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# COVID19 Business Specific Health & Safety Form

**ZOOS, GALLERIES, MUSEUMS and AQUARIUMS**

**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 Zoos, Galleries, Museums and Aquariums 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 Zoos, Galleries, Museums and Aquariums](https://files.covid19.ca.gov/pdf/guidance-zoos-museums--en.pdf) dated October 20, 2020, 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=36531). A health and safety plan is required to operate.

**NOTE: Effective July 13, 2020, zoos and museums must close indoor operations.**

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 patrons.**

Face masks, gloves and hand sanitizer will be provided and easily accessible to employees. Hand sanitizer will be provided and easily accessible to guests. Guests are required to bring their own masks.

1. **Describe your plans for training employees and temporary workers on the use of PPE;**

**disinfection; sanitation and other cleaning techniques.**

Handbooks and verbal instructions on cleaning protocol will be supplied.

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.

• We will encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.

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

• 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.

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).**

Pay online.

1. **Describe how you will ensure that shared items such as audio headsets or other shared items are disinfected.**

NA

1. **Describe your reservation system and how you plan to stagger individual visitors and those from different household units.**

Reservation are to be made in time slots to separate guests and household units by space and to keep traffic flow steady.

1. **Describe how you will reconfigure seating to maintain six feet of physical distancing between visitors.**

• Seating will be configured in accordance with separation of areas for household units from other patrons.

• Single person seating will be separated from other patrons by a minimum of six feet.

1. **Describe methods for the use of items such as touchscreens, grab handles, buttons, telephone and other listening devices, handheld props, flip doors, etc.**

NA

1. **If applicable, describe how you will indicate separate entry and exits to/from your facility.**

There are multiple exits/entrances that may be clearly marked with signage indicating entry or exit.

1. **If your facility uses a shuttle service, describe how you will limit usage.**

NA

1. **Describe your methods for reconfiguring parking areas to avoid congregation.**

Parking has ample space to avoid congregating.

1. **Describe how you will ensure physical distancing in restrooms.**

One person or household unit at a time allowed in restrooms.

1. **If your facility has a retail area, describe the health and safety guidelines you have taken to protect employees and visitors.**

NA

1. **If your facility has a food service area, describe the health and safety guidelines you have taken to protect employees and visitors.**

Prepackaged food only, picked up from the area one at a time. Employees not needed to serve guests.

**Self-certify**

Go to [www.mendocinocountybusiness.org](http://www.mendocinocountybusiness.org), click **Self-Certification** in numbered item 5, select Zoos, Galleries, Museums and Aquariums from the dropdown menu, upload your plan and complete the self-certification process online. Alternatively, you may mail the completed certification form (with any required attachments) to: County of Mendocino Environmental Health, 860 N. Bush Street, Ukiah, CA 95482.

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