

**Worksite Specific COVID-19 Prevention Plan  
County of Ventura, State of California**

Business Name: ABC Cards and Gifts

Business Sector: **Retail**

Person Responsible  
for Implementing Plan: Jane Doe

COVID-19 General Checklist for Retail Employers		Procedure (write a short statement on how you will address the checklist item)	Frequency (hourly, daily, etc....)	Resources Needed (gloves, signage, barriers etc....)
<b>1. Worksite Plan</b>				
1	The person(s) responsible for implementing the plan.	As the owner of ABC gifts I have developed this plan in cooperation with my store manager John Smith.	Reviewed Monthly as needed	N/A
2	A risk assessment and the measures that will be taken to prevent spread of the virus.	1. Risk assessment plan will include: temp checks of employees, assurance of appropriate PPE, daily, hourly cleaning log requirements, and customer/ employee distancing procedures.	Daily	Printed copies of our work site plan
3	Training and communication with employees and employee representatives on the plan.	Training on the plan and its onboarding will be implemented through a special staff meeting. Our plan will be reviewed and adjusted though our daily staff meet ups to see where we can adjust.	Monthly, Daily	Printed copies of our work plan, as well as compliance statements from our customers.
4	A process to check for compliance and to document and correct deficiencies.	Our work plan will be divided between myself and my store manager daily to ensure we are following the written plan.	Daily	Work plan check list.
5	A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.	We have updated our employee manual to require stay at home if sick and a doctors note for return to work	as needed	Printed copies of our work plan, as well as compliance statements from our customers.
<b>2. Employee Training</b>				
1	Information on COVID-19, preventing spread, and who is especially vulnerable.	We have developed some recommended reading for our employees from the CDC and Ventura County Health. Each one of our employees is required to take and pass a short quiz based on the following website: <a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads</a>	Monthly	Training of supervisors and staff.

2	Self-screening at home, including temperature and/or symptom checks using CDC guidelines.	All of our employees are required to read, take and pass a quiz we provide based on the CDC website titled "What to do if you are sick" <a href="https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html">https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html</a>	Daily	Illness injury plan of written procedures and access to the recommended CDC websites.
3	The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.	It is required for all employees to understand these symptoms and report if they have any prior to reporting to work. We will require all employees to disclose whether family members or anyone they live with has been exposed. Again we refer all our employees to the steps in item 2 of this section.	Daily	Illness injury plan of written procedures and access to the recommended CDC websites.
4	When to seek medical attention	Each employee will be required to sign off on and take a quiz demonstrating that they understand the CDC guidelines for understanding when to seek medical attention: <a href="https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html">https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html</a>	Daily	Illness injury plan of written procedures and access to the recommended CDC websites.
5	The importance of hand washing	Again we refer all employees and requirement them to take and pass a quiz on CDC prevention guidelines: <a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html</a>	Daily	Illness injury plan of written procedures and access to the recommended CDC websites.
6	The importance of physical distancing, both at work and off work time.	Each employee will be required to sign off on and take a quiz demonstrating that they understand the CDC guidelines for social distancing: <a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html</a>	Daily	Illness injury plan of written procedures and access to the recommended CDC websites.
7	Proper use of cloth face covers.	All employees must demonstrate to the manager that they understand and can demonstrate the proper use of face covers per the CDC guidelines.	Daily	Illness injury plan of written procedures and access to the recommended CDC websites.
<b>3. Individual Control Measures &amp; Screening</b>				
1	Symptom screenings and/or temperature checks.	All employees will be required to sign off on a symptoms checklist prior to starting their workday based on the following symptoms list by the CDC: <a href="https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Symptoms-&amp;-Testing">https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Symptoms-&amp;-Testing</a>	Daily	Illness injury plan of written procedures and access to the recommended CDC websites.
2	Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.	We have issued a policy memo to all employees regarding a sick free work place. This document emphasized the need to take sick days allocated.	Daily	Illness injury plan of written procedures and access to the recommended CDC websites.
3	Encourage frequent handwashing and use of hand sanitizer.	We have posted the CDC hand washing guidelines in all of our work areas. Employees will also be aware of disciplinary action by their supervisor for non-compliances.	Daily	Cleaning products

4	Provide disposable gloves to workers, using cleaners and disinfectants when required. Consider gloves as a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.	We are currently supplying staff with gloves in addition to hand washing guidelines. We have posted the CDC guidelines for disinfecting and cleaning in our restrooms and work area. <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html">https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html</a>	Daily	Gloves, Signage
5	Strongly recommend cloth face covers.	We are requiring all employees to use face coverings. All face coverings will be compliant with CDC guidelines.	Daily	Face coverings , signage
6	Close or increase distance between tables/chairs in breakrooms or provide break areas in open space to ensure physical distancing.	We have developed a modified floor plan for our business to ensure physical distancing in accordance with CDC recommendations. <a href="https://www.cdc.gov/tb/programs/laws/menu/social.htm">https://www.cdc.gov/tb/programs/laws/menu/social.htm</a>	Daily	Floor stickers , signage
7	Communicate frequently to customers that they should use face masks/covers.	For our curbside clients we have posted a request for face coverings and physical distancing.	Daily	Floor stickers , signage
<b>4. Cleaning and Disinfecting Protocols</b>				
1	Perform thorough cleaning in high traffic areas.	We are using CDC cleaning protocols in high traffic areas. In store at a rate of <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html">https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html</a> every 20 minutes and every 10 customers or as needed	Hourly	Sanitizer spray , disinfectant
2	Frequently disinfect commonly used surfaces.	We will perform cleaning every 15 minutes or as needed for all high touch areas including POS touch pads and packaging areas.	Hourly	Sanitizer spray , disinfectant
3	Clean and sanitize shared equipment between each use.	Each employee will be required to clean their work equipment such as register keys and office material every 15 minutes. This will be documented on a log sheet posted by the work area.	Hourly	Sanitizer spray , disinfectant
4	Clean touchable surfaces between shifts or between users, whichever is more frequent.	Please see the above guidelines.	Hourly	Sanitizer spray , disinfectant
5	Equip customer entrances and exits, checkout stations, and customer changing rooms with proper sanitation products, including hand sanitizer and sanitizing wipes, and provide personal hand sanitizers to all frontline staff (e.g., cashiers).	We are providing hand sanitizer and disinfectant to all staff.	Hourly	Sanitizer spray , disinfectant
6	Ensure that sanitary facilities stay operational and stocked at all times.	We will be tracking all sanitary supplied inventory on a daily basis. This supply will be adjusted as needed.	Monthly	Sanitizer spray , disinfectant
7	Make hand sanitizer and other sanitary supplies readily available to employees.	Please see the above guidelines.	Daily	Sanitizer spray , disinfectant

8	Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.	All products cleaning and disinfecting products will be purchased consistent with EPA OSHA guidelines: <a href="https://www.epa.gov/newsreleases/epa-releases-list-disinfectants-use-against-covid-19">https://www.epa.gov/newsreleases/epa-releases-list-disinfectants-use-against-covid-19</a>	Daily	Sanitizer spray , disinfectant
9	Adjust or modify store hours to provide adequate time cleaning and stocking with physical distancing.	We have doubled the set up time on all shifts to allow for CDC cleaning and disinfecting guidelines referenced above.	Monthly	Illness injury plan of written procedures and access to the recommended CDC websites.
10	Provide time for workers to implement cleaning practices before and after shifts, hire third-party cleaning companies.	Employees work day schedule is adjusted to allow for 30 minutes before and after customer service hours.	Daily	Illness injury plan of written procedures and access to the recommended CDC websites.
11	Install hands-free devices if possible	We have installed touchless payment options for clients. Customers will be given items menus for employees to pick the merchandise for them	Monthly	Touchless adjustments to current POS
12	Encourage the use of debit or credit cards by customers.	Please see the above guidelines.	Daily	Touchless adjustments to current POS
13	Encourage customers with reusable bags to clean them frequently and require them to bag their own purchases.	We are requiring all customers to use our bags. This will eliminate staff exposure.	Daily	Bags
14	Consider upgrades to improve air filtration and ventilation.	We have purchased a portable air filter for the back of our store.	Monthly	Air filters
<b>5. Physical Distancing Guidelines</b>				
1	Implement measures to physically separate people by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).	We have installed stickers and tape to designate waiting while physical distancing guidelines for our store.	Daily	Tape, Decals stickers.
2	Minimize exposure between cashiers and customers. Where physical distancing cannot be maintained, use barriers such as Plexiglas. Where barriers are not feasible, strongly recommend that employees and customers wear face covers.	We have installed transparent sheet to divide staff from customers. We have also set up boxes to increase the distance between the customer and staff.	Daily	Free standing barriers and boxes as barriers
3	Use signage to remind customers of physical distancing at every opportunity	We have installed physical distancing signs at our check out counter and the begining of our line entrance.	Daily	Signage
4	Adjust in-person meetings, if they are necessary, to ensure physical distancing.	Physical vendor meetings are by appointment only to ensure physical distancing.	Daily	Zoom, Calendar apps
5	Place additional limitations on the number of workers in enclosed areas to ensure at least six feet of separation.	We have a floorplan adjustment to allow for proper physical distancing. This floor plan is posted at our facility.	Daily	Floor plan

6	Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.	We have staggered our lunch breaks to allow for 6 foot physical distancing.	Daily	Illness injury plan of written procedures and access to the recommended CDC websites.
7	Close in-store bars, bulk-bin options, and public seating areas and discontinue product sampling	Currently we are operating as a "curb side " retailer only.	Monthly	Free standing barriers and boxes as barriers
8	Dedicate shopping hours for seniors and other vulnerable populations	We have adjusted our store hours for vulnerable populations between 8-9am	Monthly	Posted signage
9	Increase pickup and delivery service options such as online ordering for curbside pickup.	Curbside and online ordering are currently our only options for service.	Daily	Posted signage
10	Provide separate, designated entrances and exits.	We have signs posted in order to direct traffic.	Daily	Posted signage
11	Limit the number of in-store customers based on the size of the facility.	At this time in store shopping is prohibited.	Daily	Posted signage
12	Be prepared to queue customers outside while still maintaining physical distance.	We will have signage to control our line traffic.	Daily	Posted signage
13	Encourage and train employees to practice physical distancing during pickup and delivery.	Employees will not be allowed in enter customer vehicles or perform any exchange on product that involves hand to hand touching.	Weekly	Illness injury plan of written procedures and access to the recommended CDC websites.
14	Make some locations pickup- or delivery-only to minimize physical interaction, if possible.	We have developed signage to comply with this item	Weekly	Illness injury plan of written procedures and access to the recommended CDC websites.
15	Install transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person hand-offs where possible. Wherever possible, use contactless signatures for deliveries.	We have installed folding tables to transfer product without and hand to hand exchange. We have doubled the tables to increase physical distancing.	Monthly	Illness injury plan of written procedures and access to the recommended CDC websites.
16	Expand direct store delivery window hours to spread out deliveries and prevent overcrowding	We have adjusted our vendor schedules to allow for physical distancing.	Daily	Illness injury plan of written procedures and access to the recommended CDC websites.

17	Ask non-employee truck drivers, delivery agents, or vendors who are required to enter retail locations to have their employees follow the guidance of local, state, and federal governments regarding wearing masks.	We have issued guidelines to all our suppliers prior to delivering products or supplies to us. These guidelines are consistent with CDC physical distancing recommendations.	Daily	Illness injury plan of written procedures and access to the recommended CDC websites.
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This document serves as notice of participation and compliance with the guidelines set forth by the State of California and the County of Ventura. This checklist and procedures shows how our firm complies with orders to reopen our business in compliance with State and county orders regarding the Covid crisis.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_