

County of San Diego  
Health and Human Services Agency



# DEVELOPING YOUR COVID-19 *SAFE REOPENING PLAN* COMMUNITY-BASED ORGANIZATION SECTOR


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Updated as of June 12, 2020



# RESOURCE DOCUMENTS

1. [California Department of Public Health COVID-19 Industry Guidance: Office Workspaces](#)
2. [County Public Health Order](#)
3. [Safe Reopening Plan](#)


  
**County of San Diego**

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ORI  
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**SAFE REOPENING PLAN**

Business Name: \_\_\_\_\_  
Facility Address: \_\_\_\_\_

*This plan does not need to be submitted at this time. This plan is to be used to prepare when businesses open per the Governor's Order. The County will not require approval for this plan. Please check back for further information on 5/8/2020. Businesses must implement all mandatory measures listed in A and B below. Businesses shall select applicable measures listed in C and D below and be prepared to explain why any measure that is not implemented is inapplicable to the business. Businesses shall also provide specific details regarding their Safe Reopening Plan pertaining to their business in section E below.*

1. All persons are to remain in their vehicles or customers travelling to activities as defined in section 2 of the Order, except for activities as allowed by this Order.
2. All public or private "gatherings" are prohibited.
3. All businesses not meeting the requirements listed below are referred to as "essential businesses" and are permitted to remain open for the duration of the Order. Essential businesses must comply with the requirements listed below. Essential businesses may remain open for the duration of the Order, including by telecommuting.
4. All public or private schools, colleges and universities are closed. Parents of minor children are prohibited from participating in activities prohibited by the Order.

**A. Signage (Mandatory):**


- Signage at each public entrance of the facility to inform all employees and customers that they should avoid entering the facility if they are not an employee or customer of the facility.
- Signage posting a copy of this Order at the facility.


**B. Measures To Protect Employees:**

- Teleworking opportunities.
- All employees have been notified of the requirements of this Order.
- All employees must have a designated workspace that is allowed in workplace. If a workspace is not available, employees must wear a face mask and maintain a distance of at least 6 feet from others.
- All employees must wear a face mask at all times in the workplace.
- All desks or individual workstations must be sanitized.
- Break rooms, bathrooms, and other common areas must be sanitized.

**C. Personal Protective Equipment (PPE):**


- Personal Protective Equipment (PPE) (describe below): \_\_\_\_\_

  
CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

  
CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS

**COVID-19  
INDUSTRY  
GUIDANCE:  
Office Workspaces**

May 12, 2020  
covid19.ca.gov

  
CALIFORNIA ALL  
Your Actions Save Lives


# Using the Safe Reopening Plan Template



This plan does not need to be submitted at this time.

- To be used to prepare when your business may open per the Governor’s Order.
- County will not require approval for this plan.

[https://www.sandiegocounty.gov/content/dam/sdc/hhsa/programs/phs/Epidemiology/covid19/Community\\_Sector\\_Support/BusinessesandEmployers/SafeReopeningPlanTemplate.pdf](https://www.sandiegocounty.gov/content/dam/sdc/hhsa/programs/phs/Epidemiology/covid19/Community_Sector_Support/BusinessesandEmployers/SafeReopeningPlanTemplate.pdf) (available also in [Spanish](#))

 **SAFE REOPENING PLAN**

Business Name:

Facility Address:

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**A. Signage (Mandatory):**

- 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; wear facial coverings, maintain a minimum six-foot distance from one another; and not shake hands or engage in any unnecessary physical contact.
- Signage posting a copy of the Safe Reopening Plan at each public entrance to the facility.

**B. Measures To Protect Employee Health (Mandatory):**

- Teleworking opportunities have been maximized.
- All employees have been told not to come to work if sick.
- All employees must have temperature taken upon reporting to work; if 100 degrees or more, should not be allowed in workplace. If a thermometer is not available, employees must be screened for symptoms (cough, shortness of breath or trouble breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell)
- All employees must wear facial coverings in the workplace, if within six feet of others.
- 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:  
Describe disinfection schedule here
- Personal Protective Equipment (PPE) has been provided at a level appropriate to employee job duties (describe below)  
PPE has been provided to all .....

# Mandatory & Recommendations



## Mandatory

### Safe Reopening Plan

- ✓ Signage
- ✓ Measures To Protect Employee and Volunteer Health

## Recommendations




- Vulnerable members of the population (over 65, compromised immune system or underlying condition) are strongly encouraged to participate in activities through remote technology.



# Mandatory Requirements For All Businesses



## B. Measures To Protect Employee And Volunteer Health

- ✓ Teleworking opportunities have been maximized. 
- ✓ All have been told not to come to work if sick.
- ✓ All must have temperature taken upon reporting to work; if 100 degrees or more, should not be allowed in workplace. 
- ✓ **If a thermometer is not available, all must be screened for symptoms (cough, shortness of breath or trouble breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell, headache, congestion or runny nose, nausea or vomiting, diarrhea).**
- ✓ All must wear facial coverings in the workplace, if within six feet of others. 

# Mandatory Requirements For All Businesses



## Here are some practices to consider for signing in and recording temperature for volunteers and staff

- Consider using a non-contact digital thermometer
- People with 100° + temperature should not enter
- Have hand sanitizer available at temperature checking station
- Both parties should be wearing their facial covering when temperature check is administered
- If staff is logging information, or checking registration upon entrance, it is recommended not to share the same pen





## B. Measures To Protect Employee And Volunteer Health--Continued

- ✓ All desks or individual workstations are separated by at least six feet.
- ✓ Break rooms, bathrooms, and other common areas are being disinfected frequently, in accordance to a set schedule.
- ✓ PPE has been provided at a level appropriate to employee job duties.
- ✓ Soap and water are available to all employees at \_\_\_\_\_ locations.
- ✓ Copies of the Protocol have been distributed to all employees.



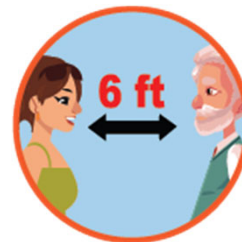


## C. Measures To Protect Customer Safety

- ✓ Limit the number of customers in the store at any one time to (insert #) which allows for customers and employees to easily maintain at least a six-foot distance from one another at all practicable times.
- ✓ All patrons/visitors must wear facial coverings.
- ✓ Curbside or outdoor service is made available where feasible.
- ✓ Optional – Describe other measures



Use a face covering if you leave your home.



Maintain at least 6 feet between you and others.

# Mandatory Requirements For All Businesses



## D. Measures to Keep People at Least Six Feet Apart

- ✓ Placing signs outside the business or house of worship, reminding people to be at least six feet apart, including when in line. Include encouragement for pedestrian traffic to follow one-way migration paths, if appropriate.
- ✓ Placing tape or other markings at least six feet apart in visitor line areas inside the business or house of worship and on sidewalks at public entrances with signs directing visitors to use the markings to maintain distance.
- ✓ All employees have been instructed to maintain at least six feet distance from visitors and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- ✓ Appointment system is utilized, when appropriate.

# Mandatory Requirements For All Businesses



## E. Additional Measures Specific to Business (Mandatory)

Examples may include:

**Cash Exchange-** Limit exchange of money handled by utilizing online payment systems

Examples of websites and apps you can use to transfer money online (Venmo, Cash App, PayPal)

**Virtual Meetings-** Limit in-person meetings by utilizing online platforms such as Zoom, Skype, Google Hangouts, etc.

**Flexible Attendance and Sick Leave-** Plan for staff absences by developing flexible attendance and sick-leave policies, plan for alternative coverage, and monitor and track COVID-19 related staff absences.

## COVID-19 COMMUNITY AND FAITH-BASED SECTOR



### STAY CONNECTED!

- For additional questions and resources, please email: [Covid-CBO-Faith@sdcounty.ca.gov](mailto:Covid-CBO-Faith@sdcounty.ca.gov)
- [Community Based Organization Website](#)
- [Sign up for email updates](#)
- [View the full list of COVID-19 Community Based FAQs](#)



VISIT [CORONAVIRUS-SD.COM](https://www.sdcounty.ca.gov/coronavirus) FOR MORE INFORMATION



# THANK YOU

*For additional information, visit [coronavirus-sd.com](https://coronavirus-sd.com)*

*For questions, email [COVID-CBO-FAITH@sdcounty.ca.gov](mailto:COVID-CBO-FAITH@sdcounty.ca.gov)*

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## LINKS:

[California Department of Public Health Guidance](#)

[County Public Health Order](#)

[Safe Reopening Plan](#)

[CDC Guidance for Small Businesses](#)

