COVID-19
BUSINESS REQUIREMENTS AND RESOURCES

Heather Forshey | Director, MS, REHS
OVERVIEW

• Health and Safety Plan
• Social Distancing Protocol (Health Officer Order Appendix A)
• Health and Safety Signage
• Self-Certification Placard
• Where to Find Resources
• Q&A
Health & Safety Plan vs. Social Distancing Protocol

APPENDIX A: Social Distancing Protocol (Updated June 17, 2020)

*Facility name:*

*Facility Address:*

Approximate gross square footage of space open to the public:

*Facility must implement all applicable measures listed below, and be prepared to explain why any measures that is not implemented is inapplicable to the business.*

**Summary:**

- Baggage at each public entrance of the facility to inform the public that they should avoid entering the facility if they 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; wear face coverings, as appropriate; and not shake hands or engage in any unnecessary physical contact.
- Post a copy of the Social Distancing Protocol at each public entrance to the facility.

**Measures To Protect Employees & Public Health**

- All employees have been told not to come to work if sick.
- Symptom check before entering the facility.
- Employees are required to wear face coverings, as appropriate.
- All doors 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:**
    - Weekly
  - **Bathrooms:**
    - Daily

- 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):
Health & Safety Plan

- Industry-Specific State Guidance Documents
- Face Coverings
- Worker Training and Screening
- Cleaning and Disinfecting
- Physical Distancing
Health & Safety Plan

- Share with employees
- Post for employees
- Implement
Social Distancing Protocol: Share & Post

- Public-facing document
- Employee Health
- Direct Contact Prevention
- Increased Sanitation
- 6-Foot Distance Procedures
Social Distancing Protocol

Requirements

- Complete
- Follow
- Share with personnel
- Post at every public entrance
Self-Certification Placard

This business has completed a Social Distancing Protocol to prevent the spread of COVID-19.

To report a complaint about this or another business not following a Social Distancing, please contact

Name of Dept | Nombre del departamento | 部門名稱 | Contact Email/Phone for Dept | Correo electrónico de contacto/teléfono del departamento | 聯絡部門的電子郵件/電話號碼

The person responsible for implementing this protocol is

Full Name | Nombre completo | 全名 | Title | Puesto | 職務 | Email | Correo electrónico | 電子郵箱 | Phone | Teléfono | 電話號碼

smchealth.org/coronavirus
Health & Safety Signage

- Post at every public entrance
COVID-19 REQUIREMENTS & RESOURCES

- Document Display Requirements for Businesses
- Frequently Asked Questions for Businesses
- COVID-19 Exposure Guidance in the Workplace

Food Safety

- Alcohol Beverage Control Orders Regarding Licensed Premises Closures
- California Alcoholic Beverage Control FAQs
- Alcohol Beverage Sale Guidance
- Dine-In Restaurants Industry Guidance
- Dine-In Checklist
- Restaurant, Bars, and Wineries Industry Guidance
- Restaurant Dining Requirements
- City Point of Contact List
- Additional food safety program resources

Online Resources: smchealth.org/eh
Additional Division Resources: smchealth.org/eh

- COVID-19 positive employee procedures
- Spanish and Chinese translations available
Additional County Health Resources: smchealth.org

- Local updates
- Health Officer updates
- Health data
Additional County Resources: smcgov.org

COVID-19 Testing
Testing options in the county
Learn More...

Face Coverings
Wear in public settings. Tips for use.
Learn More...

How You Can Help
Opportunities to volunteer & donate
Learn More...
SAN MATEO COUNTY HEALTH
ENVIRONMENTAL HEALTH SERVICES

smchealth.org/eh

envhealth@smcgov.org

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