

Department of Health Services
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**Divisions**

Behavioral Health Services
Primary Health
Public Health
Departmental Administration

County of Sacramento**Appendix A: Social Distancing Protocol**

Business name:

Facility Address:

Approximate gross square footage of space open to the public:

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:

Post signs at each public entrance to inform 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 one's elbow
- Not shake hands or engage in unnecessary physical contact

Display/post a copy of this Social Distancing Protocol at each public entrance.

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 they are sick.

Symptom checks are 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
- Bathrooms
- Other

Disinfectant and related supplies are available to all employees at the following location(s):

Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

Soap and water are available to all employees at the following location(s):

Copies of this Protocol have been distributed to all employees.

Optional - Describe other measures:

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

Placing signs outside reminding people to stay 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.

All employees have been instructed to maintain at least six feet distance from customers and each other; except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.

Optional - Describe other physical distancing measures:

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

Preventing people from self-serving any items that are food related

Lids for cups and food-bar type items are provided by staff, not to customers to grab.

Bulk-item food bins are not available for customer self-service use.

Not permitting customers to bring their own bags, mugs, or other reusable items from home.

Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly.

Describe:

Optional - Describe other measures (e.g. 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 baskets.

Employee(s) are assigned to disinfect carts and baskets regularly.

Hand sanitizer, soap and water, or effective disinfectant is available to the public at the following:

At or near the entrance to the facility

At checkout counters

Any other areas where people have direct interactions inside or outside

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 on this form should be listed on separate pages and attached to this document.

List the person to contact with any questions or comments about this protocol:

Name:

Phone Number