

COVID-19 Protocols

 The following protocols must be practiced at all times during the COVID-19 pandemic.

Daily Self-Check Each employee must check their temperature everyday before reporting to work. If your temperature is high for you or 100.4°F or above, do not report to work and contact _____ immediately. Additionally, you must self-evaluate for any COVID-symptoms; fever, cough, shortness of breath and other symptoms you can find at cdc.gov.

Sick at Work If you develop symptoms while working, contact _____ and leave the workplace.

Social Distancing Whenever possible, employees should stay a minimum of 6 feet apart to minimize exposure. Employees should stay at least 6 feet away from customers if there is not a partition between them.

Handwashing All employees must frequently wash their hands with soap and water for at least 20 seconds. Hand sanitizer is also available, use it often.

Cough or Sneeze Please cough and sneeze into a tissue when necessary. If no tissue is available, cough or sneeze into your elbow.

Equipment Do not share equipment or work tools when possible. If sharing of tools or equipment is necessary, it is to be disinfected before use by another employee. Each work area is to be disinfected before leaving for lunch and at the end of your shift.

Cleaning Frequently touched surfaces such as desks, doorknobs, faucet handles, etc. will be disinfected regularly.

Break Room Social Distancing must be practiced while in the break room. No more than ____ employees are to be in the break room at a time. We encourage staff to take breaks outside in the nice weather as well.

Additional Resources: CDC COVID-19 Symptoms and Self-Checker:
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
California information for emotional support, well- being and financial resources:
<https://covid19.ca.gov/resources-for-emotional-support-and-well-being/>