

## SECTION 1. ALL EMPLOYERS

Section 1 includes draft recommended guidelines and best practices that all employers should follow. The best practices are written to describe the current understanding of actions that can be taken to limit or mitigate the spread of COVID-19 in the workplace. It is recognized that not all the best practices can be implemented in all workplaces.

In addition to these measures, additional best practices and guidelines have been identified for specific industry sectors and specific business types, as listed on the table of contents. Those specific industries should reference both Section 1 and the section(s) applicable to its business.

### A. Training:

- i. Train employees on all measures and protocols applicable to their function or role prior to returning to work at place of business.

### B. Signage:

Template signage to be used can be found on the County's website at: [www.ReadySLO.org](http://www.ReadySLO.org).

- i. Provide signage at each entrance of the facility to inform employees and customers of common COVID-19 symptoms and that they must not enter the facility if they are sick with or suspect they may be experiencing COVID 19 symptoms.
- ii. Provide signage regarding the social / physical distancing protocol at the facility; persons to maintain a minimum six-foot distance from non-household members as much as practicable and not engage in any unnecessary physical contact.
- iii. Provide signage regarding proper hand washing technique at all hand-wash sinks.
- iv. Provide signage encouraging regular hand washing in breakrooms and other locations where employee information is provided.

### C. Measures to Protect Employee Health:

- i. Direct all employees to stay home if sick.
- ii. Instruct employees to notify a supervisor if they are experiencing symptoms of COVID-19, such as fever, cough, gastrointestinal symptoms.
- iii. Direct sick employees with symptoms associated with COVID-19 to be evaluated for testing by their doctor or urgent care.
- iv. Direct all employees to self-monitor for symptoms of COVID-19.
- v. Direct all employees to maintain at least six feet distance from customers and from each other, as much as practicable.
- vi. Provide face coverings to employees and encourage employees to use face covering when physical distancing is not feasible.
- vii. Encourage customers to utilize face coverings when entering the facility.
- viii. Separate workstations by at least six feet.
- ix. Do not share office supplies, tools, etc.
- x. Provide separate seating in common areas such as break rooms and conference rooms.
- xi. Utilize and encourage virtual meetings where possible.
- xii. Encourage telecommuting where possible.

- xiii. Discourage congregation of employees during breaks and lunches, unless physical distancing can be maintained.
- xiv. Instruct cleaning staff to wear applicable Personal Protective Equipment (PPE) such as disposable gloves and eye protection for all tasks in the cleaning process, including handling trash. Direct staff to wash their hands immediately after removing disposable gloves.
- xv. Disinfect high contact surfaces in break rooms, restrooms, and other common areas (i.e. door handles, lobbies, etc.) frequently. Those areas receiving more traffic should be disinfected more often. As a best practice, all businesses should disinfect on the following schedule and maintain a log capturing actions, at a minimum:
  - 1. Public Restrooms: Twice daily
  - 2. Employee Breakrooms: Daily
  - 3. Employee Restrooms: Daily
  - 4. Other employee shared areas: Daily
  - 5. High contact surfaces (door handles, light switches, etc.): At least daily and more frequently if needed
- xvi. Sanitize incoming packages, products or materials as part of the receiving process.
- xvii. Direct employees to regularly clean their workstations daily, or at the start and end of their shift for shared workstations and areas.
- xviii. Make sanitizer / disinfectant and related cleaning supplies available to all employees at specified locations.
- xix. Ensure employees frequently wash hands using soap, water and single-use paper towels. In situations where hand washing facilities are not available, provide hand sanitizer that contains at least 60% alcohol.
- xx. Provide hand sanitizer containing at least 60% alcohol to all employees and customers at common points of ingress/egress and in common areas such as conference rooms, breakrooms, or other locations used by multiple employees.
- xxi. Provide hand sanitizer to employees at their workstation when their role requires regular interaction with customers.
- xxii. Post copies of measures and protocols being taken related to COVID-19 in a conspicuous place and provide to all employees.

**D. Measures to Prevent Crowds from Gathering / Encourage Physical Distancing:**

- i. Limit the number of customers in the facility at any one time to the maximum number which allows for customers (or groups of household members) and employees to easily maintain at least six-foot distance from one another, at all practicable times.
- ii. At retail counters or in other locations where queuing is possible, placing tape or other markings at least six feet apart in customer areas inside the facility and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance. If groups of household members often wait together, increase distances between markings so that separation of household groups of at least six feet is maintained.
- iii. Where long lines can form, assign an employee to monitor lines in order to ensure that the maximum number of customers in the facility is not exceeded.
- iv. Limit use of lobbies / waiting rooms. Develop a system(s) that allows customers to wait in cars or other locations.

- v. Offer service by appointment-only.
- vi. Offer and encourage on-line product ordering with curbside pickup or delivery.
- vii. Create one-way shopping aisles in higher traffic areas.
- viii. Separate order areas from pickup and delivery areas to prevent customers from gathering.
- ix. Implement protections for cashiers, pharmacy workers, and other workers who normally have regular, close interaction with the public with engineering controls such as Plexiglas screens or other physical barriers, or spatial distance of at least six feet.
- x. Develop restroom occupancy plans that will help ensure 6 foot physical distancing can be accomplished, limit restrooms to single user if necessary.

**E. Measures to Prevent Unnecessary Hand Contact / Increase Sanitation / Disinfection:**

- i. Provide contactless payment systems or, if not feasible, sanitize payment systems frequently, depending on volume of use.
- ii. Provide hand sanitizers at check-out stands/stations.
- iii. Provide disinfecting wipes containing an EPA-registered disinfectant or other disinfection measure(s) for employee or customer use where appropriate.
- iv. Eliminate or restrict use of self-service sampling unless provided from a single use container (personal care products, foods, etc.).
- v. Assign employee(s) to disinfect high-contact surfaces frequently (point of sale terminals, counters, common tables, restroom surfaces, doorknobs, phones, keyboards, light switches, etc.).

**F. Additional Measures to Protect Health:**

- i. Discourage customers from bringing their own bags, mugs, or other reusable items from home.
- ii. Clean visibly dirty surfaces with soap and water prior to disinfecting.
- iii. Use EPA-approved disinfectant against COVID-19 and read the label to make sure it meets your needs and application. A list of approved disinfectants can be found at: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- iv. Only allow service animals into your facilities.

**G. Other Considerations for Employers:**

- i. Review and follow guidelines by the Center for Disease Control (CDC) to develop, implement, maintain, and revise your cleaning and disinfecting plan as new information becomes available.
- ii. Read instructions and wear gloves and other Personal Protective Equipment (PPE) as specified by the manufacturer for the cleaning and disinfecting products you are using.
- iii. Consider what items can be moved or removed completely to reduce frequent handling or contact from multiple people. Soft and porous materials, such as area rugs and seating, may be removed or stored to reduce the challenges with cleaning and disinfecting them. You can find additional reopening guidance for cleaning and disinfecting in the CDC's [Reopening Decision Tool](#).
- iv. Implement flexible sick leave and supportive policies and practices.

- v. Consider how your facilities will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children.
- vi. Prepare to perform cleaning and disinfection if persons suspected or confirmed to have COVID-19 have been in your facilities.

*Note: Throughout these Standards and Guidelines, face coverings shall refer to material that fully covers a person's nose and mouth.*