

CBO COVID-19 RESPONSE PLAN

TEMPLATE JUNE 12, 2020

The following is a guide and template that may be used by and customized for Fresno County Community Based Organizations not covered by Cal/OSHA’s Aerosol Transmission Disease Standard (which are primarily health related organizations, homeless shelters, drug treatment programs, labs, and correctional facilities.) **The section on “Process to Investigate COVID-19 Cases Identified” was reviewed and approved by the Fresno County Department of Public Health.** This is a **template to draw from to develop your own plan and procedures.** Safety expert Boretti Inc, has recommended that it be a stand-alone plan. **It is not appropriate to use or copy and paste without some customization to each organizations’ circumstances.** It can be adapted for use with employees that is more user-friendly. It does not substitute for legal advice. A preliminary training deck for staff is also available for CBOs to add their specific information.

Specific questions for the regional Cal/OSHA office or any reports necessary may be directed to Eugene Glendenning at Fresnoconsultation@dir.ca.gov or 559-445-6800. Questions related to the below template, please contact Brooke Frost, brookefrost@live.com or 559-288-4082 (text).

COVID-19 RESPONSE PLAN

Name of Organization has determined that COVID-19 is an infectious disease that is widespread in the community. This plan is developed using guidance from the [California COVID-19 Industry Guidance: Office Workspaces, May 12, 2020](#), the [Cal/OSHA Covid-19 General Checklist for Office Workspaces, May 7, 2020](#), [Additional Cal/OSHA Regulations for Employers Not Covered by the Aerosol Transmission Disease Standard as of May 14, 2020](#), [Fresno County Health Officer Order Amended May 20, 2020](#), and [City of Fresno Executive Order 2020-17](#) and [Centers for Disease Control, Coronavirus 2019](#). Each work site has its own COVID-19 Prevention Plan, which is available in hard copy at each location. It can also be found at **(insert electronic location.)**

The plan 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.

Person Responsible for Implementing the Plan: _____

Back-up Person: _____

Documentation Location _____

Site Address: _____

Fresno Co. Dept. of Public Health Contact: _____

DPH Phone: 559-600-5956

Person(s) Responsible for Contact Tracing: _____

Email: _____ **Cell Phone** _____

Sanitation and Disinfection Lead: _____

Email: _____ Cell Phone _____

INSPECTION FOR PHYSICAL RISKS

An internal risk assessment of the following site was made *by the organization or name any consultant utilized* to review required six feet of physical distancing in office spaces, break rooms, conference rooms, hallways, waiting room, and other shared spaces. In the event of insufficient office space, a policy is in place for employees to wear masks in the presence of others in the buildings. This includes stairwells, elevators, bathrooms, and other areas that may require posting of the number of allowed individuals within. If needed, an identified room(s) are identified for client waiting areas separated from others.

Site Areas Reviewed:

- Work spaces for all individuals:
- Hallway changes to avoid passing each other under six feet:
- Conference room(s):
- Break room(s):
- Waiting room/entry:
- Exit:
- Stairwells:
- Bathrooms:
- Elevators:
- Workforce Schedule (in office/telework rotation, if utilized):
- Ventilation:
- Other:

Inspection conducted by:

Date inspected:

Changes scheduled:

Date changes completed:

COMPLIANCE MONITORING

The identified person responsible for this plan or the back-up person identified will routinely monitor for compliance of the measures included for prevention, disinfecting, personal compliance of employees, and physical distancing. This will occur as needed, but no less than weekly until the Governor's Emergency Order is rescinded or the Executive Director/CEO of the organization agrees, whichever is later. This plan will remain in effect until the Governor's Emergency Order is rescinded and the Executive Director/CEO determines the plan is no longer in effect. Modifications will be made as new information on COVID-19 becomes available.

WORKPLACE SCREENING

As the Fresno County Public Health Department recommends that all employees be screened at the beginning of the work day and can be done by paper or electronically (as provided). *Name of*

Organization will provide employees the tool to complete. It will be the responsibility of the employee to complete (*choose one - prior to workplace entry, at the door, or at their work station*) and collected by or provided to Human Resources (*indicate frequency*). When screening is conducted at the door, both screener and employee should wear face masks. The screening forms will be kept in the locked employee medical file and not be discussed with other employees not authorized to have access to the information. (*A sample screening tool is provided at the end of the document in the Appendix.*)

(Temperature checks are considered optional by the CDC for office employee entrance as of May 29, 2020 guidance. Review <https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html#Reducing-the-Spread-of-COVID-19-in-Workplaces> for proper procedures, if choosing to utilize. The section title is “Reducing the Spread of COVID 19” and sub-head “Should we be screening employees, such as temperature checks.”)

When employee indicates symptoms on the screening

1. The employee should leave the screening form at the office, immediately go home and call the supervisor to notify that person. If the person needs to wait for transportation, a designated room with a closed door will be provided while the person waits. If screening conducted at home, the individual+
2. should stay home and notify supervisor.
3. The supervisor or employee contacts Human Resources, which then notifies the designated contact tracer. The screening form is retrieved and placed in the employee’s medical file.
4. The employee should arrange a test for COVID-19 and self-isolate at home. Self-isolation means:
 - Stay in a separate room and away from other family members as much as possible
 - Employees should not share food, drinks, sheets or towel with other family members
 - Cover sneeze and cough with tissue or elbow space and wash hands frequently
 - Clean all “high touch” surfaces often, or at least daily
 - If they have to run essential errands they MUST wear a cloth mask in public settings
 - Monitor their own symptoms.
 - If they experience constant chest pain, have trouble breathing and are unable to eat or drink fluids, they should call their doctor or go to the hospital
5. Test sites are available at <https://www.co.fresno.ca.us/departments/public-health/covid-19/covid-19-testing-sites>.
6. The employee should provide the test results to the employer.
 - a. If positive, see steps in the following section.
 - b. If negative, the employee may return to work.
7. Until a test confirms whether the employee is positive or not, follow steps 1-4 in section “When an Employee is Exposed to COVID-19.”

PROCESS TO INVESTIGATE COVID-19 CASES IDENTIFIED

Should an individual be identified as possibly COVID-19 infected or living with a person newly diagnosed as being COVID-19 positive, the following steps will be taken for the following circumstances.

When employee notifies the organization of a personal positive test:

1. The employee notifies Human Resources, which then notifies the designated person to oversee contact tracing within the worksite, if a different person.
 - a. If it is a suspected work-related case, also notify CalOSHA regional office at Fresnoconsultation@dir.ca.gov or 559-445-6800 and explain the circumstances as you begin your investigation.
2. The area where the employee was working is temporarily closed until cleaning is completed. The organization will conduct deep cleaning of the entire general area where the infected employee worked and may have been, including breakrooms, restrooms and travel areas, with a cleaning agent approved for use by the EPA against coronavirus. It should ideally be performed by a professional cleaning service.
 - a. Prior to cleaning, open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
 - b. Any person cleaning the area should be equipped with the proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, mask, or respirator if required) in addition to PPE required for cleaning products. See below for further information on PPE.
 - c. Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill persons, focusing especially on frequently touched surfaces.
3. An email to all other employees in the workplace shall be sent immediately letting them know they may have had possible exposure to COVID-19 (but not naming the individual due to confidentiality under the protection of the American Disabilities Act). *(Note, depending upon the size of the facility, proximity to the person, and potential for exposure, #3 may not be necessary. A larger site can notify employees only in close proximity to the infected person. A small site may wish to notify all employees immediately as there could be greater levels of possible exposure.)*
4. If the infected employee is showing symptoms, the employee is advised to isolate at home in a specific room from the rest of the household for 10 days after illness onset and at least 3 days (72 hours) after recovery.
 - a. Illness onset is defined as the date symptoms begin. Recovery is defined as resolution of fever without the use of fever-reducing medications with progressive improvement or resolution of other symptoms. Ideally, isolation should be maintained for this full period to the extent that it is practicable under rapidly changing circumstances. *(Note, this is per CDC guidance as of 5/3/20. Updates may be monitored at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>.)*
 - b. Instructions to be provided for workers going home:
 - Most people will have mild symptoms and can recover at home
 - Employees need to self-isolate;
 - Stay in a separate room and away from other family members as much as possible

- Employees should not share food, drinks, sheets or towel with other family members
 - Cover sneeze and cough with tissue or elbow space and wash hands frequently
 - Clean all “high touch” surfaces often, or at least daily
 - If they have to run essential errands they **MUST** wear a cloth mask in public settings
 - Monitor their own symptoms.
 - If they experience constant chest pain, have trouble breathing and are unable to eat or drink fluids, they should call their doctor or go to the hospital
5. If the employee is not showing symptoms, the employee is advised to quarantine at home for 14 days and self-monitor for symptoms. If symptoms appear, the individual should contact their health provider and get a test.
- a. Quarantine is defined as separation from others at home for 14 days from exposure to monitor their health and determine if symptoms appear.
 - b. Symptoms may appear 2-14 days after exposure and include
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - For additional updates: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
6. Via telephone/virtual means, the organization’s contact tracer shall ask the employee to provide any employee, client, and vendor/community member names with whom they have had contact in person the past 14 days for 15 minutes or longer and with less than 6 feet of distance.
- a. The name, phone number, address, email (if known) and age of any such in-person contact shall be provided at that time or added within 24 hours.
 - b. The contact tracer will document for the Public Health Department and internally.
7. When contact tracing information collection is completed, individual **employees with significant exposure** (such as being coughed or sneezed on, shared close workspace, close proximity for extended time lengths, sung together, etc.) to the COVID-positive person, a second **notification should be sent to those persons on behalf of the Fresno County Department of Public Health to require isolation at home for at least 14 days. The email should include symptoms the recipient should watch for and monitor.**
8. When extended exposure has occurred with a client, a phone call or email notification should occur to notify them of exposure and suggest quarantine for 14 days to monitor for symptoms and to get a COVID-19 test. Test sites are available at <https://www.co.fresno.ca.us/departments/public-health/covid-19/covid-19-testing-sites>.

9. If households for employees or clients live in close quarters or are multi-generational, the organization will provide and review information with the individual from the CDC Fact Sheet on how to handle. <https://www.cdc.gov/coronavirus/2019-ncov/downloads/living-in-close-quarters.pdf>.
10. The Public Health Department shall be provided with all contact tracing information obtained and the date each person received notification.
11. If an employee is confirmed positive for COVID-19, it was work-related, and the case involves medical treatment beyond first aid, hospitalization, days away from work as examples, the cases must be recorded on the Cal/OSHA 300, 300A and 301 or equivalent forms (unless an exempt organization). Quarantine time away from work does not meet the recording standard.
12. To determine if work-related:
 - a. Ask how the illness was contracted, if known
 - b. While respecting privacy, do discuss in and out of work activities that might have led to the illness
 - c. Review the person's work environment for potential exposure and if other cases are found.
13. *Note: if organization has a contract with DPH to conduct contact tracing, the procedures required should be followed and included in the plan. Adjust the above as appropriate.*
14. *If no contract for contact tracing is in place:* It is not the responsibility of the worksite contact tracer to contact each potential contact of the COVID-19 positive individual, other than noted above, after providing the Department of Public Health with the worksite contact tracing documentation.
15. The case needs to be reported to Cal/OSHA if the person positive for COVID-19 has 1) an inpatient hospitalization, regardless of the length of time, for other than medical observation or testing; 2) Amputation; 3) Loss of an eye; 4) Serious degree of permanent disfigurement or 5) death.
 - a. Contact Fresnoconsultation@dir.ca.gov or 559-445-6800

When an employee is exposed to COVID-19

1. When an employee is exposed to COVID-19, he/she should notify Human Resources as soon as verified (or receives medical information that it is suspected), which then notifies the identified contact tracer, if a different person.
 - a. The contact tracer shall interview the employee to determine source of exposure, if known, and length of time the person was in close proximity of known positive person.
 - b. People who did not have close contact with a symptomatic or confirmed COVID-19 person can return to work and self-monitor for signs/symptoms of infection. If they start to feel ill, they should leave work immediately.
2. If the person had close contact to the positive person, the employee is advised to quarantine at home for 14 days and self-monitor for symptoms. If symptoms appear, the individual should contact their health provider and get a test, as well as notify the employer. Testing sites can be found at <https://www.co.fresno.ca.us/departments/public-health/covid-19/covid-19-testing-sites>.
 - a. Quarantine is defined as separation from others at home for 14 days from exposure to monitor the individual's health and determine if symptoms appear.

- b. Symptoms may appear 2-14 days after exposure and include
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - For additional updates: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
 - c. If the employee tests positive and develops symptoms, follow steps above in previous section.
 - d. If the employee exposed later tests positive and has no symptoms, they may return to work 10 days after the date of their test.
 - e. If the employee is symptom-free after 14 days of quarantine, the individual may return to work.
3. Via telephone/virtual means, the organization's contact tracer shall ask the employee to provide any employee, client, and vendor/community member names with whom they have had contact in person at work the past 14 days for 15 minutes or longer and with less than 6 feet of distance.
 - a. The name, phone number, address, email (if known) and age of any such in-person contact shall be provided at that time or added within 24 hours.
 - b. The contact tracer will document for the Public Health Department and internally.
 - c. When contact tracing collection is completed, individual employees with significant exposure to the COVID-positive person (such as being coughed or sneezed on, shared close workspace, close proximity for extended time lengths, sung together, etc) a second notification should be sent to those persons on behalf of the Fresno County Department of Public Health to require isolation at home for at least 14 days. The email should include symptoms the recipient should watch for and monitor.
 - d. When extended exposure has occurred with a client, a phone call or email notification should occur to notify them of exposure and suggest quarantine for 14 days to monitor for symptoms and to get a COVID-19 test. Test sites are available at <https://www.co.fresno.ca.us/departments/public-health/covid-19/covid-19-testing-sites>.
 - e. If households for employees or clients live in close quarters or are multi-generational, the organization will provide and review information with the individual from the CDC Fact Sheet on how to handle. <https://www.cdc.gov/coronavirus/2019-ncov/downloads/living-in-close-quarters.pdf>.

4. The contact tracer notifies the Public Health Department with the information of the test result and notes in employee medical record file, along with the date of the test. Further action is contingent upon the test result and follows the plan as noted.

COVID-19 INFECTION PREVENTION MEASURES

TRAINING

All employees have been trained in the following policies and procedures during the initial day of re-opening the facility on (date) . This training will be incorporated into new employee training. Each employee's attestation of receiving the training is found in their employee file in Human Resources. The training manual or sample materials can be found at insert location .

- Information on COVID-19, how to prevent it from spreading, and which underlying conditions make individuals more susceptible to contracting the virus
- Home/self-screening prior to coming to work or at the workplace
- The importance of not coming to work if employees have a frequent cough, fever, difficulty in breathing, chills, muscle pains, headache, sore throat, new loss of taste or smell, or someone they live with who has been diagnosed with COVID-19.
- Information on when to seek medical treatment
- The importance of physical distancing of at least six feet both at work and off-work
- When and how to wash hands to reduce infection
- How and when of face masks should be worn within the office to maintain physical distancing and with clients
- When and how to use Personal Protective Equipment (PPE), including frequency of washing
- Individual control measures that are the responsibility of each employee and the time allowed within the work day to complete them, and any schedule for cleaning of shared surfaces
- What to expect if an individual working at the site is determined to be positive for COVID-19
- How any temporary or contract workers are also to be properly trained in COVID-19 prevention practices and discussed in advance with the organizations supplying these workers
- Information on employer or government sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. This includes sick leave, COVID-19 workers compensation benefits, Families First Coronavirus Response Act and employee's right to presumption of the work relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20.
- Workers may return to work (per Fresno County Health Officer Order amended May 20, 2020):
 - If they remain asymptomatic: After 10 days have passed since positive COVID-19 test date.
 - If they were symptomatic: After 10 days have passed since ONSET of COVID-19 symptoms and 3 days since recovery from these symptoms.
- If site is located in Fresno City, Information on posting locations of the Appendix A: Social Distancing Protocols from Executive Order 2020-17, and who is responsible to monitor.

INDIVIDUAL CONTROL MEASURES

Each employee is responsible for the cleanliness of individual work spaces, appropriate use of the internal mask use policy, frequent hand washing for 20 seconds, covering nose and mouth when sneezing or coughing, and use of hand sanitizer when hand washing is not possible. Time is allowed during the work day to comply with the procedures required, including when working remotely.

At the end of each workday, each employee is responsible for disinfecting their own workspaces. This includes wiping down of keyboards, surfaces, telephones, arm rails of desk chairs, etc. Cleaning supplies will be provided.

Face Masks: Individuals should wear face masks when the maintenance of physical distancing of six feet is not possible. Please note that employees will not be required to wear face coverings if it is not advised due to health reasons, against documented industry best practices, or prohibited for a specific position by law or regulation. When it is not possible for health reasons, the employee will be encouraged to work remotely, if possible. A face covering is also not required if an employee is working alone in an enclosed workspace or there is a practical reason one cannot be worn. If any of these exceptions occur, a written justification must be provided upon request.

Employee travel: Employee travel is on hold and will not resume until later specified.

CLEANING AND DISINFECTANT PROTOCOLS

Prior to re-opening, a deep cleaning of the entire site will occur.

Hand washing stations/hand sanitation stations shall be found at the following locations at the site: *(list)*

Shared spaces shall be cleaned by _____ *(indicate frequency)*. These spaces include: *(list and list frequency for each if necessary)*

Shared equipment such as copiers or shared reception equipment shall be cleaned and disinfected after use by each individual, using the cleaning wipes provided.

A schedule and identified persons to clean and disinfect frequently touched objects is established for the following: door handles, light switches, waiting area chair arms, reception area counter and any electronic check-in equipment or touch screens, sinks, faucets, bathroom stalls, toilets, entry areas, and others identified unique to the organization's work place. At least daily cleaning will occur for the above and more frequently as defined in the schedule. Household disinfectants are used after dirty surfaces are first cleaned with soap and water. Most common [EPA-registered household disinfectants](#) will work.

Cleaning Schedule: (insert)

When a person has been defined as ill in the workplace with COVID-19, consult the CDC website for any new instructions from those listed. <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

Procedures to Clean and Disinfect

Hard (Non-porous) Surfaces

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

- For disinfection, most common EPA-registered household disinfectants should be effective.

Soft (Porous) Surfaces

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
 - Otherwise, use products [that are EPA-approved for use against the virus that causes COVID-19](#)^{external icon} and that are suitable for porous surfaces

Electronics

- For electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines, remove visible contamination if present.
- Follow the manufacturer's instructions for all cleaning and disinfection products.
- Consider use of wipeable covers for electronics.
- If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

Linens, Clothing, and Other Items That Go in the Laundry

- In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry.
- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

Personal Protective Equipment (PPE) and Hand Hygiene

The risk of exposure to cleaning staff is inherently low. Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.

- Gloves and gowns should be compatible with the disinfectant products being used.
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to **clean hands** after removing gloves.
- If gowns are not available, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered afterwards. Clean hands after handling dirty laundry.
- Gloves should be removed after cleaning a room or area occupied by ill persons. [Clean hands](#) immediately after gloves are removed.

Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.

- **Cleaning staff and others should [clean hands often](#)**, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20

seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

PHYSICAL DISTANCING PROTOCOLS

Physical distance of at least six feet is to occur at all work sites with employees and clients. *(Note, this equates to 36 sf per person. (If a large room is 24' x 24' of empty space, that equals 576 sf. To keep physical distance requirements, a maximum of 16 people should be allowed in the room at one time. Make sure you measure usable space, not the overall square feet.)*

To help remind clients, poster reminders shall be at the entry. *(Other protocols such as floor markings to be utilized should be named.)* Exceptions and how they are handled are listed below:

- Shared offices/work spaces - *Indicate face mask use, physical separation such as plexiglass, etc.*
- Client registration and/or waiting area – *Indicate adjustment to self-serve brochure areas and any registration and seating changes*
- Lunch room/Break Rooms – *indicate number of people allowed at one time, use of refrigerator protocols, etc.*
- Hallway traffic to encourage physical distancing shall be altered by *(indicate any changes)*
- Conference rooms will either be set up to allow for 6 feet of physical distance or limit the number of participants allowed in the room. Conference rooms are listed below with changes:
- For employees requesting modified duties due to risk factors, a policy is in place on ways to minimize contact, allow telework, or other modifications as agreed.

If the organization is in the City of Fresno, it is required to complete Executive Order 2020-17 Appendix A (provided in the Appendix) and posted at the entrance. Location(s) posted: _____

APPENDIX

- Sample Screening Form
- City of Fresno Appendix A from Executive Order 2020-17
- All CDC links below can be accessed in different languages by using <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>
 - <https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>, available in 26 languages – What you should know about COVID-19 to protect yourselves and others.
 - <https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>, available in 26 languages and in poster size – COVID-19 Symptoms
 - <https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>, available in Spanish – Face coverings
 - <https://www.cdc.gov/coronavirus/2019-ncov/downloads/living-in-close-quarters.pdf>, available in 23 languages – Living in Close Quarters
- How does contact tracing work?
https://covid19.ca.gov/img/wp/californiaconnected_infographic_english_05192020-1.pdf
- What your test results mean <https://www.cdc.gov/coronavirus/2019-ncov/downloads/What-Your-Test-Results-Mean.pdf>
- Family Gatherings During COVID-19, English and Spanish
<https://www.co.fresno.ca.us/Home/ShowDocument?id=44835>
- What Mamas Need to Know multi-cultural pdf handout (contact Brooke Frost or Shantay@black-enterprises.com)
- American Sign Language videos can be found in the “More Information” section of the following link: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
- Cal/OSHA Recording and Reporting: <https://www.dir.ca.gov/dosh/coronavirus/Reporting-Requirements-COVID-19.html>
- Understanding Mask Performance Levels (see page 3):
https://cdn.vivarep.com/contrib/va/documents/al_lib_44.2015112134294585.pdf
- OSHA information on types of masks and Q&A: <https://www.osha.gov/SLTC/covid-19/covid-19-faq.html#cloth-face-coverings>
- EEOC Background on Temperature Checks under the American Disabilities Act:
<https://www.eeoc.gov/laws/guidance/pandemic-preparedness-workplace-and-americans-disabilities-act>
- CDC General Business Frequently Asked Questions: <https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html>

COVID-19 Daily Employee Screening

All employees entering the Company's building must complete the following questions and submit them to a Company Representative. Employees must complete the questions at the beginning and end of each workday while on-the-clock.

Employee Name: _____ Date: _____ AM / PM

Job Title: _____ Phone Number _____

1. Do you have a fever (100.4 degrees or more)?

Yes No

2. Do you have any of the following new or worsening respiratory symptoms?

Cough (productive or dry)

Yes No

New or Worsening Shortness of Breath or Difficulty Breathing

Yes No

Chills

Yes No

Repeated Shaking/Tremors

Yes No

Muscle Pains

Yes No

Headache

Yes No

Sore Throat

Yes No

New Loss of Taste or Smell

Yes No

Runny Nose

Yes No

3. Have you had close, unprotected contact with a suspected or known COVID-19 patient? Close, unprotected contact means you have spent longer than 15 minutes within 6 feet of someone who was sick with any of the above COVID-19 symptoms while unmasked.

Yes No

4. Have you have tested positive for COVID-19 or are you presumptively positive for COVID-19 based on your health care provider's assessment of your symptoms?

Yes No

Based on your response to these questions, the following action must be taken:

- **If you answered yes to any part of questions 1-2:**
 - You must go home immediately and remain at home and self-isolate for 10 days after onset of symptoms, unless you require further medical attention.
 - You must also notify close contacts to quarantine themselves for 14 days from their last known contact with you.
 - Close contact is defined as being within six feet of another person for at least 15 minutes while unmasked.

- **If you answered no to questions 1-2, but yes to question 3:**
 - You must go home immediately to self-isolate for 14 days from the date you last came in contact with the patient.

- **If you answered yes to question 4:**
 - If you have symptoms of COVID-19, you must go home immediately and remain at home and self-isolate until:
 - 10 days have passed since the onset of your COVID-19 symptoms; and
 - It has been at least 3 days since you recovered from your COVID-19 symptoms.
 - If you **never** have any symptoms of COVID-19, you must go home immediately and remain at home and self-isolate until 10 days have passed since the date of your positive COVID-19 test.

- **If you answered no to questions 1-4:**
 - You can remain in the workplace, but must do the following:
 - Wear a face covering.
 - Wash your hands with soap and water or alcohol-based sanitizer before you start work and frequently throughout the day.
 - Practice social distancing: sit and/or stand at least 6 feet from other people, do not shake hands or hug people, and do not share food or drinks.
 - Sanitize your work area before you leave.
 - Contact the Company and leave work immediately if you start to feel feverish or have respiratory symptoms.

The Company will maintain the confidentiality of this questionnaire by retaining it in your locked, confidential medical file and not discussing it with other employees not authorized to have this information.

Employee Certification

I hereby certify that the responses provided above are true and accurate to the best of my knowledge and that I will fully comply with the action set forth above that applies to me.

Signature: _____ Date: _____

CITY OF FRESNO Appendix A: Social Distancing Protocol, Page 1 (effective at 12:01am on May 26, 2020)**Business name:** _____**Facility Address:** _____**Approximate gross square footage of space open to the public:** _____***Businesses must implement all applicable measures listed below, and be prepared to explain why any measure that is not implemented is inapplicable to the business.*****MANDATORY SIGNAGE (in addition to posting both pages of this protocol):**

- Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; 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; and not shake hands or engage in any other unnecessary physical contact.

- Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

MEASURES TO PROTECT EMPLOYEE HEALTH (check all that apply to the facility):

- Everyone who can carry out their work duties from home has been directed to do so.
- All employees have been told not to come to work if sick.
- Employees and visitors (but not customers) are screened using the Fresno County Department of Health Non-Medical Employer Screening Form before they may enter the work space.
- All desks or individual work stations are separated by at least six feet or employees are protected by barriers such as plexiglass dividers.

- Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:

- Break rooms: _____
- Bathrooms: _____
- Other: _____

- Disinfectant and related supplies are available to all employees at the following location(s):

- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

- Soap and water are available to all employees at the following location(s):

- All employees are wearing protective facial coverings while working.

- Customers must wear protective facial coverings in order to shop at this business. Customer without facial coverings will be denied entry to this business.

- Copies of this Protocol have been distributed to all employees.

- Optional—Describe other measures: _____

MEASURES TO PROTECT CROWDS FROM GATHERING (check all that apply to the facility):

- Limit the number of customers in the store at any one time to _____, which allows customers and employees to easily maintain at least six-foot distance from one another at all practicable times. 50% of your allowed or typical occupancy is a good rule of thumb to use to calculate your limit.

- Post an employee at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.

- Placing per-person limits on goods that are selling out quickly to reduce crowds and lines. Explain:

- Optional—Describe other measures: _____

CITY OF FRESNO Appendix A: Social Distancing Protocol, Page 2 (effective at 12:01am on May 26, 2020)

MEASURES TO KEEP PEOPLE AT LEAST SIX FEET APART (check all that apply to the facility):

- Placing signs outside the store reminding people to be at least six feet apart, including when in line.
- Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
- Separate order areas from delivery areas to prevent customers from gathering.
- 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.

- Optional—Describe other measures: _____

MEASURES TO PREVENT UNNECESSARY CONTACT (check all that apply to the facility):

- Preventing people from self-serving any items that are food-related.
- Lids for cups and food-bar type items are provided by staff; not to customers to grab.
- Bulk-item food bins are not available for customer self-service use.
- Do not allow customers to bring their own bags, mugs, or other reusable items from home.
- Provide for contactless payment systems or, if not feasible, sanitizing payment systems regularly. Describe: _____
- Optional—Describe other measures (e.g. providing senior-only hours): _____

MEASURES TO INCREASE SANITATION (check all that apply to the facility):

- Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
- Employee(s) assigned to disinfect carts and baskets regularly.
- Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions.
- Disinfecting all payment portals, pens, and styluses after each use.
- Disinfecting all high-contact surfaces frequently.

Optional—Describe other measures:

- _____

* Any additional measures not included here should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Name: _____ **Phone number:** _____

Failure to complete and post this form, or failure to comply with any City of Fresno emergency order, as required, including Appendix A: Social Distancing Protocol, may subject the business to penalties under state and local law.

SAMPLE