

Example Worksite Specific Plan for COVID-19 Prevention

Business Name: John Doe's Retail **Date:** 5/19/20

Person(s) responsible for implementation: John Doe

This plan will be completed and made available at this facility along with the sector-specific checklist available at placer.ca.gov/reopen.

Risk Assessment:	
Are you a business that requires a high density of people in your facilities (e.g., a large number of employees in an enclosed space at one time)?	NO
Are you a business that requires employees to directly touch clients, customers, or other community members?	NO
Are you a business that requires the handling and transfer of goods and other products between employees, clients, customers, or other community members?	YES
Does your business have high-touch surfaces that are required for operations?	YES
Does your business require prolonged close contact between employees, clients, customers or other community members (i.e., more than 10 minutes, less than 6 feet)?	NO
Do you or your employees interact with any clients, customers, or other community members in person, on a daily basis?	YES
Do you or your employees interact with a large number of clients, customers, or other community members in person, on a daily basis?	NO

Measures Taken to Prevent Virus Spread:
<ul style="list-style-type: none">• <i>Employees are required to complete a temperature self-check and symptom screen using CDC guidance prior to coming to work and not come to work if they have a temperature above 100 degrees.</i>• <i>Workers who are sick or exhibiting symptoms of COVID-19 must stay home.</i>• <i>Employees are given time to wash hands hourly, and provided personal hand sanitizer.</i>• <i>Cloth face coverings are required for employees and encouraged among customers through prominent signage. Face coverings are provided for employees.</i>• <i>Chairs have been removed in breakroom and break schedules have been staggered such that no more than 3 employees will be present in the breakroom at a time so that six feet distancing can be maintained.</i>• <i>Workstations have been adjusted to be at least six feet apart.</i>• <i>Employees are assigned to clean common areas and high-touch surfaces on the following schedule:</i><ul style="list-style-type: none">○ <i>Break rooms: 11 a.m., 1 p.m., 3 p.m., end of day</i>○ <i>Bathrooms: 10 a.m., noon, 2 p.m., 4 p.m., end of day</i>○ <i>Handrails/door handles/counters/shelving: Hourly</i>○ <i>Shopping carts/baskets: Between all uses</i>○ <i>Conveyor belts: Hourly</i>○ <i>Registers: Between handoffs from employees</i>○ <i>Scanners: Between handoffs from employees</i>○ <i>Telephones: Between all uses</i>○ <i>Hand/held devices (payment portals, including ATM PIN pads, styluses): Between all uses</i>○ <i>Time clocks: Between all uses</i>○ <i>Handwashing facilities: 10 a.m., noon, 2 p.m., 4 p.m., end of day</i>

- Custom equipment and tools (i.e., pallet jacks, ladders, supply carts): Between handoffs from employees
- Business hours have been cut short by 45 minutes per day to allow for thorough cleaning at the end of day.
- Touch-free sanitizer is available at the entrance, at the register and in 3 other locations throughout the store.
- Tape markings are placed outside and throughout the store to indicate physical distancing requirements of six feet.
- An employee is assigned to monitor the number of customers entering the building and the maximum number allowed to enter will be 15. Above that, customers can wait outside using the tape markings to maintain distance.
- Cleaning and sanitary supplies consistent with guidelines have been purchased for 2 months of use.
- Curbside pickup options have been increased and are accessible through the company website and phone number. Online payment is encouraged.
- For in-store purchases customers are asked to use debit or credit cards when possible.
- Trainings and team meetings will be conducted virtually when possible, or limited in size.
- All bulk bins with products have been removed and product sampling discontinued.
- Vendors and delivery agents have been asked to adhere to distancing requirements and wear face coverings.

Compliance Process: *Cleaning calendars with times are posted in key areas and employees fill them out as cleaning is completed. A designated employee will inspect the facility and check in with staff on a weekly basis and report to management, who will follow up to ensure any gaps are addressed.*

- Employees have been or will be trained on this plan and how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if ill.
- This business will collaborate with the County Public Health department if there are cases among employees. Close workplace contacts of confirmed COVID-19 cases will be asked to quarantine at home until tested following [this guidance](#).
- This plan will be reviewed on a monthly basis and updated as necessary.

Signed by: *John Doe*

Date: *5/19/20*

Health Department contact in the event of an outbreak among employees:
Communicable Disease Team, (530) 886-5310 (Option 1) or placerCD-IZ@placer.ca.gov.