

# **Appendix A**

## **Social Distancing Protocol & COVID-19 Site-Specific Protection Plan**

*Template updated: June 18, 2020*

**General Information:** This Appendix A “Social Distancing Protocol & COVID-19 Site-Specific Protection Plan” Template applies to all businesses, and combines local with state-level guidance published in the California State Resilience Roadmap.

The State of California requires all businesses to:

1. Perform a detailed risk assessment and implement a site-specific protection plan (SPP)
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

As the COVID-19 public health crisis continues to evolve and new Public Health Orders are issued or amended both at the State and local levels, amendments to individual businesses’ Social Distancing Protocol- COVID-19 Site-Specific Protection Plans may be needed in order to incorporate new requirements.

### **Social Distancing Protocol & COVID-19 Site-Specific Protection Plan (“Protocol”):**

**Business name:**

**Facility Address:**

**This Protocol was most recently updated on:**

**Maximum number of people allowed in the facility at any time:**

**Total Facility Square Footage:**

**Total Facility Square Footage Open to the Public:**

**The Person Responsible for Implementing this Protocol:**

**Name:**

**Title:**

**Phone number:**

**Email:**

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**All businesses operating in the County must implement all applicable measures listed below, and be prepared to explain why any measure that is not implemented is inapplicable to the business.**

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### Signage and Distribution:

- Post signage at each public entrance of the facility to inform all personnel and customers of the following:
    - Do not enter the facility if you have COVID-19 symptoms;
    - Maintain a minimum six-foot distance from others, including when in line;
    - Sneeze and cough into a cloth or tissue or, if not available, into one's elbow;
    - Face covering required to enter (except if 12 years of age or under or medically inadvisable);
    - Do not shake hands or engage in any unnecessary physical contact.
  - Post signage at appropriate locations throughout the facility reminding customers to maintain social distance.
  - Post a copy of your **Social Distancing Protocol** at each public entrance to the facility.
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### Personnel Training:

- Copies of this Protocol will be distributed to all personnel.
- Personnel are trained on [COVID-19 information from the CDC](#), how to prevent COVID-19 from spreading, who is especially vulnerable to the disease, and when to seek medical attention.
- Personnel are trained on screening themselves for COVID-19 symptoms, including temperature and/or symptom checks using [CDC guidelines](#).
- Personnel are trained on the need to stay home and get tested 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.
- Personnel are trained on [CDC Return to Work Criteria to Discontinue Home Isolation](#) for when it is safe to return to work if they are symptomatic or have tested positive for COVID-19.
- Personnel are trained on the need for frequent handwashing with soap and water, proper use of face coverings, the importance of social distancing, and other measures in this Protocol.
- Personnel are encouraged to get tested for COVID-19 in accordance with [County guidance](#) and given information on testing locations, which can be found [here](#).
- Personnel have been informed that they can contact the Department of Industrial Relations – Labor Commissioner at [www.dir.ca.gov](http://www.dir.ca.gov) to report any deficiencies in compliance with Social Distancing Protocol requirements by this business. They may also call their local law enforcement agency's non-emergency line to report a violation of a health order.
- Personnel are trained on new or modified measures immediately upon updating this Protocol.
- Educated employees and management carry out COVID-19 mitigation plans and protocols.
- Optional – Describe other measures: \_\_\_\_\_

**Individual Control Measures and Screenings:**

- All personnel who can carry out their work duties from home have been directed to do so and are doing so.
  - All personnel have been directed not to come to work if sick or exhibiting symptoms of COVID-19
  - All personnel undergo a temperature check and other COVID-19 symptom screenings at the beginning of their shift, and all other vendors, contractors, and other workers are screened before entering the work space. Temperature must be below 100.0 F to enter the work space.
  - Require all persons to properly wear face coverings at all times in the facility (except if under 12 years of age or under, medically inadvisable, or the face covering would create a safety hazard for workers under established health and safety guidelines, or another exception under the Health Order’s facial covering requirement applies).
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**Handwashing and Hand-Sanitizing Protocols:**

- Encourage frequent handwashing and use of hand sanitizer and provide frequent breaks for handwashing.
  - Soap and water are available to all personnel at the following location(s): \_\_\_\_\_
  - Hand sanitizer effective against COVID-19 is available to all frontline staff as well as to other personnel at the following location(s): \_\_\_\_\_
  - Hand sanitizer and/or soap and water are available to the public at or near the facility entrance, at checkout counters, and at various locations throughout the facility to enable the public and staff to frequently clean their hands.
  - Ensure that handwashing and other sanitary facilities are operational and stocked at all times.
  - Optional – Describe other measures: \_\_\_\_\_  
\_\_\_\_\_
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**Cleaning and Disinfecting Protocols:**

- Thoroughly and regularly clean high traffic areas and frequently disinfect high-contact surfaces (including doorknobs, handrails, counters, tables, checkout areas, cash registers, telephones, etc.)
- Break rooms, bathrooms, and other common areas are disinfected frequently, on the following schedule:
  - Break room(s): \_\_\_\_\_
  - Bathroom(s): \_\_\_\_\_
  - Other ( \_\_\_\_\_ ): \_\_\_\_\_
- Disinfectant and related supplies are available to all employees at the following location(s): \_\_\_\_\_  
\_\_\_\_\_
- Disinfecting wipes that are effective against COVID-19 are available for use by customers and personnel near shopping carts and baskets.
- Staff are assigned to disinfect carts and baskets regularly.
- Shared equipment and touchable surfaces like payment portals and pens are disinfected after each use.

- Adjust store hours to provide adequate time for cleaning and stocking, and provide time for workers to clean between shifts.
  - Optional – Describe other measures: \_\_\_\_\_
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**Measures to Maintain Social Distancing:**

- To allow adequate social distancing (6 feet minimum) at all times and comply with any occupancy limitations in the Order, limit the number of people in the facility at any one time to \_\_\_\_\_.
  - Post an employee near the door to ensure that the maximum number of customers is not exceeded, that all customers are wearing face coverings to enter (except that children 12 years of age or under or persons for whom face coverings are medically inadvisable), and that customers comply with other provisions of this Protocol. Ensure that the posted employee is more than 6 feet away from customers to maintain adequate social distance.
  - Place additional limitations on the number of workers in enclosed areas of the facilities (such as the break rooms) to ensure at least 6 feet of separation.
  - Place per-person limits on goods that are selling quickly to reduce crowds and lines.  
Explain: \_\_\_\_\_
  - Place tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
  - Separate order areas from delivery areas to prevent customers from gathering.
  - Minimize exposure between cashiers and customers through social distancing or use of barriers where social distancing cannot be maintained. Describe: \_\_\_\_\_
  - Increase remote (online and telephone) purchasing, deliver, and curbside pickup service options.
  - Instruct staff to maintain at least six feet distance from customers and from each other, except staff may momentarily come closer when necessary to accept payment, deliver goods or services, or perform a job duty.
  - Stagger personnel breaks, in compliance with wage and hour regulations, to maintain adequate social distancing.
  - Minimize any in-person meetings and adjust those that are necessary to ensure adequate social distancing.
  - Optional – Describe other measures: \_\_\_\_\_
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**Measures to Prevent Unnecessary Contact:**

- Close all public shared seating areas.
- Prevent people from self-serving any food or drink related items, including from food bars or drink dispensers, bulk-item bins, and shared containers in break rooms. Discontinue product sampling.
- Do not allow customers to use their own cups or other reusable food containers from home for take away.
- Require customers using reusable bags from home to bag their own groceries or prevent use of reusable bags from home. Describe: \_\_\_\_\_
- Provide contactless payment systems if possible.
- Optional – Describe other measures (e.g. providing senior-only hours):  
\_\_\_\_\_

**Describe additional health and safety measures implemented for this facility, including measures required for specific business sectors (See for example list at Appendix C):**

\_\_\_\_\_

\_\_\_\_\_

**Certification**

I, \_\_\_\_\_, affirm that all information in this Social Distancing Protocol & Site-Specific Protection Plan (“Protocol”) is true and accurate to the best of my knowledge, that all employees will be provided a copy of this Protocol and receive trainings as required in this Protocol, that a copy of this Protocol will be posted as required herein, and that applicable measures are being implemented as set forth herein. I will provide a copy of this Protocol to the County of Sonoma or law enforcement upon request.

I further affirm that I have completed and passed the Sonoma County Business Mitigation Practices and Self-Certification assessment and have received and publicly posted my business’s Self-Certification form.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date