



# REOPEN SAN DIEGO

## BUSINESS SAFETY FRAMEWORK

No business may reopen until authorized by the Governor's Executive Order. All businesses will be required to develop a Safe Reopening Plan (SRP) that ensures the following guidelines are implemented.

### E M P L O Y E E S A F E T Y

- Maximize teleworking opportunities
- All sick employees must stay at home
- All employees must have their temperatures taken upon reporting to work. Employees with a temperature of 100 degrees and above should not be allowed into workplace
- All employees must wear facial coverings in the workplace, if within six feet of others
- All employees must frequently wash their hands or use hand sanitizer
- All contractors and volunteers shall be required to adhere to all employee safety measures
- Personal Protection Equipment (PPE) must be provided at a level appropriate to employee job duties

### C U S T O M E R S A F E T Y

- All patrons/visitors to a workplace must wear facial coverings
- All sick patrons/visitors must stay at home
- Curbside or outdoor service should be made available where feasible

### S A N I T A T I O N

- Develop a sanitation plan that includes restrooms, workstations, and public spaces
- Frequent disinfection of all high-contact surfaces, including but not limited to:
  - Shopping carts
  - ATMs
  - Door handles
  - Payment portals
  - Public restrooms

### P H Y S I C A L D I S T A N C I N G

- Physical distancing of a minimum of six-feet must be maintained:
  - Between employees and general public
  - Between employee workstations, counters, aisles, etc.
- Control access to workplace:
  - Establish a reduced maximum occupancy that allows for appropriate physical distancing
  - Encourage pedestrian traffic to follow one-way migration paths, if appropriate
  - Utilize appointments systems, if appropriate

### G E N E R A L B U S I N E S S P R A C T I C E & C O M M U N I C A T I O N S

- Signage must be posted throughout the workplace outlining safety requirements
- A copy of the SRP must be distributed to all employees
- All businesses must identify a health and safety coordinator to ensure compliance with the Public Health Order and SRP
- Non-essential travel should be minimized and adherence to CDC guidelines regarding quarantine following travel implemented



## SAFE REOPENING PLAN

Business Name:

Facility Address:

*This plan does not need to be submitted at this time. This plan is to be used to prepare when businesses open per the Governor's Order. The County will not require approval for this plan. Please check back for further information on 5/8/2020.*

*Businesses must implement all mandatory measures listed in A and B below. Businesses shall select applicable measures listed in C and D below and be prepared to explain why any measure that is not implemented is inapplicable to the business. Businesses shall also provide specific details regarding their SRP pertaining to their business in section E below.*

### A. Signage (Mandatory):

- 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; wear facial coverings, maintain a minimum six-foot distance from one another; and not shake hands or engage in any unnecessary physical contact.
- Signage posting a copy of the Safe Reopening Plan at each public entrance to the facility.

### B. Measures To Protect Employee Health (Mandatory):

Teleworking opportunities have been maximized.

All employees have been told not to come to work if sick.

All employees must have temperature taken upon reporting to work; if above 100 degrees, should not be allowed in workplace

All employees must wear facial coverings in the workplace, if within six feet of others.

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:

Personal Protective Equipment (PPE) has been provided at a level appropriate to employee job duties (describe below)

# SOCIAL DISTANCING AND SANITATION PROTOCOL

## B. Measures To Protect Employee Safety (Mandatory) Continued:

- Soap and water are available to all employees at the following location(s):
  
  
  
  
  
  
  
- Copies of the Protocol have been distributed to all employees.

## C. Measures To Protect Customer Safety (Check all that apply to the facility):

Limit the number of customers in the store at any one time to \_\_\_\_\_ which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.

All patrons/visitors must wear facial coverings.

Curbside or outdoor service is made available where feasible.

Optional – Describe other measures:

## D. 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. Including encouragement for pedestrian traffic to follow one-way migration paths, if appropriate.

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.

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.

Appointment system is utilized, when appropriate.

Optional – Describe other measures:

# SAFE REOPENING PLAN

**E. Additional Measures Specific to Business (Mandatory):**

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

**You may contact the Health and Safety Coordinator with any questions or comments about this protocol:**

Name:

Phone Number:

**Date of Form Completed:**