

Industry Specific COVID-19 Prevention Plan Template You may use this template or develop for your specific worksite. This template conforms to CDPH Industry Checklist			
Industry Sector: Office Workspaces		Business Name:	
COVID-19 General Checklist Items for Employers	Procedure (write a short statement on how you will address the checklist item)	Frequency When applicable	Resources Needed As applicable
1. Worksite Plan			
1	Establish a written, worksite-specific COVID-19 prevention plan at every location, perform a comprehensive risk assessment of all work areas, and designate a person at each location to implement the plan.		
2	The person(s) responsible for implementing the plan.		
3	A risk assessment and the measures that will be taken to prevent spread of the virus.		
4	Training and communication with employees and employee representatives on the plan.		
5	A process to check for compliance and to document and correct deficiencies.		
6	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.		
2. Employee Training			
1	Information on COVID-19, preventing spread, and who is especially vulnerable.		
2	Self-screening at home, including temperature and/or symptom checks using CDC guidelines.		

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3	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.			
4	When to seek medical attention.			
5	The importance of hand washing.			
6	The importance of physical distancing, both at work and off work time.			
3. Individual Control Measures & Screening				
1	Symptom screenings and/or temperature checks.			
2	Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.			
3	Encourage frequent handwashing and use of hand sanitizer.			
4	Provide disposable gloves to workers using cleaners and disinfectants when required. Consider gloves as a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.			
5	Strongly recommend cloth face covers.			
6	Close or increase distance between tables/chairs in breakrooms or provide break areas in open space to ensure physical distancing.			
7	Communicate frequently to customers that they should use face masks/covers.			
4. Cleaning and Disinfecting Protocols				
1	Perform thorough cleaning in high traffic areas.			
2	Frequently disinfect commonly used surfaces.			

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3	Clean and sanitize shared equipment between each use.			
4	Clean touchable surfaces between shifts or between users, whichever is more frequent.			
5	Equip shared spaces with proper sanitation products, including hand sanitizer and sanitizing wipes and ensure availability.			
6	Ensure that sanitary facilities stay operational and stocked at all times.			
7	Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.			
8	Provide time for workers to implement cleaning practices before and after shifts and consider third-party cleaning companies.			
9	Install hands-free devices if possible			
10	Consider upgrades to improve air filtration and ventilation.			
5. Physical Distancing Guidelines				
1	Implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).			
2	Reconfigure office spaces, cubicles, etc. and decrease maximum capacity for conference and meeting areas.			
3	Adjust in-person meetings, if they are necessary, to ensure physical distancing.			
4	Stagger employee breaks, in compliance with wage and hour regulations, if needed.			

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5	Reconfigure, restrict, or close common areas and provide alternative where physical distancing can be practiced.			
6	Limit the number of individuals riding in an elevator and ensure the use of face covers.			
7	Utilize work practices, when feasible and necessary, to limit the number of employees at the office at one time, such as telework and modified work schedules.			
Other Actions Taken				
1				
2				
3				

This document serves as notice of participation and compliance with the guidelines set forth by the State of California and the County of Santa Barbara and shows how our firm complies with orders to reopen our business in compliance with State and county orders regarding the Covid crisis. I agree to keep this plan on-site in my workplace.

Signature: _____

Date: _____

Now that you have completed your plan:

Please:

- Implement your site-specific COVID-19 protection plan.
- Keep plan on-site and readily available.
- Complete your industry specific checklist – print it out - fill it in.
- Complete the attestation and print.

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- Post the industry specific checklist and the attestation at the entrance to your business to show your customers and employees you have worked to reduce the spread of COVID-19 and you are safely open for business.

Upon completing your attestation, an official from your local jurisdiction (city or county) may conduct a site visit. Business should consult their jurisdiction to determine additional code requirements for their specific industry if they are making significant modifications to their facilities.