

Coronavirus COVID-19 Guidance for Regulated Facilities

Background

COVID-19, also known as the novel coronavirus, is a respiratory illness that is spread through the air via respiratory droplets from an infected person or by touching contaminated surfaces. Symptoms of the virus can include fever, cough, and/or shortness of breath.

Operational Directives – State of California and County of Sacramento

The following requirements are enacted by [Order of the Health Officer of the County of Sacramento](#) in an effort to reduce the potential of COVID-19 transmission. Requirements may change. Please check the [EMD website](#) for the most current information.

The following requirements apply to regulated facilities operating within the County of Sacramento. In addition, all essential businesses must prepare a "Social Distancing Protocol" for each facility and provide a copy to each employee.

Essential Businesses

The following businesses are considered "essential" and may operate while incorporating the "Social Distancing Protocol". See the [Health Order](#) for a complete list of essential businesses.

- Retail Food Service Facilities and Food Trucks
- Grocery Stores and Markets
- Retail Beverage Service Venues
- Healthcare Operations
- Pharmacies
- Construction
- Newspapers, television, radio and other media services;
- Airlines, Taxis, Rental Car Companies
- Gas Stations, Auto-Supply, Auto-Repair and Maintenance, and Automotive Dealerships
- Bicycle repair and Supply Shops
- Hardware Stores
- Laundromats, drycleaners and Laundry Service Providers
- Charitable Food Distribution
- Educational Institutions Providing Educational Distance Learning
- Plumbers, Electricians, Exterminators
- Businesses that provide food, shelter and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals

Social Distancing Protocol

All essential businesses are required to prepare a "Social Distancing Protocol". Details regarding this requirement, as well as a template, are located at the end of this document.

Prevention

Handwashing

Remind staff to wash hands with soap and water for at least 20 seconds. Hand sanitizer is recommended for use after washing hands. Hands should be washed:

- After touching your face, hair, or other areas of the body
- After using the restroom
- After coughing, sneezing, using a tissue, smoking, eating or drinking
- Before putting gloves on
- After cleaning or touching any items that customers have used.
- Between handling money/credit cards/pens/receipts
- If working a cash register, it is recommended that employees should wash hands or use hand sanitizer between customers.

Tips! ➤ *Hand sanitizer is recommended and should be used after washing hands*
➤ *Assign an employee at every shift to keep soap and paper towels stocked at hand sinks*
➤ *Provide hand sanitizer for customers to use*

Sanitizing Equipment and the Facility

Areas exposed to customers such as service counters, tables, restrooms, and door handles should be sanitized throughout the day using a chlorine based sanitizer using:
1/3 cup of bleach per gallon of water.

Tip! ➤ *Remember to sanitize door knobs, touch screens, faucet handles, and cabinet/drawer pulls*

Employee Health

Inform employees who have a fever, cough, shortness of breath, gastro-intestinal upset or any other flu-like symptoms stay home until at least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and, at least 7 days have passed since symptoms first appeared.

Additional Information

The information, and requirements pertaining to COVID-19 may change as more is learned about this virus and its transmission. Additional Information, status reports, and website links can be accessed on the Sacramento County Department of Health Services webpage:

- Sacramento County DHS Guidance: <https://www.saccounty.net/COVID-19/Pages/default.aspx>
- CDPH Guidance: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Guidance.aspx>
- CDC Business/Employer Guidance: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
- EPA Disinfectants Against COVID-19: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Social Distancing Protocol Details

For Essential Businesses, the updated Health Order provides a Social Distancing Protocol checklist form that is to be completed for each facility in the County that is frequented by the public or employees. The checklist form, can be found in Appendix A of the Order and is to be provided to each employee performing work at the facility. Facilities are to keep a copy of the completed checklist onsite and readily available for review by any authority enforcing this order.

The Social Distancing Protocol must explain how the business is achieving the following, as applicable:

1. 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 the Essential Business activity;
2. Where lines may form at a facility, marking six-foot increments at a minimum, establishing where individuals should stand to maintain adequate social distancing;
3. Providing hand sanitizer, soap and water or effective disinfectant at or near the entrance of the facility and 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);
4. Providing for contactless payment systems or, if not feasible to do so, then providing for disinfecting all payment portals, pens and styluses after each use;
5. Regularly disinfecting other high-touch surfaces; and
6. Posting a sign (*see attachment*) at the entrance of the facility informing all employees and customers that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into one's elbow; not shake hands or engage in any unnecessary physical contact.
7. Any additional social distancing measures being implemented. See the Centers for Disease Control and Prevention's guidance at:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>.

Attachments

Social Distancing Protocol Template (2 pages)

Social Distancing Signage (2 pages)

Appendix A: Social Distancing Protocol

Business name: Click or tap here to enter text.

Facility Address: Click or tap here to enter text.

Approximate gross square footage of space open to the public: Click or tap here to enter text.

Businesses must implement all applicable measures listed below, and be prepared to explain why any measure that is not implemented is inapplicable to the business.

Signage:

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

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

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.

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 feet.

☐ Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:

☐ Break rooms:

☐ Bathrooms:

☐ Other (Click or tap here to enter text.: lick or tap here to enter text.

☐ Disinfectant 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):

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

☐ Optional—Describe other measures: Click or tap here to enter text.

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 to _____ (or other enter _____), which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.

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

☐ Placing per-person limits on goods that are selling out quickly to reduce crowds and lines.
Explain:

☐ Optional—Describe other measures: Click or tap here to enter text.

Appendix A: Social Distancing Protocol

Measures To Keep People At Least Six Feet Apart (check all that apply to the facility)

- ☐ Placing signs outside the store reminding people to be at least six feet apart, including when in line.
- ☐ Placing tape or other markings at least six 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.
- ☐ Separate order areas from delivery areas to prevent customers from gathering.
- ☐ All employees have been instructed to maintain at least six 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.
- ☐ Optional—Describe other measures: [Click or tap here to enter text.](#)

Measures To Prevent Unnecessary Contact (check all that apply to the facility):

Preventing people from self-serving any items that are food-related.

- ☐ Lids for cups and food-bar type items are provided by staff; not to customers to grab.
- ☐ Bulk-item food bins are not available for customer self-service use.
- ☐ Not permitting customers to bring their own bags, mugs, or other reusable items from home.
- ☐ Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly.
Describe:
- ☐ Optional—Describe other measures (e.g. providing senior-only hours): [k or tap here to enter text.](#)

Measures To Increase Sanitization (check all that apply to the facility):

- ☐ Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
- ☐ Employee(s) assigned to disinfect carts and baskets regularly.
- ☐ Hand sanitizer, soap and water, or effective disinfectant 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 people have direct interactions.
- ☐ Disinfecting all payment portals, pens, and styluses after each use.
- ☐ Disinfecting all high-contact surfaces frequently.
- ☐ Optional—Describe other measures: [Click or tap here to enter text.](#)

* Any additional measures not included here 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:

Name: [Click or tap here to enter text.](#)

Phone number: [Click or tap here to enter text.](#)

WE ARE PRACTICING SOCIAL DISTANCING

We are implementing the mandatory social distancing protocols, as per the Sacramento County Public Health Order, effective through May 1, 2020, unless the Order is extended.

Avoid entering the facility if you have a cough or fever

Maintain a distance of 6 feet from others

Sneeze or cough into a cloth or tissue, if not available, use your elbow

Do not shake hands or engage in any unnecessary physical contact

Max # of customers allowed at one time:

Per person limitation on High-Demand Goods:



WE ARE PRACTICING SOCIAL DISTANCING

**We are implementing the mandatory social distancing protocols,
as per the Sacramento County Public Health Order, effective
through May 1, 2020, unless the Order is extended.**

**Avoid entering the facility if you have a
cough or fever**

Maintain a distance of 6 feet from others

**Sneeze or cough into a cloth or tissue,
if not available, use your elbow**

**Do not shake hands or engage in any
unnecessary physical contact**

**Max # of customers
allowed at one time:**

**Per person limitation on
High-Demand Goods:**

