California Resilience Roadmap Stage 2

STAGE 2: Lower-risk workplaces

Can open with modifications

- **Curbside retail**, including but not limited to: Bookstores, jewelry stores, toy stores, clothing stores, shoe stores, home and furnishing stores, sporting goods stores, antique stores, music stores, florists. **Note: this will be phased in, starting first with curbside pickup and delivery only until further notice.**
- Supply chains supporting the above businesses, in manufacturing and logistics sectors

Can open later in Stage 2:

- Destination retail, including shopping malls and swap meets.
- Personal services, limited to: car washes, pet grooming, tanning facilities, and landscape gardening.
- Office-based businesses (telework remains strongly encouraged)
- Dine-in restaurants (other facility amenities, like bars or gaming areas, are not permitted)
- Schools and childcare facilities
- Outdoor museums and open gallery spaces

NOT in Stage 1 or 2: Higher-risk workplaces

- Personal services such as nail salons, tattoo parlors, gyms and fitness studios
- Hospitality services, such as bars and lounges
- Entertainment venues, such as movie theaters, gaming facilities, and pro sports
- Indoor museums, kids museums and gallery spaces, zoos, and libraries
- Community centers, including public pools, playgrounds, and picnic areas
- Religious services and cultural ceremonies
- Nightclubs
- Concert venues
- Festivals
- Theme parks
- Hotels/lodging for leisure and tourism

Table of Contents

Customers and individuals

Customers and individuals are encouraged to stay home if they have a fever or other COVID-19 symptoms. Those with symptoms or elevated temperatures should not shop, get services in person, go to work, or gather with others. If you're not sure if this applies to you, check your symptoms with this Symptom Screener.

Higher risk individuals (over 65 or with serious medical conditions) should continue to stay home until Stage 4. Minimize errands by getting groceries delivered or asking for help from friends or family.

Shop safely! Crowded settings increase your risk of exposure to COVID-19. Wear a face covering or cloth mask, stay 6 feet away from others, avoid touching your face, and wash your hands when you get home.

Symptom Screener.

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

Watch for symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear **2-14 days after exposure to the virus.** People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

Children have similar symptoms to adults and generally have mild illness.

This list is not all inclusive. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

When to Seek Emergency Medical Attention

Look for **emergency warning signs*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

Roadmap for reopening businesses

Before re-opening, all facilities **must** first perform a detailed risk assessment and implement a site-specific protection plan. Adaptations need to be made before Stage 2 workplaces can open – currently that includes modifications like curbside pickup at retail locations.

Industry guidance to reduce the risk

California will move into Stage 2 of modifying the state's Stay-at-Home order on May 8, 2020. Our progress in achieving key public health metrics will allow a gradual re-opening of California's economy.

We recognize the impact of economic hardship. We must get our economy roaring once again and put paychecks in people's pockets. But the risk of COVID-19 infection is still real for all Californians and continues to be fatal.

That is why every business should take every step humanly possible to reduce the risk of infection:

- Plan and prepare for re-opening
- Make radical changes within the workplace
- Adjust practices by employees and help educate customers

Below are Guidelines for businesses to follow, if they're permitted to open. The goal is a safer, environment for workers and customers. Businesses may use effective alternative or innovative methods to build upon the Guidelines.

Review the guidance that is relevant to your workplace, prepare a plan based on the guidance for your industry, and put it into action.

When complete, you can post the industry-specific checklist (below) in your workplace to show your customers and your employees that you've reduced the risk and are open for business.

Before reopening, all facilities must:

1. Perform a detailed risk assessment and implement a site-specific protection plan

2. Train employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if they have them
3. Implement individual control measures and screenings
4. Implement disinfecting protocols
5. Implement physical distancing guidelines

To provide your input on future industry guidance, fill out the California Recovery Roadmap survey.

It is critical that employees needing to self-isolate because of COVID-19 are encouraged to stay at home, with sick leave policies to support that, to prevent further infection in your workplace. See additional information on government programs supporting sick leave and worker's compensation for COVID-19.

Agricultural and Livestock

The [guidance for the agriculture and livestock industry](#) provides guidelines to create a safer environment for workers.
Review the guidance, prepare a plan, and post the [checklist for the agriculture and livestock industry](#) in your workplace to show customers and employees that you've reduced the risk and are open for business.
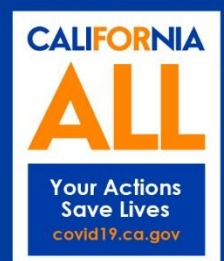
COVID-19 INDUSTRY GUIDANCE:

Agriculture and Livestock

May 7, 2020

covid19.ca.gov

CALIFORNIA ALL

Your Actions Save Lives
covid19.ca.gov

OVERVIEW

On March 19, 2020, the State Public Health Officer and Director of the California Department of Public Health issued an order requiring most Californians to stay at home to disrupt the spread of COVID-19 among the population.

The impact of COVID-19 on the health of Californians is not yet fully known. Reported illness ranges from very mild (some people have no symptoms) to severe illness that may result in death. Certain groups, including people aged 65 or older and those with serious underlying medical conditions, such as heart or lung disease or diabetes, are at higher risk of hospitalization and serious complications. Transmission is most likely when people are in close contact with an infected person, even if that person does not have any symptoms or has not yet developed symptoms.

Precise information about the number and rates of COVID-19 by industry or occupational groups, including among critical infrastructure workers, is not available at this time. There have been multiple outbreaks in a range of workplaces, indicating that workers are at risk of acquiring or transmitting COVID-19 infection. Examples of these workplaces include long-term care facilities, prisons, food production, warehouses, meat processing plants, and grocery stores.

As stay-at-home orders are modified, it is essential that all possible steps be taken to ensure the safety of workers and the public.

Key prevention practices include:
- ✓ physical distancing to the maximum extent possible,
- ✓ use of face coverings by employees (where respiratory protection is not required) and customers/clients,
- ✓ frequent handwashing and regular cleaning and disinfection,
- ✓ training employees on these and other elements of the COVID-19 prevention plan.

In addition, it will be critical to have in place appropriate processes to identify new cases of illness in workplaces and, when they are identified, to intervene quickly and work with public health authorities to halt the spread of the virus.

Purpose

This document provides guidance for the agriculture and livestock industry to support a safe, clean environment for workers. The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA.[1] Stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues. Cal/OSHA has more safety and health guidance on their Cal/OSHA COVID-19 Infection Prevention for Agriculture webpage. CDC has additional information on their guidance for businesses and employers.

- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).

- The importance of physical distancing, both at work and off work time (see Physical Distancing section below).

- Proper use of face coverings, including:

  o Face coverings do not protect the wearer and are not personal protective equipment (PPE).

  o Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.

  o Employees should wash or sanitize hands before and after using or adjusting face coverings.

  o Avoid touching eyes, nose, and mouth.

  o Face coverings should be washed after each shift.

Individual Control Measures and Screening

- Provide temperature and/or symptom screenings for all workers at the beginning of their shift and any personnel entering the facility. Make sure the temperature/symptom screener avoids close contact with workers to the extent possible. Both screeners and employees should wear face coverings for the screening.

- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.

- Employers should provide and ensure workers use all required protective equipment. Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

- Face coverings are strongly recommended when employees are not required to wear respirators for other hazards and are in the vicinity of others. Workers should have face coverings available and wear them at work; on farmland, ranches, and rangelands; in offices; in a vehicle for work-related travel with others; and while receiving and delivering goods. Face coverings must not be shared.

Worksite Specific Plan

- Establish a written, worksite-specific COVID-19 prevention plan at every facility, perform a comprehensive risk assessment of all work areas, and designate a person at each facility to implement the plan.

- Identify contact information for the local health department where the facility is located for communicating information about COVID-19 outbreaks among employees.

- Train and communicate with employees and employee representatives on the plan.

- Regularly evaluate the workplace for compliance with the plan and document and correct deficiencies identified.

- Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.

- Identify close contacts (within six feet for 10 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.

- Adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause operations to be temporarily closed or limited.

Topics for Employee Training

- Information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.

- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.

- The importance of not coming to work if employees 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.

- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.

Cleaning and Disinfecting Protocols

- Perform thorough cleaning on high traffic areas such as break rooms, lunch areas, and changing areas and areas of ingress and egress such as handrails, and frequently disinfect commonly used surfaces including steering wheels, doorknobs, toilets, and handwashing facilities.

- Clean touchable surfaces between shifts or between users, whichever is more frequent, including but not limited to working surfaces, tools, handles and latches, and controls on stationary and mobile equipment.

- Ensure delivery vehicles and equipment are cleaned before and after delivery routes and carry additional sanitation materials during deliveries.

- Avoid sharing phones, other work tools, or equipment wherever possible. Never share PPE. Shared equipment like tools and machinery must be disinfected prior to and at the conclusion of use to mitigate transmission.

- Provide time for workers to implement cleaning practices before and after shifts. If cleaning is assigned to the worker, they must be compensated for that time. Procure options for third-party cleaning companies to assist with the increased cleaning demand, as needed.

- Ensure sanitary facilities, restrooms, and handwashing stations with soap, water, paper towels, and hand sanitizer are provided at all sites and workplaces. Ensure that these facilities stay operational and stocked at all times and provide additional supplies when needed. Provide additional sanitary facilities (portable toilets and handwashing stations) if necessary.

- Stagger breaks if feasible to ensure physical distancing and the chance to clean restrooms frequently.

- When choosing cleaning chemicals, employers should use products approved for use against COVID-19 included on the [Environmental Protection Agency (EPA)-approved](#) list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves as required by the product instructions.

- Employees should inspect deliveries and take all necessary and feasible disinfection measures when receiving goods that appear tampered with.

- 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.
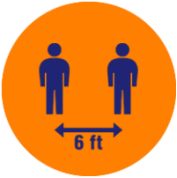
Physical Distancing Guidelines

- Implement measures to ensure physical distancing of at least six feet between workers. These can include use of physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).

- Take measures at checkout stations and other places where physical distancing cannot be maintained to minimize exposure between cashiers and customers, such as Plexiglas barriers. Where barriers are not feasible, employees should wear face coverings and customers are strongly recommended to wear face coverings. Some jurisdictions already require face coverings outside the home.

- Adjust safety meetings to ensure physical distance and use smaller individual safety meetings at the workplace to maintain physical distancing guidelines. Transition all meetings and interviews to phone or digital platforms or hold outside or in a space allowing for at least six feet of physical distance between employees.

- Utilize work practices, when feasible, to limit the number of workers in close proximity. This may include scheduling (e.g., staggering shift start/end times) or rotating employee access to a designated area during a shift. Stage the workplace to stagger work and limit overlap of employees.

- Place additional limitations on the number of workers in enclosed areas to ensure at least six feet of separation to limit transmission of the virus. Designate separate entrance and exits and post signage to this effect.

- Stagger employee breaks, within compliance with wage and hour regulations, to maintain physical distancing protocols.

- Close breakrooms, use barriers, or increase distance between tables/chairs to separate workers and discourage congregating during breaks. Where possible, create outdoor break areas with shade covers and seating that ensures physical distancing.

- Workers should consider bringing a lunch made at home or purchase take out or delivery where available. Consider providing individual water bottles instead of water containers and cups to prevent repeated contact with the dispense nozzle.

- Use the following hierarchy to prevent transmission of COVID-19 in work areas especially where physical distancing is difficult to maintain: engineering controls, administrative controls, and PPE.

  o Engineering controls include creating physical or spatial barriers between employees such as Plexiglas or other sturdy and impermeable partitions.

  o Administrative controls include increasing the number of shifts to reduce the number of personnel present at one time and ensure adequate physical distancing.

  o PPE includes face shields, some masks, and impermeable gloves. Note that some disposable equipment such as some face shields and respirators are prioritized for health care workers and workers that handle pathogens and should not otherwise be used.

- Designate drop-off locations to receive deliveries away from on-farm high traffic areas. Maintain physical distance of at least six feet with delivery drivers. Do not shake hands. Install production transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person production hand-offs. Call recipients ahead when making deliveries. Arrange delivery to confirmed drop-off locations that eliminate physical contact with recipients.

Additional Guidelines

Visit the California Department of Food and Agriculture COVID-19 Website at https://www.cdfa.ca.gov/coronavirus/#infrastructure for additional guidance on:

- Livestock Markets

- Farmers Markets

- Farms and Ranches

- Nurseries

- Other related facilities

[1]Additional requirements must be considered for vulnerable populations. The agriculture and livestock industry must comply with all Cal/OSHA standards and be prepared to adhere to its guidance as well as guidance from the Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH). Additionally, employers must be prepared to alter their operations as those guidelines change.

COVID-19 General Checklist
for Agriculture and Livestock Employers

May 7, 2020

This checklist is intended to help agriculture and livestock employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the Guidance for Agriculture and Livestock Employers. This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.

Contents of Written Worksite Specific Plan

☐ The person(s) responsible for implementing the plan.

☐ A risk assessment and the measures that will be taken to prevent spread of the virus.

☐ Training and communication with employees and employee representatives on the plan.

☐ A process to check for compliance and to document and correct deficiencies.

☐ A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.

☐ Update the plan as necessary to prevent further cases.

Topics for Employee Training

☐ Information on COVID-19, preventing spread, and who is especially vulnerable.

☐ Self-screening at home, including temperature and/or symptom checks using CDC guidelines.

☐ The importance of not coming to work if employees 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.

☐ When to seek medical attention.

☐ The importance of hand washing.

☐ The importance of physical distancing, both at work and off work time.

☐ Proper use of cloth face covers.

Individual Control Measures & Screening

- Symptom screenings and/or temperature checks.
- Encourage workers who are sick or exhibiting symptoms to stay home.
- Frequent handwashing and use of hand sanitizer.
- Provide disposable gloves to workers using cleaners and disinfectants when required. Consider gloves as a supplement to frequent hand washing for other cleaning, task such as handling commonly touched items, or conducting symptom screening.
- Strongly recommend cloth face covers when employees are not required to wear respirators for other hazards and are in the vicinity of others.
- Reconfigure, restrict, or close common areas to maintain physical distancing or move to open areas.

Cleaning and Disinfecting Protocols

- Perform thorough cleaning in high traffic areas.
- Frequently disinfect commonly used surfaces.
- Clean and sanitize shared equipment between each use.
- Clean touchable working surfaces between shifts or between users, whichever is more frequent.
- Ensure delivery vehicles, vehicle cabs, and equipment are cleaned before and after delivery routes and carry additional sanitation materials during deliveries.
- Avoid sharing phones, other work tools, or equipment wherever possible.
- Ensure that sanitary facilities stay operational and stocked at all times.
- Stagger breaks if feasible to ensure physical distancing.
- Clean restrooms frequently.
- Use products approved for use against COVID-19 on the [Environmental Protection Agency (EPA)-approved](#) list and follow product instructions and Cal/OSHA requirements.
- Provide time for workers to implement cleaning practices before, during, and after shifts; consider hiring third-party cleaning companies.
- Consider upgrades to improve air filtration and ventilation.

Physical Distancing Guidelines

- Implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- Minimize exposure between workers where physical distancing cannot be maintained, using barrier such as Plexiglas. Where barriers are not feasible, employees should wear face covers.
- Adjust safety meetings to ensure physical distancing and use smaller individual safety meetings at the workplace to maintain physical distancing.

- Utilize work practices if needed and feasible to limit the number of workers and maintain physical distancing.

- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.

- Consider providing individual water bottles instead of water containers and cups.

- Designate drop-off locations to receive deliveries away from on-farm high traffic areas.

Auto dealerships

The [guidance for the automobile dealerships and rental operators industry](#) provides guidelines to create a safer environment for workers.
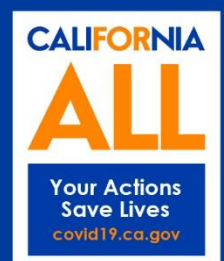Review the guidance, prepare a plan, and post the [checklist for the automobile dealerships and rental operators](#) industry in your workplace to show customers and employees that you've reduced the risk and are open for business.

COVID-19 INDUSTRY GUIDANCE:

Automobile Dealerships and Rentals

May 7, 2020

covid19.ca.gov

OVERVIEW

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The impact of COVID-19 on the health of Californians is not yet fully known. Reported illness ranges from very mild (some people have no symptoms) to severe illness that may result in death. Certain groups, including people aged 65 or older and those with serious underlying medical conditions, such as heart or lung disease or diabetes, are at higher risk of hospitalization and serious complications. Transmission is most likely when people are in close contact with an infected person, even if that person does not have any symptoms or has not yet developed symptoms.

Precise information about the number and rates of COVID-19 by industry or occupational groups, including among critical infrastructure workers, is not available at this time. There have been multiple outbreaks in a range of workplaces, indicating that workers are at risk of acquiring or transmitting COVID-19 infection. Examples of these workplaces include long-term care facilities, prisons, food production, warehouses, meat processing plants, and grocery stores.

As stay-at-home orders are modified, it is essential that all possible steps be taken to ensure the safety of workers and the public.

Key prevention practices include:
- ✓ physical distancing to the maximum extent possible,
- ✓ use of face coverings by employees (where respiratory protection is not required) and customers/clients,
- ✓ frequent handwashing and regular cleaning and disinfection,
- ✓ training employees on these and other elements of the COVID-19 prevention plan.

In addition, it will be critical to have in place appropriate processes to identify new cases of illness in workplaces and, when they are identified, to intervene quickly and work with public health authorities to halt the spread of the virus.

Purpose

This document provides guidance for automobile dealerships and rental operators to support a safe, clean environment for workers. The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA.[1] Stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues. Cal/OSHA has more safety and health guidance on their Cal/OSHA Guidance on Requirements to Protect Workers from Coronavirus webpage. CDC has additional guidance for businesses and employers.

Work Specific Plan

- Establish a written, worksite-specific COVID-19 prevention plan at every facility, perform a comprehensive risk assessment of all work areas, and designate a person at each facility to implement the plan.

- Identify contact information for the local health department where the facility is located for communicating information about COVID-19 outbreaks among employees.

- Train and communicate with employees and employee representatives on the plan.

- Regularly evaluate the workplace for compliance with the plan and document and correct deficiencies identified.

- Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.

- Identify close contacts (within six feet for 10 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.

- Adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause operations to be temporarily closed or limited.

Topics for Employee Training

- Information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.

- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.

- The importance of not coming to work if employees 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.

- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.

- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).

- The importance of physical distancing, both at work and off work time (see Physical Distancing section below).

- Proper use of face coverings, including:

  o Face coverings do not protect the wearer and are not personal protective equipment (PPE).

  o Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.

  o Employees should wash or sanitize hands before and after using or adjusting face coverings.

  o Avoid touching eyes, nose, and mouth.

  o Face coverings should be washed after each shift.

Individual Control Measures and Screening

- Provide temperature and/or symptom screenings for all workers at the beginning of their shift and any personnel entering the facility. Make sure the temperature/symptom screener avoids close contact with workers to the extent possible. Both screeners and employees should wear face coverings for the screening.

- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.

- Employers should provide and ensure workers use all required protective equipment. Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

- Face coverings are strongly recommended when employees are in the vicinity of others. Workers should have face coverings available and wear them when at work, in dealership facilities and showrooms, in offices, or in a vehicle for work-related travel with others. Face coverings must not be shared.

- Employers must take reasonable measures to remind the public that they should use face coverings.

Cleaning and Disinfecting Protocols

- Perform thorough cleaning in high traffic areas such as showrooms, waiting areas, break rooms, and areas of ingress and egress including stairways and elevator controls. Frequently disinfect commonly used surfaces, including counters, credit card machines, touchscreens, doorknobs, armrests, toilets, handwashing facilities, door handles, vehicle keys, and vehicles displayed in the showroom (door handles, seat adjustment controls, radio).

- Clean touchable surfaces between shifts or between users, whichever is more frequent, including but not limited to working surfaces, keys, and stationary and mobile equipment controls.

- Avoid sharing phones, tablets, office equipment, or tools wherever possible. Never share PPE.

- Regularly clean and sanitize shared equipment, such as time clocks, payment portals, pens, and styluses between each use.

- Equip terminals, desks, and help counters with proper sanitation products, including hand sanitizer and sanitizing wipes, and provide personal hand sanitizers to all staff directly assisting customers.

- Ensure that sanitary facilities stay operational and stocked at all times and provide additional hand sanitizer when needed.

- When choosing cleaning chemicals, employers should use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves as required by the product instructions.

- Provide hand sanitizer dispensers throughout showrooms, lobbies, and service areas, for use by customers and employees.

- Dedicate employees to sanitize vehicles returning from rental and test drives as well as other high-touch surfaces in lobbies, showrooms, and offices.

- Use protective barriers such as disposable mats and seat covers when applicable, such as during test drives and moving returned vehicles.

- Adjust or modify store hours to provide adequate time for regular deep cleaning.

- Install and encourage the use of credit cards and hands-free devices, if possible, including motion sensor lights, contactless payment systems, automatic soap and paper towel dispensers, and timecard systems.

- Inspect deliveries and take all necessary and feasible disinfection measures when receiving goods.

- 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.
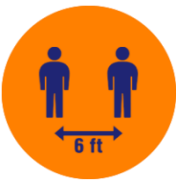
Physical Distancing Guidelines

- Implement measures to ensure physical distancing of at least six feet between workers and customers. This can include use of physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate where workers and/or employees should stand).

- Take measures in areas where physical distancing cannot be maintained to minimize exposure between employees and customers, such as Plexiglas or other appropriate barriers, if feasible. Where barriers are not feasible, employees are strongly recommended to wear face coverings. Some jurisdictions already require face coverings outside the home.

- Adjust meetings to ensure physical distance and use smaller individual meetings at facilities to maintain physical distancing guidelines. Decrease the capacity for conference and meeting rooms in order to maintain at least six feet of physical distance between employees.

- Close or restrict common areas where personnel are likely to congregate and interact, such as kitchenettes and break rooms. Close self-service coffee, water, and snack areas, unless they are capable of dispensing without physical touching. Where possible, create outdoor break areas with shade covers and seating that ensures physical distancing.

- Redesign office spaces, cubicles, etc. to ensure workspaces allow for six feet between employees. Provide a single, clearly designated entrance and separate exit to help maintain physical distancing, wherever possible.

- Place additional limitations on the number of workers in enclosed areas like supply closets, to ensure at least six feet of separation to limit transmission of the virus.

- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.

- Adjust maximum occupancy rules based on the size of your facility to limit the number of people in a store, office, or showroom at one time. Capacity limits should be low enough to ensure physical distancing but in no case more than 50% maximum occupancy.

- Ask vendors who are required to enter the location to have their employees follow the guidance of local, state and federal governments regarding wearing face coverings and PPE.

- Limit passengers in the vehicle during test drives to only a single customer with the employee sitting in opposite back seat, when applicable. Both customer and employee are strongly encouraged to wear face coverings.

- Encourage customer appointments and have customers practice physical distancing while waiting for service using visual cues or ask customers to wait in their vehicles.

- Offer curbside delivery or pickup and move sales and agreements to remote/digital platforms as feasible.

- Discontinue shuttle services.

- Require employees to not use handshakes and similar greetings that break physical distance.

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[1] Additional requirements must be considered for vulnerable populations. Employers must comply with all Cal/OSHA standards and be prepared to adhere to its guidance as well as guidance from the Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH). Additionally, employers must be prepared to alter their operations as those guidelines change.

COVID-19 General Checklist
for Automobile Dealers and Rental Employers

May 7, 2020

This checklist is intended to help car dealership and rental employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the Guidance for Automobile Dealers and Rental Employers. This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.

Contents of Written Worksite Specific Plan

☐ The person(s) responsible for implementing the plan.

☐ A risk assessment and the measures that will be taken to prevent spread of the virus.

☐ Training and communication with employees and employee representatives on the plan.

☐ A process to check for compliance and to document and correct deficiencies.

☐ A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.

☐ Update the plan as necessary to prevent further cases.

Topics for Employee Training

☐ Information on COVID-19, preventing spread, and who is especially vulnerable.

☐ Self-screening at home, including temperature and/or symptom checks using CDC guidelines.

☐ The importance of not coming to work if employees 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.

☐ When to seek medical attention.

☐ The importance of hand washing.

☐ The importance of physical distancing, both at work and off work time.

☐ Proper use of cloth face covers.

Individual Control Measures & Screening

- Symptom screenings and/or temperature checks.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Encourage frequent handwashing and use of hand sanitizer.
- Provide disposable gloves to workers using cleaners and disinfectants when required. Consider gloves as a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.
- Strongly recommend cloth face covers.
- Communicate frequently to customers that they should use face masks/covers.

Cleaning and Disinfecting Protocols

- Perform thorough cleaning in high traffic areas.
- Frequently disinfect commonly used surfaces.
- Clean and sanitize shared equipment between each use.
- Clean touchable working surfaces between shifts or between users, whichever is more frequent.
- Equip terminals, desks, and help counters with proper sanitation products, including hand sanitizer and sanitizing wipes, and provide personal hand sanitizers to all staff assisting customers.
- Provide hand sanitizer dispensers throughout showrooms, lobbies, and service areas, for use by customers and employees.
- Ensure that sanitary facilities stay operational and stocked at all times.
- Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.
- Dedicate employees to sanitize vehicles returning from rental and test drives as well as other high-touch surfaces in lobbies, showrooms, and offices.
- Use protective barriers such as disposable mats and seat covers when using vehicles, such as during test drives and moving returned vehicles.
- Adjust or modify store hours to provide adequate time for regular deep cleaning.
- Install hands-free devices if possible.
- Encourage the use of debit or credit cards by customers.
- Consider upgrades to improve air filtration and ventilation.

Physical Distancing Guidelines

- Implement measures to separate all persons by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers and/or employees should stand).

- Install barriers such as Plexiglas, where feasible, in areas where physical distancing cannot be maintained.

- Use signage at all entrances and strategically throughout the facility to remind customers of physical distancing and face cover use at every opportunity.

- Increase distances between tables/chairs in showrooms and waiting areas to ensure physical distancing.

- Adjust in-person meetings, if they are necessary, to ensure physical distancing.

- Place additional limitations on the number of persons in enclosed areas like supply closets to ensure at least six feet of separation.

- Redesign office spaces, cubicles, etc. to ensure workspaces allow for six feet between employees.

- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.

- Reconfigure, restrict, or close common areas to maintain physical distancing or move to open areas.

- Adjust maximum occupancy rules based on the size of your facility to limit the number of people in a store, office, or showroom at one time.

- Provide a single, clearly designated entrance and separate exit to help maintain physical distancing, wherever possible.

- Ask vendors who must enter the facility to follow physical distancing and to use face covers.

- Allow only one customer in vehicles during test drives with the employee sitting in opposite back seat. Both customer and employee must wear face covers.

- Encourage customer appointments and request that customers follow physical distancing and face cover recommendations while waiting for service using visual cues or ask customers to wait in their vehicles.

- Offer curbside delivery or pickup and move sales and agreements to remote/digital platforms as feasible.

- Discontinue shuttle services.

- Require employees to not use handshakes and similar greetings that break physical distance.

Communication Infrastructure

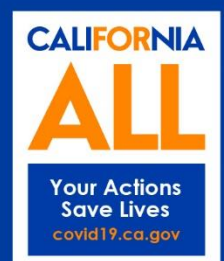The guidance for the communications infrastructure industry provides guidelines to create a safer environment for workers.
Review the guidance, prepare a plan, and post the checklist for the communications infrastructure industry in your workplace to show customers and employees that you've reduced the risk and are open for business.

COVID-19 INDUSTRY GUIDANCE:

Communications Infrastructure

May 7, 2020

covid19.ca.gov

OVERVIEW

On March 19, 2020, the State Public Health Officer and Director of the California Department of Public Health issued an order requiring most Californians to stay at home to disrupt the spread of COVID-19 among the population.

The impact of COVID-19 on the health of Californians is not yet fully known. Reported illness ranges from very mild (some people have no symptoms) to severe illness that may result in death. Certain groups, including people aged 65 or older and those with serious underlying medical conditions, such as heart or lung disease or diabetes, are at higher risk of hospitalization and serious complications. Transmission is most likely when people are in close contact with an infected person, even if that person does not have any symptoms or has not yet developed symptoms.

Precise information about the number and rates of COVID-19 by industry or occupational groups, including among critical infrastructure workers, is not available at this time. There have been multiple outbreaks in a range of workplaces, indicating that workers are at risk of acquiring or transmitting COVID-19 infection. Examples of these workplaces include long-term care facilities, prisons, food production warehouses, meat processing plants, and grocery stores.

As stay-at-home orders are modified, it is essential that all possible steps be taken to ensure the safety of workers and the public.

Key prevention practices include:
- ✓ physical distancing to the maximum extent possible,
- ✓ use of face coverings by employees (where respiratory protection is not required) and customers/clients,
- ✓ frequent handwashing and regular cleaning and disinfection,
- ✓ training employees on these and other elements of the COVID-19 prevention plan.

In addition, it will be critical to have in place appropriate processes to identify new cases of illness in workplaces and, when they are identified, to intervene quickly and work with public health authorities to halt the spread of the virus.

Purpose

This document provides guidance for the communications infrastructure industry to support a safe, clean environment for workers. The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA. [1] Stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues. Cal/OSHA has comprehensive guidance on their Cal/OSHA Interim General Guidelines on Protecting Workers from COVID-19 webpage. CDC has additional requirements in their guidance for businesses and employers.

Worksite Specific COVID-19 Infection Prevention Plan

- Establish a written, worksite-specific COVID-19 prevention plan at every facility, perform a comprehensive risk assessment of all work areas, and designate a person at each facility to implement the plan.

- Identify contact information for the local health department where the facility is located for communicating information about COVID-19 outbreaks among employees.

- Train and communicate with employees and employee representatives on the plan.

- Regularly evaluate the facility for compliance with the plan and document and correct deficiencies identified.

- Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.

- Identify close contacts (within six feet for 10 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.

- Adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause operations to be temporarily closed or limited.

- Employers engaged in construction of communications infrastructure should also refer to the guidelines for construction employers.

- Retail operations for communications infrastructure should refer to guidelines for retail employers on the COVID-19 webpage.

Work Specific Emergency Plan

- Telecommunications and network operators need to have clear crisis-time operational plans, protecting their own employees as much as possible while ensuring that staff is able to safely address network issues, including in premises of self-isolating customers.

- Telecommunications and network operators must be able to rectify network outages promptly and to mitigate any effects of network degradation. Test network capability and ensure call centers are

equipped to handle increases in volume consistent with physical distancing practices regardless of geographic location.

- Develop a plan and process to prioritize work in areas involving exposure to hazardous substances, including prioritization of work orders and requests.

Topics for Employee Training

- Information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.

- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.

- The importance of not coming to work if employees 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.

- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.

- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).

- The importance of physical distancing, both at work and off work time (see Physical Distancing section below).

- Proper use of face coverings, including:

  o Face coverings do not protect the wearer and are not personal protective equipment (PPE).

  o Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.

  o Employees should wash or sanitize hands before and after using or adjusting face coverings.

  o Avoid touching the eyes, nose, and mouth.

  o Face coverings should be washed after each shift.

Individual Control Measures and Screening

- Provide temperature and/or symptom screenings for all workers at the beginning of their shift and any personnel entering the facility. Make sure the temperature/symptom screener avoids close contact with workers to the extent possible. Both screeners and employees should wear face coverings for the screening.

- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.

- Employers should provide and ensure workers use all required protective equipment. Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

- Face coverings are strongly recommended when employees are in the vicinity of others. Workers should have face coverings available and wear them at work, in offices, or in a vehicle for work-related travel with others. Face coverings must not be shared.

- Non-employees entering the facility should be restricted to only those classified as essential by management and they must complete a temperature and/or symptom screening before entering. Contractors, vendors, and all others entering the facility are required to wear face coverings.

- Provide the necessary equipment and accommodations for field technicians that may need to visit customers or respond to outages, including all required safety equipment for crews operating in areas with high numbers of infections.

Cleaning and Disinfecting Protocols

- Perform thorough cleaning on high traffic areas, such as break rooms, lunch areas and changing areas, and areas of ingress and egress including, stairways and stairwells, handrails, and elevator controls, etc. Frequently disinfect commonly used surfaces, including, doorknobs, steering wheels, toilets, and handwashing facilities.

- Clean touchable surfaces between shifts or between users, whichever is more frequent, including but not limited to working surfaces, tools, handles and latches, and controls on stationary and mobile equipment, including surfaces in the cabs of all vehicles.

33

- Avoid sharing phones, office supplies, other work tools, or handheld mobile communications equipment wherever possible. Individually-assigned peripheral equipment (keyboards, handsets, headsets, chairs, etc.) should be provided wherever possible. If necessary, clean and disinfect them before and after each use. Never share PPE.

- Provide time for workers to implement cleaning practices before and after shifts. If cleaning is assigned to the worker, they must be compensated for that time.

- Ensure sanitary facilities restrooms and handwashing stations with soap, water, paper towels, and hand sanitizer are provided at all sites. Ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed. Provide hand sanitizer to all field staff.

- Install hands-free devices, if possible, including motion sensor sinks, soap dispensers, sanitizer dispensers, and paper towel dispensers.

- When choosing cleaning chemicals, employers should use product approved for use against COVID-19 on the [Environmental Protection Agency (EPA)-approved](#) list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves as required by the product instructions.

- For those field technicians others using such equipment, require that hard hats and face shields be sanitized at the end of each shift. Clean the inside of the face shield, then the outside, then wash hands.

- 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.

- Modify offerings in any on-site cafeterias or dining rooms, including using prepackaged foods, and safe options for drink, condiment, and flatware dispensing.

Physical Distancing Guidelines

- Implement measures to ensure physical distancing of at least six feet between workers. These can include use of physical partitions or visual cues (e.g., floor markings or signs to indicate to where workers should stand).

- Develop a process workflow with questions and talking points for employees to use at the customer's door to identify suspected COVID-19 concerns. The workflow will give employees the flexibility to gauge the situation prior to entering a home/building.

- Allow field technicians and personnel to call a "safety stop" when they are reluctant to enter a dwelling, including due to indications of an infected inhabitant in a residence or due to persons unwilling or unable to maintain physical distancing. A field worker should call a supervisor and discuss essential vs. non-essential work and proper precautions to take.

- Contact customers before visits to confirm appointments and check if there are infected people on premises, check again when workers are at the door. Request customers use face coverings during the visit and maintain distancing of at least six feet from workers.

- Limit exposure for field technicians and personnel by implementing remote diagnostics and self-install/repair strategies, e.g. support through video calls and instruction videos, wherever possible.

- Adjust meetings to ensure physical distance and instead implement smaller meetings at facilities to maintain physical distancing guidelines.

- Transition all meetings and interviews to phone or virtual platforms or hold outside or in a space allowing for at least six feet of physical distance between employees.

- Utilize work practices, when feasible, to limit the number of workers on site at one time. This may include scheduling (e.g. staggering shift start/end times) or rotating access to a designated area during a shift. Stage facilities to stagger work and limit overlap of work crews.

- Place additional limitations on the number of workers in enclosed areas, to ensure at least six feet of separation to limit transmission of the virus.

- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.

- Close breakrooms, use barriers, or increase distance between tables/chairs to separate workers and discourage congregating during breaks. Where possible, create outdoor break areas with shade covers and seating that ensures physical distancing.

- Designate separate entrances and exits and post signage to this effect.

- Reassign lockers or limit or stagger locker use to increase distance between employees.

- Ensure information and communications technology resources are appropriate to accommodate increased use of remote work arrangements consistent with business continuity plans, without compromising security. Consider conducting planned stress tests for these arrangements.

- For field workers operating in a restricted area or containment zone, organizations should consider:

  - Offering alternate lodging, such as mobile homes and RVs equipped with washer/dryers, showers, and kitchens.

  - Dividing workers into small teams and keeping those teams separated with assigned vehicles and different base camp / staging area locations. Consider rental options to keep the number of workers in a single vehicle low.

  - Instituting triple wellness checks with mandatory temperature readings at arrival, at mid-shift, and when going off-duty, with a health survey.

Additional Considerations for Telecommunications

- Conduct daily safety briefings prior to field workers going on service calls and develop internal communications that can be regularly updated on the use of PPE and other mitigation requirements.

- For work performed at healthcare facilities or other higher risk locations, contact the facility to conduct cleaning and arrange physical distancing in necessary work areas prior to the arrival of communications personnel. Personnel should be provided the same PPE as non-clinical staff at the facility. No work should be performed in areas where COVID-19 confirmed or suspected patients may be, except in emergencies.

- Crews on shift work schedules should be segregated. System operators should be split (days/nights or split individual shifts) between primary and backup control centers. Operating night shifts and day shifts in different locations will provide a 12-hour window between occupation to allow for enhanced cleaning.

- Identify a dedicated building entrance that can be opened automatically or without touching the pull or handle for use by all personnel working in the control center.

- Outside visitors should not be allowed in control centers (e.g., no tours or non-essential personnel from the same organization).

- Consider which, if any, personnel can perform their jobs in spaces adjacent to an existing control room.

- Consider control room functions that can be performed remotely, like monitoring or data analytics.

- Control center support staff (engineering, transmission scheduling, compliance, etc.) should be allowed to work remotely to the extent permissible.

- In any scenario where a shift of control center personnel is not in the same room, the lines of communication between employees should remain open, clear, and easily accessible.

- Workstations should allow for at least six feet of space between employees. Take into account room design and other physical space limitations, including the placement of wiring that may restrict options for where workstations can be located in the control room.

- Contractors or vendors should be screened with a health questionnaire and temperature check before being allowed onsite for deliveries, repairs, etc., and access should be limited to critical activities only.

- Logistics to house operators onsite, including bedding, hygiene facilities, entertainment, and food accommodations should be developed.

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[1]Additional requirements must be considered for vulnerable populations. The communications infrastructure industry must comply with all Cal/OSHA standards and be prepared to adhere to its guidance as well as guidance from the Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH). Additionally, employers should be prepared to alter their operations as those guidelines change.

COVID-19 General Checklist
for Communications Infrastructure Employers

May 7, 2020

This checklist is intended to help communications infrastructure employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the [Guidance for Communications Infrastructure Employers](#). This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.

Contents of Written Worksite Specific Plan

☐ The person(s) responsible for implementing the plan.

☐ A risk assessment and the measures that will be taken to prevent spread of the virus.

☐ Training and communication with employees and employee representatives on the plan.

☐ A process to check for compliance and to document and correct deficiencies.

☐ A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.

☐ Update the plan as necessary to prevent further cases.

☐ Incorporate COVID-19 preparation into emergency response plans; have worksite-specific emergency plans to operate safely during emergencies.

Topics for Employee Training

☐ Information on [COVID-19](#), preventing spread, and who is especially vulnerable.

☐ Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).

☐ The importance of not coming to work if employees 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.

☐ When to seek medical attention.

☐ The importance of hand washing.

☐ The importance of physical distancing, both at work and off work time.

☐ Proper use of cloth face covers.

Individual Control Measures & Screening

☐ Symptom screenings and/or temperature checks.

☐ Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.

☐ Encourage frequent handwashing and use of hand sanitizer.

☐ Provide disposable gloves to workers using cleaners and disinfectants when required. Consider gloves as a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.

☐ Strongly recommend cloth face covers.

☐ Restrict non-employees entering facilities and conduct temperature and/or symptom screening. Encourage non-employees to wear face covers.

☐ Equip crews and field technicians with supplies and required protective equipment.

Cleaning and Disinfecting Protocols

☐ Perform thorough cleaning in high traffic areas.

☐ Frequently disinfect commonly used surfaces.

☐ Clean and sanitize shared equipment between each use.

☐ Clean touchable surfaces between shifts or between users, whichever is more frequent.

☐ Avoid sharing phones, office supplies, other work tools, or handheld mobile communications equipment wherever possible.

☐ Ensure that sanitary facilities stay operational and stocked at all times.

☐ Provide sanitary supplies including hand sanitizer and make sure it is readily available to employees.

☐ Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.

☐ Sanitize personal equipment at the end of each shift.

☐ Provide time for workers to implement cleaning practices before and after shifts. If cleaning is assigned to the worker, they must be compensated for that time.

☐ Install hands-free devices, if possible.

☐ Consider upgrades to improve air filtration and ventilation.

☐ Modify offerings in any on-site cafeterias or dining rooms, including using prepackaged foods, and non-touch options for drink, condiment, and flatware dispensing.
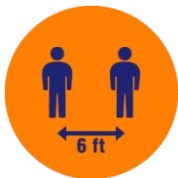
Physical Distancing Guidelines

☐ Implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).

- Develop a process workflow with questions and talking points for employees to use at the customer's door to identify suspected COVID-19 concerns.
- Allow field staff to call a "safety stop" when they are reluctant to enter a dwelling.
- Contact customers before visits to confirm appointments and check if there are infected people on premises, check again when workers are at the door.
- Use remote diagnostics and self-install/repair strategies wherever possible.
- Adjust meetings to ensure physical distancing.
- Utilize work practices, when feasible, to limit the number of workers on site at one time.
- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.
- Reconfigure, restrict or close breakrooms and create alternative space for breaks where physical distancing is possible.
- Provide separate, designated entrances and exits.
- Reassign lockers or limit or stagger locker use to increase distance between employees.
- Use remote work arrangements when feasible.
- Take extra precautions for field workers operating in a restricted area or containment zone.

Additional Considerations for Telecommunications

- Conduct daily safety briefings.
- For work performed at healthcare facilities or other higher risk locations, arrange cleaning and physical distancing in advance.
- Outside visitors should not be allowed in control centers.
- Consider which personnel can perform their jobs in spaces adjacent to an existing control room.
- Consider control room functions that can be performed remotely.
- Control center support staff (engineering, transmission scheduling, compliance, etc.) should be allowed to work remotely to the extent permissible.
- Workstations should allow for at least six feet of space between employees.
- Conduct temperature and/or symptom screening for contractors.
- Develop contingency plans to house operators onsite, including bedding, hygiene facilities, entertainment, and food accommodations.

Construction
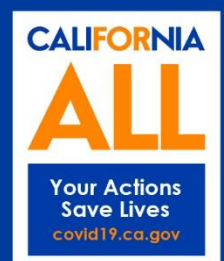
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COVID-19 INDUSTRY GUIDANCE:
Construction

May 7, 2020

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OVERVIEW

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Key prevention practices include:
- ✓ physical distancing to the maximum extent possible,
- ✓ use of face coverings by employees (where respiratory protection is not required) and customers/clients,
- ✓ frequent handwashing and regular cleaning and disinfection,
- ✓ training employees on these and other elements of the COVID-19 prevention plan.

In addition, it will be critical to have in place appropriate processes to identify new cases of illness in workplaces and, when they are identified, to intervene quickly and work with public health authorities to halt the spread of the virus.

Purpose

This This document provides guidance for the construction industry to support a safe, clean environment for workers. The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA.[1] Stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues. Cal/OSHA has more safety and health guidance on their Cal/OSHA COVID-19 Infection Prevention for Construction Employers and Employees webpage. CDC has additional guidance for businesses and employers.

Work Specific Plan

- Establish a written, worksite-specific COVID-19 prevention plan at every facility, perform a comprehensive risk assessment of all work areas, and designate a person at each facility to implement the plan.

- Identify contact information for the local health department where the facility is located for communicating information about COVID-19 outbreaks among employees.

- Train and communicate with employees and employee representatives on the plan.

- Regularly evaluate the workplace for compliance with the plan and document and correct deficiencies identified.

- Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.

- Identify close contacts (within six feet for 10 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.

- Adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause operations to be temporarily closed or limited.

Topics for Employee Training

- Information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.

- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.

- The importance of not coming to work if employees 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.

- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.

- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).

- The importance of physical distancing, both at work and off work time (see Physical Distancing section below).

- Proper use of face coverings, including:

  o Face coverings do not protect the wearer and are not personal protective equipment (PPE).

  o Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.

  o Employees should wash or sanitize hands before and after using or adjusting face coverings.

  o Avoid touching eyes, nose, and mouth.

  o Face coverings should be washed after each shift.

Individual Control Measures and Screening

- Provide temperature and/or symptom screenings for all workers at the beginning of their shift and any personnel entering the facility. Make sure the temperature/symptom screener avoids close contact with workers to the extent possible. Both screeners and employees should wear face coverings for the screening.

- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.

- Employers should provide and ensure workers use all required protective equipment. Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

- Face coverings strongly recommended when employees are in the vicinity of others. Workers should have face coverings available and wear them when on-site, in breakrooms and offices or in a vehicle for work-related travel when traveling with others. Face coverings must not be shared.

- Non-employees entering the jobsite should be restricted to only those classified as essential by management and they must complete a

temperature and/or symptom screening before entering. Delivery drivers, vendors, and all others entering the facility are required to wear face coverings.

Cleaning and Disinfecting Protocols

- Perform thorough cleaning on high traffic areas such as break rooms, lunch areas, and changing areas, and areas of ingress and egress including, stairways and stairwells, handrails, elevators controls and frequently disinfect commonly used surfaces, including, doorknobs, toilets, handwashing facilities, etc.

- Clean touchable surfaces between shifts or between users, whichever is more frequent, including but not limited to working surfaces, tools, handles and latches, and controls on stationary and mobile equipment, including surfaces in the cabs of all vehicles.

- Require workers to wash hands or use sanitizer between the use of shared equipment, such as workstation tools, radios, time clocks, mobilized carts, and other items and allow paid work time to do so.

- Require that employer-owned and controlled equipment, such as hard hats and any face shields, be sanitized at the end of each shift. Clean and disinfect the inside of the equipment, then the outside, then wash hands.

- Encourage workers who own their own hard hats to follow the same cleaning protocol and provide the proper cleaning and sanitation products. Allow paid work time to complete such cleaning.

- Avoid sharing phones, office supplies, other work tools, or handheld mobile communications equipment wherever possible. Individually-assigned peripheral equipment (keyboards, handsets, headsets, chairs, etc.) should be provided wherever possible. If necessary, clean and disinfect them before and after each use. Never share PPE.

- Ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.

- Provide additional sanitary facilities (including portable toilets and handwashing stations) if feasible and necessary to maintain physical distancing during scheduled breaks.

- Install hands-free devices, if possible, including motion sensor sinks, soap dispensers, sanitizer dispensers, and paper towel dispensers.

- When choosing cleaning chemicals, employers should use product approved for use against COVID-19 listed on the [Environmental Protection Agency (EPA)-approved](#) list and follow product instructions. Use disinfectant labels labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves as required by the product instructions.

- Consider installing portable high-efficiency air cleaners, upgrading the building or construction trailer's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in work and break areas.

Physical Distancing Guidelines

- Implement measures to ensure physical distancing of at least six feet between workers. These can include use of physical partitions or visual cues (e.g., floor markings or signs to indicate to where workers should stand). Reassign personal staging areas to increase distance between employees. Designate separate entrance and exits and post signage to this effect.

- Adjust on-site meetings to ensure physical distance and instead implement smaller individual safety meetings at the jobsite to maintain physical distancing guidelines. Transition other meetings and interviews to phone or digital platforms or hold outside or in a space allowing for at least six feet of physical distance between employees.

- Utilize work practices, when feasible and necessary, to limit the number of workers on the jobsite at one time. This may include scheduling (e.g. staggering shift start/end times) or rotating crew access to a designated area during a shift. Stage the jobsite to stagger work and limit overlap of work crews. Place additional limitations on the number of workers in enclosed areas, where six feet of separation may not be sufficient to limit transmission of the virus.

- Stagger employee breaks, within compliance with wage and hour regulations, to maintain physical distancing protocols.

- Close breakrooms, use barriers, or increase distance between tables/chairs to separate workers and discourage congregating during breaks. Where possible, create outdoor break areas with shade covers and seating that ensures physical distancing.

- Workers should consider bringing a lunch made at home or purchase take out or delivery where available as long as they can avoid congested areas.

- Use the following hierarchy to prevent transmission of COVID-19 in production and other work areas: engineering controls, administrative controls, and PPE.

  o Engineering controls include creating physical or spatial barriers between employees such as Plexiglas or other sturdy and impermeable partitions. Where appropriate, install such barriers in offices to create separation between workers.

  o Administrative controls include slowing operations and increasing shifts, within safety requirements, and ensuring adequate time for proper cleaning and disinfection protocols.

  o PPE includes face shields, respiratory protection, and impermeable gloves. Note that some equipment such as some disposable face shields and N95 respirators are prioritized for health care workers. If those are in use, consider changing to reusable elastomeric respirators to conserve supplies for healthcare facilities.

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[1] Additional requirements must be considered for vulnerable populations. Employers must comply with all Cal/OSHA standards and be prepared to adhere to its guidance as well as guidance from the Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH). Additionally, employers must be prepared to alter their operations as those guidelines change.

COVID-19 General Checklist
for Construction Employers

May 7, 2020

This checklist is intended to help construction employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the Guidance for Construction Employers. This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.

Contents of Written Worksite Specific Plan

☐ The person(s) responsible for implementing the plan.

☐ A risk assessment and the measures that will be taken to prevent spread of the virus.

☐ Training and communication with employees and employee representatives on the plan.

☐ A process to check for compliance and to document and correct deficiencies.

☐ A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.

☐ Update the plan as necessary to prevent further cases.

Topics for Employee Training

☐ Information on COVID-19, preventing spread, and who is especially vulnerable.

☐ Self-screening at home, including temperature and/or symptom checks using CDC guidelines.

☐ The importance of not coming to work if employees 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.

☐ When to seek medical attention.

☐ The importance of hand washing.

☐ The importance of physical distancing, both at work and off work time.

☐ Proper use of cloth face covers.

Individual Control Measures & Screening

☐ Symptom screenings and/or temperature checks.

- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Encourage frequent handwashing and use of hand sanitizer.
- Provide disposable gloves to workers using cleaners and disinfectants when required. Consider gloves as a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.
- Strongly recommend cloth face covers.
- Restrict non-employee personnel on the job site, conduct screening and encourage the use of face masks or covers.

Cleaning and Disinfecting Protocols

- Perform thorough cleaning in high traffic areas.
- Frequently disinfect commonly used surfaces.
- Clean and sanitize shared equipment between each use.
- Clean touchable surfaces between shifts or between users, whichever is more frequent.
- Require workers to wash hands or use sanitizer after using shared equipment.
- Sanitize PPE at the end of the shift.
- Avoid sharing phones, work tools, etc. wherever possible.
- Keep sanitary facilities stocked.
- Provide additional toilets and hand washing stations if needed for physical distancing during breaks.
- Use products approved for use against COVID-19 on the [Environmental Protection Agency (EPA)-approved](#) list and follow product instructions and Cal/OSHA requirements.
- Install hands-free devices if possible, including motion sensor sinks, soap dispensers, sanitizer dispensers, and paper towel dispensers.
- Consider upgrades to improve air filtration and ventilation.

Physical Distancing Guidelines

- Implement measures to ensure workers are at least six feet apart.
- Adjust on-site meetings to ensure physical distancing.
- Limit the number of workers on the jobsite at one time if necessary.
- Stagger employee breaks, if needed, to maintain physical distancing protocols.
- Reconfigure break areas for physical distance.
- Avoid congested areas at lunch.

Delivery Services

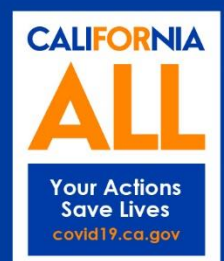The [guidance for the delivery services industry](#) provides guidelines to create a safer environment for workers.

Review the guidance, prepare a plan, and post the [checklist for the delivery services industry](#) in your workplace to show customers and employees that you've reduced the risk and are open for business.

COVID-19 INDUSTRY GUIDANCE:

Delivery Services

May 7, 2020

covid19.ca.gov

OVERVIEW

On March 19, 2020, the State Public Health Officer and Director of the California Department of Public Health issued an order requiring most Californians to stay at home to disrupt the spread of COVID-19 among the population.

The impact of COVID-19 on the health of Californians is not yet fully known. Reported illness ranges from very mild (some people have no symptoms) to severe illness that may result in death. Certain groups, including people aged 65 or older and those with serious underlying medical conditions, such as heart or lung disease or diabetes, are at higher risk of hospitalization and serious complications. Transmission is most likely when people are in close contact with an infected person, even if that person does not have any symptoms or has not yet developed symptoms.

Precise information about the number and rates of COVID-19 by industry or occupational groups, including among critical infrastructure workers, is not available at this time. There have been multiple outbreaks in a range of workplaces, indicating that workers are at risk of acquiring or transmitting COVID-19 infection. Examples of these workplaces include long-term care facilities, prisons, food production, warehouses, meat processing plants, and grocery stores.

As stay-at-home orders are modified, it is essential that all possible steps be taken to ensure the safety of workers and the public.

Key prevention practices include:
- ✓ physical distancing to the maximum extent possible,
- ✓ use of face coverings by employees (where respiratory protection is not required) and customers/clients,
- ✓ frequent handwashing and regular cleaning and disinfection,
- ✓ training employees on these and other elements of the COVID-19 prevention plan.

In addition, it will be critical to have in place appropriate processes to identify new cases of illness in workplaces and, when they are identified, to intervene quickly and work with public health authorities to halt the spread of the virus.

Purpose

This document provides guidance for the delivery services industry to support a safe, clean environment for workers. The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA.[1] Stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues. Cal/OSHA has more safety and health guidance on their Cal/OSHA Interim General Guidelines on Protecting Workers from COVID-19 webpage. CDC has additional guidance for businesses and employers. CDC also has specific guidance for Food and Grocery Pick-up and Delivery and Mail and Parcel Delivery.

Worksite Specific Plan

- Establish a written, worksite-specific COVID-19 prevention plan at every facility, perform a comprehensive risk assessment of all work areas, and designate a person at each facility to implement the plan.

- Identify contact information for the local health department where the facility is located for communicating information about COVID-19 outbreaks among employees.

- Train and communicate with employees and employee representatives on the plan.

- Regularly evaluate the workplace for compliance with the plan and document and correct deficiencies identified.

- Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.

- Identify close contacts (within six feet for 10 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.

- Adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause operations to be temporarily closed or limited.

- Additional guidelines are available for the logistics and warehouse industry, which may be relevant for some delivery operators, are available on the COVID-19 webpage.

Topics for Employee Training

- Information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.

- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.

- The importance of not coming to work if employees 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.

- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's webpage](#).

- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per [CDC guidelines](#)).

- The importance of physical distancing, both at work and off work time (see Physical Distancing section below).

- Proper use of face coverings, including:

  o Face coverings do not protect the wearer and are not personal protective equipment (PPE).

  o Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.

  o Employees should wash or sanitize hands before and after using or adjusting face coverings.

  o Avoid touching eyes, nose, and mouth.

  o Face coverings should be washed after each shift.

Individual Control Measures and Screening

- For those delivery workers who first report at a facility prior to starting a shift, provide temperature and/or symptom screenings for all workers at the beginning of their shift. Make sure the temperature/symptom screener avoids close contact with workers to the extent possible. Both screeners and employees should wear face coverings for the screening. For delivery workers who do not report to a physical location prior to starting their shift, encourage workers to self-report fever and/or other COVID-19 symptoms at the start of a shift.

- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.

- Employers should provide and ensure workers use all required protective equipment. Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

- Face coverings are strongly recommended when employees are in the vicinity of others. Workers should have face coverings available and wear them when picking up and making deliveries, in offices, in retail locations, etc. Face coverings must not be shared.

Cleaning and Disinfecting Protocols

- Delivery facilities should perform thorough cleaning in high traffic areas such as break rooms, lunch areas, and areas of ingress and egress including stairways and stairwells, handrails, and elevators controls. Frequently disinfect commonly used surfaces, including doorknobs, toilets, and handwashing facilities.

- When choosing cleaning chemicals, employers should use product approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol, and are appropriate for the surface. Provide workers training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves as required by the product instructions.

- Provide workers with an adequate supply of materials required to clean and disinfect frequently touched surfaces of the delivery vehicle (particularly if it is shared). Provide lined trash receptacles to be placed in delivery vehicles to properly dispose of disinfectant wipes and other items.

- The vehicle should be cleaned between delivery routes. This includes the steering wheel, gearshift, signaling levers, seat adjustments, door handles, controls, console, trunk/cargo area, etc. Provide time for workers to implement cleaning practices before and after delivery routes. If cleaning is assigned to the driver they must be compensated for that time.

- For pooled/shared delivery vehicles, use protective barriers such as disposable mats and seat coverings.

- Workers should inspect deliveries and take all necessary and feasible disinfection measures when receiving goods in warehouses and facilities.

- Where alternatives to physical contact with delivery-related items cannot be avoided, workers should wipe down and disinfect equipment, pens, clipboards, and electronic signature pads after each use when shared with customers while performing a delivery. Touch pads and punch keys

on terminals such as card readers or handheld digital devices must be cleaned and disinfected after every transaction.

- Workers should limit contact with frequently touched surfaces during deliveries, such as doorbells or door handles. If possible, avoid contact with hands or bare skin when opening doors.

- Communicate to workers where they can access soap, clean running water, and drying materials, and provide alcohol-based hand sanitizers; adjust delivery schedules to build in time for frequent handwashing.

- For delivery drivers, normally accessible restrooms on routes (e.g., restaurants, coffee shops) may be closed. Employers should provide employees alternative restroom locations and allow time for employees to use them.
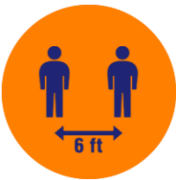
Physical Distancing Guidelines

- Implement measures to ensure physical distancing of at least six feet between those workers loading and unloading goods at delivery facilities, between delivery workers and customers and others at drop-off sites.

- Implement "contactless" deliveries wherever possible. Contactless deliveries involve the delivery worker leaving a delivery at a doorstep, moving back to a distance of at least six feet away while verifying receipt of the delivery with the recipient (if required), and performing tasks electronically whenever possible (e.g., in an app or over a phone).

- Update package delivery processes so that workers and customers can maintain physical distance when signing for packages and require delivery workers maintain a distance of at least six feet from others they might meet or need to speak to while making deliveries.

- Avoid sharing scanners, pens, or other tools with customers.

- Offer curbside delivery or pickup and move transaction receipts and agreements to remote/digital platforms as feasible.

- Consider suspending non-critical pre-shift, in-person meetings or convert them to virtual meetings or calls. If in-person meetings must be held, stagger meetings or hold them on locations that allow physical distancing.

- Close breakrooms, use barriers, or increase distance between tables/chairs to separate workers and discourage congregating during

breaks. Where possible, create outdoor break areas with shade covers and seating that ensures physical distancing.

- Provide messaging via handheld devices and mobile phones to remind workers to maintain physical distance during delivery stops and practice good hygiene.

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[1] Additional requirements must be considered for vulnerable populations. The delivery services industry must comply with all Cal/OSHA standards of and be prepared to adhere to its guidance as well as guidance from the Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH). Additionally, employers should be prepared to alter their operations as those guidelines change.

COVID-19 General Checklist
for Delivery Services Employers

May 7, 2020

This checklist is intended to help delivery services employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the Guidance for Delivery Services Employers. This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.

Contents of Written Worksite Specific Plan

☐ The person(s) responsible for implementing the plan.

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☐ Training and communication with employees and employee representatives on the plan.

☐ A process to check for compliance and to document and correct deficiencies.

☐ A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.

☐ Update the plan as necessary to prevent further cases.

Topics for Employee Training

☐ Information on COVID-19, preventing spread, and who is especially vulnerable.

☐ Self-screening at home using CDC guidelines.

☐ The importance of not coming to work if employees 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.

☐ When to seek medical attention.

☐ The importance of hand washing.

☐ The importance of physical distancing, both at work and off work time.

☐ Proper use of cloth face covers.

Individual Control Measures & Screening

- ☐ Symptom screenings and/or temperature checks.
- ☐ Encourage workers who are sick or exhibiting symptoms to stay home.
- ☐ Frequent handwashing and use of hand sanitizer.
- ☐ Provide disposable gloves to workers using cleaners and disinfectants when required. Consider gloves a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.
- ☐ Strongly recommend cloth face covers.

Cleaning and Disinfecting Protocols

- ☐ Perform thorough cleaning in high traffic areas.
- ☐ Frequently disinfect commonly used surfaces.
- ☐ Clean and sanitize shared equipment between each use.
- ☐ Clean vehicles and work areas between shifts or between users, whichever is more frequent.
- ☐ Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.
- ☐ Provide workers with an adequate supply of materials required to clean and disinfect frequently touched surfaces of the delivery vehicle (particularly if it is shared).
- ☐ Provide time for workers to implement cleaning practices. Cleaning time should be paid time.
- ☐ Use protective barriers such as disposable mats and seat covers in shared vehicles.
- ☐ Inspect deliveries and take all necessary disinfection measures when receiving goods in warehouses and facilities.
- ☐ Wipe down and disinfect equipment, pens, clipboards, and electronic signature pads used by others while performing a delivery.
- ☐ Limit contact with frequently touched surfaces during deliveries, such as doorbells or door handles.
- ☐ Communicate to workers where they can access restrooms and hand washing facilities, provide hand sanitizer, and provide time for frequent hand washing.
- ☐ Provide delivery drivers alternative restroom locations on their routes and allow time for them to use them.

Physical Distancing Guidelines

- ☐ Implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- ☐ Implement "contactless" deliveries wherever possible.

60

- Update package delivery processes so that workers and customers can maintain physical distance of at least six feet from others.

- Avoid sharing scanners, pens, or other tools with customers.

- Offer curbside delivery or pickup and move transaction receipts and agreements to remote/digital platforms as feasible.

- Consider suspending non-critical pre-shift, in-person meetings or convert them to virtual meetings or calls.

- Reconfigure, restrict, or close common areas to maintain physical distancing or move to open areas.

- Provide messaging via handheld devices and mobile phones to remind workers to maintain physical distance during delivery stops and practice good hygiene.

Energy and Utilities

The [guidance for the energy and utilities industry](#) provides guidelines to create a safer environment for workers.

Review the guidance, prepare a plan, and post the [checklist for the energy and utilities industry](#) in your workplace to show customers and employees that you've reduced the risk and are open for business.

COVID-19 INDUSTRY GUIDANCE:

Energy and Utilities

CALIFORNIA ALL

Your Actions Save Lives
covid19.ca.gov

OVERVIEW

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The impact of COVID-19 on the health of Californians is not yet fully known. Reported illness ranges from very mild (some people have no symptoms) to severe illness that may result in death. Certain groups, including people aged 65 or older and those with serious underlying medical conditions, such as heart or lung disease or diabetes, are at higher risk of hospitalization and serious complications. Transmission is most likely when people are in close contact with an infected person, even if that person does not have any symptoms or has not yet developed symptoms.

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As stay-at-home orders are modified, it is essential that all possible steps be taken to ensure the safety of workers and the public.

Key prevention practices include:
- ✓ physical distancing to the maximum extent possible,
- ✓ use of face coverings by employees (where respiratory protection is not required) and customers/clients,
- ✓ frequent handwashing and regular cleaning and disinfection,
- ✓ training employees on these and other elements of the COVID-19 prevention plan.

In addition, it will be critical to have in place appropriate processes to identify new cases of illness in workplaces and, when they are identified, to intervene quickly and work with public health authorities to halt the spread of the virus.

Purpose

This document provides guidance for the energy and utilities industry to support a safe, clean environment for workers. The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA.[1] Stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues. Cal/OSHA has more comprehensive guidance on their Cal/OSHA Interim General Guidelines on Protecting Workers from COVID-19 webpage. CDC has additional guidance for businesses and employers.

Work Specific Plan

- Establish a written, worksite-specific COVID-19 prevention plan at every facility, perform a comprehensive risk assessment of all work areas, and designate a person at each facility to implement the plan.

- Identify contact information for the local health department where the facility is located for communicating information about COVID-19 outbreaks among employees.

- Train and communicate with employees and employee representatives on the plan.

- Regularly evaluate the workplace for compliance with the plan and document and correct deficiencies identified.

- Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.

- Identify close contacts (within six feet for 10 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.

- Adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause operations to be temporarily closed or limited.

- Employers engaged in construction of energy and utilities infrastructure should also refer to the guidelines for [construction employers](#).

Strategic Operation Plan

- Identify whether decisions to increase/suspend/reduce operations at key accounts will impact load balancing.

- Determine whether the organization has identified facilities critical to the operation of the energy grid and has made accommodations for sequestering at those facilities (on-site food/water/hygiene/medical, family services, personal protective equipment, etc.).

- Develop a plan and process to prioritize work in areas involving exposure to hazardous substances, including prioritization of work orders and requests and response times for leaks.

- Implement or expand programs that provide utility assistance, such as the low-income home energy assistance program or similar methods that provide financial assistance for home air conditioner use.

Topics for Employee Training

- Information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.

- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.

- The importance of not coming to work if employees 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.

- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.

- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).

- The importance of physical distancing, both at work and off work time (see Physical Distancing section below).

- Proper use of face coverings, including:

  o Face coverings do not protect the wearer and are not personal protective equipment (PPE).

  o Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.

  o Employees should wash or sanitize hands before and after using or adjusting face coverings.

  o Avoid touching eyes, nose, and mouth.

  o Face coverings should be washed after each shift.

Individual Control Measures and Screening

- Provide temperature and/or symptom screenings for all workers at the beginning of their shift and any personnel entering the facility. Non-employees entering the facility should be restricted to only those classified as essential by management and they must complete a temperature and/or symptom screening before entering. Make sure the temperature/symptom screener avoids close contact with workers to the extent possible. Both screeners and employees should wear face coverings for the screening.

- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.

- Employers should provide and ensure workers use all required protective equipment. Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

- Provide the necessary equipment and accommodations for line crews that may need to respond to grid disruption, including all required safety equipment for crews operating in areas with high numbers of infections.

- Face coverings are strongly recommended when employees, contractors, vendors, etc. are in the vicinity of others. Workers should have face coverings available and wear them at work, in offices, during service calls (except when there is the potential for arc flash or respiratory protection may be required), or in a vehicle for work-related travel when traveling with others. Face coverings must not be shared.

- Conduct daily safety briefings prior to field workers going on service calls and develop internal communications that can be regularly updated on the use of PPE and other mitigation requirements.

Cleaning and Disinfecting Protocols

- Perform thorough cleaning in high traffic areas, such as break rooms, lunch areas, and changing areas, and areas of ingress and egress, including stairways and stairwells, handrails, and elevator controls. Frequently disinfect commonly used surfaces, including doorknobs, toilets, and handwashing facilities.

- Clean touchable surfaces between shifts or between users, whichever is more frequent, including but not limited to working surfaces, tools,

handles and latches, and controls on stationary, hand-held, and mobile equipment (including surfaces in the cabs of vehicles, two-way radios, gas detectors, electricity meters, and controls in aerial lift buckets).

- Avoid sharing phones, handheld mobile communications, office supplies, other work tools, or equipment wherever possible. Individually-assigned peripheral equipment (keyboards, handsets, headsets, chairs, etc.) should be provided wherever possible. Never share PPE.

- Ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed. Provide additional sanitary facilities if several workers need to take use the restroom at the same time, e.g., during scheduled breaks.

- Provide time for workers to implement cleaning practices before and after shifts. If cleaning is assigned to the worker, they must be compensated for that time.

- When choosing cleaning chemicals, employers should use product approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves as required by the product instructions.

- For those field technicians using such equipment, require that hard hats and face shields be sanitized at the end of each shift. Clean the inside of the face shield, then the outside, then wash hands. Provide hand sanitizer to all field staff.

- 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.

- Modify offerings in on-site cafeterias, including using prepackaged foods, and safe options for drink, condiment, and flatware dispensing.

Physical Distancing Guidelines

- Implement measures to ensure physical distancing of at least six feet between workers. These can include use of physical partitions or visual cues (e.g., floor markings or signs to indicate where workers should stand).

- Develop a process workflow with questions and talking points for employees to use at the customer's door to identify suspected COVID-19 concerns. The workflow will give employees the flexibility to gauge the situation when the response requires entering a home/building.

- Contact customers before visits to confirm appointments and check if there are infected people on premises; check again when workers are at the door. Request customers use face coverings during the visit and maintain safe distancing of at least six feet from workers.

- Allow field personnel to call a "safety stop" when they are reluctant to enter a dwelling or other building. A field worker should call a supervisor and discuss essential vs. non-essential work and proper precautions to take.

- Limit exposure for field technicians and personnel by implementing remote diagnostics and self-install/repair strategies, e.g., support through video calls and instruction videos, wherever possible.

- Adjust safety meetings to ensure physical distance and implement smaller safety meetings at facilities to maintain physical distancing guidelines.

- Transition all meetings and interviews to phone or virtual platforms or hold outside or in a space allowing for at least six feet of physical distance between employees.

- Utilize work practices, when feasible, to limit the number of workers on-site at one time. This may include scheduling (e.g., staggering shift start/end times) or rotating access to a designated area during a shift. Stage facilities to stagger work and limit overlap of work crews. Place additional limitations on the number of workers in enclosed areas to ensure at least six feet of separation to limit transmission of the virus.

- Where physical distancing cannot be maintained, crews responding to outages or other service calls should drive separate vehicles if feasible. If not feasible, require that employees wear face coverings in the cab, keep the cab well ventilated, and do not reassign or comingle crew members.

- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.

- Close breakrooms, use barriers, or increase distance between tables/chairs to separate workers and discourage congregating during breaks. Where possible, create outdoor break areas with shade covers and seating that ensures physical distancing.

- Designate separate entrances and exits and post signage to this effect.

- Reassign lockers or limit or stagger locker use to increase distance between employees.

- Information and communications technology resources should be appropriate to accommodate increased use of remote work arrangements consistent with business continuity plans, without compromising security. Consider conducting planned stress tests for these arrangements.

- For field workers operating in a restricted area or containment zone, organizations should consider:

  o Offering alternate lodging, such as mobile homes and RVs equipped with washer/dryers, showers, and kitchens.

  o Dividing workers into small teams and keeping those teams separated with assigned vehicles and different base camp/staging area locations. Consider rental options to keep the number of workers in a single vehicle low.

  o Instituting triple wellness checks with mandatory temperature and/or symptom screenings at arrival, at mid-shift, and when going off-duty, with a health survey.

Additional Considerations for Protecting Control Centers

- Identify essential employees to develop effective strategies for mitigating their risk of infection. Develop a plan if they need to be removed from the workforce.

- Crews on shift work schedules should be segregated. System operators should be split (days/nights or split individual shifts) between primary and backup control centers. Operating night shifts and day shifts in different locations will provide a 12-hour window between occupation to allow for enhanced cleaning.

- Outside visitors should not be allowed in control centers (e.g., no tours or non-essential personnel from the same organization).

- Consider which, if any, personnel can perform their jobs in spaces adjacent to an existing control room.

- In any scenario where a shift of control center personnel is not in the same room, the lines of communication between employees should remain open, clear, and easily accessible.

- Workstations should allow for at least six feet of space between employees. Take into account room design and other physical space limitations, including the placement of wiring that may restrict options for where workstations can be located. Physical barriers between employees can be used for additional protection when six feet of distance is not possible.

- Contractors/vendors should be screened with a health questionnaire and/or temperature check and have face coverings on before being allowed onsite for deliveries, repairs, etc. Access should be limited to critical activities only.

- Consider control room functions that can be performed remotely, like monitoring or data analytics.

- Control center support staff (engineering, transmission scheduling, compliance, etc.) should be allowed to work remotely (e.g., VPN) to the extent permissible.

- Logistics plans for housing operators onsite, including bedding, hygiene facilities, entertainment, and food accommodations, should be developed.

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[1] Additional requirements must be considered for vulnerable populations. The energy and utilities industry must comply with all Cal/OSHA standards and be prepared to adhere to its guidance as well as guidance from the Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH). Additionally, employers should be prepared to alter their operations as those guidelines change.

COVID-19 General Checklist
for Energy and Utilities Employers

May 7, 2020

This checklist is intended to help energy and utilities employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the Guidance for Energy and Utilities Employers. This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.

Contents of Written Worksite Specific Plan

☐ The person(s) responsible for implementing the plan.

☐ A risk assessment and the measures that will be taken to prevent spread of the virus.

☐ Training and communication with employees and employee representatives on the plan.

☐ A process to check for compliance and to document and correct deficiencies.

☐ A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.

☐ Update the plan as necessary to prevent further cases.

☐ Employers engaged in construction of energy and utilities infrastructure should also refer to the directions for construction employers.

☐ Incorporate COVID-19 precautions into emergency planning for mass outages, fires, etc. (see detailed guidance).

Topics for Employee Training

☐ Information on COVID-19, preventing spread, and who is especially vulnerable.

☐ Self-screening at home, including temperature and/or symptom checks using CDC guidelines.

☐ The importance of not coming to work if employees 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.

☐ When to seek medical attention.

☐ The importance of hand washing.

☐ The importance of physical distancing, both at work and off work time.

☐ Proper use of cloth face covers.

Individual Control Measures & Screening

- Symptom screenings and/or temperature checks.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Encourage frequent handwashing and use of hand sanitizer.
- Provide disposable gloves to workers using cleaners and disinfectants when required. Consider gloves as a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.
- Strongly recommend cloth face covers.
- Reconfigure, restrict or close break areas and provide alternative spaces where physical distancing can occur.
- Provide the necessary equipment and accommodations for line crews that may need to respond to grid disruption.
- Conduct daily safety briefings prior to field workers going on service calls.

Cleaning and Disinfecting Protocols

- Perform thorough cleaning in high traffic areas.
- Frequently disinfect commonly used surfaces.
- Clean and sanitize shared equipment between each use.
- Clean touchable surfaces between shifts or between users, whichever is more frequent.
- Ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer.
- Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.
- Provide time for workers to implement cleaning practices before and after shifts; consider hiring third-party cleaning companies.
- Install hands-free devices if possible.
- Clean and sanitize personal equipment.
- Consider upgrades to improve air filtration and ventilation.

Physical Distancing Guidelines

- Implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- Minimize exposure between employees and customers where physical distancing cannot be maintained, such as Plexiglas barriers.
- Use signage to remind employees and customers of physical distancing and face cover use at all entrances and strategically throughout the facility.

- Adjust in-person meetings, if they are necessary, to ensure physical distancing.
- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.
- Develop a process workflow for employees to use to identify suspected COVID-19 concerns during customer calls.
- Contact customers before visits to confirm appointments and check if there are infected people on premises.
- Allow field personnel to call a "safety stop" when they are reluctant to enter a dwelling or other building.
- Limit exposure for field technicians and personnel by implementing remote diagnostics and self-install/repair strategies wherever possible.
- For field workers operating in a restricted area or containment zone, organizations should consider:
    - Offering alternate lodging, such as mobile homes and RVs equipped with washer/dryers, showers, and kitchens.
    - Dividing workers into small teams that do not comingle.
    - Instituting triple wellness checks with mandatory temperature and/or symptom screenings at arrival, at mid-shift, and when going off-duty, with a health survey.

Additional Considerations for Protecting Control Centers

- Identify essential employees to develop effective strategies for mitigating their risk of infection. Develop a plan if they need to be removed from the workforce.
- Segregate crews to limit cross-contamination.
- Limit outside visitors.
- Consider which, if any, personnel can perform their jobs in spaces adjacent to an existing control room.
- Workstations should allow for at least six feet of space between employees. Physical barriers between employees can be used for additional protection when six feet of distance is not possible.
- Contractors/vendors should be screened with a health questionnaire and/or temperature check and encouraged to wear face covers. Access should be limited to critical activities only.
- Consider control room functions that can be performed remotely, like monitoring or data analytics.
- Control center support staff should be allowed to work remotely to the extent permissible.
- Logistics plans for housing operators onsite, including bedding, hygiene facilities, entertainment, and food accommodations, should be developed.

Food Packing

The [guidance](#) [for facilities that process or pack meat, dairy, or produce](#) provides guidelines to create a safer environment for workers.
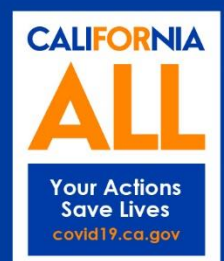Review the guidance, prepare a plan, and post the [checklist for facilities that process or pack meat, dairy or produce](#) in your workplace to show customers and employees that you've reduced the risk and are open for business.

COVID-19 INDUSTRY GUIDANCE:

Food Packing and Processing

May 7, 2020

covid19.ca.gov

OVERVIEW

On March 19, 2020, the State Public Health Officer and Director of the California Department of Public Health issued an order requiring most Californians to stay at home to disrupt the spread of COVID-19 among the population.

The impact of COVID-19 on the health of Californians is not yet fully known. Reported illness ranges from very mild (some people have no symptoms) to severe illness that may result in death. Certain groups, including people aged 65 or older and those with serious underlying medical conditions, such as heart or lung disease or diabetes, are at higher risk of hospitalization and serious complications. Transmission is most likely when people are in close contact with an infected person, even if that person does not have any symptoms or has not yet developed symptoms.

Precise information about the number and rates of COVID-19 by industry or occupational groups, including among critical infrastructure workers, is not available at this time. There have been multiple outbreaks in a range of workplaces, indicating that workers are at risk of acquiring or transmitting COVID-19 infection. Examples of these workplaces include long-term care facilities, prisons, food production, warehouses, meat processing plants, and grocery stores.

As stay-at-home orders are modified, it is essential that all possible steps be taken to ensure the safety of workers and the public.

Key prevention practices include:
- ✓ physical distancing to the maximum extent possible,
- ✓ use of face coverings by employees (where respiratory protection is not required) and customers/clients,
- ✓ frequent handwashing and regular cleaning and disinfection,
- ✓ training employees on these and other elements of the COVID-19 prevention plan.

In addition, it will be critical to have in place appropriate processes to identify new cases of illness in workplaces and, when they are identified, to intervene quickly and work with public health authorities to halt the spread of the virus.

Purpose

This document provides guidance for facilities that process or pack meat, dairy, or produce to support a safe, clean environment for workers. The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA.[1] Stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues. Cal/OSHA has more comprehensive guidance on their Cal/OSHA Interim General Guidelines on Protecting Workers from COVID-19 webpage. CDC and federal OSHA have specific guidelines for Meat and Poultry Processing.

Worksite Specific Plan

- Establish a written, worksite-specific COVID-19 prevention plan at every facility, perform a comprehensive risk assessment of all work areas, and designate a person at each facility to implement the plan.

- Identify contact information for the local health department where the facility is located for communicating information about COVID-19 outbreaks among employees.

- Train and communicate with employees and employee representatives on the plan.

- Regularly evaluate the workplace for compliance with the plan and document and correct deficiencies identified.

- Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.

- Identify close contacts (within six feet for 10 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.

- Adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause operations to be temporarily closed or limited.

Topics for Employee Training

- Information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.

- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.

- The importance of not coming to work if employees 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.

- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.

- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).

- The importance of physical distancing, both at work and off work time (see Physical Distancing section below).

- Proper use of face coverings, including:

  - Face coverings do not protect the wearer and are not personal protective equipment (PPE).

  - Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.

  - Employees should wash or sanitize hands before and after using or adjusting face coverings.

  - Avoid touching eyes, nose, and mouth.

  - Face coverings should be washed after each shift.

Individual Control Measures and Screening

- Provide temperature and/or symptom screenings for all workers at the beginning of their shift and any personnel entering the facility. Make sure the temperature/symptom screener avoids close contact with workers to the extent possible. Both screeners and employees should wear face coverings for the screening.

- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.

- Employers should provide and ensure workers use all required protective equipment. Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

- Workers (including contractors, temporary workers, and visitors) who are not otherwise required to wear respiratory protection are strongly recommended to wear face coverings at all times while on-site (e.g., production and processing rooms, offices, test kitchens, product or process development pilot plants/kitchens, walk-in freezers and coolers, laboratories, welfare areas, maintenance shops, distribution centers, barns, farms, feed mills, hatcheries). Face coverings must not be shared.

- Non-employees entering the facility should be restricted to only those classified as essential by management and should complete a temperature and/or symptom screening before entering. Contractors, drivers, and all U.S. Department of Agriculture (USDA) or U.S. Food and Drug Administration (FDA) inspectors, and other regulatory officials entering the plant should wear face coverings.

Cleaning and Disinfecting Protocols

- Perform thorough cleaning in high traffic areas, such as break rooms, lunch areas, changing areas, work stations and areas of ingress and egress including stairways, stairwells, handrails, and elevator controls. Frequently disinfect commonly used surfaces, including timeclocks, bathroom fixtures, break room tables and chairs, locker rooms, and vending machines.

- Implement disinfection procedures in non-production areas (welfare areas, hallways, etc.) to support enhanced hand hygiene practices.

- All tools, equipment and controls should be cleaned between shifts or between users, whichever is more frequent. Coordinate cleaning product use with the USDA and/or FDA if used in food production areas.

- Ensure delivery vehicles and equipment are cleaned before and after delivery routes, carry additional sanitation materials during deliveries, and use clean personal protective equipment for each delivery stop.

- Avoid sharing phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after each use.

- Hard hats and face shields must be sanitized at the end of each shift. Clean the inside of the face shield, then the outside, then wash hands.

- Ensure sanitary facilities (restrooms and handwashing stations with soap and hand sanitizer) are provided at all workplaces. Ensure that these facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed. No-touch sinks, soap dispensers, sanitizer dispensers, and paper towel dispensers should be installed whenever possible.

- Provide time for workers to implement cleaning practices before and after shifts. If cleaning is assigned to the worker, they must be compensated for that time.

- Stagger breaks and provide additional sanitary facilities if feasible and necessary to maintain physical distancing during scheduled breaks.

- When choosing cleaning chemicals, employers should use products approved for use against COVID-19 included on the [Environmental Protection Agency (EPA)-approved](#) list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves as required by the product instructions.

- 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.

- If fans are used in the facility, ensure that fans blow clean air at the workers' breathing zone.

- Modify offerings in on-site cafeterias, including using prepackaged foods, and safe options for drink, condiment, and flatware dispensing.

Physical Distancing Guidelines

- Food processing workers often work in close proximity on industrial equipment and lines. In order to ensure these workers' safety, physical distancing in the workplace must be practiced. Implement measures to ensure physical distancing of at least six feet between workers whenever possible. This can include use of physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).

- Modify the alignment of workstations, including along processing lines, if feasible, so that workers are at least six feet apart in all directions (e.g., side-to-side and when facing one another). Ideally, modify the alignment of workstations so that workers do not face one another. Consider using markings and signs to remind workers to maintain their location at their station away from each other and practice physical distancing on breaks.

- Use physical barriers, such as strip curtains, Plexiglas or similar materials, or other impermeable dividers or partitions, to separate packing or processing workers from each other, if feasible.

- Designate workers to monitor and facilitate distancing on processing floor lines.

- If necessary to ensure physical distancing, increase the number of shifts in a day, slow down the line speeds, and space out workers in accordance with CDC guidelines. Practice six-foot physical distancing to the greatest extent possible, even if this means production slows down.

- Employers may determine that adjusting processing or production lines, shifts, and staggering workers across shifts would help to maintain overall packing or processing capacity while measures to minimize exposure to the virus are in place. For example, a plant that normally operates on one daytime shift may be able to split workers into two or three shifts throughout a 24-hour period. In packing or processing plants, one shift may need to be reserved for cleaning and sanitization.

- Consider cohorting (grouping together) workers. This can increase the effectiveness of altering the plant's normal shift schedules by making sure that groups of workers are always assigned to the same shifts with the same coworkers. Cohorting may reduce the spread of workplace transmission by minimizing the number of different individuals who come into close contact with each other over the course of a week. Cohorting may also reduce the number of workers quarantined because of exposure to the virus.

- Place additional limitations on the number of workers in enclosed areas to ensure at least six feet of separation to limit transmission of the virus.

- One-way pathways should be delineated to avoid employees coming into close contact in narrow hallways.

- Modify or stagger start times and alternate locker locations to increase physical distancing inside locker rooms and at the time clock.

- Because food processing workers often have uniform break times, which can mean hundreds of workers congregating in break rooms and cafeteria spaces at once, stagger breaks to limit the number of workers in a break room or cafeteria at the same time.

- Add barriers, remove or rearrange chairs and tables, or add partitions to tables, in break rooms and other areas workers may frequent to increase worker separation and ensure workers do not face each other. Identify

alternative areas to accommodate overflow volume such as training and conference rooms or using outside tents for break and lunch areas.

- Limit the number of individuals in meetings and limit the number of participants in new hire orientations and other trainings. Provide virtual meeting and training opportunities wherever possible.

- Implement protocols to keep drivers in their trucks while on property, providing them a non-contact delivery protocol at the security gate.

- Designate drop-off locations to receive deliveries away from on-site high traffic areas. Maintain physical distance of at least six feet from delivery drivers. Do not shake hands.

- Call recipients ahead when making deliveries. Deliver to confirmed drop-off locations that eliminate physical contact with recipients.

- Encourage workers to avoid carpooling to and from work, if possible. If carpooling or using company shuttle vehicles is a necessity for workers, the following control practices should be used:

  o Limit the number of people per vehicle as much as possible. This may mean using more vehicles.

  o Encourage employees to maintain physical distancing as much as possible within the vehicle.

  o Encourage employees to use hand hygiene before entering the vehicle and when arriving at the destination.

  o Encourage employees in a shared van or car space to wear cloth face coverings.

  o Clean and disinfect commonly touched surfaces after each carpool or shuttle trip (e.g., door handles, handrails, seat belts, seat belt buckles).

  o Encourage employees to follow coughing and sneezing etiquette when in the vehicle.

Additional Guidelines

- Visit the California Department of Food and Agriculture COVID-19 Website at https://www.cdfa.ca.gov/coronavirus/#infrastructure for additional guidance on:

  - Livestock Markets

  - Farmers Markets

  - Farms and Ranches

  - Nurseries

  - Other related facilities

- See the CDC's update on Meat and Poultry Processing Facilities at https://www.cdc.gov/mmwr/volumes/69/wr/mm6918e3.htm?s_cid=mm6918e3_w

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[1]Additional requirements must be considered for vulnerable populations. The food packing and processing industry must comply with all Cal/OSHA standards and be prepared to adhere to its guidance as well as guidance from the Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH). Additionally, employers must be prepared to alter their operations as those guidelines change.

Cal/OSHA COVID-19 General Checklist
for Meat, Dairy, or Produce Packing or Processing

May 7, 2020

This checklist is intended to help meat, dairy, or produce packing or processing employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the Guidance for Meat, Dairy, or Produce Packing or Processing. This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.

Contents of Written Worksite Specific Plan

☐ The person(s) responsible for implementing the plan.

☐ A risk assessment and the measures that will be taken to prevent spread of the virus.

☐ Training and communication with employees and employee representatives on the plan.

☐ A process to check for compliance and to document and correct deficiencies.

☐ A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.

☐ Update the plan as necessary to prevent further cases.

Topics for Employee Training

☐ Information on COVID-19, preventing spread, and who is especially vulnerable.

☐ Self-screening at home, including temperature and/or symptom checks using CDC guidelines.

☐ The importance of not coming to work if employees 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.

☐ When to seek medical attention.

☐ The importance of hand washing.

☐ The importance of physical distancing, both at work and off work time.

☐ Proper use of cloth face covers.

Individual Control Measures & Screening

- ☐ Symptom screenings and/or temperature checks.
- ☐ Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- ☐ Encourage frequent handwashing and use of hand sanitizer.
- ☐ Provide disposable gloves to workers using cleaners and disinfectants if required. Consider gloves a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.
- ☐ Strongly recommend cloth face covers.
- ☐ Close or increase distance between tables/chairs in breakrooms or provide break areas in open space to ensure physical distancing.
- ☐ Restrict non-employees entering the facility to only those classified as essential by management.

Cleaning and Disinfecting Protocols

- ☐ Perform thorough cleaning in high traffic areas.
- ☐ Frequently disinfect commonly used surfaces.
- ☐ Clean and sanitize all tools and shared equipment between each use.
- ☐ Coordinate cleaning product use with the USDA and/or FDA if used in food production areas.
- ☐ Clean touchable surfaces between shifts or between users, whichever is more frequent.
- ☐ Ensure delivery vehicles and equipment are cleaned before and after delivery routes and carry sufficient sanitation materials.
- ☐ Avoid sharing tools and other items. If shared, clean and disinfect.
- ☐ Ensure that sanitary facilities stay operational and stocked at all times.
- ☐ Ensure employees have ready access to sanitizer and other sanitary items they may need.
- ☐ Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.
- ☐ Provide time for workers to implement cleaning practices before and after shifts, hire third-party cleaning companies.
- ☐ Consider upgrades to improve air filtration and ventilation. If fans are used in the facility, ensure that fans blow clean air at the workers' breathing zone.

Physical Distancing Guidelines

- ☐ Implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- ☐ Modify the alignment of workstations, including along processing lines.

86

- Install physical barriers, such as strip curtains, Plexiglas or similar materials.
- Designate workers to monitor and facilitate distancing.
- If necessary to ensure physical distancing, increase the number of shifts in a day, slow down the line speeds, and space out workers in accordance with CDC guidelines.
- Consider cohorting (grouping together) workers to always work together.
- Adjust in-person meetings, if they are necessary, to ensure physical distancing.
- Delineate one-way pathways to prevent employees from coming into close contact in narrow hallways.
- Reconfigure, restrict or close common areas and create alternative space for breaks where physical distancing is possible.
- Stagger start times and employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.
- Modify offerings in on-site cafeterias, including using prepackaged foods.
- Keep drivers in their trucks while on property, with a non-contact delivery protocol at the security gate.
- Adjust delivery and pickup processes to minimize contact.
- Encourage workers to avoid carpooling to and from work, if possible.

Hotels and lodging

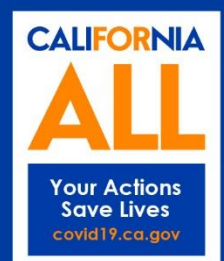The guidance for the hotels and lodging industry provides guidelines to create a safer environment for workers.

Review the guidance, prepare a plan, and post the checklist for the hotels and lodging industry in your workplace to show customers and employees that you've reduced the risk and are open for business.

COVID-19 INDUSTRY GUIDANCE:

Hotels and Lodging

May 7, 2020

covid19.ca.gov

OVERVIEW

On March 19, 2020, the State Public Health Officer and Director of the California Department of Public Health issued an order requiring most Californians to stay at home to disrupt the spread of COVID-19 among the population.

The impact of COVID-19 on the health of Californians is not yet fully known. Reported illness ranges from very mild (some people have no symptoms) to severe illness that may result in death. Certain groups, including people aged 65 or older and those with serious underlying medical conditions, such as heart or lung disease or diabetes, are at higher risk of hospitalization and serious complications. Transmission is most likely when people are in close contact with an infected person, even if that person does not have any symptoms or has not yet developed symptoms.

Precise information about the number and rates of COVID-19 by industry or occupational groups, including among critical infrastructure workers, is not available at this time. There have been multiple outbreaks in a range of workplaces, indicating that workers are at risk of acquiring or transmitting COVID-19 infection. Examples of these workplaces include long-term care facilities, prisons, food production, warehouses, meat processing plants, and grocery stores.

As stay-at-home orders are modified, it is essential that all possible steps be taken to ensure the safety of workers and the public.

Key prevention practices include:
- ✓ physical distancing to the maximum extent possible,
- ✓ use of face coverings by employees (where respiratory protection is not required) and customers/clients,
- ✓ frequent handwashing and regular cleaning and disinfection,
- ✓ training employees on these and other elements of the COVID-19 prevention plan.

In addition, it will be critical to have in place appropriate processes to identify new cases of illness in workplaces and, when they are identified, to intervene quickly and work with public health authorities to halt the spread of the virus.

Purpose

This document provides guidance for the hotels and lodging industry to support a safe, clean environment for workers and customers. The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA.[1] Stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues. Cal/OSHA has more safety and health guidance on their Cal/OSHA Guidance on Requirements to Protect Workers from Coronavirus webpage. CDC has additional guidance for businesses and employers.

Work Specific Plan

- Establish a written, worksite-specific COVID-19 prevention plan at every facility, perform a comprehensive risk assessment of all work areas, and designate a person at each facility to implement the plan.

- Identify contact information for the local health department where the facility is located for communicating information about COVID-19 outbreaks among employees.

- Train and communicate with employees and employee representatives on the plan.

- Regularly evaluate the workplace for compliance with the plan and document and correct deficiencies identified.

- Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.

- Identify close contacts (within six feet for 10 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.

- Adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause operations to be temporarily closed or limited.

Topics for Employee Training

- Information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.

- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.

- The importance of not coming to work if employees 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.

- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.

- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).

- The importance of physical distancing, both at work and off work time (see Physical Distancing section below).

- Proper use of face coverings, including:

  o Face coverings do not protect the wearer and are not personal protective equipment (PPE).

  o Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.

  o Employees should wash or sanitize hands before and after using or adjusting face coverings.

  o Avoid touching eyes, nose, and mouth.

  o Face coverings should be washed after each shift.

Individual Control Measures and Screening

- Provide temperature and/or symptom screenings for all workers at the beginning of their shift and any personnel entering the facility. Make sure the temperature/symptom screener avoids close contact with workers to the extent possible. Both screeners and employees should wear face coverings for the screening.

- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.

- Employers should provide and ensure workers use all required protective equipment. Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

- Face coverings are strongly recommended when employees are in the vicinity of others. Workers should have covers available and wear them when on property, in breakrooms and offices, or in a vehicle during work-related travel with others. Face coverings must not be shared.

- Housekeepers and others who must enter guest rooms should be provided with and required to wear face coverings. Housekeeping must only service rooms when guests are not present. Housekeepers should be

instructed to minimize contact with guests' personal belongings when cleaning. Housekeepers should be instructed to have ventilation systems operating and/or open windows if possible to increase air circulation.

- Employers should encourage handwashing for employees after they check guests in or out, clean rooms, and open mail or handle other commonly touched items. Valet service drivers, baggage handlers, and housekeepers should wash their hands regularly during their shift and use proper hand sanitizer. Baggage deliveries should be done when guests are not in their rooms.

- Hotels should allow housekeepers extra time to clean rooms without loss of pay to account for required precautions and to allow them to conduct more thorough cleaning and disinfection of rooms between guests.

- Guests and visitors should be screened upon arrival and asked to use hand sanitizer and to wear a face covering. Appropriate signage should also be prominently displayed outlining proper face covering usage and current physical distancing practices in use throughout the property.

Cleaning and Disinfecting Protocols

- Perform thorough cleaning in high traffic areas such as hotel lobbies, front desk check-in counters, bell desks, break rooms and lunch areas, changing areas, loading docks, kitchens and areas of ingress and egress including stairways, stairwells, handrails, and elevator controls. Frequently disinfect commonly used surfaces including door handles, guestroom interior locks, vending and ice machines, light switches, TV remote controls, phones, hairdryers, washer and dryer doors and controls, baggage carts, shuttle door handles, toilets, and handwashing facilities.

- Provide time for workers to implement cleaning practices before and after shifts. If cleaning is assigned to the worker, they must be compensated for that time.

- Equip workstations, desks, and help counters with proper sanitation products, including hand sanitizer and sanitizing wipes, and provide personal hand sanitizers to all staff directly assisting customers.

- Ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.

- When choosing cleaning chemicals, employers should use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions. Use

disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves as required by the product instructions.

- Avoid sharing phones, tablets, laptops, desks, pens, other work supplies, or offices wherever possible. Never share PPE. Any shared tools and equipment should be sanitized before, during and after each shift or anytime the equipment is transferred to a new employee. This includes phones, radios, computers and other communication devices, payment terminals, kitchen implements, engineering tools, safety buttons, folios, housekeeping carts and cleaning equipment, keys, time clocks, and all other direct contact items.

- Discontinue the use of shared food and beverage equipment in office pantries (including shared coffee brewers). Close manually operated ice machines or use hands free machines.

- 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, guest rooms, and other spaces.

Additional Cleaning and Disinfecting Protocols for Hotel Operations

- All reusable collateral, such as magazines, menus, local attraction details, coupons, etc., should be removed from rooms. Critical information should be provided as single-use collateral and/or electronically posted.

- Dirty linens should be removed and transported from guest rooms in single-use, sealed bags and pillow protectors on the guest room beds should be changed daily. Bagging of these items should be done in the guest room to eliminate excess contact while being transported. All bed linen and laundry should be washed at a high temperature and cleaned in accordance with CDC guidelines.

- Consider leaving rooms vacant for 24 to 72 hours prior to or after cleaning.

- In the event of a presumptive case of COVID-19, the guest's room should be removed from service and quarantined. The guest room should not be returned to service until case has been confirmed or cleared. In the event of a positive case, the room should only be returned to service

after undergoing an enhanced sanitization protocol, ideally by a licensed third-party expert and in accordance with CDC guidelines.

- Install hand sanitizer dispensers, touchless whenever possible, at key guest and employee entrances and contact areas such as driveways, reception areas, hotel lobbies, restaurant entrances, meeting and convention spaces, elevator landings, pools, salons and exercise areas.

- Consider providing guests an amenity bag during check-in containing face covering, hand sanitizer, and a COVID-19 awareness card. Where possible, equip hotel rooms with a bottle of sanitizer for guest use.

Physical Distancing Guidelines

- Implement measures to ensure physical distancing of at least six feet between employees and others. These can include use of physical partitions or visual cues (e.g., floor markings or signs to indicate to where employees and/or guests should stand). Any area where guests or employees queue should be clearly marked for appropriate physical distancing. This includes check-in, check-out, elevator lobbies, coffee shops and dining, and taxi and ridesharing lines.

- Physical distancing protocols should be used in employee break areas, uniform control areas, training classrooms, shared office spaces, the employee services window (via a teller style window) and other high-density areas in order to ensure appropriate distancing between employees.

- Employee pre-shift meetings should be conducted virtually or in areas that allow for appropriate physical distancing between employees. Larger departments should stagger employee arrival times to minimize traffic volume in back of house corridors and service elevators.

- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.

- Close breakrooms, use barriers, or increase distance between tables/chairs to separate workers and discourage congregating during breaks. Where possible, create outdoor break areas with shade covers and seating that ensures physical distancing.

- Redesign office spaces, cubicles, lobbies, front desk check-in areas, business centers, concierge service areas, and other spaces if possible to ensure workspaces and guest accommodations allow for at least six feet distancing.

- Discourage employees from congregating in high traffic areas such as bathrooms and hallways and establish directional hallways and passageways for foot traffic, if possible, to eliminate people from passing by one another.

- Limit the number of individuals riding in an elevator and ensure the use of face coverings. Use signage to communicate these requirements.

- Require employees to avoid handshakes and similar greetings that break physical distance.

- Eliminate person-to-person contact for delivery of goods to physical offices. Avoid touching others' pens and clipboards.

Additional Physical Distancing Guidelines for Hotel Operations

- Guests should enter through doors that are either propped open, if possible, or are automated or manually operated by an employee that is frequently handwashing and/or using proper hand sanitizer.

- Implement peak period queueing procedures, including a lobby greeter and having guests queue outside to maintain at least six feet of physical distance between persons.

- Employees should not open the doors of cars or taxis.

- Guest room service, laundry and dry-cleaning services, and amenity deliveries should be made available using contactless pick-up and delivery protocols.

- Hotel operations with restaurants should limit food and beverage offerings to take-out and "contactless" room service until dine-in establishments are allowed to resume modified or full operation.

- Hotels with pools should ensure that physical distancing requirements can be enforced, this could include limiting one person per lane in swimming pools.

- Hotels with golf courses should only allow one player per cart, except for immediate family and people who cohabitate, and increase tee time spacing, and should only open once golf courses are allowed to reopen.

Considerations for Hotels When Full Operations Resume

- Hotels Hotel operations with dine-in restaurants, bars, fitness centers, spas, salons, large meeting venues, banquet halls, or convention centers should keep those areas closed until each of those types of establishments are allowed to resume modified or full operation.

- When allowed to reopen to modified or full operation, hotels with dine-in restaurants and bars should:

  o Reduce seating capacities to allow for a minimum of six feet between each seated group/party of guests.

  o Implement additional and specific cleaning and sanitizing protocols for food processing and restaurant operations.

  o Refer to guidelines for the restaurant and bar industries when they become available.

- When allowed to reopen to modified or full operation, hotels with spas and salons should refer to guidelines on personal care services when it becomes available. Additional guidelines on fitness facilities will also be available and should be reviewed.

- When larger gatherings are permitted by state/local orders, those hotels with meeting, conference, banquet, or other event accommodations must:

  o Adjust room configurations to allow for physical distancing between guests.

  o Decrease the capacity for conference and meeting rooms in order to maintain at least six feet of physical distance between participants.

  o Suspend self-serve buffet style food service and replace it with alternative service styles.

  o For additional direction on meetings and convention centers, refer to the guidelines for that industry when available.

¹ Additional requirements must be considered for vulnerable populations. The hotels and lodging industry must comply with all Cal/OSHA standards and be prepared to adhere to its guidance as well as guidance from the Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH). Additionally, employers should be prepared to alter their operations as those guidelines change.

COVID-19 General Checklist
for Hotels and Lodging Employers

May 7, 2020

This checklist is intended to help hotels and lodging employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the Guidance for Hotels and Lodging Employers. This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.

Contents of Written Worksite Specific Plan

☐ The person(s) responsible for implementing the plan.

☐ A risk assessment and the measures that will be taken to prevent spread of the virus.

☐ Training and communication with employees and employee representatives on the plan.

☐ A process to check for compliance and to document and correct deficiencies.

☐ A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.

☐ Update the plan as necessary to prevent further cases.

Topics for Employee Training

☐ Information on COVID-19, preventing spread, and who is especially vulnerable.

☐ Self-screening at home, including temperature and/or symptom checks using CDC guidelines.

☐ The importance of not coming to work if employees 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.

☐ When to seek medical attention.

☐ The importance of hand washing.

☐ The importance of physical distancing, both at work and off work time.

☐ Proper use of cloth face covers.

Individual Control Measures & Screening

☐ Symptom screenings and/or temperature checks.

- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Encourage frequent handwashing and use of hand sanitizer.
- Provide disposable gloves to workers using cleaners and disinfectants and consider them as a supplement to frequent hand washing for tasks such as handling commonly touched items or conducting symptom screening.
- Strongly recommend cloth face covers.
- Communicate frequently to customers that they should use face masks/covers.
- Housekeepers and others who must enter guest rooms should be provided with face covers.
- Housekeeping must only service rooms when guests are not present.
- Housekeepers should be instructed to minimize contact with guests' personal belongings when cleaning.
- Housekeepers should be instructed to have ventilation systems operating and/or windows open if possible, to increase air circulation.
- Hotels should allow housekeepers extra time to clean rooms without loss of pay to account for required precautions and to allow them to conduct more thorough cleaning and disinfection of rooms between guests.
- Guests and visitors should be screened upon arrival and asked to use hand sanitizer and to wear a face cover.
- Appropriate signage should be prominently displayed at all entrances and strategically throughout the property on face covering and physical distancing.

Cleaning and Disinfecting Protocols

- Perform thorough cleaning in high traffic areas.
- Frequently disinfect commonly used surfaces.
- Clean and sanitize shared equipment between each use.
- Clean touchable surfaces between shifts or between users, whichever is more frequent.
- Make hand sanitizer and other sanitary supplies readily available to employees.
- Ensure that sanitary facilities stay operational and stocked at all times.
- Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.
- Adjust or modify hours and quotas to provide adequate time for additional cleaning.
- Provide time for workers to implement cleaning practices before, during, and after shifts.
- Install hands-free devices if possible, including motion sensor lights, contactless payment systems, automatic handwashing water, soap, paper towel dispensers, and timecard systems.
- Encourage the use of debit or credit cards by customers.
- Consider upgrades to improve air filtration and ventilation.

Additional Cleaning and Disinfecting Protocols for Hotel Operations

☐ Remove reusable collateral from rooms. Critical information should be provided as single-use collateral and/or electronically posted.

☐ Bag dirty linens for transport and wash at a high temperature and cleaned in accordance with CDC guidelines.

☐ Consider leaving rooms vacant for 24 to 72 hours between occupancy.

☐ Develop a quarantine and cleaning plan for rooms where an infected guest has been.

☐ Install hand sanitizer dispensers throughout the property.

☐ Consider providing guests an amenity bag during check-in containing face cover, hand sanitizer, and a COVID-19 awareness card.
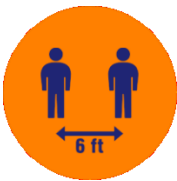
Physical Distancing Guidelines

☐ Implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).

☐ Use signage to remind customers of physical distancing at every opportunity.

☐ Reconfigure, restrict or close breakrooms and create alternative space for breaks where physical distancing is possible.

☐ Adjust in-person meetings, if they are necessary, to ensure physical distancing.

☐ Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.

Additional Physical Distancing Guidelines for Hotel Operations

☐ Guests should enter through doors that are either propped open, if possible, or are automated or manually operated by a dedicated gloved employee.

☐ Implement peak period queueing procedures to enforce physical distancing.

☐ Employees should not open the doors of cars or taxis.

☐ Guest room service should use contactless pick-up and delivery protocols.

☐ Limit food and beverage offerings to take-out and "contactless" room service until dine-in establishments are allowed to resume.

☐ See detailed guidance for resumption of other facilities such as restaurants, salons, spas, fitness centers and golf courses.

Life Science
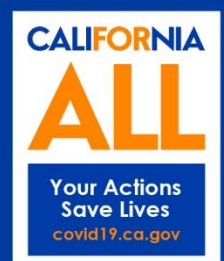
The [guidance for the life sciences industry](#) provides guidelines to create a safer environment for workers.

Review the guidance, prepare a plan, and post the [checklist for the life sciences industry](#) in your workplace to show customers and employees that you've reduced the risk and are open for business.

COVID-19 INDUSTRY GUIDANCE:

Life Sciences

May 7, 2020

covid19.ca.gov

OVERVIEW

On March 19, 2020, the State Public Health Officer and Director of the California Department of Public Health issued an order requiring most Californians to stay at home to disrupt the spread of COVID-19 among the population.

The impact of COVID-19 on the health of Californians is not yet fully known. Reported illness ranges from very mild (some people have no symptoms) to severe illness that may result in death. Certain groups, including people aged 65 or older and those with serious underlying medical conditions, such as heart or lung disease or diabetes, are at higher risk of hospitalization and serious complications. Transmission is most likely when people are in close contact with an infected person, even if that person does not have any symptoms or has not yet developed symptoms.

Precise information about the number and rates of COVID-19 by industry or occupational groups, including among critical infrastructure workers, is not available at this time. There have been multiple outbreaks in a range of workplaces, indicating that workers are at risk of acquiring or transmitting COVID-19 infection. Examples of these workplaces include long-term care facilities, prisons, food production, warehouses, meat processing plants, and grocery stores.

As stay-at-home orders are modified, it is essential that all possible steps be taken to ensure the safety of workers and the public.

Key prevention practices include:
- ✓ physical distancing to the maximum extent possible,
- ✓ use of face coverings by employees (where respiratory protection is not required) and customers/clients,
- ✓ frequent handwashing and regular cleaning and disinfection,
- ✓ training employees on these and other elements of the COVID-19 prevention plan.

In addition, it will be critical to have in place appropriate processes to identify new cases of illness in workplaces and, when they are identified, to intervene quickly and work with public health authorities to halt the spread of the virus.

Purpose

This document provides guidance for the life sciences industry to support a safe, clean environment for employees. The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA.[1] Stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues. Cal/OSHA has specific requirements for facilities that handle pathogens (title 8 section 5199) and additional safety and health guidance on their Cal/OSHA COVID-19 Infection Prevention webpage. CDC has additional information in their guidance for laboratories and for businesses and employers.

Worksites that Handle Infectious Pathogens

Research facilities, laboratories, and other locations that handle material that may contain pathogens and whose operations may disperse pathogens in the air must establish, implement, and maintain an effective written Biosafety Plan, administered by the facility's biological safety officer. The Biosafety Plan must include the following:

- List of job classifications with exposure to infectious pathogens.

- List of infectious pathogens known or reasonably expected to be present in laboratory materials and applicable biosafety measures.

- Procedures to ensure all incoming materials containing pathogens are treated as virulent, until verified as deactivated or attenuated.

- A risk assessment, performed by the biological safety officer, in accordance with CDC's Biosafety in Microbiological and Biomedical Laboratories guidelines.

- Feasible engineering controls including containment equipment and procedures.

- Required safe work practice controls and prohibited unsafe work practices in accordance with the risk assessment and CDC guidelines.

- Necessary personal protective equipment (PPE), including respiratory protective equipment.

- Effective decontamination and disinfection procedures for laboratory surfaces, equipment, and tools.

- Procedures for communicating hazards to employees and providing required employee training.

- Emergency procedures for uncontrolled releases in the facility and untreated releases outside the facility.

- Provision of applicable vaccines to employees.

- Procedures to investigate and provide medical follow up to employees exposed to laboratory pathogens.

- Procedures to annually inspect facilities and annually audit the facility's biosafety procedures.

- Procedures to record and correct deficiencies found during inspections and audits.

Worksite Specific Plan

All facilities, whether they handle pathogens or not, must institute a worksite specific plan to reduce COVID-19 transmission.

- Establish a written, worksite-specific COVID-19 prevention plan at every facility, perform a comprehensive risk assessment of all work areas, and designate a person at each facility to implement the plan.

- Identify contact information for the local health department where the facility is located for communicating information about COVID-19 outbreaks among employees.

- Train and communicate with employees and employee representatives on the plan.

- Regularly evaluate the workplace for compliance with the plan and document and correct deficiencies identified.

- Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.

- Identify close contacts (within six feet for 10 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.

- Adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause operations to be temporarily closed or limited.

Topics for Employee Training

- If applicable, training on the facility's biosafety plan and all controls used to prevent transmission of aerosol transmitted diseases while working with pathogens.

- Information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.

- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.

- The importance of not coming to work if employees 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.

- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.

- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).

- The importance of physical distancing, both at work and off work time (see Physical Distancing section below).

- Proper use of face coverings, including:

  o Face coverings do not protect the wearer and are not personal protective equipment (PPE).

  o Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.

  o Employees should wash or sanitize hands before and after using or adjusting face coverings.

  o Avoid touching eyes, nose, and mouth.

  o Face coverings should be washed after each shift.

Individual Control Measures and Screening

- Provide temperature and/or symptom screenings for all workers at the beginning of their shift and any personnel entering the facility. Non-employees entering the facility should be restricted to only those classified as essential by management and they must complete a temperature and/or symptom screening before entering. Make sure the temperature/symptom screener avoids close contact with workers to the extent possible. Both screeners and employees should wear face coverings for the screening.

- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.

- Employers should provide and ensure workers use all required protective equipment. Employers should consider where disposable glove use may

be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

- Workers (including contractors, temporary workers, and visitors) who are not otherwise required to wear respiratory protection are strongly recommended to wear face coverings at all times while on-site. Face coverings must not be shared. In operations where pathogens are handled use the correct type of PPE.

- For those facilities in laboratory, research, or clinical settings, evaluate existing personal protective equipment practices and determine additional measures or necessary adjustments to prevent exposure to COVID-19.

Cleaning and Disinfecting Protocols

- Perform thorough cleaning on high traffic areas such as lunch areas, changing areas, and areas of ingress and egress including stairways, stairwells, handrails, and elevators controls. Frequently disinfect commonly used surfaces including laboratory equipment, tools, office supplies, doorknobs, toilets, and handwashing facilities.

- Clean touchable surfaces between shifts or between users, whichever is more frequent, including but not limited to working surfaces, tools, handles and latches, and controls on stationary and mobile equipment.

- Avoid sharing phones, desks, office equipment, or other items wherever possible. Never share PPE.

- Supply the necessary cleaning products so employees can clean and disinfect personal work areas. Ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.

- Provide time for workers to implement cleaning practices before and after shifts. If cleaning is assigned to the worker, they must be compensated for that time. Modify hours to ensure regular deep cleaning of office, laboratory, and other facility spaces. Stagger breaks if feasible to ensure physical distancing and the chance to clean restrooms frequently.

- When choosing cleaning chemicals, employers should use products approved for use against COVID-19 listed on the Environmental Protection Agency (EPA)-approved list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon

of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves as required by the product instructions.

- Modify offerings in any on-site cafeterias or dining rooms, including using prepackaged foods, drink, condiment, and flatware dispensing options.

- 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 work and break areas.

- For those facilities in laboratory, research, or clinical settings, evaluate existing cleaning and disinfecting protocols and determine additional measures or necessary adjustments to prevent exposure to COVID-19.

Physical Distancing Guidelines

- Implement measures to ensure physical distancing of at least six feet between employees. These can include use of physical partitions or visual cues (e.g., floor markings or signs to indicate where employees should stand).

- Reconfigure office spaces, cubicles, laboratory rooms, etc., to ensure workspaces allow for at least six feet between employees. Decrease the capacity for conference and meeting rooms in order to maintain at least six feet of physical distance between employees. Designate separate entrance and exits and post signage to this effect.

- Utilize work practices, when feasible, to limit the number of employees at the office at one time. This may include scheduling (e.g., staggering start/end times), establishing alternating days for onsite reporting, returning to the office workspace in phases, or continued use of telework when feasible. Reassign lockers or limit/stagger locker use to increase distance between employees.

- Transition all meetings and interviews to phone or digital platforms. For meetings that must be in person, adjust meetings and use smaller meetings to ensure compliance with physical distancing guidelines

- In areas where physical distancing is difficult to maintain, employees should have increased symptom screenings including temperature, visual, and verbal checks.

- Discontinue nonessential travel and encourage distance meetings via phone and internet.

- Require employees to avoid handshakes and similar greetings that break physical distance guidelines.

- Place additional limitations on the number of employees in enclosed areas, to ensure at least six feet of separation to limit transmission of the virus.

- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.

- Close breakrooms, use barriers, or increase distance between tables/chairs to separate workers and discourage congregating during breaks. Where possible, create outdoor break areas with shade covers and seating that ensures physical distancing.

- Use the following hierarchy to prevent transmission of COVID-19 in research, production, and other work areas especially where physical distancing is difficult to maintain: engineering controls, administrative controls, and PPE.

  o Engineering controls include creating physical or spatial barriers between employees such as Plexiglas or other sturdy and impermeable partitions.

  o Administrative controls include increasing the number of shifts to reduce the number of personnel present at one time and ensure adequate physical distancing.

  o PPE includes face shields, some masks, and impermeable gloves. Note that some disposable equipment such as some face shields and respirators are prioritized for health care workers and workers that handle pathogens and should not otherwise be used.

COVID-19 General Checklist
for Life Sciences Employers

May 7, 2020

This checklist is intended to help life sciences employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the Guidance for Life Sciences Employers. This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.

Worksites that Handle Infectious Pathogens

Research facilities, laboratories, and other locations that handle material that may contain pathogens and whose operations may disperse pathogens in the air must establish, implement, and maintain an effective written Biosafety Plan, administered by the facility's biological safety officer. The Biosafety Plan must include the following:

- ☐ List of job classifications with exposure to infectious pathogens.
- ☐ List of infectious pathogens known or reasonably expected to be present in laboratory materials and applicable biosafety measures.
- ☐ Procedures to ensure all incoming materials containing pathogens are treated as virulent, until verified as deactivated or attenuated.
- ☐ A risk assessment, performed by the biological safety officer, in accordance with CDC's Biosafety in Microbiological and Biomedical Laboratories guidelines.
- ☐ Feasible engineering controls including containment equipment and procedures.
- ☐ Required safe work practice controls and prohibited unsafe work practices in accordance with the risk assessment and CDC guidelines.
- ☐ Necessary personal protective equipment (PPE), including respiratory protective equipment.
- ☐ Effective decontamination and disinfection procedures for laboratory surfaces, equipment, and tools.
- ☐ Procedures for communicating hazards to employees and providing required employee training.
- ☐ Emergency procedures for uncontrolled releases in the facility and untreated releases outside the facility.
- ☐ Provision of applicable vaccines to employees.
- ☐ Procedures to investigate and provide medical follow up to employees exposed to laboratory pathogens.
- ☐ Procedures to annually inspect facilities and annually audit the facility's biosafety procedures.

- Procedures to record and correct deficiencies found during inspections and audits.

Contents of Written Worksite Specific Plan

All facilities, whether they handle pathogens or not, must institute a written worksite specific plan to reduce COVID-19 transmission.

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Training and communication with employees and employee representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, identify and isolate close workplace contacts of infected employees until they are tested.
- Update the plan as necessary to prevent further cases.

Topics for Employee Training

- If applicable, training on the facility's biosafety plan and all controls used to prevent transmission of aerosol transmitted diseases while working with pathogens.
- Information on COVID-19, preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- The importance of not coming to work if employees 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.
- When to seek medical attention.
- The importance of hand washing.
- The importance of physical distancing, both at work and off work time.
- Proper use of cloth face covers.

Individual Control Measures & Screening

- Symptom screenings and/or temperature checks.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Encourage frequent handwashing and use of hand sanitizer.
- Provide disposable gloves to workers who are screening others for symptoms, who touch items frequently handled by customers, or when cleaners and disinfectants.
- Strongly recommend cloth face covers.
- Close or increase distance between tables/chairs in breakrooms or provide break areas in open space to ensure physical distancing.

Cleaning and Disinfecting Protocols

☐ If applicable, update the Biosafety Plan with enhanced cleaning and disinfecting protocols

☐ Clean and sanitize all equipment and tools in contact with materials that may contain pathogens after each use.

☐ Perform thorough cleaning in high traffic areas.

☐ Frequently disinfect commonly used surfaces.

☐ Clean and sanitize shared equipment between each use.

☐ Clean touchable surfaces between shifts or between users, whichever is more frequent.

☐ Ensure that sanitary facilities stay operational and stocked at all times.

☐ Make hand sanitizer and other sanitary equipment readily available to employees.

☐ Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.

☐ Adjust or modify store hours to provide adequate time cleaning and stocking with physical distancing.

☐ Provide time for workers to implement cleaning practices before and after shifts, hire third-party cleaning companies.

☐ Install hands-free devices if possible, including motion sensor lights, contactless payment systems, automatic soap and paper towel dispensers, and timecard systems.

☐ Consider upgrades to improve air filtration and ventilation.

☐ For those facilities in laboratory, research, or clinical settings, evaluate existing cleaning and disinfecting protocols and determine additional measures or necessary adjustments to prevent exposure to COVID-19.

Physical Distancing Guidelines

☐ Implement measures to physically separate all persons by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers and/or employees should stand).

☐ Minimize exposure between persons where physical distancing cannot be maintained, such as Plexiglas barriers.

☐ Use signage at all entrances and strategically throughout the facility to remind persons of physical distancing at every opportunity.

☐ Adjust in-person meetings, if they are necessary, to ensure physical distancing.

☐ Place additional limitations on the number of workers in enclosed areas to ensure at least six feet of separation.

☐ Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.

☐ Use the following hierarchy to prevent transmission of COVID-19 in research, production, and other work areas especially where physical distancing is difficult to maintain: engineering controls, administrative controls, and PPE.

    o Engineering controls include creating physical or spatial barriers between employees such as Plexiglas or other sturdy and impermeable partitions.

    o Administrative controls include increasing the number of shifts to reduce the number of personnel present at one time and ensure adequate physical distancing.

    o PPE includes face shields, some masks, and impermeable gloves for persons who have no contact with materials that may have pathogens. Note that some disposable equipment such as some face shields and respirators are prioritized for health care workers and workers that handle pathogens and should not otherwise be used.

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114

Logistics and warehousing facilities

The [guidance for businesses operating in the logistics/warehousing industry](#) provides guidelines to create a safer environment for workers.
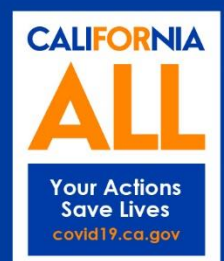Review the guidance, prepare a plan, and post the [checklist for the logistics/warehousing industry](#) in your workplace to show customers and employees that you've reduced the risk and are open for business.

COVID-19 INDUSTRY GUIDANCE:

Logistics and Warehousing Facilities

May 7, 2020

covid19.ca.gov

OVERVIEW

On March 19, 2020, the State Public Health Officer and Director of the California Department of Public Health issued an order requiring most Californians to stay at home to disrupt the spread of COVID-19 among the population.

The impact of COVID-19 on the health of Californians is not yet fully known. Reported illness ranges from very mild (some people have no symptoms) to severe illness that may result in death. Certain groups, including people aged 65 or older and those with serious underlying medical conditions, such as heart or lung disease or diabetes, are at higher risk of hospitalization and serious complications. Transmission is most likely when people are in close contact with an infected person, even if that person does not have any symptoms or has not yet developed symptoms.

Precise information about the number and rates of COVID-19 by industry or occupational groups, including among critical infrastructure workers, is not available at this time. There have been multiple outbreaks in a range of workplaces, indicating that workers are at risk of acquiring or transmitting COVID-19 infection. Examples of these workplaces include long-term care facilities, prisons, food production, warehouses, meat processing plants, and grocery stores.

As stay-at-home orders are modified, it is essential that all possible steps be taken to ensure the safety of workers and the public.

Key prevention practices include:
- ✓ physical distancing to the maximum extent possible,
- ✓ use of face coverings by employees (where respiratory protection is not required) and customers/clients,
- ✓ frequent handwashing and regular cleaning and disinfection,
- ✓ training employees on these and other elements of the COVID-19 prevention plan.

In addition, it will be critical to have in place appropriate processes to identify new cases of illness in workplaces and, when they are identified, to intervene quickly and work with public health authorities to halt the spread of the virus.

Purpose

This document provides guidance for businesses operating in the logistics/warehousing industry to support a safe, clean environment for employees. The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA.[1] Stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues. Cal/OSHA has more safety and health guidance on their Cal/OSHA COVID-19 Infection Prevention for Logistics Employers and Employees webpage. CDC has additional requirements in their guidance for businesses and employers and specific guidance for mail and parcel delivery.

Worksite Specific Plan

- Establish a written, worksite-specific COVID-19 prevention plan at every facility, perform a comprehensive risk assessment of all work areas, and designate a person at each facility to implement the plan.

- Identify contact information for the local health department where the facility is located for communicating information about COVID-19 outbreaks among employees.

- Train and communicate with employees and employee representatives on the plan.

- Regularly evaluate the workplace for compliance with the plan and document and correct deficiencies identified.

- Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.

- Identify close contacts (within six feet for 10 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.

- Adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause operations to be temporarily closed or limited.

Topics for Employee Training

- Information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.

- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.

- The importance of not coming to work if employees 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.

- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.

- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).

- The importance of physical distancing, both at work and off work time (see Physical Distancing section below).

- Proper use of face coverings, including:

  o Face coverings do not protect the wearer and are not personal protective equipment (PPE).

  o Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.

  o Employees should wash or sanitize hands before and after using or adjusting face coverings.

  o Avoid touching eyes, nose, and mouth.

  o Face coverings should be washed after each shift.

Individual Control Measures and Screening

- Provide temperature and/or symptom screenings for all workers at the beginning of their shift and any personnel entering the facility. Make sure the temperature/symptom screener avoids close contact with workers to the extent possible. Both screeners and employees should wear face coverings for the screening.

- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.

- Employers should provide and ensure workers use all required protective equipment. Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

- Face coverings are strongly encouraged when employees are in the vicinity of others. Workers should have face coverings available and wear them when at work, in offices, or in a vehicle for work-related travel with others. Face coverings must not be shared.
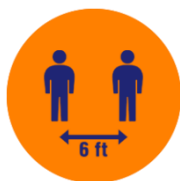
Cleaning and Disinfecting Protocols

- Perform thorough cleaning on high traffic areas such as break rooms, lunch areas, and changing areas, and areas of ingress and egress including stairways and stairwells, handrails, elevator controls. Frequently disinfect commonly used surfaces, including tables, amenities, doorknobs, toilets, and handwashing facilities.

- Clean touchable surfaces between shifts or between users, whichever is more frequent, including but not limited to working surfaces, machinery, tools, equipment, shelves, storage rooms, handles, latches and locks, and controls on stationary and mobile equipment.

- Require employees to wash hands or use sanitizer between use of shared equipment, such as time clocks and forklifts, and allow work time to do so. Avoid sharing phones, other work tools, or equipment wherever possible. Never share PPE.

- Clean delivery vehicles and equipment before and after delivery, carry additional sanitation materials during deliveries, and use clean personal protective equipment for each delivery stop.

- For delivery drivers, normally accessible restrooms on routes (e.g., restaurants, coffee shops) may be closed. Employers should provide employees alternative restroom locations and allow time for employees to use them.

- Provide time for workers to implement cleaning practices before and after shifts. If cleaning is assigned to the worker, they must be compensated for that time.

- Ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed. Provide additional sanitary facilities (portable toilets and handwashing stations) if necessary and practical.

- Stagger breaks if feasible to ensure physical distancing and the chance to clean restrooms frequently.

- When choosing cleaning chemicals, employers should use products approved for use against COVID-19 included on the Environmental Protection Agency (EPA)-approved list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide employees training on

manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves as required by the product instructions.

- Employees should be provided and use protective equipment when offloading and storing delivered goods. Employees should inspect deliveries and perform disinfection measures prior to storing goods in warehouses and facilities when deliveries appear tampered with.

- 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 work and break areas.

Physical Distancing Guidelines

- Implement measures to ensure physical distancing of at least six feet between workers, including transportation personnel. These can include use of physical partitions or visual cues such as floor markings, colored tape, or signs to indicate to where workers should stand.

- Minimize transaction time between warehouse employees and transportation personnel. Perform gate check-ins and paperwork digitally if feasible. Require employees to put on face coverings prior to interfacing with transportation personnel and other people entering and exiting the facility.

- Redesign workspaces and shared outdoor spaces to allow for at least six feet between employees.

- Use the following hierarchy to prevent transmission of COVID-19 in work areas especially where physical distancing is difficult to maintain: engineering controls, administrative controls, and PPE.

  o Engineering controls include creating physical or spatial barriers between employees such as Plexiglas or other sturdy and impermeable partitions.

  o Administrative controls include increasing the number of shifts to reduce the number of personnel present at one time and ensure adequate physical distancing.

  o PPE includes face shields, some masks, and impermeable gloves. Note that some disposable equipment such as some face shields and respirators are prioritized for health care workers and workers that handle pathogens and should not otherwise be used.

- Adjust safety and other meetings to ensure physical distance and conduct smaller individual meetings at facilities to maintain physical distancing guidelines.

- Utilize work practices, when feasible, to limit the number of workers on the jobsite at one time. This may include scheduling (e.g., staggering shift start/end times) or rotating crew access to a designated area during a shift. Stage the jobsite to stagger work and limit overlap of work crews.

- Place additional limitations on the number of workers in enclosed areas, where six feet of separation may not be sufficient to limit transmission of the virus.

- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.

- Close breakrooms, use barriers, or increase distance between tables/chairs to separate workers and discourage congregating during breaks. Where possible, create outdoor break areas with shade covers and seating that ensures physical distancing.

- Close common areas where personnel are likely to congregate and interact (e.g., kitchenettes, break rooms, etc.). Discourage employees from congregating in high traffic areas.

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[1]Additional requirements must be considered for vulnerable populations. The logistics and warehousing industry must comply with all Cal/OSHA standards and be prepared to adhere to its guidance as well as guidance from the Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH). Additionally, employers must be prepared to alter their operations as those guidelines change.

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122

COVID-19 General Checklist
for Logistics and Warehousing Employers

May 7, 2020

This checklist is intended to help logistics and warehousing employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the Guidance for Logistics and Warehousing Employers. This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.

Contents of Written Worksite Specific Plan

☐ The person(s) responsible for implementing the plan.

☐ A risk assessment and the measures that will be taken to prevent spread of the virus.

☐ Training and communication with employees and employee representatives on the plan.

☐ A process to check for compliance and to document and correct deficiencies.

☐ A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.

☐ Update the plan as necessary to prevent further cases.

Topics for Employee Training

☐ Information on COVID-19, preventing spread, and who is especially vulnerable.

☐ Self-screening at home, including temperature and/or symptom checks using CDC guidelines.

☐ The importance of not coming to work if employees 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.

☐ When to seek medical attention.

☐ The importance of hand washing.

☐ The importance of physical distancing, both at work and off work time.

☐ Proper use of cloth face covers.

Individual Control Measures & Screening

☐ Symptom screenings and/or temperature checks.

- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Encourage frequent handwashing and use of hand sanitizer.
- Provide disposable gloves to workers using cleaners and disinfectants when required. Consider gloves as a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.
- Strongly recommend cloth face covers.

Cleaning and Disinfecting Protocols

- Perform thorough cleaning in high traffic areas and frequently disinfect commonly used surfaces.
- Clean and sanitize touchable surfaces and shared equipment between shifts or users, whichever is more frequent.
- Provide hand sanitizer, sanitizing wipes and other sanitary supplies and locate them where they are readily available to workers.
- Ensure that sanitary facilities stay operational and stocked at all times.
- Use products approved for COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.
- Clean delivery vehicles and equipment before and after delivery, provide sanitation materials during deliveries, and identify alternative restroom locations on routes.
- Provide working time for workers to implement cleaning practices before and after shifts; consider hiring third-party cleaning companies.
- Inspect deliveries and perform disinfection measures where appropriate prior to storing goods in warehouses and facilities.
- Consider upgrades to improve air filtration and ventilation.

Physical Distancing Guidelines

- Implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- Minimize transaction time between warehouse employees and transportation personnel; perform gate check-ins and paperwork digitally, if feasible.
- Adjust in-person meetings, if they are necessary, to ensure physical distancing.
- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.
- Reconfigure, restrict or close common areas and create alternative space for breaks where physical distancing is possible.

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124

Manufacturing
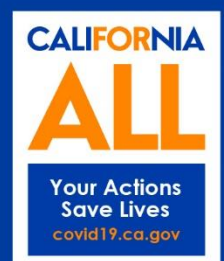
The [guidance for the manufacturing industry](#) provides guidelines to create a safer environment for workers.

Review the guidance, prepare a plan, and post the [checklist for the manufacturing industry](#) in your workplace to show customers and employees that you've reduced the risk and are open for business.

COVID-19 INDUSTRY GUIDANCE:

Manufacturing

May 7, 2020

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OVERVIEW

On March 19, 2020, the State Public Health Officer and Director of the California Department of Public Health issued an order requiring most Californians to stay at home to disrupt the spread of COVID-19 among the population.

The impact of COVID-19 on the health of Californians is not yet fully known. Reported illness ranges from very mild (some people have no symptoms) to severe illness that may result in death. Certain groups, including people aged 65 or older and those with serious underlying medical conditions, such as heart or lung disease or diabetes, are at higher risk of hospitalization and serious complications. Transmission is most likely when people are in close contact with an infected person, even if that person does not have any symptoms or has not yet developed symptoms.

Precise information about the number and rates of COVID-19 by industry or occupational groups, including among critical infrastructure workers, is not available at this time. There have been multiple outbreaks in a range of workplaces, indicating that workers are at risk of acquiring or transmitting COVID-19 infection. Examples of these workplaces include long-term care facilities, prisons, food production, warehouses, meat processing plants, and grocery stores.

As stay-at-home orders are modified, it is essential that all possible steps be taken to ensure the safety of workers and the public.

Key prevention practices include:
- ✓ physical distancing to the maximum extent possible,
- ✓ use of face coverings by employees (where respiratory protection is not required) and customers/clients,
- ✓ frequent handwashing and regular cleaning and disinfection,
- ✓ training employees on these and other elements of the COVID-19 prevention plan.

In addition, it will be critical to have in place appropriate processes to identify new cases of illness in workplaces and, when they are identified, to intervene quickly and work with public health authorities to halt the spread of the virus.

Purpose

This document provides guidance for the manufacturing industry to support a safe, clean environment for workers. The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA.[1] Stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues. Cal/OSHA has additional safety and health guidance on their Cal/OSHA COVID-19 Infection Prevention for Logistics Employers and Employees

webpage. CDC has additional information on their guidance for businesses and employers.

Worksite Specific Plan

- Establish a written, worksite-specific COVID-19 prevention plan at every facility, perform a comprehensive risk assessment of all work areas, and designate a person at each facility to implement the plan.

- Identify contact information for the local health department where the facility is located for communicating information about COVID-19 outbreaks among employees.

- Train and communicate with employees and employee representatives on the plan.

- Regularly evaluate the workplace for compliance with the plan and document and correct deficiencies identified.

- Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.

- Identify close contacts (within six feet for 10 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.

- Adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause operations to be temporarily closed or limited.

Topics for Employee Training

- Information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.

- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.

- The importance of not coming to work if employees 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.

- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.

- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).

- The importance of physical distancing, both at work and off work time (see Physical Distancing section below).

- Proper use of face coverings, including:

  o Face coverings do not protect the wearer and are not personal protective equipment (PPE).

  o Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.

  o Employees should wash or sanitize hands before and after using or adjusting face coverings.

  o Avoid touching eyes, nose, and mouth.

  o Face coverings should be washed after each shift.

Individual Control Measures and Screening

- Provide temperature and/or symptom screenings for all workers at the beginning of their shift and any personnel entering the facility. Make sure the temperature/symptom screener avoids close contact with workers to the extent possible. Both screeners and employees should wear face coverings for the screening.

- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.

- Employers should provide and ensure workers use all required protective equipment. Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

- Face coverings are strongly recommended when employees are not required to wear respirators for other hazards and are in the vicinity of others. Workers should have face coverings available and wear them

when at work, in offices, or in a vehicle for work-related travel with others. Face coverings must not be shared.

- Non-employees entering the facility should be restricted to only those classified as essential by management and they must complete a temperature and/or symptom screening before entering. Contractors, vendors, and all others entering the facility are strongly recommended to wear face coverings.

Cleaning and Disinfecting Protocols

- Perform thorough cleaning on high traffic areas such as break rooms, lunch areas, and changing areas, and areas of ingress and egress including, stairways and stairwells, handrails, and elevators controls. Frequently disinfect commonly used surfaces, including, doorknobs, toilets, and handwashing facilities.

- Clean touchable surfaces between shifts or between users, whichever is more frequent, including but not limited to working surfaces, tools, handles and latches, and controls on stationary and mobile equipment, including surfaces in the cabs of all vehicles.

- Avoid sharing phones, office supplies, other work tools, or handheld mobile communications equipment wherever possible. Individually-assigned peripheral equipment (keyboards, handsets, headsets, chairs, etc.) should be provided wherever possible. If necessary, clean and disinfect them before and after each use. Never share PPE.

- Provide sufficient time for workers to implement cleaning practices before, during, and after shifts. If cleaning is assigned to the worker, they must be compensated for that time.

- Ensure sanitary facilities restrooms and handwashing stations with soap and hand sanitizer are provided at all sites. Ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.

- Stagger breaks and provide additional sanitary facilities (including portable toilets and handwashing stations) if feasible and necessary to maintain physical distancing during scheduled breaks. No-touch sinks, soap dispensers, sanitizer dispensers, and paper towel dispensers should be installed whenever possible.

- When choosing cleaning chemicals, employers should use product approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions. Use disinfectant labels labeled to be effective against emerging viral

pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves as required by the product instructions.

- Employees must be provided and use protective equipment when offloading and storing delivered goods. Employees should inspect deliveries and perform disinfection measures prior to storing goods in warehouses and facilities, when deliveries appear tampered with.

- Require that hard hats and face shields be sanitized at the end of each shift. Clean the inside of the face shield, then the outside, then wash hands.

- Clean delivery vehicles and equipment before and after delivery routes, carry additional sanitation materials during deliveries, and use clean personal protective equipment for each delivery stop.

- For delivery drivers, normally accessible restrooms on routes (e.g., restaurants, coffee shops) may be closed. Employers should provide employees alternative restroom locations and allow time for employees to use them.

- 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 work and break areas.

- Modify offerings in on-site cafeterias, including using prepackaged foods, and safe options for drink, condiment, and flatware dispensing.

Physical Distancing Guidelines

- Implement measures to ensure physical distancing of at least six feet between workers. This can include use of physical partitions or visual cues (e.g., floor markings, or signs to indicate to where workers should stand).

- Adjust safety or other in-person meetings, including interviews, to ensure physical distance and use smaller individual meetings at facilities to maintain physical distancing guidelines.

- Utilize work practices, when feasible, to limit the number of workers on site at one time. This may include scheduling (e.g., staggering shift

start/end times) or rotating access to a designated area during a shift. Stage facilities to stagger work and limit overlap of work crews.

- Stagger employee breaks, within compliance with wage and hour regulations, to maintain physical distancing protocols. Reassign lockers or limit/stagger locker use to increase distance between employees.

- Place additional limitations on the number of workers in enclosed areas, to ensure at least six feet of separation to limit transmission of the virus.

- Close breakrooms, use barriers, or increase distance between tables/chairs to separate workers and discourage congregating during breaks. Where possible, create outdoor break areas with shade covers and seating that ensures physical distancing.

- Workers should consider bringing a lunch made at home or purchase take out or delivery where available as long as they can avoid congested areas.

- Use the following hierarchy to prevent transmission of COVID-19 in work areas especially where physical distancing is difficult to maintain: engineering controls, administrative controls, and PPE.

  o Engineering controls include creating physical or spatial barriers between employees such as Plexiglas or other sturdy and impermeable partitions.

  o Administrative controls include increasing the number of shifts to reduce the number of personnel present at one time and ensure adequate physical distancing.

  o PPE includes face shields, some masks, and impermeable gloves. Note that some disposable equipment such as some face shields and respirators are prioritized for health care workers and workers that handle pathogens and should not otherwise be used.

- Install production transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person production hand-offs.

- Designate separate entrance and exits and post signage to this effect.

[1]Additional requirements must be considered for vulnerable populations. The manufacturing industry must comply with all Cal/OSHA standards and be prepared to adhere to its guidance as well as guidance from the Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH). Additionally, employers must be prepared to alter their operations as those guidelines change.

Cal/OSHA COVID-19 General Checklist
for Manufacturing Employers

May 7, 2020

This checklist is intended to help manufacturing employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the Guidance for Manufacturing Employers. This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.

Contents of Written Worksite Specific Plan

- ☐ The person(s) responsible for implementing the plan.
- ☐ A risk assessment and the measures that will be taken to prevent spread of the virus.
- ☐ Training and communication with employees and employee representatives on the plan.
- ☐ A process to check for compliance and to document and correct deficiencies.
- ☐ A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.
- ☐ Update the plan as necessary to prevent further cases.

Topics for Employee Training

- ☐ Information on COVID-19, preventing spread, and who is especially vulnerable.
- ☐ Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- ☐ The importance of not coming to work if employees 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.
- ☐ When to seek medical attention.
- ☐ The importance of hand washing.
- ☐ The importance of physical distancing, both at work and off work time.
- ☐ Proper use of cloth face covers.

Individual Control Measures & Screening

☐ Symptom screenings and/or temperature checks.

☐ Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.

☐ Encourage frequent handwashing and use of hand sanitizer.

☐ Provide disposable gloves to workers using cleaners and disinfectants if required. Consider gloves a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items, or conducting symptom screening.

☐ Strongly recommend cloth face covers.

☐ Restrict and screen non-employees entering the facility.

☐ Post signage requesting visitors to wear face masks or covers.

Cleaning and Disinfecting Protocols

☐ Perform thorough cleaning in high traffic areas.

☐ Frequently disinfect commonly used surfaces.

☐ Clean and sanitize shared equipment between each use.

☐ Clean touchable surfaces between shifts or between users, whichever is more frequent.

☐ Provide and locate hand sanitizer and sanitizing wipes where workers can use them.

☐ Ensure that sanitary facilities stay operational and stocked at all times.

☐ Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.

☐ Provide time for workers to implement cleaning practices before and after shifts and consider hiring third-party cleaning companies.

☐ Install hands-free devices if possible.

☐ Consider upgrades to improve air filtration and ventilation.

Physical Distancing Guidelines

☐ Implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).

☐ Use signage to remind customers of physical distancing at every opportunity.

☐ Adjust in-person meetings, if they are necessary, to ensure physical distancing.

☐ Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.

☐ Reconfigure, restrict, or close common areas to maintain physical distancing or move to open areas.

☐ Provide separate, designated entrances and exits.

☐ Encourage and train employees to practice physical distancing during pickup and delivery.

☐ Install transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person hand-offs where possible. Wherever possible, use contactless signatures for deliveries.

☐ Use the following hierarchy to prevent transmission of COVID-19 in work areas especially where physical distancing is difficult to maintain: engineering controls, administrative controls, and PPE.

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DEPARTMENT OF INDUSTRIAL RELATIONS

136

Mining and Logging

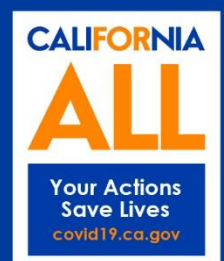The [guidance for the mining and logging industries](#) provides guidelines to create a safer environment for workers.

Review the guidance, prepare a plan, and post the [checklist for the mining and logging industries](#) in your workplace to show customers and employees that you've reduced the risk and are open for business.

COVID-19 INDUSTRY GUIDANCE:

Mining and Logging

May 7, 2020

covid19.ca.gov

OVERVIEW

On March 19, 2020, the State Public Health Officer and Director of the California Department of Public Health issued an order requiring most Californians to stay at home to disrupt the spread of COVID-19 among the population.

The impact of COVID-19 on the health of Californians is not yet fully known. Reported illness ranges from very mild (some people have no symptoms) to severe illness that may result in death. Certain groups, including people aged 65 or older and those with serious underlying medical conditions, such as heart or lung disease or diabetes, are at higher risk of hospitalization and serious complications. Transmission is most likely when people are in close contact with an infected person, even if that person does not have any symptoms or has not yet developed symptoms.

Precise information about the number and rates of COVID-19 by industry or occupational groups, including among critical infrastructure workers, is not available at this time. There have been multiple outbreaks in a range of workplaces, indicating that workers are at risk of acquiring or transmitting COVID-19 infection. Examples of these workplaces include long-term care facilities, prisons, food production, warehouses, meat processing plants, and grocery stores.

As stay-at-home orders are modified, it is essential that all possible steps be taken to ensure the safety of workers and the public.

Key prevention practices include:
- ✓ physical distancing to the maximum extent possible,
- ✓ use of face coverings by employees (where respiratory protection is not required) and customers/clients,
- ✓ frequent handwashing and regular cleaning and disinfection,
- ✓ training employees on these and other elements of the COVID-19 prevention plan.

In addition, it will be critical to have in place appropriate processes to identify new cases of illness in workplaces and, when they are identified, to intervene quickly and work with public health authorities to halt the spread of the virus.

Purpose

This document provides guidance for the mining and logging industries to support a safe, clean environment for workers. The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA.[1] Stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues. Cal/OSHA has more comprehensive guidance on their Cal/OSHA Interim General Guidelines on Protecting Workers from COVID-19 webpage. CDC has additional requirements in their guidance for businesses and employers. The Mine Safety and Health Administration has information for mine operators and miners.

Worksite Specific Plan

- Establish a written, worksite-specific COVID-19 prevention plan at every facility, perform a comprehensive risk assessment of all work areas, and designate a person at each facility to implement the plan. Consider including information on continuity of business in case of disruption to operations due to illness.

- Identify contact information for the local health department where the facility is located for communicating information about COVID-19 outbreaks among employees.

- Train and communicate with employees and employee representatives on the plan.

- Regularly evaluate the workplace for compliance with the plan and document and correct deficiencies identified.

- Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.

- Identify close contacts (within six feet for 10 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.

- Adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause operations to be temporarily closed or limited.

Topics for Employee Training

- Information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.

- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.

- The importance of not coming to work if employees 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.

- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's webpage](#).

- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per [CDC guidelines](#)).

- The importance of physical distancing, both at work and off work time (see Physical Distancing section below).

- Proper use of face coverings, including:

  o Face coverings do not protect the wearer and are not personal protective equipment (PPE).

  o Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.

  o Employees should wash or sanitize hands before and after using or adjusting face coverings.

  o Avoid touching eyes, nose, and mouth.

  o Face coverings should be washed after each shift.

Individual Control Measures and Screening

- Provide temperature and/or symptom screenings for all workers at the beginning of their shift and any personnel entering the facility. Make sure the temperature/symptom screener avoids close contact with workers to the extent possible. Both screeners and employees should wear face coverings for the screening.

- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.

- Employers should provide and ensure workers use all required protective equipment. Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

- Face coverings are strongly recommended when employees are not required to respirators for other hazards and are in the vicinity of others. Workers should have face coverings available and wear them when at

work, on-site at a project, in offices, or in a vehicle for work-related travel with others. Face coverings must not be shared.

- Respirators, and not face coverings, must be used to protect against airborne contaminants such as silica and asbestos.

- Employers should take steps to inform employees about policies related to the use of proper protective equipment.

Cleaning and Disinfecting Protocols

- Perform thorough cleaning in high traffic areas such as break areas, lunch tables, and areas of ingress and egress including stairways and elevator controls. Frequently clean and disinfect surfaces between shifts or between users, whichever is more frequent, including but not limited to working surfaces, tools, handles and latches, and controls on stationary and mobile equipment.

- Commonly used surfaces must be frequently disinfected including toilets, handwashing facilities, equipment and door handles, showers, and the cabs of vehicles and machinery.

- Avoid sharing phones, two-way radios, and other work tools or equipment whenever possible. Never share PPE.

- Ensure sanitary facilities (toilet and handwashing stations with soap, water, and paper towels and hand sanitizer provided) are available at all jobsites. Ensure that facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed. Provide additional sanitary facilities (portable toilets and handwashing stations) if necessary.

- Provide time for workers to implement cleaning practices before and after shifts. If cleaning is assigned to the worker, they must be compensated for that time.

- When choosing cleaning chemicals, employers should use product approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves as required by the product instructions.

- Consider installing portable high-efficiency air cleaners, upgrading trailer and ventilation system air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in trailer offices and other spaces.
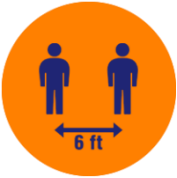
Physical Distancing Guidelines

- Implement measures to ensure physical distancing of at least six feet between workers.

- Adjust safety and other meetings to ensure physical distance and use smaller individual meetings at the jobsite to maintain physical distancing guidelines.

- Utilize work practices, when feasible, to limit the number of workers on the jobsite at one time, if necessary, to maintain physical distancing. This may include scheduling (e.g., staggering shift start/end times) or rotating crew access to a designated area during a shift. Limit overlap or intermingling of work crews to avoid cross-contamination.

- Place additional limitations on the number of workers in enclosed areas, where six feet of separation may not be sufficient to limit transmission of the virus. This includes personnel carriers, hoists and elevators, and other areas of limited space.

- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.

- Stagger team travel to sites and reduce number of employees transported at a time to worksites by increasing the number of transport vehicles, to maintain physical distancing to the extent possible.

- Close breakrooms, use barriers, or increase distance between tables/chairs to separate workers and discourage congregating during breaks. Where possible, create outdoor break areas with shade covers and seating that ensures physical distancing.

- Workers should consider bringing a lunch made at home or purchasing food before arriving at the site and avoid congregating.

- Discontinue international business travel and avoid non-essential business travel. When employees must commute for essential functions, provide protective equipment, including face coverings, and instruct employees to follow all applicable guidance in effect in other places.

¹Additional requirements must be considered for vulnerable populations. The mining and logging industry must comply with all [Cal/OSHA](#) standards and be prepared to adhere to its guidance as well as guidance from the [Centers for Disease Control and Prevention (CDC)](#) and the [California Department of Public Health (CDPH).](#) Additionally, employers must be prepared to alter their operations as those guidelines change.

Cal/OSHA COVID-19 General Checklist
for Mining and Logging
May 7, 2020

This checklist is intended to help mining and logging employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the Guidance for Mining and Logging Employers. This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.

Contents of Written Worksite Specific Plan

☐ The person(s) responsible for implementing the plan.

☐ A risk assessment and the measures that will be taken to prevent spread of the virus.

☐ Training and communication with employees and employee representatives on the plan.

☐ A process to check for compliance and to document and correct deficiencies.

☐ A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.

☐ Update the plan as necessary to prevent further cases.

Topics for Employee Training

☐ Information on COVID-19, preventing spread, and who is especially vulnerable.

☐ Self-screening at home, including temperature and/or symptom checks using CDC guidelines.

☐ The importance of not coming to work if employees 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.

☐ When to seek medical attention.

☐ The importance of hand washing.

☐ The importance of physical distancing, both at work and off work time.

☐ Proper use of cloth face covers.

Individual Control Measures & Screening

☐ Symptom screenings and/or temperature checks.

- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.

- Encourage frequent handwashing and use of hand sanitizer.

- Strongly recommend cloth face covers when employees are not required to wear respirators.

- Provide and ensure employees use respirators to protect against airborne contaminants such as silica and asbestos.

- Provide disposable gloves to workers using cleaners and disinfectants if required. Consider gloves a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.

- Communicate frequently to customers that they should use face masks/covers.

Cleaning and Disinfecting Protocols

- Perform thorough cleaning in high traffic areas.

- Frequently disinfect commonly used surfaces.

- Avoid sharing phones, two-way radios, and other work tools and equipment.

- Clean touchable surfaces between shifts or between users, whichever is more frequent.

- Ensure that sanitary facilities stay operational and stocked at all times.

- Make hand sanitizer and other sanitary items available and readily accessible..

- Provide time for workers to implement cleaning practices before and after shifts.

- Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.

- Consider upgrades to improve air filtration and ventilation.

Physical Distancing Guidelines

- Ensure physical distancing of at least six feet.

- Adjust in-person meetings, if they are necessary, to ensure physical distancing.

- Limit the number of workers on the job site to ensure at least six feet of separation.

- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.

- Reconfigure, restrict or close break areas and provide alternative spaces where physical distancing can occur.

- Avoid congregating during lunch and other breaks or before or after shifts.

- Stagger team travel to sites and reduce number of employees transported at a time to worksites.

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146

Office workspaces

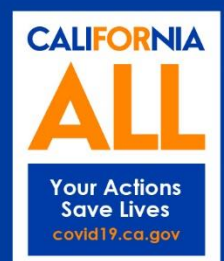The [guidance](#) [for businesses operating in office workspaces](#) provides guidelines to create a safer environment for workers.

Review the guidance, prepare a plan, and post the [checklist for office workspaces](#) in your workplace to show customers and employees that you've reduced the risk and are open for business.

COVID-19 INDUSTRY GUIDANCE:
Office Workspaces

May 7, 2020

covid19.ca.gov

OVERVIEW

On March 19, 2020, the State Public Health Officer and Director of the California Department of Public Health issued an order requiring most Californians to stay at home to disrupt the spread of COVID-19 among the population.

The impact of COVID-19 on the health of Californians is not yet fully known. Reported illness ranges from very mild (some people have no symptoms) to severe illness that may result in death. Certain groups, including people aged 65 or older and those with serious underlying medical conditions, such as heart or lung disease or diabetes, are at higher risk of hospitalization and serious complications. Transmission is most likely when people are in close contact with an infected person, even if that person does not have any symptoms or has not yet developed symptoms.

Precise information about the number and rates of COVID-19 by industry or occupational groups, including among critical infrastructure workers, is not available at this time. There have been multiple outbreaks in a range of workplaces, indicating that workers are at risk of acquiring or transmitting COVID-19 infection. Examples of these workplaces include long-term care facilities, prisons, food production, warehouses, meat processing plants, and grocery stores.

As stay-at-home orders are modified, it is essential that all possible steps be taken to ensure the safety of workers and the public.

Key prevention practices include:
- ✓ physical distancing to the maximum extent possible,
- ✓ use of face coverings by employees (where respiratory protection is not required) and customers/clients,
- ✓ frequent handwashing and regular cleaning and disinfection,
- ✓ training employees on these and other elements of the COVID-19 prevention plan.

In addition, it will be critical to have in place appropriate processes to identify new cases of illness in workplaces and, when they are identified, to intervene quickly and work with public health authorities to halt the spread of the virus.

Purpose

This document provides guidance for businesses operating in office workspaces to support a safe, clean environment for employees. The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA.[1] Stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues. Cal/OSHA has more safety and health guidance on their Cal/OSHA Guidance on Requirements to Protect Workers from Coronavirus webpage. CDC has additional guidance for businesses and employers.

Worksite Specific Plan

- Establish a written, worksite-specific COVID-19 prevention plan at every office location, perform a comprehensive risk assessment of all work areas, and designate a person at each office workspace to implement the plan.

- Identify contact information for the local health department where the facility is located for communicating information about COVID-19 outbreaks among employees.

- Train and communicate with employees and employee representatives on the plan.

- Regularly evaluate the office workspace for compliance with the plan and document and correct deficiencies identified.

- Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.

- Identify close contacts (within six feet for 10 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.

- Adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause operations to be temporarily closed or limited.

Topics for Employee Training

- Information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.

- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.

- The importance of not coming to work if employees 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.

- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's webpage](#).

- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per [CDC guidelines](#)).

- The importance of physical distancing, both at work and off work time (see Physical Distancing section below).

- Proper use of face coverings, including:

  o Face coverings do not protect the wearer and are not personal protective equipment (PPE).

  o Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.

  o Employees should wash or sanitize hands before and after using or adjusting face coverings.

  o Avoid touching eyes, nose, and mouth.

  o Face coverings should be washed after each shift.

Individual Control Measures and Screening

- Provide temperature and/or symptom screenings for all workers at the beginning of their shift and any personnel entering the facility. Make sure the temperature/symptom screener avoids close contact with workers to the extent possible. Both screeners and employees should wear face coverings for the screening.

- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.

- Employers should provide and ensure workers use all required protective equipment. Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

- Face coverings are strongly recommended when employees are in the vicinity of others. Workers should have face coverings available and wear them when at work, in offices, or in a vehicle during work-related travel with others. Face coverings must not be shared.

- Employers must take reasonable measures to remind workers that they should use face coverings.

Cleaning and Disinfecting Protocols

- Perform thorough cleaning on high traffic areas such as break rooms and lunch areas, and areas of ingress and egress including stairways, stairwells, escalators, handrails, and elevator controls. Frequently disinfect commonly used surfaces including doorknobs, toilets, and handwashing facilities.

- Require employees to clean and disinfect personal work areas often and supply the necessary cleaning products. Provide time for workers to implement cleaning practices before and after shifts. If cleaning is assigned to the worker, they must be compensated for that time.

- Adjust or modify hours to provide adequate time for regular thorough cleaning and disinfection of office spaces.

- Avoid sharing phones, other work supplies, or office equipment wherever possible. Never share PPE.

- Where such items must be shared, disinfect 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.

- Ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.

- When choosing cleaning chemicals, employers should use product approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves as required by the product instructions.

- 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.

Physical Distancing Guidelines

- Implement measures to ensure physical distancing of at least six feet between workers and customers. This can include use of physical partitions or visual cues (e.g., floor markings or signs to indicate to where employees should stand).

- Utilize telework options and modified work schedules.

- Redesign office spaces, cubicles, etc. and decrease the capacity for conference and meeting to ensure workspaces allow for six feet between employees.

- Close or restrict common areas, using barriers, or increasing physical distance between tables/chairs where personnel are likely to congregate and interact, such as kitchenettes and break rooms, and discourage employees from congregating in high traffic areas such as bathrooms, hallways, and stairwells.

- Establish directional hallways and passageways for foot traffic, if possible, to eliminate employees from passing by one another.

- Designate separate routes for entry and exit into office spaces to help maintain social distancing and lessen the instances of people closely passing each other.

- Limit the number of individuals riding in an elevator and ensure the use of face coverings. Post signage regarding these policies.

- Utilize work practices, when feasible and necessary, to limit the number of employees at the office at one time. This may include scheduling (e.g. staggering start/end times), establishing alternating days for onsite reporting, returning to the office workspace in phases, or continued use of telework when feasible.

- Stagger employee breaks, within compliance with wage and hour regulations, to maintain physical distancing protocols.

- Discontinue nonessential travel and encourage distance meetings via phone and internet.

- Require employees to avoid handshakes and similar greetings that break physical distance.

- Dedicate staff to direct guests to meeting rooms upon entry to office space rather than congregating in lobbies or common areas.

- Install production transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person production hand-offs.

¹Additional requirements must be considered for vulnerable populations. Employers must comply with all [Cal/OSHA](#) standards and be prepared to adhere to its guidance as well as guidance from the [Centers for Disease Control and Prevention (CDC)](#) and the [California Department of Public Health (CDPH).](#) Additionally, employers must be prepared to alter their operations as those guidelines change.

Cal/OSHA COVID-19 General Checklist
for Office Workspaces

May 7, 2020

This checklist is intended to help employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the Guidance for Office Workspaces. This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.

Contents of Written Worksite Specific Plan

☐ The person(s) responsible for implementing the plan.

☐ A risk assessment and the measures that will be taken to prevent spread of the virus.

☐ Training and communication with employees and employee representatives on the plan.

☐ A process to check for compliance and to document and correct deficiencies.

☐ A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.

Topics for Employee Training

☐ Information on COVID-19, preventing spread, and who is especially vulnerable.

☐ Self-screening at home, including temperature and/or symptom checks using CDC guidelines.

☐ The importance of not coming to work if employees 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.

☐ When to seek medical attention.

☐ The importance of hand washing.

☐ The importance of physical distancing, both at work and off work time.

Individual Control Measures & Screening

☐ Symptom screenings and/or temperature checks.

- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Encourage frequent handwashing and use of hand sanitizer.
- Provide disposable gloves to workers using cleaners and disinfectants if required. Consider gloves a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.
- Strongly recommend cloth face covers.
- Close or increase distance between tables/chairs in breakrooms or provide break areas in open space to ensure physical distancing.
- Communicate frequently to customers that they should use face masks/covers.

Cleaning and Disinfecting Protocols

- Perform thorough cleaning in high traffic areas.
- Frequently disinfect commonly used surfaces and personal work areas.
- Clean and sanitize shared equipment between each use.
- Clean touchable surfaces between shifts or between users, whichever is more frequent.
- Equip shared spaces with proper sanitation products, including hand sanitizer and sanitizing wipes and ensure availability.
- Ensure that sanitary facilities stay operational and stocked at all times.
- Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.
- Provide time for workers to implement cleaning practices before and after shifts and consider third-party cleaning companies.
- Install hands-free devices if possible.
- Consider upgrades to improve air filtration and ventilation.

Physical Distancing Guidelines

- Implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- Reconfigure office spaces, cubicles, etc. and decrease maximum capacity for conference and meeting areas.
- Adjust in-person meetings, if they are necessary, to ensure physical distancing.
- Stagger employee breaks, in compliance with wage and hour regulations, if needed.
- Reconfigure, restrict, or close common areas and provide alternative where physical distancing can be practiced.

- Limit the number of individuals riding in an elevator and ensure the use of face covers.
- Utilize work practices, when feasible and necessary, to limit the number of employees at the office at one time, such as telework and modified work schedules.

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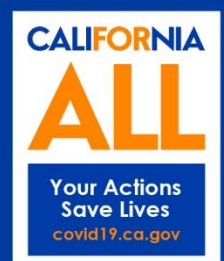DEPARTMENT OF INDUSTRIAL RELATIONS

157

Ports

This guidance for the port industry provides guidelines to create a safer environment for workers.

Review the guidance, prepare a plan, and post the checklist for the port industry in your workplace to show customers and employees that you've reduced the risk and are open for business.

COVID-19 INDUSTRY GUIDANCE:

Ports

May 7, 2020

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OVERVIEW

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As stay-at-home orders are modified, it is essential that all possible steps be taken to ensure the safety of workers and the public.

Key prevention practices include:
- ✓ physical distancing to the maximum extent possible,
- ✓ use of face coverings by employees (where respiratory protection is not required) and customers/clients,
- ✓ frequent handwashing and regular cleaning and disinfection,
- ✓ training employees on these and other elements of the COVID-19 prevention plan.

In addition, it will be critical to have in place appropriate processes to identify new cases of illness in workplaces and, when they are identified, to intervene quickly and work with public health authorities to halt the spread of the virus.

Purpose

This document provides guidance for ports to support a safe, clean environment for employees. The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA.[1] Stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues. Cal/OSHA has additional safety and health guidance on their Cal/OSHA COVID-19 Infection Prevention for Logistics Employers and Employees webpage. CDC has more requirements in their guidance for businesses and employers and specific guidance for mail and parcel delivery.

Worksite Specific Plan

- Establish a written, worksite-specific COVID-19 prevention plan at every port facility in consultation with terminal operators, perform a comprehensive risk assessment of all work areas, and designate a person at each port facility and terminal operator to implement the plan.

- Review contractors' job site safety plans and actions to ensure they are updated to protect workers from COVID-19.

- Identify contact information for the local health department where the facility is located for communicating information about COVID-19 outbreaks among employees.

- Train and communicate with employees and employee representatives on the plan.

- Regularly evaluate the workplace for compliance with the plan and document and correct deficiencies identified.

- Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.

- Identify close contacts (within six feet for 10 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.

- Adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause operations to be temporarily closed or limited.

Topics for Employee Training

- Information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.

- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.

- The importance of not coming to work if employees 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.

- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's webpage](#).

- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per [CDC guidelines](#)).

- The importance of physical distancing, both at work and off work time (see Physical Distancing section below).

- Proper use of face coverings, including:

  o Face coverings do not protect the wearer and are not personal protective equipment (PPE).

  o Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.

  o Employees should wash or sanitize hands before and after using or adjusting face coverings.

  o Avoid touching eyes, nose, and mouth.

  o Face coverings should be washed after each shift.

Individual Control Measures and Screening

- Provide temperature and/or symptom screenings for all workers at the beginning of their shift and any personnel entering the facility. Make sure the temperature/symptom screener avoids close contact with workers to the extent possible. Both screeners and employees should wear face coverings for the screening.

- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.

- Employers should provide and ensure workers use all required protective equipment. Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

- Face coverings are strongly recommended when employees are in the vicinity of others. Workers should have face coverings available and wear them when on-site, in offices, or in a vehicle for work-related travel with others. Face coverings must not be shared.

- Non-employees entering the port facility should be restricted to only those classified as essential by management and they must complete a temperature and/or symptom screening before entering. Contractors, drivers, and all others entering the plant should wear face coverings.

- Employers should take steps to inform employees about policies related to the use of proper protective equipment, including face coverings.

Cleaning and Disinfecting Protocols

- Perform thorough cleaning on high traffic areas such as break rooms, lunch areas, and changing areas, and areas of ingress and egress including stairways and stairwells, handrails, and elevator controls. Frequently disinfect commonly used surfaces, including tables, amenities, doorknobs, toilets, and handwashing facilities, etc.

- Clean touchable surfaces between users or shifts, whichever is more frequent, including but not limited to working surfaces, radios, machinery, tools, equipment, shelves, storage rooms, handles, latches and locks, and controls on stationary and mobile equipment.

- Require employees to wash hands or use sanitizer between use of shared equipment, such as time clocks and forklifts, and allow time to do so. Provide time for workers to implement cleaning practices before and after shifts. If cleaning is assigned to the worker, they must be compensated for that time.

- Avoid sharing phones, office supplies, other work tools, or equipment wherever possible. Never share PPE.

- Ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed. Provide additional sanitary facilities (portable toilets and handwashing stations) if necessary.

- Provide resources to promote employees' personal hygiene. This will include tissues, no-touch trash cans, hand soap, adequate time for handwashing, alcohol-based hand sanitizers, disinfectants, and disposable towels.

- When choosing cleaning chemicals, employers should use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions. Use disinfectants that are labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol, that are appropriate for the surface. Provide employees training on

manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves as required by the product instructions.

- Consider installing portable high-efficiency air cleaners, upgrading the facility's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in work and break areas.
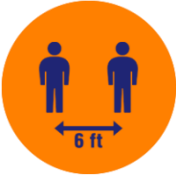
Physical Distancing Guidelines

- Implement measures to ensure physical distancing of at least six feet between employees, including transportation personnel. This can include the use of physical partitions or visual cues such as floor markings, colored tape, or signs to indicate to where workers should stand.

- Minimize transaction time between port workers, warehouse employees, and transportation personnel. Perform gate check-ins and paperwork digitally if feasible. Employee are strongly recommended to put on face coverings prior to interfacing with transportation personnel and other people entering and exiting the facility.

- Require truck drivers and other non-employees at terminals to follow all COVID-19 related precautions. They should wear face coverings and maintain physical distancing outside of their cabs. Provide visual cues in waiting and service areas. Provide signage outlining requirements in areas where employees or non-employees may be, which include pictographs or are in a language and language style they will understand.

- Redesign workspaces and shared outdoor spaces to allow for at least six feet between employees.

- Use the following hierarchy to prevent transmission of COVID-19 in work areas especially where physical distancing is difficult to maintain: engineering controls, administrative controls, and PPE.

  o Engineering controls include creating physical or spatial barriers between employees such as Plexiglas or other sturdy and impermeable partitions.

  o Administrative controls include increasing the number of shifts to reduce the number of personnel present at one time and ensure adequate physical distancing.

  o PPE includes face shields, some masks, and impermeable gloves. Note that some disposable equipment such as some face shields

and respirators are prioritized for health care workers and workers that handle pathogens and should not otherwise be used.

- Adjust safety and other meetings to ensure physical distance and conduct smaller individual meetings at facilities to maintain physical distancing guidelines. Wherever possible, transition all meetings and interviews to phone or digital platforms or hold outside.

- Utilize work practices, when feasible, to limit the number of workers on-site at one time. This may include scheduling (e.g., staggering shift start/end times) or rotating crew access to a designated area during a shift. Stage the jobsite to stagger work and limit overlap of work crews. Discourage employees from congregating in high traffic areas.

- Place additional limitations on the number of workers in enclosed areas, where six feet of separation may not be sufficient to limit transmission of the virus.

- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.

- Close breakrooms, use barriers, or increase distance between tables/chairs to separate workers and discourage congregating during breaks. Where possible, create outdoor break areas with shade covers and seating that ensures physical distancing.

- Hold port commission meetings virtually.

- Suspend school and business boat tours and close other public access to the docks. Control pedestrian access at port facilities and promenades, and limit access to picnic tables, benches, and other amenities that may be placed on publicly-accessible port property.

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[1]Additional requirements must be considered for vulnerable populations. Port facilities must comply with all Cal/OSHA standards and be prepared to adhere to its guidance as well as guidance from the Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH). Additionally, employers must be prepared to alter their operations as those guidelines change.

COVID-19 General Checklist
for Ports

May 7, 2020

This checklist is intended to help port employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the [Guidance for Ports](). This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.

Contents of Written Worksite Specific Plan

☐ The person(s) responsible for implementing the plan.

☐ A risk assessment and the measures that will be taken to prevent spread of the virus.

☐ Training and communication with employees and employee representatives on the plan.

☐ A process to check for compliance and to document and correct deficiencies.

☐ A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.

☐ Update the plan as necessary to prevent further cases.

Topics for Employee Training

☐ Information on [COVID-19](), preventing spread, and who is especially vulnerable.

☐ Self-screening at home, including temperature and/or symptom checks using [CDC guidelines]().

☐ The importance of not coming to work if employees 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.

☐ When to seek medical attention.

☐ The importance of hand washing.

☐ The importance of physical distancing, both at work and off work time.

☐ Proper use of cloth face covers.

Individual Control Measures & Screening

☐ Symptom screenings and/or temperature checks.

- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Encourage frequent handwashing and use of hand sanitizer.
- Provide disposable gloves to workers using cleaners and disinfectants if required. Consider gloves a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.
- Strongly recommend cloth face covers.
- Restrict non-employees entering the port facility to only those classified as essential by management.
- Close or increase distance between tables/chairs in breakrooms or provide break areas in open space to ensure physical distancing.
- Steps taken to inform employees about the policies related to protective equipment

Cleaning and Disinfecting Protocols

- Perform thorough cleaning in high traffic areas.
- Frequently disinfect commonly used surfaces.
- Clean and sanitize shared equipment between each use.
- Clean touchable surfaces between shifts or between users, whichever is more frequent.
- Ensure that sanitary facilities stay operational and stocked at all times.
- Provide the resources and means to promote employees' personal hygiene, including ready access to hand sanitizer, hand washing and other sanitary items.
- Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.
- Provide time for workers to implement cleaning practices before and after shifts; consider hire third-party cleaning companies.
- Consider upgrades to improve air filtration and ventilation.

Physical Distancing Guidelines

- Implement measures to physically separate people by at least six feet using physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where people should stand).
- Minimize transaction time between port workers, warehouse employees, and transportation personnel.
- Adjust in-person meetings, if they are necessary, to ensure physical distancing.
- Place additional limitations on the number of workers in enclosed areas to ensure at least six feet of separation.
- Utilize work practices, when feasible, to limit the number of workers on-site at one time.

- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.

- Reconfigure, restrict or close break areas and provide alternative spaces where physical distancing can occur.

- Provide separate, designated entrances and exits.

- Redesign workspaces and shared outdoor spaces to allow for at least six feet between employees.

- Hold port commission meetings virtually.

- Suspend school and business boat tours.

- Close public access to the docks.

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CDPH

STATE OF CALIFORNIA
CAL/OSHA
DEPARTMENT OF INDUSTRIAL RELATIONS

168

Public transit and intercity passenger rail

This guidance for public transit agencies provides guidelines to create a safer environment for workers.

Review the guidance, prepare a plan, and post the checklist for public transit agencies in your workplace to show customers and employees that you've reduced the risk and are open for business.

COVID-19 INDUSTRY GUIDANCE:

Public Transit and Intercity Passenger Rail

May 7, 2020

covid19.ca.gov

OVERVIEW

On March 19, 2020, the State Public Health Officer and Director of the California Department of Public Health issued an order requiring most Californians to stay at home to disrupt the spread of COVID-19 among the population.

The impact of COVID-19 on the health of Californians is not yet fully known. Reported illness ranges from very mild (some people have no symptoms) to severe illness that may result in death. Certain groups, including people aged 65 or older and those with serious underlying medical conditions, such as heart or lung disease or diabetes, are at higher risk of hospitalization and serious complications. Transmission is most likely when people are in close contact with an infected person, even if that person does not have any symptoms or has not yet developed symptoms.

Precise information about the number and rates of COVID-19 by industry or occupational groups, including among critical infrastructure workers, is not available at this time. There have been multiple outbreaks in a range of workplaces, indicating that workers are at risk of acquiring or transmitting COVID-19 infection. Examples of these workplaces include long-term care facilities, prisons, food production, warehouses, meat processing plants, and grocery stores.

As stay-at-home orders are modified, it is essential that all possible steps be taken to ensure the safety of workers and the public.

Key prevention practices include:
- ✓ physical distancing to the maximum extent possible,
- ✓ use of face coverings by employees (where respiratory protection is not required) and customers/clients,
- ✓ frequent handwashing and regular cleaning and disinfection,
- ✓ training employees on these and other elements of the COVID-19 prevention plan.

In addition, it will be critical to have in place appropriate processes to identify new cases of illness in workplaces and, when they are identified, to intervene quickly and work with public health authorities to halt the spread of the virus.

Purpose

This document provides guidance for public transit agencies and California state-supported intercity passenger rail operators (Capitol Corridor, San Joaquins, and Pacific Surfliner) to support a safe, clean environment for workers and customers. The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA.[1] Additionally, it is not intended to conflict with federal or state requirements for rail or transit vehicles or facilities. Stay current on

changes to public health guidance and state/local orders, as the COVID-19 situation continues. Cal/OSHA has more comprehensive guidance on their Cal/OSHA Interim General Guidelines on Protecting Workers from COVID-19 webpage. CDC has specific guidelines for the transit industry:

- Bus Transit Operators
- Rail Transit Operators
- Transit Maintenance Workers
- Transit Station Workers

Worksite Specific Plan

- Establish a written, worksite-specific COVID-19 prevention plan at every facility, perform a comprehensive risk assessment of all work areas, and designate a person at each facility to implement the plan.

- Identify contact information for the local health department where the facility is located for communicating information about COVID-19 outbreaks among employees.

- Train and communicate with employees and employee representatives on the plan.

- Regularly evaluate the workplace for compliance with the plan and document and correct deficiencies identified.

- Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.

- Identify close contacts (within six feet for 10 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.

- Adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause operations to be temporarily closed or limited.

Topics for Employee Training

- Information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.

- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.

- The importance of not coming to work if employees 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.

- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.

- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).

- The importance of physical distancing, both at work and off work time (see Physical Distancing section below).

- Proper use of face coverings, including:

  o Face coverings do not protect the wearer and are not personal protective equipment (PPE).

  o Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.

  o Employees should wash or sanitize hands before and after using or adjusting face coverings.

  o Avoid touching eyes, nose, and mouth.

  o Face coverings should be washed after each shift.

Individual Control Measures and Screening

- Provide temperature and/or symptom screenings for all workers at the beginning of their shift and any personnel entering the facility. Make sure the temperature/symptom screener avoids close contact with workers to the extent possible. Both screeners and employees should wear face coverings for the screening.

- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.

- Employers should provide and ensure workers use all required protective equipment. Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

- Face coverings are strongly recommended when employees are in the vicinity of others. Workers should have face coverings available and wear them when in a public transit or rail facility, breakrooms and offices, parking lots or garages, or a transit or rail vehicle. Face coverings must not be shared.

- Non-employees entering the facility should be restricted to only those classified as essential by management and they must complete a

temperature and/or symptom screening before entering. Contractors, vendors, and all others entering the transit facility are required to wear face coverings.

- Public transit or rail agencies must take reasonable measures to remind the public that they need to use face coverings and avoid directly facing other passengers when physical distancing is difficult.

Cleaning and Disinfecting Protocols

- Perform thorough cleaning on high traffic areas within transit and rail stations and in transit and rail vehicles on a regular basis, such as break rooms, restroom surfaces, lunch areas, changing areas and areas of ingress and egress, including stairways, handrails, and elevator controls, etc. Frequently disinfect commonly used surfaces, including kiosks, ticket machines, turnstiles, benches, elevator buttons, system maps, doorknobs, toilets, handwashing facilities, equipment handles, maintenance equipment, and tools.

- Perform routine cleaning and disinfection of all frequently touched surfaces within transit and rail vehicles, including but not limited to, seats, arm rests, door handles, seat belt buckles, light and air controls, walls and windows, grab handles, pull-cords and buttons used by riders to request a stop.

- Clean all areas of drivers' cabs between shifts or users, whichever is more frequent. Provide time for workers to implement cleaning practices before and after shifts. If cleaning is assigned to the worker, they must be compensated for that time.

- Avoid sharing phones, other work tools, or equipment wherever possible. Never share PPE.

- When choosing cleaning chemicals, employers should use product approved for use against COVID-19 listed on the Environmental Protection Agency (EPA)-approved list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves as required by the product instructions.

- Equip stations, transit and rail offices, and transit and rail vehicles with proper sanitation products, including hand sanitizer and sanitizing wipes, and provide personal hand sanitizers to all frontline staff (e.g., operators).

- Ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.

- Consider installing portable high-efficiency air cleaners, upgrading vehicle and building air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in vehicles, offices, break areas, and other spaces.
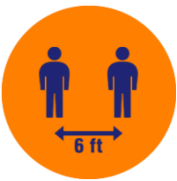
Physical Distancing Guidelines

- Implement measures to ensure physical distancing of at least six feet between transit and rail operators and passengers. This can include use of physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to passengers where they should not sit or stand near the bus operator).

- Especially in circumstances (routes and times) where physical distancing is difficult to maintain, require passengers to wear face coverings to enter a public transit or rail vehicle or station. Some jurisdictions already require face coverings on public transit and rail.

- Operators will have the option to request passengers avoid standing or sitting within six feet of them. Where possible, install Plexiglas or other appropriate barriers in transit and rail vehicles to minimize exposure between operators and passengers.

- Reduce maximum occupancy onboard transit and rail vehicles to support physical distancing. Remove or space seats to support physical distancing or use colored tape to mark the seats that riders are allowed to use or block off seats that are not to be used. Where possible, use additional buses or transit vehicles to support excess capacity on busy lines and ensure physical distancing of passengers.

- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.

- Close breakrooms, use barriers, or increase distance between tables/chairs to separate workers and discourage congregating during breaks. Where possible, create outdoor break areas with shade covers and seating that ensures physical distancing.

- Place additional limitations on the number of workers in enclosed areas to ensure at least six feet of separation to limit transmission of the virus.

- Require passengers to purchase tickets and add value to transit and rail cards online to minimize the need for use of machines at the station.

- Allow/encourage passengers to verbally request a stop to avoid having to activate the stop request signal.

- Develop a passenger entry and exit plan to minimize physical contact and crowding with other passengers during entry and exit of the transit vehicle.

- Passengers using a wheelchair or other mobility device, or who require operator assistance. When assisting such passengers, operators must sanitize their hands before and after the interaction.

- Public transit agencies and intercity rail operators must take reasonable measures to communicate the updated ridership practices and any changes to the frequency of service timetables to the public. Public communication could include those listed (above) and may also include updates to text messaging or transit apps.

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[1]Additional requirements must be considered for vulnerable populations. Public transit operators must comply with all Cal/OSHA standards and be prepared to adhere to its guidance as well as guidance from the Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH). Additionally, employers must be prepared to alter their operations as those guidelines change.

Cal/OSHA COVID-19 General Checklist
for Public Transit and Intercity Passenger Rail

May 7, 2020

This checklist is intended to help public transit and intercity passenger rail employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the Guidance for Public Transit and Intercity Passenger Rail Employers. This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.

Contents of Written Worksite Specific Plan

☐ The person(s) responsible for implementing the plan.

☐ A risk assessment and the measures that will be taken to prevent spread of the virus.

☐ Training and communication with employees and employee representatives on the plan.

☐ A process to check for compliance and to document and correct deficiencies.

☐ A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.

☐ Update the plan as necessary to prevent further cases.

Topics for Employee Training

☐ Information on COVID-19, preventing spread, and who is especially vulnerable.

☐ Self-screening at home, including temperature and/or symptom checks using CDC guidelines.

☐ The importance of not coming to work if employees 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.

☐ When to seek medical attention.

☐ The importance of hand washing.

☐ The importance of physical distancing, both at work and off work time.

☐ Proper use of cloth face covers.

Individual Control Measures & Screening

- Temperature and/or symptom screenings.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Encourage frequent handwashing and use of hand sanitizer.
- Provide and ensure workers use all required protective equipment.
- Provide disposable gloves to workers using cleaners and disinfectants if required. Consider gloves a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items, or conducting symptom screening.
- Cloth face covers are strongly recommended.
- Restrict non-employees entering the facility to essential persons.
- Remind the public that they need to use face masks/covers and avoid directly facing other passengers up close.

Cleaning and Disinfecting Protocols

- Perform thorough cleaning on high traffic areas.
- Perform routine cleaning and disinfection of all frequently touched surfaces.
- Clean all areas of drivers' cabs between shifts or users, whichever is more frequent.
- Avoid sharing phones, other work tools, or equipment wherever possible. Never share PPE.
- Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.
- Equip stations, transit and rail offices, and transit and rail vehicles with proper sanitation products, and provide personal hand sanitizers to all frontline staff (e.g., operators).
- Ensure that sanitary facilities stay operational and stocked at all times.
- Consider upgrades to improve air filtration and ventilation.

Physical Distancing Guidelines

- Implement measures to physically distance transit and rail operators and passengers by at least six feet using physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to passengers how to avoid sitting to closely to the bus operator).
- Encourage passengers to wear face covers when physical distancing is difficult to maintain.
- Request passengers to avoid standing or sitting within six feet of operators.
- Reduce onboard maximum occupancy to support physical distancing.
- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.

☐ Reconfigure, restrict or close common areas and create alternative space for breaks where physical distancing is possible.

☐ Require/encourage passengers to purchase tickets and add value to transit and rail cards online.

☐ Allow/encourage passengers to verbally request a stop to avoid having to activate the stop request signal.

☐ Develop a passenger entry and exit plan to minimize physical contact.

☐ Operators should sanitize their hands before and after assisting passengers using a wheelchair or other mobility device.

☐ Communicate the updated ridership practices and any changes to the frequency of service timetables to the public.

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CDPH

STATE OF CALIFORNIA
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180

Real estate transaction

This [guidance for businesses operating in the real estate industry](#) provides guidelines to create a safer environment for workers.
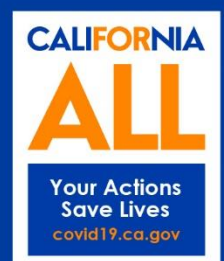Review the guidance, prepare a plan, and post the [checklist for the real estate industry](#) in your workplace to show customers and employees that you've reduced the risk and are open for business.

COVID-19 INDUSTRY GUIDANCE:

Real Estate Transactions

May 7, 2020

covid19.ca.gov

OVERVIEW

On March 19, 2020, the State Public Health Officer and Director of the California Department of Public Health issued an order requiring most Californians to stay at home to disrupt the spread of COVID-19 among the population.

The impact of COVID-19 on the health of Californians is not yet fully known. Reported illness ranges from very mild (some people have no symptoms) to severe illness that may result in death. Certain groups, including people aged 65 or older and those with serious underlying medical conditions, such as heart or lung disease or diabetes, are at higher risk of hospitalization and serious complications. Transmission is most likely when people are in close contact with an infected person, even if that person does not have any symptoms or has not yet developed symptoms.

Precise information about the number and rates of COVID-19 by industry or occupational groups, including among critical infrastructure workers, is not available at this time. There have been multiple outbreaks in a range of workplaces, indicating that workers are at risk of acquiring or transmitting COVID-19 infection. Examples of these workplaces include long-term care facilities, prisons, food production, warehouses, meat processing plants, and grocery stores.

As stay-at-home orders are modified, it is essential that all possible steps be taken to ensure the safety of workers and the public.

Key prevention practices include:

- ✓ physical distancing to the maximum extent possible,
- ✓ use of face coverings by employees (where respiratory protection is not required) and customers/clients,
- ✓ frequent handwashing and regular cleaning and disinfection,
- ✓ training employees on these and other elements of the COVID-19 prevention plan.

In addition, it will be critical to have in place appropriate processes to identify new cases of illness in workplaces and, when they are identified, to intervene quickly and work with public health authorities to halt the spread of the virus.

Purpose

This document provides guidance for businesses operating in the real estate industry including sales and rentals of single-family, multi-family, apartment, commercial, and industrial properties to support a safe, clean environment for workers. The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA.[1] Stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues. Cal/OSHA has more comprehensive guidance on their [Cal/OSHA Interim General Guidelines on](#)

Workplace Specific Plan

- Establish a written, worksite-specific COVID-19 prevention plan at every facility, perform a comprehensive risk assessment of all work areas, and designate a person at each facility to implement the plan.

- Identify contact information for the local health department where the facility is located for communicating information about COVID-19 outbreaks among employees.

- Train and communicate with employees and employee representatives on the plan.

- Regularly evaluate the workplace for compliance with the plan and document and correct deficiencies identified.

- Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.

- Identify close contacts (within six feet for 10 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.

- Adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause operations to be temporarily closed or limited.

Shown Properties Specific Plan

- Establish a written COVID-19 prevention plan to be followed by agents who show properties. Display a set of rules for agents and home viewers at the entrance of the property that are to be a condition of entry. The rules must include instructions to use face coverings and hand sanitizer. It must include instructions to maintain physical distancing and avoid touching surfaces of the shown property. The rules or a link to the rules should be part of online public and MLS listings. Posted rules should be clearly visible and include pictograms.

- Real estate and rental agents must confirm understanding of the rules with visitors before showing the property and provide a digital copy of the COVID-19 prevention plan to clients, appraisers, inspectors, stagers,

purchasing agents and contractors and obtain their agreement to follow the plan prior to entering the property.

- Regularly evaluate compliance with the plan and document and correct deficiencies identified.

Topics for Employee Training

- Information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.

- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.

- The importance of not coming to work if employees 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.

- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.

- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).

- The importance of physical distancing, both at work and off work time (see Physical Distancing section below).

- Proper use of face coverings, including:

  o Face coverings do not protect the wearer and are not personal protective equipment (PPE).

  o Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.

  o Employees should wash or sanitize hands before and after using or adjusting face coverings.

  o Avoid touching eyes, nose, and mouth.

  o Face coverings should be washed after each shift.

Individual Control Measures and Screening

- Provide temperature and/or symptom screenings for all workers at the beginning of their shift and any personnel entering the facility. Make sure the temperature/symptom screener avoids close contact with workers to the extent possible. Both screeners and employees should wear face coverings for the screening.

- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.

- Employers should provide and ensure workers use all required protective equipment. Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

- Face coverings are strongly recommended when employees are in the vicinity of others. Workers should have face coverings available and wear them when in shared work areas, such as offices and listed properties. Face coverings must not be shared.

- Employers, brokers, and real estate licensees must take reasonable measures to remind clients that they should use face coverings when viewing a property in person.

Cleaning and Disinfecting Protocols for Workplaces

- Perform thorough cleaning on high traffic areas of offices and other shared workspaces (lobbies, meeting rooms, break rooms, etc.) and areas of ingress and egress (handrails, stairways, elevator controls, etc.). Frequently disinfect commonly used surfaces in shared work areas like counters, light switches, door handles, etc.

- Avoid sharing phones, other work supplies, or office equipment wherever possible. Never share PPE.

- Where such items must be shared, disinfect with a cleaner appropriate for the surface between shifts or uses, whichever is more frequent, including the following: shared office equipment, such as copiers, fax machines, printers, telephones, keyboards, staplers, staple removers, letter openers, surfaces in reception areas, shared work stations, etc.

- Instruct employees to wipe down and disinfect equipment that passes between employees and customers, including clipboards and keys after each use.

- Equip workplace terminals and desks with proper sanitation products, including hand sanitizer and sanitizing wipes and provide personal hand sanitizers to all employees.

- Ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.

- Install and encourage the use of hands-free devices, if possible, including motion sensor lights and automatic soap and paper towel dispensers.

- When choosing cleaning chemicals, employers should use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves as required by the product instructions.

- Require employees to clean and disinfect personal work areas often and supply the necessary cleaning products.

- Modify hours if necessary, to ensure regular, thorough cleaning of office spaces.

- 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.

Cleaning and Disinfecting Protocols for Shown Properties

- Thoroughly clean shown properties and disinfect commonly used surfaces including counters, door and cabinet handles, key lock boxes, keypads, toilets, sinks, light switches, etc. These surfaces must be cleaned and disinfected before and after each showing.

- During a showing, introduce fresh outside air, for example by opening doors/windows and operating ventilation systems.

- Instruct employees to wipe down and disinfect equipment that passes between employees and customers, including clipboards and keys, after each use.

- Provide time for workers to implement cleaning practices before and after shifts. If cleaning is assigned to the worker, they must be compensated for that time.

- Equip shown properties with proper sanitation products, including hand sanitizer and sanitizing wipes, for use by employees and clients.

- Provide and strongly recommend clients, real estate licensees, and inspectors to use face coverings and hand sanitizer. Place these items at the property entrance so that people can put them on before entering. Ensure disposable covers are properly discarded after use, for example in a trash bag that is sealed prior to disposal.

- All people entering a property, including agents, brokers, inspectors, and clients, must wash hands with soap and water immediately upon entry and before touring or inspecting the property, or use hand sanitizer when handwashing facilities are not available.

- Adjust or modify showings to provide adequate time for regular deep cleaning and disinfecting. If the property is currently occupied, ensure adequate time to disinfect after occupants leave for showings and before and after clients view the property.

Physical Distancing Guidelines for Workplaces

- Implement measures to ensure physical distancing of at least six feet between employees and customers. This can include use of physical partitions or visual cues (e.g., floor markings or signs to indicate to where employees should stand).

- Utilize work practices, when feasible and necessary, to limit the number of employees at the office at one time. This may include scheduling (e.g., staggering start/end times), establishing alternating days for on-site reporting, returning to the office workspace in phases, or continued use of telework when feasible.

- Redesign office spaces, cubicles, etc. and decrease the capacity for conference and meeting rooms to ensure workspaces allow for six feet between employees.

- Designate separate routes for entry and exit into office spaces to help maintain social distancing and lessen the instances of people closely passing each other, if possible. Establish directional hallways and passageways for foot traffic, if possible, to eliminate employees from passing by one another.

- Close or restrict, using barriers, or separating tables/chairs in common areas where personnel are likely to congregate and interact, such as kitchenettes and break rooms. Discourage employees from congregating in high traffic areas such as bathrooms and hallways. Limit the number of individuals riding in an elevator and ensure the use of face coverings.

- Close self-service coffee, water, and snack areas. Provide individual water bottles if there is no other suitable potable water source.

- Stagger employee breaks, within compliance with wage and hour regulations, to maintain physical distancing protocols.

- Display signage at entrances and waiting areas to remind people of physical distancing and face covering usage at every opportunity. Dedicate staff to direct guests to meeting rooms upon entry to office space rather than congregating in lobbies or common areas.

- Discontinue nonessential travel and encourage distance meetings via phone and internet.

- Discontinue shared vehicle trips between employees, contractors, clients, etc. Each party should travel in their own vehicle to offices, properties, or other locations that require in-person activities.

- Require employees to avoid handshakes and similar greetings that break physical distance.

- Avoid passing transaction materials such as pens, paperwork, and keys back and forth between employees and customers.

- Complete real estate transactions with all related parties digitally if feasible. Maintain physical distance when in-person meetings are required with escrow agents, loan officers, mortgage brokers, etc. Meet in spaces that allow for at least six feet of physical distance, such as outside.

- Eliminate person-to-person contact for delivery of goods to physical offices. Avoid touching others' pens and clipboards.

Physical Distancing Guidelines for Shown Properties

- Discontinue holding open houses and showings open to the general public on a walk-in basis; use an appointment or digital sign-in process to control the number of people in the house or property.

- Ensure current occupants are away from property during showings, consistent with their legal rights.

- Utilize virtual tours in lieu of open houses via digital technologies, social media, etc. in lieu of property showings whenever possible. If virtual tours are not feasible, limit the number of people present during showings. When a real estate licensee or renter is present, maintain physical distance at all times.

- Employees and/or contractors must open doorways or other areas of ingress and egress prior to in-person property showings to minimize clients touching surfaces.

- Real estate licensees should remind clients to maintain physical distancing during showings and to refrain from touching handles, switches, pulls, etc.

- All persons on property for in-person showings should avoid touching knobs, faucets, toilets and toilet handles, light switches, garage door opener buttons, handles and pulls, alarm system controls, fan pulls, remotes, thermostats, switchboxes, gates and gate latches, window locks and sashes, pool coverings, and other such items.

- Prior to and concluding in-person showings, real estate licensees must disinfect mobility and safety fixtures on the property such as handrails and banisters.

- All home inspectors and prospective homebuyers who accompany the inspectors should use face coverings while performing on-property inspections. Home inspectors must have access to and utilize soap and hand sanitizer.

- All information must be delivered electronically. Discontinue providing handouts or other types of promotional or informational materials.

[1]Additional requirements must be considered for vulnerable populations. The real estate industry must comply with all Cal/OSHA standards and be prepared to adhere to its guidance as well as guidance from the Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH). Additionally, employers must be prepared to alter their operations as those guidelines change.

COVID-19 General Checklist
for Real Estate Transactions

May 7, 2020

This checklist is intended to help people involved in real estate transactions implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the [Guidance for Real Estate Transactions](). This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.

Contents of Written Worksite Specific Plan

- ☐ The person(s) responsible for implementing the plan.
- ☐ A risk assessment and the measures that will be taken to prevent spread of the virus.
- ☐ Training and communication with employees and employee representatives on the plan.
- ☐ A process to check for compliance and to document and correct deficiencies.
- ☐ A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.
- ☐ Update the plan as necessary to prevent further cases.

Topics for Employee Training

- ☐ Information on [COVID-19](), preventing spread, and who is especially vulnerable.
- ☐ Self-screening at home, including temperature and/or symptom checks using [CDC guidelines]().
- ☐ The importance of not coming to work if employees 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.
- ☐ When to seek medical attention.
- ☐ The importance of hand washing.
- ☐ The importance of physical distancing, both at work and off work time.
- ☐ Proper use of cloth face covers

Individual Control Measures and Screening

- ☐ Symptom screenings and/or temperature checks.
- ☐ Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- ☐ Encourage frequent handwashing and use of hand sanitizer.
- ☐ Provide disposable gloves to workers using cleaners and disinfectants when required. Consider gloves as a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.
- ☐ Strongly recommend employee use of cloth face covers.
- ☐ Close or increase distance between tables/chairs in breakrooms or provide break areas in open space to ensure physical distancing.
- ☐ Remind clients that they should use face masks/coverings when viewing a property in person.

Cleaning and Disinfecting Protocols for Shown Properties

- ☐ Perform thorough cleaning and disinfect commonly used surfaces before and after each showing.
- ☐ During a showing, introduce fresh outside air.
- ☐ Instruct employees to wipe down and disinfect items touched by customers after use.
- ☐ Provide time and compensation for workers to implement cleaning practices.
- ☐ Equip shown properties with sanitizing products for hands and surfaces.
- ☐ Provide and require clients, real estate licensees, and inspectors to use face covers and hand sanitizer.
- ☐ All people entering a property must wash hands with soap and water immediately upon entry and before touring or inspecting the property, or use hand sanitizer.
- ☐ Adjust or modify showings to provide adequate time for regular deep cleaning and disinfecting.

Physical Distancing Worksite Guidelines

- ☐ Maintain physical distancing of at least six feet between employees and customers.
- ☐ Implement measures to physically separate people by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- ☐ Limit the number of employees at the office at one time.
- ☐ Reconfigure office spaces and decrease the capacity for conference and meeting rooms to ensure workspaces allow for six feet between employees.

- Stagger employee breaks, within compliance with wage and hour regulations, to maintain physical distancing protocols.
- Close or restrict common areas where personnel are likely to congregate and interact,
- Reconfigure, restrict or close breakrooms and create alternative space for breaks where physical distancing is possible.
- Display signage to remind people of physical distancing and face cover usage at every opportunity.
- Discontinue nonessential travel and encourage distance meetings via phone and internet.
- Discontinue shared vehicle trips and travel separately for in-person activities.
- Require employees to avoid handshakes and similar greetings that break physical distance.
- Avoid handling items such as pens, paperwork, and key touched by others.
- Conduct real estate transactions digitally when possible.
- Eliminate person-to-person contact for delivery of goods to physical offices.

Physical Distancing Guidelines for Shown Properties

- Discontinue holding walk-in open houses; instead use appointment systems.
- Show houses with occupants not present when possible.
- Utilize virtual tours in lieu of property showings whenever possible.
- Keep doorways open to avoid unnecessary contact with doorknobs, handles, etc.
- Remind clients to maintain physical distancing and to refrain from touching handles, switches, pulls, etc.
- Clean prior to and concluding in-person showings.
- All information and marketing materials should be delivered electronically to avoid handling paper.

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194

Retail

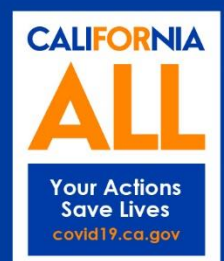This guidance for retailers provides guidelines to create a safer environment for workers.

Review the guidance, prepare a plan, and post the checklist for retailers in your workplace to show customers and employees that you've reduced the risk and are open for business.

COVID-19 INDUSTRY GUIDANCE:

Retail

May 7, 2020

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OVERVIEW

On March 19, 2020, the State Public Health Officer and Director of the California Department of Public Health issued an order requiring most Californians to stay at home to disrupt the spread of COVID-19 among the population.

The impact of COVID-19 on the health of Californians is not yet fully known. Reported illness ranges from very mild (some people have no symptoms) to severe illness that may result in death. Certain groups, including people aged 65 or older and those with serious underlying medical conditions, such as heart or lung disease or diabetes, are at higher risk of hospitalization and serious complications. Transmission is most likely when people are in close contact with an infected person, even if that person does not have any symptoms or has not yet developed symptoms.

Precise information about the number and rates of COVID-19 by industry or occupational groups, including among critical infrastructure workers, is not available at this time. There have been multiple outbreaks in a range of workplaces, indicating that workers are at risk of acquiring or transmitting COVID-19 infection. Examples of these workplaces include long-term care facilities, prisons, food production, warehouses, meat processing plants, and grocery stores.

As stay-at-home orders are modified, it is essential that all possible steps be taken to ensure the safety of workers and the public.

Key prevention practices include:
- ✓ physical distancing to the maximum extent possible,
- ✓ use of face coverings by employees (where respiratory protection is not required) and customers/clients,
- ✓ frequent handwashing and regular cleaning and disinfection,
- ✓ training employees on these and other elements of the COVID-19 prevention plan.

In addition, it will be critical to have in place appropriate processes to identify new cases of illness in workplaces and, when they are identified, to intervene quickly and work with public health authorities to halt the spread of the virus.

Purpose

This document provides guidance for retailers to support a safe, clean environment for workers. The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA.[1] Stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues. Cal/OSHA has additional safety and health guidance on their Cal/OSHA COVID-19 Infection Prevention for Logistics Employers and Employees webpage. CDC has more

guidance [for businesses and employers](#) and specific guidance for [grocery and food retailers](#). FDA has best practices for [retail food stores, restaurants, and food pick-up/delivery services](#).

Worksite Specific Plan

- Establish a written, worksite-specific COVID-19 prevention plan at every facility, perform a comprehensive risk assessment of all work areas, and designate a person at each facility to implement the plan.

- Identify contact information for the local health department where the facility is located for communicating information about COVID-19 outbreaks among employees.

- Train and communicate with employees and employee representatives on the plan.

- Regularly evaluate the workplace for compliance with the plan and document and correct deficiencies identified.

- Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.

- Identify close contacts (within six feet for 10 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.

- Adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause operations to be temporarily closed or limited.

Topics for Employee Training

- Information on [COVID-19](#), how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.

- Self-screening at home, including temperature and/or symptom checks using [CDC guidelines.](#)

- The importance of not coming to work if employees 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.

- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's webpage](#).

- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per [CDC guidelines](#)).

- The importance of physical distancing, both at work and off work time (see Physical Distancing section below).

- Proper use of face coverings, including:

  o Face coverings do not protect the wearer and are not personal protective equipment (PPE).

  o Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.

  o Employees should wash or sanitize hands before and after using or adjusting face coverings.

  o Avoid touching eyes, nose, and mouth.

  o Face coverings should be washed after each shift.

Individual Control Measures and Screening

- Provide temperature and/or symptom screenings for all workers at the beginning of their shift and any personnel entering the facility. Make sure the temperature/symptom screener avoids close contact with workers to the extent possible. Both screeners and employees should wear face coverings for the screening.

- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.

- Employers should provide and ensure workers use all required protective equipment. This includes protections for cashiers, baggers, and other workers with regular and repeated interaction with customers. Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

- Employers should also be provided and use protective equipment when offloading and storing delivered goods. Employees should inspect

deliveries and perform disinfection measures prior to storing goods in warehouses and facilities when there are signs of tampering.

- Face coverings are strongly recommended when employees are in the vicinity of others. Workers should have face coverings available and wear them in retail facilities, offices, parking lots or garages, or in company-owned vehicles. Face coverings must not be shared.

- Retailers must take reasonable measures to communicate with the public that they should use face coverings.

Cleaning and Disinfecting Protocols

- Perform thorough cleaning in high traffic areas, such as break rooms, lunch areas and areas of ingress and egress including stairways, stairwells, escalators, handrails, and elevator controls. Frequently disinfect commonly used surfaces, including shopping carts, baskets, conveyor belts, registers (including self-checkout), scanners, register telephones, hand-held devices, counters, door handles, shelving, ATM PIN pads, customer assistance call buttons, handwashing facilities, etc.

- Clean and sanitize shared equipment, including but not limited to, pallet jacks, ladders, supply carts, time clocks, payment portals, and styluses between each use.

- Clean touchable surfaces between shifts or between users, whichever is more frequent, including but not limited to working surfaces, tools, and stationary and mobile equipment controls.

- Equip customer entrances and exits, checkout stations, customer changing rooms with proper sanitation products, including hand sanitizer and sanitizing wipes, and provide personal hand sanitizers to all frontline staff (e.g., cashiers).

- Ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.

- Provide resources to promote employees' personal hygiene. This will include tissues, no-touch trash cans, hand soap, adequate time for hand-washing, alcohol-based hand sanitizers, disinfectants, and disposable towels.

- When choosing cleaning chemicals, employers should use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions. Use

disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves as required by the product instructions.

- Adjust or modify store hours to provide adequate time for regular, thorough cleaning and product stocking. Stagger stocking so that associates are in different aisles.

- Provide time for workers to implement cleaning practices before and after shifts. If cleaning is assigned to the worker, they must be compensated for that time. Procure options for third-party cleaning companies to assist with the increased cleaning demand, as needed.

- Install hands-free devices, if possible, including motion sensor lights, contactless payment systems, automatic soap and paper towel dispensers, and timecard systems.

- Encourage the use of debit or credit cards by customers, for example, through signage, encourage customers to clean their reusable bags frequently through in-store signage, and Require customers who bring reusable bags to bag their own purchases.

- 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.
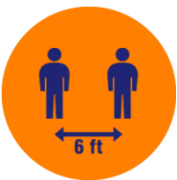
Physical Distancing Guidelines

- Implement measures to ensure physical distancing of at least six feet between workers and customers. This can include use of physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers and/or employees should stand).

- Take measures at checkout stations to minimize exposure between cashiers and customers, such as Plexiglas barriers. Where barriers are not feasible, employees should wear face coverings and customers are strongly recommended to wear face coverings as well. Some jurisdictions already require face coverings outside the home. Display signage at entrances, checkout lanes, and registers to remind customers of physical distancing at every opportunity.

- Adjust in-person meetings, if they are necessary, to ensure physical distance and use smaller individual meetings at facilities to maintain physical distancing guidelines.

- Place additional limitations on the number of workers in enclosed areas to ensure at least six feet of separation to limit transmission of the virus.

- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.

- Close breakrooms, use barriers, or increase distance between tables/chairs to separate workers and discourage congregating during breaks. Where possible, create outdoor break areas with shade covers and seating that ensures physical distancing.

- Close in-store bars, bulk-bin options, and public seating areas and discontinue product sampling.

- Dedicate shopping hours for vulnerable populations, including seniors and those medically vulnerable, preferably at a time following a complete cleaning.

- Increase pickup and delivery service options for customers to help minimize in-store contact and maintain social distancing, such as online ordering and curbside pick- up.

- Provide a single, clearly designated entrance and separate exit to help maintain physical distancing where possible.

- Adjust maximum occupancy rules based on the size of the facility to limit the number of people in a store at one time, using no more than 50% maximum occupancy.

- Be prepared to queue customers outside while still maintaining physical distance, including through the use of visual cues.

- Encourage employees to practice physical distancing during pickup and delivery by talking with the customer through a passenger window, loading items directly into the customer's trunk without contact, or leaving items at their door.

- Make some locations pickup- or delivery-only to minimize employee/customer contact, where possible.

- Install transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person hand-offs where possible. Wherever possible, use contactless signatures for deliveries.

- Expand direct store delivery window hours to spread out deliveries and prevent overcrowding.

- Ask non-employee truck drivers, delivery agents, or vendors who are required to enter retail locations to have their employees follow the guidance of local, state, and federal governments regarding wearing face coverings and PPE.

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[1]Additional requirements must be considered for vulnerable populations. The retail industry must comply with all Cal/OSHA standards and be prepared to adhere to its guidance as well as guidance from the Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH). Additionally, employers must be prepared to alter their operations as those guidelines change.

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203

COVID-19 General Checklist
for Retail Employers
May 7, 2020

This checklist is intended to help retail employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the Guidance for Retail Employers. This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.

Contents of Written Worksite Specific Plan

☐ The person(s) responsible for implementing the plan.

☐ A risk assessment and the measures that will be taken to prevent spread of the virus.

☐ Training and communication with employees and employee representatives on the plan.

☐ A process to check for compliance and to document and correct deficiencies.

☐ A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.

Topics for Employee Training

☐ Information on COVID-19, preventing spread, and who is especially vulnerable.

☐ Self-screening at home, including temperature and/or symptom checks using CDC guidelines.

☐ The importance of not coming to work if employees 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.

☐ When to seek medical attention.

☐ The importance of hand washing.

☐ The importance of physical distancing, both at work and off work time.

☐ Proper use of cloth face covers.

Individual Control Measures & Screening

- Symptom screenings and/or temperature checks.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Encourage frequent handwashing and use of hand sanitizer.
- Provide disposable gloves to workers using cleaners and disinfectants when required. Consider gloves as a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.
- Strongly recommend cloth face covers.
- Close or increase distance between tables/chairs in breakrooms or provide break areas in open space to ensure physical distancing.
- Communicate frequently to customers that they should use face masks/covers.

Cleaning and Disinfecting Protocols

- Perform thorough cleaning in high traffic areas.
- Frequently disinfect commonly used surfaces.
- Clean and sanitize shared equipment between each use.
- Clean touchable surfaces between shifts or between users, whichever is more frequent.
- Equip customer entrances and exits, checkout stations, and customer changing rooms with proper sanitation products, including hand sanitizer and sanitizing wipes, and provide personal hand sanitizers to all frontline staff (e.g., cashiers).
- Ensure that sanitary facilities stay operational and stocked at all times.
- Make hand sanitizer and other sanitary supplies readily available to employees.
- Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.
- Adjust or modify store hours to provide adequate time cleaning and stocking with physical distancing.
- Provide time for workers to implement cleaning practices before and after shifts, hire third-party cleaning companies.
- Install hands-free devices if possible.
- Encourage the use of debit or credit cards by customers.
- Encourage customers with reusable bags to clean them frequently and require them to bag their own purchases.
- Consider upgrades to improve air filtration and ventilation.
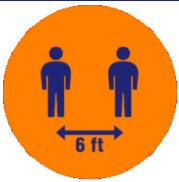
Physical Distancing Guidelines

- Implement measures to physically separate people by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).

- Minimize exposure between cashiers and customers. Where physical distancing cannot be maintained, use barriers such as Plexiglas. Where barriers are not feasible, strongly recommend that employees and customers wear face covers.

- Use signage to remind customers of physical distancing at every opportunity.

- Adjust in-person meetings, if they are necessary, to ensure physical distancing.

- Place additional limitations on the number of workers in enclosed areas to ensure at least six feet of separation.

- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.

- Close in-store bars, bulk-bin options, and public seating areas and discontinue product sampling.

- Dedicate shopping hours for seniors and other vulnerable populations.

- Increase pickup and delivery service options such as online ordering for curbside pickup.

- Provide separate, designated entrances and exits.

- Limit the number of in-store customers based on the size of the facility.

- Be prepared to queue customers outside while still maintaining physical distance.

- Encourage and train employees to practice physical distancing during pickup and delivery.

- Make some locations pickup- or delivery-only to minimize physical interaction, if possible.

- Install transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person hand-offs where possible. Wherever possible, use contactless signatures for deliveries.

- Expand direct store delivery window hours to spread out deliveries and prevent overcrowding.

- Ask non-employee truck drivers, delivery agents, or vendors who are required to enter retail locations to have their employees follow the guidance of local, state, and federal governments regarding wearing masks.

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206