





- In compliance with wage and hour regulations, breaks are staggered to ensure that physical distancing can be maintained in break rooms.
- All employees, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the use face coverings when around others.
- Break rooms, restrooms and other common areas are disinfected frequently, on the following schedule:
  - Break rooms      07:00 AM - 09:00AM/ 12:00PM- 02:00PM / THEN AS NEEDED
  - Restrooms            07:00 AM - 09:00AM/ 12:00PM- 02:00PM / THEN AS NEEDED
  - Other                    ONCE A DAY DETAILED DISINFECTIONS/ THEN DISINFECTIONS AS NEEDED
- Disinfectant and related supplies are available to employees at the following location(s):  
HAND PUMP IN GENERAL AREAS/ LYSOL WIPES ARE AVAILABLE AS SUPPLIES LAST
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):  
ENTRANCE TO GENERAL AREAS AND HAND PUMPS IN GENERAL LOCATIONS.
- Soap and water are available to all employees at the following location(s):  
BATHROOMS SINKS WITH SOAP AND WATER AVAILABLE IN VARIOUS AREAS
- Employees are allowed frequent breaks to wash their hands.
- Workers are provided time during their shifts to implement cleaning practices. Cleaning assignments should be assigned during working hours as part of the employee's job duties.
- Each worker is assigned their own tools, equipment and defined workspace whenever possible. Sharing of workspaces and held items is minimized or eliminated. Where items must be shared, they are disinfected between shifts or uses, whichever is more frequent, including the following: shared office equipment such as copiers, fax machines, printers, telephones, keyboards, staplers, surfaces in reception areas, shared work stations, etc. with a cleaner appropriate for the surface.
- Copies of this Protocol have been distributed to all employees.
- Optional—Describe other measures:

VISITORS ARE LIMITED DURING SPECIFIED DAYS

**B. MEASURES TO ENSURE PHYSICAL DISTANCING (CHECK ALL THAT APPLY TO THE FACILITY)**

- The number of employees in the building is limited at any one time such that employees can easily maintain at least a six-foot distance from one another at all practicable times.  
Maximum number of employees in facility limited to: 14  
Maximum number of employees in facility per floor is limited to:
- Tape or other markings have been placed at least six feet apart anywhere where individuals may have to line up, both inside the workplace and outside its public entrances, with signs directing employees and visitors to use the markings to maintain distance.
- Employees have been instructed to maintain at least six feet distance from customers, guests and from each other; employees may momentarily come closer when necessary to accept payment,

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deliver goods or services, or as otherwise necessary.

- Elevator capacity is limited to the number of people that can be accommodated while maintaining a 6-foot physical distance between riders; during peak building entry and exit times, this number can be adjusted to 4 individuals or fewer at a time for any elevator that does not allow for 6-foot physical distance between riders. All riders are required to wear cloth face coverings. Consider elevator sizes, number of building floors, and daily number of employees and visitors to establish physical distancing guidelines appropriate for elevator riders.
- To ease elevator traffic, stairwells have been opened for “up” or “down” traffic with increased cleaning of stairwells.
- Furniture in areas that are open to the public (e.g., lobby, reception areas, or waiting rooms) is separated to support physical distancing.
- Customer service windows or reception counters have been separated by 6 feet to allow for physical distancing.
- Workspaces, cubicles, etc. are redesigned to ensure for six feet between employees.
- Common areas (e.g., break rooms and kitchenettes) are closed or restricted, using barriers, or by increasing physical distance between tables/chairs in breakrooms and kitchenettes where personnel are likely to congregate and interact.
- Employees are discouraged from congregating in any area, but especially common areas or high traffic areas such as break rooms, bathrooms, hallways and stairwells.
- To the extent possible, flow of traffic within the workplace is modified to minimize contacts (e.g., doors for entry or exit only; directional hallways or passageways have been established for foot traffic in a way that prevents employees from passing by one another).
- Employees have been instructed to discontinue handshakes or other forms of greeting that break physical distance.
- In-person meetings are strongly discouraged in favor of virtual meetings. If in-person meetings are essential, they are limited to 10 or fewer participants and all participants must wear cloth face coverings and are held in rooms large enough to maintain physical distancing.
- Nonessential travel is discontinued.

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**C. MEASURES TO ENSURE INFECTION CONTROL (CHECK ALL THAT APPLY TO THE FACILITY)**

- The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased. Consider installing portable high-efficiency air cleaners, upgrading the building’s air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in offices and other spaces.
- Shared materials or objects (e.g., staplers, three-hole punches pens, coffee mugs etc.) have been eliminated, to the greatest extent possible.
- Deep cleaning of entire office space is completed on a regular basis by a professional cleaning service.
- To the extent possible, doors, trash cans, etc. are contactless.
- Common areas and frequently touched object such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, and handrails are regularly disinfected using EPA approved disinfectants and following the manufacturer’s instructions for use.
- Disinfectant and related supplies are available to all employees at the following location(s):

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HAND PUMP DISINFECTANTS ARE AVAILABLE IN GENERAL AREAS/ LYSOL WIPES ARE AVAILABLE WHILE SUPPLIES LAST

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- Contactless payment systems are in place or, if not feasible, payment systems are sanitized regularly. Describe:  
THERE IS LIMITED DIRECT PAYMENTS TAKING PLACE AS NEEDED

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  - If possible, customer service or reception areas have plastic barriers installed to limit contact between employees and visitors.

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  - To the extent possible, visitors to the worksite are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number and email address. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor children) their information is captured in the visitor log.

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  - Visitors are instructed that they must wear cloth face coverings during their visit. This applies to all adults and to children over the age of 2. Only individuals with chronic respiratory conditions or other medical conditions that make use of a mask hazardous are exempted from this requirement.

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  - To the extent possible, movement of visitors to the worksite is limited to designated areas such as the reception or lobby area, customer service area, conference or meeting rooms, and public rest rooms.

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  - If necessary, staff are available to direct guests to meeting rooms upon entry to office space rather than congregating in lobbies or common areas.

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  - Visitors arriving at the worksite with children must ensure that their children stay next to a parent, avoid touching any other person or any item that does not belong to them, and are masked if age permits.

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  - Restrooms normally open to the public remain open to the public if the public can enter the facility.

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  - Hand sanitizer, soap and water, tissues and trash cans are available to the public at or near the entrance of the facility, at reception, and anywhere else inside the workplace or immediately outside where people have direct interactions.

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  - Use of digital files rather than paper formats (e.g., documentation, invoices, inspections, forms, agendas) is encouraged.

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  - Break rooms, restrooms, and other common areas are being disinfected frequently, on the following schedule:
    - Break rooms: 07:00 AM - 09:00AM/ 12:00PM- 02:00PM / THEN AS NEEDED
    - Restrooms: 07:00 AM - 09:00AM/ 12:00PM- 02:00PM / THEN AS NEEDED
    - Other: ONCE A DAY DETAILED DISINFECTIONS/ THEN AS NEEDED

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  - Building infrastructure that supports bike commuting is open and capacity for bike storage increased if possible.

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  - Sharing of communal food is prohibited.

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  - Optional-Describe other measures (e.g. providing senior-only hours):
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**D. MEASURES THAT COMMUNICATE TO THE PUBLIC**

- A copy of this protocol is posted at all public entrances to the facility.
- Signage has been posted to provide clear guidance to the public about how to maintain safety within the facility (e.g., maintaining physical distance, wear face covering, etc.).
- Signage is posted at each public entrance of the facility to inform all employees and visitors that they should: Avoid entering the facility if they have a cough or fever.
- Online outlets of the workplace (website, social media, etc.) provide clear information about hours, required use of face coverings, policies in regard to making appointments, and other relevant issues.

**E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES**

- Services that are critical to the customers/clients have been prioritized.
- Transactions or services that can be offered remotely have been moved on-line.
- Measures are instituted to assure access to goods and services for visitors who have mobility limitations and/or are at high risk in public spaces.

**Any additional measures not included above 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:**

**Business**

**Contact Name:**

WINETTA BELT

**Phone number:**

626-258-4970

**Date Last**

**Revised:**

06/22/2020