



Alameda County General Services Agency

2020

COVID-19 Site Specific Protection Plan

409 JACKSON ST.
HAYWARD, CA 94544

COVID-19 SITE-SPECIFIC PROTECTION PLAN (SPP)

General Information

Agency: Alameda County General Services Agency (GSA)

Facility address: **409 JACKSON ST.
HAYWARD, CA 94544**

Approximate gross square footage: 10,140

This COVID-19 Site-Specific Protection Plan (SPP) was most recently updated on **December 16, 2020**.

Responsible Party

The person(s) responsible for implementation of this Plan is Doug Bond, Deputy Director, BMD.

I, Doug Bond, certify that all employees have been provided a copy of it and have reviewed it and received training as required in this SPP.

Signature: _____  _____
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Alameda County Shelter in Place Order & Face Coverings Order

- GSA has read the [Alameda County Shelter in Place Order](#) to determine if the business is allowed to reopen; and
- GSA has read the [Alameda County Face Coverings Order](#) and is complying with and implementing measures identified in the Order.

Individual Control Measures and Screenings

- Employees whose work duties can be conducted remotely are doing so and will continue to do so until the Shelter in Place Order is lifted, with particular consideration for employees above the age of 60 and those with underlying health issues who are at increased risk for more severe disease if infected.
- All employees have been provided with temperature and/or symptom screenings at the beginning of their shift and all other employees entering the worksite at all times. The individual conducting the temperature symptom screening will avoid close contact with employees to the extent possible. Both screeners and employees wear face coverings during each screening. See screening guidance [here](#).
- GSA has provided face coverings and required Personal Protective Equipment (PPE) to all employees.
- GSA management is responsible for enforcing the use of masks and PPE, as required.
- Employees must be provided with and use PPEs when offloading and storing delivered goods.
- Employees inspect deliveries and perform disinfection measures prior to storing goods in warehouses and facilities.
- Face coverings are required when employees are in the vicinity of others. Face coverings are not shared at this worksite.

- Employees take reasonable measures to communicate with the public that they are required to wear face coverings.
- Children 12 years old or younger and those who cannot wear one because of medical reasons are exempt from wearing a face covering.
- Employees who are sick or exhibiting symptoms of COVID-19 are directed to stay home and follow the Alameda County Public Health Department's Criteria for Returning to Work after Isolation or Quarantine guidelines located [here](#).

*Please note that employees who self-quarantine and who are not ill do not need a doctor's note to return to work after staying home for 14 days. Requiring employees to obtain a doctor's note is impacting the medical system and preventing doctors from seeing patients who are ill. If any employee has been isolated because they were diagnosed with COVID-19, they may return to work once they meet the criteria described in ACPHD's return to work policy [here](#). Repeat testing for COVID-19 is not required before an employee can return to work.

Types of protective equipment provided to employees at this worksite location include:

All GSA employees have been provided with 2 masks. Required PPEs (N95 masks, gloves, etc.) have been provided to appropriate employees.

Cleaning and Disinfecting Protocols

- Thorough cleaning in high traffic areas is performed regularly. Commonly used surfaces are frequently disinfected. All shared equipment and touchable surfaces are cleaned and sanitized between each use.
- Customer entrances and exits, and points of sale are equipped with proper sanitation products, including hand sanitizer. (Note: SRJ - some hand-washing areas & spray bottles to disinfect personal items)
- Hand washing facilities will be made available and will stay operational and stocked at all times and additional soap, paper towels, and hand sanitizer are supplied when needed
- Hand sanitizer will be provided where businesses do not have indoor plumbing.
- Sanitizing supplies are provided to promote employees' personal hygiene. This may include no-touch trash cans, hand soap, adequate time for hand-washing, alcohol-based hand sanitizers, disinfectants, and disposable paper towels.
- Cleaning products used meet the Environmental Protection Agency (EPA)'s- approved for use against COVID-19 list.
- Janitorial work schedules provide adequate time for regular, thorough cleaning, product stocking, or other measures.
- Employees are provided adequate time to implement cleaning practices before and after shifts.
- Hands-free devices have been installed, if possible, including motion sensor lights, contact-less payment systems, automatic soap and paper towel dispensers, and timecard systems.

Schedule for Disinfecting High Traffic Areas and Commonly Used Surfaces

*Santa Rita Jail Facility (SRJ)

*Juvenile Justice Center (JJC)

Janitorial Services staff will clean and disinfect the following areas as outlined below:

Breakrooms

- a. Normal Business Hours Facilities: Twice daily (prior to 8:00 a.m. and Noon) at a minimum, and as needed.
- b. SRJ and JJC: Twice during each shift on a daily basis, and as needed.
- c. Libraries: Once daily (between 4pm - Midnight), and as needed.

Restrooms

- a. Normal Business Hours Facilities: Twice on a daily basis prior to 7:30 a.m. and 1:00 p.m., and as needed.
- b. SRJ: Twice during each shift on a daily basis, and as needed.
- c. JJC (Detention): Twice daily on the day shift and twice daily on the swing shift, and as needed
JJC (Court-side): Twice daily on the day shift, and as needed.
- d. Libraries: Twice daily (between 4pm - Midnight), and as needed.

Handrails/door handles/counters/shelving/buttons (elevator/door)

- a. All Facilities: Daily (within a 24-hour period) throughout the day, but at a minimum of 3 times by janitorial, and as needed. Hand sanitizer is also available for individuals to use before and after each use.

Handheld devices (payment portals, including ATM PIN pads, stylus):

Janitorial Services staff will disinfect at least once on a daily basis. However, employees are responsible for disinfecting handheld devices before and after each use by using disinfecting supplies available at each chemical cleaning station.

Scanners:

Janitorial Services staff will disinfect at least once on a daily basis. However, employees are responsible for disinfecting scanners and other large office devices before and after each use by using disinfecting supplies available at each chemical cleaning station.

Telephones:

Janitorial Services staff will disinfect landline phones (in common areas, office spaces, etc.) at least once on a daily basis. However, employees are responsible for disinfecting landline phones (in common areas, office space, etc.) before and after each use by using disinfecting supplies available at each chemical station.

Handwashing facilities

SRJ: At least three times per shift on a daily basis (within a 24-hour period), and as needed.

Work Furlough (ACSO): At least once on a daily basis (within a 24-hour period), and as needed.

Custom equipment and tools (i.e. pallet jacks, ladders, supply carts, hand trucks):

Employees are responsible for disinfecting custom equipment and tools before and after each use by using disinfecting supplies available at each chemical station.

Description of specific operational procedures being implemented to ensure there is adequate time for cleaning/disinfecting:

Janitorial day shifts starts between 5:00 am and 6:00 am to provide sufficient time to disinfect prior to business hours. TAP janitors have been hired to provide additional support. Disinfecting touch-free restroom cleaners, fogging machines have been purchased, which has increased efficiency and effectiveness when disinfecting areas in a timely manner.

Additional measures that have been taken at this business location:

- Placed signs, provided training, emailed notifications regarding COVID-19 resources and things to remember. Janitorial Services staff are equipped with appropriate PPE (e.g., coveralls, gloves, etc.).
- Temperature screening is being conducted prior to employees entering SRJ, JJC, and Peralta Oaks. Each day, staff reporting on-site to other County-owned buildings must complete the self-screening assessment tool (online/paper-based form).

The following are N/A:

- Shopping carts/baskets
- Registers
- Time clocks (touch-free)
- Conveyor belts

Physical Distancing Guidelines

- Employee breaks and break rooms are managed to allow employees to eat on premises in designated areas where they can remain six feet apart.
- 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.
- Tape or other markings have been placed at least six feet apart in customer line areas on sidewalks or other walkways near public entrances with signs directing customers to use the markings to maintain distance.
- All desks or individual workstations are separated by at least six feet or employees otherwise maintain six feet if workspace is limited. Physical partitions can be used if workstations and/or employees cannot physical distance.
- Employees are informed that they should not carpool to and from the jobsite except by workers living within the same household unit, or as necessary for workers who have no alternative means of transportation.
- If employers provide shuttles, symptom checks should be conducted before employees board the shuttle, and employees should physical distance while waiting in line and on the shuttle. Physical distancing on the shuttle can include reducing the shuttle capacity.

The following are N/A:

- Customers are permitted to bring their own bags, mugs, or other reusable items from home if they do not require handling by employees.

- The following per-person limits have been placed on goods that are selling out quickly to reduce crowds and lines.
- Limit the number of employees in the store at any one time to, which allows for customers and employees to easily maintain at least six feet distance from one another at all practicable times.

Description of the layout of your worksite and how we accomplish physical distancing measures:

- Notification signs have been posted throughout the facilities, including offices, conference rooms, break rooms, bathrooms, and reception areas.
- Six-foot distance labels have been placed on floors, where appropriate.
- Chairs and tables have been rearranged to ensure a six-foot physical distancing.

Notification of COVID-19 Positive Case at your Worksite

- The [State](#) requires employers to notify the Alameda County Public Health Department when there is an outbreak at the worksite.
- Employers must use this [form](#) to report cases within 48 hours and provide additional information when requested by the Alameda County Public Health Department.

For questions related to positive employees in the workplace, please contact the COVID Workplace Response Team at COVIDworkplace@acgov.org or (510) 268-2101.

Training

Employees have been trained on the following topics:

- Information from the [Centers for Disease Control and Prevention \(CDC\)](#) on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- 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.
- The importance of seeking medical attention if an employees' symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on the

CDC's Webpage

- The vulnerability of those 60 years of age or older and people with chronic medical conditions, and the need to practice particular caution to protect these groups.
- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).
- Manufacturer's directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products.
- The importance of physical distancing, both at work and off work time (see Physical

- Distancing section above).
- Proper use of face coverings, including:
 - Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
 - The importance of washing and/or sanitizing hands before and after using or adjusting face coverings.
 - Avoid touching eyes, nose, and mouth.
 - Face coverings to be washed after each shift.

Other worksite training measures taken:

County-wide and Agency-wide communications regarding COVID-19 continue to be emailed to all GSA staff. Furthermore, the Chief Human Resources Administrator held small group sessions (in compliance with current social distancing protocols) and Teams meetings with employees to discuss the following:

- Expectations of all employees wearing masks and PPEs
- The symptoms of COVID-19
- What to do if you test positive for COVID-19, have symptoms, and/or been in close contact with someone who has tested positive;
- Definition of close contact
- Contact Tracing
- Quarantine
- Employee Leaves and Resources
- Confidentiality
- Return to Work after Quarantine
- No retaliation