

# **COVID-19 Site-Specific Protection Plan Guidance & Template for Developing Your Own Plan (Appendix A)**

## **Purpose of this Document**

The purpose of this document is to provide each business with clear guidance for reopening in a manner that provides a safe, clean environment for employees and customers.

***This COVID-19 Site-Specific Protection Plan (Revised Appendix A) applies to all businesses but gives a two week grace period to businesses already allowed to be operating under prior orders. Please note that Essential and Outdoor Businesses, which were permitted to operate prior to May 18, 2020, and are currently following the Public Health Order's prior Appendix A "Social Distancing Protocol" may continue to conduct business consistent with that protocol until June 1, 2020. However, effective June 1, 2020, Essential and Outdoor Businesses shall comply with the updated Appendix A "COVID-19 Site-Specific Protection Plan Guidance & Template for Developing Your Own Plan."***

## **Description of a COVID-19 Site-Specific Protection Plan (SPP)**

The Site-Specific Protection Plan (SPP) template below combines state-level guidance published in the California State [Resilience Roadmap](#) and [local Marin County public health policies](#).

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 both at the State and local levels, amendments to individual businesses' SPPs may be needed in order to incorporate new requirements. The Marin Recovers website will post and disseminate updated information and tools for you to use in developing any needed amendments.

## **Guidance for Developing Your Businesses' COVID-19 Site-Specific Protection Plan (SPP)**

1. Perform a risk assessment of your business practices and use the Approved Business-Specific Protocols found at [MarinRecovers.org](https://www.marinrecovers.org)<sup>1</sup> as a guide for conducting your assessment.
2. Use the template below to create your own SPP by filling in the required details, based on your individual business model, to ensure your business can protect the safety of employees and customers. Use the Approved Business-Specific Protocols published on the [Marin Recovers Website](https://www.marinrecovers.org) in developing your SPP. These protocols were developed for your specific business type (i.e., retail, restaurant, etc.) and have been (or will be once they are posted) approved for use by the County of Marin's Public Health Officer.
3. Finalize your SPP and physically post it at your place of business at a visible location near the entrance where staff and customers can easily review it without touching the document.
4. Signage also needs to be posted at each public entrance of each worksite to inform all employees and customers that they should:
  - Avoid entering or using the facility if you have COVID-19 symptoms;
  - Maintain a minimum six-foot distance from one another;
  - Sneeze and cough into a cloth or tissue or, if not available, into one's elbow;
  - Wear face coverings, as appropriate; and
  - Do not shake hands or engage in any unnecessary physical contact.

Sign templates can be downloaded for use from the [Marin Recovers website](https://www.marinrecovers.org).

### **Tools for Developing Your Site-Specific Protection Plan**

1. COVID-19 Site-Specific Protection Plan (SPP) Template

Marin Recovers is providing a template that can be used by any business in Marin to create their own Site-Specific Protection Plan (SPP). It contains all of the standard content already written for you to re-open your business and prompts you to "fill in the blank" where unique information is required in order to complete your SPP. The template has been authorized by the County's Public Health Officer, so you can be confident you are safely re-opening your business if you use this template.

2. Business Specific Best Practices

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<sup>1</sup> Each of the Industry specific Marin Recovers group is developing this specific guidance in real time. If they are not yet posted, please subscribe and you will be notified as soon as new content is posted.

Industry-specific Marin Recovers working groups comprised of Marin business owners have also helped to develop specific best practices for each type of business/industry which can be [found here](#). These best practices are based on State and industry guidelines and have been approved by the county's Public Health Officer. There is a section in the Template document that instructs you to cut/paste these best practices by business type (i.e., retail, restaurant, etc.) right into your SPP.

## COVID-19 Site-Specific Protection Plan (SPP) Template

**Business Name:**

**Facility Address:**

**This COVID-19 Site-Specific Protection Plan (SPP) was most recently updated on:**  
**<Insert Date>**

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

I, **<insert name>** 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

### **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 65 and others at increased risk for more severe disease if infected.
- All employees have been provided with or have administered to themselves symptom and/or temperature screenings at the beginning of their shift and all other employees entering the worksite at all times. The individual conducting the temperature/symptom screening will avoid close contact with employees to the extent possible. Both screeners and employees wear face coverings during each screening. Screening follows [CDC Guidelines](#).
- Employees who are sick or exhibiting symptoms of COVID-19 are directed to stay home and Centers for Disease Control guidelines will be followed for when that employee can return to work.

- Employees are provided with all required protective equipment (i.e., face coverings) and the employer ensures this equipment is worn properly at all times.
- *<Insert types of protective equipment provided to employees at this worksite location>*
- Employees are provided with and use protective equipment when offloading and storing delivered goods. Employees inspect deliveries and perform disinfection measures prior to storing goods in warehouses and facilities.
- 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 should use face coverings.
- *<Insert any additional control measures you are implementing at this worksite>*

### **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.
- *<Insert your schedule for disinfecting high traffic areas as well as commonly used surfaces. Delete all that do not apply to your specific worksite and add any that are missing>*:
  - Break rooms:
  - Bathrooms:
  - Handrails/door handles/counters/shelving:
  - Shopping carts/baskets:
  - Conveyor belts:
  - Registers:
  - Scanners:
  - Telephones:
  - Hand/held devices (payment portals, including ATM PIN pads, styluses):
  - Time clocks:
  - Handwashing facilities:
  - Custom equipment and tools (i.e., pallet jacks, ladders, supply carts)
  - Others:
- 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 for, at a minimum, employees 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, gloves, 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.
- *<Insert a description of what specific operational procedures you are implementing to ensure there is adequate time for cleaning/disinfecting>*
- Employees are provided adequate time to implement cleaning practices before and after shifts.
- Hands-free devices have been installed, if possible, including motion sensor lights, contactless payment systems, automatic soap and paper towel dispensers, and timecard systems. *<Insert any specific measures that have been taken.>*
- *<Insert any additional measures that have been taken at this business location.>*

### **Physical Distancing Guidelines to Keep People at Least Six Feet Apart**

- Employee breaks and break rooms are managed to allow employees to eat on premises in designated areas where they can remain 6 feet apart.
- The following per-person limits have been placed on goods that are selling out quickly to reduce crowds and lines.
- *<Insert explanation if this applies to your type of business – otherwise delete>*
- Tape or other markings have been placed at least six feet apart in customer line areas on sidewalks or other walkways near public entrances with signs directing customers to use the markings to maintain distance.
- Customers are not permitted to bring their own bags, mugs, or other reusable items from home.
- All desks or individual workstations are separated by at least six feet or employees otherwise maintain six feet if workspace is limited. *<Insert a specific description of the layout of your worksite and how you will accomplish these physical distancing measures>*
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### **Business/Industry (i.e., retail, restaurant) Best Practices**

- *<Go to [Marin Recovers website](#) and find the list of specific best practices for your type of business and copy/paste them into this section. For example, the Retail specific guidance will include guidelines for operating curbside service beginning on May 18<sup>th</sup>.*
- *If you've implemented additional measures specific to your business type, include them here as well.>*
- All new business operations will continue to be accessible to consumers and employees with disabilities, complying with the [Americans with Disabilities Act, Title III](#) which covers private business entities.

### **Notification of COVID-19 Positive Case at your Worksite**

- County of Marin Public Health is notified of all positive COVID-19 cases.
- If an employee is diagnosed with COVID-19, Marin 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 call Marin Public Health if a suspected exposure has occurred at 415-473-7191.

### **Training**

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 CDC's webpage.
- 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 vulnerability of older adults and people with chronic medical conditions, and the need to practice particular caution to protect these groups.

- 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 do not protect the wearer and are not personal protective equipment (PPE).
  - 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.
- <Insert here any other worksite training measures you have taken.>

### **Compliance and Documentation**

- This worksite is regularly inspected for compliance with this Site-Specific Protection Plan (SPP) and any deficiencies are documented and corrected.



## Exhibit A – Physical Distancing for Operating Indoors<sup>2</sup>

**<Insert the effective date your business is permitted to operate indoors>**

- The number of individuals allowed indoors at any one time is limited to \_\_\_\_\_, which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.
- An employee will be assigned during all operating hours to ensure that the maximum number of customers indoors is not exceeded.

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<sup>2</sup> Not all businesses are permitted to operate indoors yet. The State and County Public Health Orders provide specific direction as to when and what type of businesses are permitted to operate indoors. Please incorporate Exhibit A into your Worksite Specific Plan when your business type is permitted to do so.