



# COVID-19 Worksite Specific Plan Template





# Introduction

This document has been developed to assist Yolo County businesses in meeting [statewide industry guidance](#) directives for reopening as part of the State's reopening strategy. This tool is a fillable form that will help ensure your business is taking the necessary steps to reduce the risk of COVID-19 in the workplace.

The specific requirements for this plan according to the State include the following:

- Establish a written, worksite-specific COVID-19 prevention plan at every location, perform a comprehensive risk assessment of all work areas, and designate a person at each office workspace to implement the plan.
- Identify contact information for the local health department where the facility is located for communicating information about COVID-19 outbreaks among employees.
- Train and communicate with employees and employee representatives on the plan.
- Regularly evaluate the office workspace for plan compliance & document & correct deficiencies identified.
- Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.
- Identify close contacts (within six feet for 15 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.

The specific requirements for this plan according to Yolo County include the following:

## FACE COVERINGS

Per the Yolo County [Face Covering Health Order](#), all industries must:

- Require their employees, contractors, owners, and volunteers to wear a face covering at the workplace and when performing work off-site;
- Inform customers about wearing a face covering, post signs, and advise those in line or in the store;
- Take reasonable steps to keep people not wearing a face covering from entering their business, and
- Refuse service to anyone not wearing a face covering.
- Exceptions: (1) a medical professional has advised against wearing a face covering for health-related reasons; or (2) wearing a face covering would create a risk to staff related to their work.(3) someone has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the face covering without assistance; or (4) children 2 years or younger. Children 2 –12 years old are encouraged to wear a mask with adult supervision. Children 13and older must wear a mask.
- Further guidance can be found on the Yolo County website at: <https://www.yolocounty.org/home/showdocument?id=64160>.

## SOCIAL DISTANCING

All industries must utilize social distancing measures (of at least 6 feet), in common spaces, breakrooms, meeting rooms, etc.

- Physical distancing to the maximum extent possible
- Use of face coverings by employees and guests per the Yolo County Face Covering Health Order
- Frequent handwashing, regular cleaning and disinfection
- Training employees on these and other elements of your COVID-19 Worksite Specific Plan



# Worksite-Specific COVID-19 Prevention Plan



The worksite-specific COVID-19 prevention plan has several requirements to ensure compliance with State and Local Health Orders. This section of the document shall guide you through developing your own comprehensive risk assessment, identifying which offices/facilities should be included in your plan, and identifying which people are considered responsible persons.

Each business is different, but each must meet the requirements set forth by the State and Local Health Orders. The State Guidance for Office Workspaces may be found [here](#), and provides comprehensive requirements. Additionally, Yolo County issued a Face Coverings Health Order on April 24, 2020, which may be found [here](#). Another helpful tool in building your plan is the State guidance for Office Workspaces general checklist, which lists out requirements and provides additional links and resources. This checklist may be found [here](#).

## BUSINESS NAME:

## OFFICE LOCATION(S):

Please list the office/facility locations and addresses included in the scope of this plan:

<i>Office/Facility Name</i>	<i>Address</i>

## IDENTIFICATION OF RESPONSIBLE INDIVIDUAL(S):

Please list the individuals responsible for implementing, evaluating and updating this plan:

<i>Name</i>	<i>Email</i>	<i>Phone</i>

## COMPREHENSIVE RISK ASSESSMENT



A comprehensive risk assessment for COVID-19 should be based on criteria and guidance from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), Cal-OSHA and the Local County Health Officer. As new information becomes available or is updated by these agencies, what is included in a risk assessment may need to be adjusted.

This section is for you to document measures that will be taken to prevent the spread of COVID-19. Below is a list of questions that your business should be able to answer prior to reopening. This list is not exhaustive, but provides a starting place for you to develop a plan for safely reopening your business.

## COMPREHENSIVE RISK ASSESSMENT QUESTIONS

Is the business able to have some/all staff continue teleworking schedules? If not, why? If yes, document which type of staff and their frequency of telework (i.e. 50% telework Monday, Wednesday, and alternate Fridays, etc.)

Document how the business will ensure that employees, clients, customers and the public are not within at least six feet of each other?

When social distancing is not possible, document what additional protective measures you have put in place.

Document the strategies you have put in place to ensure employees have the necessary CDC/EPA approved materials for hand washing and frequent cleaning and disinfecting? Specify how often the facility will be cleaned and disinfected-include high traffic areas (break rooms, areas of ingress/egress or other commonly used spaces).

Specify the type & frequency of employee (& vendor) training as it pertains to worksite cleaning and disinfection.

Specify the location of posted signs for employees & customers regarding face covering, social distancing and proper hygiene.

Document the changes you have made to ensure that employees do not share, or mitigation strategies if shared equipment is necessary. Include details of your plan for cleaning and disinfecting items between use?

What strategies have you employed to discontinue nonessential travel and encourage distance meetings via phone or the internet?

If appropriate, document how have you modified/reconfigured office spaces or cubicles to ensure workspaces for at least six feet between employees?

## LOCAL HEALTH DEPARTMENT CONTACT INFORMATION & COVID REPORTING REQUIREMENTS



Each worksite-specific COVID-19 prevention plan should include local health department contact information that all responsible persons listed above should have access to.

Ensure you have the Yolo County [Workplace Exposure Flyer](#) and [Workplace Exposure Toolkit](#) on file. These forms include contact information for the Yolo County Public Health Department as well as information about how to prepare if you need to report a COVID -19 positive employee.

## EMPLOYEE TRAINING AND COMMUNICATION



A very important part of the prevention plan is that each business can adequately train and communicate requirements and updates related to COVID-19 to their employees to mitigate risk of exposure.

The State requires that each business provides their employees with training material and communication on the prevention plan. Document your training plan, including frequency, type of training for all employees:

## OFFICE WORKSPACE EVALUATION

An important section of the prevention plan is to make sure that your workspaces are evaluated regularly for any new risk or gaps in procedure. Businesses should make sure that individuals responsible for implementing this plan communicate effectively and regularly with the entire workforce. An example checklist (as appropriate for your business and based upon the contents of your prevention plan) may be found below:

Example Checklist: (Check all that apply)

- Ensure employees have access to hand washing facilities and/or proper hand sanitizers.
- Monitor the work environment, including office spaces, common areas, conference rooms and dining areas, to verify furniture configurations, work-flow, and general employee/customer traffic patterns support adequate physical distancing protocols of 6 ft. or more.
- Provide and document employee training on the Worksite Specific Safety Plan protocols and procedures.
- Make available and direct employees to complete an Injury Illness Prevention Program Hazard Alert Form in the event of WSSP deficiencies or potential workplace hazards that could increase the risk of exposure to COVID-19.
- Document corrective actions to mitigate any noted WSSP deficiencies or COVID-19 workplace hazards.
- Other Compliance Evaluation checks (document as appropriate)

## WORKPLACE WELLNESS



Self-monitoring, screening, rapid identification of COVID-positive individuals and contact tracing are all important elements of controlling COVID-19 outbreaks. Your business should ensure the following will be met when reopening:



- Employees will be subject to either symptom screenings and/or temperature checks
- That employees who are sick or exhibiting symptoms of COVID-19 stay home and that any employee who is exhibiting COVID-like symptoms can be quickly isolated and tested, if appropriate
- In coordination with the Local Public Health, support contact tracing of staff and customers who test positive for COVID-19
- Require employees to report any known exposure to a person with COVID-19

## ADDITIONAL RESOURCES



- [Cal/OSHA Guidance on Requirements to Protect Workers from Coronavirus](https://www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html)  
<https://www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html>
- [CDC Guidance for Business and Employers](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)  
<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>