



COVID-19 Worksite-Specific Protection Plan Guidance & Template for Developing Your Own Plan

Appendix A, Applicable to all Health Officer Orders to Shelter in Place

Updated on 3/1/2021

Updates are in red

PURPOSE OF THIS DOCUMENT

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.

All businesses must prepare or update, post, and implement a worksite-specific protection plan as required by the State of California in its [Industry Guidance](#). Appendix A is a template for the worksite-specific protection plan. Businesses must also comply with [CalOSHA's COVID-19 Emergency Temporary Standards](#).

Businesses and organizations allowed to reopen in Alameda County are **not** required to submit their COVID-19 Worksite-Specific Protection Plan to the State or the Alameda County Public Health Department for review and approval before reopening. Businesses and organizations may reach out to COVIDRecovery@acgov.org for technical assistance.

DESCRIPTION OF A COVID-19 WORKSITE-SPECIFIC PROTECTION PLAN (WPP)

The [Worksite-Specific Protection Plan \(WPP\)](#) template below combines state-level guidance published in the California State [Industry Guidance](#) and guidance from the Alameda County Public Health Department.

The [State of California](#) requires all businesses to:

1. Perform a detailed risk assessment and implement a worksite-specific protection plan (WPP)
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 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

As the COVID-19 pandemic evolves and new local or state Public Health Orders are issued, businesses may need to amend their Worksite-Specific Protection Plans from time to time to incorporate new requirements. The Alameda County Public Health Department's [COVID-19 website](#) will host updated information and guidance.

GUIDANCE FOR DEVELOPING YOUR COVID-19 WORKSITE-SPECIFIC PROTECTION PLAN (WPP)

1. Perform a risk assessment of your business practices.
2. Use the template below to create your own WPP by filling in the required details, based on your individual business model, to ensure your business can protect the safety of employees and customers.
3. Finalize your WPP and physically post it at your place of business at a visible location near the entrance where **employees** and customers can easily review it without touching the document.
4. Signage also needs to be posted at the 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.

Sample template is located [here](#).

TOOLS FOR DEVELOPING YOUR SITE-SPECIFIC PROTECTION PLAN

1. COVID-19 Worksite-Specific Protection Plan (WPP) Template

The Alameda County Public Health Department is providing a template that can be used by any business in Alameda County to create their own Worksite-Specific Protection Plan (WPP). It contains all of the standard content already written 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 WPP. The template has been authorized by the County's Public Health Officer, so you can be confident you are safely re-opening your business if you use this template. **CalOSHA also provides a template located [here](#).**

2. California COVID-19 Industry Guidance

Industry-specific guidance has been developed by California for businesses permitted to open per county health rules can be found [here](#).

3. California COVID-19 Employer Playbook

The playbook includes detailed information on when and how an employer must report a COVID-19 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. Alameda County COVID Recovery

The Alameda County Public Health Department will be developing safe reopening guidance for businesses, employers, and employees, along with industry specific guidance and best practices. Guidance and resources will be posted [here](#).

GENERAL EMPLOYEE PROTECTIONS

Employers have an important role in slowing the community spread of COVID-19 by implementing measures to reduce the risk of workplace exposure. Administrative controls, such as remote work and paid sick leave are important preventive measures for controlling the overall spread of COVID-19. Employers should follow [State, Cal/OSHA](#), and [CDC guidance](#) regarding workplace measures to reduce the spread of COVID-19, make reasonable accommodations for people with underlying health conditions, and provide necessary equipment and supplies to prevent illness and injury—including access to cleaning and handwashing supplies and breaks for handwashing, provision of personal protective equipment if required by your industry, and appropriate training. All employers must comply with guidance issued by the [California Blueprint for a Safer Economy](#), all [Local Health Officer Orders](#), and applicable federal, California, and local provisions for paid sick leave for individuals who cannot safely work for reasons related to the COVID-19 pandemic. If you fail to do so, you may **be considered** out of compliance with this Health Order.

RETURN TO WORK

The Alameda County Public Health Department (ACPHD) has a blanket [Isolation/Quarantine Order](#) in place. This means that someone testing positive for COVID-19 is required to isolate, meaning they MUST stay home and away from others for a period of at least 10 days based on the [isolation instructions](#). ACPHD will follow up with every case reported to identify their contacts, and those contacts are required to quarantine, meaning they MUST stay home and monitor themselves for symptoms for 10 days after their last exposure. Although 10 days is the general recommendation, staying home for 14 days after an exposure is the safest option. ACPHD is not providing return to work documentation for cases or contacts. To facilitate a faster return to work, employers should not require employees who have been isolated/quarantined under the Isolation/Quarantine Order to provide [test results or a doctor's note](#) to [return to work](#).

COVID-19 WORKSITE-SPECIFIC PROTECTION PLAN (WPP)

Business name:

Facility address:

Approximate gross square footage of space open to the public:

Date this COVID-19 Worksite-Specific Protection Plan (WPP) was most recently updated:

The person(s) responsible for implementation of this COVID-19 Worksite-Specific Protection Plan (WPP):

Name	Title/Role

I, _____, certify that all employees have reviewed this plan, have been provided a copy of this plan, and have received training as required in this COVID-19 Worksite-Specific Protection Plan.

Name

Signature

Alameda County Shelter in Place Order and Face Coverings Guidance

- Employer has read the [Alameda County Shelter in Place Order](#) to determine if the business is allowed to reopen.
- Employer has read the [California Guidance for the Use of Face Coverings](#) and is complying with and implementing measures identified in the guidance.

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 temperature and/or symptom screenings at the beginning of their shift and all other employees entering the worksite 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. See 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 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 this worksite.
- Employees take reasonable measures to communicate with the public that they are required to wear face coverings.
 - *Please note that persons younger than 2 and those who cannot wear one because of medical reasons are exempt from wearing a face covering. For additional exemptions, please see [State guidance](#).
- Employees who are sick or exhibiting symptoms of COVID-19 are directed to stay home and follow the Alameda County Public Health Department’s Criteria for Returning to Work after Isolation or Quarantine guidelines located [here](#).

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. If any employee has been isolated because they were diagnosed with COVID-19, they may return to work once they meet the criteria described in ACPHD’s [Home Isolation and Quarantine Instructions](#). Repeat testing for COVID-19 is not required before an employee can return to work.

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.
- 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- approved for use against [COVID-19 list](#).
- 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.
- Hands-free devices have been installed, if possible, including motion sensor lights, contact-less payment systems, automatic soap and paper towel dispensers, 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 that are missing to "Other".

Break rooms:

Restrooms:

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

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, ladders, supply carts):

Conveyor belts:

Others:

Operational procedures being implemented to ensure there is adequate time for cleaning/disinfecting:

Additional 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 if they do 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 to, 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 physically 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".

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

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Food Facilities Guidance Including Restaurants, Mobile Food Facilities, Stores/Convenience Stores

- Go to the Alameda County Department of Environmental Health [website](#) and review the Guidance for Food Facilities and Food Safety for Food Delivery and Pickup Guidance.
- Complete and implement the Restaurant Operating Procedures posted on the Alameda County Department of Environmental Health [website](#).
- If you've implemented additional measures specific to your food facilities business, include them below.

Description of any additional measures taken:

Notification of Covid-19 Positive Case at Your Worksite

- Employers are required to report workplace related outbreaks to the Alameda County Public Health Department (ACPHD) **within 48 hours** and provide additional information when requested by ACPHD.

An outbreak at a non-healthcare or non-residential congregate setting workplace is defined as three or more cases within a 14-day period among employees who do not live in the same household.

To report new outbreak cases, an employer must complete the California Shared Portal for Outbreak Tracking (SPOT) Intake Form for Workplaces located [here](#).

For health care settings, such as acute care hospitals and outpatient clinics, as well as congregate living facilities, please visit [here](#) for more information on how to report cases.

For more information about reporting cases, please visit [here](#) and see section "Recording and Reporting COVID-19".

Employers are required to comply with the State's COVID-19 Emergency Temporary Standard effective November 30, 2020. As employers implement the new regulations, Cal/OSHA enforcement personnel will consider an employer's good faith efforts in working towards compliance, but some aspects, such as eliminating hazards and implementing testing requirements during an outbreak, are essential. Visit [here](#) for the Emergency Temporary Standard.

For questions related to positive employees in the workplace, please contact the COVID Workplace Response Team at COVIDworkplace@acgov.org or (510) 268-2101.

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 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.
- 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 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: