

San Bernardino County Readiness and Recovery Plan

<i>SAFER TOGETHER - Safety Guidelines</i> <i>Government and Office Buildings</i>		
	General Office Space	Common Public Areas
BECOME A SAN BERNARDINO COUNTY COVID-19 COMPLIANT BUSINESS PARTNER		
Keep window poster prominently displayed	✓	✓
Adhere to direction/guidance released by County Health Officer	✓	✓
WORKPLACE CONTROLS FOR SAFETY & HEALTH		
Adhere to cleaning and disinfecting procedures in accordance with governing authorities and/or best practices	✓	✓
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)	✓	✓
SOCIAL DISTANCING		
Ensure 6 feet distance	✓	✓
Stagger break times or consider providing additional break room seating outside	✓	✓
Rearrange seating areas for extra spacing	✓	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	
POLICY, RIGHTS, AND NOTIFICATIONS		
Supply at Minimum a Two-Week Supply of Necessary PPE (If Obtainable)	✓	
Train employees on new customer service standards	✓	✓
Train employees on new cleaning standards	✓	✓
Train employees how to use PPE	✓	✓
Develop standards for product handling, including how it will be turned over to the public	✓	✓
Clearly set employee expectations, with an emphasis on making them feel secure Return to work policies and incentives	✓	✓
Update Guest and visitor policies to reflect current COVID-10 State and Federal Guidelines	✓	✓
Update Employee travel policies to reflect current COVID-10 State and Federal Guidelines	✓	✓
HR policies regarding illness, support for caregivers, etc.	✓	✓
Right to Refuse Public Entrance to Non-Compliant Persons	Optional	Optional