

## San Bernardino County Readiness and Recovery Plan

| <b>SAFER TOGETHER - Safety Guidelines</b><br><b>Government and Office Buildings</b>                            |                       | General Office Space | Common Public Areas   |
|--|-----------------------|----------------------|-----------------------|
| <b>BECOME A SAN BERNARDINO COUNTY COVID-19 COMPLIANT BUSINESS PARTNER</b>                                      |                       |                      |                       |
| Keep window poster prominently displayed   | <b>9</b>              | <b>9</b>             |                       |
| Adhere to direction/guidance released by County Health Officer   | ?                     | ?                    |                       |
| <b>WORKPLACE CONTROLS FOR SAFETY &amp; HEALTH</b>  |                       |                      |                       |
| Adhere to cleaning and disinfecting procedures in accordance with governing authorities and/or best practices? | <b>9</b>              |                      | ?                     |
| Implement clear plan for entering and exiting facility   | ?                     |                      | ?                     |
| Provide necessary PPE for workers  | ?                     |                      |                       |
| Require Face Covers for All Customers and Staff  | Strongly Recommended? |                      | Strongly Recommended? |
| Marked Flows to Direct Social Distancing in Lines  | Optional              |                      | Optional              |
| Temperature checks and/or symptom screening at all entries   | Optional              |                      | Optional              |
| Install safeguards – plexiglass, directional arrows, clearly communicated standards                            | ?                     |                      | Optional              |
| Install high-efficiency air filters or increase ventilation  | Optional              |                      | Optional              |
| Post clean sanitation/disinfection instructions and products for shared equipment                              | ?                     |                      | ?                     |
| Provide Station to Wash Hands or Alcohol-based Hand Rubs (At least 60% alcohol)                                | ?                     |                      | ?                     |
| <b>SOCIAL DISTANCING</b>   |                       |                      |                       |
| Ensure 6 feet distance   | <b>9</b>              |                      | <b>9</b>              |
| Stagger break times or consider providing additional break room seating outside                                | <b>9</b>              |                      | <b>9</b>              |
| Rearrange seating areas for extra spacing  | <b>9</b>              |                      | Optional              |
| Establishing alternating days that reduce the total number of employees in a facility at a given time?         | Optional              |                      |                       |
| Consider the use of telecommuting as an ongoing practice   | Optional              |                      |                       |
| Adapt breakrooms, gathering areas and storage to support social distancing                                     | ?                     |                      | ?                     |
| Close common areas where personnel are likely to congregate and interact                                       | Optional              |                      |                       |
| <b>POLICY, RIGHTS, AND NOTIFICATIONS</b>   |                       |                      |                       |
| Supply at Minimum a Two-Week Supply of Necessary PPE (If Obtainable)   | <b>9</b>              |                      |                       |
| Train employees on new customer service standards  | <b>9</b>              |                      | <b>9</b>              |
| Train employees on new cleaning standards  | <b>9</b>              |                      | <b>9</b>              |
| Train employees how to use PPE   | <b>9</b>              |                      | <b>9</b>              |
| Develop standards for product handling, including how it will be turned over to the public                     | <b>9</b>              |                      | <b>9</b>              |
| Clearly set employee expectations, with an emphasis on making them feel secure                                 | <b>9</b>              |                      | <b>9</b>              |
| Update Guest and visitor policies to reflect current COVID-10 State and Federal Guidelines?                    | <b>9</b>              |                      | <b>9</b>              |
| Update Employee travel policies to reflect current COVID-10 State and Federal Guidelines?                      | <b>9</b>              |                      | <b>9</b>              |
| HR policies regarding illness, support for caregivers, etc.  | <b>9</b>              |                      | <b>9</b>              |
| Right to Refuse Public Entrance to Non-Compliant Persons   | Optional              |                      | Optional              |