

Physical Distancing Protocols: Appendix A

Recent updates:

- This protocol is effective as of May 5, 2021. Los Angeles County, including Long Beach, is subject to the Yellow Tier under the State's Blueprint to a Safer Economy. No changes to this Protocol as a result of the Tier change.

This protocol is to 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 State Health Officer, which may be found at <https://covid19.ca.gov/industry-guidance/>, 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):

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

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- 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. Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
- 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 exposures occurring between March 19 and July 5 pursuant to the Governor's [Executive Order N-62-20](#).
- Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home.
- 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 to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- Employee screenings are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee has had contact with a person known to be infected COVID-19 in the last 14 days. 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.
- 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.
- Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn by the employee at all times during the workday except where the employee is working in a vehicle, office, or room alone. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used.
- Customers, vendors, and subcontractors, or any person that is not an employee is required to wear face coverings at all times while onsite. Cloth face coverings should not be placed on young children under age 2, anyone who a medical condition, mental health condition, or disability that prevents them from wearing a face covering, or is otherwise unable to remove the mask or cloth face covering without assistance.
- All employees have been told not to come to work if sick.
- Symptom checks are being conducted before employees may enter the workspace. All desks or individual workstations 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.
- 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).

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- 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.
- 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.
- The establishment shall monitor all entrances to track occupancy. Where possible, provide a single, clearly designated entrance and separate exits to help maintain physical distancing.
- Be prepared to queue customers outside while still maintaining physical distance, including through the use of visual cues. If necessary, an employee (or employees if there is more than one entrance) wearing a cloth face covering may be posted near the entrance but at least 6 feet from the nearest customers to track occupancy and to direct customers to line up 6 feet apart outside the entrance if the establishment has reached its occupancy limit.
- Explain:
- Optional—Describe other measures:

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

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- 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 sharing or serving food, 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:

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:

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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:**

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