LONG BEACH HEALTH & HUMAN SERVICES

SAFER AT HOME ORDER FOR CONTROL OF COVID-19

Closure of Certain Stage 2 and 3 Sectors Pursuant to Mandate by Governor Gavin Newsom and the State Health Officer

REVISED ORDER ISSUED: July 13, 2020

Please read this Order carefully. Violation of or failure to comply with this Order is a crime punishable by fine, imprisonment, or both. (Ca. Health & Safety Code § 120275 et seq; Long Beach Municipal Code § 8.120.030.A and 8.120.030.E.3)

Summary: This Long Beach Health Officer Order (Order) amends and supersedes all Prior Safer at Home Orders (Prior Orders) issued by the Long Beach Health Officer to control the spread of the Novel Coronavirus (COVID-19) within the City of Long Beach (City). This Order also amends, clarifies, and continues certain terms of the Prior Order to ensure continued physical distancing and person-to-person contact is limited to reduce the rate of transmission of COVID-19. Changes from the previous Order are highlighted.

Pursuant to mandate by the Governor Gavin Newsom and the State Health Officer, counties who have been on the County Monitoring List for more than 3 days must close certain higher-risk sectors effective immediately. Additional counties will be required to close certain higher-risk sectors in the future if they meet the 3 day criteria. In compliance with this mandate, this Order requires indoor operations of the following sectors to close effective 12:01 a.m. on July 14, 2020:

- Personal care services, including, nail salons, tanning salons, esthetician, skin care and cosmetology services; electrology; body art professionals, tattoo parlors, microblading and permanent make-up; and piercing shops; and massage therapy (in non-healthcare setting);
- Gyms and fitness facilities;
- Hair salons and barbers; and
- Indoor shopping malls, except stores and vendors normally accessible by the public on the exterior of the shopping malls may continue to operate. Interior stores and vendors located indoors at shopping malls may operate for curbside, doorside, or other outdoor pickup or delivery only.
- Religious services and cultural ceremonies.
- Political protests.

Furthermore, businesses whose operations require employees work from an office worksite who are not identified as an Essential Business, Healthcare Operation, or Essential Infrastructure in this Order may operate via telework and for Minimum Basic Operations only.

This Order requires the continued closure of indoor operations for restaurants, museums, botanical gardens, and aquariums. This Order also requires the continued closure of bars and similar facilities that do not hold a City-issued restaurant permit.

The spread of COVID-19 remains a major risk to the community and the danger COVID-19 poses to the health and welfare of all continues. It's critical that the community and the public remains vigilant with practices that prevent the spread of COVID-19, like maintaining a 6-foot distance from individuals outside your household even while wearing a face covering, wearing a face covering while in close contact with individuals outside your household, frequent hand washing, and staying home when sick.

The Health Officer will continue to monitor the rate of COVID-19 disease spread, the severity of the resulting illnesses and deaths caused, CDPH and Centers for Disease Control and Prevention (CDC) recommendations, and the effect of this Order. If needed, this Order may be extended, expanded, or otherwise modified to protect the public's health.

UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 101040, 101085, AND 120175, THE HEALTH OFFICER OF THE CITY OF LONG BEACH ORDERS AS FOLLOWS:

INDIVIDUALS

1. All persons residing within the City of Long Beach are to remain at their place of residence whenever practicable. Individuals who do not currently reside in the City must comply with all applicable requirements of this Order when in the City.

2. All public and private gatherings of any number of people occurring outside a single household are prohibited within the City, except for the limited purposes expressly permitted by this Order. Nothing in this Order prohibits members of a single household from engaging in Permitted Activities together.

3. All people residing within the City who are age 65 or older and all people of any age who have underlying health conditions are strongly urged to remain in their residences, except as necessary to seek medical care, to obtain food, or to obtain other necessities. Employers should offer telework or other accommodations to persons 65 or older and/or people with underlying health conditions whenever possible.

4. Any person leaving their residence for Permitted Activities defined below must strictly comply with Physical Distancing Measures specified by Section 20 of this Order, which includes the following:

    a. Maintaining at least six-foot physical distance from other individuals, even when wearing a Face Covering;

    b. Engaging in activities outdoors instead of indoors, whenever possible;

    c. Washing hands with soap and water for at least twenty seconds or use hand sanitizer that contains at least 60% alcohol, as frequently as possible;

d. Covering coughs or sneezes (into the sleeve, elbow, or tissue, not hands);

e. Regularly cleaning and disinfecting high-touch surfaces;

f. Avoid shaking hands;

g. Avoid all social interaction outside the household when sick with fever or cough; and

h. Wearing a Face Covering. This Order requires all persons wear a Face Covering, as defined by Section 17 of this Order, over both their nose and mouth whenever they leave their place of residence and are or can be in contact with or walking near or past others who are non-household members in both public and private places, whether indoors or outdoors. This includes wearing a Face Covering when patronizing a business. Wearing a Face Covering reduces the risk of transmission to others from people who do not have symptoms and do not know they are infected. The use of Face Covering is commonly referred to as "source control." The following individuals are exempt from Face Covering requirements:

    i. Persons age two years or under, due to risk of suffocation.

    ii. Persons with a medical condition, mental health condition, or disability that prevents wearing a Face Covering. This includes persons with a medical condition for whom wearing a Face Covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.

    iii. Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.

    iv. Persons for whom wearing a Face Covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.

    v. Persons traveling alone or with members of their household.

    vi. Persons engaged in physical exercise or outdoor recreation alone or with members of their same household, such as, swimming, walking, hiking, bicycling, or running.

    vii. Persons who are obtaining a service involving the nose or face for which temporary removal of the Face Covering is necessary to perform the service.

    viii. Persons who are seated at a restaurant or other establishment that offers food or beverage service, while they are eating or drinking, provided that they are able to maintain a distance of at least 6 feet away from persons who are not seated at the same table.

ix. Individuals engaged in work, whether at the workplace or performing work off-site, in any room or enclosed area where physical distance of 6 ft or greater can be maintained. This exemption shall not apply to workers in any space visited by members of the public, regardless of whether anyone from the public is present at the time.

5. The following "Permitted Activities" are allowed by this Health Order:

   a. Performing work for, or accessing businesses or services permitted to operate under this Order, including carrying out Minimum Basic Operations for businesses that are closed or operating remotely;

   b. Traveling to engage in any activities allowed by this Order;

   c. Engaging in activities or performing tasks essential to health and safety, or to the health and safety of their family or household members (including pets);

   d. Obtaining necessary services or supplies for themselves and their family or household members, or to deliver those services or supplies to others;

   e. Engaging in active outdoor recreation and personal exercise (including outdoor activities with pets), such as, walking, cycling, hiking, running, tennis, or golf;

   f. Engaging in legally mandated governmental purposes, such as, access to court, social, and administrative services or complying with an order of law enforcement or court;

   g. Attending an in-person religious service or cultural ceremony outdoors;

   h. Participating in a vehicle-based parade. Any participants and the host of the vehicle-based parade must comply with all local and State traffic control requirements, and any applicable State and local laws; and

   i. Political Protests. Pursuant to guidance issued by the State Health Officer for "Protected activities: Can I engage in political protest?" found here, in-person political protests are permitted outdoors only and provided that physical distancing of 6 feet between persons or groups of persons from different households is maintained at all times. Indoor political protests are prohibited. Face Coverings should be worn by protesters, even where physical distancing of 6 feet or greater can be maintained. This subsection does not allow for any gathering or the operation of any business or activity prohibited by this Order.

   j. Persons experiencing homelessness are exempt from this Section but are strongly urged to obtain shelter and abide by Physical Distancing Measures.

6. This Order considers employees of government agencies working in the course and scope of their public service employment to be Essential Infrastructure.

   a. This Order declares that all government employees to be essential, including, but not limited to, health care providers and emergency responders.

b. While all government employees are essential, employees called to serve in their Disaster Service Worker capacity must be available to serve the public or assist in response or continuity of operations efforts during this public health crisis to the maximum extent allowed under the law.

c. This Order does not, in any way, restrict: (a) first responder access to the site(s) named in this Order during an emergency or (b) local, state or federal officers, investigators, or medical or law enforcement personnel from carrying out their lawful duties at the site(s) named in this Order. Government agencies are expected to follow this order to the fullest extent possible, with limited exceptions as needed to continue to sustain critical government operations.

BUSINESSES

7. All businesses and organizations permitted to operate under this Order shall comply with local and State orders, guidance, protocols, and laws. All businesses are required to complete a risk assessment, implement, and post the Physical Distancing Protocols (attached as Appendix A) or any City-issued Industry-Specific Protocol required by this Order, as they may be amended from time to time, prior to operation. All businesses are strongly encouraged to maximize the number of employees who telework, to the extent feasible.

   a. State Orders and guidance are located at the following sites:

      Industry Guidance - https://covid19.ca.gov/industry-guidance/

      Industry Guidance for Counties with Variance - https://covid19.ca.gov/roadmap-counties/

      Executive Orders and Health Orders - https://covid19.ca.gov/stay-home-except-for-essential-needs/#top

      Essential Workforce Sector Guidance - https://covid19.ca.gov/essential-workforce/

   b. City Health Orders, guidance, Physical Distancing Protocols (Appendix A) and any City-issued Industry-Specific Protocols are located here: http://www.longbeach.gov/health/diseases-and-condition/information-on/coronavirus/covid-19-orders/

8. Essential Businesses, Essential Infrastructure, and Healthcare Operations may remain open to the public and conduct normal business operations, provided they operate in accordance with this Order and State and local guidance, which includes any City-issued Industry-Specific Protocol required by the Long Beach Health Officer in this Order.

9. Lower-Risk Businesses may operate under this Order, provided they operate in accordance with this Order and State and local guidance, which includes any City-issued Industry-Specific Protocol required by the Long Beach Health Officer in this Order. “Lower-Risk Businesses” are those businesses, organizations, gatherings, or activities not specified as an Essential

Business, Essential Infrastructure, or a Healthcare Operation where there is a lower risk of transmission of COVID-19 due to little to no incidents of intense and/or prolonged person-to-person contact because they can routinely maintain a 6 foot physical separation between individuals or can implement physical barriers, except for very brief, incidental periods necessary to accept payment, deliver goods or services, or as otherwise necessary. Lower-Risk Businesses include:

a. Any retail establishments that provide goods to the public in accordance with the Retail In-Person Shopping Protocols attached as Appendix B, as amended from time to time. Retail establishments include:

    i. All stores and vendors located in indoor shopping malls that are normally accessible by the public from the exterior of the shopping mall. All stores and vendors that are located on the interior of an indoor shopping mall may operate for curbside, doorside, or other outdoor pickup or delivery only . The interior of an indoor shopping mall shall be closed to the public. Outdoor strip malls, outlet malls, and swap meets may continue to operate. Higher-Risk Businesses located within a Shopping Center Operation required to remain closed pursuant to Section 15 this Order must continue remain closed until each of those types of establishments are permitted by this Order to resume modified or full operations. Shopping Center Operations for indoor food courts, indoor dining areas, or indoor restaurant operations may operate for curbside, doorside, or other outdoor pickup and delivery only. Outdoor food courts, outdoor dining areas, and restaurants with outdoor seating must comply with requirements for restaurants in this Order.

    ii. Libraries, for curbside, doorside, or other outdoor pickup only. Patrons must reserve or place items on-hold in advance via a reservation-based system, including a telephone option for individuals without internet access at home. Pickups may occur by appointment only.

b. Any manufacturing and logistics sector businesses which supplies retail establishments permitted to operate by this subsection;

c. Limited services or activities, which include, but is not limited to:

    i. Businesses that provide services for animals/pets (such as, grooming, walking, and training), car washes, or residential cleanings. Any services for animals or pets that operate in groups, such as training, may operate outdoors only provided that physical distancing of 6 feet or greater is maintained between participants;

    ii. Staff of organizations or associations for the sole purpose of preparing and facilitating live-stream services with their members, including worship services, provided that the staff gathering is limited to 10 people or fewer.

    iii. In-person counseling services where the service cannot reasonably be practiced remotely and the counselling is limited to members of a single household.

iv. In-person behavioral health or substance use disorder support in therapeutic small group meetings, such as Alcoholics Anonymous or Narcotics Anonymous, provided physical distancing of 6 feet is maintained at all times between persons or groups of persons from different households.

v. Outdoor equipment rental services, in accordance with the Outdoor Equipment Rental Services Protocol, as amended from time to time, attached as Appendix D.

vi. Tennis centers, in accordance with the Tennis Protocols, as amended from time to time, attached as Appendix E.

vii. Public and private golf courses, including any associated parking lots, in accordance with the Golf Course Protocols, as amended from time to time, attached as Appendix F.

d. Businesses whose operations require employees work from an office worksite who are not identified as an Essential Business, Healthcare Operation, or Essential Infrastructure in this Order may operate via telework and for Minimum Basic Operations only. Essential Business, Healthcare Operation, or Essential Infrastructure whose operates necessitate that employees operate from an office worksite, must require employees telework to the extent feasible and any in-person operations must be in accordance with the Office Worksite Protocols, as amended from time to time, attached as Appendix G.

e. Drive-in operations, including movie theaters and restaurants, provided any City-issued permit required for the activity is obtained and in compliance with State-issued guidance found here. Drive-in operations are subject to the following restrictions: (1) vehicles must be spaced at least 6 feet apart; (2) gatherings outside vehicles are prohibited; (3) all people must remain in their vehicle if not utilizing restroom facilities or picking up concessions or food; (4) each vehicle may only be occupied by members of the same household; (5) drive-in operations for restaurants are limited to parking assigned to the restaurant and may not utilize the public right-of-way; and (6) restaurants are prohibited from serving alcoholic beverages to customers dining in their vehicles at a drive-in operation.

10. "Higher-Risk Businesses" are those businesses, organizations, gatherings, or activities not specified as an Essential Business, Essential Infrastructure, or a Healthcare Operation that by their nature may not readily adhere to physical distancing requirements of maintaining 6 feet or more between individuals or that have long, frequent duration of close contact between individuals, especially large groups of individuals. Since physical distancing of 6 feet or more cannot be readily maintained or implemented while providing service for performing the activity, the use of personal protective equipment, such as Face Coverings is required for any employee that must be within less than 6 feet of customers as mitigation for the inability to physically distance. Higher-Risk Businesses permitted to operate under this Order and provided that any City-issued permit required for the activity is obtained include:

a. Dine-in restaurants, which includes, brewpubs, breweries, bars, pubs, craft distilleries, and wineries that hold a City-issued restaurant permit to provide sit-down, dine-in meals, may operate outdoors only and in accordance with the Dine-In Restaurant Protocols, as amended from time to time, attached as Appendix H. Indoor dining is prohibited. Establishments that only serve alcohol and who are not licensed to provide food service are not permitted to operate under this Section.

b. Hair salons and barbershops for outdoor operations only, in accordance with Hair Salon and Barbershop Protocols, as amended from time to time, attached as Appendix I.

c. Small charter services, which includes fishing, chartered boat, or small group guided trips, in accordance with the Small Charter Services Protocols, as amended from time to time, attached as Appendix C.

d. Gyms and fitness facilities for outdoor operations only, in accordance with the Gym and Fitness Center Protocols, as amended from time to time, attached as Appendix M. Playgrounds within gyms or fitness facilities must remain closed pursuant to Section 15 of this Order. This subsection is not intended to allow for, or apply to, team or contact sports.

e. Day camps, in accordance with the Day Camp Protocols, as amended from time to time, attached as Appendix N.

f. Campgrounds and RV Parks, in accordance with the Campground and RV Park Protocols, as amended from time to time, attached as Appendix O.

g. Outdoor portions of museums, galleries, botanical gardens, aquariums, and other similar facilities (collectively "Museums") for outdoor operations only, in accordance with the Museum, Gallery, and Aquarium Protocols, as amended from time to time, attached as Appendix P. Indoor portions of Museums must be closed to the public. This subsection is not intended to allow the operation of any facility or activity required to remain closed pursuant to Section 15 of this Order, including, but not limited to, indoor and outdoor playgrounds.

h. Training and competition of professional sports without live audiences, in accordance with Protocol for Professional Sports Leagues and Facilities - Spectator-Free Events, as amended from time to time, attached as Appendix S. Back office staff and management may operate via telework and for Minimum Basic Operations only. Retail operations must adhere to the Retail In-Person Shopping Protocols attached as Appendix B, as amended from time to time.

i. All public and private swimming pools, in accordance with the Protocols for Public Swimming Pools, as amended from time to time, attached as Appendix K.

j. [Intentionally Omitted]

k. Nail salons for outdoor operations only, in accordance with Nail Salon Protocols, as amended from time to time, attached as Appendix U.

l. Personal services for outdoor operations only, including, tanning salons, esthetician, skin care and cosmetology services; electrology; body art professionals, tattoo parlors, microblading and permanent make-up; and piercing shops; and massage therapy (in non-healthcare setting) may operate in accordance with Personal Care Establishment Protocols, as amended from time to time, attached as Appendix V.

m. Shared electric scooters (e-scooters) and bicycle sharing services that require a City Micro-Mobility Permit, in accordance with sanitation and operating protocols required in their City-issued Micro-Mobility Permit.

11. In-Person Religious Services and Cultural Ceremonies. Pursuant to guidance issued on March 25, 2020 by the State Health Officer titled "COVID-19 Industry Guidance: Places of Worship and Providers of Religious Services and Cultural Ceremonies" found here, in-person religious services and cultural ceremonies are permitted outdoors only. Indoor in-person religious services and cultural ceremonies are prohibited. There is no maximum for the total number of individuals permitted to gather outdoors for a service or ceremony provided that physical distancing of 6 feet between persons or groups of persons from different households is maintained at all times and attendees adhere strictly to all other Physical Distancing Measures. Back office staff and management may operate via telework and for Minimum Basic Operations only. Service of self-service food and/or beverages are prohibited. Singing, chanting, and other practices and performances where there is an increased likelihood for transmission from contaminated exhaled droplets are prohibited for in-person services. This subsection does not allow for any gathering or the operation of any business or activity prohibited by this Order. Alternative methods of providing services (such as via the internet, streaming, or telephone) in place of or in addition to in-person services are strongly encouraged, wherever possible.

12. Physical Distancing Protocols Required. The owner or operator of any business permitted to operate pursuant to this Order shall perform a detailed risk assessment and prepare, implement, and post a Physical Distancing Protocols (attached as Appendix A), or any City-issued Industry-Specific Protocol required by this Order, as they may be amended from time to time, at each of their facilities in the City frequented by the public or employees subject to the requirements herein prior to operation. All businesses operating under this Order shall provide evidence of its implementation to any authority enforcing this Order upon demand. The Physical Distancing Protocols or City-issued Industry-Specific Protocol must be posted at or near the entrance of the relevant facility, and shall be easily viewable by the public and employees. A copy of the Physical Distancing Protocols or City-issued Industry-Specific Protocol must also be provided to each employee performing work at the facility. The Physical Distancing Protocols or City-issued Industry-Specific Protocol of any business operating pursuant to this Order must explain how the business is achieving the following, as applicable:

a. Limiting the number of people who can enter into the facility at any one time to ensure that people in the facility can easily maintain a minimum six-foot distance from one another at all times, except as required to complete a business activity. This requirement includes providing adequate security of staffing to implement any necessary crowd control. As a general rule, the number of people allowed in the facility

at one time should be fifty percent (50%) of allowed occupancy, or otherwise adjusted to easily maintain a minimum six-foot distance depending on the size of the facility. Persons who are members of the same household, may stand or move together, but must be separated from others by a distance of at least six (6) feet.

b. Where lines may form at a facility, marking six-foot increments at a minimum, establishing where individuals should stand to maintain adequate physical distancing, whether outside or inside the facility. Businesses electing to, or required to, operate for curbside, doorside, or other outdoor pickup or delivery must also explain how the business is preventing the public right-of-way and/or ADA accessibility on sidewalks, surrounding areas, and other businesses during pickups. This includes, but is not limited to, creating a system for people to stand in socially distanced line, indicators on the ground where people should stand, and any other crowd control measures (e.g. staff to assigned to crowd control).

c. Providing, at the business' expense, hand sanitizer that contains at least 60% alcohol, soap and water, or disinfectant qualified for use against COVID-19 at or near the entrance of the facility, in other appropriate areas for use by the public and employees, and in locations where there is high-frequency employee interaction with members of the public (e.g. cashiers). Restrooms normally open to the public shall remain open to the public.

d. Providing for the regular disinfection of high-touch surfaces and disinfection of all payment portals, pens, and styluses after each use, including sufficient staffing to ensure an employee is assigned to regularly disinfect such surfaces. Businesses are encouraged to also offer touch-less payment mechanisms, if feasible.

e. Providing physical space between employees and customers (e.g. plexiglass at point of sale locations, drive through, partitions).

f. Posting a sign at the entrance of the facility informing all employees and customers that they should: (1) avoid entering the facility if they are experiencing symptoms of respiratory illness, including cough or fever; (2) to maintain a minimum six-foot distance from one another; (3) sneeze and cough into one's elbow; (4) not shake hands or engage in any unnecessary physical contact.

g. Require, and permit adequate time for, employees to wash their hands at least every 30 minutes, or as needed if gloves are provided. Where hand washing is impracticable to the nature of the employee's work, the employer shall provide hand sanitizer that contains at least 60% alcohol to the employee. Such employees shall also be required and permitted adequate time to sanitize their hands at least every 30 minutes, or as needed if gloves are provided.

h. Ensure sanitary bathrooms are made available to employees, which are stocked with necessary soap, towels, toilet seat covers, and toilet paper.

i. Providing, at the employer's expense, Face Coverings for employees and contracted workers whose duties require interactions with other employees and/or the public, as

well as appropriate training on their proper use.

j. Require that members of the public who enter the facility, or obtain products or service via curbside, doorside, or other outdoor pickup or delivery, wear a Face Covering during their time in the facility or during their interaction with employees. Businesses may refuse admission or service to any individual who fails to wear a Face Covering required by this subsection.

k. Make every effort to implement to Physical Distancing Protocols or City-issued Industry-Specific Protocols, as required, with employees, including, but not limited to: (i) allow employees to telework; (ii) allow for flexible schedules, such as, staggering schedules of employees so less individuals occupy a worksite at any given time; (iii) separate employees by at least six (6) feet; (iv) allow teleconferencing or video conferencing for meetings; (v) limit meetings or gatherings of any sort, especially in locations where employees could interact or come in contact with any member of the public, including limiting the need for employees to work in teams of two or more.

l. Any additional measures required by the Centers for Disease Control and Prevention's guidance at: https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html) and Cal/OSHA at https://www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html.

13. Minimum Basic Operations. All businesses not permitted by this Order to resume modified or full operations are required to cease all in-person activities, except for Minimum Basic Operations. "Minimum Basic Operations" means all persons and businesses required to cease in-person operations may continue to work from home and may travel to those businesses for the following reasons:

a. The minimum necessary activities to maintain and protect the value of the business's inventory and facilities; ensure security, safety, and sanitation; process payroll and employee benefits;

b. The minimum necessary activities to facilitate owners, employees, and contractors of the business being able to continue to work remotely from their residences, and to ensure that the business can deliver its service remotely.

RECREATIONAL SITES

14. The following recreational sites may open for limited uses, subject to the restrictions herein:

a. Public park and beach parking lots, beach bike and pedestrian paths that traverse the sanded portion of the beach, public trails, trailheads, dog parks, dog beaches, and skate parks.

b. Public beaches. Individuals and members of the same household may engage in stationary activities (e.g. sunbathing, sitting, picnics), active outdoor recreation, and physical exercise at public beaches provided that a physical distance of 6 feet or greater is maintained between other households and individuals. Playgrounds shall remain

closed pursuant to Section 15 of this Order. Except as otherwise authorized by this Order, gatherings of members from different households are prohibited, including, but not limited to, events, picnics with members of different households, sunbathing, group sports, athletic competitions, and other similar activities.

c. Public parks. Individuals and members of the same household may engage in stationary activities (e.g. sitting and picnics), active outdoor recreation, and physical exercise at public parks provided that a physical distance of 6 feet or greater is maintained between other households and individuals. Except as otherwise authorized by this Order, gatherings of members from different households are prohibited, including, but not limited to, any activity that requires a City facility rental or athletic field permit, events, athletic competitions, group sports, and picnics with members of different households. Playgrounds and family entertainment centers in parks shall remain closed pursuant to Section 15 of this Order. Restaurants and food concessions shall operate for outdoor dining only and in accordance with the Dine-In Restaurant Protocols, as amended from time to time, attached as Appendix H. Indoor dining is prohibited. Mobile food vendors, such as food trucks and food carts, shall operate in accordance with the Long Beach Municipal Code and the Mobile Food Vendor Protocols, as amended from time to time, attached as Appendix J. Visitors centers at public parks may operate via telework and for Minimum Basic Operations only.

d. All basketball courts, volleyball courts, pickleball courts, and picnic areas, provided that use of such facilities is limited to one household at a time. Gatherings of members from different households are prohibited. High contact sports, such as, basketball, baseball, soccer, football, volleyball, are permitted provided that activities are limited to members of the same household only.

e. Public piers, including restaurants and retail. Restaurants located on public piers must operate in accordance with the Dine-In Restaurant Protocols, as amended from time to time, attached as Appendix H. Retail operations on public must adhere to the Retail In-Person Shopping Protocols attached as Appendix B, as amended from time to time.

CONTINUED CLOSURES

15. Continued Closures of Certain Higher-Risk Businesses. The Health Officer orders the continued closure of the following Higher-Risk Businesses and activities:

a. Indoor or outdoor playgrounds for children, except for those located within childcare centers.

b. Convention centers and public entertainment venues, such as, movie theaters, live performance theaters, concert halls, arenas, stadiums, theme parks, festivals.

c. Nightclubs and lounges, including, but not limited to, smoking, cigar, or hookah lounges.

d. Family entertainment centers, such as, bowling alleys, arcades, and amusement park rides (e.g. trains and carousels).

e. All public or private spas, hot tubs, saunas, and steam rooms except those located in a

single-family residence, which shall be used only by members of the household residing at the single-family residence.

f. Brewpubs, craft distilleries, breweries, bars, pubs and wineries that do not have a City-issued restaurant permit, including any associated tasting rooms. Facilities in this subsection shall not be permitted to partner with businesses that offer meals, such as, a restaurant, fast food restaurant, food trucks, mobile food vendor, or similar business that prepares and serves bona fide meals, to provide service to customers.

g. Indoor, in-person onsite dining at restaurants and similar food facilities, including brewpubs, craft distilleries, pubs, wineries that hold a City-issued restaurant permit.

h. Indoor portions and exhibits of museums, zoos, and aquariums must close to the public.

i. Recreational team sports.

j. Indoor operations of personal care services, including, nail salons, tanning salons, esthetician, skin care and cosmetology services; electrology; body art professionals, tattoo parlors, microblading and permanent make-up; and piercing shops; and massage therapy (in non-healthcare setting).

k. Indoor operations of gyms and fitness facilities.

l. Indoor operations of hair salons and barbers.

m. All events and gatherings, unless specifically allowed by this Order.

DEFINITIONS

For Purposes of this Order, the following definitions shall apply:

16. "Essential Businesses" shall refer to those establishments whose primary business, per their City-issued business license is any of the following:

    a. Grocery stores, certified farmers' markets, farm and produce stands, supermarkets, food banks, convenience stores, warehouse stores, and other establishments engaged in the retail sale of canned food, dry goods, fresh fruit and vegetables, animal/pet supply, water, fresh meats, fish, and poultry, and any other business where the primary function of the business is to sell household consumer products (such as cleaning products or personal care products). This includes stores that sell groceries and sell other non-grocery products, and products necessary to maintaining the safety, sanitation, and essential operation of residences. Retail food establishments in this subsection shall operate in accordance with the Grocery Facility Protocols, as amended from time to time, attached as Appendix L. Where applicable, retail operations of establishment in this subsection must adhere to the Retail In-Person Shopping Protocols attached as Appendix B, as amended from time to time.;

    b. Food processors, confectioners, food packagers, food testing labs that are not open to the public, and food cultivation, including farming, livestock, and fishing;

c. Organizations and businesses that provide food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals (including gang prevention and intervention, domestic violence, and homeless service agencies);

d. Newspapers, television, radio, magazine, podcast and other journalism activities, including taped, digitally recorded or online-streamed content of any sort that is produced by one or more members of a single household, within the household's residence and without the physical presence of any non-member of the household. Music, film, and television production may resume in accordance with the Music, Film, and Television Protocols, as amended from time to time, attached as Appendix R. Back office staff and management may operate via telework and for Minimum Basic Operations only;

e. Gas stations, auto-supply, mobile auto-repair operations, automobile sales, auto repair shops, bicycle repair shops, towing and recovery services, and related distribution, sales, rental, leasing, repair, and maintenance facilities;

f. Banks, credit unions, financial institutions, and insurance companies;

g. Hardware stores, garden nurseries, building supply stores;

h. Plumbers, electricians, professional pest control, custodial/janitorial workers, handyman services, funeral home workers and morticians, moving services, HVAC installers, carpenters, vegetation service, tree maintenance, landscapers, gardeners, property managers, private security personnel and other service providers who provide services to maintain the security, safety, sanitation, and essential operation to properties and other Essential Businesses;

i. Businesses providing mailing and shipping services, including post office boxes;

j. Educational institutions (including public and private K-12 schools, colleges, and universities) for purposes of facilitating distance learning, providing meals for pick-up, or performing Minimum Basic Operations, provided that Physical Distancing Measures are practiced. Public and private K-12 schools and school-based programs may begin planning for forth-coming school year in compliance with the State Public Health Officer's guidance for Schools and School-Based Programs. Nothing in this subsection shall prevent a student from picking up their diploma by appointment only, so long as appointments are no less than 10 minutes apart, Face Coverings are worn by employees and students during the pickup, and all Physical Distancing Measures pursuant to Section 20 of this Order are adhered to;

k. Laundromats, dry cleaners, and laundry service providers;

l. Restaurants and other food facilities, including, brewpubs, breweries, bars, pubs, craft distilleries, and wineries that hold a City-issued restaurant permit, that prepare and serve food for outdoor dining, drive-thru, curbside, doorside, or other outdoor pickup and delivery only. Indoor dining is prohibited. Outdoor bar areas within restaurants in this subsection shall remain closed. Restaurants may sell market products (such as, produce,

pantry goods, meat, and eggs) if they offer such products for pickup or delivery only. Restaurants shall obtain market products for the customer. Restaurants are prohibited from converting indoor or outdoor seating areas into a market. Restaurants shall operate outdoor in-person dining in accordance with the Dine-In Restaurant Protocols, as amended from time to time, attached as Appendix H. Mobile food vendors, such as food trucks and food carts, shall operate in accordance with the Mobile Food Vendor Protocols, as amended from time to time, attached as Appendix J.

m. Businesses that supply office or computer products needed by people who work from home;

n. Non-manufacturing, transportation, or distribution businesses that ship, truck, transport, or provide logistical support to deliver groceries, food, goods or services directly to residences, Essential Businesses, Healthcare Operations, Essential Infrastructure, or Lower-Risk Businesses;

o. Airlines, taxis, ride sharing services, and other private transportation providers providing transportation services necessary for activities of daily living and other purposes expressly authorized in this Order;

p. Businesses that provide manufacture and/or provide necessary service for Essential Infrastructure and Healthcare Operations;

q. Businesses that supply other Essential Businesses with the support or supplies necessary to operate;

r. Home-based care for seniors, adults, people with a disability, or children;

s. Residential facilities and shelters for people experiencing homelessness, seniors, adults, people with a disability, and children;

t. Professional services, such as legal, payroll, or accounting services, when necessary to assist in compliance with legally mandated activities, and the permitting, inspection, construction, transfer and recording of ownership of housing, including residential and commercial real estate and anything incidental thereto, provided that appointments and other residential viewings must only occur virtually or, if a virtual viewing is not feasible, by appointment with no more than two visitors at a time residing within the same household or living unit and one individual showing the unit (except that in-person visits are not allowed when the occupant is still residing in the residence) and in accordance with Physical Distancing Protocols;

u. Childcare facilities. To the extent possible, childcare facilities must operate under the following mandatory conditions:

    i. Childcare must be carried out in stable groups of 10 or fewer and shall not exceed capacity requirements in guidance issued by the California Department of Social Services (“stable" means the same 10 or fewer children are in the same group each day);

ii. Children shall not change from one group to another;

iii. If more than one (1) group of children is cared for at one (1) facility, each group shall be in a separate room. Groups shall not mix with each other; and

iv. Childcare providers shall remain solely with one group of children.

v. Any other conditions required by the California Department of Social Services found here or at https://www.cdss.ca.gov/Portals/9/CCLD/PINs/2020/CCP/PIN_20-06-CCP.pdf

v. Hotels, motels, lodging, shared rental units, and other similar facilities may operate for all types of travel, including tourism and individual travel, in accordance with the Hotels, Lodging, and Short-Term Rental Protocols, as amended from time to time, attached as Appendix Q. Short-term rentals ("STRs"),or shared rental units, are permitted subject to this Order, and also pursuant to any Ordinance or regulation adopted by the City that governs the operation of short-term or other shared rental units. Shared rental units, such as, but not limited to, STRs or time-shares may only be rented provided that the owner/host of the unit, or anyone affiliated with the owner/host does not also occupy or live in the unit at any time during the duration of the stay/rental period; unless the owner/host has a separate exterior point of entrance and exit and no facilities such as a kitchen area, bathroom, or other living space is shared with the guest/tenant during the stay/rental period.

w. Construction, which includes the operation, inspection, and maintenance of construction sites and construction projects for construction of commercial, office and institutional buildings, residential, mixed-use, and housing construction.

x. Manufacturers and retailers of fabric or cloth that is made into personal protective equipment, such as, Face Coverings.

17. "Face Covering" or "Face Coverings" means a covering made of cloth, fabric, or other soft or permeable material, without holes, that fully covers only the nose and mouth and surrounding areas of the lower face.. A covering that hides or obscures the wearer's eyes or forehead is not a Face Covering. Examples of Face Coverings include a scarf or bandana; a neck gaiter; a homemade covering made from a t-shirt, sweatshirt, or towel, held on with rubber bands or otherwise; or a mask, which need not be medical-grade. A Face Covering may be factory-made, or may be handmade and improvised from ordinary household materials. The Face Covering should be comfortable, so that the wearer can breathe through the nose and does not have to adjust it frequently, so as to avoid touching the face. For Face Coverings that are not disposed of after each use, people should clean them frequently and have extra ones available so that they have a clean one available for use. Information on cleaning a Face Covering is available from the CDC at https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html.

For as long as medical-grade masks such as N95 masks and surgical masks are in short supply, members of the public should not purchase those masks for use as Face Coverings under this Order. Such medical-grade masks should be reserved for healthcare workers and

first responders.

Any mask that incorporates a one-way valve (typically a raised plastic cylinder about the size of a quarter on the front or side of the mask) that is designed to facilitate easy exhaling allows droplets to be released from the mask, putting others nearby at risk. As a result, these masks are **not** a Face Covering under this Order and **must not** be used to comply with this Order's requirements.

Face Coverings should not be used as a substitute for other evidence-based measures to prevent the spread of COVID-19. Face Coverings should be used in addition to, but not in place of, other evidence-based measures (e.g. physical distancing; frequent hand washing practices; avoiding touching our eyes, nose and mouth with unwashed hands; avoiding being around sick people). Physical distancing of 6 feet or great should be maintained between non-household members even when donning a Face Covering.

18. "Essential Infrastructure" includes, but shall not be limited to: public health, public works construction; airport operations; port operations; water; sewer; gas; electrical; oil refining and extraction; road and highways; government operations; public transportation; solid waste collection and removal; emergency services; flood control and watershed protection; internet and telecommunications systems (including the provision of essential global, national, local infrastructure for computing services, business infrastructure, communications, and web-based services); and manufacturing and distribution companies deemed essential as part of the Essential Infrastructure supply chain, provided that they carry out those services or that work in compliance with Physical Distancing Measures, to the extent practical.

19. "Healthcare Operations" includes, but not shall not be limited to: hospitals, clinics, laboratories, dentists, optometrists, pharmacies, physical therapists, and chiropractors; pharmaceutical and biotechnology companies; other licensed healthcare facilities, healthcare suppliers, home healthcare service providers, mental or behavioral health providers; alcohol and drug treatment providers; medical cannabis dispensaries with all required state and local licenses; medical or scientific research companies or any related and/or ancillary healthcare services; manufacturers, distributors and servicers of medical devices, diagnostics, and equipment (including personal protective equipment); veterinary care; and all healthcare provided to animals. This Order does not apply to businesses that provide support, supplies, or services deemed essential as part of the supply chain to Healthcare Operations. This exemption shall be broadly construed to avoid any impact to the delivery of healthcare, broadly defined. Healthcare Operations does not include fitness and exercise gyms and similar exercise or training facilities. In working for, volunteering at, or obtaining services from Healthcare Operations, individuals must comply with the specific Physical Distancing Measures and infection control guidance for that clinical or non-clinical setting.

20. "Physical Distancing Measures" means (1) maintaining at least six-foot physical distance from other individuals, even when wearing a Face Covering; (2) engaging in activities outdoors instead of indoors, whenever possible; (3) washing hands with soap and water for at least twenty seconds or use hand sanitizer that contains at least 60% alcohol, as frequently as

possible; (4) covering coughs or sneezes (into the sleeve, elbow, or tissue, not hands); (5) regularly cleaning and disinfecting high-touch surfaces; (6) avoid shaking hands; (7) avoid all social interaction outside the household when sick with fever or cough; and (8) wearing a Face Covering in accordance with Section 4(h) of this Order.

REASONS FOR THE ORDER

21. This Long Beach Health Officer Order (Order) amends and supersedes all Prior Safer at Home Orders (Prior Orders) issued by the Long Beach Health Officer. This Order also amends, clarifies, and continues certain terms of the Prior Order to ensure continued physical distancing and person-to-person contact is limited to reduce the rate of transmission of COVID-19.

22. In line with the State Public Health Officer, the Health Officer will continue to monitor the risks of the activities and businesses allowed under this Order based on the COVID-19 Indicators (as defined in Section 28) and other data, and may, if conditions support doing so, incrementally add to the list of businesses and activities permitted with modifications. The Health Officer will assess the activities allowed by this Order on an ongoing basis and determine whether this Order needs to be modified (including, without limitation, temporarily restricted or prohibited) if the public health risk associated with COVID-19 increases in the future.

23. To immediately address the serious recent regression of COVID-19 Indicators within the City of Long Beach, which show troubling and substantial increases in new daily reported COVID-19 cases and the testing positivity rate, this Order requires immediate temporary closure of specific activities and business sectors. This Order aligns the City with both of the Governor's July 13, 2020 announcement requiring the closure of specific activities and business sectors and the State Public Health Officer's phased reopening approach guided by the California Pandemic Resilience Roadmap.

24. This Order's intent is to continue to ensure that City residents remain in their residences as much as possible and to limit close contact with others outside their household in both indoor and outdoor spaces. Although this Order allows some activities and business operations, physical distancing and good hygiene practices remain the most effective tool available to prevent the spread of virus between people. This includes all persons who can telework or work from home continuing to do so as much as feasible during the course of this pandemic. Sustained Physical Distancing Measures and infection control measures by residents will continue slow the spread of COVID-19, thereby diminishing its impact on the delivery of critical healthcare services. This Order allows a limited number of businesses and activities to resume while the Health Officer continues to assess the transmissibility and clinical severity of COVID-19 and monitors indicators described in Section 28. All provisions of this Order must be interpreted to effectuate this intent. Failure to comply with any of the Order's provisions constitutes an imminent threat and menace to public health, and a public nuisance, and is punishable by fine, imprisonment or both.

25. This Order is based upon scientific evidence and best practices, as currently known and available, to protect members of the public from avoidable risk of serious illness and death

resulting from the spread of COVID-19, as well as to protect the healthcare system from a surge of cases into its emergency rooms and hospitals. The intent of this Order is to ensure that the maximum number of people remain in their places of residence to the maximum extent feasible to stem the spread of COVID-19 and mitigate the impact on delivery of critical healthcare services to those in need, as well as to protect the healthcare system from a surge of cases into emergency rooms and hospitals. The Order supports the CDC's efforts to institute more stringent and necessary Physical Distancing Measures to reduce community transmission of COVID-19.

26. This Order is also issued based on the following determinations: evidence of continued significant community transmission of COVID-19 within the City; continued uncertainty regarding the degree of undetected asymptomatic transmission; scientific evidence and best practices regarding the most effective approaches to slow the transmission of communicable diseases generally and COVID-19 specifically; evidence that the age, condition, and health of a significant portion of the population of the City places it at risk for serious health complications, including death, from COVID-19; and further evidence that others, including younger and otherwise healthy people, are also at risk for serious outcomes. .

27. Evidence suggests that until recently the collective efforts taken to date regarding this public health emergency have slowed the virus' trajectory, but the emergency and the attendant risk to public health remain significant. Currently, there is no vaccine available to protect against and no specific treatment for COVID-19. As of July 13, 2020, there have been at least 5,616 cases of COVID-19 and 149 deaths reported in the City of Long Beach. The cumulative number of confirmed cases continues to increase, though the rate of increase has slowed in the weeks leading up to this Order. Evidence suggests that the restrictions on mobility and physical distancing requirements imposed by the Prior Health Order of the Long Beach Health Officer (Prior Orders) slowed the rate of increase in community transmission and confirmed cases by limiting interactions among people, consistent with scientific evidence of the efficacy of similar measures in other parts of the country and world. Unfortunately, the daily number of new cases has significantly increased and hospitals are at risk of being overwhelmed or exceeding capacity.

28. In line with the State Public Health Officer, the City of Long Beach Health Officer is monitoring several key indicators ("COVID-19 Indicators") within the City. Progress on some of these COVID-19 Indicators – specifically related to hospital utilization and capacity – makes it appropriate, at this time, to ease certain restrictions imposed by the Prior Orders. However, the prevalence of the virus that causes COVID-19 requires other restrictions to continue. Activities and business operations that are permitted must be conducted in accordance with the required Physical Distancing Measure and Physical Distancing Protocols and any other infection control protocols ordered by the Health Officer. The Health Officer will continue monitoring COVID-19 Indicators to determine whether modification to this Order are warranted based on (1) progress on the COVID-19 Indicators; (2) developments in epidemiological and diagnostic methods for tracing, diagnosing, treating, or testing for COVID-19; and (3) scientific understanding of the transmission dynamics and clinical impact of COVID-19. Those Indicators include, but are not limited to:

a. The trend of the number of new COVID-19 cases, hospitalization rates, and death rates.

b. The capacity of hospitals and the healthcare system in the City, including acute care beds, Intensive Care Unit beds, and ventilators to provide care for existing COVID-19 patients and other patients, and capacity to surge with an increase of COVID-19 cases.

c. The supply of personal protective equipment (PPE) available for hospital staff, nursing home staff and other healthcare providers and personnel who need PPE to safely respond to and treat COVID-19 patients and other patients.

d. The ability and capacity to quickly and accurately test persons to determine whether individuals are COVID-19 positive, especially those in vulnerable populations or high-risk settings or occupations, and to identify and assess outbreaks.

e. The ability to conduct case investigation and contact tracing for the volume of future cases and associated contacts, isolating confirmed cases and quarantining persons who have had contact with confirmed cases.

29. The virus that causes COVID-19 can be spread easily through person-to-person contact. This risk of transmission is increased when people are in close proximity. All gatherings and pose an increased risk for community transmission of COVID-19 and thus, are a substantial risk to public health. In the absence of a specific immunization or treatment for COVID-19, physical distancing is essential to preventing this disease. Increasing physical distancing, increasing worker protections, and prohibiting events and gatherings is intended to slow transmission of COVID-19. Accordingly, to reduce the community transmission of COVID-19, the Health Officer has ordered the temporary prohibition of all events and gatherings, the continued closure of certain commercial properties and businesses, and certain recreational sites that present a higher-risk of transmission of COVID-19 due to intense and prolonged person-to-person contact, and all businesses operating in-person under this Order to prepare, post, and implement a Physical Distancing Protocols or City-issued Industry-Specific Protocols, as required, at each facility at which they maintain operations.

30. The scientific evidence shows that at this stage of the emergency, it remains essential to continue to slow virus transmission to help (a) protect the most vulnerable; (b) prevent the health care system from being overwhelmed; (c) prevent long-term chronic health conditions, such as cardiovascular, kidney, and respiratory damage and loss of limbs from blood clotting; and (d) prevent deaths. Continuation of the Prior Order is necessary to slow the spread of the COVID-19 disease, preserving critical and limited healthcare capacity in the City and advancing toward a point in the public health emergency where transmission can be controlled. At the same time, since the Prior Order was issued the City has continued to make progress in expanding health system capacity and healthcare resources and in slowing community transmission of COVID-19.

31. This Order is also issued in light of the March 19, 2020 Order of the State Public Health Officer (the “State’s Shelter Order”), which set baseline statewide restrictions on non-residential business activities effective until further notice, as well as the Governor’s March 19, 2020 Executive Order N-33-20 directing California residents to follow the State’s Shelter Order. The May 4, 2020 Executive Order issued by Governor Newsom and May 7, 2020 Order of the

State Public Health Officer permit certain businesses to reopen if a local health officer believes the conditions in that jurisdictions warrant it, but expressly acknowledge the authority of local health officers to establish and implement public health measures within their respective jurisdictions that are more restrictive than those implemented by the State Public Health Officer. This Order adopts in certain respects more stringent restrictions addressing the particular facts and circumstances in this City, which are necessary to control the public health emergency as it is evolving within the City. Without this tailored set of restrictions that further reduces the number of interactions between persons, scientific evidence indicates that the public health crisis in the City will worsen to the point at which it may overtake available health care resources within the City and increase the death rate. Also, this Order enumerates additional restrictions on non-work-related travel not covered by the State's Shelter Order; sets forth mandatory Physical Distancing requirements for all individuals in the City when engaged in activities outside their residences; and adds a mechanism to ensure that all businesses with facilities that are allowed to operate under the Order comply with the Physical Distancing Requirements.

ADDITIONAL TERMS

32. Licensed Cannabis Dispensaries approved by the City to deliver cannabis may provide curbside pickup service under the following conditions:

    a. Customers must submit proof of a valid government-issued identification prior to the curbside pickup.

    b. Upon pickup, the Dispensary must verify that the identification of the customers is the same person who ordered curbside pickup via a valid government-issued identification.

    c. Products must be delivered to customers in opaque packaging.

    d. Uniformed and licensed security personnel must be present during all curbside pickup transactions.

    e. All other local and State laws, regulations, and lawful orders are adhered to.

    f. The City Manager is authorized to issue reasonable rules and policies to further restrict curbside pickup activities allowed by this Section to protect the health, safety, and welfare of the residents of Long Beach and the public.

33. Any and all City regulations governing the sale of alcoholic beverages are modified to allow:

    a. Restaurants and bars that prepare and serve food for off-site consumption to sell alcoholic beverages together with food for delivery and take-out.

    b. Sales, by retail stores, of alcoholic beverages for off-site consumption, including deliveries and extended sales hours, from 6 a.m. to 2 a.m. daily.

34. This Order does not waive, suspend or amend any regulations promulgated by the State, including those under the authority of the Department of Alcoholic Beverage Control; nor does

it suspend or supersede existing prohibitions against drinking in public and similar regulations pertaining to public consumption and possession of alcohol. Alcoholic beverages sold under this Order must be sold in containers that are fully sealed in a manner designed to prevent consumption without removal of the lid or cap.

35. All businesses permitted to operate pursuant to this Order shall operate in accordance with all current local licenses or permits, including business licenses, health permits, and the like.

36. This Order does not, in any way, prohibit fishing from the shore, in accordance with Cal. Const., art. I, § 25, nor does it prohibit an individual from traversing the sand to enter the ocean to launch a boat, kayak, and the like.

37. The City shall promptly provide copies of this Order by: (a) posting it on the Long Beach's Department of Health and Human Services website (http://www.longbeach.gov/health/), (b) posting it at the Civic Center located at 411 W. Ocean Blvd., Long Beach, CA 90802, (c) providing it to any member of the public requesting a copy, (d) issuing a press release to publicize the Order throughout the City, and (e) by serving via email on large facilities known to the Health Officer that are likely to be subject to this Order (but service via email is not required for compliance). The owner, manager, or operator of any facility that is likely to be impacted by this Order is strongly encouraged to post a copy of this Order onsite and to provide a copy to any member of the public requesting a copy.

    a. The owner, manager, or operator of any facility that is likely to be impacted by this Order is strongly encouraged to post a copy of this Order onsite and to provide a copy to any member of the public requesting a copy.

    b. Because guidance may change, the owner, manager, or operator of any facility that is subject to this Order is ordered to consult the Long Beach Department of Health and Human Services' website (http://www.longbeach.gov/health/) daily to identify any modifications to the Order and is required to comply with any updates until the Order is terminated.

38. If any section, subsection, sentence, clause, phrase, or word of this Order or any application of it to any person, structure, gathering, or circumstance is held to be invalid or unconstitutional by a decision of a court of competent jurisdiction, then such decision will not affect the validity of the remaining portions or applications of this Order.

39. Where a conflict exists between this Order and any State public health order related to the COVID-19 pandemic, the most restrictive provision controls. Consistent with California Health and Safety Code section 131080 and the Health Officer Practice Guide for Communicable Disease Control in California, except where the State Health Officer may issue an order expressly directed at this Order and based on a finding that a provision of this Order constitutes a menace to public health, any more restrictive measures in this Order continue to apply and control in this City.

40. This Order is issued in accordance with, and incorporates by reference, the March 4, 2020 Proclamation of a State of Emergency issued by Governor Gavin Newsom and the and the March 4, 2020 Proclamation of Local Emergency by the City Manager, and the Declaration

of Local Health Emergency by the Health Officer, ratified by the City Council on March 10, 2020, respectively, and guidance issued by the California Department of Public Health, as each of them have been and may be supplemented.

41. The Water Department, in consultation with the City Attorney, is permitted to shut off water service to businesses operating in violation of this Order, as appropriate.

42. The entities subject to this Order that are not required to close may otherwise remain open for business and perform operations during the duration of this Order under the condition that entities adhere to this Order any state public health order related to the COVID-19 pandemic. Entities permitted to remain open for businesses that do not adhere to this Order may be subject to mandatory closure for the duration of this Order, including any amendment or extension hereto. This Section shall not apply to the Long Beach Airport, or any business identified as federal critical infrastructure therein.

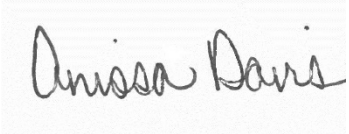
43. Failure to comply with any of the provisions of this Order constitutes an imminent threat and menace to public health, constitutes a public nuisance, and is punishable by fine, imprisonment, or both. To protect the public's health, the Health Officer of the City of Long Beach may take additional action(s) for failure to comply with this Order. Violation of this Order is a misdemeanor punishable by imprisonment, fine or both under California Health and Safety Code Section 120275 et seq and Chapter 1.32 of the Long Beach Municipal Code.

44. Pursuant to Long Beach City Charter Section 109, Sections 8634 and 41601 of the California Government Code; Sections 101040 and 120175 of the California Health and Safety Code; and Chapters 8.08 and 8.26 of the Long Beach Municipal Code, these Orders and Directives as issued by the Health Officer shall be enforceable by the Chief of Police of the City of Long Beach to ensure compliance with and enforcement of this Order and the Directives set forth herein.

    Further, and in addition to the criminal penalties set forth herein, these Orders and Directives as issued by the Health Officer shall be enforceable by the City Manager of the City of Long Beach. For the duration of the declared health emergency, the City Manager is permitted to designate and authorize appropriate employees of the City to issue Administrative Citations and levy civil fines and penalties to those individuals, businesses, and others who are in violation of the Orders and Directives contained herein in accordance with the provisions of Chapter 9.65 of the Long Beach Municipal Code.

45. This Order shall become effective at 12:01 am on July 14, 2020 and will continue to be until it is extended, rescinded, superseded, or amended in writing by the Health Officer.

IT IS SO ORDERED:



Anissa Davis, MD, DrPH,

Health Officer, City of Long Beach
Date: July 13, 2020

PROMULGATION OF EMERGENCY REGULATIONS

As Director of Civil Defense for the City of Long Beach pursuant to Long Beach Municipal Code ("LBMC") section 2.69.060.A, and in accordance with the provisions of LBMC Chapter 8.120, I am authorized to promulgate regulations for the protection of life and property as affected by the COVID-19 emergency pursuant to Government Code section 8634, and LBMC sections 2.69.070.A and 8.120.020. The following shall be in effect for the duration of the Long Beach Health Order, SAFER AT HOME ORDER FOR CONTROL OF COVID-19, issued above, which is incorporated in its entirety by reference:

The Long Beach Health Officer Order, SAFER AT HOME ORDER FOR CONTROL OF COVID-19, shall be promulgated as a regulation for the protection of life and property.

Any person who, after notice, knowingly and willfully violates or refuses or neglects to conform to the above referenced lawfully issued Health Order shall be guilty of a misdemeanor punishable by a fine not to exceed one thousand dollars ($1,000), by imprisonment for a period not exceeding six (6) months, or by both such fine and imprisonment. (Long Beach Municipal Code sections 8.120.030.A and 8.120.030.E.3.)

IT IS SO ORDERED:

Thomas B. Modica
City Manager, City of Long Beach
Date: July 13, 2020

Appendices At-A-Glance

Appendix A - Physical Distancing Protocols

Appendix B - Retail In-Person Shopping Protocols

Appendix C - Small Charter Services Protocols

Appendix D - Outdoor Equipment Rental Services Protocols

Appendix E - Tennis Protocols

Appendix F - Golf Course Protocols

Appendix G - [Intentionally Omitted]

Appendix H - Dine-In Restaurant Protocols

Appendix I - Hair Salons and Barbershop Protocols

Appendix J - Mobile Food Vendor Protocols

Appendix K - Public Swimming Pools

Appendix L - Grocery Facility Protocols

Appendix M - Gym and Fitness Center Protocols

Appendix N - Day Camp Protocols

Appendix O - Campground and RV Park Protocols

Appendix P - Museum, Gallery, and Aquarium Protocols

Appendix Q - Hotels, Lodging, and Short-Term Rental Protocols

Appendix R - Music, Film, and Television Production Protocols

Appendix S - Protocol for Professional Sports Leagues and Facilities - No Spectators

Appendix T - [Intentionally Omitted]

Appendix U - Nail Salon Protocols

Appendix V - Personal Care Service Protocols

LONG BEACH HEALTH & HUMAN SERVICES

Physical Distancing Protocols: Appendix A

This protocol is be completed by a business when an Industry-Specific Protocol has not been required by the Long Beach Health Officer. The requirements below apply to all businesses generally. In addition to the conditions imposed on business sectors by the Governor, businesses must also be in compliance with the conditions laid out in this Physical Distancing Protocol. This protocol must be implemented and posted prior to a business operating.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at www.longbeach.gov/covid19 regularly for any updates to this document.

This checklist covers:

(1) Workplace policies and practices to protect employee health
(2) Measures to ensure physical distancing
(3) Measures to ensure infection control
(4) Communication with employees and the public
(5) Measures to ensure equitable access to critical services

All businesses must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.

Business Name: _____

Facility Address: _____

A. SIGNAGE

☐ Signage at each public entrance of the facility to inform all employees and customers that they should: (i) avoid entering the facility if they have a cough or fever; (ii) maintain a minimum six-foot distance from one another; (iii) sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and (iv) not shake hands or engage in any unnecessary physical contact.

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

B. MEASURES TO PROTECT EMPLOYEE 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. All desks or individual work stations are separated by at least six (6) feet.

☐ Physical space between employees and customers increased (e.g. drive through, partitions, plexiglass at point of sale locations)

☐ Where possible, employees who can carry out their work duties from home have been directed to do so.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- ☐ Flexible meetings (e.g. teleconferencing or video conferencing).
- ☐ Flexible travel options (e.g. postpone non-essential meetings or events).
- ☐ Flexible work hours (e.g. staggered shifts).
- ☐ Delivering services remotely (e.g. phone, video, or web).
- ☐ Break rooms, bathrooms, and other common areas are being disinfected frequently, and stocked with necessary hygiene supplies on the following schedule:
    - ☐ Break rooms:
    - ☐ Bathrooms:
    - ☐ Other:
- ☐ Disinfectant effective against COVID-19 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):
- ☐ Employees are required and permitted adequate time for, to wash their hands at least every 30 minutes, or as needed if gloves are provided. Where hand washing is impracticable, hand sanitizer with that contains at least 60% alcohol has been provided to the employee instead.
- ☐ Copies of this Protocol have been distributed to all employees.
- ☐ Require that employees and contracted workers whose duties require close contact with other employees and/or the public wear Face Coverings.

    NOTE: Face Coverings should not be used as a substitute for other evidence-based measures to prevent the spread of COVID-19. Face Coverings should be used in addition to, but not in place of, other evidence-based measures (e.g. physical distancing; frequent hand washing practices; avoiding touching our eyes, nose and mouth with unwashed hands; avoiding being around sick people).

- ☐ Require use of Face Coverings and gloves and/or frequent handwashing for interaction with customers and deliveries.
- ☐ Optional - Describe other measures:

C. MEASURES TO PREVENT CROWDS FROM GATHERING (check all that apply to the facility):

- ☐ Limit the number of customers in the store at any one time, which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times. Number of customers allowed in the store at one time:

    As a general rule, the number of people allow int facility at one time should be fifty percent (50%) of allowed occupancy, or otherwise adjusted to easily maintain a minimum six-foot distance depending on the size of the facility.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

☐ Post an employee or security at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.

☐ Explain:

☐ Optional—Describe other measures

D. MEASURES TO KEEP PEOPLE AT LEAST SIX (6) FEET APART (check all that apply to the facility):

☐ Placing signs outside the store reminding people to be at least six (6) feet apart, including when in line.

☐ Placing tape or other markings at least six (6) feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.

☐ Explain how the business is preventing the public right-of-way and/or ADA accessibility on sidewalks, surrounding areas, and other businesses during pickups. This includes, but is not limited to, creating a system for people to stand in socially distanced line, indicators on the ground where people should stand, and any other crowd control measures (e.g. staff to assigned to crowd control).

☐ Separate order areas from delivery areas to prevent customers from gathering.

☐ All employees have been instructed to maintain at least six (6) feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.

☐ Deliver products to customers through curbside, doorside, or other outdoor pickup or delivery.

☐ Establish operating hours to better serve vulnerable populations.

☐ Optional—Describe other measures:

E. MEASURES TO PREVENT UNNECESSARY CONTACT (check all that apply to the facility):

☐ Preventing people from self-serving any items that are food-related, including pot-lucks.

☐ Not permitting customers to bring their own bags, mugs, or other reusable items from home. Customers bringing their own reusable items that do not require handling by employees is permissible. Encourage customers with reusable bags to clean them frequently.

☐ Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly. Describe:

☐ Optional—Describe other measures:

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

F. MEASURES TO INCREASE SANITIZATION (check all that apply to the facility):

☐ Disinfecting wipes that are effective against COVID-19 are available near high-touch surfaces.

☐ Hand sanitizer (with at least 60% alcohol), soap and water, or disinfectant effective against COVID-19 is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where there is high-frequency employee interaction with members of the public (e.g. cashiers).

☐ Providing for disinfecting all payment portals, pens, and styluses after each use Employee(s)

☐ assigned to disinfect all high-touch surfaces frequently.

☐ Optional—Describe other measures:

Any additional measures not included here should be listed on separate pages should be attached to this document.

You may contact the following person with any questions or comments about this protocol:

Business Contact Name: _____ **Phone number:** _____

Date Last Revised: _____

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

LONG BEACH HEALTH & HUMAN SERVICES

Retail In-Person Shopping Protocols: Appendix B

This protocol is be completed by retail establishments permitted to reopen for in-person shopping pursuant to the Long Beach Health Officer's Health Order on May 27, 2020. In addition to the conditions imposed on specific retail businesses by the Governor, these types of businesses must also be in compliance with the conditions laid out in this Retail In-Person Shopping Protocol. This protocol must be implemented and posted prior to a business operating.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at www.longbeach.gov/covid19 regularly for any updates to this document.

This checklist covers:

(1) Workplace policies and practices to protect employee health
(2) Measures to ensure physical distancing
(3) Measures to ensure infection control
(4) Communication with employees and the public
(5) Measures to ensure equitable access to critical services

All retail businesses must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.

Business Name: _____

Facility Address: _____

A. Contents of Written Worksite 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.
- ☐ 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.

B. 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.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- ☐ 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.
- ☐ Proper use of cloth face covers.

C. Individual Control Measures & Screening

- ☐ Symptom screenings and/or temperature checks.
- ☐ Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- ☐ Encourage frequent handwashing and use of hand sanitizer.
- ☐ 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.
- ☐ Employees are required and permitted adequate time for, to wash their hands at least every 30 minutes, or as needed if gloves are provided. Where hand washing is impracticable, hand sanitizer with that contains at least 60% alcohol has been provided to the employee instead.
- ☐ Require that employees and contracted workers whose duties require close contact with other employees and/or the public wear Face Coverings.

  NOTE: Face Coverings should not be used as a substitute for other evidence-based measures to prevent the spread of COVID-19. Face Coverings should be used in addition to, but not in place of, other evidence-based measures (e.g. physical distancing; frequent hand washing practices; avoiding touching our eyes, nose and mouth with unwashed hands; avoiding being around sick people).Close or increase distance between tables/chairs in breakrooms or provide break areas in open space to ensure physical distancing.
- ☐ Communicate frequently to customers that they should use face masks/covers while in the facility.
- ☐ Break rooms, bathrooms, and other common areas are being disinfected frequently, and stocked with necessary hygiene supplies on the a schedule.
- ☐ Disinfectant effective against COVID-19 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):

D. Cleaning and Disinfecting Protocols

- ☐ Perform thorough cleaning in high traffic areas.
- ☐ Frequently disinfect commonly used surfaces.
- ☐ Clean and sanitize shared equipment between each use.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- ☐ Clean touchable surfaces between shifts or between users, whichever is more frequent.
- ☐ Equip customer entrances and exits, checkout stations, and customer changing rooms with proper sanitation products, including hand sanitizer and sanitizing wipes, and provide personal hand sanitizers to all frontline staff (e.g., cashiers).
- ☐ Ensure that sanitary facilities stay operational and stocked at all times.
- ☐ Make hand sanitizer and other sanitary supplies readily available to employees.
- ☐ Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.
- ☐ Adjust or modify store hours to provide adequate time cleaning and stocking with physical distancing.
- ☐ Provide time for workers to implement cleaning practices before and after shifts, hire third-party cleaning companies.
- ☐ Install hands-free devices if possible.
- ☐ Encourage the use of debit or credit cards by customers.
- ☐ Encourage customers with reusable bags to clean them frequently and require them to bag their own purchases.
- ☐ Consider upgrades to improve air filtration and ventilation.

E. Physical Distancing Guidelines

- ☐ Implement measures to physically separate people 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).
- ☐ Minimize exposure between cashiers and customers. Where physical distancing cannot be maintained, use barriers such as Plexiglas. Where barriers are not feasible, strongly recommend that employees and customers wear face covers.
- ☐ Use signage to remind customers of physical distancing at every opportunity.
- ☐ Adjust in-person meetings, if they are necessary, to ensure physical distancing.
- ☐ Place additional limitations on the number of workers in enclosed areas to ensure at least six feet of separation.
- ☐ Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.
- ☐ Close in-store bars, bulk-bin options, and public seating areas and discontinue product sampling.
- ☐ Dedicate shopping hours for seniors and other vulnerable populations.
- ☐ Increase pickup and delivery service options such as online ordering for curbside pickup.
- ☐ Provide separate, designated entrances and exits.
- ☐ Limit the number of in-store customers based on the size of the facility. As a general rule, the number of people allowed into a facility at one time should be fifty percent (50%) of allowed occupancy, or otherwise adjusted to easily maintain a minimum six-foot distance depending on the size of the facility.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- ☐ Be prepared to queue customers outside while still maintaining physical distance.
- ☐ Encourage and train employees to practice physical distancing during pickup and delivery.
- ☐ Make some locations pickup- or delivery-only to minimize physical interaction, if possible.
- ☐ Install transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person hand-offs where possible. Wherever possible, use contactless signatures for deliveries.
- ☐ Expand direct store delivery window hours to spread out deliveries and prevent overcrowding.
- ☐ Ask non-employee truck drivers, delivery agents, or vendors who are required to enter retail locations to have their employees follow the guidance of local, state, and federal governments regarding wearing masks.
- ☐ Signage at each public entrance of the facility to inform all employees and customers that they should: (i) avoid entering the facility if they have a cough or fever; (ii) maintain a minimum six-foot distance from one another; (iii) sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and (iv) not shake hands or engage in any unnecessary physical contact.
- ☐ Signage posting a copy of the Physical Distancing Protocol at each public entrance to the facility.

Any additional measures not included here should be listed on separate pages should be attached to this document.

You may contact the following person with any questions or comments about this protocol:

Business Contact Name: _____ **Phone number:** _____

Date Last Revised: _____

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

LONG BEACH HEALTH & HUMAN SERVICES

Protocols for Small Charter Services: Appendix C

This protocol is be completed by small charter services, including, fishing charted boat, and small group guided tours. In addition to the conditions imposed on these operations by the State Health Officer, businesses must also be in compliance with this protocol. This protocol must be implemented and posted prior to operation.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at www.longbeach.gov/covid19 regularly for any updates to this document.

This checklist covers:

(1) Workplace policies and practices to protect employee health
(2) Measures to ensure physical distancing
(3) Measures to ensure infection control
(4) Communication with employees and the public
(5) Measures to ensure equitable access to critical services

All Small Charter Services must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.

Business Name:

Facility Address:

A. RESTRICTION ON RENTALS

- ☐ Capacity is limited to 50% of the facility or vessel. Physical distancing of at least 6 feet must be maintained between (1) staff/crew and customers and (2) between members of different households.
- ☐ High-touch surfaces and common areas of the water vessel and each item of equipment rented must be wiped down in its entirety with disinfectant effective against COVID-19 after each use.
- ☐ The number of individuals allowed in interior spaces of a water vessel, such as a cabin, shall be limited to allow for physical distancing of 6ft or more.
- ☐ Customers and attendants must wear face coverings except where customers are engaging in physically distanced exercise.
- ☐ Hand sanitizer (with at least 60% alcohol) and/or hand washing facilities, including soap, water, and paper towels, must be made available to customers on the water vessel.
- ☐ Employees are assigned to disinfect rental equipment and the water vessel between uses.
- ☐ Instructional signage is posted on the water vessel regarding physical distancing.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

B. GENERAL FACILITY & CHARTER RESTRICTIONS

- ☐ Indoor portions of the business must be closed to the public. Rental equipment must be available on the charter or made available to customer in accordance with Outdoor Equipment Rental Services Protocols (Appendix D).
- ☐ Instructional and informational signage is posted throughout the outdoor facility regarding infection control, physical distancing, and the use of face coverings.
- ☐ Inform customers of all safety protocols ahead of time.
- ☐ All employees and customers must use cloth face coverings at all times when in close contact (6ft or less for 10 minutes or more).
- ☐ Reservations are required and customers are encouraged to pre-pay using debit/credit cards at the time of reservation.
- ☐ On-site payment of fees is done from an existing outdoor facing starter window or from a check-in table outside the facility. Six-foot physical distancing markings are installed to let customers know where to wait to pay. Touchless payment is used, where feasible.
- ☐ Encourage payment by gift, debit, or credit card.
- ☐ Physical space between employees and customers increased (e.g. partitions, plexiglass at point of sale locations)
- ☐ Markings or delineators are set up to create a six-foot barrier to minimize close contact between employees and the public.
- ☐ Hand sanitizer, soap and water, or effective disinfectant/wipes is made available to customers at or near each entrance to the facility at any beverage carts and food stations/facilities and restrooms, and other main points of contact.
- ☐ Reservations are no less than 10 minutes apart. Customers are encouraged to come to the facility no more than 10 minutes before the time expected to start the charter.
- ☐ Trash cans are touchless. Lids have been removed if present.
- ☐ All restrooms are serviced and disinfected frequently. Doors are propped open when possible to minimize touching of door handles or surfaces.
- ☐ Retail sales must adhere to the Retail Physical Distancing Protocol. Facility doors are propped open wherever possible.
- ☐ Customers are required to leave the property immediately once their charter time has expired. No congregating or tailgating in the parking lot is allowed.
- ☐ Any education or explanation of how to use rental equipment or safety instruction for the charter must be done by video or staff must be 6ft from customers.
- ☐ This protocol is posted in a location visible to employees and the public.
- ☐ Require that employees whose duties require close contact with other employees and/or the public wear Face Coverings.

  NOTE: Face Coverings should not be used as a substitute for other evidence-based measures to prevent the spread of COVID-19. Face Coverings should be used in addition to, but not in place of, other evidence-based measures (e.g. physical distancing; frequent hand washing practices; avoiding touching our eyes, nose and mouth with unwashed hands; avoiding being around sick people).Require use of Face Coverings and gloves and/or frequent handwashing for interaction

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

with customers, food preparation, and food delivery.

C. FOOD AND BEVERAGE

- ☐ Concession stands must operate in accordance with the Mobile Food Vendor Physical Distancing Protocol. Six-foot markers for guests to maintain physical distances are installed. Hand sanitizer is available at all sites serving food and/or beverages.
- ☐ Benches and tables are removed to discourage congregation.
- ☐ Beverage carts may be operated. Staff manning the carts wear a face covering and protective gloves to conduct transactions. Physical Distancing Protocols are observed.
- ☐ Drinking fountains and water coolers have been removed or covered.

D. DISINFECTING PROTOCOLS

- ☐ Point of sale station screen/monitor is disinfected after each transaction with disinfectant effective against COVID-19
- ☐ High touch areas are wiped down regularly.
- ☐ Public counters and service windows are frequently sanitized with disinfectant effective against COVID-19.
- ☐ Provide for disinfecting all payment portals, pens, and styluses after each use.
- ☐ Employees assigned to disinfect high-touch surfaces frequently
- ☐ The water vessel and each item of equipment rented must be wiped down in its entirety with disinfectant effective against COVID-19 after each use.
- ☐ Employees assigned to disinfect rental equipment and the water vessel between uses.
- ☐ Hand sanitizer (with at least 60% alcohol), soap and water, or disinfectant effective against COVID-19 is available to the public anywhere there is high-frequency employee interaction with members of the public.

E. EMPLOYEE PROTOCOLS

- ☐ Staggered start times for staff and split shifts are put in place to limit the number of staff on site, at team meetings, at lunch breaks, and during departure times. No one is allowed to congregate in groups.
- ☐ Staff meetings are held in open air spaces in order to maintain physical distancing.
- ☐ No visitors or sales representatives are allowed on or within the facility. This includes outside distributors and manufacturer representatives. Meetings are held via telephone, zoom or other virtual platforms.
- ☐ Employees are required and permitted adequate time to wash or sanitize their hands every 30 minutes or as needed if gloves are provided. Locker room facilities are cleared of all belongings. Additional uniforms, gear and all belongings can be kept in personal vehicles on-site. No personal belongings are allowed to be stored on-site.
- ☐ The use of the breakroom facility common use items (e.g. coffee pots, vending machines, refrigerators and microwaves) has been suspended. Personal coolers are suggested for meals/personal beverages and should be stored in personal vehicles.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- ☐ A secondary break and lunch area has been set up if possible to allow for greater physical distancing.
- ☐ Management will set guidelines for cleaning facilities at least three times daily; (In the morning after staff arrivals and teams depart to the facility, after the lunch hour and at the end of the shift once everyone has departed for the day and focus on all key touch points (doorknobs, restrooms, tables, chairs, sinks, computers/keyboards etc.). High touch areas may require more frequent cleaning.
- ☐ Employees have been reminded to adhere to personal prevention actions including:
  - ☐ Stay home when you are sick. Stay home for at least 3 days (72 hours) after recovery, which means your fever has resolved without the use of fever-reducing medications and there is improvement in your respiratory symptoms (e.g., cough, shortness of breath), AND at least 10 days have passed since your symptoms first appeared.
  - ☐ Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use alcohol-based hand sanitizer that contains at least 60% alcohol. Wash your hands before meals, after using the restroom and after coughing and sneezing.
  - ☐ Cover your coughs and sneezes with a tissue, and then dispose of the tissue and clean your hands immediately. If you do not have a tissue, use your elbow (not your hands).
  - ☐ Do not touch your mouth, eyes, nose with unwashed hands.
  - ☐ Avoid contact with people who are sick.
  - ☐ Avoid sharing items such as phones or other devices. If devices must be shared be sure to wipe them down with a disinfectant wipe before and after sharing.
  - ☐ Constantly observe your work distances in relation to other staff. Always maintain the recommended minimum 6 feet separation from others unless specific work assignments require less distancing and wear a face cloth covering when working near or with others.
  - ☐ Disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared devices, and doorknobs. This should be done hourly during business hours.
  - ☐ Encourage staff to replace handshakes with other touch-less forms of greeting to customers and members
- ☐ Copies of this Protocol have been distributed to all employees**.**
- ☐ Disinfectant effective against COVID-19 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):

F. END OF SHIFT PROCEDURES

- ☐ Staff are responsible for disinfecting equipment after operation. Disinfectant at key tool stations will be

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

available for staff to wipe down tools prior to and after use.

- ☐ All staff members are required to leave the property immediately after their shift.
- ☐ Each team member is reminded of the importance of physical distancing away from the job as well as on the job.

G. MONITORING PROTOCOLS

- ☐ Friendly, yet firm communication with any patron violating the required safety protocols is a must. Patrons are reminded that any violation of Physical Distancing Protocols will jeopardize the continued operation of local charter businesses.
- ☐ Any patron who refuses to adhere to the safety protocols after one warning is asked to leave the property immediately.

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Business Contact Name: _____ **Phone number:** _____

Date Last Revised: _____

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

LONG BEACH
HEALTH & HUMAN SERVICES

Protocols for Outdoor Equipment Rental Services: Appendix D

This protocol is be completed by businesses providing outdoor equipment rental services, such as, kayaks, standup paddleboards, paddleboats, kitesurfing, electric boat rentals, and bikes. The requirements below apply to all businesses that provide outdoor equipment rental services. In addition to the conditions imposed on business sectors by the Governor, businesses must also be in compliance with the conditions laid out in this Protocol for Outdoor Equipment Rental Services. This protocol must be implemented and posted prior to a business operating.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at http://www.longbeach.gov/covid19 regularly for any updates to this document.

This checklist covers:

(1) Workplace policies and practices to protect employee health
(2) Measures to ensure physical distancing
(3) Measures to ensure infection control
(4) Communication with employees and the public
(5) Measures to ensure equitable access to critical services

All Outdoor Recreation Rental Services must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.

Business Name: _____

Facility Address: _____

A. RESTRICTION ON RENTALS

- ☐ Equipment rentals are limited to transportation and/or physical activities only, such as kayaks, standup paddleboards, paddleboats, kitesurfing, electric boat rentals, and bikes.
- ☐ Rentals must be checked in and checked out by an employee. Self-service rental are prohibited. Staff must be present during hours of operation to disinfect between rentals/uses by customers.
- ☐ Attendants or crew allowed on rental equipment while in use by customers is limited to one employee necessary to operate the water vessel and one additional crew member. Physical distancing must be maintained between the attendants/crew and customers. Where an attendant is not present rental equipment must be self-guided or personally-operated by a customer.
- ☐ If an attendant is present on the rental equipment, customers and attendants must wear face coverings except where customers are engaging in physically distanced exercise.
- ☐ Rentals where multiple people can use the same piece of equipment (such as kayaks, paddleboats, electric boats, bicycles) are limited to individuals or members of the same household only. Sharing

of equipment by individuals who are not from the same household is prohibited.

- ☐ Each item of equipment rented must be wiped down in its entirety with disinfectant effective against COVID-19 after each use.

B. GENERAL FACILITY RESTRICTIONS

- ☐ Instructional and informational signage is posted throughout the outdoor facility regarding infection control, physical distancing, and the use of face coverings.
- ☐ Inform customers of all safety protocols ahead of time.
- ☐ All employees and customers must use cloth face coverings at all times when in close contact (6ft or less for 10 minutes or more).
- ☐ Reservations are required and customers are encouraged to pre-pay using debit/credit cards at the time of reservation.
- ☐ On-site payment of fees is done from an existing outdoor facing starter window or from a check-in table outside the facility. Six-foot physical distancing markings are installed to let customers know where to wait to pay. Touchless payment is used, where feasible.
- ☐ Encourage payment by gift, debit, or credit card.
- ☐ Physical space between employees and customers increased (e.g. partitions, plexiglass at point of sale locations)
- ☐ Markings or delineators are set up to create a six-foot barrier to minimize close contact between employees and the public.
- ☐ Hand sanitizer, soap and water, or effective disinfectant/wipes is made available to customers at or near each entrance to the facility at any beverage carts and food stations/facilities and restrooms, and other main points of contact.
- ☐ Reservations are no less than 10 minutes apart. Customers are encouraged to come to the facility no more than 10 minutes before the time expected to start rental.
- ☐ Trash cans are touchless. Lids have been removed if present.
- ☐ All restrooms are serviced and disinfected frequently. Doors are propped open when possible to minimize touching of door handles or surfaces.
- ☐ Retail sales must adhere to the Retail Physical Distancing Protocol. Facility doors are propped open wherever possible.
- ☐ Customers are required to leave the property immediately once the rental time has expired. No congregating or tailgating in the parking lot is allowed.
- ☐ Any education or explanation of how to use rental equipment must be done by video or staff must be 6ft from customers.
- ☐ This protocol is posted in a location visible to employees and the public.
- ☐ Require that employees whose duties require close contact with other employees and/or the public wear Face Coverings.

  NOTE: Face Coverings should not be used as a substitute for other evidence-based measures to prevent the spread of COVID-19. Face Coverings should be used in addition to, but not in place of, other evidence-based measures (e.g. physical distancing; frequent hand washing practices; avoiding touching our eyes, nose and mouth with unwashed hands; avoiding being around sick people).Require use of Face Coverings and gloves and/or frequent handwashing for interaction

with customers, food preparation, and food delivery.

C. FOOD AND BEVERAGE

- ☐ On-site restaurants must operate in accordance with the Dine-In Restaurant Protocols. Concession stands must operate in accordance with Mobile Food Vendor Protocols. Six-foot markers for guests to maintain physical distances are installed. Hand sanitizer is available at all sites serving food and/or beverages.
- ☐ Benches and tables are removed to discourage congregation.
- ☐ Beverage carts may be operated. Staff manning the carts wear a face covering and protective gloves to conduct transactions. Physical Distancing Protocols are observed.
- ☐ Drinking fountains and water coolers have been removed or covered.

D. DISINFECTING PROTOCOLS

- ☐ Point of sale station screen/monitor is disinfected after each transaction with disinfectant effective against COVID-19
- ☐ High touch areas are wiped down regularly.
- ☐ Public counters and service windows are frequently sanitized with disinfectant effective against COVID-19.
- ☐ Provide for disinfecting all payment portals, pens, and styluses after each use.
- ☐ Employees assigned to disinfect high-touch surfaces frequently
- ☐ Each item of equipment rented must be wiped down in its entirety with disinfectant effective against COVID-19 after each use.
- ☐ Employees assigned to disinfect rental equipment between uses.
- ☐ Hand sanitizer (with at least 60% alcohol), soap and water, or disinfectant effective against COVID-19 is available to the public anywhere there is high-frequency employee interaction with members of the public.

E. EMPLOYEE PROTOCOLS

- ☐ Staggered start times for staff and split shifts are put in place to limit the number of staff on site, at team meetings, at lunch breaks, and during departure times. No one is allowed to congregate in groups.
- ☐ Staff meetings are held in open air spaces in order to maintain physical distancing.
- ☐ No visitors or sales representatives are allowed on or within the facility. This includes outside distributors and manufacturer representatives. Meetings are held via telephone, zoom or other virtual platforms.
- ☐ The use of time clocks has been discontinued, if possible.
- ☐ Employees are required and permitted adequate time to wash or sanitize their hands every 30 minutes or as needed if gloves are provided. Locker room facilities are cleared of all belongings. Additional uniforms, gear and all belongings can be kept in personal vehicles on-site. No personal belongings are allowed to be stored on-site.
- ☐ The use of the breakroom facility common use items (e.g. coffee pots, vending machines, refrigerators and microwaves) has been suspended. Personal coolers are suggested for

meals/personal beverages and should be stored in personal vehicles.

- ☐ A secondary break and lunch area has been set up if possible to allow for greater physical distancing.
- ☐ Management will set guidelines for cleaning facilities at least three times daily; (In the morning after staff arrivals and teams depart to the facility, after the lunch hour and at the end of the shift once everyone has departed for the day and focus on all key touch points (doorknobs, restrooms, tables, chairs, sinks, computers/keyboards etc.). High touch areas may require more frequent cleaning.
- ☐ Employees have been reminded to adhere to personal prevention actions including:
  - ☐ Stay home when you are sick. Stay home for at least 3 days (72 hours) after recovery, which means your fever has resolved without the use of fever-reducing medications and there is improvement in your respiratory symptoms (e.g., cough, shortness of breath), AND at least 10 days have passed since your symptoms first appeared.
  - ☐ Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use alcohol-based hand sanitizer that contains at least 60% alcohol. Wash your hands before meals, after using the restroom and after coughing and sneezing.
  - ☐ Cover your coughs and sneezes with a tissue, and then dispose of the tissue and clean your hands immediately. If you do not have a tissue, use your elbow (not your hands).
  - ☐ Do not touch your mouth, eyes, nose with unwashed hands.
  - ☐ Avoid contact with people who are sick.
  - ☐ Avoid sharing items such as phones or other devices. If devices must be shared be sure to wipe them down with a disinfectant wipe before and after sharing.
  - ☐ Constantly observe your work distances in relation to other staff. Always maintain the recommended minimum 6 feet separation from others unless specific work assignments require less distancing and wear a face cloth covering when working near or with others.
  - ☐ Disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared devices, and doorknobs. This should be done hourly during business hours.
  - ☐ Encourage staff to replace handshakes with other touch-less forms of greeting to customers and members
- ☐ Eliminating time clocks or assigning management/one individual the responsibility of punching employees in/out.
- ☐ Copies of this Protocol have been distributed to all employees**.**
- ☐ Disinfectant effective against COVID-19 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):

F. END OF SHIFT PROCEDURES

- ☐ Staff are responsible for disinfecting equipment after operation. Disinfectant at key tool stations will be available for staff to wipe down tools prior to and after use.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- ☐ All staff members are required to leave the property immediately after their shift.
- ☐ Each team member is reminded of the importance of physical distancing away from the job as well as on the job.

G. MONITORING PROTOCOLS

- ☐ Friendly, yet firm communication with any patron violating the required safety protocols is a must. Patrons are reminded that any violation of Physical Distancing Protocols will jeopardize the continued operation of local outdoor recreation rental businesses.
- ☐ Any patron, who refuses to adhere to the safety protocols after one warning is asked to leave the property immediately.

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Business Contact Name: _____ **Phone number:** _____

Date Last Revised: _____

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

Protocols for Tennis Centers: Appendix E

This protocol is be completed by tennis centers. The requirements below apply to all golf courses. In addition to the conditions imposed by the Governor, the tennis centers must also be in compliance with the conditions laid out in this Golf Course Protocols. This protocol must be implemented and posted prior to a golf course operating.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at http://www.longbeach.gov/covid19 regularly for any updates to this document.

This checklist covers:

(1) Workplace policies and practices to protect employee health
(2) Measures to ensure physical distancing
(3) Measures to ensure infection control
(4) Communication with employees and the public
(5) Measures to ensure equitable access to critical services

All Tennis Centers must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.

Tennis Center Name: _____

Facility Address: _____

A. PLAYER CHECK-IN, TENNIS PLAY AND CLUBHOUSE SURROUNDS - RESTRICTIONS

- ☐ The clubhouse remains closed to the public.
- ☐ Instructional and informational signage is posted throughout the facility regarding infection control, physical distancing and the use of face coverings.
- ☐ Inform customers and members of all safety protocols ahead of time
- ☐ All employees, visitors, and players must use cloth face coverings at all times when in contact or near other people.
- ☐ No visitors or sales representatives are allowed within the clubhouse and pro-shop areas. This includes outside distributors and manufacturer representatives. Meetings are held via telephone or virtual platforms.
- ☐ Payment of fees is done from an existing outdoor facing starter window or from a check-in table inside the facility. Six-foot physical distancing markings are installed to let customers know where to wait to pay.
- ☐ Reservations are required and players are encouraged to pre-pay using debit/credit cards at the time of reservation.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- ☐ Encourage payment by gift, debit, or credit card.
- ☐ Markings or delineators are set up to create a six-foot barrier to minimize close contact between employees and the public.
- ☐ Hand sanitizer, soap and water, or effective disinfectant/wipes is made available to players at or near each entrance to the facility at any beverage carts and food stations/facilities and restrooms, and other main points of contact.
- ☐ Reservations are no less than 10 minutes apart. Players are encouraged to come to the facility no more than 10 minutes before the time expected to play.
- ☐ Games are limited to no more than 4 players who need not be from the same household or living unit. Each group must be stable (i.e., persons may not substitute in or out of the group).
- ☐ Each item of equipment rented must be wiped down in its entirety with disinfectant effective against COVID-19 after each use.
- ☐ Employees are assigned to disinfect rental equipment between rentals.
- ☐ Public counters and service windows are frequently sanitized with disinfectant effective against COVID-19.
- ☐ All court gates and stair rails are wrapped with caution tape to discourage touching, or else should be wiped down every hour.
- ☐ All gates are roped off or left open to prevent touching, if feasible. If the facility has a wide open side entrance to the courts, its use is recommended.
- ☐ Alternate courts are reserved for play if there is no barrier, such as fencing, between courts.
- ☐ All score tenders are taken off the courts to prevent touching.
- ☐ Trash cans are touchless. Lids have been removed if present.
- ☐ All restrooms are serviced and disinfected frequently. Doors are propped open when possible to minimize touching of door handles or surfaces.
- ☐ Pro shop sales must adhere to the Retail Physical Distancing Protocol. Facility doors are propped open wherever possible.
- ☐ No group play or tournaments are allowed.
- ☐ Players are required to leave the property immediately upon completion of play. No congregating or tailgating in the parking lot is allowed.
- ☐ Players are required to stay on their side of court and avoid changing ends.
- ☐ Employees have been reminded to adhere to personal prevention actions including:
    - ☐ Stay home when you are sick. Stay home for at least 3 days (72 hours) after recovery, which means your fever has resolved without the use of fever-reducing medications and there is improvement in your respiratory symptoms (e.g., cough, shortness of breath), AND at least 10 days have passed since your symptoms first appeared.
    - ☐ Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use alcohol-based hand sanitizer that contains at least 60% alcohol. Wash your hands before meals, after using the restroom and after coughing and sneezing.
    - ☐ Cover your coughs and sneezes with a tissue, and then dispose of the tissue and clean your hands immediately. If you do not have a tissue, use your elbow (not your hands).
    - ☐ Do not touch your mouth, eyes, nose with unwashed hands.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- ☐ Avoid contact with people who are sick.
- ☐ Avoid sharing items such as phones or other devices. If devices must be shared be sure to wipe them down with a disinfectant wipe before and after sharing.
- ☐ Constantly observe your work distances in relation to other staff. Always maintain the recommended minimum 6 feet separation from others unless specific work assignments require less distancing and wear a face cloth covering when working near or with others.
- ☐ Disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared devices, and doorknobs. This should be done hourly during business hours.
- ☐ Encourage staff to replace handshakes with other touch-less forms of greeting to customers and members

☐ Eliminating time clocks or assigning management/one individual the responsibility of punching employees in/out.

☐ Copies of this Protocol have been distributed to all employees.

B. FOOD AND BEVERAGE

- ☐ On-site restaurants must operate in accordance with the Restaurant Physical Distancing Protocol. Concession stands must operate in accordance with the Mobile Food Vendor Physical Distancing Protocol.
- ☐ Six-foot markers for guests to maintain physical distances are installed. Hand sanitizer is available at all sites serving food and/or beverages.
- ☐ Benches and tables are removed to discourage congregation.
- ☐ Beverage carts may be operated. Staff manning the carts wear a face covering and protective gloves to conduct transactions. Physical Distancing Protocols are observed.
- ☐ Drinking fountains and water coolers have been removed or covered.

C. COACHING

- ☐ Private lessons are allowed using proper physical distancing techniques to allow for 6 ft or more between individuals. Group lessons or coaching are allowed with groups limited to no more than 1 coach/instructor to every 4 students.
- ☐ Teaching professionals are assigned specific courts and specific days and times, where feasible.
- ☐ Only baskets, ball dispensing machines, and ball mowers are permitted on the court.
- ☐ Players are encouraged to use their racquet/foot to push balls back and/or hit them to their instructor to avoid using hands and touching the balls.
- ☐ Players will not handle any of the coaching equipment.
- ☐ Balls are restricted to each student. Balls may be provided by either the pro or the student. Using the same set of balls between multiple students is prohibited.
- ☐ The pros will use a glove on their non-dominant hand.

D. TENNIS BALLS

- ☐ Players must bring their own balls which should be marked to indicate which balls they brought. Players must take their balls with them when they leave.

E. TENNIS EQUIPMENT

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- ☐ Sharing of tennis equipment is prohibited.
- ☐ Ball dispensing machines, ball baskets, and ball mowers are sanitized between uses. Use of ball tubes and baskets to pick up loose balls after ball machine use limits contact and is encouraged.
- ☐ Avoid using unnecessary equipment, such as throw-down lines.

F. EMPLOYEE PROTOCOLS

- ☐ Staggered start times for staff and split shifts are put in place to limit the number of staff on site, at team meetings, at lunch breaks, and during departure times. No one is allowed to congregate in groups.
- ☐ Staff meetings are held in open air spaces such as parking lots or large storage bays in order to maintain physical distancing.
- ☐ No visitors or sales representatives are allowed on or within the tennis center facility. This includes outside distributors and manufacturer representatives. Meetings are held via telephone, zoom or other virtual platforms.
- ☐ The use of time clocks has been discontinued, if possible.
- ☐ Employees are required and permitted adequate time to wash or sanitize their hands every 30 minutes or as needed if gloves are provided. Locker room facilities are cleared of all belongings. Additional uniforms, gear and all belongings can be kept in personal vehicles on-site. No personal belongings are allowed to be stored on-site.
- ☐ The use of the breakroom facility common use items (e.g. coffee pots, vending machines, refrigerators and microwaves) has been suspended. Personal coolers are suggested for meals/personal beverages and should be stored in personal vehicles.
- ☐ A secondary break and lunch area has been set up if possible to allow for greater physical distancing.

  Management will set guidelines for cleaning facilities at least three times daily; (In the morning after staff arrivals and teams depart to the facility, after the lunch hour and at the end of the shift once everyone has departed for the day and focus on all key touch points (doorknobs, restrooms, tables, chairs, sinks, computers/keyboards etc.). High touch areas may require more frequent cleaning.

G. END OF SHIFT PROCEDURES

- ☐ Staff are responsible for disinfecting equipment after operation. Disinfectant at key tool stations will be available for staff to wipe down tools prior to and after use.
- ☐ All staff members are required to leave the property immediately after their shift.
- ☐ Each team member is reminded of the importance of physical distancing away from the job as well as on the job.

H. MONITORING PROTOCOLS

- ☐ The tennis center operator has a 'Safety Ambassador' on-site during all business hours. The sole purpose of said staff member is to ensure that staff and patrons are practice all required Physical Distancing Protocols. The Safety Ambassador wears a name tag and indication that they are the "Safety Ambassador". The Safety Ambassador always has this document with them to reference the required safety protocols.
- ☐ Friendly, yet firm communication with any patron violating the required safety protocols is a must.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

Patrons are reminded that any violation of Physical Distancing Protocols will jeopardize the continued operation of local tennis centers.

- Any patron, who refuses to adhere to the safety protocols after one warning is asked to leave the property immediately.

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Tennis Center Contact Name: _____ **Phone number:** _____

Date Last Revised: _____

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

LONG BEACH HEALTH & HUMAN SERVICES

Golf Course Protocols: Appendix F

This protocol is be completed by Golf Courses. The requirements below apply to all golf courses. In addition to the conditions imposed on golf courses by the Governor, the golf course must also be in compliance with the conditions laid out in this Golf Course Protocols. This protocol must be implemented and posted prior to a golf course operating.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at http://www.longbeach.gov/covid19 regularly for any updates to this document.

This checklist covers:

(1) Workplace policies and practices to protect employee health
(2) Measures to ensure physical distancing
(3) Measures to ensure infection control
(4) Communication with employees and the public
(5) Measures to ensure equitable access to critical services

All Golf Courses must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.

Golf Course Name: _____

Facility Address: _____

A. GOLFER CHECK-IN, GOLF PLAY AND CLUBHOUSE SURROUNDS - RESTRICTIONS

- ☐ The clubhouse remains closed to the public.
- ☐ Instructional and informational signage is posted throughout the facility regarding infection control, physical distancing and the use of face coverings.
- ☐ Inform customers and members of all safety protocols ahead of time
- ☐ All employees, visitors, and golfers must use cloth face coverings at all times when in contact or near other people.
- ☐ No visitors or sales representatives are allowed within the clubhouse and pro-shop areas. This includes outside distributors and manufacturer representatives. Meetings are held via telephone or virtual platforms.
- ☐ Payment of green fees is done from an existing outdoor facing starter window or from a check-in table inside the facility. Six-foot physical distancing markings are installed to let customers know where to wait to pay.
- ☐ Reservations are required and golfers are encouraged to pre-pay using debit/credit cards at the time of reservation.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- ☐ Encourage payment by gift, debit, or credit card.
- ☐ Markings or delineators are set up to create a six-foot barrier around the golf starter area in order to minimize close contact between employees and the public.
- ☐ Hand sanitizer, soap and water, or effective disinfectant/wipes is made available to golfers at or near each entrance to the facility at any beverage carts and food stations/facilities and restrooms.
- ☐ Tee time intervals are no less than 10 minutes apart.
- ☐ Tee times are limited to no more than 4 players who need not be from the same household or living unit. Each group must be stable (i.e., persons may not substitute in or out of the group).
- ☐ Players are not allowed to arrive on any tee box until the previous group has left the teeing ground.
- ☐ Score cards and pencils are handed out when requested only, and not placed on the counter.
- ☐ Each item of equipment rented must be wiped down in its entirety with disinfectant effective against COVID-19 after each use.
- ☐ Employees are assigned to disinfect rental equipment between rentals.
- ☐ Public counters and service windows are frequently sanitized with disinfectant effective against COVID-19.
- ☐ Club racks are removed or cordoned off.
- ☐ Trash cans are touchless. Lids have been removed if present.
- ☐ Only single riders or members of the same household are allowed in golf carts.
- ☐ Golf carts are spaced 10 ft apart from one another.
- ☐ Encourage customers or members to show up to a pre-positioned sanitized cart, and proceed to the first tee without personal contact.
- ☐ Golfers are not allowed to touch, remove or adjust the flag stick during their round.
- ☐ Golf carts, riding and hand carts, are sanitized before and after each use.
- ☐ All golf course restrooms are serviced and disinfected frequently. Doors are propped open when possible to minimize touching of door handles or surfaces.
- ☐ Pro shop sales must adhere to the Retail Physical Distancing Protocol. Facility doors are propped open wherever possible.
- ☐ Since bunker rakes are not available, golfers are instructed, as per USGA COVID 19 Rules, to “try their best to smooth the disturbed area with a foot or a golf club after playing their ball.”
- ☐ Private lessons are allowed using proper physical distancing techniques to allow for 6 ft or more between individuals. Both the student and instructor will be required to wear face masks. Group lessons are allowed with groups limited to no more than 1 coach/instructor to every 4 students.
- ☐ No group play or tournaments are allowed.
- ☐ Golfers are required to leave the property immediately upon completion of play. No congregating or tailgating in the parking lot is allowed.
- ☐ Employees have been reminded to adhere to personal prevention actions including:
    - ☐ Stay home when you are sick. Stay home for at least 3 days (72 hours) after recovery, which means your fever has resolved without the use of fever-reducing medications and there is

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

improvement in your respiratory symptoms (e.g., cough, shortness of breath), AND at least 10 days have passed since your symptoms first appeared.

- ☐ Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use alcohol-based hand sanitizer that contains at least 60% alcohol. Wash your hands before meals, after using the restroom and after coughing and sneezing.
- ☐ Cover your coughs and sneezes with a tissue, and then dispose of the tissue and clean your hands immediately. If you do not have a tissue, use your elbow (not your hands).
- ☐ Do not touch your mouth, eyes, nose with unwashed hands.
- ☐ Avoid contact with people who are sick.
- ☐ Avoid sharing items such as phones or other devices. If devices must be shared be sure to wipe them down with a disinfectant wipe before and after sharing.
- ☐ Constantly observe your work distances in relation to other staff. Always maintain the recommended minimum 6 feet separation from others unless specific work assignments require less distancing and wear a face cloth covering when working near or with others.
- ☐ Disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared devices, and doorknobs. This should be done hourly during business hours.
- ☐ Encourage staff to replace handshakes with other touch-less forms of greeting to customers and members

- ☐ Eliminating time clocks or assigning management/one individual the responsibility of punching employees in/out.
- ☐ Copies of this Protocol have been distributed to all employees.

B. FOOD AND BEVERAGE

- ☐ On-site restaurants must operate in accordance with Dine-In Restaurant Protocols. Concession stands must operate in accordance with Mobile Food Vendor Protocols.
- ☐ Six-foot markers for guests to maintain physical distances are installed. Hand sanitizer is available at all sites serving food and/or beverages.
- ☐ Benches and tables are removed to discourage congregation.
- ☐ Beverage carts may be operated. Staff manning the cars wear a face covering and protective gloves to conduct transactions. Social Distancing Safety Protocols are observed.

C. GOLF COURSE SET-UP

- ☐ Rakes, ball washers, benches, divot boxes and sand bottles have been removed in order to eliminate common touch points.
- ☐ Golf course putting green cups are installed in a 'touchless' manner. Foam or another material may be inserted. At no time is the entire ball resting below the putting surface.
- ☐ Drinking fountains and water coolers have been removed or covered.

D. PRACTICE FACILITY

- ☐ Practice putting and chipping green remain closed.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- ☐ No congregating is allowed on the driving range. All golfers must 'practice' and then leave the facility. If necessary, a 1-hour maximum time limit for use of the driving range has been implemented.
- ☐ No golfer is allowed to stand behind a hitting station while waiting for another golfer to finish.
- ☐ Driving range mat centerlines are no less than 12 feet apart. Driving ranges with fixed partitions use only every other stall.
- ☐ Range baskets are regularly sanitized.
- ☐ Range balls are washed after each use.
- ☐ Ball dispensing machines are frequently sanitized.

E. MAINTENANCE EMPLOYEE PROTOCOLS

- ☐ Staggered start times for staff and split shifts are put in place to limit the number of staff on site, at team meetings, at lunch breaks, and during departure times. No one is allowed to congregate in groups.
- ☐ Staff meetings are held in open air spaces such as parking lots or large storage bays in order to maintain physical distancing.
- ☐ No visitors or sales representatives are allowed on or within the golf course maintenance facility. This includes outside distributors and manufacturer representatives. Meetings are held via telephone, zoom or other virtual platforms.
- ☐ The use of time clocks has been discontinued, if possible.
- ☐ Employees are required and permitted adequate time to wash or sanitize their hands every 30 minutes or as needed if gloves are provided. Locker room facilities are cleared of all belongings. Additional uniforms, gear and all belongings can be kept in personal vehicles on-site. No personal belongings are allowed to be stored on-site.
- ☐ The use of the breakroom facility common use items (e.g. coffee pots, vending machines, refrigerators and microwaves) has been suspended. Personal coolers are suggested for meals/personal beverages and should be stored in personal vehicles.
- ☐ A secondary break and lunch area has been set up if possible to allow for greater physical distancing.
- ☐ No employees other than the golf course mechanic are permitted in mechanics area. Mechanics are instructed to take all necessary precautions to ensure all tools and key touch points are cleaned and wiped down regularly (i.g. grinders, workbenches and commonly used tools). All mechanics are encouraged to always use good hand hygiene and wear protective latex gloves during work hours.
- ☐ Management will set guidelines for cleaning facilities at least three times daily; (In the morning after staff arrivals and teams depart to golf course, after the lunch hour and at the end of the shift once everyone has departed for the day and focus on all key touch points (doorknobs, restrooms, tables, chairs, sinks, computers/keyboards etc.). High touch areas may require more frequent cleaning.

F. ON COURSE WORK ENVIRONMENT

- ☐ A minimum of 6 feet physical distancing is maintained at all times.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- ☐ Disposable protective gloves are worn and changed out when necessary by staff. Employees are required and permitted adequate time to wash or sanitize their hands every 30 minutes or as needed if gloves are provided.
- ☐ Equipment such as carts and radios are assigned to staff. Protocols for cleaning all touch points on all equipment are put in place. Staff will be responsible for disinfecting equipment prior to usage and periodically during operation. Disinfectant at key tool stations are available for staff to wipe down tools prior to and after use. (e.g. shovel, rakes, fuel cans, cup cutters etc.).
- ☐ Crews will be broken up into pods of a front nine crew and back nine crew and remain in these pods as much as possible in order to reduce interaction of the entire crew.
- ☐ Training on various pieces of equipment is done while maintaining physical distancing. When possible, equipment training will be executed by mirroring, with the trainer and trainee each working with their own identical piece of equipment to eliminate the need for sharing equipment in close proximity.

G. END OF SHIFT PROCEDURES

- ☐ Staff are responsible for disinfecting equipment after operation. Disinfectant at key tool stations will be available for staff to wipe down tools prior to and after use. (i.e. shovel, rakes, fuel cans, cup cutters etc.).
- ☐ All staff members are required to leave the property immediately after their shift.
- ☐ Each team member is reminded of the importance of physical distancing away from the job as well as on the job.

H. MONITORING PROTOCOLS

- ☐ The golf course operator has a 'Safety Ambassador' on-site during all business hours. The sole purpose of said staff member is to ensure that golf course staff and patrons are practice all required Social Distancing Safety Protocols. The Safety Ambassador wears a name tag and the golf cart used shall be clearly marked with 'Safety Ambassador'. The safety monitor always has this document with them to reference the required safety protocols.
- ☐ Friendly, yet firm communication with any patron violating the required safety protocols is a must. Patrons are reminded that any violation of Social Distancing Safety Protocols will jeopardize the continued operation of local golf courses.
- ☐ Any patron, who refuses to adhere to the safety protocols after one warning is asked to leave the property immediately.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Golf Course Contact Name: _____ **Phone number:** _____

Date Last Revised: _____

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

LONG BEACH HEALTH & HUMAN SERVICES

Office Worksite Protocols: Appendix G

This protocol is be completed by businesses with office worksites. The requirements below apply to all office worksites. In addition to the conditions imposed on office-based businesses by the Governor, businesses must also be in compliance with this protocol. This protocol must be implemented and posted prior to an office-worksite operating.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at www.longbeach.gov/covid19 regularly for any updates to this document.

This checklist covers:

(1) Workplace policies and practices to protect employee health
(2) Measures to ensure physical distancing
(3) Measures to ensure infection control
(4) Communication with employees and the public
(5) Measures to ensure equitable access to critical services

All businesses must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.

Business Name: _____

Facility Address: _____

A. Contents of Written Worksite 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.
- ☐ 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.

B. 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.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- ☐ When to seek medical attention.
- ☐ The importance of hand washing.
- ☐ The importance of physical distancing, both at work and off work time.

C. Individual Control Measures & Screening

- ☐ Symptom screenings and/or temperature checks.
- ☐ Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- ☐ Encourage frequent handwashing and use of hand sanitizer.
- ☐ Provide disposable gloves to workers using cleaners and disinfectants if required. Consider gloves a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.
- ☐ Require that employees and contracted workers whose duties require close contact with other employees and/or the public wear Face Coverings.

  NOTE: Face Coverings should not be used as a substitute for other evidence-based measures to prevent the spread of COVID-19. Face Coverings should be used in addition to, but not in place of, other evidence-based measures (e.g. physical distancing; frequent hand washing practices; avoiding touching our eyes, nose and mouth with unwashed hands; avoiding being around sick people).Close or increase distance between tables/chairs in breakrooms or provide break areas in open space to ensure physical distancing.
- ☐ Close or increase distance between tables/chairs in breakrooms or provide break areas in open space to ensure physical distancing.
- ☐ Communicate frequently to customers that they should use face masks/covers.
- ☐ Break rooms, bathrooms, and other common areas are being disinfected frequently, and stocked with necessary hygiene supplies on the a schedule.
- ☐ Disinfectant effective against COVID-19 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):

D. Cleaning and Disinfecting Protocols

- ☐ Perform thorough cleaning in high traffic areas.
- ☐ Frequently disinfect commonly used surfaces and personal workareas.
- ☐ Clean and sanitize shared equipment between each use.
- ☐ Clean touchable surfaces between shifts or between users, whichever is more frequent.
- ☐ Equip shared spaces with proper sanitation products, including hand sanitizer and sanitizing wipes and ensure availability.
- ☐ Ensure that sanitary facilities stay operational and stocked at all times.
- ☐ Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- ☐ Provide time for workers to implement cleaning practices before and after shifts and consider third-party cleaning companies.
- ☐ Install hands-free devices if possible.
- ☐ Consider upgrades to improve air filtration and ventilation.

E. Physical Distancing Guidelines

- ☐ 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).
- ☐ Reconfigure office spaces, cubicles, etc. and decrease maximum capacity for conference and meeting areas.
- ☐ Adjust in-person meetings, if they are necessary, to ensure physical distancing.
- ☐ Stagger employee breaks, in compliance with wage and hour regulations, if needed.
- ☐ Reconfigure, restrict, or close common areas and provide alternative where physical distancing can be practiced.
- ☐ Limit the number of individuals riding in an elevator and ensure the use of face covers.
- ☐ 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.
- ☐ Signage at each public entrance of the facility to inform all employees and customers that they should: (i) avoid entering the facility if they have a cough or fever; (ii) maintain a minimum six-foot distance from one another; (iii) sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and (iv) not shake hands or engage in any unnecessary physical contact.
- ☐ Signage posting a copy of the Physical Distancing Protocol at each public entrance to the facility.
- ☐ Prohibit people from providing and self-serving any items that are food-related, including pot-lucks or self-serve catered lunches.

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Business Name: _____ **Phone number:** _____

Date Last Revised: _____

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

LONG BEACH HEALTH & HUMAN SERVICES

Dine-In Restaurant Protocols: Appendix H

Recent Updates:

6/28/20: Updated to align with Governor's order to close bars, brewpubs, and tasting rooms wineries.
7/1/2020: Updated to align with Governor's order to prohibit indoor dining at all restaurants and food facilities.

Due to the continued rapid spread of the Novel Coronavirus (COVID-19) and the need to protect the most vulnerable members of our community, this protocol has been updated to align with the State Public Health Officer order to limit restaurants and other food facilities that prepare and serve food to outdoor dining, delivery, drive thru or carry out only. No indoor dining is permitted within restaurants or other food facilities. In addition to the conditions imposed on restaurants by the State Public Health Officer, restaurants must also be in compliance with these employee safety and infection control protocols.

Brewpubs, bars, brewery and winery tasting rooms, and craft distilleries are to remain closed until allowed by the Long Beach Health Officer to resume modified or full operation. Restaurants, including brewpubs, breweries, bars, pubs, craft distilleries, and wineries may continue to offer sit-down, meals in an outside dining area which are prepared on site as allowed by the Health Officer Order, and in compliance with this Protocol. Brewpubs, bars, brewery and winery tasting rooms, and craft distilleries are prohibited from contracting with a food vendor to resume operation. Bar counters in restaurants are required to close. Restaurant and other food facilities should continue to offer and encourage takeout and delivery service to the extent possible.

This protocol is not intended for concert, performance, or entertainment venues that have on-site food facilities. These food facilities are to remain closed until they are allowed to resume modified or full operation through a specific reopening order.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at www.longbeach.gov/covid19 regularly for any updates to this document.

This checklist covers:

(1) Workplace policies and practices to protect employee health
(2) Measures to ensure physical distancing
(3) Measures to ensure infection control
(4) Communication with employees and the public
(5) Measures to ensure equitable access to critical services.

These five key areas must be addressed as your facility develops any reopening protocols.

All restaurants covered by this protocol must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the business.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

Business Name:	
Facility Address:	

Date Posted:

A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH (CHECK ALL THAT APPLY TO THE FACILITY)

- ❑ Everyone who can carry out their work duties from home has been directed to do so.
- ❑ Vulnerable staff (those above age 65, those who are pregnant, and those with chronic health conditions) are assigned work that can be done from home whenever possible, and should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.
- ❑ All employees have been told not to come to work if sick or if they are exposed to a person who has COVID-19.
- ❑ Workers are provided information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on government programs supporting sick leave and worker's compensation for COVID-19, including employee's sick leave rights under the Families First Coronavirus Response Act and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20.
- ❑ Upon being informed that one or more employees test positive for, or has symptoms consistent with
  COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- ❑ In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer should report this cluster to the Long Beach Department Health and Human Services at 562-570-INFO.
- ❑ Symptom checks are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing. These checks can be done remotely or in person upon the employees' arrival.
  A temperature check should be done at the worksite if feasible.
- ❑ All employees who have contact with the public or other employees during their shift(s) are offered, at no cost, a cloth face covering. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

Employees need not wear a cloth face covering when the employee is alone.

- ❑ Employees are instructed on the proper use of face covering, including the need to wash their face coverings daily.
- ❑ Face shields are provided and worn by wait staff and other employees when servicing customers not wearing a cloth face covering to eat and drink. The face shield is to be worn in addition to the cloth face covering. Cloth face coverings protect others from the wearer's droplets; face shields help protect the wearer from other's droplets.
- ❑ Face shields are to be used, cleaned and disinfected per manufacturer's directions.
- ❑ Employees are directed to ensure hand hygiene practices including handwash frequency, use of hand sanitizer and proper glove use are adhered to.
- ❑ Employees are allowed time to wash their hands frequently.
- ❑ Employees are reminded to cover coughs and sneezes with a tissue. Used tissue should be thrown in the trash and hands washed immediately with soap and warm water for at least 20 seconds.
- ❑ Employees are prohibited from eating or drinking anywhere inside the food facility other than designated break rooms.
- ❑ All employees, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the use face coverings when around others.
- ❑ Breaks are staggered, in compliance with wage and hour regulations, to ensure that six (6) feet between employees can be maintained in break rooms at all times.
- ❑ Break rooms, restrooms and other common areas are disinfected frequently, on the following schedule:
  - Break rooms _____
  - Restrooms _____
  - Other _____
- ❑ Disinfectant and related supplies are available to employees at the following location(s):

  _____
- ❑ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

  _____
- ❑ Copies of this Protocol have been distributed to all employees.
- ❑ Optional—Describe other measures:

  _____

B. MEASURES TO ENSURE PHYSICAL DISTANCING

- ❑ If possible, an employee wearing a cloth face covering is posted near the door but at least 6 feet from the nearest customers, to monitor that physical distancing procedures are adhered to.
- ❑ Measures to ensure physical distancing are adhered to where customers or employees are in a queue. This includes check-stands and terminals, deli counters and lines, restrooms, elevator lobbies, host stands and waiting areas, valet drop off and pickup, and any other areas where customers congregate.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- Placing tape or other markings at 6-foot intervals in any area where members of the public may form a line or stand.
- Establish directional hallways and passageways for foot traffic, if possible, to eliminate employees and customers from passing by one another.

❑ Food facilities offering food pick-up options or delivery are to ensure physical distancing practices are implemented for those customers in the queue when ordering or during pick-up.

❑ On-site outdoor seating is subject to adhering to the 6 feet physical distancing requirements between customers at different tables.

- Bar counters used for the purposes of preparing or serving alcoholic beverages are closed to food and beverage service at the counter.
- Onsite seating within an indoor food court is prohibited.
- Entertainment operations are prohibited. This includes, but is not limited to, Disk Jockey and live music and entertainment.
- Restaurants may not host receptions, banquets, or other large gatherings.

❑ Expand outdoor seating where possible, in compliance with local planning and zoning codes.

❑ Technology solutions where possible have been implemented to reduce person-to-person interaction; mobile ordering and menu tablets, text on arrival for seating, contactless payment options.

❑ Design interaction between customers, delivery drivers and employees to allow for physical distancing.

- Floors in and outside of the restaurant in areas when customers, delivery drivers or others may wait for are marked to enable and enforce physical distancing.
- The use of contactless processes for pickup and delivery and other electronic systems for guest interactions have been implemented, where possible.
- Interactions between servers or other employees' interactions and customers are limited to a maximum of five minutes per occurrence, where possible.

❑ On-site outdoor dining made by reservation or customers notified to call in advance to confirm outdoor seating/serving capacity, where possible. Contact information for party is collected, if practicable in the normal course of business operation, either at time of reservation booking or on site to allow for contact tracing should this be required.

- Consider a phone reservation system that allows people to queue or wait in cars and enter only when a phone call, text or other method, notifies the customer that a table is ready.

❑ If the establishment has capacity and chooses to offer on-site ordering, customers should be offered a menu (posted or a single-use handout), to allow for ease of ordering, and items orders should be gathered, packaged and picked up by the customer as soon as possible; customers should be notified of the estimated pick-up time. Customers waiting for items may not congregate within the business. They should either remain in their car or return at the appropriate time to obtain their order.

❑ Limit the number of guests at a single outdoor table. People in the same party seated at the same table do not have to be six feet apart. All members of the party must be present before seating and hosts must bring entire party to the table at one time.

- On-site outdoor seating at a table shall be limited to no more than 6 people in the same party.

❑ Limited contact between wait staff and customers.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- Install physical barriers such as partitions or plexiglass at registers, host stands, ordering counters, etc., where maintaining physical distance of six feet is difficult.
- Limit the number of employees serving individual parties.

❑ Discourage employees and customers from congregating in high traffic areas such as bathrooms, hallways, bar areas, reservation and credit card terminals, etc.
- Require employees to avoid handshakes and similar greetings that break physical distance.

❑ Use barriers or increase distance between tables/chairs to separate employees in employee breakrooms. Where possible, create outdoor break areas with shade covers and seating that ensures physical distancing.

❑ Operations have been redesigned, where possible, to achieve physical distancing between employees.
- Kitchen and other back of house area's floors are marked to reinforce physical distancing requirements.

❑ Physical distancing protocols should be used in any office areas, kitchens, pantries, walk-in freezers, or other high density high-traffic employee areas.
- Incidental contact is to be expected, however, the goal is to limit this to less than 15 minutes, preferably 10 minutes, and the employees are always wearing their face coverings.

C. MEASURES FOR INFECTION CONTROL

PRIOR TO OPENING

❑ The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased.
- Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in all working areas.

❑ For facilities that have not been operating, flush each of the hot and cold-water fixtures for five minutes prior to reopening to replace stale water in the facility's plumbing with a fresh and safe water supply.

❑ Facility has been thoroughly cleaned and sanitized/disinfected (using products approved for use against COVID-19), especially if it's been closed.
- Procure options for third-party cleaning company to assist with the increased cleaning demand, as needed.

❑ Spaces such as dining rooms, host stands, and kitchens have been equipped with proper sanitation products, including hand sanitizer and sanitizing wipes for all employees directly assisting customers.
- Ensure sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.
- Recommend installing touchless dispensers for hand sanitizer, soap dispensers, paper towel and trash dispenser.

❑ Drop-off locations are designated to receive deliveries away from high traffic areas. Person-to-

person contact for delivery of goods has been eliminated whenever possible.

FOOD SAFETY CONSIDERATIONS

- ❑ All food safety practices outlined in the California Retail Food Code (CRFC) are being followed and maintained.
  - o Keep hot food hot (135 ˚F or above) and cold food cold (41 ˚F or below).
  - o Thoroughly cook foods as required in the CRFC.
  - o Clean and sanitize utensils and equipment at the required frequency outlined in the CRFC.
  - o Adhere to employee health and hygiene practices: Don't work when ill; wash hands frequently; gloves used as required in the CRFC.
  - o Ensure all food and food ingredients are from an approved food source.
  - o Food preparation employees are discouraged from changing or entering others' workstations during shifts.
- ❑ Self-service machines, such as soda and frozen yogurt machines are dispensed by a food employee and cleaned and sanitized frequently.
- ❑ Areas where customers may congregate or touch food or foodware items that other customers may use have been closed. These items are provided to customers individually and discarded or cleaned and disinfected after each use, as appropriate. This includes but is not limited to:
  - o Self-service areas with condiment caddies, utensil caddies, napkins, lids, straws, to-go containers, etc.
  - o Self-service food areas, such as salsa bars, salad bars or buffet-style, including food sampling.
  - o Tableside food preparation and presentation such as food item selection carts and conveyor belts, guacamole preparation, etc.
  - o After-meal mints candies, snacks, or toothpicks for customers. These are offered with the check or provided only on request.
- ❑ A designated food employee is assigned the task of wrapping silverware prior to providing to the customer, rather than multiple employees handling uncovered silverware prior to customer use.
- ❑ Refilling beverages at the table or from common containers (e.g. pitchers, carafes, decanters, bottles) is not allowed. Clean glassware is provided for customer refills.

FACILITY CONSIDERATIONS

- ❑ A food employee per shift is designated to oversee and enforce additional sanitization and disinfection procedures, as needed.
- ❑ A cleaning and disinfection plan for high-touch surfaces and access areas has been developed and is followed.
  - o Common areas and frequently touched objects related to customer pickup and payment (e.g., tables, doorknobs or handles, credit card readers) are disinfected on an hourly basis during business hours using EPA approved disinfectants.
  - o All payment portals, pens, and styluses are disinfected after each use.
- ❑ Facility is thoroughly cleaned and sanitized/disinfected (using products approved for use against COVID-19) nightly. A log is kept to monitor completion wherever possible.
- ❑ Audio headsets and other equipment are not shared between employees unless the equipment is

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

properly disinfected after each use. Consult equipment manufacturers to determine appropriate disinfection steps.

- ❑ Dishwashers that wash multi-use customer utensils are provided with equipment to protect their eyes, nose and mouth from contamination due to splash using a combination of face coverings, protective glasses, and/or face shields. Dishwashers are provided impermeable aprons and required to change frequently. Reusable protective equipment such as face shields and glasses are to be properly disinfected between uses.
- ❑ Restrooms are checked regularly and cleaned and disinfected on an hourly basis using approved EPA disinfectants.
- ❑ Hand sanitizer and trash cans are available to the public at or near the entrance of the facility.

CUSTOMER SERVICE/OUTDOOR DINING AREAS

- ❑ Customers should enter through doors that are propped open (this will be evaluated for approval based on overall vermin exposure) or automated if possible. Hand sanitizer should be available for guests who must touch door handles.
- ❑ Customers are instructed that they must wear cloth face coverings whenever they are not eating and/or drinking; this includes upon entry to the facility, when walking anywhere in the facility, and when using the restrooms. This applies to all adults and to children over the age of 2. Only individuals with chronic respiratory conditions or other medical conditions that make the use of a face covering hazardous are exempted from this requirement.
    - o Customers may remove cloth face coverings while seated at a table and eating and/or drinking.
    - o Customers who refuse to wear a cloth face covering may be refused service and asked to leave.
- ❑ Customers arriving at the site with children must ensure that their children stay next to a parent, avoid touching any other person or any item that does not belong to them, and are wearing face coverings if age permits.
- ❑ Servers, bussers, and other employees moving items used by customers (dirty cups, plates, napkins, etc.) or handling trash bags use disposable gloves (wash hands before putting gloves on and after removing them) and are provided aprons which they must change frequently.
- ❑ Reusable menus are cleaned and disinfected between customers. If using paper menus, discard after each customer use. Alternatives such as stationary menu boards, electronic menus, or mobile device downloadable menus should be considered.
- ❑ Outdoor customer seating areas are cleaned and sanitized after each use. Seating, tables and other items on table must be single-use or cleaned/sanitized between customers. Each table has either a top cloth replaced between guests or a hard-non-porous surface which is sanitized between guests.
- ❑ No flatware, glassware, dishware, menus, condiments or any other tabletop item is present on tables prior to the seating of customers. All such items are fully sanitized between seat changes and stored during non- use in a location that prohibits potential contamination.
- ❑ Takeout containers are filled by customers and available only upon request.
- ❑ Cashless transactions are encouraged. If reasonable for the food facility, customers are enabled to swipe their own credit/debit cards, and card readers are fully sanitized between each guest use.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

❑ Optional - Describe other measures (e.g. providing senior-only hours, incentivizing non-peak sales):

D. MEASURES THAT COMMUNICATE TO THE PUBLIC

- ❑ A copy of this protocol is posted at all public entrances to the facility.
- ❑ A sign notifying customers to use hand sanitizer and to wear a face covering when not eating or drinking is also posted at all entrances.
- ❑ Signage is posted that reminds the dining public to maintain physical distancing of six feet, wash hands or use sanitizer upon entry into a restaurant, and to stay home if they are ill or have symptoms consistent with COVID-19.
- ❑ Signage is posted that notifies customers that while it may be common practice for diners to socialize after the meal, this practice will be discouraged during the pandemic.
- ❑ Online outlets of the establishment (website, social media, etc.) provide clear information about facility hours, required use of face coverings, policies in regard to preordering, reservations, prepayment, pickup and/or delivery and other relevant issues.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- ❑ Services that are critical to the customers/clients have been prioritized.
- ❑ Transactions or services that can be offered remotely have been moved on-line.
- ❑ Measures are instituted to assure access to goods and services for customers who have mobility limitations and/or are at high risk in public spaces.

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Business Contact Name: _____

Phone number: _____

Date Last Revised: _____

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

LONG BEACH HEALTH & HUMAN SERVICES

Hair Salon and Barbershop Protocols: Appendix I

The requirements below apply to all hair salons and barbershops. In addition to the conditions imposed on hair salons and barbershops by the Governor, hair salons and barbershops must also be in compliance with the conditions laid out in this Hair Salon and Barbershop Protocol. This protocol must be implemented and posted prior to a business operating.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at www.longbeach.gov/covid19 regularly for any updates to this document.

This checklist covers:

(1) Workplace policies and practices to protect employee health
(2) Measures to ensure physical distancing
(3) Measures to ensure infection control
(4) Communication with employees and the public
(5) Measures to ensure equitable access to critical services

All businesses must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.

Business Name:	
Facility Address:	

A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH (CHECK ALL THAT APPLY TO THE FACILITY)

- ☐ All employees have been told not to come to work if sick and to follow Long Beach Health Officer guidance for self-isolation, if applicable.
- ☐ Symptom checks are conducted before employees may enter the workspace. Checks must include a verbal check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing.
- ☐ All employees who have contact with the public or other employees during their shift (s) are offered, at no cost, a cloth face covering. The covering is to be worn over the mouth and nose by the employee at all times during the work day when in contact or likely to come into contact with others, Employees need not wear a cloth face covering when the employee is alone.
- ☐ Employees are instructed to wash their face coverings daily.
- ☐ All workstations are separated by at least six feet.
- ☐ Break rooms, restrooms and other common areas are disinfected frequently, on the following schedule:
  - ☐ Break rooms _____
  - ☐ Restrooms _____

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

□ Other _____

□ Breaks are staggered to ensure that six (6) feet between employees can be maintained in break rooms at all times. Where possible, create outdoor break areas with shade covers and seating that ensures physical distancing.

□ Employees are prohibited from eating or drinking anywhere inside the workplace other than designated break rooms to assure that masks are work consistently and correctly.

□ Discourage workers from congregating in high traffic areas, such as bathrooms, hallways, or credit card terminals.

□ Disinfectant and related supplies are available to employees at the following location(s):

_____

□ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

_____

□ Employees are required and permitted adequate time to wash or sanitize their hands every 30 minutes or as needed if gloves are provided. Wearing gloves should be done in conjunction with regular hand washing and is not a substitute for regular hand washing. Gloves may not be reused once removed.

□ Disinfectant and related supplies are available to employees at the following location(s):

_____

□ Hand sanitizer effective against COVID-19 is available to the public at the following location(s):

_____

□ Employees are required to use glasses, goggles, or face shields in addition to face coverings during the provision of services, particularly during face to face encounters.

B. MEASURES TO ENSURE PHYSICAL DISTANCING

□ Ensure physical distancing of at least six feet between and among workers and customers, except when providing haircutting services to customers and necessary close contact services. 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 customers should stand).

□ Take measures at reception desks or other areas where physical distancing cannot be maintained to minimize exposure between workers and customers, such as clear plastic or other barriers.

□ Contact customers before visits to confirm appointments and ask if they are exhibiting any symptoms, have been sick, or whether they have been exposed to someone who has been sick. If the customer answers in the affirmative for any of those questions, reschedule the appointment at least 10 to 14 days in the future.

□ Stagger appointments to reduce reception congestion and ensure adequate time for proper cleaning and sanitation between each customer visit. Consider servicing fewer customers each day or expanding operating hours to allow for more time between customers. Workers are prohibited from seeing multiple customers at the same time. Services for one customer must be completely rendered before a new customer is seen by the same worker.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- □ Suspend walk-in appointment availability.
- □ Ensure that workers do not see multiple customers at once (e.g. while one customer's hair is drying, another receives a haircut). Services for one customer should be completely rendered before a new customer is seen by the same worker
- □ If possible, implement virtual check-in technology to ensure that workers are notified when a customer arrives.
- □ Ask customers to wait outside or in their cars rather than congregating in the salon or barbershop. In larger locations, reception areas should only have one customer at a time or modify the area for adequate physical distancing, including removing chairs and sofas.
- □ Employees have been instructed to maintain at least a six (6) feet distance from customers and from each other in the payment area. Employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- □ Employee workstations are separated by at least 6 feet and common areas are configured to limit employee gatherings to ensure physical distancing of at least 6 feet.
- □ Adjust any staff meetings to ensure physical distancing and use smaller individual meetings at facilities to maintain physical distancing guidelines. Hold meetings over the phone or via webinar for workers wherever possible.

C. MEASURES TO ENSURE INFECTION CONTROL

- □ Discontinue the use of shared food and beverage equipment in breakrooms (including shared coffee brewers).
- □ Each worker is assigned their own tools, equipment and defined work space. Sharing held items is eliminated.
- □ A copy of this protocol has been distributed to each employee and have been trained on this protocol.
- □ All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.
- □ Create a written plan for cleaning and disinfecting at the beginning and end of each shift and in between customers. Perform thorough cleaning in high traffic areas, such as reception areas, and areas of ingress and egress including stairways, stairwells, and handrails.
- □ Wherever possible, doors should be left open if they do not open and close automatically
- □ The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased.
- □ Contactless payment systems are in place or, if not feasible, payment systems are sanitized regularly. Describe:

  _____
- □ Common areas and frequently touched objects in the customer pickup and payment (e.g., tables, doorknobs or handles, credit card readers) are disinfected frequently and as needed during business hours using EPA approved disinfectants.
- □ All payment portals, pens, and styluses are disinfected after each use by a different person.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- □ Clean and disinfect all tools (e.g. combs, spray bottles, clippers) using EPA registered disinfectants approved for use against COVID-19. Follow the disinfectant's manufacturer instructions for time required to properly disinfect. Fully submerge non-electrical tools in disinfectant after cleaning. Electric tools must be cleaned then sprayed or wiped with disinfectant.
- □ Gloves must be changed and hands must be washed after each customer.
- □ Limit service to hair services only (haircuts, color, blow drying and treatments). Non-hair services are not permitted (eyebrows, beard trimming, lip waxing, manicurists, etc.)
- □ Workspaces and the entire facility are cleaned at least daily, with restrooms and frequently touched areas/objects cleaned more frequently.
- □ Require customers to bring and use face coverings during the visit. If appropriate for the service, consider asking customers to come to the salon with their hair freshly cleaned in order to minimize time for the appointment. Customers should be asked not to bring children or others with them to the appointment.
- □ Customers must use face coverings during haircutting and other close contact hair services. Customers are encouraged to wear face coverings with earloops, where possible, to ensure the face covering does not interfere with the hair service. Customers without a face covering will be refused service.
- □ Clean and disinfect all handles, hoses, spray nozzles, and other equipment before and after use on a customer. Chairs, headrests, shampoo bowls, and other items should also be thoroughly cleaned and sanitized between each use.
- □ Where appropriate, consider adding a paper cover, sheet, or clean towel that can be easily disposed of or cleaned for use between customers.
- □ All single use items, such as disposable wax collars, cotton, neck strips, and applicators, must be used once and immediately thrown away.
- □ All dirty linens, including towels, smocks, and reusable capes, should be placed in a closed container and not used again until properly laundered either by a commercial laundering service or a laundering process which includes immersion in water of at least 160 degrees Fahrenheit for at least 25 minutes. Store all clean linens in a clean, covered place. Ensure workers who handle dirty linens or laundry wear gloves.
- □ Provide time for workers to implement cleaning practices during their shift. Cleaning assignments should be assigned during working hours as part of the employee's job duties
- □ Remove amenities, including magazines, books, coffee, water, and self-serve stations, and other items from customers to help reduce touch points and customer interaction.
- □ Consider upgrading to touchless faucets, soap and paper towel dispensers, and adding touchless, automatic hand sanitizer dispensers.
- □ Product samples, including make-up, must not be used at any time.
- □ Thoroughly clean any product display areas, including all shelving and display cases. Remove and discard any open "test" products and discontinue this practice to help reduce contamination.
- □ Hand sanitizer is available to customers at reception areas and workstations
- □ Workstations must be cleaned and disinfected between each customer appointment.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

D. MEASURES THAT COMMUNICATE TO THE PUBLIC
☐ A copy of this protocol is posted at all public entrances to the facility.
☐ Signage at each public entrance of the facility to inform all employees and customers that they should: (i) avoid entering the facility if they have a cough or fever; (ii) maintain a minimum six-foot distance from one another; (iii) sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and (iv) not shake hands or engage in any unnecessary physical contact
☐ Online outlets of the establishment (website, social media, etc.) provide clear information about store hours, required use of face coverings, policies in regard to other relevant issues.
E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES
☐ Transactions or services that can be offered remotely have been moved on-line.
☐ Measures are instituted to assure access to goods and services for customers who have mobility limitations and/or are at high risk in public spaces.
F. MEASURES THAT ENSURE BARBERING AND COSMETOLOGY SAFETY
☐ California Board of Barbering and Cosmetology Rules ☐ CDPH and Cal/OSHA COVID-19 Guidance for Hair Salons and Barber Shops

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Business Contact Name: _____ **Phone number:** _____

Date Last Revised: _____

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

LONG BEACH HEALTH & HUMAN SERVICES

Mobile Food Vendor Protocols: Appendix J

This protocol is to be completed by mobile food vendors, such as food trucks and food carts. The requirements below apply to all mobile food vendors. In addition to the conditions imposed on mobile food vendors by the Governor, mobile food vendors must also be in compliance with the conditions laid out in this Mobile Food Vendor Protocols. This protocol must be implemented and posted prior to a business operating.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at www.longbeach.gov/covid19 regularly for any updates to this document.

This checklist covers:

(1) Workplace policies and practices to protect employee health
(2) Measures to ensure physical distancing
(3) Measures to ensure infection control
(4) Communication with employees and the public
(5) Measures to ensure equitable access to critical services

All businesses must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.

Business Name and License Plate Number:	

A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH (CHECK ALL THAT APPLY TO THE FACILITY):

- ☐ All employees have been informed not to come to work if sick and to follow Long Beach Health Officer guidance for self-isolation, when applicable.
- ☐ Symptom checks are conducted before employees may enter the workspace. Checks must include a verbal check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing.
- ☐ All employees who have contact with the public or other employees during their shift(s) are offered, at no cost, a cloth face covering. The covering is to be worn by the employee at all times during the work day, when in contact or likely to come into contact with others. Employees do not need to wear a cloth face covering when the employee is alone in a private office or a walled cubicle. Additional face coverings must be provided as needed.
- ☐ Employees are instructed to wash their face coverings daily.
- ☐ All workstations are separated by at least six feet.
- ☐ Distribution areas (for curbside pickup), break rooms, restrooms and other common areas are disinfected frequently, on the following schedule:
  - ☐ Distribution area _____
  - ☐ Break rooms _____

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- □ Restrooms _____
- □ Other _____

□ Breaks are staggered to ensure that six (6) feet between employees can be maintained in designated break rooms/ break areas at all times.

□ Employees are prohibited from eating or drinking anywhere inside the workplace other than designated break rooms/ break areas.

□ Disinfectant and related supplies are available to employees at the following location(s):

- □ Type of sanitizer used _____
- □ Concentration _____
- □ Method of testing _____

□ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

□ Employees are required and permitted adequate time to wash or sanitize their hands every 30 minutes or as needed if gloves are provided, or when changing job tasks to avoid any potential cross-contamination.

□ A copy of this protocol has been distributed and training has been provided to each employee.

□ All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.

B. MEASURES TO ENSURE PHYSICAL DISTANCING

□ A staff person, wearing a cloth face cover is charged with directing customers to line up six feet apart.

□ Provide adequate security or staffing to implement any necessary crowd control and Physical Distancing Protocols

□ Tape or other markings identify both a starting place for customers arriving and 6 foot intervals for subsequent customers who are joining the line.

□ Employees have been instructed to maintain at least a six (6) feet distance from customers and from each other. Employees may momentarily come closer when necessary to accept payment, deliver food, or as otherwise necessary.

□ Customers waiting for orders may not congregate.

□ Dining onsite is prohibited,

□ Provide physical barriers where physical distance of six feet is difficult**.**

C. MEASURES TO ENSURE INFECTION CONTROL

□ The ventilation hood in the vehicle is in good, working order; to the maximum extent possible, ventilation has been increased.

□ Contactless payment systems are in place or, if not feasible, payment systems are sanitized regularly. Describe:_____

□ Common areas and frequently touched objects in the customer pickup and payment (e.g.,

tables, doorknobs or handles, credit card readers) are disinfected on an hourly basis during business hours using EPA approved disinfectants.

□ Closely follow manufacturer's instructions when sanitizing food contact surfaces.

- □ Sanitizer type _____
- □ Concentration _____
- □ Method of testing _____

□ Require use of Face Coverings and gloves and/or frequent handwashing for employee interaction with customers, food preparation, and food delivery.

□ Customers are instructed that they must wear cloth face coverings while in line and during interaction with staff. This applies to all adults and to children over the age of 2. Businesses may refuse admission to any individual who does not wear a face covering.

□ Remove all customer self-service such as condiment bottles, utensils, salt and pepper shakers, and beverages. Beverages and single service packets may be provided to each customer by an employee.

□ Pre-roll utensils in napkins prior to use by customers and store in a clean container.

□ Provide hand sanitizer to customers at or near the vehicle/cart or other appropriate areas.

□ When possible, install hands-free devices such as soap and towel dispensers.

□ Provide contactless payment options, pick-up and delivery.

□ All payment portals, pens, and styluses are disinfected after each use.

□ Food trucks and carts employees must have access to a restroom if they are parked or stationary for more than one hour. A letter of approval from the restroom owner as proof of access to a commercial restroom that is routinely cleaned and disinfected.

D. MEASURES THAT COMMUNICATE TO THE PUBLIC

□ A copy of this protocol is posted at all public entrances to the facility.

□ Post a sign at the entrance(s) of the facility informing all employees and customers that they should (i)avoid entering the facility if they are experiencing symptoms of respiratory illness; including fever or cough; (ii)maintain a minimum of six-foot distance from one another;(iii) sneeze and cough into one's elbow; (iv) not shake hands or engage in any unnecessary physical contact.

□ Signage at the entry and/or where customers line up notifies customers of options for and advantages preordering and prepayment.

□ Online outlets of the establishment (website, social media, etc.) provide clear information about store hours, required use of face coverings, policies regarding preordering, prepayment, pickup and/or delivery and other relevant information.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

□ Measures are instituted to assure access to goods and services for customers who have mobility limitations and/or are at high risk in public spaces.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

F. MEASURES TO ENSURE FOOD SAFETY AND ADDITIONAL RESOURCES

- ☐ Review the City of Long Beach Food Safety Manual
- ☐ Centers for Disease Control Food Safety and Coronavirus Disease 2019

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Business Contact Name: _____ **Phone number:**

Date Last Revised: _____

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

LONG BEACH HEALTH & HUMAN SERVICES

Protocols for Public Swimming Pools: Appendix K

The requirements below apply to all public swimming pools. Public swimming pools include campground pools, club pools, commercial pools, health or fitness clubs, hotel pools, licensed day care facility pools, medical facility pools, mineral spring pools, motel pools, municipal pools, public or private school pools; recreational or mobile home park pools, resort pools, special purpose pools, and swim school pools. This does not apply to pools located at single family dwellings. In addition to the conditions imposed on pools by the Governor and the Center for Disease Control, shared residential facilities with pools must also be in compliance with the conditions laid out in this Protocols for Public Swimming Pools. This protocol must be implemented and posted prior to the opening a pool.

All spas, hot tubs, splash pads, saunas, and steam rooms, except those located in a single-family residence, which shall be used only by members of the household residing at the single-family residence are to remain closed until allowed to resume modified or full operation.

Residential Swimming Pools (i.e. apartment house pools, bed and breakfast inn pools, condominium pools, homeowner association pools) are required to adhere to these protocols to the extent feasible.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at www.longbeach.gov/covid19 regularly for any updates to this document.

This checklist covers:

(1) Measures to ensure physical distancing
(2) Measures to ensure infection control
(3) Communication with employees and the public
(4) Measures to ensure equitable access to critical services

All facilities with a swimming pool must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.

Business Name:	
Facility Address:	

A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH (CHECK ALL THAT APPLY TO THE FACILITY)

☐ Everyone who can carry out their work duties from home has been directed to do so.

☐ Vulnerable staff (those above age 65, those with chronic health conditions) are assigned work that can be done from home whenever possible.

☐ All employees have been told not to come to work if sick and to follow Long Beach Health Orders for self-isolation if applicable.

- Create a roster of trained back-up employees.

☐ Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.

☐ In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer should report this cluster to the Long Beach Department Health and Human Services at 562-570-INFO.

☐ Symptom checks are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing. These checks can be done remotely or in person upon the employees' arrival. A temperature check should also be done at the worksite if feasible.

☐ All employees who have contact with the public or other employees during their shift (s) are offered, at no cost, a cloth face covering. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees are instructed to wash their face coverings daily.

- *Employees need not wear a cloth face covering when the employee is alone or when entering the water.*

☐ Lifeguards who are actively lifeguarding are not also expected to monitor handwashing, use of cloth face coverings, or social distancing of others

- Designate another employee to monitor implementation of social distancing protocols. All employees should know who this person is and how to contact that person.

☐ Breaks are staggered to ensure that six (6) feet between employees can be maintained in break rooms at all times.

☐ Employees are prohibited from eating or drinking anywhere other than designated areas to assure that masks are worn consistently and correctly.

☐ Disinfectant and related supplies are available to employees at the following location(s):

_____

☐ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

_____

☐ Employees are allowed frequent breaks to wash their hands.

☐ A copy of this protocol has been distributed to each employee.

☐ Optional – Describe other measures:

_____

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

B. MEASURES TO ENSURE PHYSICAL DISTANCING AND HYGIENE

- □ Six feet separation is required, and no more than one swimmer per lane where lanes exist.
- □ Shared residential pool capacity is limited to 10 people in the pool at any one time, and not to exceed the current maximum occupancy of the pool.
- □ Public pools are limited to 50% of existing pool capacity.
- □ No large groups or pool parties allowed. Members of from the same household may remain together.
- □ Implement scheduled time slots for use on the busiest days to control the flow of users.
- □ Close the hot tubs, splash pads, saunas, and steam rooms, except those located in a single-family residence, which shall be used only by members of the household residing at the single-family residence.
- □ Water parks remain closed.
- □ Use of spray grounds and water features are allowed if physical distancing can be maintained by all users that are not part of the same household.
- □ Lounge chairs and/or tables should be properly distanced of a minimum of 6ft from each other. If they cannot be distanced, they should be secured and stored.
- □ Remind pool/ pool area users to wear a cloth face covering when traveling through common areas of the property where it may not be possible to maintain physical distancing, including to and from the pool and shared restrooms.
- □ Provide hand sanitizer to pool area users or access to hand-washing facilities.
- □ Frequently check shared restrooms to ensure they are stocked with hand soap and paper towels.
- □ Changing rooms and restrooms should be monitored to ensure that the number of people inside at one time allows for proper social distancing. Changing rooms (not restrooms) may need to be closed or have limited access to achieve proper social distancing.
- □ When feasible, it is recommended that swim lesson and group activity instructors teach (e.g. fitness classes) from the pool deck. For those swim classes that require face-to-face or close contact, use a parent or member of the same household to be in the water with the child, or have the swim instructor wear a face covering and work with the student in a one-on-one capacity. Participants of group swimming lessons, group fitness classes, and spectators on the pool deck should always maintain social distancing of six feet.
- □ Use of indoor pools are allowed if indoor ventilation systems are operating properly. In addition to the ventilation system, increasing the introduction and circulation of outdoor air by opening windows and doors is recommended as long as this does not pose a safety risk to children, staff, or pool/pool area users

C. MEASURES TO ENSURE DISINFECTION

- □ Create a written disinfection plan that identifies frequently touched surfaces, which must include a schedule and designated person to complete disinfection tasks.
- □ At locations with no onsite person to monitor disinfection efforts, provide disinfection wipes that the pool/pool area users can use to disinfect common touchpoints before and after use, with written instructions posted instruct pool/pool area users to do so.
- □ Use an EPA approved disinfectant on commonly touched surfaces, including but not limited to:
    - Pool Area - gate, latch, tables, chairs, , pool handrails, and countertops
    - Shared Restroom - door handles, light switches, faucets, latches, and dispensers

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- Pool – kick boards, floatation devices, slides,

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

D. MEASURES FOR INFECTION CONTROL

- ☐ Conduct a pool safety check to ensure pool chemistry is adequate for disinfection and that the pool has been evaluated for safety equipment.
  - Proper operation and maintenance should inactivate virus in the water.
  - Consult with the company or engineer that designed the aquatic venue to decide which List N disinfectants approved by the EPA are best for the aquatic venue.
- ☐ For facilities that have not been operating, flush each of the hot and cold water fixtures for five minutes prior to reopening to replace stale water in the facility's plumbing with a fresh and safe water supply.
- ☐ Implement a cleaning and disinfection plan for frequently touched surfaces and for shared objects each time they are used. Use EPA approved disinfectant. The following will be cleaned and disinfected frequently, on the following schedule:
  - Handrails and slides_____
  - Lounge chairs, tabletops_____
  - Door handles and surfaces of restrooms, handwashing stations, diaper changing stations and showers _____
  - Kick boards and pool noodles_____
  - Common-use facilities (i.e. lockers) _____
  - Restrooms and showers_____
  - Other _____
- ☐ Guests and pool users must wear cloth face covering when in the pool facility, including to and from the pool and use of shared facilities.
- ☐ Ensure adequate supplies to support healthy hygiene are provided at all times. Supplies include soap, hand sanitizer with at least 60% alcohol, paper towels, tissues and trash cans
- ☐ Set up a system so that furniture (e.g. lounge chairs) or other common-use items that need to be cleaned and disinfected are kept separate from already cleaned and disinfected furniture or other shared common-use items.
  - Ensure shared furniture, equipment, towels are protected from being contaminated before use.
- ☐ Drinking fountains are covered to prevent usage.
- ☐ Discourage pool users from sharing items, particularly those that are difficult to clean and disinfect or those that are meant to come in contact with the face (e.g. goggles, nose clips, and snorkels).
- ☐ Ensure that the facility has adequate equipment for pool users, such as kick boards, pool noodles, and other floatation devices, to minimize sharing wherever possible. Limit the use to one user at a time and clean and disinfect the items after each use.
- ☐ Individuals are encouraged to bring their own towels to the pool and should not share towels with those outside of their household.
- ☐ Launder towels according to the manufacturer's instructions. Use the warmest appropriate water temperature and dry items completely.
- ☐ Ensure ventilation systems of indoor spaces operate properly.
- ☐ For indoor pool facilities, increase introduction and circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods. ***However, do not open windows and doors if doing so poses a safety risk to staff, guests, or swimmers.***

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

E. MEASURES THAT COMMUNICATE TO THE PUBLIC
☐ A copy of this protocol is posted at all public entrances.
☐ Post signage reminding residents to wash their hands frequently with soap and water, cover coughs and sneezes.
☐ Posting a sign at the entrance of the facility informing all that they should: (1) avoid entering the facility if they are experiencing symptoms of respiratory illness, including cough, fever, or other symptoms that could be COVID-19; (2) to maintain a minimum six-foot distance from non-household members to the extent possible and not to engage in any unnecessary physical contact in the pool; (3) sneeze and cough into one's elbow; (4) not shake hands or engage in any unnecessary physical contact; (4) wash hands often or use sanitizer upon entry into the pool facility.
F. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES
☐ Services that are critical to the patrons/residents have been prioritized.
☐ Measures are instituted to assure access to goods and services for those who have mobility limitations and/or are at high risk in public spaces.

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Business Contact Name: _____ **Phone number:**

Date Last Revised: _____

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

LONG BEACH
HEALTH & HUMAN SERVICES

Grocery Facility Protocols: Appendix L

This protocol is to be completed by grocery facilities, which include, grocery stores, convenience stores and other establishments engaged in the retail sale of canned food, dry goods, fresh fruit and vegetables, fresh meats, fish, and poultry. The requirements below apply to all grocery facilities. In addition to the conditions imposed on grocery facilities by the Governor, the grocery facility must also be in compliance with these Grocery Facility Protocols. This protocol must be implemented and posted at the facility.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at www.longbeach.gov/covid19 regularly for any updates to this document.

This checklist covers:

(1) Workplace policies and practices to protect employee health
(2) Measures to ensure physical distancing
(3) Measures to ensure infection control
(4) Communication with employees and the public
(5) Measures to ensure equitable access to critical services

All businesses must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.

Business Name: _____

Facility Address: _____

A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH (CHECK ALL THAT APPLY TO THE FACILITY):

- ☐ All employees have been informed not to come to work if sick and to follow Long Beach Health Officer guidance for self-isolation, when applicable.
- ☐ Symptom checks are conducted before employees may enter the workspace. Checks must include a verbal check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing.
- ☐ All employees who have contact with the public or other employees during their shift(s) are offered, at no cost, a cloth face covering. The covering is to be worn by the employee at all times during the work day, when in contact or likely to come into contact with others. Employees do not need to wear a cloth face covering when the employee is alone in a private office or a walled cubicle. Additional face coverings must be provided as needed.
- ☐ Employees are instructed to wash their face coverings daily.
- ☐ All workstations are separated by at least six feet.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- ☐ Distribution areas (for curbside pickup), break rooms, restrooms and other common areas are disinfected frequently, on the following schedule:
  - ☐ Distribution area _____
  - ☐ Break rooms _____
  - ☐ Restrooms _____
  - ☐ Other _____
- ☐ Breaks are staggered to ensure that six (6) feet between employees can be maintained in designated break rooms/ break areas at all times.
- ☐ Employees are prohibited from eating or drinking anywhere inside the workplace other than designated break rooms/ break areas.
- ☐ Disinfectant and related supplies are available to employees at the following location(s):
  - ☐ Type of sanitizer used _____
  - ☐ Concentration _____
  - ☐ Method of testing _____
- ☐ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):
- ☐ Employees are required and permitted adequate time to wash or sanitize their hands every 30 minutes or as needed if gloves are provided, or when changing job tasks to avoid any potential cross-contamination.
- ☐ A copy of this protocol has been distributed and training has been provided to each employee.
- ☐ All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.

B. MEASURES TO ENSURE PHYSICAL DISTANCING

- ☐ A staff person, wearing a cloth face cover is posted near the door, but at least 6 feet from the nearest customers, to direct customers to line up six feet apart.
- ☐ Provide adequate security or staffing to implement any necessary crowd control and Physical Distancing Protocols.
- ☐ Tape or other markings identify both a starting place for customers and 6-foot intervals for subsequent customers who are joining the line.
- ☐ Employees have been instructed to maintain at least a six (6) feet distance from customers and from each other. Employees may momentarily come closer when necessary to accept payment, deliver food, or as otherwise necessary.
- ☐ Employee workstations are separated by at least 6 feet and the common areas are configured to limit employee gatherings to ensure physical distancing of at least 6 feet.
- ☐ Grocery stores that have an existing dining area may open their dining area as long as physical distance of (6) six or more feet can be met between tables.
- ☐ All tables are spaced at least six feet apart, or if un-movable, a barrier or partition that extends above the heads of the customers while seated has been added to separate the tables

- □ Promote delivery and curbside pickup.
- □ Prioritize outdoor seating when customers are dining onsite.
- □ Members of the same household may dine together.
- □ Do not seat customers within 6 feet from employee work stations, food and drink preparation, and storage areas.
- □ Provide physical barriers and partitions at bars, host stands, registers, and other areas where physical distance of six feet is difficult

C. MEASURES TO ENSURE INFECTION CONTROL

- □ The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased.
- □ Contactless payment systems are in place or, if not feasible, payment systems are sanitized regularly. Describe: _____
- □ Common areas and frequently touched objects in the customer pickup and payment (e.g., tables, doorknobs or handles, credit card readers) are disinfected on an hourly basis during business hours using EPA approved disinfectants.
- □ Closely follow manufacturer's instructions when sanitizing food contact surfaces.
    - □ Sanitizer type _____
    - □ Concentration _____
    - □ Method of testing _____
- □ Require use of Face Coverings and gloves and/or frequent handwashing for employee interaction with customers, food preparation, and food delivery.
- □ Clean and disinfect dining tables, chairs, booths, and/or other surfaces in between customer use.
- □ Sanitize shopping cart and basket handles- either by making wipes easily accessible to customers or by having employees sanitize between each customer use.
- □ Ensure sufficient staffing to properly clean the facilities and shopping carts between use.
- □ Customers are instructed that they must wear cloth face coverings during the time in the facility unless seated for dining. This appliesto all adults and to children over the age of 2. Businesses may refuse admission to any individual who does not wear a face covering.
- □ Discontinue all self-service of unpackaged food (e.g. salad bar, soup bar, bulk bins of food)
- □ Discontinue all self-service items (e.g. condiment bottles, utensils, salt and pepper shakers) Single service packets may be provided by an employee.
- □ Self-service machines, such as soda machines or yogurt machines, are dispensed by a food employee and cleaned and sanitized frequently.
- □ Pre-roll utensils in napkins prior to use by customers and store in a clean container.
- □ Multiuse customer utensils and wares should be handled with gloves and washed with dish soap and hot water (100˚F min.) rinsed, then sanitized or in a well-stocked and well-maintained mechanical dishwasher. Employees should wash their hands after removing their gloves or after directly handling soile wares.
- □ Provide hand sanitizer to customers at or near the entrance of the facility and at dining tables and other appropriate areas.
- □ When possible, install hands-free devices such as soap and towel dispensers.

- ☐ Provide contactless payment options, pick-up and delivery.
- ☐ All payment portals, pens, and styluses are disinfected after each use.
- ☐ Customer restroom is disinfected regularly.
- ☐ Close bar areas.

D. MEASURES THAT COMMUNICATE TO THE PUBLIC

- ☐ A copy of this protocol is posted at all public entrances to the facility.
- ☐ Post a sign at the entrance(s) of the facility informing all employees and customers that they should (i)avoid entering the facility if they are experiencing symptoms of respiratory illness; including fever or cough; (ii)maintain a minimum of six-foot distance from one another;(iii) sneeze and cough into one's elbow; (iv) not shake hands or engage in any unnecessary physical contact.
- ☐ Signage at the entry and/or where customers line up notifies customers of options for and advantages preordering and prepayment.
- ☐ Online outlets of the establishment (website, social media, etc.) provide clear information about store hours, required use of face coverings, policies regarding preordering, prepayment, pickup and/or delivery and other relevant information.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- ☐ Measures are instituted to assure access to goods and services for customers who have mobility limitations and/or are at high risk in public spaces.
- ☐ Develop protocols to establish operating hours to better serve vulnerable populations and ensure adequate time to re-stock stores.

F. MEASURES TO ENSURE FOOD SAFETY AND ADDITIONAL RESOURCES

- ☐ Review the City of Long Beach Food Safety Manual
- ☐ California Department of Public Health and Cal/OSHA Dine-In Guidance
- ☐ Centers for Disease Control Food Safety and Coronavirus Disease 2019

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Business Contact Name: _____ **Phone number:** _____

Date Last Revised: _____

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

Day Camp Protocols: Appendix N

Effective as of Friday, June 12, 2020

This protocol is to be completed by day camps. In addition to the conditions imposed on these specific activities by the State Public Health Officer, the facilities must also be in compliance with these Day Camp Protocols. This protocol must be implemented and posted at the site or made available upon request by City staff.

These guidelines align with the Centers for Disease Control and Prevention's (CDC) Interim Guidance for Child Care Program Reopening, the American Camp Association (ACA) and the Los Angeles County Department of Public Health (Public Health), which are subject to change based on local, state and federal directions to operate. Activities and programs must also adhere to federal guidelines such as the American with Disabilities Act (ADA). Programs operating under Joint Use Agreements and other contractual agreements will need to coordinate with partnering entities to address any additional restrictions and requirements for program operation. The following restrictions, sanitation protocols, and monitoring guidelines are required to ensure the health and safety of staff, campers and spectators when developing reopening plans.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at www.longbeach.gov/covid19 regularly for any updates to this document.

- ❑ Swimming pools at day camps must comply with Protocols for Public Swimming Pools (Appendix K).
- ❑ Office spaces for Day Camps must comply with Office Worksite Protocols (Appendix G).

This checklist covers:

(1) Workplace policies and practices to protect employee health
(2) Measures to ensure physical distancing
(3) Measures to ensure infection control
(4) Communication with employees and the public
(5) Measures to ensure equitable access to critical services

These five key areas must be addressed as your facility develops any reopening protocols.

All businesses covered by this protocol must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the business.

Day Camp Name: _____

Facility Address: _____

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH (CHECK ALL THAT APPLY TO THE FACILITY):

- ❑ Everyone who can carry out their work duties from home has been directed to do so.
- ❑ Vulnerable staff (those above age 65, those with chronic health conditions) are assigned work that can be done from home whenever possible.
- ❑ Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home. Consider offering workers, docents, interns, and volunteer staff who request modified duties options that minimize their contact with customers and other employees (e.g., managing inventory rather than working as a cashier or managing administrative needs through telework).
- ❑ Alternate, staggered or shift schedules have been instituted to maximize physical distancing.
- ❑ All employees (including paid staff and volunteers; referred to collectively as "employees") have been told not to come to work if sick, or if they are exposed to a person who has COVID-19. Employees understand to follow the Long Beach Health Officer Orders for self-isolation and quarantine, if applicable. Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
    - Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on government programs supporting sick leave and worker's compensation for COVID19, including employee's sick leave rights under the Families First Coronavirus Response Act and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20
- ❑ Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- ❑ Symptom checks are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing. These checks can be done remotely or in person upon the employees' arrival. A temperature check should be done at the worksite, if feasible.
- ❑ All employees who have contact with the public or other employees during their shift (s) are offered, at no cost, a cloth face covering. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others, Employees need not wear a cloth face covering when the employee is alone in a private office or a walled cubicle.
- ❑ Employees are instructed to wash their face coverings daily.
- ❑ Employees are also offered gloves for tasks that require them to handle frequently touched surfaces or for use during symptom screening.
- ❑ Consider the use of plexiglass dividers in areas where employees must interact with customers such as payment booths or information centers.
- ❑ Employee workstations at areas such as ticket or information booths are separated by at least 6 feet and common areas are configured to ensure physical distancing of at least 6 feet.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- ❑ Employees have been instructed to maintain at least a six (6) foot distance from visitors and from each other in all areas. Employees may momentarily come closer when necessary to accept payment, or as otherwise necessary.
- ❑ Break rooms, restrooms and other common areas are disinfected frequently, on the following schedule:
  - o Break rooms _____
  - o Restrooms _____
  - o Other _____
- ❑ Breaks are staggered to ensure that six (6) feet between employees can be maintained in break areas or break rooms have been reconfigured or closed with alternative spaces created for breaks so that physical distancing is possible.
- ❑ Disinfectant and related supplies are available to employees at the following location(s):

  _____
- ❑ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

  _____
- ❑ Employees are required and permitted adequate time for, to wash their hands at least every 30 minutes, or as needed if gloves are provided. Where hand washing is impracticable, hand sanitizer with that contains at least 60% alcohol has been provided to the employee instead.
- ❑ Each worker is assigned their own tools, equipment and defined workspace. Employees have been instructed to avoid sharing phones, tablets, two-way radios, other work supplies, or office equipment wherever possible. They have also been instructed to never share PPE.
- ❑ Where items must be shared, they are disinfected with a cleaner appropriate for the surface between shifts or uses, whichever is more frequent, including the following: shared office equipment, such as copiers, fax machines, printers, telephones, keyboards, terminals, ATM PIN pads, staplers, staple removers, letter openers, surfaces in reception areas, shared work stations, audio and video equipment (microphones, microphone stands, mixer boards, TV monitors), walkie talkies, etc.
- ❑ Time is provided for workers to implement cleaning practices during their shift. Cleaning assignments are assigned during working hours as part of the employees' job duties. Modify hours, if necessary, to ensure regular, thorough cleaning of workspaces, as appropriate. Options for third-party cleaning companies to assist with the increased cleaning demand are procured, as needed.
- ❑ All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.
- ❑ Optional—Describe other measures:

  _____
- ❑ Staff must be provided all required PPE to ensure the health and safety of themselves and the campers. They must wear a facial covering (covering mouth and nose) during all programs and activities. Reusable facial covering must be disinfected daily.
- ❑ Staff may be required to conduct daily camper screenings that include temperature checks and will be provided appropriate PPE that includes facial covering, gloves and protective eyewear. Provision of face shield for this task is recommended.
- ❑ Physical distancing between staff and campers is maintained.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- ❑ Program staff should remain with their assigned group and should not be assigned to other job functions for duration of assignment.
- ❑ Staggered start times for staff and split shifts are put in place to limit the number of staff on site, at team meetings, at lunch breaks, and during departure times. No one is allowed to congregate in groups
- ❑ Staff are required and permitted adequate time to wash or sanitize their hands every 30 minutes or as needed if gloves are provided. Locker room facilities are cleared of all belongings. Additional uniforms, gear and all belongings can be kept in personal vehicles on-site. No personal belongings are allowed to be stored on-site
- ❑ No visitors or non-essential organization representatives are allowed on or within program or staff area(s) of the facility. This includes outside suppliers and general public.
- ❑ Staff meetings and trainings are conducted with physical distancing protocols or via telephone, zoom or other virtual platforms
- ❑ The use of the break room common use items (e.g. coffee pots, refrigerators and microwaves) should be suspended. Personal coolers are suggested for meals/personal beverages and should be stored in personal vehicles.
- ❑ Staff should be trained in all program policies including additional safety protocols.
- ❑ A copy of this Protocol have been distributed to all staff.
- ❑ Each organization must have a plan to ensure appropriate staff to camper ratio if staff is identified to be ill during the health screening, is unable to report to work that day, or becomes ill during their shift.
- ❑ If staff shows signs of illness during work shift, immediately place staff in pre-designated isolation space Assign additional staff to ensure staff to camper ratio requirements if needed. Each organization will be required to reference their Human Resources or Personnel Department guidelines
- ❑ Organizations are advised to adhere to their Communicable Disease Plan and to contact their management, camper parents, guardians or caretakers, if applicable, and follow up with your Long Beach Health Department immediately for further guidance should a staff be diagnosed with COVID-19.
- ❑ Employees have been reminded to adhere to personal prevention actions including:
    - ❑ Stay home when you are sick. Stay home for at least 3 days (72 hours) after recovery, which means your fever has resolved without the use of fever-reducing medications and there is improvement in your respiratory symptoms (e.g., cough, shortness of breath), AND at least 10 days have passed since your symptoms first appeared.
    - ❑ Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use alcohol-based hand sanitizer that contains at least 60% alcohol. Wash your hands before meals, after using the restroom and after coughing and sneezing.
    - ❑ Cover your coughs and sneezes with a tissue, and then dispose of the tissue and clean your hands immediately. If you do not have a tissue, use your elbow (not your hands).
    - ❑ Do not touch your mouth, eyes, nose with unwashed hands.
    - ❑ Avoid contact with people who are sick.
    - ❑ Avoid sharing items such as phones or other devices. If devices must be shared be sure to

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

wipe them down with a disinfectant wipe before and after sharing.

- ❑ Constantly observe your work distances in relation to other staff. Always maintain the recommended minimum 6 feet separation from others unless specific work assignments require less distancing and wear a face cloth covering when working near or with others.

B. CAMPER CHECK-IN AND CHECK-OUT REQUIREMENTS

- ❑ Stagger arrival/drop off and camper pick up or sign out times or locations, or put in place other protocols to limit direct contact between parents/caregivers of each household.
- ❑ Check-in and check-out area must be clearly marked to indicate physical distancing.
- ❑ Parents or caregivers must use their own pens when signing campers in and out or staff must disinfect pens between each use. If using digital sign in and out system, staff must disinfect touch areas between use
- ❑ Staff conducting the health screening must wear appropriate PPE including facial covering, gloves and/or protective eyewear. A face shield is highly recommended as added protection.
- ❑ Restrict parent or caregivers time spent at facility to essential tasks only

C. FOOD, SNACK AND MEAL SERVICE REQUIREMENTS

- ❑ If a meal or snack is offered as part of the programming, such as the free and reduced lunch and snack program, it must be pre-packaged.
- ❑ If camper is bringing their own lunch and/or snacks, it must be brought in a container labeled with the campers name and stored with their personal items.
- ❑ Stagger meal times between each camp group and outside campers if site is part of a meal distribution program.
- ❑ Lunch and snack areas must be set-up to provide physical distancing between each camper and be disinfected and sanitized by staff after each use.
- ❑ If staff need to distribute or handle meals, staff must wear a face covering and gloves .
- ❑ Schedule hand-washing before and after meal.
- ❑ Food may not be shared among campers.
- ❑ Use disposable utensils and paper goods.
- ❑ Do not share utensils.
- ❑ Provide hand sanitizer before and during meal and food activities .
- ❑ Refrigerator and other storage areas must be cleaned daily.

D. GROUPING/ACTIVITIES/ EQUIPMENT AND MONITORING

- ❑ Campers should remain in the same space and in groups as small and consistent as practicable. Keep the same campers and staff with each group and include campers from the same family in the same group, to the greatest extent practicable. Recommended participant to staff ratios should be 12:1, with the exception of skill focused sports camps, which should adhere to a recommended 6:1 participant to staff ratio.
- ❑ It is recommended to keep campers within same household in the same group when possible without exceeding prescribed ratio.
- ❑ Each program group must be assigned to separate rooms or spaces with physical distancing

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

protocols in place. If indoor spaces are used by multiple groups at different times, staff must sanitize common touch areas of the room(s) between uses.

- ❑ Campers are encouraged to wear facial coverings during group activities, except when eating, or participating in rigorous activities that may compromise breathing.
- ❑ Plan activities that do not require close physical contact between multiple campers.
- ❑ Stagger indoor and outdoor play and shared spaces; adjust schedules to reduce the number of campers within the same area.
- ❑ All excursions and activities requiring transportation must fully comply with physical distancing and Measures For Infection Control below.
- ❑ Schedule frequent hand washing breaks at least between activities and outdoor play rotations, restroom and meal breaks
- ❑ If aquatic facilities are available, program operators must adhere to Protocols for Public Swimming Pools (Appendix K).
- ❑ If a camper shows signs of illness, use pre-designated isolation areas to separate camper from general group population and notify caregiver immediately for pick up.
- ❑ A camper who has been found to be positive of COVID-19 must not return to the program until at least 3 days (72 hours) have passed since the camper's recovery, defined as resolution of fever without use of fever-reducing medications and improvement of respiratory symptoms (e.g., cough, shortness of breath), and at least 10 days since the camper's COVID-19 symptoms first appeared. If the camper never had symptoms, then they must not return until 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. Follow communication protocol in accordance to your organization's Communicable Disease Plan (CDP) which may include contacting management and/or the Long Beach Health Department officials to seek further guidance.
- ❑ A plan to immediately close program and/or facility should be in place if the Long Beach Health Department deems it necessary.
- ❑ It is recommended to avoid programming and activities that require shared use of equipment. If possible, provide adequate supplies, education materials and equipment for individual use for all campers.
- ❑ Shared equipment and games should be cleaned, sanitized, and disinfected frequently, at the beginning of the day and when used by different campers.

E. MEASURES FOR INFECTION CONTROL

- ❑ Ensure all camp staff and families are aware of enhanced sanitation practices, physical distancing guidelines and their importance, proper use, removal and washing of cloth face coverings, screening practices and COVID-19 specific exclusion criteria.
- ❑ Designate a staff person (e.g., camp nurse or healthcare provider) to be responsible for responding to COVID-19 concerns. All camp staff and families should know who this person is and how to contact them. This individual should be trained to coordinate the documentation and tracking of possible exposure, in order to notify the Long Beach Health Department, staff and families in a prompt and responsible manner.
- ❑ For areas with a large geographic distribution, consider restricting attendance to campers who live in the local geographic area and ask campers to avoid movement between camps.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- ❑ Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans and hand sanitizers with at least 60 percent ethyl alcohol for staff and those campers who can safely use hand sanitizer.
- ❑ Teach campers the following personal protective measures
    - Washing hands regularly before and after eating; after coughing or sneezing; after being outside; and after using the restroom.
    - Avoid touching your eyes, nose, and mouth
    - Cover coughs and sneezes
    - Use a tissue to wipe your nose and cough/sneeze inside a tissue or your elbow.
- ❑ Consider routines enabling camp staff and campers to regularly wash their hands at staggered intervals.
- ❑ Campers and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single use cloth towels) to dry hands thoroughly.
- ❑ Staff should model and practice handwashing. For example, for younger campers, use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.
- ❑ Campers and staff should use hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers, especially when hands are visibly dirty
- ❑ Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.
- ❑ Consider portable handwashing stations throughout the site to minimize movement and congregation in bathrooms to the extent possible.
- ❑ Campers should be encouraged to use cloth face coverings, to the extent feasible. Information should be provided to all camp staff and campers on proper use, removal and washing of cloth face coverings.
- ❑ Consider suspending use of drinking fountains and instead encourage the use of reusable water bottles.
- ❑ Frequently touched surfaces such as door handles, light switches, sink handles, bathroom surfaces, tables as well as surfaces in transportation vehicles should be cleaned at least daily and more frequently throughout the day if possible.
- ❑ Limit use of shared equipment in favor of physical activities that require less contact with surfaces. Use of playground equipment is prohibited.
- ❑ Limit sharing of objects and equipment, such as toys, games and art supplies, otherwise clean and disinfect between uses.
- ❑ When choosing cleaning products, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list "N" and follow product instructions. These products contain ingredients which are safer for individuals with asthma
- ❑ Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Provide employees training on the hazards of the chemicals, manufacturer's directions, and Cal/OSHA requirements for safe use.
- ❑ Custodial staff with the responsibility of cleaning and disinfecting the site must be equipped

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products must be kept out of children's reach and stored in a space with restricted access.

- ❑ When cleaning, air out the space before campers arrive; plan to do thorough cleanings when campers are not present. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
- ❑ If opening windows poses a safety or health, consider alternate strategies for improving air flow such as maximizing central air filtration for HVAC systems (targeted filter rating of at least MERV 13).
- ❑ Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of infections such as Legionnaires' disease.

SCREEN CAMPERS

- ❑ Train staff and educate campers and their families about when they should stay home and when they can return to camp. Actively encourage staff and campers who are sick or who have recently had close contact with a person with COVID-19 to stay home.
- ❑ In addition to screening staff when they arrive, all campers should also be screened upon arrival at the facility.
    - o Consider conducting visual wellness checks of all campers upon arrival; this could include taking campers' temperatures at the beginning of each day with a no touch thermometer. If no touch thermometers are not available, reported temperature assessment is acceptable.
    - o Ask all individuals about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
- ❑ Exclude any child, parent, caregiver or staff showing symptoms of COVID-19.
- ❑ Monitor staff and campers throughout the day for signs of illness; send home campers and staff with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms. Send persons to the appropriate medical facility rather than their home if necessary.

IF STAFF OR CAMPERS BECOMES ILL

- ❑ Identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19. (fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, nausea or vomiting, diarrhea, congestion or runny nose).
- ❑ Ensure they are wearing a cloth face covering or surgical mask if they are over the age of 2 and do not have problems putting on or removing the mask or have issues breathing with the mask on.
- ❑ The campers or staff exhibiting symptoms should remain in the isolation room until they can be transported home or to a healthcare facility, as soon as practicable.
- ❑ Establish procedures for safely transporting anyone sick to their home or to a healthcare facility, as appropriate. Call 9-1-1 without delay if the individual develops persistent pain or pressure in the chest, confusion, or bluish lips or face.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- ❑ Advise sick staff members and campers not to return until they have met CDC criteria to discontinue home isolation, including 3 days with no fever, symptoms have improved and 10 days since symptoms first appeared.
- ❑ Advise contacts to the ill individual to stay at home for 14 days after the last contact and monitor for symptoms of COVID-19 and to follow the Long Beach Health Officer Orders for self-isolation and quarantine, if applicable.
- ❑ In the event that 3 or more positive COVID-19 cases are identified within a span of 14 days the operator should report this cluster to the Long Beach Department Health and Human Services 562-570-INFO, and notify staff and all families immediately while maintaining confidentiality as required by state and federal laws.
- ❑ Close off areas used by any sick person and do not use before cleaning and disinfection. If possible, wait 24 hours or as long as possible before cleaning and disinfecting the area.
- ❑ Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep cleaning and disinfectant products away from children.
- ❑ In consultation with the local public health department, the appropriate camp official may consider if closure is warranted and length of time based on the risk level within the specific community

LIMIT SHARING

- ❑ Keep each camper's belongings separated and in individually labeled storage containers, cubbies or areas. Ensure belongings are taken home each day to be cleaned and disinfected.
- ❑ Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.
- ❑ Avoid sharing electronic devices, clothing, toys, books, and other games or learning aids as much as practicable.

F. MEASURES THAT COMMUNICATE TO THE PUBLIC

- ❑ Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality.
- ❑ A copy of this protocol is posted at all public entrances to the facility.
- ❑ Signage at the entry notifies customers of occupancy limits.
- ❑ Signs are displayed at entrances, waiting areas, and throughout outdoor spaces to remind people of physical distancing and face coverings usage at every opportunity. Dedicate staff are used to direct guests at high traffic and bottleneck areas to avoid congregating.
- ❑ Signs are posted that instruct visitors that they should stay home if sick with respiratory symptoms.
- ❑ Online outlets of the establishment (website, social media, etc.) provide clear information about store hours, required use of face coverings, limited occupancy, policies in regard to ticketing, admission, preordering, prepayment, pickup and/or delivery and other relevant issues.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

G. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- ❑ Services that are critical to the campers have been prioritized.
- ❑ Measures are instituted to assure services for campers who have mobility limitations and/or are at high risk in public spaces.

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Camp Contact Name: _____

Phone number: _____

Date Last Revised: _____

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

Campground and RV Parks Protocols: Appendix O

Effective as of Friday, June 12, 2020

The requirements below are specific to campgrounds and RV parks permitted to be open by the Order of the State Public Health Officer. In addition to the conditions imposed on these specific venues by the Governor, these types of businesses must also be in compliance with the conditions laid out in this Checklist.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at www.longbeach.gov/covid19 regularly for any updates to this document.

This checklist covers:

(1) Workplace policies and practices to protect employee health
(2) Measures to ensure physical distancing
(3) Measures to ensure infection control
(4) Communication with employees and the public
(5) Measures to ensure equitable access to critical services

These five key areas must be addressed as your facility develops any reopening protocols.

All campgrounds and RV Parks covered by this guidance must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.

Facility name: _____

Facility Address: _____

A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH (CHECK ALL THAT APPLY TO THE FACILITY)

- ❑ Everyone who can carry out their work duties from home has been directed to do so.
- ❑ Vulnerable staff (those above age 65, those with chronic health conditions) are assigned work that can be done from home whenever possible.
- ❑ Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home. Consider offering workers, who request modified duties options that minimize their contact with visitors and other employees.
- ❑ Alternate, staggered or shift schedules have been instituted to maximize physical distancing.
- ❑ All employees (including paid staff, and volunteers; referred to collectively as "employees") have been told not to come to work if sick, or if they are exposed to a person who has COVID-19. Employees understand to follow the Long Beach Health Officer Orders for self-isolation and quarantine, if applicable. Workplace leave policies have been reviewed and modified to ensure that

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

employees are not penalized when they stay home due to illness.

- See additional information on government programs supporting sick leave and worker's compensation for COVID19, including employee's sick leave rights under the Families First Coronavirus Response Act and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20.

- ❑ Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- ❑ Symptom checks are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing. These checks can be done remotely or in person upon the employees' arrival.
- ❑ A temperature check should be done at the worksite if feasible.
- ❑ In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer should report this cluster to the Long Beach Department Health and Human Services at 562-570-INFO.
- ❑ All employees who have contact with the public or other employees during their shift (s) are offered, at no cost, a cloth face covering. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others, Employees need not wear a cloth face covering when the employee is alone in a private office or a walled cubicle.
- ❑ Employees are instructed to wash their face coverings daily.
- ❑ Employees are also offered gloves for tasks that require them to handle frequently touched surfaces or for use during symptom screening.
- ❑ Employees have been instructed to maintain at least a six (6) feet distance from visitors and from each other in all areas of the site. Employees may momentarily come closer as necessary to assist children, or as otherwise necessary.
- ❑ Restrooms and other common areas are disinfected frequently, on the following schedule:
  - Restrooms _____
  - Other _____
- ❑ Disinfectant and related supplies are available to employees at the following location(s):

  _____
- ❑ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

  _____
- ❑ Employees are reminded to wash their hands frequently.
- ❑ A copy of this protocol has been distributed to each employee.
- ❑ As much as feasible each worker is assigned their own equipment and have been instructed to avoid sharing phones, tablets, two-way radios, other work supplies, or office equipment wherever

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

possible. They have also been instructed to never share PPE.

- ❑ Where items must be shared, they are disinfected with a cleaner appropriate for the surface between shifts or uses, whichever is more frequent, including the following: shared office equipment, such as copiers, fax machines, printers, telephones, keyboards, staplers, staple removers, letter openers, surfaces in reception areas, shared work stations, audio and video equipment, walkie talkies, etc.
- ❑ Time is provided for workers to implement cleaning practices during their shift. Cleaning assignments are assigned during working hours as part of the employees' job duties. Modify hours, if necessary, to ensure regular, thorough cleaning, as appropriate. Options for third-party cleaning companies to assist with the increased cleaning demand are procured, as needed.
- ❑ Monitor staff absenteeism and have a roster of trained back-up staff where available.
- ❑ Consider installing portable high-efficiency air cleaners for offices or other workspaces, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in offices and other spaces.
- ❑ Adjust any staff meetings to ensure physical distancing and use smaller individual meetings to maintain physical distancing guidelines.
- ❑ Hold meetings with workers over the phone, via webinar, or outdoors wherever possible. Consider virtual interviewing and on-boarding for new staff when possible.
- ❑ All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.
- ❑ Optional—Describe other measures:

_____

B. MEASURES TO ENSURE PHYSICAL DISTANCING

- ❑ Implement measures to ensure physical distancing of at least six feet between and among workers and visitors. This could include installing a Plexiglas barrier between staff and visitors in stores, lobbies, reception areas, or visitor centers or using visual cues to guide visitors where to stand or line up. Visitors should also be directed where to stand, using visual and/or verbal cues as appropriate, when waiting to use water filling stations, RV dump stations, propane filling stations, and other similar service locations.
- ❑ Staff is remined to avoid shaking hands, bumping fists or elbows, and other physical contact.
- ❑ Operators should monitor areas where people are likely to gather and ensure that physical distancing and other guidelines are followed. These areas might include swimming areas, sports fields, skateparks, trail heads, popular day use areas, and picnic areas. Post signs on physical distancing requirements.
- ❑ The following areas may remain open for use my members of the same household only: basketball, tennis, and volleyball courts. Climbing structures and playgrounds must remain closed.
- ❑ For facilities that provide paid, controlled outdoor activities, consider implementing a reservation system to limit the number of visitors at the facility.
- ❑ Consider implementing remote check-in options for new arrivals at campgrounds or RV parks wherever possible. Post signs at the park's entrance to communicate with visitors about what they

need to do upon arrival. List a phone number, for example, for visitors to contact rather than entering the registration area. Encourage the use of online payments, on-site pay stations, credit card payment, or payment over the phone, where possible.

- ❑ If remote check-in is not feasible, check-in visitors outside, if possible, and email receipts. Where necessary, escort or direct visitors directly to their site upon arrival following physical distancing requirements. Only one household should occupy each campsite or rental unit and nonregistered visitors should not be permitted entry to the campground or RV park.
- ❑ Consider implementing a process for visitors to pre-purchase items from the general store, including firewood, food items, or other goods, and have staff deliver items to the visitor's campsite or RV.
- ❑ Outdoor spaces intended for gatherings and group functions, including pavilions, communal fire rings, public-use camp kitchens, and amphitheaters should remain closed. Remove, separate, post closure signs, or tape-off all benches, common area picnic tables, and multi-person seating (including seating around fire pits) to discourage visitors from congregating. .
- ❑ All public events and/or concentrated gatherings, including group bonfires, group campsites, presentations at outdoor amphitheaters, musical or other performances, or other events must be cancelled or postponed.
- ❑ Smaller picnic shelters, such as those that typically accommodate only household groups, can remain open with posted physical distancing related restrictions (e.g., limit use to one household at a time).
- ❑ Assess campground and RV park sites to determine if the park needs to operate at a decreased capacity in order to maintain physical distancing.

OUTDOOR ACTIVITIES

- ❑ Operators should take steps to ensure that higher risk activities, including those not yet recommended by the state guidelines, are not occurring on their properties.
- ❑ Evaluate the processes for renting and loaning recreational equipment and determine whether there is adequate staff capacity and available cleaning and disinfecting supplies to reopen such operations. Rentals must be in compliance with Outdoor Equipment Rental Services Protocols (Appendix D).
- ❑ Modify outdoor recreational activities, where necessary, to ensure proper cleaning and disinfecting protocols can be implemented.
- ❑ Cleaning and disinfecting "soft goods," such as life jackets, wetsuits, cotton lead ropes, saddle bags, or backpacks, poses particular challenges. Such equipment requires an effective cleaning procedure or sufficient equipment inventory to allow for sufficient "down time" of at least three days between uses to minimize risk of COVID-19 transmission.
- ❑ High contact programs and sports that require close contact of less than six feet in distance between members of different households should be suspended. This includes activities such as group sporting events, pick-up basketball, intermural sports activities, races, or dances.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- ❑ Limit high or close contact outdoor recreation activities to household units. This includes boat rentals, rope courses, and climbing walls. At campgrounds and RV parks, consider whether nature walks, movie nights, mini-golf, geocaching, scavenger hunts, or other activities can be developed for household units in a way that maintains physical distancing.
- ❑ When outfitting people with helmets, gear, protective clothing, lifejackets, or other items, staff should maintain physical distance. Where possible, staff should demonstrate how to properly put on and take off equipment rather than breaking physical distance to assist.

COMMUNAL RESTROOM AND SHOWER FACILITIES

- ❑ Public restrooms should be cleaned and disinfected throughout the day. Maximum occupancy for the campground, RV park, or recreation area should be based on the number of fully-operational restrooms that the park operator can maintain and which can support physical distancing requirements.
- ❑ Shared restroom facilities should be cleaned regularly using EPA registered disinfectants throughout the day. High-touch surfaces such as faucets, toilets, doorknobs, and light switches must be frequently cleaned and disinfected. Employees should be trained on the hazards and proper use of new products per Ca/OSHA requirements, and be provided with any required protective equipment for the specific cleaning products in use, such as eye protection or gloves.
- ❑ Create and post a cleaning schedule in every open restroom facility. Post the cleaning schedule on the front of the door so visitors know when they can/cannot use the restroom. Make sure to close the restroom during the cleaning and disinfecting process.
- ❑ Consider using a checklist or audit system to track how often cleaning is conducted.
- ❑ Only allow shower room use if partitions are in place or signs have been posted to specify physical distancing requirements. If partitions or proper distancing are not possible, these facilities should remain closed.
- ❑ Ensure that sanitary facilities stay operational and are continuously stocked at all times. Provide additional soap, paper towels, and hand sanitizer when needed. Install hands-free devices, if possible, including motion sensor sinks, faucets, soap dispensers, sanitizer dispensers, and paper towel dispensers.
- ❑ Doors to multi-stall restrooms should be able to be opened and closed without touching the handles. If the door cannot be opened without touching the handle or door-operator with the hand, prop the door open and/or place a trash-receptacle by the door to ensure a paper towel can be readily disposed of when operating the door. The location and positioning of waste receptacles should not interfere with egress, evacuation, emergency equipment, or any reasonable accommodations provided under the Americans with Disabilities Act. Make sure trash cans are emptied regularly.
- ❑ Campground, RV park, and outdoor recreation visitors should be instructed that sinks could be an infection source and should avoid placing toothbrushes and other items directly on counter surfaces. Totes could also be used for personal items to limit their contact with other surfaces in the restroom.
- ❑ Campground and RV park management should encourage guests staying in vehicles with toilets and showers/bathing equipment to use their own facilities rather than shared ones, if possible.
- ❑ Provide information on how to wash hands properly, including hanging signs in restrooms.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

SWIMMING POOLS AND AQUATIC VENUES

- ❑ Saunas, steam rooms, and hot tubs should remain closed.
- ❑ Maintain proper disinfectant levels (1-10 parts per million free chlorine or3-8 ppm bromine) and pH (7.2-8).
- ❑ Consult with the company or engineer that designed the aquatic venue to decide which disinfectants approved by the EPA are best for the aquatic venue. Ensure the safe and correct use and storage of disinfectants, including storing products securely away from children.
- ❑ Set up a system so that furniture and equipment (e.g., lounge chairs) that need to be cleaned and disinfected are kept separate from furniture that has already been cleaned and disinfected. Label containers for used equipment that has not yet been cleaned and disinfected and containers for cleaned and disinfected equipment.
- ❑ Encourage visitors to bring and use their own towels. If towels are provided, launder them and clothing according to the manufacturer's instructions. Use the warmest appropriate water temperature and dry items completely. Handle towels with disposable gloves and minimal disturbance, i.e., do not shake them.
- ❑ Discourage people from sharing items, particularly those that are difficult to clean and disinfect or those that are meant to come in contact with the face (e.g., goggles, nose clips, and snorkels).
- ❑ Ensure that the facility has adequate equipment for patrons, such as kick boards, pool noodles, and other flotation devices, to minimize sharing wherever possible. Limit the use of the equipment to one patron at a time and clean and disinfect the items after each use.
- ❑ For indoor aquatic venues, introduce and circulate outdoor air as much as possible by opening windows and doors, using fans, or other methods. However, do not open windows and doors if doing so poses a safety risk to staff, visitors, or swimmers.
- ❑ Change the deck layout and other areas surrounding the pool to ensure that the standing and seating areas can support physical distancing requirements. This could include removing lounge chairs or taping off areas to discourage use.
- ❑ Provide physical cues or guides (e.g., lane lines in the water or chairs and tables on the deck) and visual cues (e.g., tape on the decks, floors, or sidewalks) and signs to ensure that staff, visitors, and swimmers stay at least six feet apart from one another, both in and out of the water.
- ❑ Where feasible, install impermeable physical barriers such as Plexiglas where staff and patrons must interact, and physical distancing is difficult.
- ❑ Consider implementing reservations for pool use or implementing other mechanisms to support physical distancing. This could include reserving full lanes for individual lap swimming.
- ❑ Ensure that lifeguards who are actively lifeguarding are not also expected to monitor handwashing, use of cloth face coverings, or physical distancing. Assign this monitoring responsibility to another staff member.
- ❑ Aquatic venues should avoid activities that promote group gatherings.

CABINS AND RENTAL UNITS

- ❑ Campgrounds and RV parks with cabins or other rental units should take the proper steps to clean and disinfect those areas after each use. This includes wiping down and cleaning bed rails, tables, TV remotes, headboards, countertops, kitchen appliances, refrigerator handles, stove knobs, mirrors, and other items.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- ❑ All linens must be removed and laundered between each visitor stay, including items that appear to not have been used. When cleaning bedding, towels, or other laundered items in rental units, ensure staff wear disposable gloves when handling dirty laundry and then discard after each use. Wash hands with soap or use hand sanitizer immediately after gloves are removed. Do not store extra linens in the rental unit. Provide such items only on request.
- ❑ Do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air. Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Clean and disinfect laundry hampers according to guidance above for surfaces. If possible, consider placing a bag liner that is either disposable and thrown away after each use or can be laundered after each use.
- ❑ Kitchen items, including pots, pans, and utensils, must be thoroughly cleaned with soap and hot water, preferably in a dishwasher, between each visitor stay. Provide adequate dish soap and new, unused sponges for each visitor upon arrival. Consider replacing utensils with one-time use dinnerware, if feasible.
- ❑ Consider instituting a 24-hour waiting period after a visitor checks out before cleaning any campground-owned accommodations, including rental units.
- ❑ Any rental unit intended for large gatherings, including conferences or meetings, should not be opened until such operations can resume.

FOOD AND DINING

- ❑ Follow Long Beach Health Officer protocols regarding restaurants for instructions regarding food and dining.
- ❑ Outdoor recreation operators should not hold potlucks or similar family style eating and drinking events that increase the risk of cross contamination. If food and beverages must be served or shared, provide items in single-serve, disposable containers whenever possible. Staff or volunteers serving food should wash hands frequently and wear disposable gloves and face coverings.

LAUNDRY FACILITIES

- ❑ If necessary, adjust the operating hours for laundry room facilities to ensure that staff have adequate time to frequently clean and disinfect the laundry machine lids and doors, lint screens, tabletops and counters, chairs or benches, soap dispensers, vending machines, change machines, sinks, and other areas.
- ❑ Consider placing hand sanitizer and disinfecting wipes in the laundry room so visitors can wipe down the area before/after they use the machines.
- ❑ Remove all games, books, brochures, or other items from the laundry facilities. Remove laundry baskets or bins, if provided.
- ❑ Consider developing an appointment-type system for the laundry facilities so that staff know when the facilities are being used and visitors can avoid unnecessary interaction. Keep the laundry facilities locked between scheduled appointments to ensure adequate time for cleaning.
- ❑ If an appointment-type system is not possible, maintain physical distancing by closing every other machine so that six-feet of physical distance can be maintained between visitors.
- ❑ Encourage visitors to wait outdoors while laundry is being washed/dried. Alternatively, use visual

cues to direct visitors where to stand, and limit access so individual visitors can use multiple machines that are together.

- ❑ Determine what the maximum capacity should be for the room size and post a sign on the door that states how many individuals can be in the room at one time, along with the cleaning and disinfecting schedules.

C. MEASURES FOR INFECTION CONTROL

- ❑ Contact visitors with reservations at campgrounds and RV parks before their scheduled arrival to confirm the reservation and ask if they or someone in their household is exhibiting any COVID-19 symptoms. If the visitor answers in the affirmative reschedule or cancel the reservation.
- ❑ Perform thorough cleaning on all high traffic areas such as guest check-in areas and lobbies, visitor centers, staff break rooms, restrooms, and areas of ingress and egress, including stairways and handrails, throughout the day.
- ❑ Frequently disinfect commonly used surfaces and items including vehicles steering wheels and gear shifts, keys, tools, water spigots, trash receptacles, lounge chairs, shared equipment, doorknobs, countertops, toilets, and handwashing facilities.
- ❑ Outdoor recreation operators should consult with equipment manufacturers to determine the appropriate disinfection steps, particularly for soft, porous surfaces. Encourage visitors to bring and use their own equipment wherever possible.
- ❑ Equip guest reception and check-in areas and staff workstations with proper sanitation products, including hand sanitizer and disinfectant wipes.
- ❑ Amenities, including trail maps, books, magazines, coffee, water, self-serve stations (unless touchless), and other items for visitors, must be removed from reception areas to help reduce touch points and visitor interactions. Trail maps and other printed informational materials may be distributed to visitors on arrival for their individual use.
- ❑ Difficult to clean and commonly touched items, including shared board games or books, should not be loaned out to visitors, if possible. If loaning out such items, consider placing returned items in a storage container for at least three days before loaning to a different visitor.
- ❑ Follow CDC guidelines to ensure that all water systems are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- ❑ Oftentimes restroom facilities without running water, such as portable toilets and vault toilets, are not stocked with hand hygiene products. Encourage visitors to be prepared to bring their own hand sanitizer with at least 60% alcohol for use in these facilities. If provided, make sure portable handwashing stations are maintained and soap, towel, and water supplies are kept full.
- ❑ Clean restroom facilities on an accelerated schedule to keep them clean and encourage campers and visitors to use them, thereby avoiding campers rejecting dirty and unsanitary restrooms and using the outdoors instead. Where possible, provide disposable seat covers in restrooms.
- ❑ Encourage visitors to pack out what they pack in, wherever possible, to minimize the amount of trash staff must dispose of at the campsite, park, trailhead, or other facility.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- ❑ Water filling stations, RV dump stations, and propane filling stations must be cleaned and disinfected each day and staff should wipe down the equipment after each use. If possible, place hand sanitizer near these facilities for visitor and staff use.
- ❑ Staff should avoid sharing tools, phones, electronics, and office supplies as much as possible and, where feasible, ensure workers have dedicated workstations for their personal use. Never share PPE.
- ❑ When choosing cleaning chemicals, employers should use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved N list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves and other protective equipment as required by the product.
- ❑ After each visitor stay, amenities at each site should be properly wiped down, cleaned, and disinfected. This includes BBQ grills, chairs, all secondary seating (e.g. swings or benches), water spigots, and RV electrical and water hook-ups.
- ❑ Make sure all workers have been trained to use and have an adequate supply of all-purpose cleaners and disinfectants, when needed.
- ❑ Janitorial or custodial workers must be told if they are going to be working in a location where an infected person has been. Qualified third-party qualified cleaning services are recommended for decontamination of affected areas.
- ❑ If janitorial or custodial workers are asked to disinfect an area with known COVID-19 cases, they must not start operations until the campground or RV operator has provided the proper protective equipment and training. Janitorial or custodial staff must wear disposable gloves for all tasks in the cleaning process, including handling trash. Workers should be reminded to wash hands with soap and water immediately after taking off the gloves or use hand sanitizer. Additional PPE might be required, including eye goggles, based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- ❑ Janitorial staff must be provided training and information on the hazards of cleaners and disinfectants used, the availability of the safety data sheets, PPE required, and ventilation required.
- ❑ Workers should have enough ventilation (air flow) in areas where they are cleaning. If cleaning in a bathroom or other small space, make sure the door and windows are propped open.
- ❑ To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on the N list with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid). Avoid products that mix these ingredients with peroxyacetic acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
- ❑ Campground and RV park visitors must be reminded to maintain six-feet of distance from maintenance, janitorial, or custodial staff on the maintenance team. Implement a process to regularly check in with workers to ensure visitors are following this protocol. Ensure workers are able to share such information without fear of reprisal or retaliation.
- ❑ Campground and RV park operations should evaluate if the dog park on the grounds is large enough to accommodate visitors and their animals while maintaining proper physical distancing. If the space is not sufficient, dog parks must be expanded, occupancy-limited, or closed.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

D. MEASURES THAT COMMUNICATE TO THE PUBLIC

- ❑ Campground and RV park operators should take steps to ensure visitors are fully aware of the park's new policies and procedures prior to their arrival. Such policies should include the right for campground and RV park operators to cancel reservations for parties with symptomatic visitors; new check-in procedures; physical distancing requirements; and cleaning and disinfecting schedules for accommodations, amenities, and common areas like the check-in/registration area and the park general store or visitor center.
- ❑ Provide information to visitors on the following topics:
    - Plan ahead, make reservations and purchase permits, firewood, ice and other items online or by phone before arriving on site.
    - Be as self-contained and self-sufficient as possible. For example, arrive prepared with your own soap, surface disinfectant supplies, hand sanitizer, paper towels/hand towels, and toilet paper. It is also advisable to bring disinfecting wipes to clean up before and after use of common facilities. Bring your own sports equipment, towels, first aid supplies, and other items needed for outdoor recreation whenever possible. Visitors should bring plastic tablecloths for picnic tables that can be disposed of or taken back home for washing.
    - To ensure physical distancing can be maintained, visitors should set up their campsite or picnic areas to maximize distance from adjacent campsites and picnic sites that host people from different households.
    - Many programs and facilities may be canceled or closed, so visitors should check online resources for updated information about rule changes and closures to know what to expect upon arrival.
    - Observe all cleaning protocols for self-service facilities and amenities before using them.
    - Leave furniture, such as picnic tables and chairs, as they were found as park staff may have appropriately spaced these items to encourage physical distancing.
    - Follow directional signage – e.g., wait your turn and abide by capacity limits – that will promote physical distancing in buildings, an overlook, and around other confining spaces.
    - Plan your travel in a safe and responsible way. Be mindful that backcountry and rescue operations require many emergency responders and extra demands on those healthcare resources puts everyone at risk.
- ❑ Maintain communication systems that allow staff and visitor to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality.
- ❑ A copy of this protocol is posted at all public entrances to the campgrounds.
- ❑ Signs are posted that instruct visitors that they should stay home if sick with symptoms that could be COVID-19.
- ❑ Online outlets of the establishment (website, social media, etc.) provide clear information about, current protocols, required use of face coverings, infection control practices and physical distancing requirements.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- ❑ Services that are critical to the visitors have been prioritized.
- ❑ Measures are instituted to assure services for visitors who have mobility limitations and/or are at high risk in public spaces.

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Business Contact Name: _____

Phone number: _____

Date Last Revised: _____

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

Museum, Gallery, and Aquarium Protocols: Appendix P

Effective as of Friday, June 12, 2020

This protocol is to be completed by indoor and outdoor museums, indoor or outdoor children museums, galleries, botanical gardens, aquariums, and other similar facilities (collectively "museums"), The requirements below apply to all museums. In addition to the conditions imposed on these specific facilities by the State Public Health Officer, the facilities must also be in compliance with these Museum, Gallery, Community Center, and Aquarium Protocols. This protocol must be implemented and posted at the facility.

This guidance is not intended for amusement, theme, or water parks. Museums, galleries, community centers, and aquariums that operate family entertainment centers, including movie theaters, should keep those facilities closed until they are permitted to operate. Museums, galleries, community center, and aquariums with playgrounds, play spaces, or climbing areas should keep those areas closed until they are permitted to operate. Museums with convention space, rentable meeting rooms, other areas for private events, etc., should keep those areas closed until large gatherings are allowed to resume modified or full operation through a specific reopening order and guidance. Discontinue demonstrations, such as live animal shows, unless physical distancing and sanitation protocols are ensured. All large events or gatherings, such as concerts or private parties/events, must be canceled or postponed.

- ❑ Museums with retail areas must comply with Retail In-Person Shopping Protocols (Appendix B).
- ❑ Restaurants, cafes, and concessions stands within museums must comply with Dine-In Restaurant Protocols (Appendix H).
- ❑ Office spaces within museums must comply with Office Worksite Protocols (Appendix G).

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at www.longbeach.gov/covid19 regularly for any updates to this document.

This checklist covers:

(1) Workplace policies and practices to protect employee health
(2) Measures to ensure physical distancing
(3) Measures to ensure infection control
(4) Communication with employees and the public
(5) Measures to ensure equitable access to critical services

These five key areas must be addressed as your facility develops any reopening protocols.

All businesses covered by this protocol must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the business.

Business name: _____

Facility Address: _____

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH (CHECK ALL THAT APPLY TO THE FACILITY)

- ❑ Everyone who can carry out their work duties from home has been directed to do so.
- ❑ Vulnerable staff (those above age 65, those with chronic health conditions) are assigned work that can be done from home whenever possible.
- ❑ Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home. Consider offering workers, docents, interns, and volunteer staff who request modified duties options that minimize their contact with customers and other employees (e.g., managing inventory rather than working as a cashier or managing administrative needs through telework).
- ❑ Alternate, staggered or shift schedules have been instituted to maximize physical distancing.
- ❑ All employees (including paid staff, docents, interns and volunteers; referred to collectively as "employees") have been told not to come to work if sick, or if they are exposed to a person who has COVID-19. Employees understand to follow the Long Beach Health Officer Orders for self-isolation and quarantine, if applicable. Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
    - Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on government programs supporting sick leave and worker's compensation for COVID19, including employee's sick leave rights under the Families First Coronavirus Response Act and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20
- ❑ Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- ❑ Symptom checks are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing. These checks can be done remotely or in person upon the employees' arrival.
- ❑ A temperature check should be done at the worksite, if feasible.
- ❑ In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer should report this cluster to the Long Beach Department Health and Human Services 562-570-INFO.
- ❑ All employees who have contact with the public or other employees during their shift (s) are offered, at no cost, a cloth face covering. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others, Employees need not wear a cloth face covering when the employee is alone in a private office or a walled cubicle.
- ❑ Employees are instructed to wash their face coverings daily.
- ❑ Employees are also offered gloves for tasks that require them to handle frequently touched surfaces or for use during symptom screening.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- ❑ Consider the use of plexiglass dividers in areas where employees must interact with customers such as payment booths or information centers.
- ❑ Employee workstations at areas such as ticket or information booths are separated by at least 6 feet and common areas are configured to ensure physical distancing of at least 6 feet.
- ❑ Employees have been instructed to maintain at least a six (6) feet distance from visitors and from each other in all areas of the museum or gallery. Employees may momentarily come closer when necessary to accept payment, or as otherwise necessary.
- ❑ Break rooms, restrooms and other common areas are disinfected frequently, on the following schedule:
    - o Break rooms _____
    - o Restrooms _____
    - o Other _____
- ❑ Breaks are staggered to ensure that six (6) feet between employees can be maintained in break areas or break rooms have been reconfigured or closed with alternative spaces created for breaks so that physical distancing is possible.
- ❑ Disinfectant and related supplies are available to employees at the following location(s):

  _____
- ❑ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

  _____
- ❑ Employees are required and permitted adequate time for, to wash their hands at least every 30 minutes, or as needed if gloves are provided. Where hand washing is impracticable, hand sanitizer with that contains at least 60% alcohol has been provided to the employee instead.
- ❑ A copy of this protocol has been distributed to each employee.
- ❑ Each worker is assigned their own tools, equipment and defined workspace. Employees have been instructed to avoid sharing phones, tablets, two-way radios, other work supplies, or office equipment wherever possible. They have also been instructed to never share PPE.
- ❑ Where items must be shared, they are disinfected with a cleaner appropriate for the surface between shifts or uses, whichever is more frequent, including the following: shared office equipment, such as copiers, fax machines, printers, telephones, keyboards, terminals, ATM PIN pads, staplers, staple removers, letter openers, surfaces in reception areas, shared work stations, audio and video equipment (microphones, microphone stands, mixer boards, TV monitors), walkie talkies, etc.
- ❑ Time is provided for workers to implement cleaning practices during their shift. Cleaning assignments are assigned during working hours as part of the employees' job duties. Modify hours, if necessary, to ensure regular, thorough cleaning of workspaces, as appropriate. Options for third-party cleaning companies to assist with the increased cleaning demand are procured, as needed.
- ❑ All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.
- ❑ Optional—Describe other measures:

  _____

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

B. MEASURES TO ENSURE PHYSICAL DISTANCING

- ❑ Entrance to museum or gallery space has been limited to ensure physical distancing of at least 6 feet by visitors and by instituting options such as timed entrance tickets to ensure social distancing. Groups are limited to household members only. Reduce maximum occupancy limits to ensure sufficient space for physical distancing.
- ❑ Tours that combine individuals from different families have been discontinued and tour guides maintain a six-foot distance from the tour group.
- ❑ Physical distancing is practiced at all exhibit spaces with markers placed around displays to indicate where visitors must stand in order to view the display. If possible, separate routes for entry and exit through exhibits, galleries, viewing areas and employee workspaces are created to help maintain physical distancing and lessen the instances of people closely passing each other. One-way directional walkways, passageways, etc. for foot traffic have been established to minimize crossflow of people in the establishment.
- ❑ The number of visitors to smaller exhibit spaces within the museum is restricted at any one time, in order to continue to maintain a 6 foot distance between individuals or household members. All entrances to these areas must be tracked to monitor the number of visitors entering the space.
    - o A staff person (or staff people if there is more than one entrance) wearing a cloth face cover is posted near the entrance to the exhibit space but at least 6 feet from the nearest visitors to track occupancy and direct visitors to line up 6 feet apart if the space has reached its occupancy limit.
- ❑ Employees and visitors are discouraged from congregating in high traffic areas such as bathrooms and hallways.
- ❑ Rearrange seating areas and/or remove seats to allow for a minimum of six feet of physical distance between customers/visitors. Post signage at shared, immovable seating (benches, etc.) to remind customers/visitors to physically distance from others outside their party.
- ❑ Areas used for live demonstrations, animal shows, etc. are reconfigured to enable physical distancing between household groups. Consider implementing advanced reservations for demonstrations and having staff members usher households to proper viewing areas.
- ❑ Establishments limit shuttle service whenever possible and in accordance with obligations to individuals with disabilities. Employees avoid sharing vehicles when traveling on the property. When employees or customers/visitors must travel together the use of face coverings is required.
- ❑ Members of the same household or living unit do not have to remain 6 feet apart from each other.
- ❑ Walkways and foot paths are set up with stanchions or markers to set up one-way flow of foot traffic.
- ❑ Public seating areas are reconfigured to support physical distancing between customers or visitors.
- ❑ Special or private events are not permitted.
- ❑ Employee restrooms are not available for customer use.
- ❑ Playgrounds, climbing structures, and play spaces remain closed.

C. MEASURES FOR INFECTION CONTROL

- ❑ Contactless payment systems are in place or, if not feasible, payment systems are sanitized regularly. Describe:

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- ❑ Common areas and frequently touched objects (e.g., tables, doorknobs or handles, credit card readers, light switches, grab bars, railings, placards, , etc.) are disinfected on an hourly basis during business hours using EPA approved disinfectants and following manufacturer's instructions for use. Operators identify and disinfect surfaces that children are more likely to touch, such as sections of windows, exhibits, or fence posts closer to the ground.
- ❑ Thorough cleaning of any outdoor and indoor areas that employees or the public use or occupy in order to maintain operations of all indoor and outdoor exhibits is performed daily. This should include high traffic areas and shared workspaces (offices, meeting rooms, break rooms, etc.), and areas of ingress and egress (handrails, stairways, elevator controls, etc.)
- ❑ Visitors are encouraged to pre-purchase entrance fees on-line. If possible, tickets are digital with QR codes to allow for paperless and touchless systems.
- ❑ To the extent possible, visitors to the museum are registered in a visitor log that includes a visitor's name, phone number and email address which can also be done at the time of ticket purchase or registration.
- ❑ The entire facility is cleaned at least daily, with restrooms and frequently touched areas/objects cleaned more often depending on frequency of use. Outdoor surfaces made of plastic or metal are also cleaned. Do not spray disinfectant on wooden surfaces, or sidewalks.
- ❑ Public restrooms are sanitized regularly using EPA approved disinfectants. on the following schedule:

- ❑ Symptom checks are conducted before visitors may enter the establishment. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms the visitor may be experiencing. These checks can be done remotely or in person upon the visitors' arrival.
- ❑ Visitors arriving at the establishment are asked to use hand sanitizer and instructed to wear a face covering while in the establishment and on the grounds of the establishment. This applies to all adults and to children over the age of 2. Only individuals with chronic respiratory conditions or other medical conditions that make use of a mask hazardous are exempted from this requirement. If possible, face coverings are available to visitors who arrive without them.
- ❑ Visitors arriving at the establishment with children must ensure that their children stay next to a parent, avoid touching any other person or any item that does not belong to them, and are masked if age permits.
- ❑ Reusable gallery guides have been removed and replaced with single-use maps and guides, signage or with audio guides that can be accessed via personal electronic devices.
- ❑ To the extent it is consistent with the facility's obligations to individuals with disabilities, the use of audio headsets and other equipment lent to customers/visitors is discontinued unless they can be properly disinfected after each use. Consult equipment manufacturers to determine appropriate disinfection steps, particularly for soft, porous surfaces such as foam earmuffs.
- ❑ Hand sanitizer, tissues and trash cans are available to the public at or near the entrance of the facility and near any areas where food and beverages are offered.
- ❑ Sanitary facilities for employees and guests stay operational and stocked at all times and additional soap, paper towels, and hand sanitizer are provided when needed.
- ❑ All playgrounds, climbing structures, enclosed bounce houses, etc. are closed in accordance with State

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

guidelines as these areas promote congregating and are difficult to properly disinfect.

- ❑ All interactive exhibits, including petting/touch exhibits within aquariums, may remain open if employees are assigned to implement any necessary crowd control and to disinfect between uses.. Handwashing facilities and/or hand sanitizer are made available at these stations, and ask visitors to use them before and after interacting with petting/touch exhibits. Strongly consider closing these exhibits whenever possible, especially when children are likely to interact with or share use of the exhibits without proper disinfection and hand sanitation.
- ❑ Gatherings and events, including birthday parties, are not permitted.
- ❑ To minimize the risk of Legionnaires' disease and other diseases associated with water, take steps to ensure that all water systems and features are safe to use after a prolonged facility shutdown.
- ❑ Optional - Describe other measures (e.g. providing senior-only hours):

_____

D. MEASURES THAT COMMUNICATE TO THE PUBLIC

- ❑ A copy of this protocol is posted at all public entrances to the facility.
- ❑ Signage at the entry notifies customers of occupancy limits.
- ❑ Signs are displayed at entrances, waiting areas, and throughout outdoor gallery and museum spaces to remind visitors of the rules that are to be a condition of entry. The rules could include instructions on the use of hand sanitizer as well as the need to wear face coverings during the visit, maintain physical distance from employees and other guests/groups, and avoid unnecessary touching of surfaces, etc. Whenever possible, the rules are available digitally and include pictograms.
- ❑ Signs are posted that instruct visitors that they should stay home if sick with respiratory symptoms.
- ❑ Online outlets of the establishment (website, social media, etc.) provide clear information about establishment hours, required use of face coverings, limited occupancy, policies in regard to ticketing, admission, preordering, prepayment, pickup and/or delivery and other relevant issues.
- ❑ Signage at each public entrance of the facility to inform all employees and customers that they should: (i) avoid entering the facility if they have a cough or fever; (ii) maintain a minimum six-foot distance from one another; (iii) sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and (iv) not shake hands or engage in any unnecessary physical contact.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- ❑ Services that are critical to the customers/clients have been prioritized.
- ❑ Where possible, accommodations have been made for vulnerable populations to be able to access services (e.g., senior-only hours).
- ❑ Transactions or services that can be offered remotely have been moved on-line.
- ❑ Measures are instituted to assure access to goods and services for customers who have mobility limitations and/or are at high risk in public spaces.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Business Contact Name: _____

Phone number: _____

Date Last Revised: _____

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

Hotels, Lodging and Short-Term Rental Protocols: Appendix Q

Effective as of Friday, June 12, 2020

The requirements below are specific to hotels, lodging, and short-term industries now approved to reopen. Hotel and lodging operations with large meeting venues, banquet halls, or convention centers, if applicable, must keep these areas closed until each of these types of establishments are allowed by the Health Officer order to resume modified or full operation.

Spa services, including massage, facials, waxing, nail salons, steam rooms, saunas and hot tubs, along with playgrounds are to remain closed until allowed by the Long Beach Health Officer Order to resume modified or full operation.

Short-term rentals ,or shared rental units, are permitted subject to the Long Beach Safer at Home Order, and also pursuant to any Ordinance or regulation adopted by the City of Long Beach that governs the operation of short-term or other shared rental units.

Property managers, timeshare operators, and other rental unit owners and operators are only allowed to rent unoccupied units and cannot rent rooms or spaces within an occupied residence until otherwise notified. A residence or unit that is rented while the operator is not physically present or has a separate exterior entrance and exit that does not require the use of shared facilities, and is otherwise unoccupied, should be considered an unoccupied unit.

Additional protocols relevant to hotel and lodging operations must also be followed:

- Restaurants and bars
- Fitness Centers
- Hair Salons
- Public Pools
- Retail Operations
- Office Spaces
- Golf Courses
- Tennis Courts

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at www.longbeach.gov/covid19 regularly for any updates to this document.

This checklist covers:

(1) Workplace policies and practices to protect employee health

(2) Measures to ensure physical distancing

(3) Measures to ensure infection control

(4) Communication with employees and the public

(5) Measures to ensure equitable access to critical services

These five key areas must be addressed as your facility develops any reopening protocols.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

All businesses covered by this protocol must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the business.

Business name: _____

Facility Address: _____

A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH (CHECK ALL THAT APPLY TO THE FACILITY)

- ❑ Everyone who can carry out their work duties from home has been directed to do so.
- ❑ Vulnerable staff (those above age 65, those who are pregnant, and those with chronic health conditions) are assigned work that can be done from home whenever possible, and should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.
- ❑ All employees have been told not to come to work if sick or if they are exposed to a person who has COVID-19.
    - Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on government programs supporting sick leave and worker's compensation for COVID19, including employee's sick leave rights under the Families First Coronavirus Response Act and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20
- ❑ Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- ❑ In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer should report this cluster to the Long Beach Department Health and Human Services at 562-570-INFO.
- ❑ Symptom checks are conducted before employees, contractors, vendors or other service providers may enter the workspace. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing. These checks can be done remotely or in person upon the employees' arrival.
- ❑ A temperature check should be done at the worksite if feasible.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- ❑ All employees who have contact with the public or other employees during their shift(s) are offered, at no cost, a cloth face covering. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees need not wear a cloth face covering when the employee is alone.
- ❑ Employees are instructed on the proper use of face covering, including the need to wash their face coverings daily.
- ❑ Housekeepers and others who must enter guest rooms are directed to wear a cloth face covering.
- ❑ Employees are directed to ensure hand hygiene practices including handwash frequency, use of hand sanitizer and proper glove use are adhered to.
- ❑ Employees are required and permitted adequate time for, to wash their hands at least every 30 minutes, or as needed if gloves are provided. Where hand washing is impracticable, hand sanitizer with that contains at least 60% alcohol has been provided to the employee instead.
- ❑ Employees are reminded to cover coughs and sneezes with a tissue. Used tissue should be thrown in the trash and hands washed immediately with soap and warm water for at least 20 seconds.
- ❑ All employees, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the use of face coverings when around others.
- ❑ Breaks are staggered, in compliance with wage and hour regulations, to ensure that six (6) feet between employees can be maintained in break rooms at all times.
- ❑ Employees are prohibited from eating or drinking anywhere inside the workplace other than designated break areas or in a private office that is not shared with others.
- ❑ Employees are properly trained on all COVID-19 policies and procedures.
- ❑ A written, worksite-specific COVID-19 plan including a risk assessment of all work areas has been developed.
- ❑ A designated person has been identified to implement the plan.
- ❑ Employees are trained on the proper use of cleaning and disinfecting products, including Cal/OSHA requirements for safe use. Employees are provided aprons, gloves and other protective equipment as required by the product.
- ❑ Break rooms, restrooms and other common areas are disinfected frequently, on the following schedule:
    - o Break rooms _____
    - o Restrooms _____
    - o Other _____
- ❑ Disinfectant and related supplies are available to employees at the following location(s):

  _____
- ❑ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

  _____
- ❑ Copies of this Protocol have been distributed to all employees.
- ❑ Optional—Describe other measures:

  _____

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

B. MEASURES TO ENSURE PHYSICAL DISTANCING

- ❑ Measures to ensure physical distancing of at least six feet between and among employees, guests, and the public are implemented, including areas where guests and employees line up.
  - This includes the use of physical partitions or visual cues (e.g., floor markings or signs to indicate where employees and/or guests should stand).
  - This includes check-in, check-out, elevator lobbies, coffee shops and dining, and taxi and ridesharing lines.
  - Physical barriers are installed at all transaction counters where 6 feet physical space is not possible between employees and guests.
- ❑ Guests enter doors that are either propped open, are automated or manually operated by an employee who is frequently handwashing and/or using proper hand sanitizer.
- ❑ Peak period queuing procedures are implemented, including a lobby greeter where applicable. Guests are queued to maintain at least six feet of physical distance between parties.
- ❑ All furniture in public spaces has been arranged to incorporate social distancing guidelines.
- ❑ Physical distancing measures are implemented in employee break areas, uniform control areas, training classrooms, shared office spaces, employee services window, and other high-density areas in order to appropriately distance between employees.
  - Where possible, outdoor break areas with shade covers and seating that ensures physical distancing between employees is provided.
- ❑ Guest room service, laundry and dry-cleaning services, and amenity deliveries are made using contactless pick-up and delivery protocols, wherever possible.
- ❑ Housekeeping only services rooms when guests are not present.
- ❑ Employee pre-shift meetings are conducted virtually or in areas that allow for appropriate physical distancing between employees.
- ❑ Employee arrival times are staggered to minimize traffic volume in back of house corridors and service elevators.
- ❑ Employees are discouraged from congregating in high traffic areas such as bathrooms and hallways. Established directional hallways and passageways for foot traffic, where possible, to eliminate people from passing by one another.
- ❑ Office spaces, lobbies, front desk check-in areas, business centers, concierge service areas, and other spaces are redesigned, where possible, to ensure workspace and guest accommodations allow for at least six feet distancing.
- ❑ Elevator capacity is limited to 4 individuals or a family at a time for any elevator that does not allow for 6-foot physical distance between riders. All riders are required to wear cloth face coverings.
- ❑ Employees are instructed to avoid handshakes and similar greetings that break physical distancing.
- ❑ Person-to-person contact for delivery of goods to physical offices is eliminated, where possible. Avoid touching others' pens and clipboards.

C. MEASURES FOR INFECTION CONTROL

COMMON SPACES (CHECK-IN, LOBBY, ELEVATORS, ETC.)

- ❑ The HVAC system is in good, working order; to the maximum extent possible, ventilation has been

increased in common spaces and guest rooms.

- ❑ Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in all offices, guest rooms and other spaces.
- ❑ For facilities or guest rooms that have not been operating, flush each of the hot and cold-water fixtures for five minutes prior to reopening to replace stale water in the facility's plumbing with a fresh and safe water supply.
- ❑ Cleaning and disinfecting products that are approved for use against COVID-19 on the Environmental Protection Agency (EPA)- approved list are used per the manufacturer's instructions.
    - Disinfectant products on the N list with asthma-safer ingredients are selected.
- ❑ Customers should enter through doors that are propped open or automated if possible.
- ❑ Hand sanitizer dispensers (touchless, when possible) are installed at key guest and employee entrances and contact areas such as driveways, reception areas, hotel lobbies, restaurant entrances, meeting and convention spaces, elevator landings, pools, salons and exercise areas.
- ❑ Guests are instructed that they must wear cloth face coverings whenever they are not eating and/or drinking; this includes upon entry to the facility, when walking anywhere in the facility, and when using the restrooms. This applies to all adults and to children over the age of 2. Only individuals with chronic respiratory conditions or other medical conditions that make the use of a face covering hazardous are exempted from this requirement.
    - Customers who refuse to wear a cloth face covering may be refused service and asked to leave.
- ❑ Customers arriving at the site with children must ensure that their children stay next to a parent, avoid touching any other person or any item that does not belong to them, and are wearing face coverings
  if age permits.
- ❑ Servers, bussers, and other employees moving items used by customers (dirty cups, plates, napkins, etc.) are to wear disposable gloves prior to handling.
- ❑ Cashless transactions are encouraged. If reasonable for the food facility, customers are enabled to swipe their own credit/debit cards, and card readers are fully sanitized between each guest use.
- ❑ Optional - Describe other measures (e.g. providing senior-only hours, incentivizing non-peak sales):

  _____
- ❑ Contactless technology is implemented for check-in, payment, accessing rooms or making special requests, wherever possible.
    - Key cards are sanitized after use.
- ❑ To the extent possible, guests to the hotel are registered in a guest log that includes the guest's name, phone number and email address which can also be done at the time of registration.
- ❑ Phones, tablets, laptops, desks, pens and other work supplies are cleaned and disinfected before, during and after each shift or anytime the equipment is transferred to a new employee. This includes phones, radios, computers and other communication devices, payment terminals, kitchen implements, engineering tools, safety buttons, folios, housekeeping carts and cleaning equipment, keys, time clocks, and all other direct contact items.
- ❑ Workstations, desks, and help counters are provided with proper sanitation products, including hand sanitizer and sanitizing wipes, and personal hand sanitizers to all staff directly assisting customers.
- ❑ Vacuum cleaners are equipped with HEPA filters. Employees are to use vacuum cleaners instead

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

of sweeping floors with brooms, where possible.

- ❑ Thorough cleaning in high traffic areas such as hotel lobbies, front desk check-in counters, bell desks, break rooms and lunch areas, changing areas, loading docks, kitchens, and areas of ingress and egress including stairways, stairwells, handrails, and elevator controls is performed.
- ❑ Commonly used surfaces are cleaned and disinfected throughout the day and evening, including door handles, vending and ice machines, light switches, phones, washer and dryer doors and controls, baggage carts, shuttle door handles, toilet and handwashing facilities.
- ❑ Workers are provided time to implement cleaning practices during their shift.
- ❑ Manually operated ice machines are closed.
- ❑ Restrooms are cleaned and disinfected regularly using EPA approved disinfectants according to the manufacturer's directions, on the following schedule:

_____

- ❑ Employees are directed to not open the doors of cars or taxis.
- ❑ Valet service drivers, baggage handlers, and housekeepers are to wash their hands regularly during their shift and/or use proper hand sanitizer.
- ❑ If valet service is provided, valet service drivers are required to wear face coverings, gloves and maintain social distancing guidelines.
    - o Key fobs are to be placed into plastic bags.
    - o Steering wheel, ignition button, door handles, shifters are wiped with an approved disinfecting wipe.
    - o Customers are notified of valet cleaning and disinfection procedures.
- ❑ If van or shuttle service is provided, they are to adhere to valet service requirements, including cleaning and disinfecting seating areas between guests.
- ❑ Self-parking options are encouraged with guests.

GUEST ROOMS

- ❑ Bellman/Porters are to wear face coverings and utilize gloves when handling guest baggage. Where possible, baggage deliveries are to be placed in the room by the guest.
- ❑ Housekeeping is to minimize contact with guests' personal belongings when cleaning.
- ❑ Housekeepers have ventilation system operating and/or open windows whenever possible to increase air circulation when servicing rooms.
- ❑ Housekeeping is allowed extra time to clean rooms to account for required precautions and to allow them to conduct more thorough cleaning and disinfection of rooms between guests, when required.
    - o Housekeepers are provided appropriate protective equipment for cleaning.
- ❑ Surfaces within guest rooms are cleaned and disinfected daily during room cleanings. Exception for guests who request that housekeeping not provide daily room service/cleaning.
- ❑ Kitchen items, including pots, pans, and utensils are cleaned and sanitized between each guest stay.
- ❑ All dishes are washed, including the ones in cabinet between each guest stay. Consider replacing utensils with one-time use dinnerware, if feasible.
- ❑ Single-service coffee makers are provided with disposable cups, instead of glassware, coffee cups or multi-cup makers.
- ❑ Mini bars are not available to guests. All products are removed.
- ❑ Adequate dish soap and new, unused sponges, disinfecting wipes are provided for each guest upon

arrival.

- ❑ All appliances and kitchen areas, including refrigerator shelving, the oven stovetop, coffeemakers, toasters, pantry shelves and other areas are cleaned between each guest stay.
- ❑ No reusable collateral, such as magazines, menus, local attraction details, coupons, etc. are available in guest rooms. Critical information is provided as single-use collateral and/or electronically posted.
- ❑ Housekeeping employees are provided with gloves when removing dirty linens. Dirty linen is placed in single-use, sealed bags.
- ❑ All towels and linens are removed and cleaned at the conclusion of each guest stay regardless of whether they appear to have been used or not.
- ❑ All bed linen and laundry is washed at a high temperature and cleaned according with CDC guidelines.
- ❑ All nonessential maintenance is scheduled when room is not occupied. Handle only emergency or urgent issues as allowed by applicable law where possible.

SHORT-TERM RENTAL CONSIDERATIONS

- ❑ Self or remote check-in and checkout is offered where possible.
- ❑ Standard check-in and checkout times are implemented to allow for enhanced cleaning processes between guest stays.
- ❑ The rental unit is thoroughly cleaned and disinfected after each guest stay. This includes wiping down and cleaning and disinfecting all high-touch areas, including bed rails, tables, TV remotes, headboards, countertops, kitchen appliances, refrigerator handles, stove knobs, mirrors, and other items.
- ❑ All recycling, garbage and trash is removed between guest stays. This includes removing and disposing of any food items that may have been left in the refrigerator, freezer, and pantry.
    - Trash cans are lined with disposable bags.
- ❑ Laundry hampers are to be cleaned and disinfected after each use.
    - Hampers are lined with a bag liner that is either disposable or can be laundered after each use.
- ❑ All linens are removed and laundered between each guest stay, including items that appear to not have been used.
    - Use gloves when removing dirty linens. Dirty linen is placed in single-use, sealed bags.
    - Wash hands with soap or use hand sanitizer immediately after gloves are removed.
- ❑ No extra linens are stored in the rental unit. Linens are provided only upon request.
- ❑ All bed linen and laundry is washed at a high temperature and cleaned according to CDC guidelines.
- ❑ All soft surfaces are cleaned based on the manufacturer's instructions. This includes items like carpet, bedding, curtains, and upholstery.
- ❑ Kitchen items, including pots, pans, and utensils are cleaned and sanitized between each guest stay.
- ❑ All dishes are washed, including the ones in cabinet between each guest stay. Consider replacing utensils with one-time use dinnerware, if feasible.
- ❑ Vacuum cleaners are equipped with HEPA filters. A vacuum cleaner is used instead of sweeping floors with brooms, where possible.
- ❑ Bathroom toilets, showers, bathtubs, sinks, cabinets, and shelving are sprayed with a multi-surface cleaner approved for use against COVID-19. Mirrors and any glass are properly wiped. Bathroom floors are mopped and/or vacuumed.
- ❑ The rental unit is provided with additional hand soap, paper towels, toilet paper, disinfecting spray or wipes and hand sanitizer.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- ❑ External or professional cleaning companies, when used, provide periodic confirmation that cleaning and disinfection standards are being followed.
- ❑ Guests are notified of cleaning and safety measures both pre-stay and during stay, via the listing content and property information booklet.
- ❑ All nonessential maintenance is scheduled when the rental unit is not occupied. Handle only emergency or urgent issues as allowed by applicable law where possible.
- ❑ The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased. High filtration efficiency filters are used and replaced regularly.

D. MEASURES THAT COMMUNICATE TO THE PUBLIC

- ❑ A copy of this protocol is posted at all public entrances to the facility.
- ❑ Guests are notified of the facility's policies and procedures prior to their arrival. This includes the right to cancel reservations for parties with symptomatic visitors and the new check-in procedures, physical distancing requirements, and cleaning and disinfecting schedules for accommodations, amenities, and common areas.
- ❑ Signage is posted that reminds guests and the public to maintain physical distancing of six feet, wear cloth face covering, wash hands or use sanitizer upon entry, and to stay home if they are ill or have symptoms consistent with COVID-19.
    - o Guests will be provided face coverings upon entry to the hotel if they do not have one.
- ❑ Signage is posted at elevators that communicates to riders the maximum number of riders and that cloth face coverings must be worn.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- ❑ Services that are critical to the customers/clients have been prioritized.
- ❑ Transactions or services that can be offered remotely have been moved on-line.
- ❑ Measures are instituted to assure access to goods and services for customers who have mobility limitations and/or are at high risk in public spaces.

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Business Contact Name: _____

Phone number: _____

Date Last Revised: _____

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

Music, Film, and Television Production Protocols: Appendix R

Effective as of Friday, June 12, 2020

The requirements below are specific to music, film and television productions now approved to reopen. Music, film, and television production protocols must be approved by Long Beach Special Events and Filming, the Fire Department, and the Health Department prior to issuance of a permit and operation. Additional measures to address conditions unique to the site/operations may be required by the City. At a minimum, productions are required to comply with the protocols in this appendix.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at www.longbeach.gov/covid19 regularly for any updates to this document.

This checklist covers:

(1) Workplace policies and practices to protect employee health
(2) Measures to ensure physical distancing
(3) Measures to ensure infection control
(4) Communication with employees and the public
(5) Measures to ensure equitable access to critical services

These five key areas must be addressed as your facility develops any reopening protocols.

All businesses covered by this protocol must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the business.

Business name: _____

Facility Address: _____

LOCATION SCOUTING

- ❑ Location managers/assistants shall be required to wear cloth face coverings while scouting locations.
- ❑ When possible, location teams should pursue alternatives to in-person scouting, such as virtual options, photographs, and digital scouting.
- ❑ Tech and director scouting shall occur in small groups when possible. Production shall advise film

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

office when tech/director scouts are to occur.

FILMING - PRIVATE/PUBLIC LOCATIONS

- ❑ Film permits shall be permitted on a case-by-case basis. Cast/crew size will be kept to a minimum and will be determined by the size of the location and scope of production.
- ❑ Base camps and crew parking shall be closed off to the public.
- ❑ Production to provide security to prevent public access.
- ❑ Production sets shall be closed off to the public.
- ❑ Production to provide security and/or the City may require City staffing to ensure the set is not accessible to the public.
- ❑ Production to administer temperature checks and/or symptom checks on all cast/crew at check-in (temperature checks and/or symptom checks MUST be part of the Production's Protocol implemented and submitted to the City).
- ❑ Cloth face coverings required on all crew/cast when they are around others or when six (6) feet distance cannot be maintained (talent and cast exempt only while filming). All crew/cast who have contact other crew/cast during their shift(s) are offered, at no cost, a cloth face covering. The covering is to be worn by the crew/cast at all times during the workday when in contact or likely to come into contact with others. Crew/cast need not wear a cloth face covering when alone.
- ❑ Production shall be required to have sufficient sanitation/hand washing stations. Productions shall be required to maintain physical distancing where possible.
- ❑ Food handling (catering/craft services) required to follow Mobile Food Vendor Protocols (Appendix J).

FILMING - RESIDENTIAL

- ❑ Residential filming will be permitted on a case-by-case basis. Cast/crew size will be kept to a minimum and will be determined by property lot size, setback, density, and proximity to neighbors, and scope of production.
- ❑ Posting no-parking in residential areas will be allowed in front of location property only.
- ❑ Base camps and crew parking shall be closed off to the public and be located outside of residential neighborhoods.
    - o Production to provide security to prevent public access.
- ❑ Production sets shall be closed off to the public.
    - o Production to provide security and/or the City may require City staffing to ensure the set is not accessible to the public.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- ❑ Production to administer temperature checks on all cast/crew at check-in (temperature checks MUST be part of Safety/Sanitation Plan).
- ❑ Cloth face coverings required on all crew/cast when they are around others or when six (6) feet distance cannot be maintained (talent and cast exempt only while filming). All crew/cast who have contact other crew/cast during their shift(s) are offered, at no cost, a cloth face covering. The covering is to be worn by the crew/cast at all times during the workday when in contact or likely to come into contact with others. Crew/cast need not wear a cloth face covering when alone.
- ❑ Production shall be required to have sufficient sanitation/hand washing stations.
- ❑ Productions shall be required to maintain physical distancing where possible.
- ❑ Food handling (catering/craft services) required to follow Mobile Food Vendor Protocols (Appendix J).

FILMING - ON SET

- ❑ Signage required stating face coverings must be worn and hands must be washed/sanitized frequently.
- ❑ 6-foot physical distancing (where possible).
- ❑ Sets shall be closed to the public and/or non-essential cast/crew members.

SAFETY/SANITATION PLAN SHALL BE REQUIRED FOR ALL LOCATIONS

- ❑ Symptom and/or temperature checks shall be administered by production at check-in.
- ❑ Handwashing facilities with running water, soap and paper towels must be made available (dispensed using a non-touch system, where possible).
- ❑ Handwashing facilities/sanitation equipment shall be kept clean and well-stocked.
- ❑ Stations with alcohol-based hand rub ("hand sanitizer") with at least 60% alcohol shall be strategically placed around work areas and readily accessible, stocked and maintained.
- ❑ High-touch surfaces shall be wiped down frequently.
- ❑ Production will sanitize locations upon wrap using EPA-registered disinfecting methods and supplies with a claim against SARS-CoV-2.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Business Contact Name: _____

Phone number: _____

Date Last Revised: _____

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

Protocol for Professional Sports Leagues and Facilities Opening for Training Sessions and Spectator-Free Events: Appendix S

Effective as of Friday, June 12, 2020

The requirements below are specific to professional sports leagues and facilities. In addition to the conditions imposed on professional sports leagues by the State Public Health Officer, and the COVID-19 protocols agreed to by labor and management, sports leagues must also be in compliance with these employee safety and infection control protocols.

- ❑ Sports Leagues that operate retail outlets must comply with Retail In-Person Shopping Protocols (Appendix B).
- ❑ Sports Leagues that have office-based worksites must comply with Office Worksite Protocols (Appendix G).
- ❑ Sports Leagues that offer concessions, catering services, or operate restaurants must comply with Dine-In Restaurant Protocols (Appendix H).

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at www.longbeach.gov/covid19 regularly for any updates to this document.

This checklist covers:

(1) Workplace policies and practices to protect employee health
(2) Measures to ensure physical distancing
(3) Measures to ensure infection control
(4) Communication with employees and the public
(5) Measures to ensure equitable access to critical services

These five key areas must be addressed as your facility develops any reopening protocols.

Sports leagues and facilities must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the institution.

Business name: _____

Facility Address: _____

A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH (CHECK ALL THAT APPLY TO THE FACILITY)

- ❑ Everyone who can carry out their work duties from home has been directed to do so.
- ❑ Vulnerable staff (those above age 65, those who are pregnant, those with chronic health conditions) are assigned work that can be done from home whenever possible.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- ❑ Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home.
- ❑ Alternate, staggered or shift schedules have been instituted to maximize physical distancing.
- ❑ All employees (including players, coaching staff, medical staff, broadcast staff, facility staff, and operations staff, collectively referred to as "employees") have been told not to come to work if sick, or if they are exposed to a person who has COVID-19.
- ❑ Symptom checks are conducted before employees, players and any visitors may enter the workspace. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing. These checks can be done remotely or in person upon the individuals' arrival. A temperature check should be done at the worksite if feasible.
- ❑ Upon being informed that one or more employees or players test positive for or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- ❑ All employees and players are offered, at no cost, a cloth face covering. The covering is worn by the employee at all times during the workday when in contact or likely to come into contact with others, except that during physical activity, practices, and games, players may remain mask-free.
- ❑ In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer should report this cluster to the Long Beach Department Health and Human Services at 562-570-INFO.
- ❑ Employees are instructed to wash their face coverings daily.
- ❑ Any workstations within the facility are separated by at least six feet.
- ❑ Consider periodic testing of employees and players, as appropriate, to mitigate the risk of the spread of COVID-19. Employers are responsible for providing testing at no charge to employees and players.
- ❑ Teams have submitted facility specific plans for holding spectator-free sporting events to the Long Beach Department of Health and Human Services at least 2 weeks prior to holding such events.
- ❑ Locker rooms, weight rooms, training rooms, restrooms and other common areas are disinfected frequently, on the following schedule:
    - o Locker rooms _____
    - o Weight rooms _____
    - o Training rooms _____
    - o Restrooms _____
    - o Other _____
- ❑ Disinfectant and related supplies are available to employees at the following location(s):

  _____
- ❑ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

  _____

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- ❑ Employees are required and permitted adequate time for, to wash their hands at least every 30 minutes, or as needed if gloves are provided. Where hand washing is impracticable, hand sanitizer with that contains at least 60% alcohol has been provided to the employee instead.
- ❑ A copy of this protocol has been distributed to each employee.
- ❑ Each worker is assigned their own equipment and defined work area to the extent possible. The need for sharing held items is minimized or eliminated.
- ❑ Personal items (e.g., water bottles, towels, uniforms, etc.) are not shared.
- ❑ Optional—Describe other measures:

_____

B. MEASURES TO ENSURE PHYSICAL DISTANCING

- ❑ The number of people in any room in the facility (e.g., meeting rooms, weight rooms, courts, cafeterias, gyms, etc.) is limited at any given time, such that all people in the room can easily maintain at least a 6-foot distance from one another at all practicable times or an 8-foot distance if they are engaging in physical activity.
- ❑ Access to the facility is limited to those who are essential employees, and to the extent possible, essential employees are limited to certain zones within the facility based on their job duties and responsibilities.
- ❑ Teams keep a detailed facility log that records a list of all individuals who are present at the team facility on a given day, including the person's name and contact information, including their phone number and email address.
- ❑ Visitors to the facility are disallowed to the extent possible, but if a visitor must be admitted, the team has a record of any visitor's name and contact information including the visitor's phone number and email address in the facility log.
- ❑ All players, coaches, training staff, and other employees have been instructed to maintain at least a six (6) feet distance from each other at all times. When players are engaging in physical activity (e.g., during workout and training sessions, etc.), players maintain at least an 8-feet distance from other employees whenever possible.
- ❑ Tape or other markings assist players and employees in maintaining appropriate physical distance.
- ❑ Any employee workstations in the facility are separated by at least 6 feet and common areas are configured to limit employee or player gatherings and to ensure physical distancing of at least 6 feet.
- ❑ To the extent possible, the team facility has been reconfigured to reduce instances of players and other employees coming in contact with one another when moving through the facility (e.g., enable one-way only hallways with directional signage, designate doors that are "entrance" or "exit" only, and identify stairwells as "up" or "down").
- ❑ During weight training or fitness training sessions, players remain 8 feet apart from each other. To the extent possible, training staff maintain at least a 6 feet distance from each other and 8 feet from players during times of training and physical exertion. Employees may momentarily come closer when necessary during treatment or weight sessions.
- ❑ During practice or training sessions, players have adequate physical distance between each other and others whenever possible.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- ❑ To the extent possible, team practices are conducted such as to minimize physical contact between players and others.
- ❑ During intra-squad practice games, facility occupancy is limited to those employees who are essential.
- ❑ During spectator-free games, facility occupancy is limited to those who are essential for game day operations (e.g., TV/radio broadcast crews, event/operations crews, team coaching staff, medical staff, athletes, etc.) and if possible does not exceed 300 individuals. To the extent possible, all individuals admitted to the facility have been instructed to maintain a physical distance of at least 6 feet and access to the facility has been limited to certain areas.
- ❑ Tape or other markings assist players and employees in maintaining appropriate physical distance.
- ❑ During games, the area where players are seated off-field (e.g., bench, dugout, bullpen) has been reconfigured to create additional seating such that players and employees are able to maintain a physical distance of 6 feet.
- ❑ Any employee workstations in the facility are separated by at least 6 feet and common areas within the facility are configured to limit employee or player gatherings and to ensure physical distancing of at least 6 feet.
- ❑ To the extent possible, stagger parking spaces in parking lots and garages such to create distance between cars (e.g., one empty space between each occupied space).

C. MEASURES FOR INFECTION CONTROL

- ❑ The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased. Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, opening windows and doors, and making other modifications to increase the quantity of outside air and ventilation in offices and other spaces.
- ❑ Common areas and frequently touched objects (e.g., tables, doorknobs or handles, light switches) are disinfected on an hourly basis during business hours using EPA approved disinfectants and following the manufacturer's instructions for use.
- ❑ Fitness, training and weight sessions are scheduled to limit the number of individuals in a room at any given time and to allow adequate time between sessions (at least 30 minutes) for thorough disinfection of the room between sessions.
- ❑ Treatment (e.g., physical therapy or massage) is allowed only for urgent therapeutic intervention. Athletic trainers work with players to identify alternatives to direct touch for injury management.
- ❑ All practice equipment (e.g., balls) and fitness equipment (e.g., foam rollers, weight room and work-out equipment) is thoroughly disinfected between players, or to the extent possible, not shared among players.
- ❑ To the extent possible, all game equipment (e.g., balls, bats) is disinfected regularly or replaced frequently during the game.
- ❑ Players, coaches and employees are discouraged from making unnecessary physical contact with one another (e.g., high-fives, handshakes, fist bumps, etc.).
- ❑ The entire facility (locker rooms, medical rooms, fitness rooms, weight rooms, etc.) is cleaned at least daily, or between different training groups; restrooms and frequently touched areas/objects are cleaned more frequently when the facility is in use.
- ❑ Hand sanitizer, tissues and trash cans are available to employees at or near the entrances to the facility.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

D. MEASURES THAT COMMUNICATE TO THE PUBLIC

- ❑ A copy of this protocol is posted at all entrances to the facility.
- ❑ Signage is posted that informs the public that there is no public access to the facility and that the public should not congregate outside the facility. To the extent possible, security personnel actively discourage the public from being on or around the facility grounds.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- ❑ Not open to the public, not applicable at this time.

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Business Contact Name: _____

Phone number: _____

Date Last Revised: _____

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

Nail Salon Protocols: Appendix U

Effective as of June 19, 2020

The requirements below are specific to personal care services that require the touching of a client's body. In addition to the conditions imposed by the State Public Health Officer, businesses and practitioners must also be in compliance with all applicable laws including the conditions laid out in this Protocol.

Hair salons and barbershops are required to adhere the Hair Salons and Barbershop Protocols: Appendix I.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at www.longbeach.gov/covid19 regularly for any updates to this document.

This checklist covers:

(1) Workplace policies and practices to protect employee health

(2) Measures to ensure physical distancing

(3) Measures to ensure infection control

(4) Communication with employees and the public

(5) Measures to ensure equitable access to critical services

These five key areas must be addressed as your facility develops any reopening protocols.

All businesses covered by this protocol must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the business.

Business name: _____

Facility Address: _____

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH (CHECK ALL THAT APPLY TO THE FACILITY)

- ❑ Everyone who can carry out their work duties from home has been directed to do so. This does not apply to services that are required by law to be conducted in a permitted location.
- ❑ Vulnerable workers (those above age 65, those who are pregnant, those with chronic health conditions) are assigned work that can be done from home, whenever possible, and should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.
- ❑ All workers have been told not to come to work if sick, or if they are exposed to a person who has COVID-19. Workers understand to follow the Long Beach Health Officer Orders for self-isolation and quarantine, if applicable.. Workplace leave policies have been reviewed and modified to ensure that workers are not penalized when they stay home due to illness.
- ❑ Upon being informed that one or more worker/practitioner, independent contractors and temporary workers test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all workers that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined workers to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- ❑ In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer should report this cluster to the Long Beach Department Health and Human Services 562-570-INFO.
- ❑ Alternate, staggered or shift schedules have been instituted to maximize physical distancing.
- ❑ Workers are provided information on employer or government-sponsored leave benefits that the worker may be entitled to receive, which would make it financially easier to stay at home, including employee's sick leave rights under the Families First Coronavirus Response Act.
- ❑ All workers have been told to seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face.
- ❑ Symptom checks are conducted before workers may enter the workspace. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms the worker may be experiencing. These checks can be done remotely or in person upon workers arrival. Temperature checks should also be done at the worksite, if feasible.
- ❑ All workers who have contact with the public or other workers during their shift(s) are offered, at no cost, a cloth face covering. The covering must cover the nose and mouth and is always to be worn by the worker during the workday when in contact or likely to come in contact with others. Workers do not need to wear a cloth face covering when the worker is alone in a private office or a walled cubicle.
- ❑ Face shields are provided and worn by workers when servicing customers that require the removal of the client's face covering to provide the personal service. The face shield is to be worn in addition to the cloth face covering. Cloth face coverings protect others from the wearer's droplets; face shields help protect the wearer from other's droplets.
- ❑ Face shields are to be used, cleaned and disinfected per manufacturer's directions.
- ❑ Workers wash or sanitize hands before and after using or adjusting face coverings.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- ❑ Workers avoid touching eyes, nose and mouth.
- ❑ Workers are instructed to wash their face coverings daily.
- ❑ Independent contractors and temporary workers are properly trained on these protocols and have necessary cloth face coverings and personal protective equipment. Business owners are to discuss these protocols with the organization supplying the independent contractors and/or temporary workers, prior to their return to work.
- ❑ All workstations are separated by at least six feet.
- ❑ Workers are allowed frequent breaks to wash their hands with soap and water, and workers should scrub their hands with soap for 20 seconds.
- ❑ Break rooms, restrooms and other common areas are disinfected frequently, on the following schedule:
  - o Break rooms _____
  - o Restrooms _____
  - o Other _____
- ❑ Breaks are staggered to ensure that six (6) feet between workers can be maintained in break rooms at all times.
- ❑ Workers are prohibited from sharing food and beverages. Workers are prohibited from eating or drinking anywhere inside the workplace other than designated break rooms or outdoor eating areas to assure that masks are worn consistently and correctly.
- ❑ Workers using cleaners or disinfectants wear gloves and other protective equipment as required by the product instructions.
- ❑ Disinfectant and related supplies are available to workers at the following location(s):

  _____
- ❑ Hand sanitizer effective against COVID-19 is available to all workers at the following location(s):

  _____
- ❑ Each worker is assigned their own tools, equipment, work supplies and defined workspace. Sharing held items is minimized or eliminated.
- ❑ To the extent feasible, this protocol and other COVID-19 related materials downloaded from the City of Long Beach Coronavirus website are provided in the languages of all workers.
- ❑ Workers are enlisted and supported as peer educators, reinforcing instructions around physical distancing and infection control.
- ❑ All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may come on to the premises as third parties.
- ❑ A copy of this protocol has been distributed to each worker.
- ❑ Optional—Describe other measures:

  _____

B. MEASURES TO ENSURE PHYSICAL DISTANCING

- ❑ Occupancy is limited to 50% occupancy or less to allow sufficient space to physical distance

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

between patrons. Measures are in place to ensure physical distancing of at least six feet between and among workers and customers, except while providing services that require close contact. These measures include use of physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate where workers/customers should stand).

- ❑ Barriers (such as plexiglass) are used at reception desks or other areas where physical distancing cannot be maintained in order to minimize exposure between workers and clients.
- ❑ Appointments are staggered to reduce reception congestion and to ensure adequate time for proper cleaning and sanitation between each customer visit. No walk-in appointments are available.
- ❑ Virtual check-in technology is used whenever possible to notify workers when a customer arrives. Customers are asked to wait outside or in their cars instead of waiting in the reception areas. Reception areas should be modified to support adequate physical distancing, including removing chairs and sofas or spacing them further apart. Persons waiting outside should maintain a six (6) foot distance from each other.
- ❑ Workers do not see multiple customers at once. Services for one customer are completed before a new customer is seen by the same worker.
- ❑ Workers have been instructed to avoid handshakes, hugs, or similar greetings that break physical distancing.
- ❑ Workers are discouraged from congregating in high traffic areas, such as bathrooms, hallways, or credit card terminals.
- ❑ Occupancy in worker restrooms, break rooms and other common areas is limited to permit physical distancing. Reconfiguration of these sites (removal of chairs from break rooms, etc.) is implemented to practice physical distancing.
- ❑ Workflow is reviewed and changes made to permit physical distancing during pickups and deliveries. Shelving, bins, bulletin boards or other transfer-aiding materials are installed to avoid the need for person-to-person hand-offs of purchases.
- ❑ Staff meetings are held in a room that accommodates physical distancing or are held over the phone or via webinar.

C. MEASURES FOR INFECTION CONTROL

- ❑ The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased in common spaces and guest rooms.
    - o Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in all offices, guest rooms and other spaces.
- ❑ For facilities that have not been operating, flush each of the hot and cold-water fixtures for five minutes prior to reopening to replace stale water in the facility's plumbing with a fresh and safe water supply.
- ❑ Clients are contacted before the visit to confirm the appointment and to advise/ask the following:
    - o Bring and use a face covering (preferably with ear loops) during the visit.
    - o Do not bring friends, guests, viewers, or others to the appointment.
    - o Whether they or someone in their household is exhibiting any COVID-19 symptoms. If the client answers in the affirmative reschedule the appointment.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- ❑ Maintain a log of all clients with contact information (name, date/time of visit, address, phone and email) if possible, this can be done at the time of registration.
- ❑ Clients are verbally screened for COVID-19 symptoms upon arrival. If the customer is exhibiting any symptoms, has been sick, or has been exposed to someone who has been sick, the appointment is rescheduled at least 14 days in the future.
    - o Both screener and customer should wear a face covering for the screening.
- ❑ Disposable gloves are worn for services that require them. Wearing gloves is to be done in conjunction with regular hand washing and is not a substitute for regular hand washing.
- ❑ Amenities, including magazines, books, coffee, water, self-service stations, and other items for customers, have been removed from reception areas.
- ❑ Hand sanitizer, sanitizing wipes, tissues and trash cans are available to customers in the reception area and workstations.
- ❑ Workers are using all required to wear protective equipment, including eye protection and gloves when required for service.
    - o Workers are required to wear face coverings at all times. A face shield is also to be worn when providing services that do not enable the client to wear a face covering.
    - o Disposable gloves are to be worn during the procedures and while performing cleaning and disinfection of all implements and surfaces after each client session.
- ❑ Clients are required to wear face coverings at all times while in the facility, except when the face covering must be removed for the performance of services involving that part of the face. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unable to remove the mask or cloth face covering without assistance.
- ❑ Clean face coverings are available for workers to ensure that if soiled, these can be changed during the shift. Where possible, clean face coverings are offered to customers, should their face covering become soiled.
- ❑ A cleaning and disinfection plan has been developed to address the following:
    - o High traffic areas, such as reception areas, areas of ingress and egress, including stairways, stairwells, and handrails;
    - o Common areas and frequently touched objects (e.g., tables, doorknobs or handles,
    - o Light switches, phones) which should be disinfected on an hourly basis during business hours using EPA approved disinfectants;
    - o All handles, hoses, spray nozzles, and other equipment before and after use on a customer;
    - o All payment portals, credit card readers, pens, and styluses after each use.
- ❑ Hospital grade Environmental Protection Agency (EPA)-approved products are used to clean and disinfect anything the client came in contact with, including treatment tables, face cradles, stools, etc. Follow the product manufacturer's recommendations for contact time.
- ❑ An employee per shift is designated to oversee and enforce additional sanitization and disinfection procedures, as needed.
- ❑ Workers are provided time to implement cleaning practices during their shift. Cleaning assignments are assigned for the hours of operation and are part of the worker's job duties.
- ❑ Hard-surfaced, non-porous chair or large hard-surfaced or plastic baskets for clients to put their clothes on or in are available.
- ❑ All appliances at workstations, massage chairs, and chairs are properly disinfected between each

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

customer.

- Non-porous implements, such as clippers or cuticle trimmers, are cleaned with hot, soapy water to remove any physical debris, rinsed and dried completely. Followed by immersing the implement in an EPA- registered disinfectant for the full contact time as stated by the manufacturer's directions. Items are removed at the end of contact time, rinsed, and dried with a clean paper towel.
- For electrical implements such as magnifying LED lamps, hot towel warmers, and esthetic devices, clean the implement with a spray wipe to remove any physical debris. Followed with an EPA-registered disinfectant spray or wipe for the full contact time as noted by the manufacturer's directions. Use caution when using a spray and be sure your device is unplugged and do not spray into the motor.
- For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines, remove visible contamination if present. Follow the manufacturer's instructions for all cleaning and disinfection products. Consider use of wipeable covers for electronics. If no manufacturer's guidance is available, consider the use of alcohol-based wipes containing at least 60% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

- ❑ Workers wear disposable gloves when removing used linens and towels..
- ❑ All dirty linens, including towels, and smocks are placed in a closed container and not used again until properly laundered either by a commercial laundering service or a laundering process which includes immersion in water of at least 160° F for at least 25 minutes. Do not shake dirty laundry.
- ❑ Store all clean linens in a clean covered place. Ensure workers who handle dirty linens or laundry wear gloves.
- ❑ Doors are left open, where possible, if they do not open and close automatically.
- ❑ The entire facility, including product display areas, are cleaned and disinfected at least daily.
- ❑ Floors are vacuumed when possible, instead of sweeping or other methods to prevent dispersing of pathogens into the air.
- ❑ All "test" products have been removed and discarded.
- ❑ To reduce the number of touchpoints, remove the nail polish displays. In the absence of a nail polish display, use a color palette, which is to be cleaned and disinfected after each client use. If the nail polish display is not removed, nail polishes should be cleaned and disinfected before being returned to the display.
- ❑ Restrooms and handwashing facilities are kept stocked with soap, paper towels and toilet paper and sanitized regularly using EPA approved disinfectants.
- ❑ Restrooms are free of any unnecessary products such as candles or other supplies.
- ❑ Hands-free equipment is installed wherever feasible (including restrooms) to reduce risk of contamination.
- ❑ Cashless transactions are strongly encouraged. If reasonable, customers are enabled to swipe their own credit/debit cards, and card readers are sanitized between each guest use.
  If electronic or card payment is not possible, customers pay with exact cash payment or check.
- ❑ Optional - Describe other measures to promote infection control:

- ❑ A plastic partition between worker and client with ample space cut out where hands or feet can be slid underneath to conduct the manicure or pedicure has been provided, when feasible.
- ❑ Only one manicurist works at each station with one service being provided at one time.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- ❑ Clients are instructed that they must wear cloth face coverings during the entirety of the service.
- ❑ Consider upgrading existing ventilation to include nail tables with local exhaust ventilation.
- ❑ Respirators are used by workers when ventilation is insufficient to reduce exposure below permissible exposure limits established in CCR Title 8 Section 5155. In cases of chemical exposure, only elastomeric respirators with the correct chemical cartridge combined with a particular filter are appropriate for use.
- ❑ Pedicure bowls are cleaned and disinfected with an EPA-registered liquid disinfectant that is labeled as a bactericide, fungicide and virucide. Refer to manufacturer's instruction on mixture.
  - o For whirlpool spas, air-jet basis or pipeless foot spas, disinfectant must be circulated for at least 10 minutes.
  - o For non-whirlpool food basins and tubs, soak disinfectant in the basin or tub for at least 10 minutes.

  Foot-spas, basins and pedicure bowls must be properly cleaned and disinfected after every client even if a disposable plastic liner is used.
- ❑ Disposable supplies are used whenever possible. Any non-disposable supplies must be fully disinfected between customers according to the California Board of Barbering and Cosmetology guidelines.
- ❑ If fans, such as pedestal fans or hard-mounted fans, are used in the salon, steps have been taken to minimize air from fans blowing directly from one person toward another. If fans are disabled or removed, monitor possible heat hazards and take steps to mitigate them.
- ❑ All single-use items, such as cardboard files, sand-bands for drills and buffers, disposable sandals, toe separators, and applicators, are used only once and immediately thrown away in a lined, lidded trash can.

D. MEASURES THAT COMMUNICATE TO THE PUBLIC

- ❑ A copy of this protocol is posted at all public entrances to the facility.
- ❑ A sign notifying customers that they will be screened for symptoms upon arrival, asked to use hand sanitizer, and to wear a face covering is posted at all entrances.
- ❑ Signage is posted that reminds customers to maintain social distancing of six (6) feet, wash hands or use sanitizer upon entry, stay home if they are ill or have symptoms consistent with COVID-19, and to communicate changes to service offerings. Signage should be posted in clearly visible locations, including at entrances, include pictograms, and be made available digitally (e.g., through e-mail).
- ❑ Signage is posted in display areas to let customers know it is cleaned and disinfected daily.
- ❑ Online outlets of the establishment (website, social media, etc.) provide clear information about facility hours, required use of cloth face coverings, policies in regard to making appointments, waiting outside or in their car for their appointment, preordering, prepayment, pickup and/or other relevant issues.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- ❑ Services that are critical to the customers/clients have been prioritized.
- ❑ Transactions or services that can be offered remotely have been moved on-line.
- ❑ Measures are instituted to assure access to goods and services for customers who have mobility limitations and/or are at high risk in public spaces.

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Business Contact Name: Phone number: _____

Date Last Revised: _____

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

LONG BEACH HEALTH & HUMAN SERVICES

Personal Care Establishments Protocols: Appendix V

Effective as of June 26, 2020

The requirements below are specific to personal care services that require the touching of a client's face or body, except for nail salons. In addition to the conditions imposed by the State Public Health Officer, businesses and practitioners must also be in compliance with all applicable laws including the conditions laid out in this Protocol.

For purposes of this Protocol, personal care services include, tanning salons, esthetician, skin care and cosmetology services; electrology; body art professionals, tattoo parlors, microblading and permanent make-up; and piercing shops; and massage therapy (in non-healthcare setting). These establishments may not open until June 26,2020.

Hair salons and barbershops are required to adhere the Hair Salons and Barbershop Protocols: Appendix I. Nail salons are required to adhere to the Nail Salon Protocols: Appendix U.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at www.longbeach.gov/covid19 regularly for any updates to this document.

This checklist covers:

(1) Workplace policies and practices to protect employee health

(2) Measures to ensure physical distancing

(3) Measures to ensure infection control

(4) Communication with employees and the public

(5) Measures to ensure equitable access to critical services

These five key areas must be addressed as your facility develops any reopening protocols.

All businesses covered by this protocol must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the business.

Business name: _____

Facility Address: _____

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH (CHECK ALL THAT APPLY TO THE FACILITY)

- ❑ Everyone who can carry out their work duties from home has been directed to do so. This does not apply to services that are required by law to be conducted in a permitted location.
- ❑ Vulnerable workers (those above age 65, those who are pregnant, those with chronic health conditions) are assigned work that can be done from home, whenever possible, and should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.
- ❑ All workers have been told not to come to work if sick, or if they are exposed to a person who has COVID-19. Workers understand to follow the Long Beach Health Officer Orders for self-isolation and quarantine, if applicable.. Workplace leave policies have been reviewed and modified to ensure that workers are not penalized when they stay home due to illness.
- ❑ Upon being informed that one or more worker/practitioner, independent contractors and temporary workers test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all workers that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined workers to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- ❑ In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer should report this cluster to the Long Beach Department Health and Human Services 562-570-INFO.
- ❑ Alternate, staggered or shift schedules have been instituted to maximize physical distancing.
- ❑ Workers are provided information on employer or government-sponsored leave benefits that the worker may be entitled to receive, which would make it financially easier to stay at home, including employee's sick leave rights under the Families First Coronavirus Response Act.
- ❑ All workers have been told to seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face.
- ❑ Symptom checks are conducted before workers may enter the workspace. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms the worker may be experiencing. These checks can be done remotely or in person upon workers arrival. Temperature checks should also be done at the worksite, if feasible.
- ❑ All workers who have contact with the public or other workers during their shift(s) are offered, at no cost, a cloth face covering. The covering must cover the nose and mouth and is always to be worn by the worker during the workday when in contact or likely to come in contact with others. Workers do not need to wear a cloth face covering when the worker is alone in a private office or a walled cubicle.
- ❑ Face shields are provided and worn by workers when servicing customers that require the removal of the client's face covering to provide the personal service. The face shield is to be worn in addition to the cloth face covering. Cloth face coverings protect others from the wearer's droplets; face shields help protect the wearer from other's droplets.
- ❑ Face shields are to be used, cleaned and disinfected per manufacturer's directions.
- ❑ Workers wash or sanitize hands before and after using or adjusting face coverings.
- ❑ Workers avoid touching eyes, nose and mouth.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- ❑ Workers are instructed to wash their face coverings daily.
- ❑ Independent contractors and temporary workers are properly trained on these protocols and have necessary cloth face coverings and personal protective equipment. Business owners are to discuss these protocols with the organization supplying the independent contractors and/or temporary workers, prior to their return to work.
- ❑ All workstations are separated by at least six feet.
- ❑ Workers are allowed frequent breaks to wash their hands with soap and water, and workers should scrub their hands with soap for 20 seconds.
- ❑ Break rooms, restrooms and other common areas are disinfected frequently, on the following schedule:
  - o Break rooms _____
  - o Restrooms _____
  - o Other _____
- ❑ Breaks are staggered to ensure that six (6) feet between workers can be maintained in break rooms at all times.
- ❑ Workers are prohibited from sharing food and beverages. Workers are prohibited from eating or drinking anywhere inside the workplace other than designated break rooms or outdoor eating areas to assure that masks are worn consistently and correctly.
- ❑ Workers using cleaners or disinfectants wear gloves and other protective equipment as required by the product instructions.
- ❑ Disinfectant and related supplies are available to workers at the following location(s):

  _____
- ❑ Hand sanitizer effective against COVID-19 is available to all workers at the following location(s):

  _____
- ❑ Each worker is assigned their own tools, equipment, work supplies and defined workspace. Sharing held items is minimized or eliminated.
- ❑ To the extent feasible, this protocol and other COVID-19 related materials downloaded from the City of Long Beach Coronavirus website are provided in the languages of all workers.
- ❑ Workers are enlisted and supported as peer educators, reinforcing instructions around physical distancing and infection control.
- ❑ All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may come on to the premises as third parties.
- ❑ A copy of this protocol has been distributed to each worker.
- ❑ Optional—Describe other measures:

  _____

B. MEASURES TO ENSURE PHYSICAL DISTANCING

- ❑ Occupancy is limited to 50% occupancy or less to allow sufficient space to physical distance between patrons.
- ❑ Measures are in place to ensure physical distancing of at least six feet between and among

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

workers and customers, except while providing services that require close contact. These measures include use of physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate where workers/customers should stand).

- ❑ Barriers (such as plexiglass) are used at reception desks or other areas where physical distancing cannot be maintained in order to minimize exposure between workers and clients.
- ❑ Appointments are staggered to reduce reception congestion and to ensure adequate time for proper cleaning and sanitation between each customer visit. No walk-in appointments are available.
- ❑ Virtual check-in technology is used whenever possible to notify workers when a customer arrives. Customers are asked to wait outside or in their cars instead of waiting in the reception areas. Reception areas should be modified to support adequate physical distancing, including removing chairs and sofas or spacing them further apart. Persons waiting outside should maintain a six (6) foot distance from each other.
- ❑ Workers do not see multiple customers at once. Services for one customer are completed before a new customer is seen by the same worker.
- ❑ Workers have been instructed to avoid handshakes, hugs, or similar greetings that break physical distancing.
- ❑ Workers are discouraged from congregating in high traffic areas, such as bathrooms, hallways, or credit card terminals.
- ❑ Occupancy in worker restrooms, break rooms and other common areas is limited to permit physical distancing. Reconfiguration of these sites (removal of chairs from break rooms, etc.) is implemented to practice physical distancing.
- ❑ Workflow is reviewed and changes made to permit physical distancing during pickups and deliveries. Shelving, bins, bulletin boards or other transfer-aiding materials are installed to avoid the need for person-to-person hand-offs of purchases.
- ❑ Staff meetings are held in a room that accommodates physical distancing or are held over the phone or via webinar.

C. MEASURES FOR INFECTION CONTROL

- ❑ The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased in common spaces and guest rooms.
    - Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in all offices, guest rooms and other spaces.
- ❑ For facilities that have not been operating, flush each of the hot and cold-water fixtures for five minutes prior to reopening to replace stale water in the facility's plumbing with a fresh and safe water supply.
- ❑ Clients are contacted before the visit to confirm the appointment and to advise/ask the following:
    - Bring and use a face covering (preferably with ear loops) during the visit.
    - Do not bring friends, guests, viewers, or others to the appointment.
    - Whether they or someone in their household is exhibiting any COVID-19 symptoms. If the client answers in the affirmative reschedule the appointment.
- ❑ Maintain a log of all clients with contact information (name, date/time of visit, address, phone and email) if possible, this can be done at the time of registration.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

- ❑ Clients are verbally screened for COVID-19 symptoms upon arrival. If the customer is exhibiting any symptoms, has been sick, or has been exposed to someone who has been sick, the appointment is rescheduled at least 14 days in the future.
    - Both screener and customer should wear a face covering for the screening.
- ❑ Disposable gloves are worn for services that require them. Wearing gloves is to be done in conjunction with
- ❑ regular hand washing and is not a substitute for regular hand washing.
- ❑ Amenities, including magazines, books, coffee, water, self-service stations, and other items for customers, have been removed from reception areas.
- ❑ Hand sanitizer, sanitizing wipes, tissues and trash cans are available to customers in the reception area and workstations.
- ❑ Workers are using all required protective equipment, including eye protection and gloves when required for service.
    - Workers are required to wear face coverings at all times. A face shield is also to be worn when providing services that do not enable the client to wear a face covering.
    - Disposable gloves are to be worn during the procedures and while performing cleaning and disinfection of all implements and surfaces after each client session.
- ❑ Clients are required to wear face coverings at all times while in the facility, except when the face covering must be removed for the performance of services involving that part of the face. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unable to remove the mask or cloth face covering without assistance.
- ❑ Clean face coverings are available for workers to ensure that if soiled, these can be changed during the shift. Where possible, clean face coverings are offered to customers, should their face covering become soiled.
- ❑ A cleaning and disinfection plan has been developed to address the following:
    - High traffic areas, such as reception areas, areas of ingress and egress, including stairways, stairwells, and handrails;
    - Common areas and frequently touched objects (e.g., tables, doorknobs or handles, light switches, phones) which should be disinfected on an hourly basis during business hours using EPA approved disinfectants;
    - All handles, hoses, spray nozzles, and other equipment before and after use on a customer;
    - All payment portals, credit card readers, pens, and styluses after each use.
- ❑ Hospital grade Environmental Protection Agency (EPA)-approved products are used to clean and disinfect anything the client came in contact with, including treatment tables, face cradles, stools, etc. Follow the product manufacturer's recommendations for contact time.
- ❑ An employee per shift is designated to oversee and enforce additional sanitization and disinfection procedures, as needed.
- ❑ Workers are provided time to implement cleaning practices during their shift. Cleaning assignments are assigned for the hours of operation and are part of the worker's job duties.
- ❑ Hard-surfaced, non-porous chair or large hard-surfaced or plastic baskets for clients to put their clothes on or in are available.
- ❑ All appliances at workstations and in treatment rooms are properly disinfected between each customer.
    - Non-porous implements, such as tweezers or scissors, are cleaned with hot, soapy water to remove any physical debris, rinsed and dried completely. Followed by immersing the implement

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

in an EPA- registered disinfectant for the full contact time as stated by the manufacturer's directions. Items are removed at the end of contact time, rinsed, and dried with a clean paper towel.

- For electrical implements such as magnifying LED lamps, hot towel warmers, and esthetic devices, clean the implement with a spray wipe to remove any physical debris. Followed with an EPA-registered disinfectant spray or wipe for the full contact time as noted by the manufacturer's directions. Use caution when using a spray and be sure your device is unplugged and do not spray into the motor.
- For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines, remove visible contamination if present. Follow the manufacturer's instructions for all cleaning and disinfection products. Consider use of wipeable covers for electronics. If no manufacturer's guidance is available, consider the use of alcohol-based wipes containing at least 60% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

- ❑ Treatment tables must be covered with either a treatment table paper, a clean towel, or a clean sheet after each use.
- ❑ Linens are removed (even if the customer did not get under them) and the bed or table is properly disinfected between customers.
- ❑ Workers wear disposable gloves when removing used linens, towels, and other draping, including blankets, and client draping for each treatment.
- ❑ All dirty linens, including towels, and smocks are placed in a closed container and not used again until properly laundered either by a commercial laundering service or a laundering process which includes immersion in water of at least 160° F for at least 25 minutes. Do not shake dirty laundry.
- ❑ Store all clean linens in a clean covered place. Ensure workers who handle dirty linens or laundry wear gloves.
- ❑ Doors are left open, where possible, if they do not open and close automatically. *Exception: Body art facilities must maintain doors closed.*
- ❑ The entire facility, including product display areas, are cleaned and disinfected at least daily.
- ❑ Floors are vacuumed when possible, instead of sweeping or other methods to prevent dispersing of pathogens into the air.
- ❑ All "test" products have been removed and discarded.
- ❑ Restrooms and handwashing facilities are kept stocked with soap, paper towels and toilet paper and sanitized regularly using EPA approved disinfectants.
- ❑ Restrooms are free of any unnecessary products such as candles or other supplies.
- ❑ Hands-free equipment is installed wherever feasible (including restrooms) to reduce risk of contamination.
- ❑ Cashless transactions are strongly encouraged. If reasonable, customers are enabled to swipe their own credit/debit cards, and card readers are sanitized between each guest use.
  If electronic or card payment is not possible, customers pay with exact cash payment or check.
- ❑ Optional - Describe other measures to promote infection control:

_____

ADDITIONAL CONSIDERATIONS FOR ESTHETICIAN, SKIN CARE AND COSMETOLOGY SERVICES

- ❑ Workers are required to wear face coverings at all times. A face shield is also to be worn when providing treatment on facial or neck areas that do not enable the client to wear a face covering.
- ❑ Disposable gloves are required throughout the entire esthetic service and while performing cleaning

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

and disinfection of all implements and surfaces after each client session.

- ❑ Before leaving the treatment room, workers are required to remove and dispose of gloves, wash their hands or apply proper hand sanitizer, and use a paper towel or sanitizer wipe, to open and close the treatment room door while leaving the room.
- ❑ When wax pots are running low and new wax needs to be added, any remaining wax is emptied and the wax pot is cleaned and disinfected before refilling with new wax. Single use applicators are disposed of immediately after use in a lined trash bin. The trash bin has a lid and lined with a disposable plastic bag.
- ❑ Workers are required to wash their hands immediately upon finishing services.

ADDITIONAL CONSIDERATIONS FOR BODY ART FACILITIES

- ❑ Clients are instructed that they must wear cloth face coverings during the entirety of the service.
- ❑ Workers are required to wear face coverings at all times. A face shield is also to be worn when providing treatment on facial or neck areas that do not enable the client to wear a face covering.
- ❑ Disposable gloves are required throughout the tattooing or piercing service and while performing cleaning and disinfection of all implements and surfaces after each client session.
- ❑ Piercing and tattooing services for the mouth/nose area have been suspended.
- ❑ The Infection Prevention Control Plan has been updated to include additional cleaning, disinfection and other measures, as needed. The additional measures include:
  - Increased cleaning and disinfection of body art procedure areas and equipment
  - Maintaining accurate documentation logs

ADDITIONAL CONSIDERATIONS FOR MASSAGE SERVICES (NON-HEALTH CARE SETTINGS)

- ❑ Clients are required to wash their hands before any services are provided.
- ❑ The use of disposable face cradle covers and/or protecting the table, table warmers, bolsters, and other items with pillowcases that can be removed and replaced between each client are being used.
- ❑ If facial massage or other hands-on work to the face services are provided, non-latex gloves must be used. A client's face covering must remain on during service.
- ❑ Hand treatments are provided as the last part of the service.
- ❑ Workers are required to wash their hands immediately upon finishing massage services.

ADDITIONAL CONSIDERATIONS FOR ELECTROLOGY SERVICES

- ❑ Electrologists are required to wear face coverings at all times and use disposable gloves during the client's entire treatment. A face shield is also to be worn when providing treatment on facial or neck areas that do not enable the client to wear a face covering.
- ❑ Tweezers, rollers, and needle holder caps are properly cleaned and sterilized between each client.
- ❑ The use of disposable probes that do not require a probe tip or cap are used when possible. If not using disposable probe tips or caps, the removable tip or cap of the epilator needle/probe holder is cleaned and disinfected after each client.
- ❑ Needles used for electroloysis are single-use, disposable, pre-packaged, and sterile and disposed of in an approved sharps container immediately after use. Sharps containers must be discarded in accordance with biomedical waste regulation.
- ❑ Ultrasonic cleaning units, forceps, and all containers, including their removable parts, are cleaned and disinfected between each client according to the manufacturer's instructions.

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV

D. MEASURES THAT COMMUNICATE TO THE PUBLIC

- ❑ A copy of this protocol is posted at all public entrances to the facility.
- ❑ A sign notifying customers that they will be screened for symptoms upon arrival, asked to use hand sanitizer, and to wear a face covering is posted at all entrances.
- ❑ Signage is posted that reminds customers to maintain social distancing of six (6) feet, wash hands or use sanitizer upon entry, stay home if they are ill or have symptoms consistent with COVID-19, and to communicate changes to service offerings. Signage should be posted in clearly visible locations, including at entrances, include pictograms, and be made available digitally (e.g., through e-mail).
- ❑ Signage is posted in display areas to let customers know it is cleaned and disinfected daily.
- ❑ Online outlets of the establishment (website, social media, etc.) provide clear information about facility hours, required use of cloth face coverings, policies in regard to making appointments, waiting outside or in their car for their appointment, preordering, prepayment, pickup and/or other relevant issues.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- ❑ Services that are critical to the customers/clients have been prioritized.
- ❑ Transactions or services that can be offered remotely have been moved on-line.
- ❑ Measures are instituted to assure access to goods and services for customers who have mobility limitations and/or are at high risk in public spaces.

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Business Contact Name: _____

Phone number: _____

Date Last Revised: _____

TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV