



California's Manufacturing Network

RETURN TO WORK GUIDE



**A GUIDE FOR
COVID-19 PANDEMIC
PREPAREDNESS
AND RESPONSE**

A NOTE TO READERS

Where and when permitted by law, the information contained in this guide represents CMTC's current recommended operations of facilities during this unprecedented COVID-19 pandemic.

TABLE OF CONTENTS

Legal Disclaimer.....	1
Notice From CMTC.....	2
Purpose.....	3
Objective.....	4
Expanding or Resuming Operations.....	5
Personal Protective Equipment (PPE)	6
Cleaning and Disinfection.....	7
Self-Distancing.....	8
Monitor & Detection.....	11
Procedures for ‘Suspected’ Infection.....	13
Signage.....	14

DISCLAIMER - LEGAL STATEMENT

The purpose of this document is to recommend/suggest ideas that you may wish to consider as our Industry and your Business moves towards 100% reopening in the aftermath of the COVID-19 pandemic.

Keep in mind that there is no ‘one size fits all’ scenario.

Before you implement any of the ideas suggested in this document, you must evaluate and determine, with the assistance of your legal counsel, accounting and human resource teams, the legality and effectiveness of the potential application captured in this document.

As the overall intent of this document is to provide suggested ideas for your independent consideration only, CMTC accepts no responsibility for any result or circumstance arising from or related to your decision to ‘use or not use’ any idea submitted herein.

This is to be considered a ‘living’ document which is subject to revision or further developments as they arise.

This document was pulled together to provide resources available during this uncertain time. It is important that you take a look at your business and needs specifically. Should you need further assistance, CMTC specialists are available for consulting.

NOTICE FROM CMTC

California Manufacturing Technology Consulting® (CMTC) has over 25 years of experience serving California's manufacturing community through technical assistance, consulting and workforce development services to drive increases in productivity and global competitiveness. The experienced, hands-on team at CMTC works closely with our clients to plan critical business improvements in the areas of Business Strategy, Business Growth, Lean and Continuous Improvement, Quality Improvement, Cost Reduction, Information Technology, Advanced Manufacturing Technologies, Supply Chain, Cybersecurity, and Human Resources/Workforce Development.

Through CMTC's California's Manufacturing Network, CMTC delivers the local expertise to not only plan and strategize, but to implement and evaluate the improvements in business results. CMTC assists more than 1,200 companies each year with successful business improvement projects, the value for which is reported by our clients through third-party surveys.

MEP National Network

CMTC serves as the MEP Center for California, one of 51 MEP Centers across the nation comprising the MEP National Network. The MEP National Network is a unique public-private partnership that delivers comprehensive, proven solutions to U.S. manufacturers, fueling growth and advancing U.S. manufacturing.

In an effort to provide extended support of small & mid-sized Manufacturers, this guide has been developed to help guide manufacturers to implement new measures such as social distancing, cleaning and disinfecting, and stocking PPE as you move forward with operations amid the COVID-19 pandemic.

This plan is based upon the COVID-19 Best Practices, as recommended by the Centers for Disease Control & Prevention (CDC), the California Occupational Safety & Health Administration (Cal OSHA), California Department of Public Health (CDPH), and other governmental entities' published Regulations & Guidelines as described in this document.

This plan is available to any and all that seek direction on employees return to work and the resumption of operations at pre-COVID-19 levels. In addition, CMTC staff and resources are available to answer any questions within their areas of expertise to support manufacturers with the development of a customized plan.

For questions regarding this document, please contact us at www.cmtc.com/contact.

PURPOSE

This document provides guidance for the manufacturing industry to support a safe, clean environment for workers. The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained. It is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those published by Cal/OSHA.

Please stay current on changes to public health guidance and state/local orders as the COVID-19 situation evolves. Cal/OSHA has additional safety and health guidance on their Cal/OSHA COVID-19 Infection Prevention for Logistics Employers and Employees webpage. The CDC also has additional information on guidance for businesses and employers.

Scope

To educate employees and companies on how to return to work and mitigate the potential risk at work and at home.

General Overview:

- Objective
- Self-Distancing
- Expanding/Resuming Operations
- Monitor & Detection
- Personal Protective Equipment (PPE)
- Procedures for 'Suspected' Infection
- Cleaning and Disinfection
- Signage



OBJECTIVE

To help ensure the Health & Wellness of each employee and visitor.

1. Implementation of Measures:

- a. Install additional sanitizing dispensers and guidelines (signage) for frequent cleaning on frequently-used surfaces and common areas.
- b. Manage shift-changes and stagger lunch breaks to allow time to thoroughly disinfect common areas and to promote 'Social Distancing.'
- c. Place signage throughout the facilities as a reminder of proper measures.

2. Establish Disinfection Protocols:

Disinfection measures need to be put in place and implemented (either) as part of the routine – or scheduled to disinfect workplace surfaces, chairs, tables, etc. – to protect employees.

- a. Schedule complete sanitization and disinfection of facilities.
- b. Deep-cleaning and disinfection will be automatically triggered when an active employee tests positive for COVID-19 by a medical doctor.
- c. Deep-cleaning should ideally be carried out by an external, professional service.

3. Establishing Social Distancing:

Social Distancing is an effective method to help prevent the spread of the virus

- a. Staying (at least) 6 feet from others.
- b. Eliminating contact with others – handshakes, embracing co-workers, non-essential visitors or friends.
- c. Avoid touching commonly used surfaces.
- d. Avoid individuals that appear ill.

4. Hazard Analysis for Cleaning Tasks & Wellness:

A Hazard Analysis is created to establish overall wellness and disinfection protocols for each work area.

The Hazard Analysis must include:

- a. General Disinfection Measures
- b. On-Site Health Screening
- c. Daily Self-Screening
- d. Self-Quarantine & Return to Work
- e. Visitors & Contractors Self-Screening

EXPANDING OR RESUMING OPERATIONS

The priority before reopening is to establish a written, worksite-specific COVID-19 prevention plan at every facility and to perform a comprehensive risk assessment of all work areas and designate a person at each facility to implement the plan.

In the “Return to Work Guide” it is recommended to incorporate:

1. The contact information for the facility’s local health department for communicating information about COVID-19 outbreaks among employees.
2. A process to investigate COVID-19 cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.
3. Training and communication with employees and employee representatives on the plan.
4. A process to check for compliance and to document and correct deficiencies.
5. Updates to the plan as necessary to prevent further cases.

Depending on the county, an attestation of compliance could be required. It is recommended that organizations reach out to their County Health Directors before opening to receive the most up to date information.

Before work begins, each employee should be informed and trained on the following:

- How to protect oneself on a daily basis.
- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds.
- How to clean each workspace throughout the day.
- The protocol for when an employee tests positive for COVID-19.
- Information on employer or government-sponsored leave benefits that the employee may be entitled to receive.

5. Companies have the following responsibilities:

- Develop protocol for decontaminating machinery/equipment, common areas, offices and other occupied areas.
- Train employees on decontamination expectations, including frequency, methods and safety precautions.

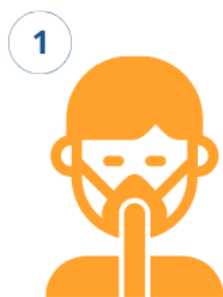
- Ensure adequate supply of approved decontamination materials.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

You are required to provide face coverings to employees. Your hazard analysis will assist you in determining what type of face covering you will require.

NOTE: Any time you introduce new PPE or require PPE for new situations, you should provide training on how to put it on, use it, take it off, dispose or clean it, and how to care for it.

Some examples of PPE that may be required as a result of a hazard assessment are:



Respirators
(only under rare
and special
circumstances)



Face Shields



Gloves
(made of Latex,
Nitrile, or Vinyl)



Disposable Gowns

NOTE: The CDC indicated that gloves do not protect individuals against COVID-19 because the virus does not enter the body through the hands. Wearing gloves may give people a false sense of security, may cause them to not wash hands as much, and unless they are trained on how to take them off or put them on, they may actually increase their exposure to the virus.

Simple cloth-type face coverings do not protect the wearer and are not personal protective equipment (PPE). Face coverings can help protect people near the wearer if the wearer is infected, and do not replace the need for physical distancing and frequent handwashing. Employees should wash or sanitize hands before and after using or adjusting face coverings. At the end of each shift, face coverings should be washed and sanitized.

CLEANING AND DISINFECTION

To meet the recommendation, a company or an external professional service should clean the following:

All hard surfaces including, but not limited to:

- Doorknobs
- Machine Switches
- Sinks
- Countertops
- Screens
- Forklift/Tuggers
- Time Clocks
- Water Fountains
- Tables/Chairs
- Keyboards
- Towel Dispensers
- Vending Machines
- Common Area Objects
- Machine Controls
- Light Switches
- Desk/Phones
- Faucets
- Handrails
- Turnstiles
- Tools
- Handles

The company or external professional should use products approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved List N, and follow product instructions and Cal/OSHA requirements.

If decontamination is not feasible, consider a 72-hour shutdown to allow the virus to naturally lose some of its strength.

For day to day cleanings, provide time for workers to implement cleaning practices before and after shifts. If this isn't possible, consider hiring a third-party cleaning company that is capable of meeting the company's needs such as:

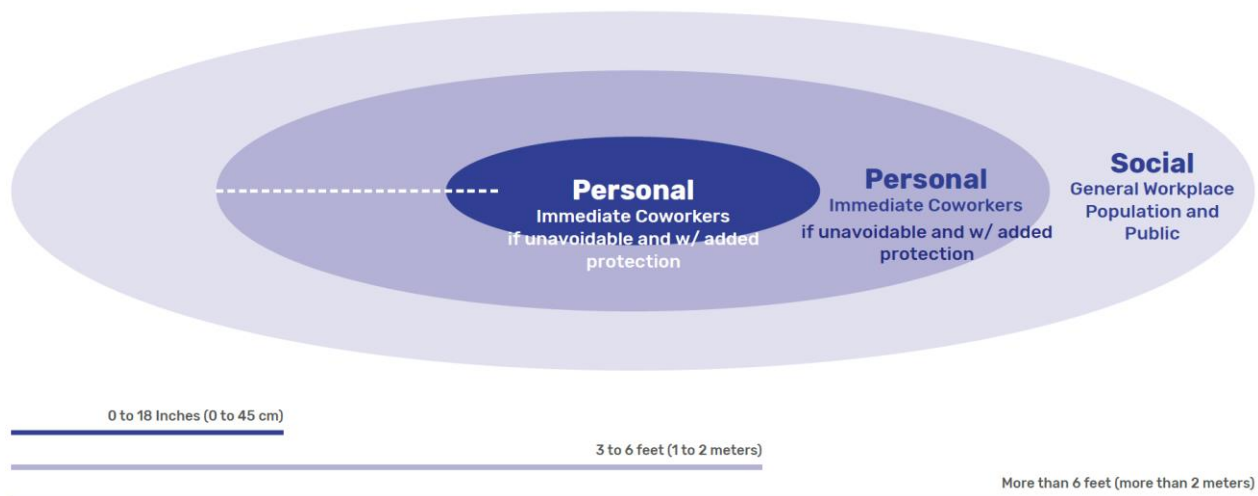
- Maintaining a disinfectant log
- Cleaning delivery vehicles and equipment
- Cleaning the HVAC system
- Sanitizing waste disposal areas



SELF-DISTANCING

Self-distancing, also known as social distancing, is one of the primary ways to avoid contracting a virus and avoid contamination. It is imperative that employees maintain proper self-distancing as recommended by the CDC and other health organizations. This means that a minimum of 6-feet must be maintained between employees. This procedure should be continued even when workers are wearing PPE.

Also, avoid gathering in groups, entering crowded areas, carpooling with those that reside outside of your home, hugging, shaking hands, eating face-to-face and other similar activities that could put you and/or others at risk of contamination.



Prior to resuming operations, duties that require employees to work within 6 feet of each other must be evaluated using the company's Hazard Analysis for potential health and wellness risks. This is to ensure protection for each employee.

1. Workstations:

- a. Reconfigured floor plans to ensure workstations are 6 feet apart.
- b. Install physical barriers (e.g. Plexiglas, plastic curtains) where 6 feet of spacing is not possible.
- c. Use floor markings to promote physical distancing and mark equipment, tables, and chairs that are not to be used.
- d. Consider an exit from the facility separate from the entrance to allow for one-way foot traffic.
- e. Duties that require employees to work within 6 feet of each other or if workstations do not allow 6 feet of separation, require the following:
 - i. Use of barriers – Plexiglas, cardboard, plywood or other similar materials.

- ii. Engineering controls must be considered prior to work beginning, including the option of eliminating duties (if practical/possible), until the outbreak has subsided.
- iii. Redesigning jobs to allow duties to be completed by one person, introducing tools to assist with jobs that allow 6 feet of distance or any other option that allows work to be completed while maintaining the proper distance.
- iv. If work cannot be redesigned, then employees must be provided with the proper face covering/face shield to avoid direct contact of the skin on tools. This would include any additional PPE that would be deemed essential to protect the health of the employee.
- v. Immediately following duties that require work that is in close proximity of others, all employees shall properly remove PPE without touching the outside of said PPE. Then require employees to wash hands & face thoroughly for a minimum 20 seconds with soap and water.

NOTE: Hand sanitizer can be used as long as it contains a minimum of 60% isopropyl alcohol. A 60% alcohol solution is allowable for personal hygiene, but a 70% solution is needed for surfaces, equipment and tools.

2. Production/Warehouse:

- a. Reconfigure floor plans to ensure workstations are 6 feet. apart.
- b. Avoid sharing equipment & tools when possible.
- c. When equipment is shared, such as powered industrial trucks, ladders, rolling carts, copy machines, computers, etc., the operator is required to properly disinfect after use.
- d. Prior to shift changes, the employee working is required to properly disinfect the workstation and equipment.
- e. Avoid coming within 6 feet of outside personnel including those making deliveries (i.e. truck drivers, parcel delivery, post office) or other individuals coming onsite.
- f. Do not receive items directly from delivery personnel. Rather, allow the driver to place items down and back away.
- g. If the dolly or hand truck is used by delivery personnel within the facility, ensure that it is disinfected immediately afterwards.
- h. During training and meetings, a minimum of 6 feet must be maintained by employees.
- i. Employees shall not sit directly across from one another.

3. Breakrooms, Lunch Area/Cafeterias

- a. Employees must maintain proper self-distancing.
- b. Employees shall not sit directly next to or across from one another.

- c. Minimize touching objects such as vending machines, coolers, refrigerators and other commonly shared breakroom items.
- d. When breakroom items are touched, the employee must wash their hands.
- e. Prior to exiting the breakroom, properly disinfect all items encountered.
- f. When possible, use separate doors to enter and exit the breakroom to avoid being in close proximity with others.
- g. Consider closing shared spaces in which physical distancing would be difficult to enforce or maintain.
- h. Place hand sanitizer by microwave ovens and food refrigerators and allow only one employee near the refrigerator at a time.

4. Meetings:

- a. Avoid in-person meetings as much as possible

5. Restrooms:

- a. Social distancing guidelines must be maintained in restrooms, including waiting in lines.
- b. All employees must properly disinfect their hands when finished.
- c. Restrooms must stay sanitary. Dispose of paper products properly and completely flush toilets.
- d. If possible, without affecting privacy, restroom doors should be propped open to avoid repeated contact and improve air changes.
- e. If possible, implement restroom pathways that avoid close proximity of employees.

6. Shift Changes:

- a. Do not congregate in parking lots or other areas prior to or after shifts.
- b. Maintain 6 feet of distance while entering or exiting facility.
- c. If possible, one-way entry and exits should be established.
- d. If possible, entry and exit doors should remain open during shift changes.
- e. Wash hands or apply sanitizer after touching the time clock.
- f. Modify worker schedules to maximize physical distancing during shift start times, shift end times and break times.
 - i. Stagger employee breaks in compliance with wage and hour regulations to maintain physical distancing protocols.
 - ii. Institute time gaps between shifts.
- g. Provide enough time for workers to clean before, during and after shifts. Workers should be compensated for time spent on cleaning tasks they are assigned, therefore build this into your work schedule.

MONITOR AND DETECTION

1. Self-Screening:

Self-Screen at Home - One of the most vital aspects of detection involves self-screening. In order to adequately communicate these procedures to employees, the employer should issue a self-screening checklist for all employees to conduct a voluntary, home self-screening prior to coming to work.

The screening should consist of the following questions:

- Do you have a temperature of 100.4 Fahrenheit or greater?
- Do you have a cough?
- Are you experiencing shortness of breath?
- Are you having difficulty breathing?
- Are you experiencing unusual fatigue?

If the answer to any of these questions is “YES”, employees are requested to stay at home until ALL THREE of the following are true:

- You have been fever free for (at least) 72-hours (3 full days) without taking medication such as acetaminophen or aspirin to reduce fever.
- Other symptoms (cough or shortness of breath) are gone.
- It has been (at least) 7 days since your symptoms first appeared, or you have tested negative for COVID-19 and applied protocols.

2. Contact Tracing:

To aid in the efforts of contact tracing, log all employees/visitors that come onto your premises.

If an employee tests positive for COVID-19, ensure all other coworkers are tested before returning to work. If testing is not possible, inform coworkers that had close contact to self-quarantine and self-monitor for symptoms per public health guidance.

Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.

3. Monitoring of symptoms (including fever) by employer:

Employers have the authority to set up a monitoring station at the facility entrance. In addition, a monitoring station may be set up in the parking lot entrance.

If implemented – please consider the following:

- a. Assign a health screening team that will monitor symptoms of individuals entering the facility.
- b. Close alternative entrances to ensure all employees pass through the monitoring system.
- c. Use no-touch thermometers to evaluate employee's body temperature.

If an employee exhibits a fever upon entrance, he/she should be sent home to self-quarantine or pursue medical attention.



NOTE: If an individual rejects the screening, the company should request that the individual depart the building, obtain medical clearance and provide an official certificate prior to returning to the company premises.

PROCEDURES FOR ‘SUSPECTED’ INFECTION

Employees who appear to have symptoms (i.e. fever, cough, or shortness of breath) upon arrival at work or those who become sick during the day should immediately be isolated from other employees, customers, and visitors and sent home.

1. Identifying and isolating potentially infected individuals is a critical first step in protecting workers, visitors, and others.
2. Take steps to limit the spread of the individual’s respiratory secretions by providing a facemask or other facial covering. A surgical-grade mask is a ‘Best Practice’ if available.
3. Restrict individuals from entering the isolation area.
4. Clean and disinfect surfaces in their workspace.
5. Compile information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed. Maintaining a work log to know which employees worked in specific areas on a particular day will greatly facilitate this important process.

NOTE: CDC defines “Close Contact” as being within 6-feet of an infected person while not wearing the proper PPE. “Close Contact” also includes direct contact within infectious secretions while not wearing the proper PPE. “Close Contact” does not generally include brief interactions like walking past a person.

If an employee is confirmed to have a COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace **but maintain confidentiality**. The employer should instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.

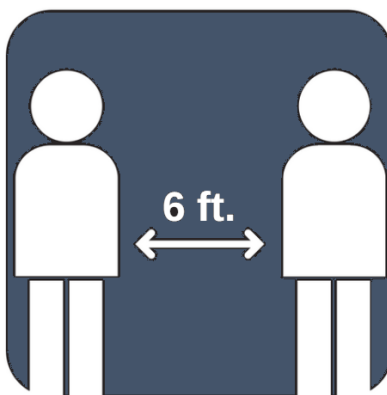
SIGNAGE

Using a sign is an inexpensive component that can be used to help convey important information. Below are some recommendations that a company could consider using.

- Post signs for employees to remind them of physical distancing.
- Post signage requesting visitors to wear face masks or covers.
- Encourage frequent handwashing and use of hand sanitizer.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.



WEAR FACE MASK



KEEP DISTANCE



USE HAND SANITIZER

COVID-19 MANUFACTURING RE-OPENING CHECK LIST



#	Status	Issued by	Subsection	Proposal	Yes / No	Notes
Resuming Operations						
1	Mandatory	Cal OSHA, CDPH, California For All	Returning to work opening plan	Establish a written, worksite-specific COVID-19 prevention plan at every facility, perform a comprehensive risk assessment of all work areas, and designate a person at each facility to implement the plan.		COVID-19 is a foreseeable workplace hazard for most businesses. Cal/OSHA now instructs that it is mandatory for employers to adopt changes to their IIPP (Injury and Illness Prevention Program) to implement infection control measures to curb employees' exposure to COVID-19. Infection control measures will vary by workplace and industry. Cal/OSHA advises employers to review applicable and relevant CDC recommendations.
2	Highly Recommended	Cal OSHA, CDPH, California For All	Returning to work opening plan	Identify contact information for the local health department where the facility is located for communicating information about COVID-19 outbreaks among employees.		
3	Highly Recommended	Cal OSHA, CDPH, California For All	Returning to work opening plan	Identify the person(s) responsible for implementing the plan		It is recommended that one person be assigned this responsibility/authority.
4	Highly Recommended	Cal OSHA, CDPH, California For All	Returning to work opening plan	A risk assessment and the measures that will be taken to prevent spread of the virus.		There should be a separate assessment for each facility.
5	Highly Recommended	Cal OSHA, CDPH, California For All	Returning to work opening plan	Training and communication with employees and employee representatives on the plan.		It is recommend that employees or representatives of the employees (union if a union shop) participate in developing the plan.
6	Highly Recommended	Cal OSHA, CDPH, California For All	Returning to work opening plan	A process to check for compliance and to document and correct deficiencies.		
7	Highly Recommended	Cal OSHA, CDPH, California For All	Returning to work opening plan	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.		
8	Highly Recommended	Cal OSHA, CDPH, California For All	Returning to work opening plan	Regularly evaluate the workplace for compliance with the plan and document and correct deficiencies identified.		The Safety Team or its equivalent would be a good candidate for this task
9	Highly Recommended	Cal OSHA, CDPH, California For All	Returning to work opening plan	Update the plan as necessary to prevent further cases.		It is recommended that this be assigned to a person or team and reviewed on a periodic bases.
10	Highly Recommended	City of LA Emergency Management Department	Returning employees	Do you have a plan to screen employees for symptoms before entering the worksite?		
11	Highly Recommended	City of LA Emergency Management Department	Returning employees	Identify employee stressors; mitigate employee anxiety when going back to work through clear and transparent communication, listening, and surveying employees regularly.		Communicate with your employees regularly in a "town hall" environment.
12	Recommended	City of LA Emergency Management Department	Visitors	Have you limited unnecessary visits and visitors?		Visitors should be approved by management, must have a strong reason for allowing.
13	Recommended	City of LA Emergency Management Department	Visitors	Do you have a plan to make sure visitors are informed and prepared to visit worksite?		Visitors should understand what they can/can't do; it is recommended that upon entering your facility they are given a copy of your rules for entry.

16	Recommended	National Association of Manufacturers	Travel	Nonessential travel is highly discouraged		
17	Recommended	National Association of Manufacturers	Remote Work	If possible encourage employees to work from home		
Social Distancing (6 ft.)						
13	Highly Recommended	CDC, CDPH	Guidelines	Maximize physical distancing on worksite, meeting or exceeding person-to-person distance of 6 feet in all directions		
14	Highly Recommended	CDC, CDPH	Guidelines	Provide and use face coverings or face shields where physical distancing rules cannot be met and it is safe to use them		Provide face shields or physical barriers in addition to cloth face coverings if employees must work in areas with less than 6' of separation.
15	Highly Recommended	CA.Gov	Guidelines	Discourage handshaking and engaging in any forms of unnecessary physical contact		
16	Highly Recommended	CDC, CDPH	Guidelines	Consider limiting intermixing of different work groups		This will help limit exposure and help with contact tracing if someone becomes ill with the virus.
17	Highly Recommended	Cal OSHA, CDPH, California For All	Guidelines	Segment worksite into discrete zones and prevent movement between zones		
18	Recommended	City of LA Emergency Management Department	Guidelines	Consider extending hours of operations to reduce worker density on worksite		
19	Recommended	CDC, CDPH	Personal Workspace / Workstations	Have you reconfigured floor plans to ensure workstations are 6 ft. apart? Installed physical barriers when that is not possible?		Employees should not face each other if at all possible.
21	Recommended	City of LA Emergency Management Department	Personal Workspace / Workstations	Have you created one-way paths throughout worksite?		This eliminates face-to-face interactions and helps maintain separation.
22	Recommended	City of LA Emergency Management Department	Personal Workspace / Workstations	Use floor markings to promote physical distancing and mark equipment, tables, and chairs not in use		Marking and signs remind employees on the safety precautions that need to be followed. When possible remove equipment, tables and chairs that should not be used.
23	Recommended	City of LA Emergency Management Department	Personal Workspace / Workstations	Stagger positions of stationary workspaces so employees can avoid sitting directly next to or opposite one another		
24	Recommended	Cal OSHA, CDPH, California For All	Personal Workspace / Workstations	Consider an exit from the facility separate from the entrance to allow for one-way foot traffic		
25	Recommended	CDC	Personal Workspace / Workstations	Install physical barriers (e.g. Plexiglas, plastic curtains) where 6 feet of spacing is not possible		
26	Recommended	Cal OSHA, CDPH, California For All	Personal Workspace / Workstations	Consider limiting worker rotations to different workstations and equipment		
27	Recommended	Cal OSHA, CDPH, California For All	Personal Workspace / Workstations	Use no-touch common-use items where possible (e. g., trash cans, water fountains, hand sanitizer dispensers)		Note, as of 5/21/20 the CDC says transmission on surfaces and objects is less of a threat, as the virus is primarily spread via the inhalation of respiratory droplets.
28	Recommended	CA.Gov	Personal Workspace / Workstations	If it is safe / appropriate, keep doors open to improve ventilation and reduce touching of door handles		Maintain compliance with fire code, environmental, and safety requirements.
29	Recommended	CDC	Personal Workspace / Workstations	Limit or eliminate use of re-usable goods (e.g., bags, cups, silverware)		

30	Recommended	City of LA Emergency Management Department	Personal Workspace / Workstations	Limit or eliminate use of shared tools and equipment		
31	Recommended	CDC	Personal Workspace / Workstations	Quarantine zones should be identified to quickly isolate workers if symptoms arise during shift until transportation can be arranged		
32	Recommended	Cal OSHA, CDPH, California For All	Break Lunch/Room	Do you have a plan to maximize physical distancing in break rooms, cafeterias, and around shared appliances (e.g., refrigerators, microwaves)?		Use Administrative Controls such as a modified lunch schedule and staggered breaks.
33	Recommended	City of LA Emergency Management Department	Break Lunch/Room	Consider closing shared spaces in which physical distancing would be difficult to enforce or maintain (e.g., break rooms, cafeterias; provide alternative spaces for breaks and mealtimes as needed)		
34	Recommended	Cal OSHA, CDPH, California For All	Break Lunch/Room	Place hand sanitizer by food refrigerators and only allow one employee near refrigerator at any time		
35	Recommended	City of LA Emergency Management Department	Meetings	Avoid in-person meetings as much as possible		
36	Recommended	City of LA Emergency Management Department	Shift Schedules	Have you changed worker schedules to maximize physical distancing during start / end / break times?		
37	Recommended	Cal OSHA, CDPH, California For All	Shift Schedules	Consider staggering employee schedules to limit crowding during start / end / break times		
38	Recommended	CDC	Shift Schedules	Consider instituting time gaps between shifts		
39	Recommended	Cal OSHA, CDPH, California For All	Shift Schedules	Provide enough time for workers to clean before, during and after shifts; workers should be compensated for time spent on cleaning tasks they are assigned		Plan for this in your daily operation cost-center budgets.
	Recommended	Cal OSHA, CDPH, California For All	Shift Schedules	Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.		
40	Mandatory	Cal OSHA, CDPH, California For All	Wearing of masks	If cloth face coverings are being used, face coverings should be washed after each shift		Use of cloth or fabric face coverings is required.
41	Recommended	City of LA Emergency Management Department	Wearing of masks	Consider making special modifications for vulnerable employee populations (e.g., low-contact roles or designated areas)		
Personal Protective Equipment (PPE)						
42	Highly Recommended	Cal OSHA, CDPH, California For All	PPE	Do you have enough gloves, and other PPE required for employees in inventory?		Note that cloth face masks are not considered PPE.
43	Highly Recommended	CDC	PPE	Cleaning staff should wear appropriate PPE for all cleaning tasks, including handling trash		
44	Highly Recommended	CA.Gov	PPE	Consider having employees wear gloves to supplement handwashing when possible and safe to do so; gloves should be changed frequently		
Disinfection Protocol						
45	Recommended	City of LA Emergency Management Department	Cleaning and Disinfection	Have you deep-cleaned your facility?		
46	Recommended	Cal OSHA, CDPH, California For All	Cleaning and Disinfection	Do you have enough cleaning supplies in inventory?		
47	Recommended	Cal OSHA, CDPH, California For All	Cleaning and Disinfection	Do you have a disinfection plan for workstations and common areas? High-touch surfaces?		Note, as of 5/21/20 the CDC says transmission on surfaces and objects is less of a threat, as the virus is primarily spread via the inhalation of respiratory droplets.
48	Recommended	Cal OSHA, CDPH, California For All	Cleaning and Disinfection	Have you identified high-touch items you will remove or modify?		

49	Recommended	Cal OSHA, CDPH, California For All	Cleaning and Disinfection	Is the HVAC system working properly? Have air ducts been cleaned recently?		Goal is to increase the number of air changes per hour. Increase ventilation.
50	Recommended	City of LA Emergency Management Department	Cleaning and Disinfection	Increase air flow / ventilation (via HVAC or other means) where possible and safe to do so		Goal is to increase the number of air changes per hour.
51	Recommended	Cal OSHA, CDPH, California For All	Cleaning and Disinfection	Use EPA-registered sanitation and disinfectant products		
52	Recommended	Cal OSHA, CDPH, California For All	Cleaning and Disinfection	Complete thorough and detailed cleaning of entire facility prior to resuming operations, with focus on high touch areas		Note, as of 5/21/20 the CDC says transmission on surfaces and objects is less of a threat, as the virus is primarily spread via the inhalation of respiratory droplets.
53	Recommended	City of LA Emergency Management Department	Cleaning and Disinfection	Where possible, keep disinfection log on machinery and equipment		
54	Recommended	Cal OSHA, CDPH, California For All	Cleaning and Disinfection	Complete frequent sanitization of high-touch surfaces and shared items per CDC guidelines (e.g., door handles, tables, chairs, counters, restrooms, trash bins, workstations)		Note, as of 5/21/20 the CDC says transmission on surfaces and objects is less of a threat, as the virus is primarily spread via the inhalation of respiratory droplets.
55	Recommended	Cal OSHA, CDPH, California For All	Cleaning and Disinfection	Disinfect all reused or shareable material between each use (e.g., shared tools, clipboards)		
56	Recommended	City of LA Emergency Management Department	Cleaning and Disinfection	Sanitize hard hats and face shields at the end of each shift		
57	Recommended	Cal OSHA, CDPH, California For All	Cleaning and Disinfection	Perform thorough cleaning in high traffic areas.		
58	Recommended	Cal OSHA, CDPH, California For All	Cleaning and Disinfection	Frequently disinfect commonly used surfaces.		Note, as of 5/21/20 the CDC says transmission on surfaces and objects is less of a threat, as the virus is primarily spread via the inhalation of respiratory droplets.
59	Recommended	Cal OSHA, CDPH, California For All	Cleaning and Disinfection	Clean and sanitize shared equipment between each use.		
60	Recommended	Cal OSHA, CDPH, California For All	Cleaning and Disinfection	Clean touchable surfaces between shifts or between users, whichever is more frequent.		
61	Recommended	Cal OSHA, CDPH, California For All	Cleaning and Disinfection	Provide and locate hand sanitizer and sanitizing wipes where workers can use them.		
62	Recommended	Cal OSHA, CDPH, California For All	Cleaning and Disinfection	Ensure that sanitary facilities stay operational and stocked at all times		
63	Recommended	Cal OSHA, CDPH, California For All	Cleaning and Disinfection	Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.		
64	Recommended	Cal OSHA, CDPH, California For All	Cleaning and Disinfection	Provide time for workers to implement cleaning practices before and after shifts and consider hiring third-party cleaning companies.		
65	Recommended	Cal OSHA, CDPH, California For All	Cleaning and Disinfection	Install hands-free devices if possible.		
66	Recommended	Cal OSHA, CDPH, California For All	Cleaning and Disinfection	Consider upgrades to improve air filtration and ventilation.		
67	Recommended	Cal OSHA, CDPH, California For All	Cleaning and Disinfection	Clean and sanitize all applicable machinery, workstations and equipment used between worker rotations		
68	Recommended	CDC	Hand Washing	All employees should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds		
69	Recommended	Cal OSHA, CDPH, California For All	Hand Washing	Make hand sanitizer readily available, including at room/building entrances		

70	Recommended	CDC	Hand Washing	Ensure sanitary facilities are operational and stocked with soap, hand sanitizer, and paper towels at all times		
71	Recommended	CDC	Hand Washing	Provide additional (portable) handwashing stations, where needed		
72	Recommended	Cal OSHA, CDPH, California For All	Hand Washing	60% ethanol alcohol-based hand sanitizer throughout facility		70% if Isopropyl alcohol based.
73	Recommended	City of LA Emergency Management Department	Hand Washing	Do you have enough hand sanitizer / hand soap for employees?		
74	Recommended	CDC	Hand Washing	Wash hands for at least 20 seconds, especially after going to the bathroom, before eating, after blowing your nose, coughing or sneezing, and after extended contact with high-touch surfaces		
75	Recommended	Cal OSHA, CDPH, California For All	Hand Washing	Provide disposable gloves to workers using cleaners and disinfectants if required. Consider gloves a supplement to frequent hand washing for other tasks such as handling commonly touched items, or conducting symptom screening.		
76	Recommended	CDC	Hand Washing	Avoid touching your eyes, nose and mouth with unwashed hands		
Communication Tools and Visuals						
77	Recommended	CA.Gov	Communications	Have you posted signs to remind employees of best practices? Where will they be posted?		
78	Recommended	Cal OSHA, CDPH, California For All	Communications	What has been done to better understand stressors, anxieties, and other COVID-19 related concerns of employees returning to work? Have you taken steps to address concerns?		
79	Recommended	Cal OSHA, CDPH, California For All	Communications	Has 5 day notice been provided to recall any furloughed employees?		
80	Recommended	CA.Gov	Communications	Consider non-punitive sick leave options to allow employees to stay home when ill		The lack of paid leave benefits could have consequences for the company if employees cannot afford to take time off and therefore come to work sick.
81	Recommended	City of LA Emergency Management Department	Communications	Consider making special modifications for vulnerable employee populations (e.g., low-contact roles or designated areas)		
82	Recommended	CDC	Communications	Communicate health and safety guidelines to all employees / visitors, including available contact to report guideline violations		
83	Recommended	Cal OSHA, CDPH, California For All	Communications	Post signs for employees to remind them of physical distancing, PPE recommendations (e.g., face coverings), and to use hand sanitizer provided		
84	Recommended	Cal OSHA, CDPH, California For All	Communications	Have visible signage throughout the workplace for visitors on health and safety guidelines (including proper hygiene and sanitization, physical distancing/PPE guidance, etc.)		
85	Recommended	City of LA Emergency Management Department	Communications	Consider adjusting productivity targets to account for new safety guidelines and help prevent noncompliance		
86	Recommended	CDC	Training Plan	Have you trained employees on COVID-19 health and safety guidelines before returning to work?		
87	Recommended	CDC	Training Plan	Train all employees on the importance of frequent handwashing and the use of hand sanitizers with at least 60% ethyl alcohol content, and give employees clear instruction to avoid touching hands to face		70% isopropyl alcohol content.

88	Recommended	CDC	Training Plan	Train all employees on symptom detection, sources of high risk to COVID-19, COVID-19 exposure prevention measures, and employee leave benefits/policies		For many employees, the information that they receive at your workplace will be more accurate and timely than what they hear from their friends in the community.
89	Recommended	Cal OSHA, CDPH, California For All	Training Plan	Reinforce employee training on health and safety guidelines with periodic refresher trainings		
90	Recommended	Cal OSHA, CDPH, California For All	Training Plan	Provide training and updates to employees on new and pre-existing wellness programs, people policies, etc.		
91	Recommended	Cal OSHA, CDPH, California For All	Training Plan	Document what trainings were provided, when, and for whom		
Monitor & Detection						
92	Recommended	City of LA Emergency Management Department	Monitor	Do you have a process to log all employees / visitors on worksite?		
93	Recommended	CDC	Employee Self-Assessments	Ask employees to confirm they have not experienced COVID-19 CDC-defined symptoms, including fever, cough, and shortness of breath, for 14 days prior to return		
94	Recommended	Cal OSHA, CDPH, California For All	Testing	Consider regular health checks (e.g., temperature and respiratory symptom screening) for all employees / visitors entering worksite		
95	Recommended	CDC	Contact Tracing	If an employee tests positive for COVID-19, ensure all other coworkers are tested before returning to work; if testing is not possible inform coworkers that had close contact to self-quarantine and self-monitor for symptoms per public health guidance		Anyone who comes in close contact (within 6 feet for longer than 10 min.) with an infected individual up to two days prior to the infected individual showing symptoms, should self-quarantine for 14 days.
96	Recommended	City of LA Emergency Management Department	Contact Tracing	Log all employees/visitors who come onsite for purposes of supporting public health contact tracing		
Procedures for 'Suspected' Infection						
97	Highly Recommended	CDC	Confirmed Cases	If an employee tests positive, close off areas used by the employee until any areas affected can be cleaned and disinfected per CDC guidelines		
98	Highly Recommended	CDC	Confirmed Cases	Require employees who have COVID-19 CDC-defined symptoms to remain home until they are symptom-free for three days without medication		Anyone who comes in close contact (within 6 feet for longer than 10 min.) with an infected individual up to two days prior to the infected individual showing symptoms, should self-quarantine for 14 days.
99	Highly Recommended	CDC	Confirmed Cases	Ask employees to self-quarantine per public health guidelines if they are confirmed to have COVID-19 or know they have been exposed to COVID-19		
100	Highly Recommended	Cal OSHA, CDPH, California For All	Response Team	Do you have a response plan in case an employee tests positive?		Should be written into your plant's IIPP - Injury and Illness Prevention Program.

COVID-19 GUIDANCE BY STATE AND COUNTY



CDC		https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html	
State of California		https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/COVID-19-County-Variance-Attestation-Memo.aspx	
Guidance by County			
County	County Seat	Link to county reopening guidance	Notes and additional re-opening guidance links
Alameda	Oakland	http://acgov.org/	Stricter than state
Alpine County	Markleeville	https://www.alpinecountyca.gov/Index.aspx?NID=516	Follows state guidance
Amador County	Jackson	https://www.amadorgov.org/services/public-health	State guidelines are recommended - on Fast list for CA reopening Phase 2 using CDPH guidelines
Butte County	Oroville	https://www.buttecounty.net/publichealth/	State guidelines are recommended - on Fast list for CA reopening Phase 2 using CDPH guidelines
Calaveras County	San Andreas	https://covid19.calaverasgov.us/	State guidelines are recommended - on Fast list for CA reopening Phase 2 using CDPH guidelines
Colusa County	Colusa	http://www.countyofcolusa.org/	Additional information at http://www.countyofcolusa.org/771/COVID19 State guidelines are recommended - on Fast list for CA reopening Phase 2 using CDPH guidelines
Contra Costa County	Martinez	https://www.coronavirus.cchealth.org/	https://www.coronavirus.cchealth.org/health-orders - stricter than state May 31 - slow opening - taking part in Bay Area approach
Del Norte County	Crescent City	http://www.co.del-norte.ca.us/departments/health-human-services/public-health/public-health-programs/communicable-diseases/novel-coronavirus/roadmap-to-recovery	State guidelines are recommended - on Fast list for CA reopening Phase 2 using CDPH guidelines
El Dorado County	Placerville	https://www.edcgov.us/Government/hhsa/Pages/EDCCOVID-19.aspx	State guidelines are recommended - on Fast list for CA reopening Phase 2 using CDPH guidelines
Fresno County	Fresno	https://www.co.fresno.ca.us/departments/public-health/covid-19	Gradual use CDC and OSHA for guidelines
Glenn County	Willows	https://www.countyofglenn.net/dept/health-human-services/public-health/covid-19/covid-19-guidance-and-resource-documents	State guidelines are recommended - on Fast list for CA reopening Phase 2 using CDPH guidelines
Humboldt County	Eureka	https://humboldtgov.org/	Require businesses to submit plan / attestation and then get county approval to be open. Follows state guidelines- additional information at https://humboldtgov.org/CivicAlerts.aspx?CID=47
Imperial County	El Centro	http://www.icphd.org/health-information-and-resources/healthy-facts/covid-19/	Follows state guidelines - http://www.icphd.org/roadmap-to-recovery
Inyo County	Independence	https://www.inyocounty.us/covid-19/reopening-inyo-businesses	Inyo county is using guidelines per industry and was part of an early opening group.
Kern County	Bakersfield	https://www.kerncounty.com/government/covid-19-dashboard	
Kings County	Hanford	https://www.countyofkings.com/departments/administration/reopen-kings/checklists-for-businesses	Guidelines are the same as the state - require a plan for COVID-19 prevention
Lake County	Lakeport	http://health.co.lake.ca.us/Coronavirus.htm	County is asking businesses to submit their plans for reopening - follows state and cdph guidelines - reopening forms found at http://health.co.lake.ca.us/Coronavirus/Businesses.htm

Lassen County	Susanville	https://lassencares.org/roadmap-to-recovery	Business needs to fill out a survey prior to opening - State guidelines are recommended - on Fast list for CA reopening Phase 2 using CDPH guidelines
Los Angeles County	Los Angeles	http://www.publichealth.lacounty.gov/media/Coronavirus/	Look at reopening protocols
Madera County	Madera	https://www.maderacounty.com/government/public-health/covid-19/covidreopening	Following state guidelines
Marin County	San Rafael	https://coronavirus.marinhhs.org/stay-home-order-effect-marin-county	Guidelines are listed in the "current Shelter in Place Order" https://coronavirus.marinhhs.org/stay-home-order-effect-marin-county
Mariposa County	Mariposa	https://www.mariposacounty.org/2430/Mariposa-Roadmap-to-Recovery-Guidelines	Using CAL OSHA and other recommendations specific to wine, child care, jails
Mendocino County	Ukiah	https://www.mendocinocountybusiness.org/	Using the governor / state guidelines
Merced County	Merced	https://reopenmercedcounty.com/guidelines/	County requires a plan and that it be posted - Site has guidance on what needs to be in the plan
Modoc County	Alturas	https://www.modocsheriff.us/modoc-covid-19-incident-updates	Guidance is from Sheriffs Department
Mono County	Bridgeport	https://coronavirus.monocounty.ca.gov/pages/businesses	Following state guidelines
Monterey County	Salinas	https://www.co.monterey.ca.us/government/departments-a-h/health/diseases/2019-novel-coronavirus-2019-ncov/2019-novel-coronavirus-2019-ncov-for-schools-businesses	Stricter for shelter at home following CA for business phase 2
Napa County	Napa	https://www.countyofnapa.org/2840/Industry-Guidance	Following state CDPH, OSHA and CDC guidelines
Nevada County	Nevada City	https://www.mynvadacounty.com/2927/Coronavirus-Guidance-for-BusinessesEmplo	
Orange County	Santa Ana	https://occovid19.ochealthinfo.com/guidelines	
Placer County	Auburn	https://www.placer.ca.gov/reopen	Following OSHA guidelines
Plumas County	Quincy	https://plumascountry.us/2699/Plumas-County-Re-Opening-Documents	https://www.plumascountry.us/2669/Novel-Coronavirus-2019-COVID-19
Riverside County	Riverside	https://www.countyofriverside.us/	https://rivcoccsd.org/covidbizhelp
Sacramento County	Sacramento	https://economic.saccounty.net/Pages/Guidelines-and-Assistance-for-Reopening.aspx	https://economic.saccounty.net/Pages/CoronavirusBusinessResources.aspx
San Benito County	Hollister	https://hhsa.cosb.us/publichealth/communicable-disease/coronavirus/	
San Bernardino County	San Bernardino	http://www.sbcounty.gov/main/default.aspx	https://www.selectsbcounty.com/major-initiatives/covid-19
San Diego County	San Diego	https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/community_epidemiology/dc/2019-nCoV	
San Francisco County	San Francisco	https://sf.gov/topics/business-during-coronavirus-pandemic	https://sf.gov/news/new-health-directives-help-set-stage-safe-reopening
San Joaquin County	Stockton	https://www.sjgov.org/covid19/	www.sjready.org
San Luis Obispo County	San Luis Obispo	https://www.emergencyslo.org/en/reopening.aspx#3-Supply-Chains-Supporting-Retail-Manufacturing	
San Mateo County	Redwood City	https://www.smcgov.org/	https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-manufacturing-workers-employers.html
Santa Barbara County	Santa Barbara	https://recoverysbc.org/	https://publichealthsb.org/business-resources/
Santa Clara County	San Jose	https://www.sccgov.org/sites/scc/Documents/home.html	https://www.sccgov.org/sites/covid19/Pages/learn-what-to-do.aspx#businesses
Santa Cruz County	Santa Cruz	https://www.santacruzhealth.org/HSAHome/HSADivisions/PublicHealth/CommunicableDiseaseControl/CoronavirusHome/PublicInformation.aspx	Using state and cdc guidelines -- https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html
Shasta County	Redding	https://www.co.shasta.ca.us/covid-19/roadmap-to-recovery	https://www.co.shasta.ca.us/index.aspx
Sierra County	Downieville	http://www.sierracounty.ca.gov/599/Business-Reopening-Plan-Documents	

<u>Siskiyou County</u>	Yreka	https://www.co.siskiyou.ca.us/publichealth/page/coronavirus-covid-19-what-siskiyou-county-residents-need-know	
<u>Solano County</u>	Fairfield	http://www.solanocounty.com/depts/ph/coronavirus_links/roadmap_to_recovery.asp	
<u>Sonoma County</u>	Santa Rosa	https://socoemergency.org/recover/virtual-local-assistance-center/business/	http://sonomaedb.org/Business-Assistance/Coronavirus/Business-Management-Plans/
<u>Stanislaus County</u>	Modesto	http://schsa.org/publichealth/pages/corona-virus/	Following the CDPH guidelines -- See "Good 2 Go Stanislaus" link to reach documents on reopening
<u>Sutter County</u>	Yuba City	https://www.suttercounty.org/doc/government/depts/cao/em/coronavirus	https://www.suttercounty.org/doc/government/depts/ds/ehs/cs_ehs_home
<u>Tehama County</u>	Red Bluff	http://www.tehama4business.org/covid-19-resources	https://www.tehamacohealthservices.net/covid-19-back-to-business-guidance-for-building-your-plan/
<u>Trinity County</u>	Weaverville	https://www.trinitycounty.org/	https://www.trinitycounty.org/COVID-19-Business-Plan
<u>Tulare County</u>	Visalia	https://covid19.tularecounty.ca.gov/covid-19-updates-and-situation-in-tulare-county/	https://covid19.tularecounty.ca.gov/covid-19-updates-and-situation-in-tulare-county/covid-19-guide-playbook-for-reopening-your-business-in-the-age-of-covid-19/
<u>Tuolumne County</u>	Sonora	https://www.tuolumnecounty.ca.gov/250/Public-Health	https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Tuolumne%20Attestation.pdf
<u>Ventura County</u>	Ventura	https://www.vcemergency.com/vc-reopens	
<u>Yolo County</u>	Woodland	https://www.yolocounty.org/health-human-services/adults/communicable-disease-investigation-and-control/novel-coronavirus-2019/roadmap-to-recovery	https://covid19.ca.gov/industry-guidance/
<u>Yuba County</u>	Marysville	https://www.yuba.org/coronavirus/	https://www.yuba.org/coronavirus/attestation.php