

California Guide to Reopening your Business

Stage 2

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Agenda

- Worksite Specific Plan
- Topics for Employee Training
- Individual Control Measures and Screening
- Cleaning and Disinfecting Protocols
- Physical Distancing Guidelines

Worksite Specific Plan

- Establish a written, worksite-specific COVID-19 prevention plan
- Perform a comprehensive risk assessment of all work areas
- Designate a person to implement the plan

Worksite Specific Plan

- Train and communicate with employees on the plan
- Regularly evaluate the workplace for compliance with the plan
- Monterey County Health Department Information
- Hospital COVID-19 Hotlines

Topics for Employee Training

- Information on COVID-19
- How to prevent it from spreading
- Which underlying health conditions may make individuals more susceptible to contracting the virus

Topics for Employee Training

- Self-screening at home, temperature / symptom checks
- The importance of not coming to work if employee is sick
- The importance of handwashing with soap and water
- The importance of physical distancing
- Proper use of face coverings

Initial Control Measures and Screening

- Provide temperature and/or symptom screenings for all workers
- Provide and ensure workers use all required protective equipment
- Protections for cashiers, baggers, and other workers with regular and repeated interaction with customers

Initial Control Measures and Screening

- Employees should inspect deliveries and perform disinfection measures
- Workers should wear face coverings at work
- Retailers should require the public to use face coverings before entering their stores

Cleaning and Disinfecting Protocols

- Perform thorough cleaning in high traffic areas like break rooms and lunch areas
- Also areas of ingress and egress like stairways, escalators, handrails, and elevator controls

Cleaning and Disinfecting Protocols

- Frequently disinfect commonly used surfaces
- Shopping carts, baskets, conveyor belts, registers, scanners, register telephones, hand-held devices, counters, door handles, shelving, ATM PIN pads, customer assistance call buttons, handwashing facilities, etc.

Cleaning and Disinfecting Protocols

- Clean and sanitize shared equipment
- Pallet jacks, ladders, supply carts, time clocks, payment portals, and styluses between each use
- Clean touchable surfaces between shifts or between users
- Working surfaces, tools, and stationary and mobile equipment controls

Cleaning and Disinfecting Protocols

- Equip customer entrances and exits, checkout stations, customer changing rooms with proper sanitation products
- Hand sanitizer and sanitizing wipes, and provide personal hand sanitizers to all frontline staff (cashiers)

Cleaning and Disinfecting Protocols

- Ensure that bathrooms stay operational and stocked at all times
- Provide additional soap, paper towels, and hand sanitizer when needed.
- Provide employees with tissues, no-touch trash cans, hand soap, and adequate time for handwashing

Cleaning and Disinfecting Protocols

- Adjust or modify store hours to provide adequate time for regular, thorough cleaning and product stocking
- Stagger stocking so that associates are in different aisles
- Provide time for workers to implement cleaning practices before and after shifts

Cleaning and Disinfecting Protocols

- Install hands-free devices including motion sensor lights, contactless payment systems, automatic soap and paper towel dispensers, and timecard systems
- Install portable high-efficiency air cleaners to keep a

Cleaning and Disinfecting Protocols

- Encourage the use of debit or credit cards by customers
- Encourage customers to clean their reusable bags frequently and require customers who bring reusable bags to bag their own purchases

Physical Distancing Guidelines

- Ensure physical distancing of at least six feet between workers and customers
- Use physical partitions or floor markings, colored tape, or signs to indicate where workers and/or employees should stand

Physical Distancing Guidelines

- Take measures at checkout stations to minimize exposure between cashiers and customers
- Employees and customers should wear face coverings
- Install plexiglas barriers

Physical Distancing Guidelines

- Display signage at entrances, checkout lanes, and registers to remind customers of physical distancing at every opportunity
- Adjust in-person meetings and consider smaller individual meetings to ensure physical distance

Physical Distancing Guidelines

- Limit number of workers in enclosed areas and stagger employee breaks
- Allow only one employee in the breakroom at a time
- Use barriers, or increase distance between tables/chairs to separate workers and discourage congregating during breaks

Physical Distancing Guidelines

- Close in-store bars, bulk-bin options, and public seating areas and discontinue product sampling
- Dedicate special shopping hours for the elderly, preferably at a time following a complete cleaning

Physical Distancing Guidelines

- Increase pickup and delivery service options for customers to help minimize in-store contact
- Embrace online / phone ordering and curbside pick- up
- Provide a different entrance and exit to your store, if possible

Physical Distancing Guidelines

- Limit the number of people in your store to 50% capacity
- Queue customers outside and have them wait to enter your store
- Consider making your store pickup- or delivery-only to minimize employee/customer contact

Physical Distancing Guidelines

- 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.

Physical Distancing Guidelines

- Expand direct store delivery window hours to spread out deliveries and prevent overcrowding
- Require truck drivers, delivery agents, or vendors who enter your business to wear a face covering

Resources

Bilingual (English/Spanish) Hotline staff are available at **(831) 758-7367 weekdays between 8:00am and 4:00pm** to connect businesses with free counseling resources and local, state and federal and disaster relief funding. Emails can also be sent to **oscarr@ci.salinas.ca.us**.

Resources

Monterey County Health Department Hotlines & Information

Health Department Hotline: (Monday-Friday, 8am-5pm). Call: (831) 769-8700 or (831) 755-4521

Health Department Email: covid-19@co.monterey.ca.us

Natividad Coronavirus Hotline: (831) 772-7365. Nurses are available every day from 7:00 am to 11:00 pm

Salinas Valley Memorial Hotline: (831) 755-0793. Nurses are available every day from 7:00 am to 11:00 pm



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iGracias!



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