the guidance of local, state, and federal governments regarding wearing masks.
- Discourage handshakes and similar greetings that break physical distance.
- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.
- Encourage and train employees to practice physical distancing.

Industry-Specific Protocols

This guide to preparing your business for future reopening Stages should be used as a starting point. Any guidance listed above may be superseded by State of California guidelines and/or regulations that are expected to be announced soon.

Check placer.ca.gov/reopen for the latest information, tools and resources to help you reopen responsibly.

