



Fresno **Economic Opportunities Commission**

COVID-19 SAFETY PROGRAM

Fresno EOC
1900 Mariposa Mall, Suite 121
Fresno, CA 93721

Rev. 06/18/20

COVID-19 SAFETY PROGRAM (C-19SP)

INDEX

PURPOSE	3
PROGRAM	3
COMMUNICATION	3
RESPONSIBILITY	4
MANAGING SICK EMPLOYEES	5
REPORTING COVID-19 HAZARDS	6
PHYSICAL DISTANCING/GROUP WORK	6
PERSONAL PROTECTIVE EQUIPMENT (PPE)	6
SANITATION STATIONS	7
SAFE WORK PRACTICES	7
CLEANING AND DISINFECTING YOUR FACILITY	7
PORTABLE RESTROOMS	8
COVID-19 SAFETY PROGRAM TRAINING	8
REOPENING OF FRESNO EOC LOCATIONS (WORKPLACES)	9
AVAILABILITY OF THE COVID-19 SAFETY PROGRAM	10
AUDIT OF THE COVID-19 SAFETY PROGRAM	10
FRESNO EOC C-19SP FORMS:	
C-19SP Form 1	CDC Cleaning and Disinfecting Guidelines 11
C-19SP Form 2	COVID-19 Safety Program Training Talking-Points 14
C-19SP Form 3	COVID-19 Safety Program Training Attendance Form 15
C-19SP Form 4	COVID-19 Safety Program Compliance Checklist 17
C-19SP Form 5	"Masks are required upon entry." Sign 19
C-19SP Form 6	"How to Protect Yourself from COVID-19" Posting 20
C-19SP Form 7	"Fresno EOC COVID-19 Protocol" Posting 21
C-19SP Form 8	"Fresno County COVID-19 Protocol" Posting 22

A copy of this written program may be downloaded at: www.myfresnoeoc.org



Fresno **Economic Opportunities Commission**

COVID-19 SAFETY PROGRAM

PURPOSE

The purpose of the Fresno EOC COVID-19 Safety Program (C-19SP) is to provide a safe environment for employees, vendors, contractors, and clients, and to establish guidelines and procedures for taking preventive measures during the COVID-19 pandemic. All related questions about this safety program may be made to Human Resources.

PROGRAM

The Fresno EOC COVID-19 Safety Program has been designed and adopted in compliance with any and all local, state, and federal response efforts, emergency response orders, or recommendations from various health agencies, including but not limited to: Occupational Safety and Health (OSHA), California Division of Occupational Safety and Health (Cal/OSHA), Centers for Disease Control and Prevention (CDC) and the World Health Organization (WHO).

The Fresno EOC COVID-19 Safety Program serves as a supplement to the Fresno EOC Injury and Illness Prevention Program (IIPP), and must be used in conjunction with the IIPP.

All Fresno EOC employees, vendors, contractors, and clients shall comply with the mandates outlined in the Fresno EOC COVID-19 Safety Program. The requirements of this written program apply to all Fresno EOC facilities whether rented, leased, owned, or otherwise occupied.

COMMUNICATION

Confidentiality shall be maintained at all times. Fresno EOC will communicate all efforts to maintain health, safety, and security in our ever-changing workplace. Fresno EOC will monitor new directives given, and will relay any updates and changes as they arise. However, in the event that a conflict in direction from Fresno EOC and a directive issued by local, state, or federal authorities; employees shall follow the directives given by the trusted authorities leading the response efforts in this global pandemic.

RESPONSIBILITY

Management Responsibilities:

- Train all employees on safety procedures, changes in workplaces, and new requirements related to COVID-19.
- Implement, monitor, and update the procedures as needed.
- Maintain compliance with this program for all employees at their specific Fresno EOC Program location (workplace).
- Encourage employees to convey anything that compromises their safety in relation to COVID-19.
- Identify work related health risks or exposures to COVID-19.
- Develop policies and procedures to ensure Physical Distancing is enforced at their specific Fresno EOC Program location (workplace).
- Identify essential required job tasks that may create, or have inherent COVID-19 exposures. Convey these findings and develop/implement a plan for business operation at their specific Fresno EOC Program location (workplace). Monitor the plan, and make any applicable changes to procedures if an uncontrolled exposure arises.
- If an employee tests positive for COVID-19, Notify Human Resources and an assessment of potential employee exposure will take place.
- Review this written program with all employees, and maintain documentation of training.

Supervisor Responsibilities:

- Implement the COVID-19 safety plan to all employees.
- Ensure that all employees have completed the COVID-19 Health Screening Survey at the beginning and end of their shift.
- Monitor and investigate any possible violations of the policy.
- Assess the workplace to identify, monitor, or change any possible exposure to COVID-19.
- Notify management if there are any concerns of exposure to COVID-19, or if there are existing uncontrolled hazards at the workplace.
- Convey best practices with employees and changes as they evolve.
- Do not allow any large gatherings of the people greater than the established mandates. Ensure proper distances are maintained between employees, vendors, contractors, and clients.
- Monitor this written program and convey any changes that may improve it to management.
- Notify management immediately if an employee has tested positive for COVID-19, even if the employee is not a member of their specific Fresno EOC Program location (workplace).
- If a positive COVID-19 exposure is identified, follow the steps outlined in the *Managing Sick Employees* section of this written program.

Employee Responsibilities:

- Do not place your own health or other's well-being at risk. If you have been exposed to COVID-19, or if there may be a possible risk to exposure, notify your supervisor.
- Complete the COVID-19 Health Screening Survey daily as instructed.
- Practice good hygiene and follow etiquette – cover your coughs and sneezes using the elbow technique. Wash your hands with soap and water for at least 20 seconds, or clean your hands with at least 60% alcohol-based hand sanitizer.
- Do not share tools, equipment, phones, or other "high touch" instruments. Clean the surfaces of these instruments frequently.
- Properly use all required Personal Protection Equipment (PPE), and NEVER share PPE.
- Maintain a physical distance of six (6) feet from others and avoid all group gatherings of people greater than the established mandates.
- If you encounter a possible exposure to COVID-19 at the workplace, notify your supervisor.
- If you have symptoms of COVID-19 such as a fever, cough, shortness of breath, notify your supervisor and stay home.

MANAGING SICK EMPLOYEES

If a positive COVID-19 exposure is identified, the following steps shall be followed:

- Confidentiality shall be maintained at all times.
- All employees shall complete the COVID-19 Health Screening Survey at the beginning and end of their shift.
- If an employee has been in contact with an individual who has tested positive for COVID-19, immediately separate them from others.
- Notify Human Resources and an assessment of potential employee exposure will take place.
- The CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work, or become sick during their shift, should be separated from other employees and be sent home immediately.
- Employees that develop acute respiratory illness symptoms should seek medical attention.
- Employees are encouraged to stay home if they feel sick.
- Employees who have symptoms of acute respiratory illness are recommended to stay home and not return to work until they are free of fever of 100.4 or higher, and any other symptoms for at least 24 hours, without the use of fever-reducing medicines.

REPORTING COVID-19 HAZARDS

Fresno EOC employees have the OBLIGATION and RIGHT to report unsafe conditions, unrecognized safety hazards, or safety violations of others. If you wish to make such a report, it may be made verbally to your supervisor or to another member of management, or you may submit your concern in writing by using a Hazard Assessment & Correction form. A Hazard Assessment & Correction form can be obtained from your supervisor or downloaded from the Fresno EOC Intranet.

PHYSICAL DISTANCING/GROUP WORK

Fresno EOC is committed to encouraging all employees to maintain Physical Distancing of six (6) feet distance of separation and to avoid group meetings larger than 10 individuals, or as recommended by local ordinance. In order to avoid group meetings, consider using:

- Emails;
- On-line meetings;
- One-on-one meetings at a safe distance;
- Other technology.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

To protect Fresno EOC employees from work-related health risks and exposure to COVID-19, each Fresno EOC Program location (workplace) will issue appropriate PPE that will effectively protect the employees. All issued PPE shall be free of charge to the employee.

Employees may be required to use any of the following PPE, as needed.

- Face mask; all employees are required to wear a face mask while in common or public areas, when around others, or as recommended by local ordinance.
 - Face shield; a face mask shall be used under a face shield when within six (6) feet of distance of others.
 - Latex gloves;
 - Fresh water and soap;
 - Hand rub sanitizer;
 - Sanitizer hand wipe;
 - Other PPE.
- Employees shall NEVER share their PPE with anyone, for any reason.

If subcontractors are on the premise, the specific Fresno EOC program management shall verify that the subcontracted employees have been provided with the appropriate PPE.

SANITATION STATIONS

Regardless of the level of COVID-19 risk, all Fresno EOC program locations shall provide a sanitation station that has an adequate supply of suitable cleansing materials. The sanitation station must:

- Be maintained in a clean and sanitary condition.
- Be supplied with hand rub sanitizer or sanitizer hand wipes that are at least 60% alcohol-based.
- Have a no-touch trash can placed next to the sanitation station for disposal.

SAFE WORK PRACTICES

- Practice good hand hygiene.
- Stay home if you are feeling sick.
- Wash your hands frequently for at least 20 seconds with soap and water, or clean your hands with hand rub sanitizer or sanitizer hand wipes that are at least 60% alcohol-based.
- Do not shake hands with others.
- Cover your coughs and sneezes using the elbow technique.
- Avoiding touching eyes, nose, and mouth with unwashed hands.
- Increase ventilation by opening windows.
- Handle food carefully, limit sharing of food and water.
- Do not share personal items with co-workers (i.e. dishes, cups, utensils, towels).
- Whenever possible, lunches and breaks should be taken separately.
- Consider postponing large meetings or gatherings.
- Consider limiting or prohibiting business-related travel.
- Conduct meetings by email, on-line, or one-on-one at a safe distance. If not possible, hold meetings in open spaces, maintaining a six (6) foot distance of separation.
- Disinfect all commonly used items daily, such as: doorknobs, chair armrests, handrails, guardrails, tools, etc.

CLEANING AND DISINFECTING YOUR FACILITY

All Fresno EOC program locations shall perform daily environmental cleaning of shared workspaces, desks, tables, furnishings, equipment, doorknobs, faucets, handrails and public spaces.

While using any cleaning product, always read and follow the directions and/or warnings on the label to ensure safe and effective use of the product.

➤ ***Always follow the product label guidelines for proper PPE.***

When cleaning:

- Use proper PPE, such as disposable gloves and skin protection. Use eye protection for potential splash hazards.
 - When removing PPE, first safely remove and dispose of gloves. Then immediately wash your hands.
 - Ensure adequate ventilation while cleaning.
 - Use no more than the amount recommended on the product label.
 - Use water at room temperature for dilution (unless the product label indicates otherwise).
 - Do not mix chemical products.
 - Store and use cleaning products out of the reach of children.
- ***See attached CDC Cleaning and Disinfecting Guidelines (C-19SP Form 1).***

PORTABLE RESTROOMS

If a hard-plumbed restroom facility is not available, and the use of portable restrooms facilities are necessary:

- Ensure that there are an adequate number of portable restroom facilities available. Consider obtaining additional units, if needed.
- Make sure the units are stocked with disposable seat covers, toilet paper, paper towels, soap and a functioning foot water pump.
- Consider providing a separate sanitation station with hand rub sanitizer or sanitizer hand wipes that are at least 60% alcohol-based.
- Ensure that the units are sanitized daily, kept well-maintained and adequately supplied.

COVID-19 SAFETY PROGRAM TRAINING

- Fresno EOC program managers shall ensure that all established guidelines, procedures and preventive measures outlined in this written program, are reviewed with each employee from their specific program location (workplace).
- To assist in training employees, use the attached COVID-19 Safety Program Training Talking-Points. (C-19SP Form 2).
- All training shall be documented using the attached COVID-19 Safety Program Training Attendance Form (C-19SP Form 3), or a similar type of attendance form.
- All new employees shall receive initial COVID-19 Safety Program Training during New Hire Orientation.
- Training records shall be kept for a minimum of seven years.

REOPENING OF FRESNO EOC PROGRAM LOCATIONS (WORKPLACES)

Each specific Fresno EOC Program location (workplace) must be in full compliance of the Fresno EOC COVID-19 Safety Program before resuming operation. To assist in becoming fully compliant with this written program, use the attached COVID-19 Safety Program Compliance Checklist (C-19SP Form 4).

Signage and Postings

All Fresno EOC Program locations (workplaces) shall post the following on their entrance doors:

- "Masks are required upon entry" Sign (C-19SP Form 5), or a similar type of sign.
- "How to Protect Yourself & Others from COVID-19" Posting (C-19SP Form 6)
- "Fresno EOC COVID-19 Protocol" Posting (C-19SP Form 7)
- "Fresno County COVID-19 Protocol" Posting (C-19SP Form 8)

Physical Distancing Floor Marks

In areas where individuals must stand in a line, clearly visible Physical Distancing floor marks shall be placed so as to maintain a six (6) foot distance of separation.

Acceptable Floor Marks

- Color taped X at least 4"x4".
- Physical Distancing stencil at least 4"x4".
- Or a similar type of clearly visible Physical Distancing mark.

Lobby/Waiting Room

- An occupancy limit shall be determined so as to maintain a six (6) foot distance of separation.
- A lobby or waiting room shall never exceed the occupancy limit.
- All chairs must be arranged so as to maintain a six (6) foot distance of separation.
- Throughout the day, commonly touched surfaces shall be periodically disinfected using sanitizer wipes that are at least 60% alcohol-based.
- An adequately supplied sanitation station shall be provided for each lobby or waiting room.

AVAILABILITY OF THE COVID-19 SAFETY PROGRAM

The Fresno EOC COVID-19 Safety Program is available for review by employees at their specific Fresno EOC Program location (workplace) upon request to management during normal business hours, and at the Human Resources office. This written program is also available for review, and a copy may be downloaded at: www.myfresnoeoc.org.

AUDIT OF THE COVID-19 SAFETY PROGRAM

In order to ensure that all employees are protected as this pandemic evolves and changes our workplace, Fresno EOC will monitor new directives given and will communicate any updates of the Fresno EOC COVID-19 Safety Program as they arise.

FRESNO EOC C-19SP FORMS:

- C-19SP Form 1 CDC Cleaning and Disinfecting Guidelines
- C-19SP Form 2 COVID-19 Safety Program Training Talking-Points.
- C-19SP Form 3 COVID-19 Safety Program Training Attendance Form
- C-19SP Form 4 COVID-19 Safety Program Compliance Checklist
- C-19SP Form 5 "Masks are required upon entry." Sign
- C-19SP Form 6 "How to Protect Yourself from COVID-19" Posting
- C-19SP Form 7 "Fresno EOC COVID-19 Protocol" Posting
- C-19SP Form 8 "Fresno County COVID-19 Protocol" Posting

Cleaning And Disinfecting Your Facility

Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

How to clean and disinfect

Wear **disposable gloves** to clean and disinfect.

Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.



High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant.** Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label).
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

Leave solution on the surface for **at least 1 minute**

Bleach solutions will be **effective** for disinfection **up to 24 hours**.

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of water

OR

- 4 teaspoons bleach per quart of water

- **Alcohol solutions with at least 70% alcohol.**



Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.



C1242704 05/26/2020

cdc.gov/coronavirus

C-19SP Form 1

1/3

- **Laundry items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** [These disinfectants](#) meet EPA's criteria for use against COVID-19.

Electronics



- For electronics, such as **tablets, touch screens, keyboards, remote controls, and ATM machines**
- Consider putting a **wipeable** cover on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
 - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.

Laundry

For clothing, towels, linens and other items



- Launder items according to the manufacturer's instructions. Use the **warmest appropriate water setting** and dry items completely.
- **Wear disposable gloves** when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick **can be washed with other people's items.**
- **Do not shake** dirty laundry.
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.
- **Remove gloves**, and wash hands right away.

Cleaning and disinfecting your building or facility if someone is sick



- **Close off areas** used by the person who is sick.
- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection.



When cleaning



- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a person who is sick.

Page 2 of 3

- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

- **Additional key times to wash hands** include:

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance (e.g., a child).

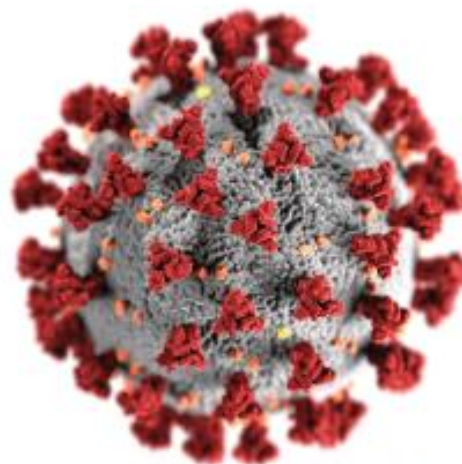
Additional Considerations for Employers



- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions **on what to do if they develop symptoms within 14 days** after their last possible exposure to the virus.
- Develop **policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
 - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are **trained on the hazards of the cleaning chemicals** used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#)).
- **Comply** with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#)).

For facilities that house people overnight:

- Follow CDC's guidance for [colleges and universities](#). Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.
- For guidance on cleaning and disinfecting the bedroom/bathroom for someone who is sick, review CDC's guidance on [disinfecting your home if someone is sick](#).



Page 3 of 3



Fresno **Economic Opportunities Commission**

COVID-19 SAFETY PROGRAM

Training Talking-Points

Provide each employee with a copy of the Fresno EOC COVID-19 Safety Program. Review the following talking-points with each employee. All training shall be documented.

- All employees shall complete the COVID-19 Health Screening Survey at the beginning of their shift.
- Practice good hygiene and follow etiquette – cover your coughs and sneezes using the elbow technique.
- Wash your hands often with soap and water for at least 20 seconds, or clean your hands with at least 60% alcohol-based hand sanitizer.
- Do not share tools, equipment, phones, or other “high touch” items.
- Properly use all required Personal Protection Equipment (PPE), and NEVER share PPE.
- All employees are required to wear a face mask while in common or public areas, when around others, or as recommended by local ordinance.
- Maintain a physical distance of 6 feet of separation from others, and avoid group gatherings of people greater than 10, or as recommended by local ordinance.
- Do not place your own health or other’s well-being at risk. If you have been exposed to COVID-19, or if there may be a possible risk to exposure, notify your supervisor.
- Employees who have symptoms of acute respiratory illness are recommended to stay home and not return to work until they are free of fever of 100.4 or higher, and any other symptoms for at least 24 hours, without the use of fever-reducing medicines.
- Fresno EOC will monitor new directives given, and will relay any updates and changes as they arise. However, in the event that a conflict in direction from Fresno EOC and a directive issued by local, state, or federal authorities; employees shall follow the directives given by the trusted authorities leading the response efforts in this global pandemic.



Fresno **Economic Opportunities Commission**

COVID-19 SAFETY PROGRAM TRAINING ATTENDANCE FORM

Program/Location: _____

Training Date: _____

Name of Trainer: _____ Employee ID#: _____

ID#	Employee Name	Employee Signature

ID#	Employee Name	Employee Signature



Fresno **Economic Opportunities Commission**

COVID-19 SAFETY PROGRAM

Compliance Checklist

To assist in becoming fully compliant with the Fresno EOC COVID-19 Safety Program, use this COVID-19 Safety Program Compliance Checklist.

YES	NO	N/A	
			1) Is there a plan in place to train all employees on safety procedures, changes in the workplace, and new requirements related to COVID-19?
			2) Has an assessment been conducted of the workplace to identify possible exposure to COVID-19?
			3) Has an assessment been conducted to identify required job tasks that may create, or have inherent COVID-19 exposures?
			4) Is there a plan in place to ensure that all employees have enough room to maintain Physical Distancing of six (6) feet distance of separation?
			5) Is there a plan in place to ensure that all employees will wear a face mask while in common areas?
			6) Is there a plan in place to ensure that all employees will avoid group meetings larger than 10 individuals?
			7) Has an assessment been conducted to identify types of PPE that would protect the employees from exposure to COVID-19?
			8) Is there a plan in place to ensure that all employees will be issued the appropriate PPE, free of charge?
			9) Has a sanitation station been provided for the employees that has an adequate supply of suitable cleansing materials?
			10) Is there a plan in place that will ensure daily environmental cleaning of shared workspaces, desks, tables, furnishings, equipment, doorknobs, faucets, handrails and public spaces?
			11) Is there a plan in place to ensure that employees assigned to use a cleaning product, will always read and follow the directions and/or warnings on the label to ensure safe use?

YES	NO	N/A	
			12) Is there a plan in place to ensure that employees assigned to use a cleaning product, are provided with the proper PPE as outlined on the product label?
			13) Is a "Masks are required upon entry" sign (C-19SP Form 4), or a similar type of sign posted on the entrance doors?
			14) Is a "How to Protect Yourself & Others from COVID-19" posting (C-19SP Form 5) posted on the entrance doors?
			15) Is a "Fresno EOC COVID-19 Protocol" posting (C-19SP Form 6) posted on the entrance doors?
			16) Is a "Fresno County COVID-19 Protocol" posting (C-19SP Form 7) posted on the entrance doors?
			17) In areas where individuals must stand in a line, are clearly visible Physical Distancing floor marks in place so as to maintain a six (6) foot distance of separation?
			18) Has an occupancy limit been determined for each lobby or waiting room so as to maintain a six (6) foot distance of separation?
			19) Have all the chairs in each lobby or waiting room been arranged so as to maintain a six (6) foot distance of separation?
			20) Is there a plan in place to ensure that all commonly touched surfaces in each lobby or waiting room are periodically disinfected throughout the day?
			21) Has a sanitation station been provided for each lobby or waiting room that has an adequate supply of suitable cleansing materials?

Program/Location: _____

Date of Assessment: _____

Pass: / Fail:

Person Conducting Assessment: _____

Employee ID#: _____

Title: _____

C-19SP Form 4

2/2

PROTECT YOURSELF



AND OTHERS

MASKS ARE REQUIRED UPON ENTRY

DISPLANS2GO



Fresno **Economic Opportunities Commission**

How to Protect Yourself & Others from COVID-19

Know how COVID-19 spreads:

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person.
 - Between people who are in close contact with one another (within about 6 feet).
 - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - Studies suggest that COVID-19 may be spread by people who are not showing symptoms.

Wash your hands often:

- Wash your hands often with soap and water for at least 20 seconds; especially after you have been in a public place, or after blowing your nose, coughing or sneezing.
- If soap and water are not readily available, use a hand rub sanitizer that is at least 60% alcohol-based. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid close contact:

- Avoid close contact with people who are sick.
- Stay at home as if you feel sick.
- Put distance between yourself and other people.
 - Remember that some people without symptoms may be able to spread the virus.
 - This is especially important for people who are at higher risk of getting sick, such as older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes.

Cover your mouth & nose with a face mask when around others:

- You can spread COVID-19 to others even if you do not feel sick.
- Always wear a face mask when in public.
 - Face masks should not be placed on young children under the age of two (2), anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The face mask is meant to protect other people in case you are infected.
- Keep a six (6) foot physical distance between yourself and others. A face mask is not a substitute for Physical Distancing.

Cover coughs and sneezes:

- If you are in a private setting and do not have a face mask on, remember to always cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, use a hand rub sanitizer that is at least 60% alcohol-based.



ALL ENTRANTS MUST



Avoid entering this location if you have a cough or fever



Sneeze and cough into a cloth or tissue, if not available, into your elbow



Maintain a minimum six-foot distance from others



Do not shake hands or engage in any unnecessary physical contact

ALL STAFF MUST



Follow guidelines for all entrants



Prior to beginning work, complete the online COVID-19 Screening Questionnaire located on ADP website



Wear protective facial covering at all times



Disinfect high-touch surface areas frequently

Fresno County COVID-19 Protocol EMERGENCY ORDER 2020-17

Appendix A: Social Distancing Protocol, Page 1 (effective at 12:01am on May 26, 2020)

Business name: _____

Facility Address: _____

Approximate gross square footage of space open to the public: _____

Businesses must implement all applicable measures listed below, and be prepared to explain why any measure that is not implemented is inapplicable to the business.

MANDATORY SIGNAGE (in addition to posting both pages of this protocol):

- Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; 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; and not shake hands or engage in any other unnecessary physical contact.
- Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

MEASURES TO PROTECT EMPLOYEE HEALTH (check all that apply to the facility):

- Everyone who can carry out their work duties from home has been directed to do so.
- All employees have been told not to come to work if sick.
- Employees and visitors (but not customers) are screened using the Fresno County Department of Health Non-Medical Employer Screening Form before they may enter the work space.
- All desks or individual work stations are separated by at least six feet or employees are protected by barriers such as plexiglass dividers.
- Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:
 - Break rooms: _____
 - Bathrooms: _____
 - Other: _____
- Disinfectant and related supplies are available to all employees at the following location(s):

- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

- Soap and water are available to all employees at the following location(s):

- All employees are wearing protective facial coverings while working.
- Customers must wear protective facial coverings in order to shop at this business. Customer without facial coverings will be denied entry to this business.
- Copies of this Protocol have been distributed to all employees.
- Optional—Describe other measures: _____

MEASURES TO PROTECT CROWDS FROM GATHERING (check all that apply to the facility):

- Limit the number of customers in the store at any one time to _____, which allows customers and employees to easily maintain at least six-foot distance from one another at all practicable times. 50% of your allowed or typical occupancy is a good rule of thumb to use to calculate your limit.
- Post an employee at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.
- Placing per-person limits on goods that are selling out quickly to reduce crowds and lines. Explain:

- Optional—Describe other measures: _____

Fresno County COVID-19 Protocol EMERGENCY ORDER 2020-17

Appendix A: Social Distancing Protocol, Page 2 (effective at 12:01am on May 26, 2020)

MEASURES TO KEEP PEOPLE AT LEAST SIX FEET APART (check all that apply to the facility):

- Placing signs outside the store reminding people to be at least six feet apart, including when in line.
- Placing 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.
- 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.
- Optional—Describe other measures: _____

MEASURES TO PREVENT UNNECESSARY CONTACT (check all that apply to the facility):

- Preventing people from self-serving any items that are food-related.
 - Lids for cups and food-bar type items are provided by staff, not to customers to grab.
 - Bulk-item food bins are not available for customer self-service use.
- Do not allow customers to bring their own bags, mugs, or other reusable items from home.
- Provide for contactless payment systems or, if not feasible, sanitizing payment systems regularly.
Describe: _____
- Optional—Describe other measures (e.g. providing senior-only hours): _____

MEASURES TO INCREASE SANITATION (check all that apply to the facility):

- Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
- Employee(s) assigned to disinfect carts and baskets regularly.
- Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions.
- Disinfecting all payment portals, pens, and styluses after each use.
- Disinfecting all high-contact surfaces frequently.
- Optional—Describe other measures: _____

* Any additional measures not included here should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Name: _____ Phone number: _____

Failure to complete and post this form, or failure to comply with any City of Fresno emergency order, as required, including Appendix A: Social Distancing Protocol, may subject the business to penalties under state and local law.