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Safe Reopening Plan for Employees



ENTER BUSINESS NAME HERE believes that every employee is entitled to a safe and healthy place to work. Our goal and commitment is to provide our employees with the company’s new workplace “normal” and what that will look like amid the COVID-19 challenges we continue to face. Our hope is that we will work together as a team to ensure that a smooth and respectful transition occurs as we navigate these uncharted waters. It is everyone’s responsibility to adhere to and understand the safety protocols within this plan.

ENTER BUSINESS NAME HERE will be taking a phased approach to reopening to ensure all mandated criteria are met and employees understand that safety is our number one priority. We understand that every employee’s situation is different and encourage those with specific risks or concerns to reach out to their manager or Human Resources to discuss alternative arrangements, should they be necessary.

Due to the evolving nature of the COVID-19 pandemic, ENTER BUSINESS NAME HERE, will continue to reevaluate best practices and modify any guidelines within this Safety Plan to ensure compliance with State and County Guidelines.

Effective immediately, all employees will need to review, understand, and practice all safety measures, adhere to all company policies and practices as we believe maintaining a safe workplace is everyone’s responsibility. If we all work together, we can reduce risk and create a Safe Reopening Plan that focuses on the well-being of both our employees and our customers.

The following measures that have been executed to ensure a safe workplace include, but are not limited to:

**Employee Safety**

* The County’s [Safe Reopening Plan](https://www.sandiegocounty.gov/content/dam/sdc/hhsa/programs/phs/Epidemiology/covid19/Community_Sector_Support/BusinessesandEmployers/SafeReopeningPlanTemplate.pdf) and [Social Distancing and Sanitation Protocol](https://www.sandiegocounty.gov/content/dam/sdc/hhsa/programs/phs/Epidemiology/covid19/SOCIAL_DISTANCING_AND_SANITATION_PROTOCOL_04022020_V1.pdf) have been posted at every entrance to the business and provided to all employees <change to [COVID-19 Restaurant Operating Protocol](https://www.sandiegocounty.gov/content/dam/sdc/deh/fhd/food/pdf/covid19sdrestaurantoperatingprotocol_en.pdf) if applicable>
* The Company will provide and require employees to wear face coverings at all times while at the workplace per [California State Guidance](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx)
* Providing personal protective equipment (PPE) as appropriate for their role, such as:
  + Masks, gloves, face shields, etc.
  + Personal hand sanitizer
* Ensure all employees read and understand the [County of San Diego COVID Fact Sheet](https://www.sandiegocounty.gov/content/dam/sdc/hhsa/programs/phs/Epidemiology/Coronavirus%20Fact%20Sheet_ENGLISH.pdf)
* We will conduct daily temperature and/or symptom screenings for all workers at the beginning of their shift
* Any employees who are sick or exhibiting [symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fsymptoms-testing%2Findex.html) of COVID-19 are required to stay home
* Employees who test positive for COVID-19 or believe they have been exposed or infected will be instructed to follow the advice of a qualified medical professional, [Health Office Orders](https://www.sandiegocounty.gov/content/dam/sdc/hhsa/programs/phs/Epidemiology/covid19/HealthOfficerOrder-Isolation.pdf) and self-isolate
  + When self-quarantining, employees should follow [CDC guidelines](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html) and [at-home advice](https://www.cdc.gov/coronavirus/2019-ncov/downloads/10Things.pdf)
* When an employee tests positive for COVID-19 or may have been exposed, deep-cleaning procedures will be triggered
* Train employees on workplace safety and disinfection protocols
* Detailing [cleaning procedures](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html) and acquiring ongoing supplies
* We will continue to allow remote work where possible to keep employees safe
* Employees are required to keep a log of any employees/visitors with whom they come in close proximity (within six feet)
* In-person meetings will not be permitted until social distancing requirements are lifted
  + Employees who are in the office should avoid gathering in groups
* Restricting all non-essential business travel
  + If you have any questions on what travel is deemed essential, please discuss with your manager. We will follow government guidance to ease restrictions over time

**Customer/Client Safety**

* Defining customer and/or visitor contact protocols such as:
  + Requiring all customers to wear masks before entering the business
  + Directing customer traffic through the workplace
  + Limiting the number of customers in any area at one time
  + No handshake greetings, remain 6 ft. apart
  + Using video or telephone conferencing instead of in-person client meetings
  + Providing contactless pickup and delivery of products
  + Screen customers upon arrival and be prepared to cancel or reschedule customers who indicate they have any signs of illness or COVID related symptoms
* Employees will keep a log of any employees/visitors with whom they come in close proximity (within six feet)

**Sanitation**

* For the safety of all employees in the workplace, it is important to frequently wash your hands with soap and water for at least 20 seconds
  + This is especially important after blowing your nose, coughing, or sneezing, or going to the bathroom
* We will provide tissues throughout the office/workplace and ask as soon as you use one, immediately throw it away and wash your hands to [stop the spread of germs](https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf)
* We will provide no-touch trash cans, soap and water, and hand sanitizer with at least 60% alcohol at each hand washing sink
  + Please do not wash any tools, food, etc. in any sink that is explicitly marked as solely for hand washing
* Routinely clean and disinfect all frequently touched surfaces around your workspace, including phones, door knobs/handles, light switches, computers/laptops, etc.
  + In addition, we have contracted with an outside cleaning service that will provide deeper cleaning after hours

**Physical Distancing**

* Establishing [physical distancing measures](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html) within the workplace:
  + Staggered shifts and lunch/rest breaks
  + Moving workstations to increase separation distance as detailed below
  + Implementing one-way traffic patterns throughout the workplace as detailed below
* We will be having all employees who are able to effectively perform their role telecommute and only have essential onsite work be performed with a limited staff
* For those who are essential to be onsite, we will be staggering shifts to limit those in the workplace at one time and keep set groups of employees working these shifts to keep consistent exposure
* We will restrict access to the break rooms but will keep the kitchen open without any seating, solely for storing and preparing food. We will provide outdoor seating for employees to use for meal breaks
* We will remove self-serve options in cafeterias and buffets if physical barriers and/or individual packaging are infeasible or unavailable
* We will restrict access to onsite fitness centers, game rooms, locker rooms, etc.
* There are arrows on the floor in hallways and corridors indicating which direction to walk in
* We will keep propped open interior doors where possible to reduce the touching of handles
* We will separate workspaces by 6 feet and/or install protective barriers between workspaces
* If employee is in a customer-facing role, we will install clear barriers between employees and customers
* We will designate one door for each entrance and exit to the workplace
* We will limit the number of employees/customers in the workplace at one time to 25% building capacity
* Will use teleconferencing and video conferencing for meetings, unless it is not possible, hold meetings in open, well-ventilated spaces or outdoors
* [If there is a shared timeclock] There will be one employee responsible for tracking employees’ punch times instead of using the shared timeclock

**General Business Practice and Communications**

* Non-essential visitors, interview candidates and outside catered food will be restricted
* Essential visitors must be symptom-free for 14 days before entering the workplace and follow all same safety procedures as employees
* The business will understand and comply with Occupational Safety and Health Administration (OSHA) record-keeping and reporting obligations
* Amend existing plans to include the latest emergency information, such as updates on epidemics and workplace considerations or changes in protocols for responding to global disasters
* If anyone needs to take time away from work due to COVID-19, please reach out to management or Human Resources to discuss available sick time and leave options through the company, federal, state or locality
* Any changes to company policies or procedures due to COVID-19, will be communicated through:
  + Emails from management
  + Company, team and 1 on 1 calls with management
  + Postings to the company intranet site

**Training**

* Employees are provided with instruction and reminders on:
  + What is COVID-19 and how is it spread
  + Signs and [symptoms of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)
  + Ensure employees that return to work following an illness promptly report any recurrence of symptoms
  + When to seek medical attention if not feeling well per CDC Guidelines
  + Prevention of the spread of COVID-19 if you are sick
  + How an infected person can spread COVID-19 to others even if they are not sick
  + Physical distancing guidelines and adhering to physical distancing protocols when possible
  + Their rights under the Paid Sick Leave and Expanded Family and Medical Leave under THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT
    - Each employee will be given a copy of [The Notice](https://mail.google.com/mail/u/0/?ogbl#inbox/FMfcgxwKjdqlZBXmCjrBPKWzrLDcSMpk?projector=1&messagePartId=0.1)
  + Importance of washing hands with soap and water for at least 20 seconds or use of hand sanitizer if soap and water are not readily available
  + Hand washing should occur before and after using the toilet, eating, coming and going to work, after interactions with others, after contacting shared surfaces or tools, before and after wearing masks or gloves, and after blowing nose or sneezing
  + Avoiding touching their eyes, nose and mouth with unwashed hands
  + Coughing and sneezing etiquette
  + Covering a cough or sneeze with a tissue or inside elbow and not with a hand
  + Not sharing personal items with others
  + Avoiding close contact with sick persons
  + Wearing a mask when interacting with others and using personal protective equipment as required
  + Masks are required to be worn by employees if they are within six feet of others

Should an employee test positive for COVID-19 after the business reopens, our safety plan may change in an effort to protect our employees and customers. In addition, if cases of COVID-19 increase and the flattening of the curve significantly drops in our state or in our local area, ENTER BUSINESS NAME HERE will consider whether to remain open or temporarily close.

We have an open-door policy and welcome communication with regards to concerns and questions. If you have any requests for accommodations, please do not hesitate to reach out to management or Human Resources. ENTER BUSINESS NAME HERE commits to ongoing communication as changes arise and new mandates require our business to reevaluate our return to work plan. Let’s all do our part and take steps to prevent the virus from spreading.

ENTER BUSINESS NAME HERE’s goal is to keep both our employees and our community safe!



**EMPLOYEE ACKNOWLEDGEMENT**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Employee name), hereby acknowledge that I have received, read, and understand the "Safe Reopening Plan ” for ENTER BUSINESS NAME HERE.

I agree to conform to all practices, safety rules and regulations relating to safe work practices.

I understand that my failure to follow these safety procedures will result in disciplinary action up to and including discharge.

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(Employee Signature) (Date)

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(Manager Signature) (Date)