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COUNTY OF MENDOCINO
BOARD OF SUPERVISORS

Health Officer Guidance on Social Distancing Protocol for Essential Businesses

All Essential Businesses are encouraged to prepare and post a "Social Distancing Protocol" for each of their facilities in the County frequented by the public or employees. A sample of a recommended Social Distancing Protocol is attached to this Guidance as Appendix A. It is recommended that the Social Distancing Protocol be posted at or near the entrance of the relevant facility, and shall be easily viewable by the public and employees. It is further recommended that a copy of the Social Distancing Protocol also be provided to each employee performing work at the facility.

Essential businesses are also encouraged to find ways to protect individuals over 65 years of age, or those who are otherwise at a greater risk from COVID-19, such as designated shopping hours. Further it is recommended that Essential Businesses encourage people to shop in the smallest groups possible.

The Social Distancing Protocol should explain how the business is achieving the following, as applicable:

i. Limiting the number of people who can enter into the facility at any one time to ensure that people in the facility can easily maintain a minimum six-foot distance from one another at all times, except as required to complete the Essential Business activity;
ii. Where lines may form at a facility, marking six-foot increments at a minimum, establishing where individuals should stand to maintain adequate social distancing;
iii. Providing hand sanitizer, soap and water, or effective disinfectant at or near the entrance of the facility and in other appropriate areas for use by the public and employees, and in locations where there is high-frequency employee interaction with members of the public (*e.g.*, cashiers);
iv. Providing for contactless payment systems or, if not feasible to do so, the providing for disinfecting all payment portals, pens, and styluses after each use;
v. Regularly disinfecting other high-touch surfaces;
vi. Posting a sign at the entrance of the facility informing 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 one's elbow; and not shake hands or engage in any unnecessary physical contact; and
vii. Any additional social distancing measures being implemented (see the Centers for Disease Control and Prevention's guidance at: https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

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NOEMI DOOHAN, MD, PhD
MENDOCINO COUNTY INTERIM HEALTH OFFICER

_____
Noemi Doohan, MD, PhD, Interim Health Officer

Date: April 3, 2020

APPENDIX A

Business name:

Facility Address:

Approximate gross square footage of space open to the public:

Signage:

☐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 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.

☐Symptom checks are being conducted before employees may enter the work space.

☐All desks or individual work stations are separated by at least six feet.

☐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):

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

☐ Describe other measures:

Measures To Prevent Crowds From Gathering (check all that apply to the facility):

☐Limit the number of customers in the store at any one time to [*insert maximum number here*], which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.

☐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:

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.
☐Not permitting customers to bring their own bags, mugs, or other reusable items from home that must be handled by employees. Customers bringing their own reusable items that do not require handling by employees is permissible.
☐Providing 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 Sanitization (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: