# A close up of a sign Description automatically generated

# COVID19 Business Specific Health & Safety Form

# THERAPEUTIC SERVICES

**NOTE:** In order to self-certify compliance at [www.mendocinocountybusiness.org](http://www.mendocinocountybusiness.org/), you must **read and implement** the County of Mendocino-specific guidelines for Therapeutic Services issued in the September 22, 2020 Public Health Order.

In order to fill out this form and create a health and safety plan for your business, refer to the [State of California Guidelines for Therapeutic Services](https://covid19.ca.gov/industry-guidance/), the [County of Mendocino Public Health Order dated September 22, 2020](https://www.mendocinocounty.org/home/showdocument?id=37424) and the [County of Mendocino Facial Coverings Order dated July 2, 2020](https://www.mendocinocounty.org/home/showdocument?id=36523). A health and safety plan is required to operate.

1. **Describe the type of signage you will have and locations.**

• The community center will provide signage at each entrance of the facility to inform employees and customers of common COVID-19 symptoms and that they must not enter the facility if they are sick with or suspect they may be experiencing COVID-19 symptoms.

• The community center will post a copy of the Safe Business Operations Protocol at each business entrance.

* The community center will post signage stating that guests and employees must wear facial coverings at all times.

1. **Describe the PPE you will provide to your employees and clients.**

Face masks, gloves and hand sanitizer will be provided and easily accessible to employees.

1. **Describe your plans for training employees and temporary workers on the use of PPE; disinfection; sanitation and other cleaning techniques.**

• We will train employees in the usage of face coverings and other appropriate personal protective equipment (PPE) that is appropriate for their job duties and in adherence to health guidelines and regulations concerning COVID-19.

• We will train employees importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds or using EPA-approved hand sanitizers.

* We will post signage regarding proper hand washing techniques and regular hand washing at all hand-wash sinks, breakrooms and other locations where employee information is provided.
* Employees are not to share phones, other work supplies, or office equipment wherever possible. Never share PPE.
* Use disinfecting products and wipes containing an EPA-approved disinfectant or other disinfection measure(s) available to workers.
* Train employees to perform thorough cleaning on high traffic areas such as break rooms and lunch areas, and areas of ingress and egress including stairways, stairwells, escalators, handrails, and to frequently disinfect commonly used surfaces including doorknobs, toilets, and handwashing facilities.
* Provide time for workers to implement cleaning practices during their shift. Cleaning assignments should be assigned during working hours as part of the employee’s job duties.
* Adjust or modify hours to provide adequate time for regular thorough cleaning and disinfection of office spaces.
* Where such items must be shared, disinfect between shifts or uses, whichever is more frequent, including the following: shared office equipment such as copiers, fax machines, printers, telephones, keyboards, staplers, surfaces in reception areas, shared work stations, etc., with a cleaner appropriate for the surface.
* Ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.

1. **Describe your plans for protecting your employees' health.**

We will perform on-site health assessment to verify that all employees do not have a temperature of more than 100.00 Fahrenheit before reporting for work.

• Require all employees to perform a self-check for COVID-19 symptoms before reporting to work site or other assignment away from home.

• All employees will be trained to wash their hands or use hand sanitizer frequently and after any of the following activities: customer interactions, using the restroom, sneezing, touching the face, cleaning, sweeping, mopping, smoking, eating, drinking, going on break and before or after starting a shift.

• Face coverings will be used by all employees at all times in the workplace. Face covering will not be shared.

• We will appoint one staff person to develop and enforce COVID-19 mitigation best practices.

That person is Lea Stedman, events and facilities manager 707-409-4657

• Workers who are sick or exhibiting symptoms of COVID-19 will stay home.

• Employees will be provided and use protective equipment when offloading and storing delivered goods.

• Employees will inspect deliveries and perform disinfection measures prior to storing goods in warehouses and facilities when there are signs of tampering.

• We will ask non-employee drivers, delivery agents, or vendors who enter to follow local guidance regarding wearing face coverings and PPE.

1. **Describe your plans for protecting the health of clients.**

• Guests and visitors should be screened for symptoms upon arrival, asked to use hand sanitizer, and to bring and wear a face covering when not eating or drinking.

• Adjust maximum occupancy rules inside the establishment based on its size to limit the number of people inside and/or use impermeable barriers between service tables to protect customers from each other and employees. For outdoor seating, maintain physical distancing standards of at least six feet and as outlined in this guidance.

• Implement measures to ensure physical distancing of at least six feet between workers and customers/single groups. This can include use of physical partitions or visual cues (e.g., floor markings or signs to indicate to where employees and/or guests should stand).

• Establish one-way directional hallways and passageways for foot traffic, if possible, to eliminate people from passing by one another.

• Guests should enter through doors that are propped open or automated, if possible. Hand sanitizer should be available for guests who must touch door handles.

• Face coverings are required for all employees who must be within six feet of customers or other workers. All workers should minimize the amount of time spent within six feet of guests.

• Discourage employees and guests from congregating in high traffic areas such as bathrooms, hallways, bar areas, reservation and credit card terminals, etc.

• Require employees to avoid handshakes and similar greetings that break physical distance..

• If possible, install transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person hand-offs.

1. **Describe how you will prevent crowds gathering at your facility.**

**•** we will post signage to conduct directional traffic through the building when applicable.

* Signage at entrances/exits will prompt socially distanced traffic flow. There may be appointed entrance/exit monitors to discourage gathering and clusters.
* We will clearly mark floor with social distancing prompts for standing, lines, and seating arrangements. We have created floor plans and traffic protocol for each specific activity that is facilitated. Please email casparevents@gmail to see floor plans.
* reduce employee interaction by reducing overlapping shifts i.e. swing shifts and scheduling groups of employees to work together frequently.

• Be prepared to have guests queue outside while still maintaining physical distance.

1. **Describe how you will enforce physical distancing at your facility.**

* Implement measures to ensure physical distancing of at least six feet between workers This can include use of physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers and/or employees should stand.
* Decrease the capacity for conference and meeting to ensure workspaces allow for six feet between employees.

• Utilize work practices, when feasible and necessary, to limit the number of employees at the facility at one time. This may include scheduling (e.g. staggering start/end times), establishing alternating days for onsite reporting, returning to the office workspace in phases, or continued use of telework when feasible.

• Limit the number of workers in enclosed areas to ensure at least six feet of distancing.

• Establish directional hallways and passageways for foot traffic, if possible, to eliminate people from passing by one another.

• Develop restroom occupancy plans that will help ensure six-foot physical distancing can be accomplished. Limit restrooms to single user if necessary.

• Provide a single, clearly designated entrance and separate exit to help maintain physical distancing where possible.

• Adjust maximum occupancy rules based on the size of the facility to limit the number of people in a store at one time, using no more than 50% maximum occupancy.

• Encourage employees to practice physical distancing during pickup and delivery by talking with the customer through a passenger window, loading items directly into the customer’s trunk without contact, or leaving items at their door.

• Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.

• Require employees to avoid handshakes and similar greetings that break physical distance.

1. **Describe the payment methods you will use (contactless is preferred).**

We will use contactless payment whenever possible.

*Your Business Specific Health & Safety Plan will become public record.*