

COVID-19 Reopening Protocol/Plan – Phase I & II
Stanislaus County Department of Environmental Resources
May 18, 2020

Guidelines for All Phases

EMPLOYERS:

- Social distancing and protective equipment
 - Notices posted for the staff and public to maintain a minimum six feet social distancing, sanitize or wash hands frequently for at least 20 seconds and hand sanitizer is placed at counters and various locations throughout the office.
 - Notices posted for those with a cough, a fever, or respiratory ailment to stay home.
 - All staff have been offered County-issued facial coverings.
 - All staff are reminded to practice social distancing.
 - Staff have been told not to come to work if they are sick.
 - Protective disposable gloves and hand sanitizer are available to staff.
 - Disinfectant and related supplies are available to all employees at the following location (s): Janitorial Service provider, Supply Cabinets and Supply Clerk.
 - Staff use gloves when receiving mail and mail is set aside for 72 hours and packages are set aside for 5 days prior to distribution.
 - Paperwork from the public will be set aside for 72 hours if it does not require immediate attention.
 - Desks or individual work stations are separated by 6 feet to promote social distancing.
 - In office customers:
 - Plexiglass sneeze guards are provided at the customer counters.
 - Hand sanitizer is provided at the public lobby counters.
 - Tables have been placed in front of the lobby counters to maintain social distancing.
- Temperature/Symptom checks
 - Department will follow County guidelines and will implement a self-screening process for all employees, beginning May 18, 2020.
- Sanitation
 - All high-contact surfaces are disinfected frequently.
 - Soap and water are available to all employees in the restrooms, pantries and breakroom.
 - Breakrooms are disinfected daily by janitorial staff and bathrooms are disinfected twice daily by janitorial staff.
- Use and disinfection of common and high-traffic areas
 - All high-contact and common surfaces are disinfected frequently.
- Business travel
 - Limited to essential travel. Online meetings will be utilized.

Phase I Considerations

EMPLOYERS

- If possible, RETURN TO WORK IN PHASES.
 - Plan to open lobby to the public with social distancing strategy on May 18, 2020
 - Copies of this Protocol have been distributed to all employees.
 - Start performing non-essential work where there is no public contact, or where it is easy to maintain social distancing. Examples are public swimming pools and large markets
 - Resume some inspections if social distancing can be maintained.
 - Mobile food inspections by appointment only, submitting paperwork electronically and phoning from the outdoor inspection area without entering the building. Social distancing will be maintained by the customer waiting outside of vehicle during the inspection.
 - Customers will be notified to contact us for an appointment before coming into the office to help facilitate social distancing.
 - No more than 2 customers in the lobby at a time.
 - No children or guests allowed in the lobby unless needed for interpretation.
 - Six-foot markings are placed on lobby floor to encourage social distancing.
 - The acceptance of cash will be discouraged
 - Chairs removed from lobby and relocated to hallway with proper spacing to maintain social distancing.
- Enforce strict social distancing protocols.
 - Six feet social distancing
- Strongly consider SPECIAL ACCOMMODATIONS for personnel who are members of a VULNERABLE POPULATION.
 - Staff in this category will telework or work where there is no public contact

Phase II Considerations (Under Development)

EMPLOYERS

- Strongly consider SPECIAL ACCOMMODATIONS for personnel who are members of a VULNERABLE POPULATION.
 - Staff in this category will telework or work where there is no public contact
 - Rest of Phase II to be determined
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