

# COVID-19 BUSINESS REQUIREMENTS AND RESOURCES

Heather Forshey | Director, MS, REHS



SAN MATEO COUNTY HEALTH




**ENVIRONMENTAL  
HEALTH SERVICES**

# 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



## COVID-19 General Checklist for Expanded Personal Care Services

July 2, 2020

This checklist is intended to help expanded personal care services implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the [Guidance for Expanded Personal Care Services](#). This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.

### Contents of Written Workplace Specific Plan

- ☐ The person(s) responsible for implementing the plan.
- ☐ A risk assessment and the measures that will be taken to prevent spread of the virus.
- ☐ Use of face coverings, in accordance with the [CDPH guidance](#).
- ☐ Training and communication with workers and worker representatives on the plan.
- ☐ A process to check for compliance and to document and correct deficiencies.
- ☐ A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected workers.
- ☐ Protocols for when the workplace has an outbreak, in accordance with [CDPH guidance](#).

### Topics for Worker Training

- ☐ Information on [COVID-19](#), preventing spread, and who is especially vulnerable.
- ☐ Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- ☐ The importance of not coming to work if employees have symptoms of COVID-19 as described by the CDC, such as a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, congestion or runny nose, nausea or vomiting, or diarrhea, or if they or someone they had contact with has been diagnosed with COVID-19.
- ☐ To return to work after a COVID-19 diagnosis only after 10 days since symptom onset and 72 hours of no fever.
- ☐ When to seek medical attention.
- ☐ The importance of hand washing.
- ☐ The importance of physical distancing, both at work and off work time.
- ☐ Proper use of face coverings, including information in the [CDPH guidance](#).



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Cassius Lockett, PhD, Director  
  
Public Health, Policy & Planning  
225 37th Avenue  
San Mateo, CA 94403  
[smchealth.org](http://smchealth.org)

## 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 measure that is not implemented is inapplicable to the business.

Signage:

☐ Signage 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.

☐ Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

Measures To Protect Employee & Public Health (check all that apply to the facility):

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

☐ Symptom checks are being conducted before employees may enter the work space.

☐ Employees are required to wear face coverings, as appropriate.

☐ 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:

☐ Break rooms:

☐ Bathrooms:

☐ Other:

☐ 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):

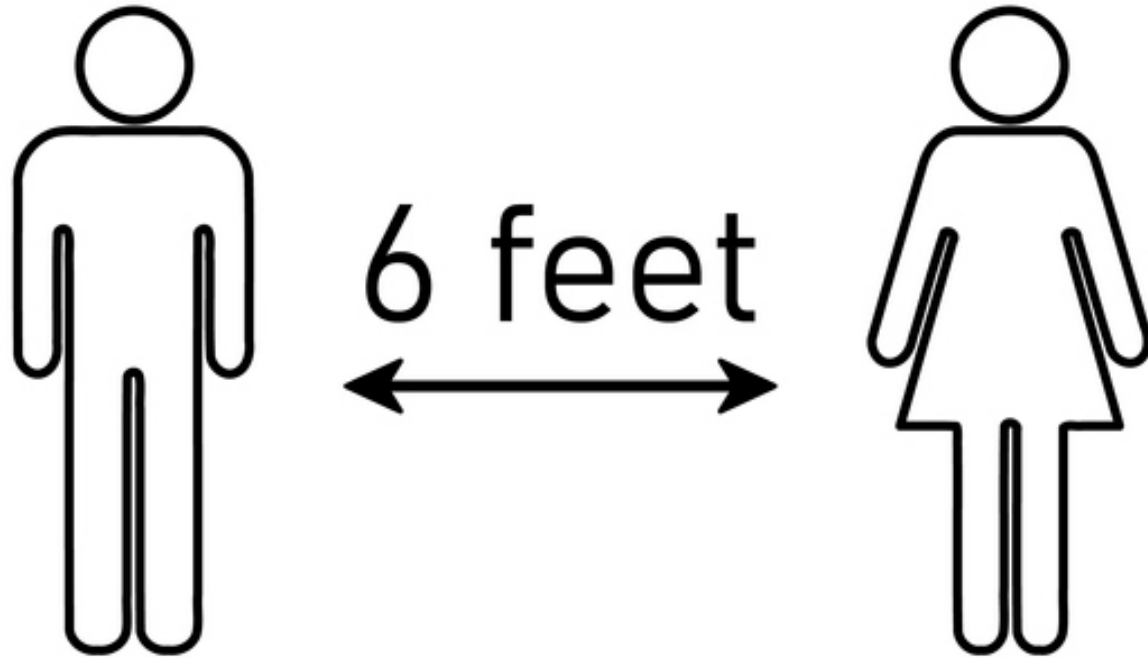
☐ Soap and water are available to all employees at the following location(s):



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# Health & Safety Plan






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



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# Health & Safety Plan



## COVID-19 General Checklist for Expanded Personal Care Services

July 2, 2020



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- ☐ A process to check for compliance and to document and correct deficiencies.
- ☐ A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected workers.
- ☐ Protocols for when the workplace has an outbreak, in accordance with [CDPH guidance](#).

### Topics for Worker Training

- ☐ Information on [COVID-19](#), preventing spread, and who is especially vulnerable.
- ☐ Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- ☐ The importance of not coming to work if employees have symptoms of COVID-19 as described by the CDC, such as a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, congestion or runny nose, nausea or vomiting, or diarrhea, or if they or someone they had contact with has been diagnosed with COVID-19.
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- ☐ When to seek medical attention.
- ☐ The importance of hand washing.
- ☐ The importance of physical distancing, both at work and off work time.
- ☐ Proper use of face coverings, including information in the [CDPH guidance](#).



SAN MATEO COUNTY HEALTH  
**ENVIRONMENTAL  
HEALTH SERVICES**

Environmental Health Services  
Food Program  
2000 Alameda de las Pulgas, Suite #100  
San Mateo, CA 94403  
Phone: (650) 372-6200 | Fax: (650) 627-8244  
[smchealth.org/food](mailto:smchealth.org/food)

## CAL/OSHA COVID-19 GENERAL CHECKLIST FOR DINE-IN RESTAURANTS

**Note:** This document was developed by the California Department of Public Health and Cal/OSHA's [May 12, 2020 COVID-19 General Checklist for Dine-in Restaurants](#).

### CONTENTS OF WRITTEN WORKSITE SPECIFIC PLAN

This checklist is intended to help dine-in restaurant employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the [Guidance for Dine-in Restaurants](#). This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.

- ☐ The person(s) responsible for implementing the plan.
- ☐ A risk assessment and the measures that will be taken to prevent spread of the virus.
- ☐ Training and communication with employees and employee representatives on the plan.
- ☐ A process to check for compliance and to document and correct deficiencies.
- ☐ A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.

### TOPICS FOR EMPLOYEE TRAINING

- ☐ Information on [COVID-19](#), preventing spread, and who is especially vulnerable.
- ☐ 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.
- ☐ When to seek medical attention.
- ☐ The importance of hand washing.
- ☐ The importance of physical distancing, both at work and off work time.
- ☐ The proper use of face coverings.

Rev 6/24/2020

- Share with employees
- Post for employees
- Implement



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# Social Distancing Protocol: Share & Post



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Cassius Lockett, PhD, Director

Public Health, Policy & Planning  
225 37th Avenue  
San Mateo, CA 94403  
smchealth.org

## 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 measure that is not implemented is inapplicable to the business.**

### Signage:

☐ Signage 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.

☐ Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

### Measures To Protect Employee & Public Health (check all that apply to the facility):

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

☐ Symptom checks are being conducted before employees may enter the work space.

☐ Employees are required to wear face coverings, as appropriate.

☐ 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:

☐ Break rooms:

☐ Bathrooms:

☐ Other

☐ 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): \_\_\_\_\_



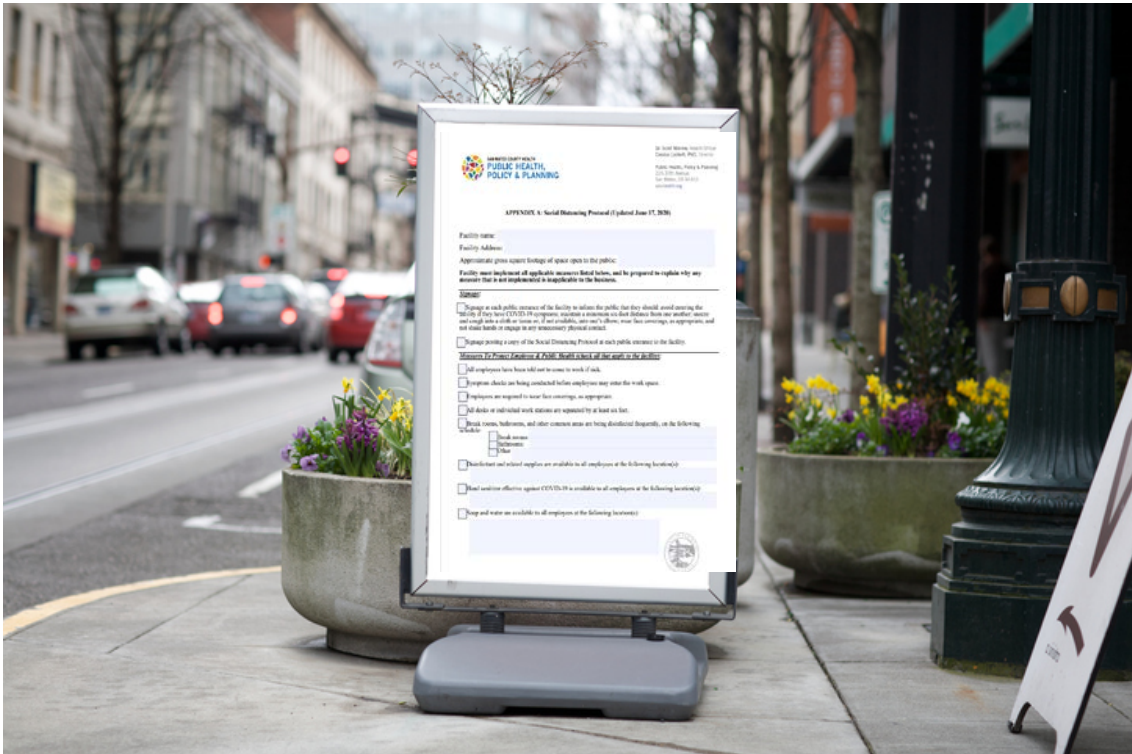
- **Public-facing** document
- Employee Health
- Direct Contact Prevention
- Increased Sanitation
- 6-Foot Distance Procedures



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# 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.**

Este negocio implementó un protocolo de distanciamiento social para evitar la propagación del COVID-19.

該企業已完成《社交距離規定》，以防止COVID-19的傳播。

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

Para presentar una queja sobre este u otro negocio que no cumpla el distanciamiento social, comuníquese con | 如要投訴該企業或其他企業未遵守《社交距離規定》，請聯絡

Name of Dept | Nombre del departamento | 部門名稱

Contact Email/Phone for Dept | Correo electrónico de contacto/teléfono del departamento | 聯絡該部門的電子郵件/電話號碼

The person responsible for implementing this protocol is

La persona responsable de implementar el protocolo es | 負責執行本規定的人員是

Full Name | Nombre completo | 全名

Title | Puesto | 頭銜

Email | Correo electrónico | 電子郵件

Phone | Teléfono | 電話號碼

Post at  
every  
public  
entrance



**SAN MATEO  
COUNTY HEALTH**

[smchealth.org/coronavirus](https://smchealth.org/coronavirus)



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# Health & Safety Signage

- Post at every public entrance

**Protect yourself and others from COVID-19**

**Please stay home if...**  
You are experiencing COVID-19 symptoms, such as  
◦ cough  
◦ fever  
◦ difficulty breathing or shortness of breath

**Wash your hands first.**  
Please wash your hands with soap and water or use hand sanitizer.

**Social distancing (at least 6-feet) must be maintained.**  
Sneeze and cough into a cloth or tissue, or if not available, into your elbow. Do not shake hands or engage in any unnecessary physical contact.

**Our COVID-19 business written plan is posted**  
so you can see how we are operating safely.

**You must wear a face covering.**

Businesses: Post this sign at each public entrance of your facility.

For more information, contact Environmental Health Services at (650) 372-6200, or visit [smchealth.org/eh](https://smchealth.org/eh).

6/9/20 Concept and design created by County of San Diego Department of Environmental Health.



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# Share & Post Requirement Summary

## Public

## Personnel

### Protect yourself and others from COVID-19

**Please stay home if...**

You are experiencing COVID-19 symptoms, such as:

- cough
- fever
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Sneeze and cough into a cloth or tissue, or if not available, into your elbow. Do not shake hands or engage in any unnecessary physical contact.



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**You must wear a face cover**

Businesses: Post this sign at each public entrance of your facility.

For more information, contact Environmental Health Services at (650) 372-6200, or visit [smchealth.org/ehs](https://smchealth.org/ehs).

6/1/20 - Coverings are required by the County of San Diego Department of Environmental Health.

# COVID-19 PREPARED

PREPARADO PARA EL COVID-19 | COVID-19準備工作



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

Este negocio implementó un protocolo de distanciamiento social para evitar la propagación del COVID-19.

(BUSINESS COMPLIANCE) (BUSINESS COMPLIANCE) (BUSINESS COMPLIANCE)

To report a complaint about this or another business not following a Social Distancing protocol, please contact the County of San Diego Department of Environmental Health Services at (650) 372-6200, or visit [smchealth.org/ehs](https://smchealth.org/ehs).

Para reportar una queja sobre este u otro negocio que no sigue un protocolo de distanciamiento social, comuníquese con el Departamento de Salud Ambiental del Condado de San Diego al (650) 372-6200, o visite [smchealth.org/ehs](https://smchealth.org/ehs).

The person responsible for implementing this protocol is \_\_\_\_\_

La persona responsable de implementar este protocolo es \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Firma \_\_\_\_\_ Fecha \_\_\_\_\_



SAN MATEO COUNTY HEALTH

[smchealth.org/coronavirus](https://smchealth.org/coronavirus)



SAN MATEO COUNTY HEALTH  
PUBLIC HEALTH,  
POLICY & PLANNING

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PUBLIC HEALTH,  
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SAN MATEO COUNTY HEALTH  
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# Online Resources: smchealth.org/eh



COVID-19 HEALTH CARE SERVICES LIVE HEALTHY FORMS & PERMITS FOR PROVIDERS

## 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 - English | Spanish | Chinese
- [Dine-In Restaurants Industry Guidance](#)
- Dine-In Checklist English | Spanish | Chinese
- [Restaurant, Bars, and Wineries Industry Guidance](#)
- Restaurant Dining Requirements English | Spanish | Chinese
- City Point of Contact List
- Additional [food safety program resources](#)

> Expanded Personal Care Services (Body Art, Nails, Massage, Skin Care)

### ✓ LEARN MORE ABOUT

Division: Environmental Health Services

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**ENVIRONMENTAL  
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# Additional Division Resources: smchealth.org/eh



Environmental Health Services  
2000 Alameda de las Pulgas, Suite #100  
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Phone: (650) 372-6200 | Fax: (650) 627-8244  
smchealth.org/eh

## COVID-19 EXPOSURE IN THE WORKPLACE

COVID-19 is a respiratory illness caused by the novel coronavirus SARS-CoV-2. Coronaviruses are generally thought to spread from person-to-person through the air via respiratory droplets from an infected person, or by touching surfaces contaminated by the bodily fluids of infected persons.

The symptoms of COVID-19 may include: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.

The goals of the recommendations below are: 1) to protect people patronizing and working at the location, as well as the local community from COVID-19 infection, and 2) to reduce community transmission and introductions of COVID-19 into new communities.

## EMPLOYEE HEALTH

Employers are responsible for ensuring employees are healthy enough to be at the facility.

- A. Screen your employees at the beginning of each shift for possible COVID-19 symptoms.
  1. Ask if they are experiencing any of the symptoms listed above.
  2. You may also want to consider checking each employee's temperature when they arrive onsite.
  3. A temperature above 100.4 degrees F is considered a fever.
- B. If an employee shows any of these symptoms, exclude them from your facility and encourage them to go home and follow the Centers for Disease Control and Prevention (CDC) COVID-19 "What To Do If You Are Sick" guidelines found [here](#).
- C. Employees who are living with someone who has tested positive should also follow these guidelines.

## WHAT IF MY EMPLOYEE TESTS POSITIVE FOR COVID-19?

Upon notification that an employee has tested positive for COVID-19 or exhibits symptoms directly associated with COVID-19<sup>1</sup>, the facility owner/manager shall take the following actions:

- A. Exclude the employee from the facility and encourage the employee to adhere to the [Health Officer Order \(HOO\) Appendix B-1](#) for the control of COVID-19.
- B. Discard or disinfect any items handled by the ill employee in the last 48 hours, including but not limited to, food, utensils, office supplies, tools, and merchandise.
- C. Disinfect your work area immediately using the [CDC's disinfection guidance](#).

<sup>1</sup> Symptoms directly associated with COVID-19 include fever, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting and diarrhea.

- COVID-19 positive employee procedures
- Spanish and Chinese translations available



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# Additional County Health Resources: smchealth.org



COVID-19 HEALTH CARE SERVICES LIVE HEALTHY FORMS & PERMITS FOR PROVIDERS

## COVID-19

### Health Officer Updates

SMC Health Data >

Local Updates

COVID-19 Frequently Asked Questions

Resources

Contacts

## HEALTH OFFICER UPDATES

Current and Previous

CURRENT HEALTH ORDERS

PREVIOUS ORDERS

HEALTH OFFICER STATEMENTS



### Current Health Orders

**7/14/20- Health Officer Order c19-1d LTC**  
(Revised)

**6/17/20- Health Officer Order c19-11**  
 (Spanish) , (Chinese-Simplified) , (Tagalog)

**6/17/20- Health Officer Order c19-11 Appendix A: Social Distancing Protocol**  
 (Spanish) , (Chinese-Simplified) , (Tagalog)

- Local updates
- Health Officer updates
- Health data



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# 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...](#)



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# State Resources: covid19.ca.gov

## Featured services and information



[County  
information](#)



[Testing](#)



[Industry guidance](#)



[Q&A](#)



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SAN MATEO COUNTY HEALTH

# ENVIRONMENTAL HEALTH SERVICES

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## QUESTIONS?



SAN MATEO COUNTY HEALTH

## ENVIRONMENTAL HEALTH SERVICES



[smchealth.org/eh](https://smchealth.org/eh)



[envhealth@smcgov.org](mailto:envhealth@smcgov.org)



(650) 372-6200