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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:**

FRED ARTEAGA

**Phone number:**

626-442-0481

**Date Last**

**Revised:**

06/22/2020