

Appendix A: Social Distancing Protocol

Business name: County of Sacramento

Facility Address: 700 H Street, Sacramento, CA 95835

Approximate gross square footage of space open to the public: 27,879

Businesses must implement all applicable measures listed below, and be prepared to explain why any measure that is not implemented is inapplicable to the business.

Signage:

- 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; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and not shake hands or engage in any unnecessary physical contact.*
- Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

Measures To Protect Employee Health (check all that apply to the facility):

- Everyone who can carry out their work duties from home has been directed to do so.
- All employees have been told not to come to work if sick.
- Symptom checks are being conducted before employees may enter the work space.
- 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:
 - Break rooms: Currently, cleaned weekly; limited staff limits resources available, so staff is being asked to maintain hand hygiene, clean workstations, surfaces, and take precautions to keep themselves safe.
 - Bathrooms: Maintained by facilities staff
 - Other

- Disinfectant and related supplies are available to all employees at the following location(s): Front counter, cashier windows, supply areas, & various offices.
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s): Outside elevators, at front counters, cashiers windows, common areas, various offices.
- Soap and water are available to all employees at the following location(s): bathrooms and break-rooms.
- Copies of this Protocol have been distributed to all employees.
- Optional—Describe other measures: Social distancing and other safety precautions are being taken to minimize exposure.

Measures To Prevent Crowds From Gathering (check all that apply to the facility):

- Limit the number of customers in the store at any one time to _____, which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times. N/A, County Government.
- Post an employee at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded. N/A, County Government.
- Placing per-person limits on goods that are selling out quickly to reduce crowds and lines. Explain: N/A, County Government.

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- Optional—Describe other measures:

Measures To Keep People At Least Six Feet Apart (check all that apply to the facility)

- Placing signs outside the store reminding people to be at least six feet apart, including when in line.

- Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
- Separate order areas from delivery areas to prevent customers from gathering. N/A, County Government.
- All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- Optional—Describe other measures: .

Measures To Prevent Unnecessary Contact (check all that apply to the facility):

- Preventing people from self-serving any items that are food-related. N/A, County Government.
- Lids for cups and food-bar type items are provided by staff; not to customers to grab. N/A, County Government.
- Bulk-item food bins are not available for customer self-service use. N/A, County Government.
- Not permitting customers to bring their own bags, mugs, or other reusable items from home. N/A, County Government.
- Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly. Describe: Equipment is being sanitized after each use.
- Optional—Describe other measures (e.g. providing senior-only hours):

Measures To Increase Sanitization (check all that apply to the facility):

- Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets. N/A, County Government.
- Employee(s) assigned to disinfect carts and baskets regularly. N/A, County Government.

Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions. N/A, County Government

Disinfecting all payment portals, pens, and styluses after each use.

Disinfecting all high-contact surfaces frequently.

Optional—Describe other measures: .

* Any additional measures not included here should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Name: Alina Mangru. **Phone number:** (916) 874-6016