

COVID-19 Site-Specific Protection Plan (SPP)

<Company Name>

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

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

<NAME>

<NAME>

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

Signature

Date

Individual Control Measures and Screenings

- All employees have been provided with or have administered to themselves symptom and/or temperature screenings at the beginning of their shift and all other employees entering the work location at all times. The individual conducting the temperature/symptom screening will avoid close contact with employees to the extent possible. Both screeners and employees wear face coverings during each screening. Screening follows [CDC Guidelines](#).
- Employees who are sick or exhibiting symptoms of COVID-19 are directed to stay home and Centers for Disease Control guidelines will be followed for when that employee can return to work.
- Employees are provided with all required protective equipment (i.e., face coverings, gloves) and the employer ensures this equipment is worn properly at all times.
- Types of protective equipment provided to employees at this worksite location are but not limited to face coverings and disposable gloves.
- Employees are provided with and use protective equipment when offloading and storing delivered goods.
- Face coverings are required when employees are in the vicinity of others. Face coverings are not shared at this worksite.
- Employees take reasonable measures to communicate with the public that they should use face coverings.

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.
- Commonly used surfaces and equipment:
 - Door handles/Light Switches/Counters/Shelving:
 - Appliances and Range Knobs:
 - Kitchen Utensils:
 - Registers:
 - Hand held devices (payment portals, including PIN pads, styluses):
 - Custom equipment and tools (i.e., ladders, supply carts)
- Points of sale are equipped with proper sanitation products, including hand sanitizer and/or sanitizing wipes.
- Employees are advised to avoid sharing pens and other work supplies whenever possible.
- Hand washing facilities will be made available for employees 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.
- Sanitizing supplies are provided to promote employees' personal hygiene. This may include no-touch trash cans, hand soap, adequate time for hand-washing, alcohol-based hand sanitizers, disinfectants, gloves, and disposable towels.

- Disinfecting chemicals are used that meet the Environmental Protection Agency (EPA)'s- approved for use against COVID-19 list and product instructions are followed.
- Existing codes regarding requirements for sanitizing (rather than disinfecting) food contact surfaces will continue to be followed.
- Business hours and/or other procedures have been modified to provide adequate time for regular, thorough cleaning, product stocking, or other measures.
- Employees are provided adequate time to implement cleaning practices before and after shifts.

Physical Distancing Guidelines to Keep People at Least Six Feet Apart

- Employee breaks are managed, in compliance with wage and hour regulations, to maintain physical distancing protocols.
- Employees will maintain six feet of distance from others whenever possible. Where job duties require regular interaction (e.g. kitchen staff) face shields are offered as a secondary barrier for employees who wish to use one or permitted to use their own.
- Employees will minimize the amount of time spent within six feet of customers.
- Tape or other markings have been placed at least six feet apart in customer line areas with signs directing customers to use the markings to maintain distance.
- Hand-to-hand contact for order pick up will be eliminated whenever possible and will have a designated area away from ordering customers to maintain six feet distance.

Restaurant Best Practices

- No condiment table or self-service station will be used.
- Condiments, napkins and utensils will be provided in sealed packages
- Customers are not permitted to use their own mugs or other reusable items from home.
- Contactless payment systems are available (i.e. ApplePay, GooglePay)
- Signage will be posted to remind the public to frequently wash their hands with soap and water for at least 20 seconds and use hand sanitizer.
- All new business operations will continue to be accessible to consumers and employees with disabilities, complying with the [Americans with Disabilities Act, Title III](#) which covers private business entities.

Notification of COVID-19 Positive Case at your Worksite

- Local Department of Public Health is notified of all positive COVID-19 cases.
- If an employee is diagnosed with COVID-19, County Public Health will provide assistance in the assessment of potential worksite exposures, and any recommended testing, quarantine, or isolation instructions.
- All employees will be notified of possible exposure.

Training

Employees have been trained on the following topics:

- Information from the [Centers for Disease Control and Prevention](#) (CDC) 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 symptoms of Covid-19 as described by the CDC, such as fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea, OR
 - If an employee was diagnosed with COVID-19 and has not yet been released from isolation, OR
 - If, within the past 14 days, a worker has had contact with someone who has been diagnosed with COVID-19 and is considered potentially infectious.
- 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 CDC's webpage.
- To return to work after an employee receives a COVID-19 diagnosis only after meeting CDPH Guidance on Returning to Work Following COVID-19 Diagnosis.

- The importance of frequent hand washing 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 hand washing 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 provide some protection to the wearer but are not designed to meet standards for filtering virus-containing particles.
 - Face coverings do not replace the need for physical distancing and frequent hand washing.
 - Face coverings must cover the nose and mouth
 - The importance of washing and/or sanitizing hands before and after using or adjusting face coverings.
 - Avoid touching eyes, nose, and mouth.
 - Face coverings must not be shared and should be washed or discarded after each shift.
- ServeSafe Covid-19 Training

Compliance and Documentation

- This worksite is regularly inspected for compliance with this Site-Specific Protection Plan (SPP) and any deficiencies are documented and corrected.