

Social Distancing Protocol

COVID-19 Site-Specific Protection Plan



Businesses implementing all applicable measures listed below (and are prepared to explain why any measure that is not implemented is inapplicable) may post the attached "COVID 19-SAFER" Blue Check sign at their place of business.

Business Name:

Facility Address: Click or tap here to enter text.

This Protocol was most recently updated on: Click or tap here to enter text.

Maximum number of people allowed in facility at any time:

Total Facility Square Footage:

Total Facility Square Footage Open to Public:

The Person Responsible for Implementing this Protocol

Name: Click or tap here to enter text. **Title** Click or tap here to enter text.

Phone number: Click or tap here to enter text. **Email Address:** Click or tap here to enter text.

Signage and Distribution:

- Post signage at each public entrance of the facility to inform 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 your elbow;
 - Face coverings required to enter (except if 2 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 COVID 19-SAFER Sign and maintain a copy of this Social Distancing Protocol where staff and customers can easily view/access them.
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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.

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Personnel Training (continued) COVID-19 Site-Specific Protection Plan

- Personnel are trained on guidelines for when it is safe to return to work if they are symptomatic or have tested positive for COVID-19.
 - Personnel are trained to maintain 6 ft. of separation from customers and each other, except when necessary to conduct business.
 - 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 test locations: [SAVE Lives Santa Cruz County Testing Locator](#)
 - Personnel are trained on new or modified measures immediately upon updating this Protocol.
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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 workers have been directed not to come to work if sick or exhibiting symptoms of COVID-19.
 - All employees are given temperature 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 facility.
 - Require all persons to properly wear face coverings at all times in the facility in accordance with the updated [Order to Wear Face Coverings](#).
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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 locations: or tap here to enter text.
 - Hand sanitizer effective against COVID-19 is available to all frontline staff as well as to other personnel at the following location(s): Click or tap here to enter text.
 - 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.
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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.).
- Disinfect break rooms, bathrooms, and other common areas frequently.
- Disinfectant and related supplies are available to all employees at the following location(s)

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Cleaning and Disinfecting Protocols (continued)

- Disinfecting wipes that are effective against COVID-19 are available for use by customers and personnel near shopping carts and baskets and 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 stores hours to provide adequate time for cleaning and stocking with social distancing, and provide time for workers to clean between shifts.
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Measures to Maintain Social Distancing:

- Allow adequate social distancing (6 feet minimum) at all times and implement occupancy limitations if necessary to limit the number of people in the facility at any one time to assure social distancing.
 - If necessary, post an employee near the entrance to ensure the maximum number of customers is not exceeded.
 - Place additional limitations on the number of workers in enclosed areas of the facilities (such as the break rooms) to ensure at least six feet of separation.
 - Place per-person limits on goods that are selling out quickly to reduce crowds and lines.
 - 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.
 - Allow remote (online and telephone) purchasing, delivery, and curbside pickup service options.
 - 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.
 - All desks or individual workstations are separated by at least six feet.
 - Reconfigure, restrict, or close break rooms and other common areas to maintain social distancing.
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Measures to Prevent Unnecessary Contact:

- If applicable, limit public seating areas so that members of the public can maintain 6 ft. of separation.
- Prevent people from self-serving any food-related items, including from food bars, bulk-item bins, and shared containers in breakrooms. Discontinue product sampling.
- Do not allow customers to use their own cups or other reusable food containers from home for takeaway.