

# **COVID-19 Prevention Exposure Control Plan**

Written COVID-19 Prevention Program (WCPP)



# **COVID-19 Prevention-Exposure Control Plan**

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# COVID-19 Prevention-Exposure Control Plan

## Policy & Scope

This document provides guidance for the hotels and lodging industry to support a safe, clean environment for workers and customers. The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Federal OSHA and Cal/OSHA.

You must stay current on changes to public health guidance and state/local health orders, as the COVID-19 situation continues. It's critical for businesses to understand specific industry guidance and public health orders from both their respective state AND county or municipal governments:

CLICK HERE > [Look Up State Public Health Agencies Here:](#)

CLICK HERE > [Look Up County and Municipal Public Health Agencies Here:](#)

CDC Guidance for Business and Employers:

[https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html)

California Cal/OSHA Guidance to Protect Workers from Coronavirus:

<https://www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html>

## Assignment of Responsibilities

The Hotel General Manager or their designate has the following duties:

- Manage the COVID-19 Prevention Exposure Control Plan
- Implement the COVID-19 Prevention Exposure Control Plan
- Be familiar with OSHA standards, as they relate to the COVID-19 pandemic, including your local State OSHA office if you have one, such as Cal-OSHA etc.
- Develop policies to support the effective implementation of the plan.
- Revise the plan when necessary to include new or modified tasks or procedures. In the case of no changes, the plan will be reviewed at least annually.
- Conduct periodic audits to evaluate compliance with the plan and take corrective action as necessary.

**INSERT NAME OF PERSON MANAGING THE HOTEL'S CORONAVIRUS PLAN:**

**INSERT NAME AND CONTACT INFORMATION FOR LOCAL HEALTH DEPARTMENT:**

Name: \_\_\_\_\_ Location: \_\_\_\_\_ Phone No# \_\_\_\_\_

## Supervisors

Each department supervisor shall follow and ensure that their employees are trained in universal precautions, the use of proper work practices and personal protective equipment, proper cleanup and disposal technique.

## Contractors

Contract employees shall be responsible for complying with this plan and shall be provided the training described here by an appropriate trainer.

## Employee Exposure Determination

Worker risk of occupational exposure to COVID-19 during an outbreak may depend in part on the industry type and need for contact within 6 feet of people known to have or suspected of having, COVID-19.

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OSHA has divided tasks into four risk exposure levels. **MOST HOSPITALITY / HOTEL INDUSTRY EMPLOYEES WILL LIKELY FALL INTO THE MEDIUM RISK and LOWER (CAUTION) RISK EXPOSURE LEVELS.**

**MEDIUM EXPOSURE RISK** Jobs that require frequent/close contact with people who may be infected, but who are not known or suspected patients. Workers in this category include: Those who may have contact with the general public (e.g., hotels, restaurants, schools, high-population-density work environments, some high-volume retail settings), including individuals returning from locations with widespread COVID-19 transmission.

JOB TITLE	TASK/PROCEDURE
Housekeeper / Guest Room Attendant / House-person	Handling soiled linen, cleaning restrooms & guest rooms
Housekeeping Supervisor/Manager	Handling soiled linen, cleaning restrooms & guest rooms
Laundry Attendant	Handling soiled linen
Engineer / Maintenance	First Aid, Emergency Response, Assist Housekeepers
Hotel Department Managers and Executives	First Aid, Emergency Response, Assist Housekeepers
Front Desk Staff	Assisting hotel guests & employees

**LOWER EXPOSURE RISK (CAUTION)** Jobs that do not require contact with people known to be, or suspected of being, infected. Workers in this category have minimal occupational contact with the public and other coworkers.

JOB TITLE	DEPARTMENT/LOCATION
All Non-Operations Departments	Accounting, Sales, Food/Beverage, Front Desk, HR, Valet

Guidance for Worker Exposure Risk to Covid-19: <https://www.osha.gov/Publications/OSHA3993.pdf>

Guidance on Preparing Workplaces for Covid-19: <https://www.osha.gov/Publications/OSHA3990.pdf>

### **Method of Implementation & Control**

- Universal Precautions
- Physical distancing to the maximum extent possible.
- Use of face coverings by employees (where respiratory protection is not required) and customers/clients.
- Frequent handwashing and regular cleaning and disinfection.
- Use of personal protective equipment (e.g., gloves, cloth face coverings, face masks, eyewear).
- Respiratory hygiene/cough etiquette.
- Clean and disinfect surfaces.
- Training employees on these and others elements of the COVID-19 prevention plan.

### **Exposure Control Plan - Availability**

Employees will receive an explanation of this plan during their initial training session. It will also be reviewed in their annual refresher training. All employees have an opportunity to review this plan at any time during their work shifts by contacting The Hotel General Manager or their designate upon request.

# **COVID-19 Prevention-Exposure Control Plan**

## **Engineering Controls and Work Practices**

Engineering controls and work practice controls will be used to prevent or minimize exposure to COVID19. Work practice controls designed to either remove or isolate the employee from exposure to high-risk persons and/or areas will be used if engineered controls are not possible. Personal protective equipment should always be provided for employee protection. Specific engineering controls and work practice controls include the following:

- Controls: PPE to include Cloth Face Masks / Face Coverings, Respirators, Eye & Face Shields/Goggles, Hand Sanitizer, Bleach & Water Solution, Vinyl Gloves, Nitrile Gloves.
- Installation of physical barriers such as clear plastic/acrylic sneeze and cough barriers.
- Keep customers informed about symptoms of COVID-19 and requesting sick customers to minimize contact with workers until healthy again. Where appropriate, limit customers' and the public's access to the worksite, or restrict access to only certain workplace areas. Consider strategies to minimize face-to-face contact phone-based communication, telework. Communicate the availability of medical screening or other worker health resources e.g., on-site nurse; telemedicine services.
- This facility identifies the need for changes in engineering control and work practices through processes like: Employee Safety Committee Meetings, Employee Safety Training Meetings, Management Meetings, Review of Cal/OSHA Records and Programs, One-on-One Employee Counseling
- Frequent checking of Centers for Disease Control (CDC) and other Federal, State and Local Public Health Authorities websites and resources. Working with insurers and other partners. Public Health Publications, Vendor Meetings, Industry Conferences, Supplier Info, Employee Health and Safety Publications, working with Insurance Broker / Risk Management Staff.
- This facility identifies the need for new procedures and new products regularly by:  
Frequent checking of Centers for Disease Control (CDC) and other Federal, State and Local Public Health Agencies websites and resources. Working with insurers and other partners. Public Health Publications, Vendor Meetings, Industry Conferences, Supplier Info, Employee Health and Safety Publications, Meeting with Insurance Broker / Risk Management Staff.

***Both frontline workers and management officials are involved in this process in the following manner:***

- Employee Safety Committee Meetings, Employee Safety Training Meetings, Management Meetings, Review of Cal/OSHA Records and Programs, One-on-One Employee Counseling.
- The Hotel General Manager or their designate is responsible for ensuring that the above recommendations are implemented.

## **Personal Protective Equipment (PPE)**

When selecting PPE, consider factors such as function, fit, decontamination ability, disposal, and cost. Sometimes, when PPE will have to be used repeatedly for a long period of time, a more expensive and durable type of PPE may be less expensive overall than disposable PPE. Each employer should select the combination of PPE that protects workers specific to their workplace. Workers with medium exposure risk may need to wear some combination of gloves, a gown, a face mask, and/or a face shield or goggles. PPE ensembles for workers in the medium exposure risk category will vary by work task, the results of the employer's hazard assessment, and the types of exposures workers have on the job

All employees using PPE must observe the following precautions:

- Wash hands immediately, or as soon as feasible, after removal of gloves or other PPE.
- Remove PPE after it becomes contaminated and before leaving the work area.
- Dispose of used PPE in designated containers or bins.
- Wear appropriate gloves when it can be reasonably anticipated that there may be hand contact with blood or OPIM and when handling or touching contaminated items or surfaces. Replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.

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- Decontaminate utility gloves for reuse only if their integrity is not compromised. Discard utility gloves if they show signs of cracking, peeling, tearing, puncturing or deterioration.
- Never wash or decontaminate disposable gloves for reuse.
- Wear appropriate face and eye protection when splashes, sprays, spatters or droplets of blood or OPIM pose a hazard to the eye, nose or mouth.
- Remove any garment contaminated by blood or OPIM immediately, or as soon as feasible, and in such a way as to avoid contact with the outer surface.

### **Physical Distancing Guidelines-Employee**

- Implement measures to ensure physical distancing of at least six feet between employees and others. These can include use of physical partitions or visual cues (e.g., floor markings or signs to indicate to where employees and/or guests should stand). Any area where guests or employees' queue should be clearly marked for appropriate physical distancing. This includes check-in, check-out, elevator lobbies, coffee shops and dining, and taxi and ridesharing lines.
- Physical distancing protocols should be used in employee break areas, uniform control areas, training classrooms, shared office spaces, the employee services window (via a teller style window) and other high-density areas in order to ensure appropriate distancing between employees.
- Employee pre-shift meetings should be conducted virtually or in areas that allow for appropriate physical distancing between employees. Larger departments should stagger employee arrival times to minimize traffic volume in back of house corridors and service elevators.
- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.
- Close breakrooms, use barriers, or increase distance between tables/chairs to separate workers and discourage congregating during breaks. Where possible, create outdoor break areas with shade covers and seating that ensures physical distancing.
- Redesign office spaces, cubicles, lobbies, front desk check-in areas, business centers, concierge service areas, and other spaces if possible, to ensure workspaces and guest accommodations allow for at least six feet distancing.
- Discourage employees from congregating in high traffic areas such as bathrooms and hallways and establish directional hallways and passageways for foot traffic, if possible, to eliminate people from passing by one another.
- Limit the number of individuals riding in an elevator and ensure the use of face coverings. Use signage to communicate these requirements.
- Require employees to avoid handshakes and similar greetings that break physical distance.
- Eliminate person-to-person contact for delivery of goods to physical offices. Avoid touching others' pens and clipboards.

### **Physical Distancing Guidelines-Guest**

- Guests should enter through doors that are either propped open, if possible, or are automated or manually operated by an employee that is frequently handwashing and/or using proper hand sanitizer.
- Implement peak period queueing procedures, including a lobby greeter and having guests queue outside to maintain at least six feet of physical distance between persons.
- Employees should not open the doors of cars or taxis.
- Guest room service, laundry and dry-cleaning services, and amenity deliveries should be made available using contactless pick-up and delivery protocols.
- Hotel operations with restaurants should limit food and beverage offerings to take-out and "contactless" room service until dine-in establishments are allowed to resume modified or full operation.

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## **Physical Distancing Guidelines-Guest – continued**

- Hotels with pools should ensure that physical distancing requirements can be enforced, this could include limiting one person per lane in swimming pools
- Hotels with golf courses should only allow one player per cart, except for immediate family and people who cohabitate, and increase tee time spacing, and should only open once golf courses are allowed to reopen.

## **Additional Considerations When Full Operations Resume**

- Hotels operations with dine-in restaurants, bars, fitness centers, spas, salons, large meeting venues, banquet halls, or convention centers should keep those areas closed until each of those types of establishments are allowed to resume modified or full operation.
- When allowed to reopen to modified or full operation, hotels with dine-in restaurants and bars should:
  - a. Reduce seating capacities to allow for a minimum of six feet between each seated group/party of guests.
  - b. Implement additional and specific cleaning and sanitizing protocols for food processing and restaurant operations.
  - c. Refer to guidelines for the restaurant and bar industries when they become available.
- When allowed to reopen to modified or full operation, hotels with fitness centers, spas and salons should refer to State guidelines on personal care services when it becomes available. Check with your specific State guidelines for these services.
- **CALIFORNIA ONLY:** See <https://covid19.ca.gov/roadmap/> for additional on hotel services guidance.
- When larger gatherings are permitted by state/local orders, those hotels with meeting, conference, banquet, or other event accommodations must:
  - a. Adjust room configurations to allow for physical distancing between guests.
  - b. Decrease the capacity for conference and meeting rooms in order to maintain at least six feet of physical distance between participants.
  - c. Suspend self-service buffet style food service and replace it with alternative service styles.
- **CALIFORNIA ONLY:** See <https://covid19.ca.gov/roadmap/> for additional guidance on conferences and meetings.

## **Food Service and COVID-19**

Coronaviruses are generally thought to be spread from person-to-person through respiratory droplets. Currently there is no evidence to support transmission of COVID-19 associated with food. Before preparing or eating food, it is important to always wash your hands with soap and water for 20 seconds for general food safety. Throughout the day wash your hands after blowing your nose, coughing or sneezing, or going to the bathroom.

If your hotel offers food service, all of the listed guidelines apply, including:

- Establishments must take reasonable measures, including posting signage in strategic and highly-visible locations, to remind the public that they should use face coverings and practice physical distancing while waiting for service and take-out.
- Servers, bussers, and other workers moving items used by customers (dirty cups, plates, napkins, etc.) or handling trash bags should use disposable gloves (and wash hands before putting them on and after removing them) and provide aprons and change frequently.
- Dishwashers should use equipment to protect the eyes, nose, and mouth from contaminant splash using a combination of face coverings, protective glasses, and/or face shields. Dishwashers must be provided impermeable aprons and change frequently. Reusable protective equipment such as shields and glasses should be properly disinfected between uses.



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## Food Service and COVID-19 - continued

- Clean touchable surfaces between shifts or between users, whichever is more frequent, including but not limited to working surfaces, phones, registers, touchpads/touchscreens, tablets, timeclocks, appliances, kitchen and bar utensils and implements, oven doors, grill and range knobs, carts and trolleys, keys, etc.
- Equip spaces such as dining rooms, bar areas, host stands, and kitchens with proper sanitation products, including hand sanitizer and sanitizing wipes to all staff directly assisting customers.
- Provide disposable menus to guests and make menus available digitally so that customers can view on a personal electronic device, if possible. If disposable menus cannot be provided, properly disinfect menus before and after customer use. Consider options for customers to order ahead of time.
- Discontinue pre-setting tables with napkins, cutlery, glassware, food ware, etc. These should be supplied individually to customers as needed. Do not leave card stands, flyers, napkin holders, or other items on tables.
- Suspend use of shared food items such as condiment bottles, salt and pepper shakers, etc. and provide these foods in single serve containers, if possible. Where this is not possible, shared items such as condiment bottles, shakers, etc., should be supplied as needed to customers and disinfected after each use.
- Pre-roll utensils in napkins prior to use by customers. Employees must wash hands before pre-rolling utensils in napkins. The pre-roll should then be stored in a clean container. After customers are seated, the pre-roll should be put on the table by an employee who recently washed their hands.
- Reusable customer items including utensils, food ware, breadbaskets, etc., must be properly washed, rinsed, and sanitized. Cleaned flatware, stemware, dishware, etc., must be properly stored away from customers and personnel until ready for use. Use disposable items if proper cleaning of reusable items is infeasible.
- Licensed restaurants may sell “to-go” alcoholic beverages, prepared drinks, and pre-mixed cocktails provided they are sold in accordance with “take-out” food. **Always check state and local laws first.**
- Dirty linens used at dining tables such as tablecloths and napkins should be removed after each customer use and transported from dining areas in sealed bags. Employees should wear gloves when handling dirty linens.
- Thoroughly clean each customer dining location after every use. This will include disinfecting tables, chairs, booster seats, highchairs, booths, etc. and allowing adequate time for proper disinfection, following product instructions. Many EPA-approved disinfectants require minimal contact time (seconds to one minute) against human coronavirus.
- Close areas where customers may congregate or touch food or food ware items that other guests may use. Provide these items to guests individually and discard or clean and disinfect after each use, as appropriate. This includes but is not limited to:
  - a. Self-service areas with condiment caddies, utensil caddies, napkins, lids, straws, water pitchers, to-go containers, etc.
  - b. Self-service machines including ice, soda, frozen yogurt dispensers, etc.
  - c. Self-service food areas such as buffets, salsa bars, salad bars, etc.
- Discontinue tableside food preparation and presentation such as food item selection carts and conveyor belts, guacamole preparation, etc.
- Do not leave out after-meal mints, candies, snacks, or toothpicks for customers. Offer them with the check or provide only on request.
- Install physical barriers or partitions at cash registers, bars, host stands, and other areas where maintaining physical distance of six feet is difficult.



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## **Food Service and COVID-19 - continued**

- Any area where guests or employees queue should also be clearly marked for appropriate physical distancing. This includes check-stands and terminals, deli counters and lines, restrooms, elevator lobbies, host stands and waiting areas, valet drop off and pickup, and any other area where customers congregate.
- Physical distancing protocols should be used in any office areas, kitchens, pantries, walk-in freezers, or other high-density, high-traffic employee areas. Face coverings are required where employees cannot maintain physical distancing including in kitchens, storage areas, etc.
- Reconfigure office spaces, lobbies, beverage bars, kitchens and workstations, host stand areas, and other spaces wherever possible to allow for at least six feet of distance between people dining, working, and passing through areas for entry and exit.
- Remove tables and chairs from dining areas so that six feet of physical distance can be maintained for customers and employees. If tables, chairs, booths, etc., cannot be moved, use visual cues to show that they are not available for use or install Plexiglas or other types of impermeable physical barriers to minimize exposure between customers.
- Discontinue seating of customers where customers cannot maintain six feet of distance from employee work and food and drink preparation areas.

## **Individual Control Measures & Screening Procedures**

- Provide temperature and/or symptom screenings for all workers at the beginning of their shift and any personnel entering the facility. Make sure the temperature/symptom screener avoids close contact with workers to the extent possible. Both screeners and employees should wear face coverings for the screening.
- If requiring self-screening at home, which is an appropriate alternative to providing it at the establishment, ensure that screening was performed prior to the worker leaving the home for their shift and follows CDC guidelines <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Employers should provide and ensure workers use all required protective equipment. Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.
- Face coverings are strongly recommended when employees are in the vicinity of others. Workers should have covers available and wear them when on property, in breakrooms and offices, or in a vehicle during work-related travel with others. Face coverings must not be shared.
- Housekeepers and others who must enter guest rooms should be provided with and required to wear face coverings. Housekeeping must only service rooms when guests are not present. Housekeepers should be instructed to minimize contact with guests' personal belongings when cleaning. Housekeepers should be instructed to have ventilation systems operating and/or open windows if possible, to increase air circulation.
- Employers should encourage handwashing for employees after they check guests in or out, clean rooms, and open mail or handle other commonly touched items. Valet service drivers, baggage handlers, and housekeepers should wash their hands regularly during their shift and use proper hand sanitizer. Baggage deliveries should be done when guests are not in their rooms.
- Hotels should allow housekeepers extra time to clean rooms without loss of pay to account for required precautions and to allow them to conduct more thorough cleaning and disinfection of rooms between guests.
- Guests and visitors should be screened upon arrival and asked to use hand sanitizer and to wear a face covering. Appropriate signage should also be prominently displayed outlining proper face covering usage and current physical distancing practices in use throughout the property.

# **COVID-19 Prevention-Exposure Control Plan**

## **Cleaning & Disinfecting Protocols**

- Perform thorough cleaning in high traffic areas such as hotel lobbies, front desk check-in counters, bell desks, break rooms and lunch areas, changing areas, loading docks, kitchens and areas of ingress and egress including stairways, stairwells, handrails, and elevator controls. Frequently disinfect commonly used surfaces including door handles, guestroom interior locks, vending and ice machines, light switches, TV remote controls, phones, hairdryers, washer and dryer doors and controls, baggage carts, shuttle door handles, toilets, and handwashing facilities.
- Provide time for workers to implement cleaning practices before and after shifts. If cleaning is assigned to the worker, they must be compensated for that time.
- Equip workstations, desks, and help counters with proper sanitation products, including hand sanitizer and sanitizing wipes, and provide personal hand sanitizers to all staff directly assisting customers.
- Ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.
- When choosing cleaning chemicals, employers should use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list [www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves as required by the product instructions.
- Avoid sharing phones, tablets, laptops, desks, pens, other work supplies, or offices wherever possible. Never share PPE. Any shared tools and equipment should be sanitized before, during and after each shift or anytime the equipment is transferred to a new employee. This includes phones, radios, computers and other communication devices, payment terminals, kitchen implements, engineering tools, safety buttons, folios, housekeeping carts and cleaning equipment, keys, time clocks, and all other direct contact items.
- Discontinue the use of shared food and beverage equipment in office pantries (including shared coffee brewers). Close manually operated ice machines or use hands free machines.
- Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in offices, guest rooms, and other spaces.
- All reusable collateral, such as magazines, menus, local attraction details, coupons, etc., should be removed from rooms. Critical information should be provided as single-use collateral and/or electronically posted.
- Dirty linens should be removed and transported from guest rooms in single-use, sealed bags and pillow protectors on the guest room beds should be changed daily. Bagging of these items should be done in the guest room to eliminate excess contact while being transported. All bed linen and laundry should be washed at a high temperature and cleaned in accordance with CDC guidelines [www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)
- Consider leaving rooms vacant for 24 to 72 hours prior to or after cleaning.
- In the event of a presumptive case of COVID-19, the guest's room should be removed from service and quarantined. The guest room should not be returned to service until case has been confirmed or cleared. In the event of a positive case, the room should only be returned to service after undergoing an enhanced sanitization protocol, ideally by a licensed third-party expert and in accordance with CDC guidelines.
- Install hand sanitizer dispensers, touchless whenever possible, at key guest and employee entrances and contact areas such as driveways, reception areas, hotel lobbies, restaurant entrances, meeting and convention spaces, elevator landings, pools, salons and exercise areas.
- Consider providing guests an amenity bag during check-in containing face covering, hand sanitizer, and a COVID-19 awareness card. Where possible, equip hotel rooms with a bottle of sanitizer for guest use.

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## **Specific Cleaning Touchpoints**

Source: Ecolab

These areas in a hotel should receive heightened sanitizing attention during this period. There will be other commonly touched surfaces in your hotel requiring attention, so make sure you add them to this list:

<b>GUEST ROOMS</b> <ul style="list-style-type: none"><li>• Door handles</li><li>• Desk, table, chairs and lamps</li><li>• Dresser drawer handle</li><li>• Light switches and thermostats</li><li>• Drapery pull handles</li><li>• Mini-bar, menu and room collateral</li><li>• Telephone, TV remote control, and alarm clock</li><li>• Television</li><li>• Safety latch and viewing port</li><li>• Trash receptacle touch points</li><li>• Iron handle, hangers, and luggage rack</li><li>• Faucet and toilet handles</li></ul>	<b>LOBBY AREA AND FOOD SERVICE DINING ROOM</b> <ul style="list-style-type: none"><li>• Door handles, push plates, thresholds and hand railings</li><li>• Telephone and keypad</li><li>• Tables and chairs</li><li>• Coffee and beverage stations</li><li>• Vending and ice machines</li><li>• Public information kiosk</li><li>• Trash receptacle touch points</li><li>• High chairs</li></ul>
<b>KITCHEN AND BACK OF HOUSE</b> <ul style="list-style-type: none"><li>• Door handles and push plates</li><li>• Handles of all the equipment doors and operation push pads</li><li>• Handles of the dispensers (beverage, etc.)</li><li>• Ice scoops</li><li>• Walk-in and other refrigerator handles</li><li>• Walk-in refrigerator and freezer plastic curtains</li><li>• Freezer handles</li><li>• 3-compartment sink and mop sink</li><li>• Handwashing sink handles</li><li>• Soap dispenser push plates at hand wash sink</li><li>• Towel dispenser handle at hand wash sink</li><li>• Cleaning tools</li><li>• Buckets</li><li>• Telephone keypad and handset</li><li>• Manager's computer</li></ul>	<b>PUBLIC RESTROOMS</b> <ul style="list-style-type: none"><li>• Door handles</li><li>• Sink faucets and toilet handles</li><li>• Towel dispenser handle</li><li>• Soap dispenser push plates</li><li>• Baby changing station</li><li>• Trash receptacle touch points</li></ul>

In general, because of poor survivability of these coronaviruses on surfaces, there is likely very low risk of spread from food products or packaging that are shipped over a period of days or weeks at ambient, refrigerated, or frozen temperatures.

# COVID-19 Prevention-Exposure Control Plan

## Employee Training

Provide basic training on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus. [www.cdc.gov/coronavirus/2019-ncov/index.html](http://www.cdc.gov/coronavirus/2019-ncov/index.html)

- Provide basic training on self-screening at home, including temperature and/or symptom checks using CDC guidelines. [www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html](http://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)
- Train on 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.
- Advise employees to seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage. [www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html](http://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)
- Train on 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 at [www.cdc.gov/handwashing/hand-sanitizer-use.html](http://www.cdc.gov/handwashing/hand-sanitizer-use.html)
- Ensure temporary or contract workers at the facility are also properly trained in Covid-19 prevention policies and have appropriate PPE. Discuss procedures with contract employment vendors immediately.
- **CALIFORNIA ONLY:** Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on government programs supporting sick leave and worker's compensation for COVID-19, including employee's sick leave rights under the Families First Coronavirus Response Act (<https://www.dol.gov/agencies/whd/pandemic/ffcr-a-employee-paid-leave>) and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the California Governor's Executive Order N-62-20.
- Train on the importance of physical distancing, both at work and off work time (see Physical Distancing section Page 4).
- The proper use of face coverings, including:
  - a. Face coverings do not protect the wearer and are not personal protective equipment (PPE).
  - b. Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
  - c. Employees should wash or sanitize hands before and after using or adjusting face coverings.
  - d. Avoid touching eyes, nose, and mouth.
  - e. Face coverings should be washed after each shift.

## COVID-19 Prevention-Exposure Control Plan

### REVIEW AND REVISION DOCUMENTATION FORM

**Exposure Control Plan development date:**

**Exposure Control Plan review and revision:**

\_\_\_\_\_  
Reviewer and date

\_\_\_\_\_  
Reviewer and date

**Exposure Control Plan review and revision:**

\_\_\_\_\_  
Reviewer and date

\_\_\_\_\_  
Reviewer and date

**Exposure Control Plan review and revision:**

\_\_\_\_\_  
Reviewer and date

\_\_\_\_\_  
Reviewer and date

**Exposure Control Plan review and revision:**

\_\_\_\_\_  
Reviewer and date

\_\_\_\_\_  
Reviewer and date

## COVID-19 Prevention-Exposure Control Plan

### EXPOSURE INCIDENT REPORT

To be completed by exposed employee and reviewed with supervisor

Employee name: \_\_\_\_\_ Date: \_\_\_\_\_

Job title: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Home phone

Work phone

Exposure date

Exposure time

Where did the incident occur? \_\_\_\_\_

Nature of incident:

What task(s) were being performed when the exposure occurred?

Were you wearing personal protective equipment (PPE)? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, list: \_\_\_\_\_

Did the PPE fail? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, explain how: \_\_\_\_\_

Did you receive medical attention? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, where? \_\_\_\_\_ When: \_\_\_\_\_ By whom? \_\_\_\_\_

Identification of source individual(s): \_\_\_\_\_

Employee signature

Date

Reviewed by

Date

# **COVID-19 Prevention-Exposure Control Plan**

## **ADDENDUM A – California Only**

### **Cal/OSHA COVID19 General Industry Safety Orders: New Section 3205**

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The **California** Occupational Safety and Health (Cal/OSHA) Standards Board have adopted **emergency temporary standards** on COVID-19 prevention in the workplace that will be effective on **November 30<sup>th</sup>, 2020**. These new emergency standards will be binding and enforceable by Cal/OSHA.

The new standards are complex and address specific procedures for employers as they relate to:

- Identifying COVID19 hazards
- System for communicating info about COVID19 with employees
- Investigating COVID19 cases in the workplace
- Training & Instruction
- Engineering Controls
- Recordkeeping
- Exclusion of COVID19 cases
- COVID19 testing
- Handling major outbreaks in the workplace

Employers should act quickly to ensure they are in compliance with the new standards and the requirement to prepare and implement a written COVID-19 Prevention Program.

## **Terms & Definitions**

Employers should become familiar with the terms and definitions used to describe this new emergency regulation.

**“COVID-19 Case”** means a person who:

- Has a positive “COVID-19 test” result.
- Is subject to COVID-19-related order to isolate issued by a local or state health official; or
- Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

**“COVID-19 Exposure”** means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period” defined in this section. This definition applies regardless of the use of face coverings.

**“COVID-19 Hazard”** means exposure to potentially infectious material that may contain COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing. This also includes objects or surfaces that may be contaminated by COVID19

**“COVID-19 Symptoms”** means fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.

**“Exposed Workplace”** means any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The exposed workplace does not include buildings or facilities not entered by a COVID-19 case.



# **COVID-19 Prevention-Exposure Control Plan**

**ADDENDUM A – California Only**

## **Terms & Definitions - continued**

**“High-risk exposure period”** means the following time period:

- For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or
- For persons who test positive who never develop COVID-19 symptoms: from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.

## **System for Communicating**

The employer shall do all of the following in a form readily understandable by employees:

- Ask employees to report to the employer COVID-19 symptoms, possible COVID-19 exposures, and possible COVID-19 hazards at the workplace.
- Describe procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Provide information about access to COVID-19 testing. If testing is required under this section the employer shall inform affected employees of the reason for the COVID-19 testing and the possible consequences of a positive test.
- Communicate information about COVID-19 hazards and the employer’s COVID-19 policies and procedures to employees and to other employers, persons, and entities within or in contact with the employer’s workplace.

## **Identification and Evaluation of COVID19 Hazards**

Employees will receive an explanation of this plan during their initial training session. It will also be reviewed in their annual refresher training. All employees have an opportunity to review this plan at any time during their work shifts by contacting The Hotel General Manager or their designate upon request.

- The employer shall allow for employee and authorized employee representative (union representative – where applicable) participation in the identification and evaluation of COVID-19 hazards.
- The employer shall develop and implement a process for screening employees for and responding to employees with COVID-19 symptoms.
- The employer may ask employees to evaluate their own symptoms before reporting to work. If the employer conducts screening at the workplace, the employer shall ensure that face coverings are used during screening by both screeners and employees and, if temperatures are measured, that non-contact thermometers are used.
- The employer shall develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission of COVID-19 in the workplace.
- The employer shall conduct a workplace-specific identification of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards. Employers shall treat all persons, regardless of symptoms or negative COVID-19 test results, as potentially infectious.
- For indoor locations, the employer shall evaluate how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.

The workplace evaluation of COVID19 hazards shall include identification of places and times when people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not, for instance during meetings or trainings and including in and around entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas.

# **COVID-19 Prevention-Exposure Control Plan**

## **ADDENDUM A – California Only**

### **Investigating and Responding to COVID19 Cases in the Workplace**

The employer shall take the following actions when there has been a COVID-19 case at the place of employment:

- Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.
- Determine who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.
- Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
  - \*All employees who may have had COVID-19 exposure and their authorized representatives.
  - \*Independent contractors and other employers present at the workplace during the high-risk exposure period.
- Offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on COVID19 benefits.
- Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

### **Additional Engineering Controls**

For buildings with mechanical or natural ventilation, or both, employers shall maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or letting in outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

### **Exclusion of COVID-19 Cases**

The purpose of this section is to limit transmission of COVID-19 in the workplace:

- Employers shall ensure that COVID-19 cases are excluded from the workplace until the return to work requirements described below are met.
- Employers shall exclude employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- For employees excluded from work and otherwise able and available to work, employers shall continue and maintain an employee's earnings, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job.
- Employers may use employer-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

### **Return to Work Criteria**

Following exclusion, COVID19 cases with COVID19 symptoms shall not return to work until:

- At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
- COVID-19 symptoms have improved; and
- At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms shall not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

**A NEGATIVE COVID19 TEST SHALL NOT BE REQUIRED FOR AN EMPLOYEE TO RETURN TO WORK.**

# **COVID-19 Prevention-Exposure Control Plan**

## **ADDENDUM A – California Only**

### **Handling Multiple COVID19 Infections in the Workplace**

**“Multiple COVID-19 Infections”** are when there are three (3) or more COVID-19 cases in an exposed workplace within a 14-day period. This section shall apply until there are no new COVID-19 cases detected in a workplace for a 14-day period.

The employer shall provide COVID19 testing to all employees at the exposed workplace except for employees who were not present during the period of an outbreak COVID-19. \*Testing shall be provided at no cost to employees during employees’ working hours.

COVID19 testing shall consist of the following:

- All employees in the exposed workplace shall be tested and then tested again one week later. Negative COVID19 test results of employees with COVID19 exposure shall not impact the duration of any quarantine period required by, or orders issued by, the local health department.
- After the first two COVID-19 tests, employers shall provide continuous COVID19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no infections reported.

Additional procedures:

- Employers shall ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in as described earlier in this document.
- The employer shall immediately investigate and determine possible workplace related factors that contributed to the COVID-19 outbreak.
- Review potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19. The investigation and review shall be documented and include:
- Investigation of new or unabated COVID19 hazards including the employer's leave policies and practices and whether employees are discouraged from remaining home when sick; the employer’s COVID-19 testing policies; insufficient outdoor air; insufficient air filtration; and lack of physical distancing.
- The review shall be updated every thirty days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.
- The employer shall implement changes to reduce the transmission of COVID-19 based on the investigation and review.
- The employer shall consider moving indoor tasks outdoors or having them performed remotely, increasing outdoor air supply when work is done indoors, improving air filtration, increasing physical distancing as much as possible, respiratory protection, and other applicable controls.
- The employer shall contact the local health department immediately but no longer than 48 hours after the employer knows of three (3) or more COVID-19 cases for guidance on preventing the further spread of COVID-19 within the workplace.
- The employer shall provide to the local health department the total number of COVID19 cases and for each COVID19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department.
- The employer shall continue to give notice to the local health department of any subsequent COVID19 cases at the workplace.

# **COVID-19 Prevention-Exposure Control Plan**

## **ADDENDUM A – California Only**

### **Handling Major COVID19 Outbreaks in the Workplace**

**“Major COVID-19 Outbreak”** is when there are 20 or more COVID19 cases in an exposed workplace of any size and within a 30-day period. This section shall apply until there are no new COVID-19 cases detected in a workplace for a 14-day period.

COVID-19 testing shall consist of the following:

- Employers shall provide twice (2X) a week COVID19 testing, or more frequently if recommended by the local health department, to all employees present at the exposed workplace during the relevant 30-day period(s) and who remain at the workplace.
- COVID19 testing shall be provided at no cost to employees during employees’ working hours.

COVID19 hazard correction. In addition to the requirements of this section, the employer shall take the following actions:

- In buildings or structures with mechanical ventilation, employers shall filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, employers shall use filters with the highest compatible filtering efficiency. Employers shall also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and shall implement their use to the degree feasible.
- The employer shall determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.
- The employer shall evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Any other control measures deemed necessary by the Division through the Issuance of Order to Take Special Action.

# COVID-19 Prevention-Exposure Control Plan

## **ADDENDUM B – California Only** **Updated Isolation and Quarantine Guidelines**

On December 27, 2021, the [CDC updated their Isolation and Quarantine recommendations](#) for the general public motivated by science that indicates the majority of COVID-19 transmission occurs within the first few days after contracting the virus. This guidance aligns with the updated timeframes within the recent CDC update and recommends additional mitigation measures, including continued focus on testing and masking to best contain this more transmissible variant in our communities.

In December of 2020, the state of California issued [Executive Order N-84-20](#), which states that the recommended isolation and quarantine periods in the ETS (also called “exclusion periods” in the ETS) will be overridden by any applicable isolation or quarantine recommendation by the CDPH or, if applicable, the local health department with jurisdiction over the workplace, if the periods in the ETS are longer than those recommended by the CDPH or local health department. If the CDPH and local health department isolation and quarantine recommendations differ, the required exclusion period under the ETS is the longer of the two.

This means that, with only one exception noted below, the [new isolation and quarantine recommendations from CDPH](#) replace the exclusion periods and return to work criteria in sections 3205(c)(9) and 3205(c)(10) of the ETS. The exclusion requirements are as follows in the tables below.

### **Isolation and Quarantine**

**“Isolation”:** Separates those infected with a contagious disease from people who are not infected.

**“Quarantine”:** Restricts the movement of persons who were exposed to a contagious disease in case they become infected.

### **Isolation and Quarantine Recommendations for the General Public (not applicable to healthcare personnel)**

**Table 1**

<b>Persons Who Test Positive for COVID-19 (Isolation)</b>	<b>Recommended Action</b>
Everyone, regardless of vaccination status, previous infection or lack of symptoms.	<ul style="list-style-type: none"><li>• <b>Stay home</b> (PDF) for at least 5 days.</li><li>• Isolation can end after day 5 if symptoms are not present or are resolving <b>and</b> a diagnostic specimen* collected on day 5 or later tests negative.</li><li>• If unable to test or choosing not to test, and symptoms are not present or are resolving, isolation can end after day 10.</li><li>• If fever is present, isolation should be continued until fever resolves.</li><li>• If symptoms, other than fever, are not resolving continue to isolate until symptoms are resolving or until after day 10.</li><li>• Wear a well-fitting mask around others for a total of 10 days, especially in indoor settings.</li></ul>

# COVID-19 Prevention-Exposure Control Plan

## ADDENDUM B – California Only

Table 2

Persons Who are Exposed to Someone with COVID-19 (Quarantine)	Recommended Action
<ul style="list-style-type: none"> <li>Unvaccinated; OR</li> <li>Vaccinated and booster-eligible but have <b>not</b> yet received their booster dose.**</li> </ul> <p>(Refer to <a href="#">CDC COVID-19 Booster Shots</a> to determine who is booster eligible)</p>	<ul style="list-style-type: none"> <li><a href="#">Stay home</a> (PDF) for at least 5 days, after your last contact with a person who has COVID-19.</li> <li>Test on day 5.</li> <li>Quarantine can end after day 5 if symptoms are not present <b>and</b> a diagnostic specimen collected on day 5 or later tests negative.</li> <li>If unable to test or choosing not to test, and symptoms are not present, quarantine can end after day 10.</li> <li>Wear a well-fitting mask around others for a total of 10 days, especially in indoor settings (see Section below on masking for additional information).</li> <li>Strongly encouraged to get vaccinated or boosted.</li> <li>If testing positive, follow isolation recommendations above.</li> <li>If symptoms develop, test and stay home.</li> </ul>

\*\* Workplace Setting (not applicable to healthcare personnel):

In a workplace setting, asymptomatic employees in this category are not required to stay home from work if:

- A negative diagnostic test is obtained within 3-5 days after last exposure to a case
- Employee wears a well-fitting mask around others for a total of 10 days
- Employee continues to have no symptoms.

Table 3

Persons Who are Exposed to Someone with COVID-19 (No Quarantine)	Recommended Action
<ul style="list-style-type: none"> <li>Boosted; OR</li> <li>Vaccinated, but not yet booster-eligible.</li> </ul> <p>(Refer to <a href="#">CDC COVID-19 Booster Shots</a> to determine who is booster-eligible)</p>	<ul style="list-style-type: none"> <li>Test on day 5.</li> <li>Wear a well-fitting mask around others for 10 days, especially in indoor settings (see Section below on masking for additional information)</li> <li>If testing positive, follow isolation recommendations above.</li> <li>If symptoms develop, test and stay home.</li> </ul>

# **COVID-19 Prevention-Exposure Control Plan**

**ADDENDUM C – California Only**

## **Revisions to the COVID-19 Prevention Emergency Temporary Standards**

*Changes effective March 2, 2022*

### ***Q: What are the important changes in the January 14, 2022 revised ETS?***

A: The important changes include the following:

The definition of "COVID-19 test" now includes specific instructions for workers using a test at home with self-read results. The employer or a telehealth professional must observe the use of the test.

The definition of "face covering" was updated to include more specific detail on the different types of acceptable face coverings.

The definition of "fully vaccinated" now includes the minimum amount of time workers need to wait between the first and second dose of a two-dose vaccine.

Employers must make COVID-19 testing available to fully vaccinated employees after close contact. Under the previous version of the ETS, fully vaccinated employees were exempt from this requirement. (Cal. Code Regs., tit. 8, § 3205(c)(3)(B)5.)

The period of time before an employee can return to work after a close contact has been revised. (Cal. Code Regs., tit. 8, § 3205(c)(10)(D).) However, CDPH has since reduced its recommended isolation and quarantine times, and these recommendations override the return to work criteria in the revised ETS under the Governor's Executive Order N-84-20. For more information on return to work criteria, please refer to the section on CDPH's Isolation and Quarantine Guidance in the general FAQs, and to Cal/OSHA's fact sheet that explains the impact of the latest CDPH guidance on the ETS.

When employees who are fully vaccinated, regardless of whether they are booster-eligible or boosted, cannot be tested as required by CDPH quarantine guidance, those employees must wear face coverings and physically distance (six feet) from others for 14 days if they are to be exempted from the exclusion requirements after a close contact (Cal. Code Regs., tit. 8, § 3205(c)(9)(B).)

During an outbreak, employers must make COVID-19 testing available to their employees, regardless of vaccination status, on a weekly basis. (Cal. Code Regs., tit. 8, § 3205.1(b)(1))

During a major outbreak, employers must make COVID-19 testing available to their employees, regardless of vaccination status, twice a week, or more frequently if the local health department recommends it. (Cal. Code Regs., tit. 8, § 3205.2(b)).

In housing provided by an employer, fully vaccinated employees are no longer exempt from testing, isolation and quarantine requirements. The employer must make COVID-19 testing available to all residents, regardless of vaccination status, if there are more than three COVID-19 cases in 14 days. (Cal. Code Regs., tit. 8, § 3205.3(g) & (h).)

In transportation provided by an employer, fully vaccinated employees are no longer exempt from face covering requirements. (Cal. Code Regs., tit. 8, § 3205.4(c)(2).)

### ***Q. Are there requirements from the previous version of the ETS that will remain in place?***

A: Yes, they include but are not limited to the following requirements:

Establishing, implementing, and maintaining an effective written COVID-19 Prevention Program.

Providing effective training and instruction to employees on the employer's prevention plan and their rights under the ETS.



# **COVID-19 Prevention-Exposure Control Plan**

## **ADDENDUM C – California Only**

### **Revisions to the COVID-19 Prevention Emergency Temporary Standards**

- Providing notification to public health departments of outbreaks.
- Providing notification to employees of exposure and close contacts.
- Requirements to offer COVID-19 testing after potential exposures.
- Requirements for responding to COVID-19 cases and outbreaks.
- Isolation and exclusion pay requirements.
- Basic prevention requirements for employer-provided housing and transportation.
- Physical Distancing

***Q: Are there physical distancing requirements in the revised ETS?***

**A:** The physical distancing requirements continue to be eliminated in the revised ETS except as follows:

- During an outbreak (three or more employees in an exposed group), employers are required to evaluate whether physical distancing or barriers are necessary to control the transmission of COVID-19.
- Physical distancing must be used in a major outbreak (20 or more employees in an exposed group) for all employees, regardless of vaccination status except when an employer demonstrates that maintaining six feet of distance is not feasible. When it is not feasible to maintain six feet of distance, persons must be as far apart as feasible.
- Nothing in the revised ETS prevents employers from implementing additional protective measures than are required, including the use of physical distancing and barriers.
- Employers are under an ongoing requirement to assess workplace hazards and implement controls to prevent transmission of disease. There may be circumstances in which employers determine that physical distancing is necessary in their workplace.
- As described above, physical distancing is sometimes required, for a limited period, if fully vaccinated employees cannot be tested after a close contact.

### **Respirators**

***Q: Are there any changes to respirator requirements in the January 14, 2022 ETS compared to the previous version of the ETS?***

**A:** No, there are no changes to the respirator requirements in the January 14, 2022.

### **Face Coverings**

***Q: How does CDPH's February 28, 2022 Guidance for the Use of Face Masks impact the ETS requirements?***

**A:** Executive Order N-5-22 suspends section 3205(c)(6)(A) of the ETS, which required that unvaccinated workers wear face coverings in all indoor workplaces and all vehicles. This requirement will no longer be enforced. However, other face covering requirements within the ETS remain in place, including provisions requiring face coverings in outbreaks and in employer-provided transportation. Also still in place is section 3205(c)(6)(B), which requires that employers provide face coverings and ensure they are worn when required by orders from the CDPH. In addition, employees can request face coverings from the employer at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation, as specified in section 3205(c)(5)(J).

***Q: The new definition of face covering includes as an example of an acceptable face covering "tightly woven fabric or non-woven material of at least two layers" that does not let light pass through when held up to a light source. Does this mean all face coverings must completely block out light?***

**A:** No, face coverings do not need to completely block out light – this is just one example of an acceptable face covering made from a tightly woven fabric or non-woven material. Holding a face covering up to a light is also a good way to see if there are any very small holes or perforations that would not normally be visible.

# **COVID-19 Prevention-Exposure Control Plan**

## **ADDENDUM C – California Only**

### **Revisions to the COVID-19 Prevention Emergency Temporary Standards**

#### **Testing**

***Q: What are the testing requirements of the revised ETS?***

A: Employers must offer testing at no cost to employees during paid time to:

- Symptomatic unvaccinated employees, regardless of whether there is a known exposure. This is the same as the previous version of the ETS.
- All employees regardless of vaccination status, who have had close contact with a COVID-19 case, except for recently recovered employees.
- All employees except for recently recovered employees, regardless of vaccination status, in an outbreak or a major outbreak.
- When following CDPH's Isolation and Quarantine Guidance to keep employees working or return them sooner, if tested.

***Q: What are the testing requirements for returning to work after a COVID-19 test or close contact?***

A: In some cases, employees may be able to return to work sooner if they receive a negative test. Please refer to the section on CDPH's Isolation and Quarantine Guidance in the general FAQs, and to Cal/OSHA's fact sheet that explains the impact of the latest CDPH guidance on the Emergency Temporary Standards.

#### **Outbreaks**

***Q. How will Cal/OSHA ensure employees are adequately protected if there is a surge in COVID-19 cases?***

A: The revised ETS still requires employers to implement more protective requirements if an outbreak or major outbreak occurs in a workplace. Cal/OSHA also has the option of proposing changes to the ETS one additional time, if necessary.

#### **Enforcement**

***Q: Will Cal/OSHA issue citations for employers who do not implement all provisions of the January 14 COVID-19 Prevention Emergency Temporary Standards immediately?***

A: Employers must implement the revised ETS by January 14, 2022.

# Symptoms of Coronavirus (COVID-19)

Your symptoms can include the following:

## Fever



If you have COVID-19, you may have mild (or no symptoms) to severe illness.

Symptoms can appear 2-14 days after you are exposed to the virus that causes COVID-19.

## Cough



Seek medical attention immediately if you or someone you love has **emergency warning signs**, including:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

## Shortness of breath



This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

# SÍNTOMAS DE LA ENFERMEDAD DEL CORONAVIRUS 2019

**Los pacientes con COVID-19 han presentado enfermedad respiratoria de leve a grave.**

**Los síntomas\* pueden incluir**

**FIEBRE**



**TOS**



**\*Los síntomas pueden aparecer de 2 a 14 días después de la exposición.**

**Consulte a un médico si presenta síntomas y ha estado en contacto cercano con una persona que se sepa que tiene el COVID-19, o si usted vive o ha estado recientemente en un área en la que haya propagación en curso del COVID-19.**

**DIFICULTAD PARA RESPIRAR**



**[cdc.gov/COVID19-es](https://cdc.gov/COVID19-es)**



# Feeling Sick?

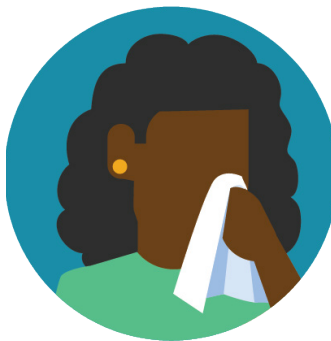
**Stay home when you are sick!**

If you feel unwell or have the following symptoms  
**please leave the building and contact your health care provider.**  
Then follow-up with your supervisor.

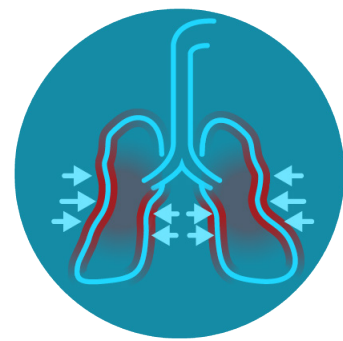
**DO NOT ENTER if you have:**



**FEVER**



**COUGH**



**SHORTNESS OF  
BREATH**



**[cdc.gov/CORONAVIRUS](https://cdc.gov/CORONAVIRUS)**



# ¿Se siente enfermo?

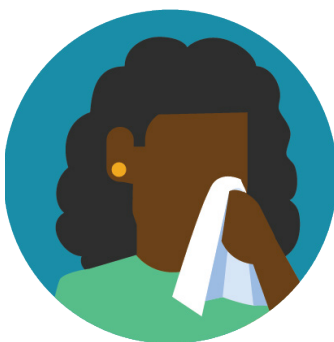
**¡Quédese en casa si está enfermo!**

Si no se siente bien o tiene alguno de estos síntomas,  
**por favor, salga del edificio y comuníquese con su proveedor de atención médica.**  
Luego, póngase en contacto con su supervisor.

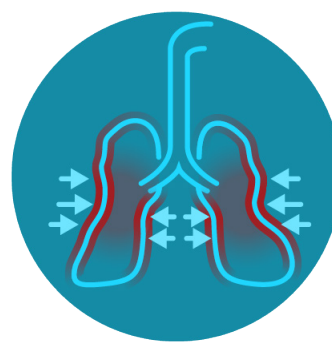
**NO ENTRE si tiene:**



**FIEBRE**



**TOS**



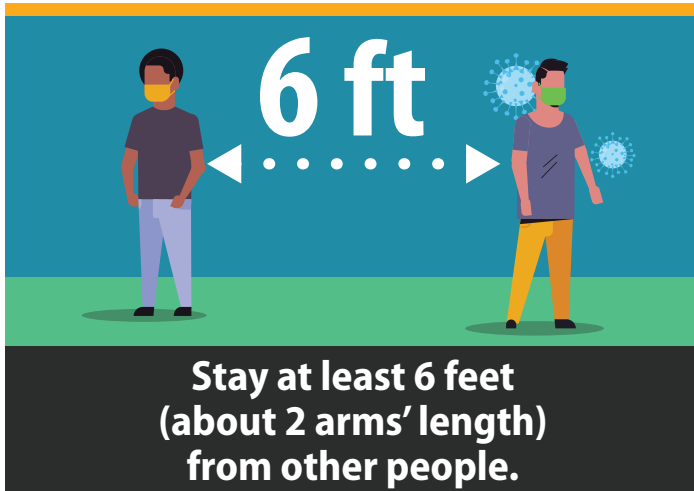
**DIFICULTAD PARA  
RESPIRAR**



**[cdc.gov/CORONAVIRUS-ES](https://cdc.gov/CORONAVIRUS-ES)**

# Stop the Spread of Germs

**Help prevent the spread of respiratory diseases like COVID-19.**



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)



# Detenga la propagación de gérmenes

Ayude a prevenir la transmisión de enfermedades respiratorias como el COVID-19.



Mantenga al menos 6 pies (aproximadamente la longitud de 2 brazos) de distancia de otras personas.



Cúbrase con un pañuelo desechable la nariz y la boca al toser o estornudar, luego bótelos en la basura y lávese las manos.



Cuando esté en un lugar público, use una cubierta de tela para la cara sobre su nariz y boca.



Evite tocarse los ojos, la nariz y la boca.



Limpe y desinfecte los objetos y superficies que se tocan con frecuencia.



Quédese en casa cuando esté enfermo, excepto para recibir atención médica.



Lávese las manos frecuentemente con agua y jabón por al menos 20 segundos.



[cdc.gov/coronavirus-es](https://cdc.gov/coronavirus-es)

# Stop Germs! Wash Your Hands.

## When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage



## How?



**Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



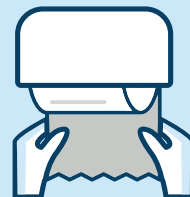
**Lather** your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



**Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.



**Rinse** hands well under clean, running water.



**Dry** hands using a clean towel or air dry them.

**Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.**

LIFE IS BETTER WITH

**CLEAN HANDS**



[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.



CS310027-A

# ¡Detenga los microbios! Lávese las manos

## ¿CUÁNDO?

- Después de ir al baño.
- Antes, durante y después de preparar alimentos.
- Antes de comer.
- Antes y después de cuidar a alguien que tenga vómitos o diarrea.
- Antes y después de tratar cortaduras o heridas.
- Después de cambiarle los pañales a un niño o limpiarlo después de que haya ido al baño.
- Después de sonarse la nariz, toser o estornudar.
- Después de tocar animales, sus alimentos o sus excrementos.
- Después de manipular alimentos o golosinas para mascotas.
- Después de tocar la basura.



## ¿CÓMO?



**Mójese** las manos con agua corriente limpia (tibia o fría), cierre el grifo y enjabónese las manos.



**Frótese** las manos con el jabón hasta que haga espuma. Asegúrese de frotarse la espuma por el dorso de las manos, entre los dedos y debajo de las uñas.



**Restriéguese** las manos durante al menos 20 segundos. ¿Necesita algo para medir el tiempo? Tararee dos veces la canción de “Feliz cumpleaños” de principio a fin.



**Enjuáguese** bien las manos con agua corriente limpia.



**Séquese** Séquese las manos con una toalla limpia o al aire.

LA VIDA ES MEJOR CON LAS

**MANOS LIMPIAS**



**Mantener las manos limpias es una de las cosas más importantes que podemos hacer para detener la propagación de microbios y mantenernos sanos.**

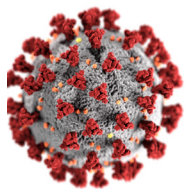
[www.cdc.gov/lavadodemanos](http://www.cdc.gov/lavadodemanos)

Este material fue elaborado por los CDC. La campaña La Vida es Mejor con las Manos Limpias es posible gracias a una asociación entre la Fundación de los CDC, GOJO y Staples. El HHS y los CDC no respaldan productos, servicios ni empresas comerciales.



CS310027-A

# What you should know about COVID-19 to protect yourself and others



## Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



## Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



## Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



## Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



## Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



## Know your risk for severe illness

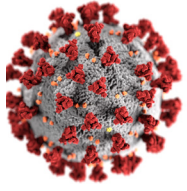
- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)



# Lo que usted debe saber acerca del COVID-19 para protegerse y proteger a los demás



## Infórmese sobre el COVID-19

- La enfermedad del coronavirus 2019 (COVID-19) es una afección causada por un virus que se puede propagar de persona a persona.
- El virus que causa el COVID-19 es un nuevo coronavirus que se ha propagado por todo el mundo.
- El COVID-19 puede causar desde síntomas leves (o ningún síntoma) hasta casos de enfermedad grave.



## Practique el distanciamiento social

- Cuando sea posible, compre comestibles y medicamentos, consulte al médico y complete actividades bancarias en línea.
- Si tiene que ir en persona, manténgase a una distancia de al menos 6 pies de los demás y desinfecte los objetos que tenga que tocar.
- Obtenga entregas a domicilio y comidas para llevar, y limite el contacto personal tanto como sea posible.



## Sepa cómo se propaga el COVID-19

- Usted puede infectarse al entrar en contacto cercano (alrededor de 6 pies o la longitud de dos brazos) con una persona que tenga COVID-19. El COVID-19 se propaga principalmente de persona a persona.
- Usted puede infectarse por medio de gotitas respiratorias si una persona infectada tose, estornuda o habla.
- También podría contraer la enfermedad al tocar una superficie o un objeto en los que esté el virus, y luego tocarse la boca, la nariz o los ojos.



## Si está enfermo, prevenga la propagación del COVID-19

- Quédese en casa si está enfermo, excepto para conseguir atención médica.
- Evite el servicio de transporte público, vehículos compartidos o taxis.
- Manténgase alejado de otras personas y de las mascotas en su casa.
- No hay un tratamiento específico para el COVID-19, pero puede buscar atención médica para que lo ayuden a aliviar los síntomas.
- Si necesita atención médica, llame antes de ir.



## Protéjase y proteja a los demás contra el COVID-19

- En la actualidad no existe una vacuna que proteja contra el COVID-19. La mejor manera de protegerse es evitar la exposición al virus que causa el COVID-19.
- Quédese en casa tanto como sea posible y evite el contacto cercano con los demás.
- En entornos públicos, use una cubierta de tela para la cara que cubra la nariz y la boca.
- Limpie y desinfecte las superficies que se tocan con frecuencia.
- Lávese las manos frecuentemente con agua y jabón por al menos 20 segundos o use un desinfectante de manos que contenga al menos un 60 % de alcohol.



## Conozca su riesgo de enfermarse gravemente

- Todos están en riesgo de contraer el COVID-19.
- Los adultos mayores y las personas de cualquier edad que tengan afecciones subyacentes graves podrían tener un mayor riesgo de enfermarse más gravemente.



[cdc.gov/coronavirus-es](https://cdc.gov/coronavirus-es)

# How to Protect Yourself and Others

## Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
  - » Between people who are in close contact with one another (within about 6 feet).
  - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

## Everyone should

### Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

### Avoid close contact



- **Stay home if you are sick.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
  - » Remember that some people without symptoms may be able to spread virus.
  - » This is especially important for **people who are at higher risk of getting very sick**. [www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html)



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

## Cover your mouth and nose with a cloth face cover when around others

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- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a cloth face cover when they have to go out in public**, for example to the grocery store or to pick up other necessities.
  - » Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The cloth face cover is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The cloth face cover is not a substitute for social distancing.

## Cover coughs and sneezes

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- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

## Clean and disinfect

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- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** You can see a list of [EPA-registered household disinfectants here](#).



# Cleaning And Disinfecting Your Facility

## Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

### How to clean and disinfect

**Wear disposable gloves** to clean and disinfect.

#### Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.



#### High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



#### Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant.** **Follow the instructions on the label** to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label)
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

**Follow manufacturer's instructions** for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

**Leave solution** on the surface for **at least 1 minute**

**To make a bleach solution, mix:**

- 5 tablespoons (1/3rd cup) bleach per gallon of water
- OR
- 4 teaspoons bleach per quart of water
- **Alcohol solutions with at least 70% alcohol.**

### Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

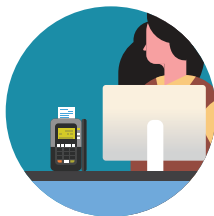
- **Launder items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** [These disinfectants](#) meet EPA's criteria for use against COVID-19.

## Electronics

- For electronics, such as **tablets, touch screens, keyboards, remote controls, and ATM machines**
- Consider putting a **wipeable** cover on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
  - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.



## Laundry

For clothing, towels, linens and other items

- **Wear disposable gloves.**
- **Wash hands with soap and water** as soon as you remove the gloves.
- **Do not shake** dirty laundry.
- Launder items according to the manufacturer's instructions. Use the **warmest appropriate water setting** and dry items completely.
- Dirty laundry from a sick person **can be washed with other people's items.**
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.



## Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the sick person.
- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the sick person**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- If **more than 7 days** since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
  - Continue routine cleaning and disinfection.



## When cleaning

- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
  - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
  - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
  - Always wash immediately after removing gloves and after contact with a sick person.



- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

- **Additional key times to wash hands** include:

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance (e.g., a child).

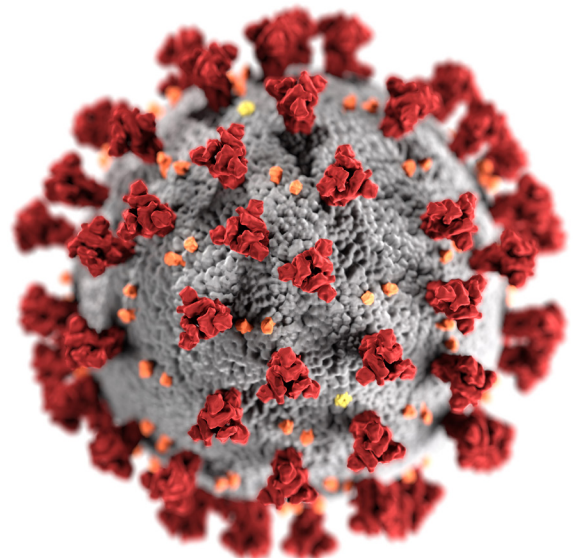
## Additional Considerations for Employers



- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions **on what to do if they develop symptoms within 14 days** after their last possible exposure to the virus.
- Develop **policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
  - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are **trained on the hazards of the cleaning chemicals** used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#)).
- **Comply** with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#)).

## For facilities that house people overnight:

- Follow CDC's guidance for [colleges and universities](#). Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.
- For guidance on cleaning and disinfecting a sick person's bedroom/bathroom, review CDC's guidance on [disinfecting your home if someone is sick](#).



# INFECTION PREVENTION:

## Cleaning, Disinfection and Hygiene



### GENERAL GUIDELINES

- ▲ Follow local public health recommendations related to local infection activity and need for isolation and closing.
- ▲ Reinforce personal hygiene (hand hygiene and cough etiquette) throughout your operation.
- ▲ Provide hygiene materials such as tissues and hand sanitizer stations.
- ▲ Stock applicable disinfectant products (check with your Ecolab representative for a list of products).
- ▲ Closely monitor employee health. Encourage symptomatic employees to stay home.

### HOSPITALITY

## SPECIFIC GUIDELINES FOR PROCEDURAL IMPLEMENTATION

### GUEST ROOMS

- ▲ Thoroughly clean and disinfect all hard surfaces.

### PUBLIC AREAS

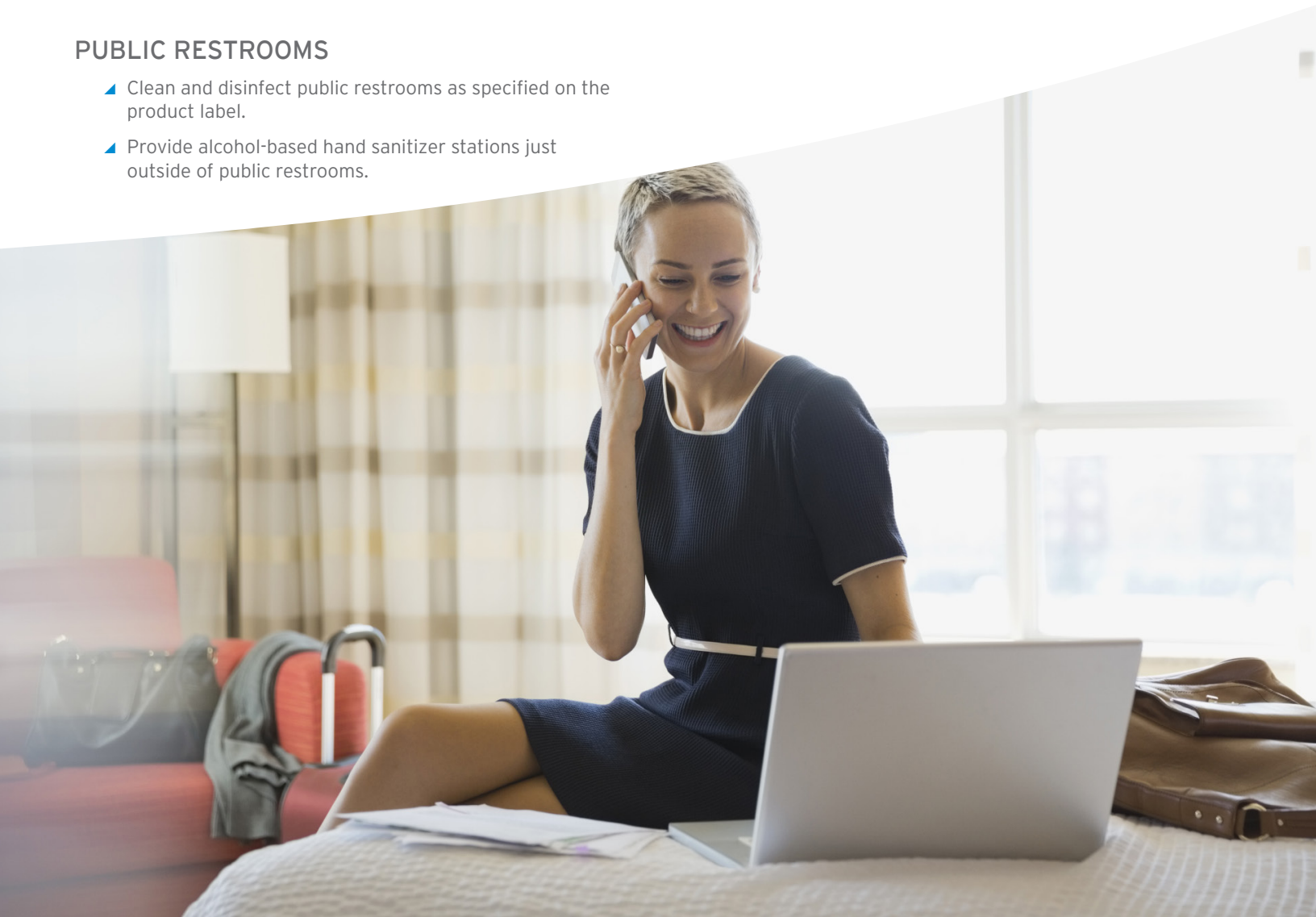
- ▲ Increase cleaning and disinfecting frequency for high-touch surfaces.

### DINING ROOM

- ▲ Provide alcohol-based hand sanitizer stations.
- ▲ Increase cleaning and disinfecting frequency for high-touch surfaces.
- ▲ Consider offering take-out service only.

### PUBLIC RESTROOMS

- ▲ Clean and disinfect public restrooms as specified on the product label.
- ▲ Provide alcohol-based hand sanitizer stations just outside of public restrooms.





# INFECTION PREVENTION:

## Cleaning, Disinfection and Hygiene



### SPECIFIC GUIDELINES FOR PROCEDURAL IMPLEMENTATION (CONT)

### HOSPITALITY

#### KITCHEN AND BACK OF HOUSE

- ▲ Provide alcohol-based hand sanitizer stations.

#### LAUNDRY

- ▲ Follow high level infection control procedures to collect laundry, such as use of individual bags for each room.

#### EMPLOYEES

- ▲ Closely monitor employee health. Reinforce personal hygiene and cough etiquette. Encourage symptomatic employees to stay home.
- ▲ Identify critical staff members and functions - develop a business continuity plan. Consider the ability for employees to work from home.
- ▲ Provide hand sanitizer stations, Ready to Use (RTU) disinfectant spray or wipes, and tissues for employees from list provided by your Ecolab representative.
- ▲ Have employees disinfect all personal hard surfaces referenced on the product label.
- ▲ Educate and inform all employees of infection status and proper infection control procedures.

### SPECIFIC TOUCH POINTS



#### GUEST ROOMS

- ▲ Door handles
- ▲ Desk, table, chairs and lamps
- ▲ Dresser drawer handle
- ▲ Light switches and thermostats
- ▲ Drapery pull handles
- ▲ Mini-bar, menu and room collateral
- ▲ Telephone and keypad, remote control keypad and alarm clock
- ▲ Television
- ▲ Safety latch and peephole
- ▲ Trash receptacle touch points
- ▲ Iron handle, hangers, and luggage rack
- ▲ Faucet and toilet handles



#### PUBLIC RESTROOMS

- ▲ Door handles
- ▲ Sink faucets and toilet handles
- ▲ Towel dispenser handle
- ▲ Soap dispenser push plates
- ▲ Baby changing station
- ▲ Trash receptacle touch points



#### LOBBY AREA AND FOOD SERVICE DINING ROOM

- ▲ Door handles, push plates, thresholds and hand railings
- ▲ Telephone and keypad
- ▲ Tables and chairs
- ▲ Coffee and beverage stations
- ▲ Vending and ice machines
- ▲ Public information kiosk
- ▲ Trash receptacle touch points
- ▲ High chairs



#### KITCHEN AND BACK OF HOUSE

- ▲ Door handles and push plates
- ▲ Handles of all the equipment doors and operation push pads
- ▲ Handles of the dispensers (beverage, etc.)
- ▲ Ice scoops
- ▲ Walk-in and other refrigerator handles
- ▲ Walk-in refrigerator and freezer plastic curtains
- ▲ Freezer handles
- ▲ 3-compartment sink and mop sink
- ▲ Handwashing sink handles
- ▲ Soap dispenser push plates at handwash sink
- ▲ Towel dispenser handle at handwash sink
- ▲ Trash receptacle touch points
- ▲ Cleaning tools
- ▲ Buckets
- ▲ Telephone keypad and hand set
- ▲ Manager's computer

# COVID-19 General Checklist for Hotels and Lodging Employers

May 7, 2020

This checklist is intended to help hotels and lodging employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the [Guidance for Hotels and Lodging Employers](#). This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.



## Contents of Written Worksite Specific Plan

- ☐ The person(s) responsible for implementing the plan.
- ☐ A risk assessment and the measures that will be taken to prevent spread of the virus.
- ☐ Training and communication with employees and employee representatives on the plan.
- ☐ A process to check for compliance and to document and correct deficiencies.
- ☐ 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.
- ☐ Update the plan as necessary to prevent further cases.



## Topics for Employee Training

- ☐ Information on [COVID-19](#), preventing spread, and who is especially vulnerable.
- ☐ 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.
- ☐ When to seek medical attention.
- ☐ The importance of hand washing.
- ☐ The importance of physical distancing, both at work and off work time.
- ☐ Proper use of cloth face covers.



## Individual Control Measures & Screening

- ☐ Symptom screenings and/or temperature checks.

- ☐ Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- ☐ Encourage frequent handwashing and use of hand sanitizer.
- ☐ Provide disposable gloves to workers using cleaners and disinfectants and consider them as a supplement to frequent hand washing for tasks such as handling commonly touched items or conducting symptom screening.
- ☐ Strongly recommend cloth face covers.
- ☐ Communicate frequently to customers that they should use face masks/covers.
- ☐ Housekeepers and others who must enter guest rooms should be provided with face covers.
- ☐ Housekeeping must only service rooms when guests are not present.
- ☐ Housekeepers should be instructed to minimize contact with guests' personal belongings when cleaning.
- ☐ Housekeepers should be instructed to have ventilation systems operating and/or windows open if possible, to increase air circulation.
- ☐ Hotels should allow housekeepers extra time to clean rooms without loss of pay to account for required precautions and to allow them to conduct more thorough cleaning and disinfection of rooms between guests.
- ☐ Guests and visitors should be screened upon arrival and asked to use hand sanitizer and to wear a face cover.
- ☐ Appropriate signage should be prominently displayed at all entrances and strategically throughout the property on face covering and physical distancing.



## Cleaning and Disinfecting Protocols

- ☐ Perform thorough cleaning in high traffic areas.
- ☐ Frequently disinfect commonly used surfaces.
- ☐ Clean and sanitize shared equipment between each use.
- ☐ Clean touchable surfaces between shifts or between users, whichever is more frequent.
- ☐ Make hand sanitizer and other sanitary supplies readily available to employees.
- ☐ Ensure that sanitary facilities stay operational and stocked at all times.
- ☐ Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.
- ☐ Adjust or modify hours and quotas to provide adequate time for additional cleaning.
- ☐ Provide time for workers to implement cleaning practices before, during, and after shifts.
- ☐ Install hands-free devices if possible, including motion sensor lights, contactless payment systems, automatic handwashing water, soap, paper towel dispensers, and timecard systems.
- ☐ Encourage the use of debit or credit cards by customers.
- ☐ Consider upgrades to improve air filtration and ventilation.

# Additional Cleaning and Disinfecting Protocols for Hotel Operations

- ❑ Remove reusable collateral from rooms. Critical information should be provided as single-use collateral and/or electronically posted.
- ❑ Bag dirty linens for transport and wash at a high temperature and cleaned in accordance with CDC guidelines.
- ❑ Consider leaving rooms vacant for 24 to 72 hours between occupancy.
- ❑ Develop a quarantine and cleaning plan for rooms where an infected guest has been.
- ❑ Install hand sanitizer dispensers throughout the property.
- ❑ Consider providing guests an amenity bag during check-in containing face cover, hand sanitizer, and a COVID-19 awareness card.



## Physical Distancing Guidelines

- ❑ Implement measures to physically separate workers 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).
- ❑ Use signage to remind customers of physical distancing at every opportunity.
- ❑ Reconfigure, restrict or close breakrooms and create alternative space for breaks where physical distancing is possible.
- ❑ Adjust in-person meetings, if they are necessary, to ensure physical distancing.
- ❑ Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.

## Additional Physical Distancing Guidelines for Hotel Operations

- ❑ Guests should enter through doors that are either propped open, if possible, or are automated or manually operated by a dedicated gloved employee.
- ❑ Implement peak period queueing procedures to enforce physical distancing.
- ❑ Employees should not open the doors of cars or taxis.
- ❑ Guest room service should use contactless pick-up and delivery protocols.
- ❑ Limit food and beverage offerings to take-out and "contactless" room service until dine-in establishments are allowed to resume.
- ❑ See detailed guidance for resumption of other facilities such as restaurants, salons, spas, fitness centers and golf courses.





# Cal/OSHA COVID-19 General Checklist for Dine-in Restaurants

May 12, 2020

This checklist is intended to help dine-in restaurant employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the [Guidance for Dine-in Restaurants](#). This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.



## Contents of Written Worksite Specific Plan

- ☐ The person(s) responsible for implementing the plan.
- ☐ A risk assessment and the measures that will be taken to prevent spread of the virus.
- ☐ Training and communication with employees and employee representatives on the plan.
- ☐ A process to check for compliance and to document and correct deficiencies.
- ☐ 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.



## Topics for Employee Training

- ☐ Information on [COVID-19](#), preventing spread, and who is especially vulnerable.
- ☐ 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.
- ☐ When to seek medical attention.
- ☐ The importance of hand washing.
- ☐ The importance of physical distancing, both at work and off work time.
- ☐ The proper use of face coverings.
- ☐ Information on leave benefits and workers' compensation for employees.



## Individual Control Measures & Screening

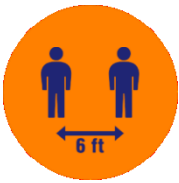
- ☐ Symptom screenings and/or temperature checks.

- ☐ Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- ☐ Encourage frequent handwashing and use of hand sanitizer.
- ☐ Provide disposable gloves to workers using cleaners and disinfectants if required. Consider gloves a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.
- ☐ Strongly recommend cloth face covers.
- ☐ Provide disposable gloves to staff handling dirty dishes and impermeable aprons and eye and face protection to dishwashers. Change and/or disinfect frequently.
- ☐ Close or increase distance between tables/chairs in breakrooms or provide break areas in open space to ensure physical distancing.
- ☐ Communicate frequently to customers that they should use face masks/covers.



## Cleaning and Disinfecting Protocols

- ☐ Perform thorough cleaning in high traffic areas.
- ☐ Frequently disinfect commonly used surfaces and surfaces touched by patrons.
- ☐ Clean touchable surfaces between shifts or between users, whichever is more frequent.
- ☐ Equip spaces such as dining rooms, bar areas, host stands, and kitchens with proper sanitation products, including hand sanitizer and sanitizing wipes and ensure availability.
- ☐ Ensure that sanitary facilities stay operational and stocked at all times.
- ☐ Use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and follow product instructions and Cal/OSHA requirements.
- ☐ Provide time for workers to implement cleaning practices during shifts and consider third-party cleaning companies.
- ☐ Install hands-free devices if possible.
- ☐ Consider upgrades to improve air filtration and ventilation.
- ☐ Provide disposable or digitally available menus.
- ☐ Provide table settings (napkins, cutlery, glassware, etc.) to customers only as needed.
- ☐ Supply shared condiments only as needed or supply single serve containers.
- ☐ Pre-roll utensils in napkins prior to use by customers and store in a clean container.
- ☐ Provide takeout containers as needed and ask customers to pack their own leftovers.
- ☐ Remove dirty linens from dining tables from dining areas in sealed bags.
- ☐ Thoroughly clean each customer dining location after each use.
- ☐ Provide mints, candies, snacks, and toothpicks only as needed. Do not leave out these or other items such as games.
- ☐ Provide hand sanitizer at guest and employee entrances and contact areas.



# Physical Distancing Guidelines

- ☐ Prioritize outdoor seating and curbside pickup.
- ☐ Provide takeout, delivery, and drive through options for customers.
- ☐ Encourage customer reservations.
- ☐ Ask customers to wait in their cars away from the establishment and alert them that their table is ready through their mobile phones. Avoid using “buzzers.”
- ☐ Implement measures to physically separate workers and customers by at least six feet using measures such as reconfiguring space, installing physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- ☐ Implement required use of face covers in working areas where physical distancing cannot be maintained.
- ☐ Adjust in-person meetings, if they are necessary, to ensure physical distancing.
- ☐ Stagger employee breaks, in compliance with wage and hour regulations, if needed.
- ☐ Reconfigure, restrict, or close common areas, like employee break rooms, provide alternative where physical distancing can be practiced, and discourage employees from congregating in high traffic areas.
- ☐ Reconfigure kitchens to maintain physical distancing in those areas where practical and if not practical staggers shifts if possible to do work ahead of time.
- ☐ Remove tables and chairs from dining areas, use visual cues to show they are unavailable, or install Plexiglas or other physical barriers to separate customers.
- ☐ Close bar areas.
- ☐ Screen guests for symptoms.
- ☐ Limit the number of patrons at a single table.
- ☐ Show parties to their tables one party at a time.
- ☐ Face coverings are required for any employee who must be within six feet of customers.
- ☐ Do not seat customers where they cannot be six feet away from employee work and food and drink preparation areas.
- ☐ Prop open doors or automate opening if possible.
- ☐ Post physical distancing rules.
- ☐ Implement peak period queueing procedures, including a host to remind customers to practice physical distancing.
- ☐ Use contactless pick-up and delivery protocols to provide takeout food.

