



Health, Housing & Community Services Department  
Public Health Officer

## Appendix B

# COVID-19 SITE-SPECIFIC PROTECTION PLAN GUIDANCE & TEMPLATE FOR DEVELOPING YOUR OWN PLAN

Updated on September 2, 2020

### PURPOSE OF THIS DOCUMENT

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The purpose of this document is to provide each business with clear guidance for reopening in a manner that provides a safe, clean environment for employees and customers.

**This COVID-19 Site-Specific Protection Plan applies to all businesses.** Businesses and organizations allowed to reopen in the City of Berkeley are **not** required to submit their COVID-19 Site-Specific Protection Plan to the State or the City of Berkeley for review and approval before reopening. However, if desired, Berkeley businesses and organizations may reach out to: [oedmailbox@cityofberkeley.info](mailto:oedmailbox@cityofberkeley.info) for technical assistance in developing their individual site-specific plans. The City will work to develop responses to businesses that are informed by best practices from the State of California's framework for reopening and guided by epidemiological data from public health officials.

### DESCRIPTION OF A COVID-19 SITE-SPECIFIC PROTECTION PLAN (SPP)

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The Site-Specific Protection Plan (SPP) template below combines state-level guidance published in the California State [Resilience Roadmap](#) and guidance from the City of Berkeley Public Health.

The State of California requires all businesses to:

1. Perform a detailed risk assessment and implement a site-specific protection plan (SPP)
2. Train employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home when symptomatic
3. Implement individual virus control measures and screenings
4. Implement cleaning and disinfecting protocols
5. Implement physical distancing guidelines
6. Provide face coverings to workers or reimburse workers for the reasonable cost of obtaining them and employers must provide and ensure workers use all required protective equipment, including eye protection and gloves.



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As the COVID-19 pandemic evolves and new local or state Public Health Orders are issued, businesses may need to amend their Site-Specific Protection Plans from time to time to incorporate new requirements. The City of Berkeley COVID-19 website will host updated information and guidance for businesses at: <https://www.cityofberkeley.info/covid19-business-guidance/>.

## GUIDANCE FOR DEVELOPING YOUR BUSINESS'S COVID-19 SITE-SPECIFIC PROTECTION PLAN (SPP)

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1. Perform a risk assessment of your business practices.
2. Use the template below to create your own SPP by filling in the required details, based on your individual business practices, to ensure your business can protect the safety of your employees and customers.
3. Finalize your SPP and physically post it at your place of business at a visible location near the entrance where staff and customers can easily review it without touching the document; and distribute copies of the SPP to all employees.
4. Signs must be posted at each public entrance of each worksite to inform all employees and customers that they should:
  - Avoid entering or using the facility if you have COVID-19 symptoms;
  - Maintain a minimum six-foot distance from one another;
  - Sneeze and cough into a cloth or tissue or, if not available, into one's elbow;
  - Wash hands often;
  - Wear face coverings; and
  - Do not shake hands or engage in any unnecessary physical contact.

Sign templates on proper social distancing and masking practices can be downloaded for use from the City of Berkeley COVID-19 business guidance webpage:

<https://www.cityofberkeley.info/covid19-business-guidance/>



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## TOOLS FOR DEVELOPING YOUR SITE-SPECIFIC PROTECTION PLAN

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### 1. **[COVID-19 Site-Specific Protection Plan \(SPP\) Template](#)**

The City of Berkeley is providing a template that can be used by any business in the City of Berkeley to create their own Site-Specific Protection Plan (SPP). It contains all of the standard content necessary for you to re-open your business and prompts you to “fill in the blank” where unique information is required in order to complete your SPP. The template has been authorized by the City’s Public Health Officer, ***so you can be confident you are safely re-opening your business if you use and post this completed template at your business.***

### 2. **California COVID-19 Industry Guidance**

Industry-specific guidance can be found [here](#). This guidance has been developed by the State of California for businesses permitted to open per our City’s health rules.

### 3. **California COVID-19 Employer Playbook**

The playbook includes detailed information on when and how an employer must report a COVID19 positive employee; what is defined as an outbreak; and guidance for employers who may be considering whether to suspend operations due to COVID-19 spread in the workplace. The playbook can be found [here](#).

### 4. **The City of Berkeley COVID Recovery**

The City of Berkeley will post any additional local guidance for businesses, employers, and employees at: <https://www.cityofberkeley.info/covid19-business-guidance/>



# COVID-19 Site-Specific Protection Plan (SPP)

Business name:

Facility address:

Approximate gross square footage of space open to the public:

This COVID-19 Site-Specific Protection Plan (SPP) was most recently updated on:

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The person(s) responsible for implementation of this Plan is:

Name:

Title:

I, \_\_\_\_\_ certify that all employees have been provided a copy of it and have reviewed it and received training as required in this SPP.

Name:

Signature:

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## Site specific protection plan elements

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## The City of Berkeley Shelter in Place Order & Face Coverings Order

- Employer has read the City of Berkeley [Shelter in Place Order](#) to determine if the business is allowed to reopen.
- Employer has read the City of Berkeley [Face Coverings Order](#) and is complying with and implementing measures identified in the Order.

### Individual Control Measures and Screenings

- Employees whose work duties can be conducted remotely are doing so and will continue to do so until the Shelter in Place Order is lifted, with particular consideration for employees above the age of 60 and those with underlying health issues who are at increased risk for more severe disease if infected.
- All employees have been provided with symptom screenings at the beginning of their shift and all other employees entering the worksite at all times. The individual conducting the symptom screening will avoid close contact with employees to the extent possible. Both screeners and employees wear face coverings during each screening. See [symptom screening guidance](#) here.
- Employees must be provided with all required protective equipment (i.e. face coverings) and the employer ensures this equipment is worn properly at all times.
- Employees must be provided with and use protective equipment when offloading and storing delivered goods.
- Employees should be provided with all required protective equipment (i.e., face coverings) and the employer ensures this equipment is worn properly at all times.
- Employees are provided with and use protective equipment when offloading and storing delivered goods.
- Employees inspect deliveries and perform disinfection measures prior to storing goods in warehouses and facilities.
- Face coverings are required when employees are in the vicinity of
- others. Face coverings are not shared at the worksite.



## Individual Control Measures and Screenings, continued

- Employees take reasonable measures to communicate with the public that they are required to wear face coverings.

*\*Please note that children 12 years old or younger and those who cannot wear one because of medical reasons are exempt from wearing a face covering. Children two years or younger must not wear face coverings.*

- Employees who are sick or exhibiting symptoms of COVID-19 are directed to stay home.

*\*Please note that employees who self-quarantine and who are not ill do not need a doctor's note to return to work after staying home for 14 days. Requiring employees to obtain a doctor's note is impacting the medical system and preventing doctors from seeing patients who are ill.*

Types of protective equipment provided to employees at this worksite location include:

Additional control measure you are implementing at this worksite include:

## Cleaning and Disinfecting Protocols

- Thorough cleaning in high traffic areas is performed regularly. Commonly used surfaces are frequently disinfected.
- All shared equipment and touchable surfaces are cleaned and sanitized between each use.
- Customer entrances and exits, and points of sale are equipped with proper sanitation products, including hand sanitizer and/or sanitizing wipes.
- Hand washing facilities will be made available and will stay operational and stocked at all times and additional soap, paper towels, and hand sanitizer are supplied when needed.
- Hand sanitizer will be provided where businesses do not have indoor plumbing.



### **Cleaning and Disinfecting Protocols, continued**

- Sanitizing supplies are provided to promote employees' personal hygiene. This may include tissues, no-touch trash cans, hand soap, adequate time for hand-washing, alcohol-based hand sanitizers, disinfectants, and disposable towels.
  
- Cleaning products are used that meet the Environmental Protection Agency (EPA)'s [COVID-19 list](#) of approved, safe products.
  
- Business hours and/ or other procedures have been modified to provide adequate time for regular, thorough cleaning, product re-stocking, or other measures.
  
- Employees are provided adequate time to implement cleaning practices before and after shifts.
  
- Hands-free devices have been installed, if possible, including motion sensor lights, contact-less payment systems, automatic soap and paper towel dispensers, foot operated lidded trash bins, and timecard systems.

### **Schedule for Disinfecting High Traffic Areas and Commonly Used Surfaces**

Fill in the fields below with the schedule for how often each area is disinfected. Mark N/A for all that do not apply to your specific worksite and add any fields/areas that are missing to "Other".

Break rooms:

Bathrooms:

Handrails/door handles/counters/shelving/buttons (elevator/door):



**Schedule for Disinfecting High Traffic Areas and Commonly Used Surfaces, continued**

*Fill in the fields below with the schedule for how often each area is disinfected. Mark N/A for all that do not apply to your specific worksite and add any fields/areas that are missing to "Other".*

Shopping carts/baskets:

Handheld devices (payment portals, including ATM PIN pads, stylus):

Registers:

Scanners:

Telephones:

Time clocks:

Handwashing facilities:

Custom equipment and tools (i.e. pallet jacks, supply carts):

Conveyor belts:





**Schedule for Disinfecting High Traffic Areas and Commonly Used Surfaces, continued**

*Fill in the fields below with the schedule for how often each area is disinfected. Mark N/A for all that do not apply to your specific worksite and add any fields/areas that are missing to "Other".*

Others:

Description of specific operational procedures being implemented to ensure there is adequate time for cleaning/disinfecting:

Additional protective and preventative measures that have been taken at this business location:



## **Physical Distancing Guidelines**

- Employee breaks and break rooms are managed to allow employees to eat on premises in designated areas where they can remain six feet apart.
- All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- Customers are permitted to bring their own bags, mugs, or other reusable items from home, but they must not require handling by employees.
- Tape or other markings have been placed at least six feet apart in customer line areas on sidewalks or other walkways near public entrances with signs directing customers to use the markings to maintain distance.
- Limit the number of customers in the store at any one time, which allows for customers and employees to easily maintain at least six feet distance from one another at all practicable times.
- All desks or individual workstations are separated by at least six feet or employees otherwise maintain six feet if workspace is limited. Physical partitions can be used if workstations and/or employees cannot physically distance.
- Employees are informed that they should not carpool to and from the jobsite except by workers living within the same household unit, or as necessary for workers who have no alternative means of transportation.
- If employers provide shuttles, symptom checks should be conducted before employees board the shuttle, and employees should physical distance while waiting in line and on the shuttle. Physical distancing on the shuttle can include reducing the shuttle capacity.
- The following per-person limits have been placed on goods that are selling out quickly to reduce crowds and lines. If not applicable mark as "N/A".



## **Physical Distancing Guidelines, continued**

Description of the layout of your worksite and how you accomplish physical distancing measures:

## **Food Facilities Guidance including Restaurants, Mobile Food Facilities, Stores/Convenience Stores**

For information please contact the City of Berkeley Environmental Health Division at:  
[envhealth@cityofberkeley.info](mailto:envhealth@cityofberkeley.info). Please reference COVID-19 Site Specific Plan in subject line.

If you've implemented additional measures specific to your food facilities business, include them below.  
Additional measures taken:



## Responding to a COVID-19 Positive Case at your Worksite

- The City of Berkeley Public Health is notified of all positive COVID-19 cases.
- If an employee is diagnosed with COVID-19, The City of Berkeley Public Health will provide assistance in the assessment of potential worksite exposures, and any recommended testing, quarantine, or isolation instructions.
- Employers and employees are aware that they can contact The City of Berkeley Public Health if a suspected exposure has occurred at:
  - The City of Berkeley Public Health Department, (510) 981-5292.
  - Non-urgent emails regarding reportable communicable diseases: [COBCD@cityofberkeley.info](mailto:COBCD@cityofberkeley.info)

## Training

Employees have been trained on the following topics:

- Information from the [Centers for Disease Control and Prevention \(CDC\)](https://www.cdc.gov) 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.
- The importance of seeking medical attention if an employees' symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on the CDC's webpage.
- The vulnerability of those 60 years of age or older and people with chronic medical conditions, and the need to practice particular caution to protect these groups.



### Training, continued

- 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).
  
- Manufacturer’s directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products.
  
- The importance of physical distancing, both at work and off work time (see Physical Distancing section above).
  
- 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.
  - The importance of washing and/or sanitizing hands before and after using or adjusting face coverings.
  - Avoid touching eyes, nose, and mouth.
  - Face coverings to be washed after each shift.

Other worksite training measures taken: