

## **SAFER AT HOME ORDER FOR CONTROL OF COVID-19**

State's Blueprint for a Safer Economy – Regional Stay-At-Home

REVISED ORDER ISSUED: **December 10, 2020**

**Please read this Order carefully. Violation of or failure to comply with this Order is a crime punishable by fine, imprisonment, or both. (Ca. Health & Safety Code § 120275 et seq; Long Beach Municipal Code § 8.120.030.A and 8.120.030.E.3)**

**Summary:** This Long Beach Health Officer Order (Order) amends and supersedes all Prior Safer at Home Orders (Prior Orders) issued by the Long Beach Health Officer to control the spread of the Novel Coronavirus (COVID-19) within the City of Long Beach (City). This Order amends, clarifies, and continues certain terms of the Prior Order to ensure continued physical distancing and person-to-person contact is limited to reduce the rate of transmission of COVID-19. Changes from the previous Order are **highlighted**.

Following the alarming increase in COVID-19 transmission and its strain on Intensive Care Unit (ICU) hospital capacity, on Dec. 3 Gov. Gavin Newsom announced that the State would be divided into five regions for monitoring ICU bed capacity moving forward. When a region's ICU capacity falls below 15%, the State's Regional Stay at Home Order must be in place for at least three weeks. The Southern California region, which includes Long Beach, reached this threshold yesterday, when the regional ICU bed capacity dropped to 12.5%. The capacity has dropped even further, to 10.3%, as of December 6, 2020.

Since Nov. 1, the number of new cases has increased by more than 320%. On December 5, 2020, the City reported 525 new COVID-19 cases, the highest number reported in a single day since the pandemic began. Area hospitalizations for COVID-19 are now at 163 patients, an increase of 462% since November 1, 2020. This data does not yet include the expected impacts from the Thanksgiving holiday.

This Health Order is issued to align with **additional modifications to** the State Health Officer's Regional Stay At Home Order issued on December 3, 2020. **Updates to the State Health Officer's Regional Stay At Home Order may be found here** <https://covid19.ca.gov/stay-home-except-for-essential-needs/>. This Order is also issued to ensure that City residents remain in their residences except as permitted in this Order, to limit close contact with others outside their household in both indoor and outdoor spaces and to further reduce the risk of community transmission of COVID-19 resulting from the unprecedented surge of new daily cases. Limiting interactions among non-household members, especially in places where persons are in close proximity without a face covering or mask, is essential to slowing the spread of COVID-19. It is imperative that all persons and businesses within in the City take personal responsibility and follow all restrictions and infection control precautions required by this Health Order.

This Order will be revised in the future to reflect the State Executive Orders and State Public Health Officer Orders and guidance that progressively designate sectors, businesses, establishments, or activities that may reopen with certain modifications, based on health and safety need and at a pace designed to protect health and safety, and that may also progressively close specific activities and business sectors based on increases in daily reported COVID-19 cases, hospitalizations, and the testing positivity rates. Should local COVID-19 conditions warrant, the Health Officer may issue Orders that are more restrictive than those of the State Public Health Officer.

The Health Officer will continue to monitor the rate of COVID-19 disease spread, the severity of the resulting illnesses and deaths caused, CDPH and Centers for Disease Control and Prevention (CDC) recommendations, and the effect of this Order. If needed, this Order may be extended, expanded, or otherwise modified to protect the public's health.

Since this Order may change due to new information and guidance, all persons subject to this Order, including the owner, manager, or operator of any facility that is subject to this Order, is required to consult the Long Beach Department of Health and Human Services' website ([www.longbeach.gov/covid19](http://www.longbeach.gov/covid19)) regularly to identify any modifications to this Order, including any City-Issued Industry-Specific Protocol, and is required to comply with any updates until this Order is terminated.

**UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 101040, 101085, AND 120175, THE HEALTH OFFICER OF THE CITY OF LONG BEACH ORDERS AS FOLLOWS:**

**GENERAL REQUIREMENTS FOR INDIVIDUALS**

1. Stay Home with Limited Exceptions. All persons residing within the City of Long Beach are to remain at their place of residence except as necessary to conduct activities associated with the operation, maintenance, or usage of Critical Businesses, Critical Infrastructure, Healthcare Operations; as required by law; to conduct Permitted Activities; or as specifically permitted in this Order. Individuals who do not currently reside in the City must comply with all applicable requirements of this Order when in the City. Residents should avoid non-essential travel that requires the resident to travel more than two hours from their residence, to other states, or countries. Avoiding travel can reduce the risk of virus transmission and bringing the virus back into the City, County, Region, and State. For purposes of this Order, a "residence" include hotels, motels, shared rental units, and similar lodging facilities.
2. Gatherings of Different Households Prohibited to Reduce Transmission. Gatherings of individuals from different households pose a significant risk of virus transmission to the community. The greater the number of people from different households in a gathering, the greater the risk of the spread of COVID-19. All public and private gatherings of any number of people occurring outside a single household are prohibited within the City, except for the limited purposes expressly permitted by this Order. Nothing in this Order prohibits members of a single household from engaging in Permitted Activities together. For purposes of this Order, a "household" is one or more persons living in the same residence and shall not include institutional group living situations such as dormitories, fraternities, sororities, monasteries, convents, or residential care facilities, nor does it include commercial group living arrangements such as boarding houses, hotels, or motels<sup>1</sup>.
3. Limited Hours of Operation. In accordance with the State Health Officer's Limited Stay at Home Order issued on November 21, 2020, all activities conducted outside the residence where members of other households are present shall cease between 10:00 p.m. PST and 5:00 a.m. PST, except for those activities associated with the operation, maintenance, or usage of Critical Business, Critical Infrastructure, or a Healthcare Operation, or required by law. This Section does not apply to persons experiencing homelessness. Nothing in this Section prevents any number of persons from the same household from leaving their residence, lodging, or temporary accommodation, as long as they do

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<sup>1</sup> Long Beach Municipal Code § 21.15.1010 ( [ORD-15-0015](#), § 1, 2015; Ord. C-6533 § 1 (part), 1988)  
[https://library.municode.com/CA/long\\_beach/codes/municipal\\_code?nodeId=TIT21ZO\\_CH21.15DE\\_21.15.1010FA](https://library.municode.com/CA/long_beach/codes/municipal_code?nodeId=TIT21ZO_CH21.15DE_21.15.1010FA)

not engage in any interaction with (or otherwise gather with) any number of persons from any other household, except to engage in activities associated with the operation, maintenance, or usage of Critical Business, Critical Infrastructure, or a Healthcare Operation or required by law.

4. Older Adults and Individuals of Any Age with Underlying Health Conditions. All people residing within the City who are age 65 or older and all people of any age who have underlying health conditions are strongly urged to remain in their residences, except as necessary to seek medical care, to obtain food, or to obtain other necessities. People in these categories should avoid any gatherings. Employers should offer telework or other accommodations to persons 65 or older and/or people with underlying health conditions whenever possible.
5. Mandatory Physical Distancing Measures Required for Individuals Outside their Place of Residence. Any person leaving their residence for Permitted Activities defined below must strictly comply with Physical Distancing Measures specified by Section 21, which includes the following:
  - a. Maintaining at least six-foot physical distance from other individuals, even when wearing a Face Covering;
  - b. Engaging in activities outdoors instead of indoors, whenever possible;
  - c. Washing hands with soap and water for at least twenty seconds or use hand sanitizer that contains at least 60% alcohol, as frequently as possible;
  - d. Covering coughs or sneezes (into the sleeve, elbow, or tissue, not hands);
  - e. Regularly cleaning and disinfecting high-touch surfaces;
  - f. Avoid shaking hands;
  - g. Avoid all social interaction outside the household when sick;
  - h. Wearing a Face Covering. This Order requires all persons wear a Face Covering, as defined by Section 18, over both their nose and mouth whenever they leave their place of residence unless one of the exemptions below applies. This includes wearing a Face Covering when patronizing a business. To the extent feasible, all persons should avoid eating and drinking in public places to prevent the need to remove their Face Covering. Wearing a Face Covering reduces the risk of transmission to others. The following individuals are exempt from Face Covering requirements:
    - i. Persons age two years or under, due to risk of suffocation.
    - ii. Persons with a medical condition, mental health condition, or disability that prevents wearing a Face Covering. This includes persons with a medical condition for whom wearing a Face Covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a Face Covering without assistance. Such conditions are rare. Persons exempted from wearing a Face Covering due to a medical condition who are employed in a job involving regular contact with others should wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.
    - iii. Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.

- iv. Persons for whom wearing a Face Covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.
  - v. Persons traveling in a car alone or solely with members of their household.
  - vi. People who are working in an office or a room alone.
  - vii. Persons who are actively eating or drinking provided that they are able to maintain a distance of at least 6 feet away from persons who are not members of the same household and that they are not actively eating or drinking in a place where eating or drinking is prohibited by this Order.
  - viii. Persons who are outdoors and maintaining at least 6 feet of physical distancing from others not in their household. Such persons must have a face covering with them at all times and must put it on if they are within 6 feet of others who are not in their household.
  - ix. Persons who are obtaining a medical treatment involving the nose or face for which temporary removal of the face covering is necessary to perform the medical treatment.
  - x. Workers who are required to wear respiratory protection.
6. Permitted Activities. The following “Permitted Activities” are allowed by this Health Order, provided all Physical Distancing Measures pursuant to Section 21 are followed, including wearing a Face Covering over one’s mouth and nose while engaged in any Permitted Activity:
- a. Performing work for, or accessing businesses or services permitted to operate under this Order, including carrying out Minimum Basic Operations for businesses that are closed or operating remotely;
  - b. Traveling to engage and engaging in any activities allowed by this Order;
  - c. Engaging in activities or performing tasks essential to health and safety, or to the health and safety of their family or household members (including pets);
  - d. Obtaining necessary services or supplies for themselves and their family or household members, or to deliver those services or supplies to others;
  - e. Engaging in active outdoor recreation and exercise (including outdoor activities with pets) alone or with members of a single household, such as, walking, cycling, hiking, running, and as permitted by Section 9.d;
  - f. Engaging in legally mandated governmental purposes, such as, access to court, social, and administrative services or complying with an order of law enforcement or court;
  - g. Attending an in-person religious service or cultural ceremony outdoors;
  - h. Participating in a vehicle-based parade. Any participants and the host of the vehicle-based parade must comply with all local and State traffic control requirements, and any applicable State and local laws. As all residents must stay home except for limited exceptions, vehicle-based parades are strongly discouraged; and
  - i. Political Rallies and Protest Gatherings. Pursuant to guidance issued by the State Health Officer for “Protected activities: Can I engage in political rallies and protest gatherings?” found

[here](#), in-person political rallies and protest gatherings are permitted outdoors only and provided that physical distancing of 6 feet between persons or groups of persons from different households, including any uniformed peace officers and other public safety personnel present, is maintained at all times. Indoor political rallies and protest gatherings are prohibited. Individuals engaged in political rallies and protest gatherings shall adhere to all other Physical Distancing Measures pursuant to Section 21. This subsection does not allow for any gathering or the operation of any business or activity prohibited by this Order.

- j. Persons experiencing homelessness are exempt from this Section but are strongly urged to obtain shelter and abide by Physical Distancing Measures pursuant to Section 21.
7. Government Employees. This Order considers employees of government agencies working in the course and scope of their public service employment to be Critical Infrastructure.
- a. This Order declares that all government employees to be critical, including, but not limited to, health care providers and emergency responders.
  - b. While all government employees are critical, employees called to serve in their Disaster Service Worker capacity must be available to serve the public or assist in response or continuity of operations efforts during this public health crisis to the maximum extent allowed under the law.
  - c. This Order does not, in any way, restrict: (a) first responder access to the site(s) named in this Order during an emergency or (b) local, state or federal officers, investigators, or medical or law enforcement personnel from carrying out their lawful duties at the site(s) named in this Order.
  - d. Government agencies are expected to follow this Order to the fullest extent possible, with limited exceptions as needed to continue to sustain critical government operations.

### **GENERAL REQUIREMENTS FOR BUSINESSES**

8. Allowed Businesses and Sectors. The sectors in this Section may operate where a remote option (telework) is not possible provided: that a Face Covering is worn in accordance with Section 6(h); physical distancing of 6 feet or greater is maintained; all Physical Distancing Measures pursuant to Section 21 are adhered to; and operations are conducted in accordance with this Order and State and local guidance, which includes any City-issued Industry-Specific Protocol required by the Long Beach Health Officer in this Order. Except where designated a Critical Business, Critical Infrastructure, Healthcare Operations, or required by law, establishments must close operations between the hours of 10 p.m. and 5 a.m.
- a. Critical Businesses, Critical Infrastructure, and Healthcare Operations, including non-urgent medical services and dental care.
  - b. Retail establishments that provide goods to the public in accordance with the [Retail In-Person Shopping Protocols](#) attached as Appendix B, as amended from time to time. **Except as otherwise authorized herein,** occupancy of indoor and outdoor retail establishments must be limited to 20% of maximum occupancy. Retail establishments include:
    - i. All stores and vendors located in indoor or outdoor shopping malls, strip malls, outlet malls, and swap meets (collectively "Shopping Center Operations"). Any business within a Shopping Center Operation required to remain closed pursuant to Section 16



must continue remain closed until each of those types of establishments are permitted by this Order to resume modified or full operations. Shopping Center Operations with food courts, dining areas, or restaurant operations may operate in accordance with the requirements in this Order for restaurants and [Restaurant Protocols](#), as amended from time to time, attached as Appendix H.

- ii. Libraries, for curbside, doorside, or other outdoor pickup only. Patrons must reserve or place items on-hold in advance via a reservation-based system, including a telephone option for individuals without internet access at home. Pickups may occur by appointment only.
  - iii. Any manufacturing and logistics sector businesses which supplies retail establishments permitted to operate by this subsection.
  - iv. Grocery stores, certified farmers' markets, farm and produce stands, supermarkets, food banks, convenience stores, warehouse stores, and other establishments engaged in the retail sale of canned food, dry goods, fresh fruit and vegetables, animal/pet supply, water, fresh meats, fish, and poultry, and any other business where the primary function of the business is to sell household consumer products (such as cleaning products or personal care products). Retail food establishments in this subsection shall operate in accordance with the [Grocery Facility Protocols](#), as amended from time to time, attached as Appendix L. Such establishments are considered Critical Businesses pursuant to Section 17.a. **Indoor capacity of standalone grocery stores must be limited to 35% of maximum occupancy.**
- c. Businesses whose operations require employees work from an office worksite who are not identified as an Critical Business, Healthcare Operation, or Critical Infrastructure in this Order for telework and for Minimum Basic Operations only. Critical Business, Healthcare Operation, or Critical Infrastructure whose operates necessitate that employees operate from an office worksite, must require employees telework to the extent feasible and any in-person operations must be in accordance with the [Office Worksite Protocols](#), as amended from time to time, attached as Appendix G. Office-based Critical Businesses that operate indoors must limit capacity to 20% of maximum occupancy. Healthcare Operations and Critical Infrastructure are strongly encouraged, where possible, to limit the number of employees in the office to allow employees to easily maintain at least a six-foot distance from one another at all practicable times. Office worksites include the building, room or other area where an organization's employees perform administrative work to support and realize objects and goals of an organization. This subsection shall not apply to manufacturing or distribution operations.
- d. To promote and protect the physical and mental well-being of people in California, Outdoor Recreational Facilities may operate subject to the modifications in this subsection and any applicable City-issued Industry-Specific Protocol. Indoor recreational facilities must remain closed. Outdoor Recreational Facilities must close operations between the hours of 10 p.m. and 5.a.m. For purposes of this Order, "outdoor recreational facilities" include: public parks and beaches, including parking lots; public piers; beach bike and pedestrian paths that traverse the sanded portion of the beach; public trails; trailheads, dog parks; dog beaches; community gardens; campgrounds and RV parks; skate parks; basketball courts; volleyball courts; pickleball courts; picnic areas; outdoor swimming pools; outdoor gyms and fitness centers; outdoor equipment rentals; small charter services; tennis and pickleball courts; golf courses; youth sports programs; **and playgrounds.**

- i. The following operations must close at Outdoor Recreational Facilities:
  1. Restaurants and food concessions. Food, drink, or alcohol sales for onsite consumption at Outdoor Recreational Facilities is prohibited.
  2. Visitors centers must remain closed to the public but may operate via telework and for Minimum Basic Operations.
- ii. Modifications for public parks and beaches. Active recreation is permitted at public parks and beaches, including public trails, trailheads, dog parks, dog beaches, community gardens, and any **playground**, court or field located therein. Stationary activities, such as sitting, are strongly discouraged. Except as otherwise authorized by this Order, gatherings of members from different households are prohibited, including, but not limited to, any activity that requires a City facility rental or athletic field permit, events, athletic competitions, group sports, and picnics with members of different households.
- iii. Retail operations at Outdoor Recreational Facilities must adhere to the [Retail In-Person Shopping Protocols](#) attached as Appendix B, as amended from time to time.
- iv. Small charter services, which includes fishing, chartered boat, or small group guided trips, are permitted in accordance with the [Small Charter Services Protocols](#), as amended from time to time, attached as Appendix C.
- v. Outdoor equipment rental services are permitted in accordance with the [Outdoor Equipment Rental Services Protocol](#), as amended from time to time, attached as Appendix D.
- vi. Tennis centers and pickleball courts are permitted in accordance with the [Tennis Protocols](#), as amended from time to time, attached as Appendix E.
- vii. Public and private golf courses are permitted including any associated parking lots, in accordance with the [Golf Course Protocols](#), as amended from time to time, attached as Appendix F.
- viii. **Outdoor playgrounds may operate in accordance with State guidance issued on November 20, 2020 entitled "Outdoor Playgrounds and other Outdoor Recreational Facilities" found here <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Outdoor%20Playgrounds%20and%20other%20Outdoor%20Recreational%20Facilities.aspx>**
- ix. Outdoor pools in accordance with the [Protocols for Public Swimming Pools](#), as amended from time to time, attached as Appendix K.
- x. Gyms and fitness facilities are permitted for outdoor operations only, in accordance with the [Gym and Fitness Center Protocols](#), as amended from time to time, attached as Appendix M.
- xi. Campgrounds and RV Parks are permitted provided guests do not stay overnight for recreational purposes and the establishment operates in accordance with the [Campground and RV Park Protocols](#), as amended from time to time, attached as Appendix O. Campgrounds and RV parks are permitted to provide accommodation for COVID-19 mitigation and containment measures, treatment measures, accommodation

for critical workers, or for providing housing solutions, including measures to protect homeless populations are considered a Critical Business.

- xii. Youth sports programs are permitted outdoors only for conditioning and skill building alone or with members of a single household, in accordance with Protocols for [Youth Sports Leagues](#), as amended from time to time, attached as Appendix W. Individual lessons (one coach, one participant) are allowed so long as masking and physical distancing can be maintained through the entire lesson.
- e. Restaurants, which include, brewpubs, breweries, bars, pubs, craft distilleries, and wineries that hold a City-issued restaurant permit to provide sit-down, dine-in bona fide meals, may operate for drive-thru, curbside, doorside, or other outdoor pickup and delivery only and in accordance with the [Restaurant Protocols](#), as amended from time to time, attached as Appendix H.

Brewpubs, breweries, bars, pubs, craft distilleries, and wineries may sell beer, wine, and pre-mixed drinks or cocktails not in manufacturers containers for consumption off the licensed premises where the establishment sells alcohol with a bona fide meal provided by a City-approved meal provider in accordance with the [Restaurant Protocols](#), as amended from time to time, attached as Appendix H.

Brewpubs, breweries, craft distilleries, and wineries that do not hold a City-issued restaurant permit may continue retail, distribution, and manufacturing operations only. Retail operations of brewpubs, breweries, craft distilleries, and wineries that do not hold a City-issued restaurant permit may operate for curbside, doorside, or other outdoor pickup and delivery only in accordance with [Restaurant Protocols](#), as amended from time to time, attached as Appendix H and regulations implemented by the California Alcohol and Beverage Control.

Any service of food, beverages (including alcohol) that involves a customer remaining in-person to consume food or beverages onsite is prohibited.

- f. Limited services deemed a Critical Business or Critical Infrastructure pursuant to this Order.
- g. Drive-in operations, including movie theaters and restaurants, may operate provided any City-issued permit required for the activity is obtained and in compliance with State-issued guidance found [here](#). As all residents must stay home except for limited exceptions, drive-in operations are strongly discouraged. Drive-in operations are subject to the following restrictions: (1) vehicles must be spaced at least 6 feet apart; (2) gatherings outside vehicles are prohibited; (3) all people must remain in their vehicle if not utilizing restroom facilities or picking up concessions or food; (4) each vehicle may only be occupied by members of the same household; (5) drive-in operations for restaurants are limited to parking assigned to the restaurant and may not utilize the public right-of-way; and (6) restaurants are prohibited from serving alcoholic beverages to customers dining in their vehicles at a drive-in operation.
- h. Day camps, in accordance with the [Day Camp Protocols](#), as amended from time to time, attached as Appendix N.
- i. Training and competition of professional sports without live audiences, in accordance with [Protocol for Professional Sports Leagues and Facilities - Spectator-Free Events](#), as amended from time to time, attached as Appendix S. Back office staff and management may operate via telework and for Minimum Basic Operations only. Retail operations must adhere to the [Retail In-Person Shopping Protocols](#) attached as Appendix B, as amended from time to time.



- j. Shared electric scooters (e-scooters) and bicycle sharing services that require a City Micro-Mobility Permit, in accordance with sanitation and operating protocols required in their City-issued Micro-Mobility Permit.
  - k. Public and private K-12 schools. The State Public Health Officer requires all public and private schools (K-12) in the Southern California Region, including the County of Long Angeles and the City of Long Beach, to remain closed to in-person learning except as permitted by this subsection. Public and private K-12 schools may continue to conduct distance learning. Public and private K-12 schools approved to operate under an elementary school waiver approved by the Long Beach Health Officer as of the effective date of this Order may provide in-person instruction to students. All public and private K-12 schools may continue to provide small-group, in-person services in controlled, supervised and indoor environments for specialized services, targeted services and support for students with disabilities, English learners, at-risk students, and high-need students for no more than 25% of maximum occupancy. Schools (K-12) that are permitted to remain open for in-person learning must follow the [Reopening Protocols for K-12 Schools](#) and the [Protocol for COVID-19 Exposure Management Plan in K-12 Schools](#);
  - l. Institutes of Higher Education. Colleges and universities in Long Beach will not be able to resume all in-person academic instruction, at this time. Institutions may continue to offer in-person training and instruction for critical workforce for only those activities that cannot be accomplished through virtual learning. All other academic instruction must continue to be done via distance-learning as specified in the [Protocols for Institutes of Higher Education](#) and the [Protocol for COVID-19 Exposure Management Plan for Institutes of Higher Education](#), as amended from time to time, attached as Appendixes Y1 and Y2.
  - m. In-Person Religious Services and Cultural Ceremonies Outdoors. Pursuant to guidance issued by the State Health Officer titled "COVID-19 Industry Guidance: Places of Worship and Providers of Religious Services and Cultural Ceremonies" found [here](#), in-person religious services and cultural ceremonies are permitted outdoors only. Indoor in-person religious services and cultural ceremonies are prohibited. There is no maximum for the total number of individuals permitted to gather outdoors for a service or ceremony provided that physical distancing of 6 feet between persons or groups of persons from different households is maintained at all times and attendees adhere strictly to all other Physical Distancing Measures pursuant to Section 21. Back office staff and management may operate via telework and for Minimum Basic Operations only. Service of food and/or beverages is prohibited. Singing, chanting, and other practices and performances are prohibited for in-person services. This subsection does not allow for any gathering or the operation of any business or activity prohibited by this Order. Alternative methods of providing services (such as via the internet, streaming, or telephone) in place of or in addition to in-person services are strongly encouraged, wherever possible.
9. Compliance with State and Local Orders. All businesses and organizations permitted to operate under this Order shall comply with local and State orders, guidance, protocols, and laws, including but not limited to, the November 21, 2020 Limited Stay-At-Home order and the December 3, 2020 Regional Stay-At-Home Order issued by the State Health Officer. To the extent that provisions in the directives of the Health Officer and the guidance of the State Health Officer conflict, the more restrictive provisions (i.e., the more protective of public health) apply. In the event of a conflict between provisions of any previously-issued Health Officer directive and this Order (including the revised provisions of the Appendixes), this Order controls over the conflicting provisions of the Health Officer directive.

- a. State Orders and guidance are located at the following sites:

Industry Guidance - <https://covid19.ca.gov/industry-guidance/>

Blueprint for a Safer Economy - <https://covid19.ca.gov/safer-economy/>

Executive Orders and Health Orders - <https://covid19.ca.gov/stay-home-except-for-essential-needs/#top>

Critical Workforce Sector Guidance - <https://covid19.ca.gov/essential-workforce/>

State Health Officer Guidance - <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Guidance.aspx>

- b. City Health Orders, guidance, [Physical Distancing Protocols](#) (Appendix A) and any City-issued Industry-Specific Protocols are located here: <http://www.longbeach.gov/health/diseases-and-condition/information-on/coronavirus/covid-19-orders/>

10. Maximization of Telework. All businesses permitted to operate under this Order must continue to maximize the number of personnel who work remotely from their place of residence.
11. Activities that Can Occur Outdoors. All businesses permitted to operate under this Order are strongly urged to move as many operations as possible outdoors, to the extent permitted by local law and permitting requirements, where there is generally less risk of COVID-19 transmission. Businesses that operate outdoors may, subject to any applicable permit requirements, conduct their operations in a tent, canopy, or other shelter, as long as the shelter complies with: (1) the California Department of Public Health's November 25, 2020 guidance regarding "Use of Temporary Structures for Outdoor Business Operations" (available at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Use-of-Temporary-Structures-for-Outdoor-Business-Operations.aspx>); and (2) any additional requirements or guidance issued by the Health Officer or the City.
12. Limited Hours of Operation. Except where designated a Critical Business, Critical Infrastructure, or a Healthcare Operation, or where required by law, establishments must close operations between the hours of 10 p.m. and 5 a.m.
13. Physical Distancing Protocols Required. The owner or operator of any business permitted to operate pursuant to this Order shall perform a detailed risk assessment and prepare, implement, and post a [Physical Distancing Protocols](#) (attached as Appendix A), or any City-issued Industry-Specific Protocol required by this Order, as they may be amended from time to time, at each of their facilities in the City frequented by the public or employees subject to the requirements herein prior to operation.

All businesses operating under this Order shall provide evidence of its implementation to any authority enforcing this Order upon demand. The Physical Distancing Protocols or City-issued Industry-Specific Protocol must be posted at or near the entrance of the relevant facility and shall be easily viewable by the public and employees.

A copy of the Physical Distancing Protocols or City-issued Industry-Specific Protocol must also be provided to each employee performing work at the facility. The Physical Distancing Protocols or City-issued Industry-Specific Protocol of any business operating pursuant to this Order must explain how the business is achieving the following, as applicable:

- a. Except as otherwise indicated in this Order, including a City-issued Industry-Specific Protocol, limiting the number of people who can enter into the facility at any one time to ensure that people in the facility can easily maintain a minimum six-foot distance from one another at all times, except as required to complete a business activity. Businesses are required to comply with any limit on capacity identified in this Order or a City-issued Industry-Specific Protocol. This requirement includes providing adequate security of staffing to implement any necessary crowd control or limit on capacity. Persons who are members of the same household, may stand or move together, but must be separated from others by a distance of at least 6 feet.
- b. Where lines may form at a facility, marking six-foot increments at a minimum, establishing where individuals should stand to maintain adequate physical distancing, whether outside or inside the facility. Businesses electing to, or required to, operate for curbside, doorside, or other outdoor pickup or delivery must also explain how the business is preventing the public right-of-way and/or ADA accessibility on sidewalks, surrounding areas, and other businesses during pickups. This includes, but is not limited to, creating a system for people to stand in socially distanced line, indicators on the ground where people should stand, and any other crowd control measures (e.g. staff assigned to crowd control).
- c. Providing, at the business' expense, hand sanitizer that contains at least 60% alcohol, soap and water, or disinfectant qualified for use against COVID-19 at or near the entrance of the facility, in other appropriate areas for use by the public and employees, and in locations where there is high-frequency employee interaction with members of the public (e.g. cashiers). Restrooms normally open to the public shall remain open to the public.
- d. Providing for the regular disinfection of high-touch surfaces and disinfection of all payment portals, pens, and styluses after each use, including sufficient staffing to ensure an employee is assigned to regularly disinfect such surfaces. Businesses are encouraged to also offer touch-less payment mechanisms, if feasible.
- e. Providing physical space between employees and customers (e.g. plexiglass at point of sale locations, drive through, partitions).
- f. Posting a sign at the entrance of the facility informing all employees and customers that they should: (1) avoid entering the facility if they are experiencing symptoms of respiratory illness, including cough or fever; (2) to maintain a minimum six-foot distance from one another; (3) sneeze and cough into one's elbow; (4) not shake hands or engage in any unnecessary physical contact.
- g. Require, and permit adequate time for, employees to wash their hands at least every 30 minutes, or as needed if gloves are provided. Where hand washing is impracticable to the nature of the employee's work, the employer shall provide hand sanitizer that contains at least 60% alcohol to the employee. Such employees shall also be required and permitted adequate time to sanitize their hands at least every 30 minutes, or as needed if gloves are provided.
- h. Ensure sanitary bathrooms are made available to employees, which are stocked with necessary soap, towels, toilet seat covers, and toilet paper.
- i. Providing, at the employer's expense, Face Coverings for employees and contracted workers whose duties require interactions with other employees and/or the public, as well as appropriate training on their proper use.
- j. Require that members of the public who enter the facility, or obtain products or service via

curbside, doorside, or other outdoor pickup or delivery, wear a Face Covering during their time in the facility or during their interaction with employees. Businesses may refuse admission or service to any individual who fails to wear a Face Covering required by this subsection.

- k. Make every effort to implement to Physical Distancing Protocols or City-issued Industry-Specific Protocols, as required, with employees, including, but not limited to: (i) allow employees to telework; (ii) allow for flexible schedules, such as, staggering schedules of employees so less individuals occupy a worksite at any given time; (iii) separate employees by at least 6 feet; (iv) allow teleconferencing or video conferencing for meetings; (v) discontinue in-person meetings or gatherings of any sort, especially in locations where employees could interact or come in contact with any member of the public, including limiting the need for employees to work in-person in teams of two or more.
- l. Any additional measures required by the Centers for Disease Control and Prevention's guidance at: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>) and Cal/OSHA at <https://www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html>.

14. Minimum Basic Operations. All businesses not permitted by this Order to resume modified or full operations are required to cease all in-person activities, except for Minimum Basic Operations. "Minimum Basic Operations" means all persons and businesses required to cease in-person operations may continue to work from home and may travel to those businesses for the following reasons:

- a. The minimum necessary activities to maintain and protect the value of the business's inventory and facilities; ensure security, safety, and sanitation; process payroll and employee benefits;
- b. The minimum necessary activities to facilitate owners, employees, and contractors of the business being able to continue to work remotely from their Residences, and to ensure that the business can deliver its service remotely.

### **IMMEDIATE AND CONTINUED CLOSURES OF CERTAIN SECTORS**

15. Immediate and Continued Closures of Certain Sectors. The Health Officer orders the immediate and continued closure of the following sectors and activities:

- a. Convention centers and public entertainment venues, such as, amusement parks, movie theaters (except drive-in), live performance theaters, concert halls, arenas, stadiums, theme parks, festivals, and sports with live audiences.
- b. Live entertainment, including, but not limited to, live music and live performances.
- c. Indoor and outdoor operations of nightclubs and lounges, including, but not limited to, smoking, cigar, or hookah lounges.
- d. Indoor and outdoor operations of family entertainment centers, such as bowling alleys and arcades, batting cages, miniature golf, go cart racing, and such facilities located in public parks.
- e. Indoor and outdoor operations of hair salons and barbershops.
- f. Indoor operations of gyms and fitness facilities.

- g. Indoor and outdoor operations of personal services, including, nail salons, tanning salons, esthetician, skin care and cosmetology services; electrology; body art professionals, tattoo parlors, microblading and permanent make-up; and piercing shops; and massage therapy (in non-healthcare setting).
- h. Indoor and outdoor in-person dining or service that involves a customer remaining onsite to consume food, beverages, or alcohol at restaurants and similar food facilities, brewpubs, craft distilleries, breweries, bars, pubs and wineries including any associated tasting rooms, including those restaurants and food concessions location at Outdoor Recreational Facilities.
- i. Indoor and outdoor operations of museums, zoos, and aquariums. Zoos and aquariums must close to the public but may continue to operate to the extent necessary to care for animals.
- j. Limited services except those deemed a Critical Business or Critical Infrastructure pursuant to this Order.
- k. Indoor playgrounds, except those located at schools that remain open for in-person instruction and not accessible by the general public.
- l. Indoor recreational facilities.
- m. Recreational adult team sports.
- n. All public or private indoor pools and all indoor and outdoor public or private spas, hot tubs, saunas, and steam rooms except those located in a single-family residence, which shall be used only by members of the household residing at the single-family residence. Drowning prevention classes, including swim lessons with certified instructors, are permitted in indoor and outdoor swimming pools, as they are deemed Critical Businesses.
- o. All activities, events and gatherings, unless specifically allowed by this Order.

## **DEFINITIONS**

For Purposes of this Order, the following definitions shall apply:

16. Critical Businesses. "Critical Businesses" shall refer to those establishments whose primary business, per their City-issued business license is any of the following:
- a. Grocery stores, certified farmers' markets, farm and produce stands, supermarkets, food banks, convenience stores, warehouse stores, and other establishments engaged in the retail sale of canned food, dry goods, fresh fruit and vegetables, animal/pet supply, water, fresh meats, fish, and poultry, and any other business where the primary function of the business is to sell household consumer products (such as cleaning products or personal care products). This includes stores that sell groceries and sell other non-grocery products, and products necessary to maintaining the safety, sanitation, and critical operation of residences. Indoor capacity of standalone grocery stores must be limited to 35% of maximum occupancy. Retail food establishments in this subsection shall operate in accordance with the [Grocery Facility Protocols](#), as amended from time to time, attached as Appendix L. Where applicable, retail operations of establishment in this subsection must adhere to the [Retail In-Person Shopping Protocols](#) attached as Appendix B, as amended from time to time;
  - b. Food processors, confectioners, food packagers, food testing labs that are not open to the public, and food cultivation, including farming, livestock, and fishing;



- c. Organizations and businesses that provide food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals (including gang prevention and intervention, domestic violence, and homeless service agencies);
- d. Newspapers, television, radio, magazine, podcast and other journalism activities, including taped, digitally recorded or online-streamed content of any sort that is produced by one or more members of a single household, within the household's residence and without the physical presence of any non-member of the household. Entertainment production, industries, studios, and other related establishments such as establishments that provide content for professional broadcast, including music, film, and television production may resume in accordance with the [Music, Film, and Television Protocols](#), as amended from time to time, attached as Appendix R. Back office staff and management may operate via telework and for Minimum Basic Operations only;
- e. Gas stations, auto-supply, mobile auto-repair operations, automobile sales, auto repair shops, bicycle repair shops, towing and recovery services, and related distribution, sales, rental, leasing, repair, and maintenance facilities;
- f. Banks, credit unions, financial institutions, and insurance companies;
- g. Hardware stores, garden nurseries, building supply stores;
- h. Plumbers, electricians, professional pest control, custodial/janitorial workers, handyman services, funeral home workers and morticians, moving services, HVAC installers, carpenters, vegetation service, tree maintenance, landscapers, gardeners, property managers, private security personnel and other service providers who provide services to maintain the security, safety, sanitation, and critical operation to properties and other Critical Businesses;
- i. Businesses providing mailing and shipping services, including post office boxes;
- j. Educational institutions (including public and private K-12 schools, colleges, and universities);
- k. Laundromats, dry cleaners, and laundry service providers;
- l. Restaurants and other food facilities, including, brewpubs, breweries, bars, pubs, craft distilleries, and wineries that hold a City-issued restaurant permit, that prepare and serve food for drive-thru, curbside, doorside, or other outdoor pickup and delivery only in accordance with the [Restaurant Protocols](#), as amended from time to time, attached as Appendix H. Mobile food vendors, such as food trucks and food carts, shall operate in accordance with the [Mobile Food Vendor Protocols](#), as amended from time to time, attached as Appendix J. Any service of food, beverages, and/or alcohol indoors that involves a customer sitting indoors or remaining indoors to consume food or beverages is prohibited.
- m. Businesses that supply office or computer products needed by people who work from home;
- n. Non-manufacturing, transportation, or distribution businesses that ship, truck, transport, or provide logistical support to deliver groceries, food, goods or services directly to residences, Critical Businesses, Healthcare Operations, Critical Infrastructure, or Lower-Risk Businesses;
- o. Airlines, taxis, ride sharing services, and other private transportation providers providing transportation services necessary for activities of daily living and other purposes expressly authorized in this Order;

- p. Businesses that provide manufacture and/or provide necessary service for Critical Infrastructure and Healthcare Operations;
- q. Businesses that supply other Critical Businesses with the support or supplies necessary to operate;
- r. Home-based care for seniors, adults, people with a disability, or children;
- s. Residential facilities and shelters for people experiencing homelessness, seniors, adults, people with a disability, and children;
- t. Professional services, such as legal, payroll, or accounting services, when necessary to assist in compliance with legally mandated activities, and the permitting, inspection, construction, transfer and recording of ownership of housing, including residential and commercial real estate and anything incidental thereto, provided that appointments and other residential viewings must only occur virtually or, if a virtual viewing is not feasible, by appointment with no more than two visitors at a time residing within the same household and one individual showing the unit (except that in-person visits are not allowed when the occupant is still residing in the residence) and in accordance with Physical Distancing Protocols;
- u. Childcare facilities. To the extent possible, childcare facilities must operate under the following mandatory conditions:
  - i. Childcare must be carried out in stable groups of no more than 14 and shall not exceed capacity requirements in guidance issued by the California Department of Social Services ("stable" means the same 14 or fewer children are in the same group each day);
  - ii. Children shall not change from one group to another;
  - iii. If more than one (1) group of children is cared for at one (1) facility, each group shall be in a separate room. Groups shall not mix with each other; and
  - iv. Childcare providers shall remain solely with one group of children.
  - v. Adhere to the "[Long Beach Department of Health and Human Services Guidance for Early Care and Education Providers](#)" and [Protocols for Programs Providing Day Care for School-Aged Children](#), as amended from time to time, attached as Appendix Z.
  - vi. Any other conditions required by the California Department of Social Services found [here](#) or at [https://www.cdss.ca.gov/Portals/9/CCLD/PINs/2020/CCP/PIN\\_20-06-CCP.pdf](https://www.cdss.ca.gov/Portals/9/CCLD/PINs/2020/CCP/PIN_20-06-CCP.pdf)
- v. Hotels, motels, lodging, shared rental units, and other similar facilities may only offer accommodation for COVID-19 mitigation and containment measures, treatment measures, accommodation for critical workers, or for providing housing solutions, including measures to protect homeless populations, in accordance with the [Hotels, Lodging, and Short-Term Rental Protocols](#), as amended from time to time, attached as Appendix Q. Establishments in this subsection are prohibited from offering accommodations for tourism and pleasure travel. Short-term rentals ("STRs"), or shared rental units, are permitted subject to this Order, and also pursuant to any Ordinance or regulation adopted by the City that governs the operation of short-term or other shared rental units. Shared rental units, such as, but not limited to, STRs or time-shares may only be rented provided that the owner/host of the unit, or anyone affiliated with the

owner/host does not also occupy or live in the unit at any time during the duration of the stay/rental period; unless the owner/host has a separate exterior point of entrance and exit and no facilities such as a kitchen area, bathroom, or other living space is shared with the guest/tenant during the stay/rental period.

- w. Construction, which includes the operation, inspection, and maintenance of construction sites and construction projects for construction of commercial, office and institutional buildings, residential, mixed-use, and housing construction.
  - x. Manufacturers and retailers of fabric or cloth that is made into personal protective equipment, such as, Face Coverings.
  - y. Drowning prevention classes, including swim lessons with certified instructors, whether in indoor or outdoor swimming pools.
17. Face Covering. “Face Covering” or “Face Coverings” means a covering made of cloth, fabric, or other soft or permeable material, without holes, that fully covers only the nose and mouth and surrounding areas of the lower face. A covering that hides or obscures the wearer’s eyes or forehead is not a Face Covering. Examples of Face Coverings include a scarf or bandana; a neck gaiter; a homemade covering made from a t-shirt, sweatshirt, or towel, held on with rubber bands or otherwise; or a mask, which need not be medical-grade. A Face Covering may be factory-made or may be handmade and improvised from ordinary household materials. The Face Covering should be comfortable, so that the wearer can breathe through the nose and does not have to adjust it frequently, so as to avoid touching the face. For Face Coverings that are not disposed of after each use, people should clean them frequently and have extra ones available so that they have a clean one available for use. Information on cleaning a Face Covering is available from the CDC at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>.

For as long as medical-grade masks such as N95 masks and surgical masks are in short supply, members of the public should not purchase those masks for use as Face Coverings under this Order. Such medical-grade masks should be reserved for healthcare workers and first responders.

Any mask that incorporates a one-way valve (typically a raised plastic cylinder about the size of a quarter on the front or side of the mask) that is designed to facilitate easy exhaling allows droplets to be released from the mask, putting others nearby at risk. As a result, these masks are **not** a Face Covering under this Order and **must not** be used to comply with this Order’s requirements.

**Face Coverings should not be used as a substitute for other evidence-based measures to prevent the spread of COVID-19. Face Coverings should be used in addition to, but not in place of, other evidence-based measures (e.g. physical distancing; frequent hand washing practices; avoiding touching our eyes, nose and mouth with unwashed hands; avoiding being around sick people). Physical distancing of 6 feet or great should be maintained between non-household members even when donning a Face Covering.**

18. Critical Infrastructure. “Critical Infrastructure” includes, but shall not be limited to: public health, public works construction; airport operations; port operations; water; sewer; gas; electrical; oil refining and extraction; road and highways; government operations; public transportation; solid waste collection and removal; emergency services; flood control and watershed protection; internet and telecommunications systems (including the provision of critical global, national, local infrastructure for computing services, business infrastructure, communications, and web-based services); and manufacturing and distribution companies deemed critical as part of the Critical Infrastructure supply

chain, provided that they carry out those services or that work in compliance with Physical Distancing Measures, to the extent practical.

19. Healthcare Operations. "Healthcare Operations" includes, but not shall not be limited to: hospitals, clinics, laboratories, dentists, optometrists, pharmacies, physical therapists, and chiropractors; pharmaceutical and biotechnology companies; other licensed healthcare facilities, healthcare suppliers, home healthcare service providers, mental or behavioral health providers; alcohol and drug treatment providers; medical cannabis dispensaries with all required state and local licenses; medical or scientific research companies or any related and/or ancillary healthcare services; manufacturers, distributors and servicers of medical devices, diagnostics, and equipment (including personal protective equipment); veterinary care; and all healthcare provided to animals. This Order does not apply to businesses that provide support, supplies, or services deemed critical as part of the supply chain to Healthcare Operations. This exemption shall be broadly construed to avoid any impact to the delivery of healthcare, broadly defined. Healthcare Operations does not include fitness and exercise gyms and similar exercise or training facilities. In working for, volunteering at, or obtaining services from Healthcare Operations, individuals must comply with the specific Physical Distancing Measures and infection control guidance for that clinical or non-clinical setting.
20. Physical Distance Measures. "Physical Distancing Measures" means (1) maintaining at least six-foot physical distance from other individuals, even when wearing a Face Covering; (2) engaging in activities outdoors instead of indoors, whenever possible; (3) washing hands with soap and water for at least twenty seconds or use hand sanitizer that contains at least 60% alcohol, as frequently as possible; (4) covering coughs or sneezes (into the sleeve, elbow, or tissue, not hands); (5) regularly cleaning and disinfecting high-touch surfaces; (6) avoid physically intimate forms of greeting such as shaking hands, hugging, and kissing; (7) avoid all physical interaction with other people when sick; (8) to the extent feasible, avoid eating and drinking in public places; and (9) wearing a Face Covering in accordance with Section 6(h).

## **PURPOSE AND FINDINGS**

21. Purpose. This Long Beach Health Officer Order (Order) amends and supersedes all Prior Safer at Home Orders (Prior Orders) issued by the Long Beach Health Officer. This Order also amends, clarifies, and continues certain terms of the Prior Order to ensure continued physical distancing and person-to-person contact is limited to reduce the rate of transmission of COVID-19. This Order continues to temporarily prohibit certain businesses and activities from resuming and limits gatherings with individuals from other households until it is safer to do so. This Order allows certain other businesses, activities, travel and governmental functions to occur subject to specified health and safety restrictions, limitations, and conditions to limit the transmission of Novel Coronavirus Disease 2019 ("COVID-19"). COVID-19 continues to pose a severe risk to residents of our City, and significant safety measures are necessary to protect against a surge in COVID-19 cases, serious illnesses and deaths. Accordingly, this Order requires risk reduction measures to be in place across Business sectors and activities that are allowed to occur, ensuring necessary precautions are followed as we adapt the way we live and function in light of the ongoing threat that the virus now poses and is very likely to continue to pose for some time to come. The Health Officer will continue to monitor data regarding COVID-19 and the evolving scientific understanding of the risks COVID-19 poses and may amend or rescind this Order based on analysis of that data and knowledge.
22. Intent. This Order's intent is to continue to ensure that City residents remain in their residences as much as possible and to limit close contact with others outside their household in both indoor and outdoor spaces. Although this Order allows some activities and business operations, physical distancing and good hygiene practices remain the most effective tool available to prevent the spread

of virus between people. This includes all persons who can telework or work from home continuing to do so as much as feasible during the course of this pandemic. Sustained Physical Distancing Measures and infection control measures by residents will continue slow the spread of COVID-19, thereby diminishing its impact on the delivery of critical healthcare services. This Order allows a limited number of businesses and activities to continue while the Health Officer continues to assess the transmissibility and clinical severity of COVID-19 and monitors indicators described in Section 27. All provisions of this Order must be interpreted to effectuate this intent.

23. Effect of Failure to Comply. Failure to comply with any of the Order's provisions constitutes an imminent threat and menace to public health, and a public nuisance, and is punishable by fine, imprisonment or both, and as indicated in Section 40.
24. Continuing Severe Health and Safety Risk Posed by COVID-19. This Order is based upon scientific evidence and best practices, as currently known and available, to protect members of the public from avoidable risk of serious illness and death resulting from the spread of COVID-19, as well as to protect the healthcare system from a surge of cases into its emergency rooms and hospitals. The intent of this Order is to ensure that the maximum number of people remain in their places of residence to the maximum extent feasible to stem the spread of COVID-19 and mitigate the impact on delivery of critical healthcare services to those in need, as well as to protect the healthcare system from a surge of cases into emergency rooms and hospitals. The Order supports the CDC's efforts to institute more stringent and necessary Physical Distancing Measures to reduce community transmission of COVID-19. This Order is also issued based on the following determinations: evidence of continued significant community transmission of COVID-19 within the City; continued uncertainty regarding the degree of undetected asymptomatic transmission; scientific evidence and best practices regarding the most effective approaches to slow the transmission of communicable diseases generally and COVID-19 specifically; evidence that the age, condition, and health of a significant portion of the population of the City places it at risk for serious health complications, including death, from COVID-19; and further evidence that others, including younger and otherwise healthy people, are also at risk for serious outcomes.
25. Local Health Conditions Relating to COVID-19. Existing community transmission of COVID-19 in the City remains widespread and continues to present a substantial and significant risk of harm to residents' health. Currently, there is no vaccine available to protect against and no specific treatment for COVID-19. **As of December 9, 2020, there have been at least 19,608 cases of COVID-19 and 288 deaths reported in the City of Long Beach.** There remains a strong likelihood that increased interactions among members of the public will result in significant and increasing number of cases of community transmission. Making the community transmission problem worse, some individuals who contract the virus causing COVID-19 to have no symptoms or have mild symptoms, and so are unaware that they carry the virus and are transmitting it to others. Further, evidence shows that the virus can, at time, survive for several hours on surfaces and can be indirectly transmitted between individuals. Since people without symptoms can transmit the virus, and because evidence shows the infection is easily spread, preventing, limiting, and placing conditions on various types of gatherings and other direct and indirect interpersonal interactions have been proven to reduce the risk of transmitting the virus.
26. Continued Monitoring of COVID-19 Indicators and Data to Assess Risk. In line with the State Public Health Officer, the Health Officer will continue to monitor the risks of the activities and businesses allowed under this Order based on COVID-19 Indicators and other data, and may, if conditions support doing so, incrementally add to the list of businesses and activities permitted with modifications as authorized by the State's Blueprint for a Safer Economy. The Health Officer will assess the activities allowed by this Order on an ongoing basis and determine whether this Order



needs to be modified (including, without limitation, temporarily restricted or prohibited) if the public health risk associated with COVID-19 increases or decreases in the future. The City of Long Beach Health Officer is monitoring several key indicators ("COVID-19 Indicators") within the City. Progress on some of these COVID-19 Indicators – specifically related to hospital utilization and capacity – makes it appropriate, at this time, to ease certain restrictions imposed by the Prior Orders. However, the prevalence of the virus that causes COVID-19 requires other restrictions to continue.

The scientific evidence shows that at this stage of the emergency, it remains critical to continue to slow virus transmission to help (a) protect the most vulnerable; (b) prevent the health care system from being overwhelmed; (c) prevent long-term chronic health conditions, such as cardiovascular, kidney, and respiratory damage and loss of limbs from blood clotting; and (d) prevent deaths. Continuation of the Prior Order is necessary to slow the spread of the COVID-19 disease, preserving critical and limited healthcare capacity in the City and advancing toward a point in the public health emergency where transmission can be controlled. At the same time, since the Prior Order was issued the City has continued to make progress in expanding health system capacity and healthcare resources and in slowing community transmission of COVID-19. Activities and business operations that are permitted must be conducted in accordance with the required Physical Distancing Measures and Physical Distancing Protocols and any other infection control protocols ordered by the Health Officer. The Health Officer will continue monitoring COVID-19 Indicators to determine whether modification to this Order are warranted based on (1) progress on the COVID-19 Indicators; (2) developments in epidemiological and diagnostic methods for tracing, diagnosing, treating, or testing for COVID-19; and (3) scientific understanding of the transmission dynamics and clinical impact of COVID-19. Those Indicators include, but are not limited to:

- a. The trend of the number of new COVID-19 cases, hospitalization rates, and death rates.
- b. The capacity of hospitals and the healthcare system in the City, including acute care beds, Intensive Care Unit beds, and ventilators to provide care for existing COVID-19 patients and other patients, and capacity to surge with an increase of COVID-19 cases.
- c. The supply of personal protective equipment (PPE) available for hospital staff, nursing home staff and other healthcare providers and personnel who need PPE to safely respond to and treat COVID-19 patients and other patients.
- d. The ability and capacity to quickly and accurately test persons to determine whether individuals are COVID-19 positive, especially those in vulnerable populations or high-risk settings or occupations, and to identify and assess outbreaks.
- e. The ability to conduct case investigation and contact tracing for the volume of future cases and associated contacts, isolating confirmed cases and quarantining persons who have had contact with confirmed cases.
- f. The virus that causes COVID-19 can be spread easily through person-to-person contact. This risk of transmission is increased when people are in close proximity. All gatherings and pose an increased risk for community transmission of COVID-19 and thus, are a substantial risk to public health. In the absence of a specific immunization or treatment for COVID-19, physical distancing is critical to preventing this disease. Increasing physical distancing, increasing worker protections, and prohibiting events and gatherings is intended to slow transmission of COVID-19. Accordingly, to reduce the community transmission of COVID-19, the Health Officer has ordered the temporary prohibition of all events and gatherings, the continued closure of certain commercial properties and businesses, and certain recreational sites that present a higher-risk

of transmission of COVID-19 due to intense and prolonged person-to-person contact, and all businesses operating in-person under this Order to prepare, post, and implement a Physical Distancing Protocols or City-issued Industry-Specific Protocols, as required, at each facility at which they maintain operations.

27. Risk Criteria for Additional Businesses and Additional Activities Under Phased Reopening. In connection with the health indicators and other public health data discussed above, the Health Officer will consider the risk of transmission involved in Businesses or activities in determining when and how they can safely resume, or if they must remain or be ordered temporarily closed. The following risk criteria will inform this analysis:

- a. Ability to modify behavior to reduce risk—whether individuals engaged in the business or other activity can wear Face Coverings at all times, maintain at least 6 feet of physical distancing at all times, and comply with other Physical Distancing Requirements, including hand washing and sanitation;
- b. Avoidance of risky activities—whether the nature of the business or activity necessarily involves eating or drinking (which requires removing Face Covering); gatherings with other households (which presents risks as described in subsection d below); or singing, chanting, shouting, or playing wind/brass instruments (which all present significant risk of airborne transmission);
- c. Setting—Outdoor businesses and activities are safer than indoor businesses or activities, so outdoors is strongly preferred;
- d. Mixing of Households—Mixing of people from different households present higher risk of virus transmission and community spread, and the more different households that mix, the greater the cumulative risk;
- e. Number, frequency, duration and distance of contacts—The more people who interact, the higher the risk of virus transmission; and the more people who gather at a site, or the more sites involved in the business, possible interactions increase exponentially (number of contacts). The more often people interact, the higher the risk of virus transmission (frequency of contacts). The longer the duration of contacts, the higher the risk of virus transmission (duration of contacts). The closer the proximity of people, the higher the risk of virus transmission (distance of contacts); and
- f. Modification potential—the degree to which best practices health protocols can reduce the risk of transmission, where those protocols can be properly implemented.

28. Incorporation of State and Local Emergency Proclamations. This Order is issued in accordance with, and incorporates by reference, the March 4, 2020 Proclamation of a State of Emergency issued by Governor Gavin Newsom, the March 12, 2020 Executive Order (Executive Order N-25-20) issued by Governor Gavin Newsom, and the and the March 4, 2020 Proclamation of Local Emergency by the City Manager, and the Declaration of Local Health Emergency by the Health Officer, ratified by the City Council on March 10, 2020, respectively, the March 6, 2020 Declaration of Local Health Emergency Regarding Novel Coronavirus 2019 (COVID-19) issued by the Health Officer, and guidance issued by the California Department of Public Health, as each of them have been and may be supplemented.

29. Incorporation of State Health Orders. This Order is also issued in light of the March 19, 2020 Order of the State Public Health Officer (the “State Shelter Order”), which set baseline statewide restrictions on non-residential Business activities, effective until further notice, the Governor’s March 19, 2020

Executive Order N-33-20 directing California residents to follow the State Shelter Order, and the July 13, 2020, August 28, 2020, November 19, 2020, and December 3, 2020 Orders of the State Public Health Officer. The May 4, 2020 Executive Order issued by Governor Newsom and May 7, 2020 Order of the State Public Health Officer permit certain Businesses to reopen if a local health officer believes the conditions in that jurisdictions warrant it, but expressly acknowledge the authority of local health officers to establish and implement public health measures within their respective jurisdictions that are more restrictive than those implemented by the State Public Health Officer. The December 3, 2020 Order of the State Public Health Officer acknowledges the current surge and imposes restrictions on many activities in an effort to help stop that surge, and this Order has been substantially revised in order to comport with that December 3, 2020 order. Also on November 16, 2020 the State Department of Public Health issued updated guidance for the use of Face Coverings, requiring all people in the State to wear Face Coverings when outside the home, subject to limited exceptions.

30. Obligation to Follow Stricter Requirements of Orders. This Order adopts certain health and safety restrictions that are more stringent than those contained in the State Shelter Order. Without this tailored set of restrictions that further reduces the number of interactions between persons, scientific evidence indicates that the public health crisis in the City will worsen to the point at which it may overtake available health care resources within Los Angeles County, including the City of Long Beach, and increase the death rate. Where a conflict exists between this Order and any state public health order related to the COVID- 19 pandemic, the most restrictive provision (i.e., the more protective of public health) controls. Consistent with California Health and Safety Code section 131080 and the Health Officer Practice Guide for Communicable Disease Control in California, except where the State Health Officer may issue an order expressly directed at this Order and based on a finding that a provision of this Order constitutes a menace to public health, any more restrictive measures in this Order continue to apply and control in the City. Also, to the extent any federal guidelines allow activities that are not allowed by this Order, this Order controls and those activities are not allowed.
31. Additional Requirements for Licensed Cannabis Dispensaries. Licensed Cannabis Dispensaries approved by the City to deliver cannabis may provide curbside pickup service under the following conditions:
  - a. Customers must submit proof of a valid government-issued identification prior to the curbside pickup.
  - b. Upon pickup, the Dispensary must verify that the identification of the customers is the same person who ordered curbside pickup via a valid government-issued identification.
  - c. Products must be delivered to customers in opaque packaging.
  - d. Uniformed and licensed security personnel must be present during all curbside pickup transactions.
  - e. All other local and State laws, regulations, and lawful orders are adhered to.
  - f. The City Manager is authorized to issue reasonable rules and policies to further restrict curbside pickup activities allowed by this Section to protect the health, safety, and welfare of the residents of Long Beach and the public.
32. No Waiver of Regulations of the Department of Alcoholic Beverage Control. This Order does not waive, suspend or amend any regulations promulgated by the State, including those under the

authority of the Department of Alcoholic Beverage Control; nor does it suspend or supersede existing prohibitions against drinking in public and similar regulations pertaining to public consumption and possession of alcohol. Alcoholic beverages sold under this Order must be sold in containers that are fully sealed in a manner designed to prevent consumption without removal of the lid or cap.

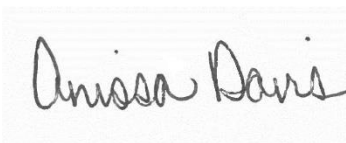
33. Requirement to Operate Pursuant to Local Licenses and Permits. All businesses permitted to operate pursuant to this Order shall operate in accordance with all current local licenses or permits, including business licenses, health permits, and the like.
34. Cal. Const., art. I, § 25. This Order does not, in any way, prohibit fishing from the shore, in accordance with Cal. Const., art. I, § 25, nor does it prohibit an individual from traversing the sand to enter the ocean to launch a boat, kayak, and the like.
35. Authority of the City Manager to Facilitate Business Activities Outdoors. The City Manager or appropriate designee to develop written protocols to facilitate various business activities outdoors in accordance with City and State health guidelines and Health Orders and in compliance with all other applicable State and Federal laws such as the Americans with Disabilities Act, with emphasis on developing protocols that protect the health, safety and welfare of the community. Any issuance of a permit to operate in an outdoor space is temporary due to the COVID-19 pandemic and does not create a vested property right in any parklet, public right-of-way, or any other property used to facilitate outdoor business operations due to the COVID-19 pandemic.
36. Copies of the Order. The City shall promptly provide copies of this Order by: (a) posting it on the Long Beach's Department of Health and Human Services website (<http://www.longbeach.gov/health/>), (b) posting it at the Civic Center located at 411 W. Ocean Blvd., Long Beach, CA 90802, (c) providing it to any member of the public requesting a copy, (d) issuing a press release to publicize the Order throughout the City, and (e) by serving via email on large facilities known to the Health Officer that are likely to be subject to this Order (but service via email is not required for compliance). The owner, manager, or operator of any facility that is likely to be impacted by this Order is strongly encouraged to post a copy of this Order onsite and to provide a copy to any member of the public requesting a copy.
  - a. The owner, manager, or operator of any facility that is likely to be impacted by this Order is strongly encouraged to post a copy of this Order onsite and to provide a copy to any member of the public requesting a copy.
  - b. Because guidance may change, the owner, manager, or operator of any facility that is subject to this Order is ordered to consult the Long Beach Department of Health and Human Services' website (<http://www.longbeach.gov/health/>) daily to identify any modifications to the Order and is required to comply with any updates until the Order is terminated.
37. Severability. If any section, subsection, sentence, clause, phrase, or word of this Order or any application of it to any person, structure, gathering, or circumstance is held to be invalid or unconstitutional by a decision of a court of competent jurisdiction, then such decision will not affect the validity of the remaining portions or applications of this Order.
38. Enforcement.
  - a. The Water Department, in consultation with the City Attorney, is permitted to shut off water service to businesses operating in violation of this Order, as appropriate.
  - b. The entities subject to this Order that are not required to close may otherwise remain open for business and perform operations during the duration of this Order under the condition that

entities adhere to this Order any state public health order related to the COVID-19 pandemic. Entities permitted to remain open for businesses that do not adhere to this Order may be subject to mandatory closure for the duration of this Order, including any amendment or extension hereto. This Section shall not apply to the Long Beach Airport, or any business identified as federal critical infrastructure therein.

- c. Failure to comply with any of the provisions of this Order constitutes an imminent threat and menace to public health, constitutes a public nuisance, and is punishable by fine, imprisonment, or both. To protect the public's health, the Health Officer of the City of Long Beach may take additional action(s) for failure to comply with this Order. Violation of this Order is a misdemeanor punishable by imprisonment, fine or both under California Health and Safety Code Section 120275 et seq and Chapter 1.32 of the Long Beach Municipal Code.
- d. Pursuant to Long Beach City Charter Section 109, Sections 8634 and 41601 of the California Government Code; Sections 101040 and 120175 of the California Health and Safety Code; and Chapters 8.08 and 8.26 of the Long Beach Municipal Code, these Orders and Directives as issued by the Health Officer shall be enforceable by the Chief of Police of the City of Long Beach to ensure compliance with and enforcement of this Order and the Directives set forth herein.
- e. Further, and in addition to the criminal penalties set forth herein, these Orders and Directives as issued by the Health Officer shall be enforceable by the City Manager of the City of Long Beach. For the duration of the declared health emergency, the City Manager is permitted to designate and authorize appropriate employees of the City to issue Administrative Citations and levy civil fines and penalties to those individuals, businesses, and others who are in violation of the Orders and Directives contained herein in accordance with the provisions of Chapter 9.65 of the Long Beach Municipal Code.

39. Effective Date. This Order shall become effective at 11:59 p.m. on December 10, 2020 and will continue to be until it is extended, rescinded, superseded, or amended in writing by the Health Officer.

IT IS SO ORDERED:



Anissa Davis, MD, DrPH,  
Health Officer, City of Long Beach  
Date: December 10, 2020

## PROMULGATION OF EMERGENCY REGULATIONS

As Director of Civil Defense for the City of Long Beach pursuant to Long Beach Municipal Code ("LBMC") section 2.69.060.A, and in accordance with the provisions of LBMC Chapter 8.120, I am authorized to promulgate regulations for the protection of life and property as affected by the COVID-19 emergency pursuant to Government Code section 8634, and LBMC sections 2.69.070.A and 8.120.020. The following shall be in effect for the duration of the Long Beach Health Order, SAFER AT



HOME ORDER FOR CONTROL OF COVID-19, issued above, which is incorporated in its entirety by reference:

The Long Beach Health Officer Order, SAFER AT HOME ORDER FOR CONTROL OF COVID-19, shall be promulgated as a regulation for the protection of life and property.

Any person who, after notice, knowingly and willfully violates or refuses or neglects to conform to the above referenced lawfully issued Health Order shall be guilty of a misdemeanor punishable by a fine not to exceed one thousand dollars (\$1,000), by imprisonment for a period not exceeding six (6) months, or by both such fine and imprisonment. (Long Beach Municipal Code sections 8.120.030.A and 8.120.030.E.3.)

IT IS SO ORDERED:

A handwritten signature in black ink, appearing to read 'T.B. Modica', with a long horizontal stroke extending to the left.

Thomas B. Modica  
City Manager, City of Long Beach  
Date: December 10, 2020

## Appendices At-A-Glance

[Appendix A - Physical Distancing Protocols](#) [Revised 12/2/20]

[Appendix B - Retail In-Person Shopping Protocols](#) [Revised 12/6/20]

[Appendix C - Small Charter Services Protocols](#) [Revised 12/6/20]

[Appendix D - Outdoor Equipment Rental Services Protocols](#) [Revised 12/6/20]

[Appendix E - Tennis Center and Pickleball Protocols](#) [Revised 12/6/20]

[Appendix F - Golf Course Protocols](#) [Revised 12/6/20]

[Appendix G - Office Worksite Protocols](#) [Revised 11/20/20]

[Appendix H - Restaurant Protocols](#) [Revised 11/23/20]

Appendix I – [Intentionally Omitted]

[Appendix J - Mobile Food Vendor Protocols](#) [Revised 11/20/20]

[Appendix K - Public Swimming Pools](#) [Revised 12/10/20]

[Appendix L - Grocery Facility Protocols](#) [Revised 12/10/20]

[Appendix M - Gym and Fitness Center Protocols](#) [Revised 12/2/20]

[Appendix N - Day Camp Protocols](#) [Revised 12/10/20]

[Appendix O - Campground and RV Park Protocols](#) [Revised 12/6/20]

Appendix P – [Intentionally Omitted]

[Appendix Q - Hotels, Lodging, and Short-Term Rental Protocols](#) [Revised 12/6/20]

[Appendix R - Music, Film, and Television Production Protocols](#) [Revised 12/10/20]

[Appendix S - Protocol for Professional Sports Leagues and Facilities - No Spectators](#) [Revised 11/20/20]

Appendix T - [Intentionally Omitted]

Appendix U – [Intentionally Omitted]

Appendix V – [Intentionally Omitted]

[Appendix W - Youth Sport Leagues](#) [Revised 12/6/20]

[Appendix X1 - Reopening Protocols for K-12 Schools in Los Angeles County](#)

[Appendix X2 - Protocol for COVID-19 Exposure Management Plan in K-12 Schools](#)

[Appendix Y1 - Protocols for Institutes of Higher Education](#) [Revised 11/20/20]

[Appendix Y2 - Protocol for COVID-19 Exposure Management Plan for Institutes of Higher Education](#)

[Appendix Z - Protocol for Programs Providing Day Care for School-Aged Children](#) [Revised 11/19/20]

## Physical Distancing Protocols: Appendix A

### Recent updates:

- 12/2/20 - Businesses must monitor all entrances to track occupancy, including being prepared to queue customers outside while still maintaining physical distance and, if necessary, posting an employee (or employees if there is more than one entrance) wearing a cloth face covering near the entrance but at least 6 feet from the nearest customer to track occupancy and to direct customers to line up 6 feet apart outside the entrance if the establishment has reached its occupancy limit.
- 11/20/20 – All non-essential businesses, as defined by the Safer-At-Home Health Order, must close between 10 p.m. to 5 a.m. Changes highlighted in yellow.
- 11/19/20 - Face covering requirements updated. Standard language added for all businesses added, including measures to protect employee health updated.

This protocol is to be completed by a business when an Industry-Specific Protocol has not been required by the Long Beach Health Officer. The requirements below apply to all businesses generally. In addition to the conditions imposed on business sectors by the Governor, businesses must also be in compliance with the conditions laid out in this Physical Distancing Protocol. This protocol must be implemented and posted prior to a business operating.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at [www.longbeach.gov/covid19](http://www.longbeach.gov/covid19) regularly for any updates to this document.

Except where designated a Critical Business, Critical Infrastructure, Healthcare Operations, or required by law, as defined by the [Safer-At-Home Health Order](#), establishments must remain closed between 10 p.m. and 5 a.m. daily.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

**All businesses must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.**

Business Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

### **A. SIGNAGE**

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- ☐ Signage at each public entrance of the facility to inform all employees and customers that they should: (i) avoid entering the facility if they have a cough or fever; (ii) maintain a minimum six-foot distance from one another; (iii) sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and (iv) not shake hands or engage in any unnecessary physical contact.
- ☐ Signage posting a copy of the Physical Distancing Protocol at each public entrance to the facility.

**B. MEASURES TO PROTECT EMPLOYEE HEALTH (check all that apply to the facility):**

- ☐ Everyone who can carry out their work duties from home has been directed to do so.
- ☐ Vulnerable staff (those above age 65, those with chronic health conditions) are assigned work that can be done from home whenever possible.
- ☐ All employees have been told not to come to work if sick. Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
- ☐ Workers are provided 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](#) and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 exposures occurring between March 19 and July 5 pursuant to the Governor's [Executive Order N-62-20](#).
- ☐ Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home.
- ☐ Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- ☐ Employee screenings are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee has had contact with a person known to be infected COVID-19 in the last 14 days. These checks can be done remotely or in person upon the employees' arrival. A temperature check should also be done at the worksite if feasible.
- ☐ In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer should report this cluster to the Long Beach Department Health and Human Services 562-570-INFO.
- ☐ Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn by the employee at all times during the workday except where the employee is working in a vehicle, office, or room alone. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used.
- ☐ Customers, vendors, and subcontractors, or any person that is not an employee is required to wear face coverings at all times while onsite. Cloth face coverings should not be placed on young children under age 2, anyone who a medical condition, mental health condition, or disability that prevents them from wearing a face covering, or is otherwise unable to remove the mask or cloth face covering without assistance.
- ☐ All employees have been told not to come to work if sick.
- ☐ Symptom checks are being conducted before employees may enter the workspace. All desks or

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individual workstations are separated by at least six (6) feet.

- ☐ Physical space between employees and customers increased (e.g. drive through, partitions, plexiglass at point of sale locations)
- ☐ Where possible, employees who can carry out their work duties from home have been directed to do so.
- ☐ Flexible meetings (e.g. teleconferencing or video conferencing).
- ☐ Flexible travel options (e.g. postpone non-essential meetings or events).
- ☐ Flexible work hours (e.g. staggered shifts).
- ☐ Delivering services remotely (e.g. phone, video, or web).
- ☐ Break rooms, bathrooms, and other common areas are being disinfected frequently, and stocked with necessary hygiene supplies on the following schedule:
  - Break rooms: Bathrooms:
  - Other:
  - Disinfectant effective against COVID-19 and related supplies are available to all employees at the following location(s):

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

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

- ☐ Employees are required and permitted adequate time for, to wash their hands at least every 30 minutes, or as needed if gloves are provided. Where hand washing is impracticable, hand sanitizer with that contains at least 60% alcohol has been provided to the employee instead.

- ☐ Copies of this Protocol have been distributed to all employees.

- ☐ Optional - Describe other measures:

### **C. MEASURES TO PREVENT CROWDS FROM GATHERING (check all that apply to the facility):**

- ☐ Limit the number of customers in the store at any one time, which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.  
Number of customers allowed in the store at one time:

As a general rule, the number of people allow int facility at one time should be fifty percent (50%) of allowed occupancy, or otherwise adjusted to easily maintain a minimum six-foot distance depending on the size of the facility.

- ☐ The establishment shall monitor all entrances to track occupancy. Where possible, provide a single, clearly designated entrance and separate exits to help maintain physical distancing.
- ☐ Be prepared to queue customers outside while still maintaining physical distance, including through the use of visual cues. If necessary, an employee (or employees if there is more than one entrance) wearing a cloth face covering may be posted near the entrance but at least 6 feet from the nearest customers to track occupancy and to direct customers to line up 6 feet apart outside the entrance if the establishment has reached its occupancy limit.

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- ☐ Explain:
- ☐ Optional—Describe other measures:

**D. MEASURES TO KEEP PEOPLE AT LEAST SIX (6) FEET APART (check all that apply to the facility):**

- ☐ Placing signs outside the store reminding people to be at least six (6) feet apart, including when in line.
- ☐ Placing tape or other markings at least six (6) feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
- ☐ Explain how the business is preventing the public right-of-way and/or ADA accessibility on sidewalks, surrounding areas, and other businesses during pickups. This includes, but is not limited to, creating a system for people to stand in socially distanced line, indicators on the ground where people should stand, and any other crowd control measures (e.g. staff to assigned to crowd control).
- ☐ Separate order areas from delivery areas to prevent customers from gathering.
- ☐ All employees have been instructed to maintain at least six (6) feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- ☐ Deliver products to customers through curbside, doorside, or other outdoor pickup or delivery.
- ☐ Establish operating hours to better serve vulnerable populations.
- ☐ Optional—Describe other measures:

**E. MEASURES TO PREVENT UNNECESSARY CONTACT (check all that apply to the facility):**

- ☐ Preventing people from sharing or serving food, including pot-lucks.
- ☐ Not permitting customers to bring their own bags, mugs, or other reusable items from home. Customers bringing their own reusable items that do not require handling by employees is permissible. Encourage customers with reusable bags to clean them frequently.
- ☐ Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly. Describe:
- ☐ Optional—Describe other measures:

**F. MEASURES TO INCREASE SANITIZATION (check all that apply to the facility):**

- ☐ Disinfecting wipes that are effective against COVID-19 are available near high-touch surfaces.
- ☐ Hand sanitizer (with at least 60% alcohol), soap and water, or disinfectant effective against COVID-19 is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where there is high-frequency employee interaction with members of the public (e.g. cashiers).

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- ☐ Providing for disinfecting all payment portals, pens, and styluses after each use Employee(s) assigned to disinfect all high-touch surfaces frequently.
- ☐ Optional—Describe other measures:

**Any additional measures not included here should be listed on separate pages should be attached to this document.**

**You may contact the following person with any questions or comments about this protocol:**

**Business Contact  
Name:**

**Phone number:**

**Date Last  
Revised:**

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## Retail In-Person Shopping Protocols: Appendix B

### Recent Updates 12/6/20:

- Occupancy of indoor and outdoor retail establishments is limited to 20% of maximum occupancy. In-person holiday activities or events that encourage gathering of people from multiple households, such as caroling, tree lighting, and holiday picture opportunities are prohibited.
- REMINDER – The sale of food or beverages for onsite consumption is prohibited. Special hours shall be instituted for seniors and others with chronic conditions or compromised immune systems.
- Changes are highlighted.

The requirements below are specific to retail establishments permitted to reopen for in-person shopping by the Order of the State Public Health Officer. In addition to the conditions imposed on these specific retail businesses by the Governor, these types of businesses must also be in compliance with the conditions laid out in this Protocol. This Protocol is not intended for retail food establishments, such as, grocery stores, certified farmers' markets, farm and produce stands, supermarkets. Retail food establishments must comply with Grocery Facility Protocols (Appendix L).

Retail establishments may operate outdoors. Outdoor operations may occur in accordance with California Department of Public Health guidance entitled the "Use of Temporary Structures for Outdoor Business Operations" found here <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Use-of-Temporary-Structures-for-Outdoor-Business-Operations.aspx>.

Any City-issued permits required to operate outdoors, including any permits required to install any tent, canopy, other sun shelter, or structure used for outdoor dining, must be obtained prior to operation.

Except where designated a Critical Business, Critical Infrastructure, Healthcare Operations, or required by law, as defined by the [Safer-At-Home Health Order](#), retail establishments must remain closed between 10 p.m. and 5 a.m daily.

In-person holiday activities or events that encourage gathering of people from multiple households, such as caroling, tree lighting, and holiday picture opportunities are prohibited.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website [www.longbeach.gov/covid19](http://www.longbeach.gov/covid19) regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public

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(5) Measures to ensure equitable access to critical services.

These five key areas must be addressed as your facility develops any reopening protocols.

**All businesses covered by this guidance must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the business.**

**Business name:** \_\_\_\_\_

**Facility Address:** \_\_\_\_\_

**Date Posted:** \_\_\_\_\_

**A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH (CHECK ALL THAT APPLY TO THE FACILITY)**

- ☐ Everyone who can carry out their work duties from home has been directed to do so.
- ☐ Vulnerable staff (those above age 65, those with chronic health conditions) are assigned work that can be done from home whenever possible.
- ☐ All employees have been told not to come to work if sick, or if they are exposed to a person who has COVID-19. Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- ☐ Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
- ☐ Workers are provided 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 and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 exposures occurring between March 19 and July 5 pursuant to the Governor's Executive Order N-62-20.
- ☐ Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home.
- ☐ Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- ☐ Employee screenings are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee has had contact with a person known to be infected COVID-19 in the last 14 days. These checks can be done remotely or in person upon the employees' arrival. A temperature

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check should also be done at the worksite if feasible.

- ☐ In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer should report this cluster to the Long Beach Department Health and Human Services 562-570-INFO.
- ☐ Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn by the employee at all times during the workday except where the employee is working in a vehicle, office, or room alone. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used.
- ☐ Employees are instructed to wash or replace their face coverings daily.
- ☐ Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for employees who are screening others for symptoms or handling commonly touched items.
- ☐ All workstations are separated by at least six feet.
- ☐ Distribution areas (for curbside pickup), break rooms, restrooms and other common areas are disinfected frequently, on the following schedule:
  - ☐ Distribution area \_\_\_\_\_
  - ☐ Break rooms \_\_\_\_\_
  - ☐ Restrooms \_\_\_\_\_
  - ☐ Other \_\_\_\_\_
- ☐ In compliance with wage and hour regulations, breaks are staggered to ensure that six (6) feet between employees can be maintained in break rooms at all times.
- ☐ Employees are prohibited from eating or drinking anywhere inside the workplace other than designated break rooms to assure that masks are worn consistently and correctly.
- ☐ Disinfectant and related supplies are available to employees at the following location(s):  
\_\_\_\_\_
- ☐ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):  
\_\_\_\_\_
- ☐ Employees are allowed frequent breaks to wash their hands. A copy of this protocol has been distributed to each employee.
- ☐ To the extent possible, each worker is assigned their own tools, equipment and defined workspace. Sharing held items is minimized or eliminated.
- ☐ Workers are provided time during their shifts to implement cleaning practices. Cleaning assignments should be assigned during working hours as part of the employee's job duties.
- ☐ All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.
- ☐ Optional—Describe other measures:  
\_\_\_\_\_

## B. MEASURES TO ENSURE PHYSICAL DISTANCING

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- ☐ The number of people in an indoor retail facility or outdoor retail site is low enough to ensure physical distancing but in no case more than **20%** of the maximum occupancy of the indoor retail facility or outdoor retail site.  
Maximum number of people in the facility or outdoor retail site are limited to: \_\_\_\_\_
- ☐ The retail establishment shall monitor all entrances to track occupancy. Where possible, provide a single, clearly designated entrance and separate exits to help maintain physical distancing.
- ☐ Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn by the employee at all times during the workday except where the employee is working in a vehicle, office, or room alone. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used.
- ☐ Be prepared to queue customers outside while still maintaining physical distance, including through the use of visual cues. If necessary, an employee (or employees if there is more than one entrance) wearing a cloth face covering may be posted near the entrance but at least 6 feet from the nearest customers to track occupancy and to direct customers to line up 6 feet apart outside the entrance if the establishment has reached its occupancy limit.
- ☐ Measures are implemented to ensure physical distancing of at least six feet between employees and customers. This can include use of physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate where workers and/or employees should stand.)
- ☐ Provide a single, clearly designated entrance and separate exit to help maintain physical distancing where possible.
- ☐ Measures have been taken at check-out stations to minimize exposure between cashiers and customers, such as Plexiglass barriers. Signs are posted near entrances, check-out lanes and registers to remind customers of physical distancing.
- ☐ Tape or other markings identify both a starting place for customers entering the check-out line and 6-foot intervals for subsequent customers who are joining the line.
- ☐ Employees have been instructed to maintain at least a six (6) feet distance from customers and from each other in all areas of the store. Employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- ☐ Employee restrooms are not available for customer use.
- ☐ Employee workstations are separated by at least 6 feet and common areas are configured to limit employee gatherings to ensure physical distancing of at least 6 feet.
- ☐ Break rooms and other common areas are configured to limit employee gatherings to ensure physical distancing of at least 6 feet. Where possible, outdoor break areas with shade covers and seating are created to help ensure physical distancing. In compliance with wage and hour regulations, employee breaks are staggered to help maintain physical distancing protocols.
- ☐ Physical distancing requirements are implemented at loading bays and contactless signatures have been implemented for deliveries.
- ☐ Non-employee truck drivers, delivery agents, or vendors who are required to enter retail locations to wear cloth face coverings.

### **C. MEASURES FOR INFECTION CONTROL**

- ☐ Customers are required to wear face coverings at all times while in the facility. Cloth face coverings should not be placed on young children under age 2, anyone who has a medical condition, mental health condition, or disability that prevents them from wearing a face covering, or is

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otherwise unable to remove the mask or cloth face covering without assistance.

- ☐ The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased. 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 and other spaces.
- ☐ Contactless payment systems are in place or, if not feasible, payment systems are sanitized regularly. Describe:  

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- ☐ Common areas and frequently touched objects in the customer pickup and payment (e.g., tables, doorknobs or handles, credit card readers) are disinfected on an hourly basis during business hours using EPA approved disinfectants.
- ☐ Workspaces and the entire facility are cleaned at least daily, with restrooms and frequently touched areas/objects cleaned more frequently.
- ☐ Retail hours have been adjusted to provide adequate time for regular deep cleaning and product stocking. Stagger stocking so that employees are in different aisles.
- ☐ Where possible, encourage the use of debit or credit cards by customers, encourage customers to clean their reusable bags frequently, and require customers who bring reusable bags to bag their own purchases.
- ☐ Visitors arriving at the establishment are reminded to wear a face covering at all times while in the establishment or on the grounds of the establishment. This applies to all adults and to children 2 years of age and older. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one. To support the safety of your employees and other visitors, a face covering should be made available to visitors who arrive without them.
- ☐ Symptom checks are conducted before visitors may enter the facility. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing, fever or chills and whether the individual is currently under isolation or quarantine orders. These checks can be done in person or through alternative methods such as on-line check in systems or through signage posted at the entrance to the facility stating that visitors with these symptoms should not enter the premises.
- ☐ Customers arriving at the site with children must ensure that their children stay next to a parent, avoid touching any other person or any item that does not belong to them, and are masked if age permits.
- ☐ In-store bars, bulk-bin options and product sampling have been discontinued.
- ☐ Purchases are given to customers in sealed packages or bags with receipt attached.
- ☐ Where possible, hands-free devices, including motion sensor lights, contactless payment systems, automatic soap and paper towel dispensers and timecard systems have been installed.
- ☐ Hand sanitizer, tissues and trash cans are available to the public at or near the entrance of the facility.
- ☐ All payment portals, pens, and styluses are disinfected after each use by a different person.
- ☐ The consumption of food or beverages at an indoor retail facility or outdoor retail site by customers is prohibited. The sale of food or beverages for consumption onsite at an indoor retail facility or outdoor retail site is prohibited.
- ☐ Optional - Describe other measures (e.g. providing senior-only hours, incentivizing non-peak sales):  

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#### **D. MEASURES THAT COMMUNICATE TO THE PUBLIC**

- ☐ A copy of this protocol is posted at all public entrances to the facility.

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- ☐ Signage at the entry and/or where customers line up notifies customers of options for and advantages preordering and prepayment.
- ☐ Online outlets of the establishment (website, social media, etc.) provide clear information about store hours, required use of face coverings, policies in regard to preordering, prepayment, pickup and/or delivery and other relevant issues.

#### **E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES**

- ☐ Dedicated shopping hours for vulnerable populations, including seniors and those medically vulnerable have been instituted, if appropriate, preferably at a time following a complete cleaning.
- ☐ Services that are critical to the customers/clients have been prioritized.
- ☐ Transactions or services that can be offered remotely have been moved on-line.
- ☐ Measures are instituted to assure access to goods and services for customers who have mobility limitations and/or are at high risk in public spaces.

**Any additional measures not included above should be listed on separate pages,  
which the business should attach to this document.**

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**You may contact the following person with any  
questions or comments about this protocol:**

**Business  
Contact Name:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Date Last  
Revised:** \_\_\_\_\_

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## Protocols for Small Charter Services

### Recent Updates:

- 12/6/20 – Small charter services are limited to members of a single household. The sale of food or beverages for onsite consumption or consumption on a vessel is prohibited. Changes highlighted in yellow.

This protocol is to be completed by small charter services, including, fishing chartered boat, and small group guided tours. In addition to the conditions imposed on these operations by the State Health Officer, businesses must also be in compliance with this protocol. This protocol must be implemented and posted prior to operation.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at [www.longbeach.gov/covid19](http://www.longbeach.gov/covid19) regularly for any updates to this document.

Small Charter Services must remain closed between 10 p.m. and 5 a.m. daily.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

**All Small Charter Services must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.**

**Business Name:**

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**Facility Address:**

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### A. RESTRICTION ON RENTALS

- ☐ The number of people on a vessel is limited to members of a single household and the staff/crew, but in no case more than 50% of the maximum occupancy of the vessel.  
Maximum number of persons in the facility are limited to: \_\_\_\_\_
- ☐ Customers are required to wear face coverings at all times while at the facility and while on the vessel. Cloth face coverings should not be placed on young children under age 2, anyone who has a medical condition, mental health condition, or disability that prevents them from wearing a face covering, or is otherwise unable to remove the mask or cloth face covering without assistance.
- ☐ Physical distancing of at least 6 feet must be maintained between (1) staff/crew and customers and (2) between members of different households.
- ☐ High-touch surfaces and common areas of the water vessel and each item of equipment rented

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must be wiped down in its entirety with disinfectant effective against COVID-19 after each use.

- ☐ The number of individuals allowed in interior spaces of a water vessel, such as a cabin, shall be limited to allow for physical distancing of 6ft or more.
- ☐ Hand sanitizer (with at least 60% alcohol) and/or hand washing facilities, including soap, water, and paper towels, must be made available to customers on the water vessel.
- ☐ Employees are assigned to disinfect rental equipment and the water vessel between uses.
- ☐ Instructional signage is posted on the water vessel regarding physical distancing.

## **B. GENERAL FACILITY & CHARTER RESTRICTIONS**

- ☐ Customers are required to wear face coverings at all times while at the facility and while on the vessel. Cloth face coverings should not be placed on young children under age 2, anyone who a medical condition, mental health condition, or disability that prevents them from wearing a face covering, or is otherwise unable to remove the mask or cloth face covering without assistance.
- ☐ Rental equipment must be available on the charter or made available to customer in accordance with Outdoor Equipment Rental Services Protocols (Appendix D).
- ☐ Instructional and informational signage is posted throughout the outdoor facility regarding infection control, physical distancing, and the use of face coverings.
- ☐ Inform customers of all safety protocols ahead of time.
- ☐ Reservations are required and customers are encouraged to pre-pay using debit/credit cards at the time of reservation.
- ☐ On-site payment of fees is done from an existing outdoor facing starter window or from a check-in table outside the facility. Six-foot physical distancing markings are installed to let customers know where to wait to pay. Touchless payment is used, where feasible.
- ☐ Encourage payment by gift, debit, or credit card.
- ☐ Physical space between employees and customers increased (e.g. partitions, plexiglass at point of sale locations)
- ☐ Markings or delineators are set up to create a six-foot barrier to minimize close contact between employees and the public.
- ☐ Hand sanitizer, soap and water, or effective disinfectant/wipes is made available to customers at or near each entrance to the facility at any beverage carts and food stations/facilities and restrooms, and other main points of contact.
- ☐ Reservations are no less than 10 minutes apart. Customers are encouraged to come to the facility no more than 10 minutes before the time expected to start the charter.
- ☐ Trash cans are touchless. Lids have been removed if present.
- ☐ All restrooms are serviced and disinfected frequently. Doors are propped open when possible to minimize touching of door handles or surfaces.
- ☐ Retail sales must adhere to the Retail Physical Distancing Protocol. Facility doors are propped open wherever possible.
- ☐ Customers are required to leave the property immediately once their charter time has expired. No congregating or tailgating in the parking lot is allowed.
- ☐ Any education or explanation of how to use rental equipment or safety instruction for the charter must be done by video or staff must be 6ft from customers.

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- ☐ This protocol is posted in a location visible to employees and the public.

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### **C. FOOD AND BEVERAGE**

- ☐ The sale of food or beverages for onsite consumption or consumption on a vessel is prohibited

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### **D. DISINFECTING PROTOCOLS**

- ☐ Point of sale station screen/monitor is disinfected after each transaction with disinfectant effective against COVID-19
- ☐ High touch areas are wiped down regularly.
- ☐ Public counters and service windows are frequently sanitized with disinfectant effective against COVID-19.
- ☐ Provide for disinfecting all payment portals, pens, and styluses after each use.
- ☐ Employees assigned to disinfect high-touch surfaces frequently
- ☐ The water vessel and each item of equipment rented must be wiped down in its entirety with disinfectant effective against COVID-19 after each use.
- ☐ Employees assigned to disinfect rental equipment and the water vessel between uses.
- ☐ Hand sanitizer (with at least 60% alcohol), soap and water, or disinfectant effective against COVID-19 is available to the public anywhere there is high-frequency employee interaction with members of the public.

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### **E. EMPLOYEE PROTOCOLS**

- ☐ Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn by the employee at all times during the workday except where the employee is working in a vehicle, office, or room alone. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used.
  - ☐ Staggered start times for staff and split shifts are put in place to limit the number of staff on site, at team meetings, at lunch breaks, and during departure times. No one is allowed to congregate in groups.
  - ☐ Staff meetings are held in open air spaces in order to maintain physical distancing.
  - ☐ No visitors or sales representatives are allowed on or within the facility. This includes outside distributors and manufacturer representatives. Meetings are held via telephone, zoom or other virtual platforms.
  - ☐ Employees are required and permitted adequate time to wash or sanitize their hands every 30 minutes or as needed if gloves are provided. Locker room facilities are cleared of all belongings. Additional uniforms, gear and all belongings can be kept in personal vehicles on-site. No personal belongings are allowed to be stored on-site.
  - ☐ The use of the breakroom facility common use items (e.g. coffee pots, vending machines, refrigerators and microwaves) has been suspended. Personal coolers are suggested for meals/personal beverages and should be stored in personal vehicles.
  - ☐ A secondary break and lunch area has been set up if possible to allow for greater physical
- 

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distancing.

- ☐ Management will set guidelines for cleaning facilities at least three times daily; (In the morning after staff arrivals and teams depart to the facility, after the lunch hour and at the end of the shift once everyone has departed for the day and focus on all key touch points (doorknobs, restrooms, tables, chairs, sinks, computers/keyboards etc.). High touch areas may require more frequent cleaning.
- ☐ Employees have been reminded to adhere to personal prevention actions including:
  - ☐ Stay home when you are sick. Stay home for at least 3 days (72 hours) after recovery, which means your fever has resolved without the use of fever-reducing medications and there is improvement in your respiratory symptoms (e.g., cough, shortness of breath), AND at least 10 days have passed since your symptoms first appeared.
  - ☐ Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use alcohol-based hand sanitizer that contains at least 60% alcohol. Wash your hands before meals, after using the restroom and after coughing and sneezing.
  - ☐ Cover your coughs and sneezes with a tissue, and then dispose of the tissue and clean your hands immediately. If you do not have a tissue, use your elbow (not your hands).
  - ☐ Do not touch your mouth, eyes, nose with unwashed hands.
  - ☐ Avoid contact with people who are sick.
  - ☐ Avoid sharing items such as phones or other devices. If devices must be shared be sure to wipe them down with a disinfectant wipe before and after sharing.
  - ☐ Constantly observe your work distances in relation to other staff. Always maintain the recommended minimum 6 feet separation from others unless specific work assignments require less distancing and wear a face cloth covering when working near or with others.
  - ☐ Disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared devices, and doorknobs. This should be done hourly during business hours.
  - ☐ Encourage staff to replace handshakes with other touch-less forms of greeting to customers and members
- ☐ Copies of this Protocol have been distributed to all employees.
- ☐ Disinfectant effective against COVID-19 and related supplies are available to all employees at the following location(s):
- ☐ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):
- ☐ Soap and water are available to all employees at the following location(s):

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## **F. END OF SHIFT PROCEDURES**

- ☐ Staff are responsible for disinfecting equipment after operation. Disinfectant at key tool stations will be available for staff to wipe down tools prior to and after use.
  - ☐ All staff members are required to leave the property immediately after their shift.
  - ☐ Each team member is reminded of the importance of physical distancing away from the job as well as on the
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job.

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## **G. MONITORING PROTOCOLS**

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- ☐ Friendly, yet firm communication with any patron violating the required safety protocols is a must. Patrons are reminded that any violation of Physical Distancing Protocols will jeopardize the continued operation of local charter businesses.
  - ☐ Any patron who refuses to adhere to the safety protocols after one warning is asked to leave the property immediately.
- 

**Any additional measures not included above should be listed on separate pages,  
which the business should attach to this document.**

**You may contact the following person with any  
questions or comments about this protocol:**

**Business Contact  
Name:**

**Phone number:**

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**Date Last  
Revised:**

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## Protocols for Outdoor Equipment Rental Services: Appendix D

### Recent Updates 12/6/20:

- The sale of food or beverages for onsite consumption is prohibited Changes highlighted in yellow
- REMINDER – Capacity on shared equipment is limited to a single household per rental only.

This protocol is to be completed by businesses providing outdoor equipment rental services, such as, kayaks, standup paddleboards, paddleboats, kitesurfing, electric boat rentals, and bikes. The requirements below apply to all businesses that provide outdoor equipment rental services. In addition to the conditions imposed on business sectors by the Governor, businesses must also be in compliance with the conditions laid out in this Protocol for Outdoor Equipment Rental Services. This protocol must be implemented and posted prior to a business operating.

Outdoor Equipment Rental Services must remain closed between 10 p.m. and 5 a.m.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at <http://www.longbeach.gov/covid19> regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

**All Outdoor Recreation Rental Services must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.**

**Business Name:**

**Facility Address:**

### A. RESTRICTION ON RENTALS

- ☐ Equipment rentals are limited to transportation and/or physical activities only, such as kayaks, standup paddleboards, paddleboats, kitesurfing, electric boat rentals (e.g. duffies), and bikes.
- ☐ Rentals must be checked in and checked out by an employee. Self-service rentals are prohibited. Staff must be present during hours of operation to disinfect between rentals/uses by customers.
- ☐ Attendants or crew allowed on rental equipment while in use by customers is limited to one employee necessary to operate the water vessel and one additional crew member. Physical distancing must be maintained between the attendants/crew and customers. Where an attendant is not present rental

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equipment must be self-guided or personally-operated by a customer.

- ☐ If an attendant is present on the rental equipment, customers and attendants must wear face coverings.
- ☐ Customers are required to wear face coverings at all times while using rentals. Cloth face coverings should not be placed on young children under age 2, anyone who has a medical condition, mental health condition, or disability that prevents them from wearing a face covering, or is otherwise unable to remove the mask or cloth face covering without assistance.
- ☐ Rentals where multiple people can use the same piece of equipment (such as kayaks, paddleboats, electric boats (e.g. duffies), bicycles) are limited to individuals or members of the same household only. Sharing of equipment by individuals who are not from the same household is prohibited.
- ☐ Each item of equipment rented must be wiped down in its entirety with disinfectant effective against COVID-19 after each use.

## **B. GENERAL FACILITY RESTRICTIONS**

- ☐ Customers are required to wear face coverings at all times while at the facility. Cloth face coverings should not be placed on young children under age 2, anyone who has a medical condition, mental health condition, or disability that prevents them from wearing a face covering, or is otherwise unable to remove the mask or cloth face covering without assistance.
- ☐ Instructional and informational signage is posted throughout the outdoor facility regarding infection control, physical distancing, and the use of face coverings.
- ☐ Inform customers of all safety protocols ahead of time.
- ☐ Reservations are required and customers are encouraged to pre-pay using debit/credit cards at the time of reservation.
- ☐ On-site payment of fees is done from an existing outdoor facing starter window or from a check-in table outside the facility. Six-foot physical distancing markings are installed to let customers know where to wait to pay. Touchless payment is used, where feasible.
- ☐ Encourage payment by gift, debit, or credit card.
- ☐ Physical space between employees and customers increased (e.g. partitions, plexiglass at point of sale locations)
- ☐ Markings or delineators are set up to create a six-foot barrier to minimize close contact between employees and the public.
- ☐ Hand sanitizer, soap and water, or effective disinfectant/wipes is made available to customers at or near each entrance to the facility at any beverage carts and food stations/facilities and restrooms, and other main points of contact.
- ☐ Reservations are no less than 10 minutes apart. Customers are encouraged to come to the facility no more than 10 minutes before the time expected to start rental.
- ☐ Trash cans are touchless. Lids have been removed if present.
- ☐ All restrooms are serviced and disinfected frequently. Doors are propped open when possible to minimize touching of door handles or surfaces.
- ☐ Retail sales must adhere to the Retail Physical Distancing Protocol. Facility doors are propped open wherever possible.
- ☐ Customers are required to leave the property immediately once the rental time has expired. No congregating or tailgating in the parking lot is allowed.

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- ☐ Any education or explanation of how to use rental equipment must be done by video or staff must be 6ft from customers.
- ☐ This protocol is posted in a location visible to employees and the public.

### **C. FOOD AND BEVERAGE**

- ☐ **The sale of food or beverages for onsite consumption is prohibited.**

### **D. DISINFECTING PROTOCOLS**

- ☐ Point of sale station screen/monitor is disinfected after each transaction with disinfectant effective against COVID-19
- ☐ High touch areas are wiped down regularly.
- ☐ Public counters and service windows are frequently sanitized with disinfectant effective against COVID-19.
- ☐ Provide for disinfecting all payment portals, pens, and styluses after each use.
- ☐ Employees assigned to disinfect high-touch surfaces frequently
- ☐ Each item of equipment rented must be wiped down in its entirety with disinfectant effective against COVID-19 after each use.
- ☐ Employees assigned to disinfect rental equipment between uses.
- ☐ Hand sanitizer (with at least 60% alcohol), soap and water, or disinfectant effective against COVID-19 is available to the public anywhere there is high-frequency employee interaction with members of the public.

### **E. EMPLOYEE PROTOCOLS**

- ☐ Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn by the employee at all times during the workday except where the employee is working in a vehicle, office, or room alone. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used.
- ☐ Staggered start times for staff and split shifts are put in place to limit the number of staff on site, at team meetings, at lunch breaks, and during departure times. No one is allowed to congregate in groups.
- ☐ Staff meetings are held in open air spaces in order to maintain physical distancing.
- ☐ No visitors or sales representatives are allowed on or within the facility. This includes outside distributors and manufacturer representatives. Meetings are held via telephone, zoom or other virtual platforms.
- ☐ The use of time clocks has been discontinued, if possible.
- ☐ Employees are required and permitted adequate time to wash or sanitize their hands every 30 minutes or as needed if gloves are provided. Locker room facilities are cleared of all belongings. Additional uniforms, gear and all belongings can be kept in personal vehicles on-site. No personal belongings are allowed to be stored on-site.
- ☐ The use of the breakroom facility common use items (e.g. coffee pots, vending machines,

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refrigerators and microwaves) has been suspended. Personal coolers are suggested for meals/personal beverages and should be stored in personal vehicles.

- ☐ A secondary break and lunch area has been set up if possible to allow for greater physical distancing.
- ☐ Management will set guidelines for cleaning facilities at least three times daily; (In the morning after staff arrivals and teams depart to the facility, after the lunch hour and at the end of the shift once everyone has departed for the day and focus on all key touch points (doorknobs, restrooms, tables, chairs, sinks, computers/keyboards etc.). High touch areas may require more frequent cleaning.
- ☐ Employees have been reminded to adhere to personal prevention actions including:
  - ☐ Stay home when you are sick. Stay home for at least 3 days (72 hours) after recovery, which means your fever has resolved without the use of fever-reducing medications and there is improvement in your respiratory symptoms (e.g., cough, shortness of breath), AND at least 10 days have passed since your symptoms first appeared.
  - ☐ Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use alcohol-based hand sanitizer that contains at least 60% alcohol. Wash your hands before meals, after using the restroom and after coughing and sneezing.
  - ☐ Cover your coughs and sneezes with a tissue, and then dispose of the tissue and clean your hands immediately. If you do not have a tissue, use your elbow (not your hands).
  - ☐ Do not touch your mouth, eyes, nose with unwashed hands.
  - ☐ Avoid contact with people who are sick.
  - ☐ Avoid sharing items such as phones or other devices. If devices must be shared be sure to wipe them down with a disinfectant wipe before and after sharing.
  - ☐ Constantly observe your work distances in relation to other staff. Always maintain the recommended minimum 6 feet separation from others unless specific work assignments require less distancing and wear a face cloth covering when working near or with others.
  - ☐ Disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared devices, and doorknobs. This should be done hourly during business hours.
  - ☐ Encourage staff to replace handshakes with other touch-less forms of greeting to customers and members
- ☐ Eliminating time clocks or assigning management/one individual the responsibility of punching employees in/out.
- ☐ Copies of this Protocol have been distributed to all employees.
- ☐ Disinfectant effective against COVID-19 and related supplies are available to all employees at the following location(s):
- ☐ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):
- ☐ Soap and water are available to all employees at the following location(s):

## **F. END OF SHIFT PROCEDURES**

- ☐ Staff are responsible for disinfecting equipment after operation. Disinfectant at key tool stations will be available for staff to wipe down tools prior to and after use.

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- ☐ All staff members are required to leave the property immediately after their shift.
  - ☐ Each team member is reminded of the importance of physical distancing away from the job as well as on the job.

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#### **G. MONITORING PROTOCOLS**

- ☐ Friendly, yet firm communication with any patron violating the required safety protocols is a must. Patrons are reminded that any violation of Physical Distancing Protocols will jeopardize the continued operation of local outdoor recreation rental businesses.
  - ☐ Any patron, who refuses to adhere to the safety protocols after one warning is asked to leave the property immediately.
- 

**Any additional measures not included above should be listed on separate pages, which the business should attach to this document.**

**You may contact the following person with any questions or comments about this protocol:**

**Business  
Contact Name:**

**Phone number:**

\_\_\_\_\_

\_\_\_\_\_

**Date Last  
Revised:**

\_\_\_\_\_

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## Protocols for Tennis Centers and Pickleball Courts: Appendix E

### Recent Updates 12/6/20:

- The sale of food or beverages for onsite consumption is prohibited. Indoor capacity limited to 20% of maximum occupancy. Changes are highlighted in yellow.

This protocol is to be completed by tennis centers and pickleball courts. The requirements below apply to all tennis centers and pickleball courts. In addition to the conditions imposed by the Governor, the tennis centers must also be in compliance with the conditions laid out in this Protocols. This protocol must be implemented and posted prior to operating.

Tennis Centers must remain closed between 10 p.m. and 5 a.m.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at <http://www.longbeach.gov/covid19> regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

**All Tennis Centers must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.**

**Tennis Center Name:** \_\_\_\_\_

**Facility Address:** \_\_\_\_\_

### A. PLAYER CHECK-IN, TENNIS PLAY AND CLUBHOUSE SURROUNDS - RESTRICTIONS

- ☐ The number of people in any indoor facility is low enough to ensure physical distancing but in no case more than 20% of the maximum occupancy of the indoor facility.  
Maximum number of persons in the facility are limited to: \_\_\_\_\_
- ☐ The clubhouse remains closed to the public.
- ☐ Instructional and informational signage is posted throughout the facility regarding infection control, physical distancing and the use of face coverings.
- ☐ Inform customers and members of all safety protocols ahead of time
- ☐ Customers are required to wear face coverings at all times while onsite. Cloth face coverings should not be placed on young children under age 2, anyone who has a medical condition, mental health

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condition, or disability that prevents them from wearing a face covering, or is otherwise unable to remove the mask or cloth face covering without assistance.

- ☐ No visitors or sales representatives are allowed within the clubhouse and pro-shop areas. This includes outside distributors and manufacturer representatives. Meetings are held via telephone or virtual platforms.
- ☐ Payment of fees is done from an existing outdoor facing starter window or from a check-in table inside the facility. Six-foot physical distancing markings are installed to let customers know where to wait to pay.
- ☐ Reservations are required and players are encouraged to pre-pay using debit/credit cards at the time of reservation.
- ☐ Encourage payment by gift, debit, or credit card.
- ☐ Markings or delineators are set up to create a six-foot barrier to minimize close contact between employees and the public.
- ☐ Hand sanitizer, soap and water, or effective disinfectant/wipes is made available to players at or near each entrance to the facility at any beverage carts and food stations/facilities and restrooms, and other main points of contact.
- ☐ Reservations are no less than 10 minutes apart. Players are encouraged to come to the facility no more than 10 minutes before the time expected to play.
- ☐ Games are limited to no more than 4 players who need not be from the same household or living unit. Each group must be stable (i.e., persons may not substitute in or out of the group).
- ☐ Each item of equipment rented must be wiped down in its entirety with disinfectant effective against COVID-19 after each use.
- ☐ Employees are assigned to disinfect rental equipment between rentals.
- ☐ Public counters and service windows are frequently sanitized with disinfectant effective against COVID-19.
- ☐ All court gates and stair rails are wrapped with caution tape to discourage touching, or else should be wiped down every hour.
- ☐ All gates are roped off or left open to prevent touching, if feasible. If the facility has a wide open side entrance to the courts, its use is recommended.
- ☐ Alternate courts are reserved for play if there is no barrier, such as fencing, between courts.
- ☐ All score tenders are taken off the courts to prevent touching.
- ☐ Trash cans are touchless. Lids have been removed if present.
- ☐ All restrooms are serviced and disinfected frequently. Doors are propped open when possible to minimize touching of door handles or surfaces.
- ☐ Pro shop sales must adhere to the Retail Protocol. Facility doors are propped open wherever possible.
- ☐ No group play or tournaments are allowed.
- ☐ Players are required to leave the property immediately upon completion of play. No congregating or tailgating in the parking lot is allowed.
- ☐ Players are required to stay on their side of court and avoid changing ends.

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- ☐ Employees have been reminded to adhere to personal prevention actions including:
  - ☐ Stay home when you are sick. Stay home for at least 3 days (72 hours) after recovery, which means your fever has resolved without the use of fever-reducing medications and there is improvement in your respiratory symptoms (e.g., cough, shortness of breath), AND at least 10 days have passed since your symptoms first appeared.
  - ☐ Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use alcohol-based hand sanitizer that contains at least 60% alcohol. Wash your hands before meals, after using the restroom and after coughing and sneezing.
  - ☐ Cover your coughs and sneezes with a tissue, and then dispose of the tissue and clean your hands immediately. If you do not have a tissue, use your elbow (not your hands).
  - ☐ Do not touch your mouth, eyes, nose with unwashed hands.
  - ☐ Avoid contact with people who are sick.
  - ☐ Avoid sharing items such as phones or other devices. If devices must be shared be sure to wipe them down with a disinfectant wipe before and after sharing.
  - ☐ Constantly observe your work distances in relation to other staff. Always maintain the recommended minimum 6 feet separation from others unless specific work assignments require less distancing and wear a face cloth covering when working near or with others.
  - ☐ Disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared devices, and doorknobs. This should be done hourly during business hours.
  - ☐ Encourage staff to replace handshakes with other touch-less forms of greeting to customers and members
- ☐ Eliminating time clocks or assigning management/one individual the responsibility of punching employees in/out.
- ☐ Copies of this Protocol have been distributed to all employees.

## **B. FOOD AND BEVERAGE**

- ☐ The sale of food or beverages for onsite consumption is prohibited.

## **C. COACHING**

- ☐ Private lessons are allowed using proper physical distancing techniques to allow for 6 ft or more between individuals. Group lessons or coaching are allowed with groups limited to no more than 1 coach/instructor to every 4 students.
- ☐ Teaching professionals are assigned specific courts and specific days and times, where feasible.
- ☐ Only baskets, ball dispensing machines, and ball mowers are permitted on the court.
- ☐ Players are encouraged to use their racquet/foot to push balls back and/or hit them to their instructor to avoid using hands and touching the balls.
- ☐ Players will not handle any of the coaching equipment.
- ☐ Balls are restricted to each student. Balls may be provided by either the pro or the student. Using the same set of balls between multiple students is prohibited.
- ☐ The pros will use a glove on their non-dominant hand.

## **D. TENNIS BALLS**

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- ☐ Players must bring their own balls which should be marked to indicate which balls they brought. Players must take their balls with them when they leave.

#### **E. TENNIS EQUIPMENT**

- ☐ Sharing of tennis equipment is prohibited.
- ☐ Ball dispensing machines, ball baskets, and ball mowers are sanitized between uses. Use of ball tubes and baskets to pick up loose balls after ball machine use limits contact and is encouraged.
- ☐ Avoid using unnecessary equipment, such as throw-down lines.

#### **F. EMPLOYEE PROTOCOLS**

- ☐ Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn by the employee at all times during the workday except where the employee is working in a vehicle, office, or room alone. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used.
- ☐ Staggered start times for staff and split shifts are put in place to limit the number of staff on site, at team meetings, at lunch breaks, and during departure times. No one is allowed to congregate in groups.
- ☐ Staff meetings are held in open air spaces such as parking lots or large storage bays in order to maintain physical distancing.
- ☐ No visitors or sales representatives are allowed on or within the tennis center facility. This includes outside distributors and manufacturer representatives. Meetings are held via telephone, zoom or other virtual platforms.
- ☐ The use of time clocks has been discontinued, if possible.
- ☐ Employees are required and permitted adequate time to wash or sanitize their hands every 30 minutes or as needed if gloves are provided. Locker room facilities are cleared of all belongings. Additional uniforms, gear and all belongings can be kept in personal vehicles on-site. No personal belongings are allowed to be stored on-site.
- ☐ The use of the breakroom facility common use items (e.g. coffee pots, vending machines, refrigerators and microwaves) has been suspended. Personal coolers are suggested for meals/personal beverages and should be stored in personal vehicles.
- ☐ A secondary break and lunch area has been set up if possible to allow for greater physical distancing.

Management will set guidelines for cleaning facilities at least three times daily; (In the morning after staff arrivals and teams depart to the facility, after the lunch hour and at the end of the shift once everyone has departed for the day and focus on all key touch points (doorknobs, restrooms, tables, chairs, sinks, computers/keyboards etc.). High touch areas may require more frequent cleaning.

#### **G. END OF SHIFT PROCEDURES**

- ☐ Staff are responsible for disinfecting equipment after operation. Disinfectant at key tool stations will be available for staff to wipe down tools prior to and after use.
- ☐ All staff members are required to leave the property immediately after their shift.
- ☐ Each team member is reminded of the importance of physical distancing away from the job as well as on

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the job.

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## **H. MONITORING PROTOCOLS**

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- ☐ The tennis center operator has a 'Safety Ambassador' on-site during all business hours. The sole purpose of said staff member is to ensure that staff and patrons are practice all required Physical Distancing Protocols. The Safety Ambassador wears a name tag and indication that they are the "Safety Ambassador". The Safety Ambassador always has this document with them to reference the required safety protocols.
  - ☐ Friendly, yet firm communication with any patron violating the required safety protocols is a must. Patrons are reminded that any violation of Physical Distancing Protocols will jeopardize the continued operation of local tennis centers.
  - ☐ Any patron, who refuses to adhere to the safety protocols after one warning is asked to leave the property immediately.
- 

**Any additional measures not included above should be listed on separate pages, which the business should attach to this document.**

**You may contact the following person with any questions or comments about this protocol:**

**Tennis Center  
Contact Name:**

**Phone number:**

**Date Last  
Revised:**

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## Golf Course Protocols: Appendix F

### Recent Updates 12/6/20:

- The sale of food or beverages for onsite consumption is prohibited. Indoor capacity is limited to 20% of maximum occupancy. Changes are highlighted in yellow.
- REMINDER – Golf carts shall be limited to a single rider or a single household.

This protocol is to be completed by Golf Courses. The requirements below apply to all golf courses. In addition to the conditions imposed on golf courses by the Governor, the golf course must also be in compliance with the conditions laid out in this Golf Course Protocols. This protocol must be implemented and posted prior to a golf course operating.

Golf Courses must remain closed between 10 p.m. and 5 a.m.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at <http://www.longbeach.gov/covid19> regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

These critical areas have been incorporated into the checklist below and must be implemented as required golf course reopening protocols.

**All Golf Courses must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.**

**Golf Course name:** \_\_\_\_\_

**Facility Address:** \_\_\_\_\_

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## **A. GOLFER CHECK-IN, GOLF PLAY AND CLUBHOUSE SURROUNDS - RESTRICTIONS**

- ☐ The number of people in an indoor facility is low enough to ensure physical distancing but in no case more than 20% of the maximum occupancy of the indoor facility.

Maximum number of persons in the facility are limited to: \_\_\_\_\_

- ☐ All retail areas must comply with [retail establishment](#) protocols
- ☐ Instructional and informational signage is posted throughout the facility regarding infection control, physical distancing and the use of face coverings.
- ☐ Visitors arriving at the establishment are required to wear a face covering at all times (except while eating or drinking, if applicable) while in the establishment or on the grounds of the establishment. This applies to all adults and to children 2 years of age and older. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one. To support the safety of your employees and other visitors, a face covering should be made available to visitors who arrive without them.
- ☐ Symptom checks are conducted before visitors may enter the facility. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills. These checks can be done in person or through alternative methods such as on-line check in systems or through signage posted at the entrance to the facility stating that visitors with these symptoms should not enter the premises.
- ☐ Payment of green fees is done from an existing outdoor facing starter window or from a check-in table inside the facility. Six-foot social distancing markings are installed to let customers know where to wait to pay.
- ☐ Reservations are required and golfers are encouraged to pre-pay using debit/credit cards at the time of reservation.
- ☐ Payment at the golf course is done by gift, debit or credit card only.
- ☐ Markings or delineators are set up to create a six-foot barrier around the golf starter area in order to minimize close contact between employees and the public.
- ☐ Hand sanitizer, soap and water, or effective disinfectant/wipes is made available to golfers at or near each entrance to the facility at any beverage carts and food stations/facilities and restrooms.
- ☐ Tee time intervals are no less than 10 minutes apart.
- ☐ Tee times are limited to no more than 4 players who need not be from the same household or living unit). Each group must be stable (i.e., persons may not substitute in or out of the group)
- ☐ Players are not allowed to arrive on any tee box until the previous group has left the teeing ground.
- ☐ Score cards and pencils are handed out when requested only, and not placed on the counter.
- ☐ Rental clubs are not made available.
- ☐ Public counters and service windows are frequently sanitized.

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- ☐ Club racks are removed or cordoned off.
- ☐ Trash cans are touchless. Lids have been removed if present.
- ☐ Golf carts must be single rider only, but members of the same household can share a cart.
  - Golfers are not allowed to touch, remove or adjust the flag stick during their round.
- ☐ Golf carts, riding and hand carts, are sanitized before and after each use.
- ☐ All golf course restrooms are serviced and disinfected frequently. Doors are propped open when possible to minimize touching of door handles or surfaces.
- ☐ Since bunker rakes are not available, golfers are instructed, as per USGA COVID 19 Rules, to “try their best to smooth the disturbed area with a foot or a golf club after playing their ball.”
- ☐ Private lessons are allowed using proper social distancing techniques. Both the students and instructor will be required to wear face masks
- ☐ All participant information normally distributed and collected during registration shall be done electronically prior to arrival. Encourage participants to print out themselves or plan to use in digital form.
- ☐ Participants and coaches are required to remain at least 6-feet from one another and must refrain from physical contact with each other such as handshakes, embraces, high fives and fist bumps.
- ☐ Coaches and participants shall wear face coverings for the entirety of class.
- ☐ Participant to coach ratio shall not exceed 6:1
- ☐ Coaches shall not share equipment with other coaches or participants without such equipment being sanitized.
- ☐ All equipment issued to participants shall have been sanitized. In addition, said golf equipment shall remain with the student throughout the class and shall not be shared.
- ☐ Participants shall not handle range baskets or shag bags at any time.
- ☐ Coaches will remain with their assigned group throughout the session. Participants shall not rotate to different coaches during a given session.
- ☐ Consecutive sessions shall be staggered to allow staff time to disinfect equipment and to minimize gathering and cross traffic of student beginning and ending sessions.
- ☐ No group play or tournaments are allowed.
- ☐ No congregating or tailgating in the parking lot is allowed.

**For Employees or Staff present on site:**

- ☐ All employees have been told not to come to work if sick, or if they are exposed to a person who has COVID-19. Employees understand to follow DPH guidance for self-isolation and quarantine, if applicable. Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
  - ☐ 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 has been

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provided to all employees. See additional information on government [programs](#) supporting sick leave and worker's compensation for COVID19, including employee's sick leave rights under the [Families First Coronavirus Response Act](#) and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 exposures occurring between March 19 and July 5 pursuant to the Governor's [Executive Order N-62-20](#)

- ☐ Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures. See the public health guidance on [responding to COVID-19 in the workplace](#).

[Employee screenings](#) are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee has had contact with a person known to be infected COVID-19 in the last 14 days. These checks can be done remotely or in person upon the employees' arrival. A temperature check should also be done at the worksite if feasible.

- ☐ In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer should report this cluster to the Long Beach Department Health and Human Services 562-570-INFO.
- ☐ Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn by the employee at all times during the workday except where the employee is working in a vehicle, office, or room alone. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used.
- ☐ Employees are instructed to wash their face coverings daily.
- ☐ Employees have been reminded to adhere to personal prevention actions including:
  - ☐ Stay home when you are sick. Stay home for at least 1 day (24 hours) after your fever has resolved without the use of fever-reducing medications and there is improvement in your symptoms (e.g., cough, shortness of breath), AND at least 10 days have passed since your symptoms first appeared.
  - ☐ Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use alcohol-based hand sanitizer that contains at least 60% alcohol. Wash your hands before meals, after using the restroom and after coughing and sneezing.
  - ☐ Cover your coughs and sneezes with a tissue, and then dispose of the tissue and clean your hands immediately. If you do not have a tissue, use your elbow (not your hands).
  - ☐ Do not touch your mouth, eyes, nose with unwashed hands. Avoid
  - ☐ contact with people who are sick.
  - ☐

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Avoid sharing items such as phones or other devices. If devices must be shared be sure to wipe them down with a disinfectant wipe before and after sharing.

- ☐ Constantly observe your work distances in relation to other staff. Always maintain the recommended minimum 6 feet separation from others unless specific work assignments require less distancing and wear a face cloth covering when working near or with others.
- ☐ Disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared devices, and doorknobs. This should be done hourly during business hours.
- ☐ Copies of this Protocol have been distributed to all employees.

## **B. FOOD AND BEVERAGE**

- ☐ The sale of food or beverages for onsite consumption is prohibited.

## **C. GOLF COURSE SET-UP**

- ☐ Rakes, ball washers, benches, divot boxes and sand bottles have been removed in order to eliminate common touch points.
- ☐ Golf course putting green cups are installed in a 'touchless' manner. Foam or another material may be inserted. At no time is the entire ball resting below the putting surface.
- ☐ Drinking fountains and water coolers have been removed or covered.

## **D. PRACTICE FACILITY**

- ☐ Practice putting and chipping green remain closed.
- ☐ No congregating is allowed on the driving range. If necessary, a 1-hour maximum time limit for use of the driving range has been implemented.
- ☐ No golfer is allowed to stand behind a hitting station while waiting for another golfer to finish. Driving range mat centerlines can be 8 feet apart as long as areas for left-handed players are grouped together and separated from those for right handed players by at least 12 feet. Driving ranges with fixed partitions use only every other stall.
- ☐ Range baskets are regularly sanitized. Range
- ☐ balls are washed after each use.
- ☐ Ball dispensing machines are frequently sanitized.

## **E. MAINTENANCE EMPLOYEE PROTOCOLS**

- ☐ Staggered start times for staff and split shifts are put in place to limit the number of staff on site, at team meetings, at lunch breaks, and during departure times. No one is allowed to congregate in groups.
- ☐ Staff meetings are held in open air spaces such as parking lots or large storage bays in order to maintain physical distancing.
- ☐ The use of time clocks has been discontinued, if possible.

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- ☐ All employees are required to wash their hands for 20 seconds prior to the start of their shift, before and after the lunch break, after using the restroom and prior to departing for the day. More frequent handwashing is recommended as feasible. Locker room facilities are cleared of all belongings. Additional uniforms, gear and all belongings can be kept in personal vehicles on-site. No personal belongings are allowed to be stored on-site.
- ☐ The use of the breakroom facility common use items (e.g. coffee pots, vending machines, refrigerators and microwaves) has been suspended. Personal coolers are suggested for meals/personal beverages and should be stored in personal vehicles.
- ☐ A secondary break and lunch area has been set up if possible, to allow for greater social distancing.
- ☐ No employees other than the golf course mechanic are permitted in mechanics area. Mechanics are instructed to take all necessary precautions to ensure all tools and key touch points are cleaned and wiped down regularly (e.g. grinders, workbenches and commonly used tools). All mechanics are encouraged to always use good hand hygiene and wear protective latex gloves during work hours.
- ☐ Management will set guidelines for cleaning facilities at least three times daily; (In the morning after staff arrivals and teams depart to golf course, after the lunch hour and at the end of the shift once everyone has departed for the day and focus on all key touch points (doorknobs, restrooms, tables, chairs, sinks, computers/keyboards etc.). High touch areas may require more frequent cleaning.

## **F. ON COURSE WORK ENVIRONMENT**

- ☐ A minimum of 6 feet social distancing is maintained at all times.
- ☐ Disposable protective gloves are worn and changed out when necessary by staff.
- ☐ Equipment such as carts and radios are assigned to staff. Protocols for cleaning all touch points on all equipment are put in place. Staff will be responsible for disinfecting equipment prior to usage and periodically during operation. Disinfectant at key tool stations are available for staff to wipe down tools prior to and after use. (e.g. shovel, rakes, fuel cans, cup cutters etc.).
- ☐ Crews will be broken up into pods of a front nine crew and back nine crew and remain in these pods as much as possible in order to reduce interaction of the entire crew.
- ☐ Training on various pieces of equipment is done while maintaining social distancing. When possible, equipment training will be executed by mirroring, with the trainer and trainee each working with their own identical piece of equipment to eliminate the need for sharing equipment in close proximity.

## **G. END OF SHIFT PROCEDURES**

- ☐ Staff are responsible for disinfecting equipment after operation. Disinfectant at key tool stations will be available for staff to wipe down tools prior to and after use. (i.e. shovel, rakes, fuel cans, cup cutters etc.).
- ☐ All staff members are required to leave the property immediately after their shift.
- ☐ Each team member is reminded of the importance of social distancing away from the job as well as on the job.

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## **H. MONITORING PROTOCOLS**

- ☐ The golf course operator has a 'Safety Ambassador' on-site during all business hours. The sole purpose of said staff member is to ensure that golf course staff and patrons are practice all required Social Distancing Safety Protocols. The Safety Ambassador wears a name tag and the golf cart used shall be clearly marked with 'Safety Ambassador'. The safety monitor always has this document with them to reference the required safety protocols.
- ☐ Friendly, yet firm communication with any patron violating the required safety protocols is a must. Patrons are reminded that any violation of Social Distancing Safety Protocols will jeopardize the continued operation of local golf courses.
- ☐ Any patron, who refuses to adhere to the safety protocols after one warning is asked to leave the property immediately.

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**Any additional measures not included above should be listed on separate pages, which the business should attach to this document.**

**You may contact the following person with any questions or comments about this protocol:**

**Golf Course Contact  
Name:** \_\_\_\_\_

**Phone number:**

**Date Last  
Revised:**

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## Protocols for Office Worksites: Appendix G

### Recent Key Updates 12/6/20:

- Office-based Critical Businesses that operate indoors must limit capacity to 20% of maximum occupancy. Healthcare Operations and Critical Infrastructure are strongly encouraged, where possible, to limit the number of employees in the office to allow employees to easily maintain at least a six-foot distance from one another at all practicable times.

This protocol is to be completed by businesses with office worksites. The requirements below apply to all office worksites. Office worksites refer to the building, room or other area where an organization's employees perform administrative work in order to support and realize objects and goals of an organization. This Protocol is not intended for manufacturing or distribution operations. In addition to the conditions imposed on office-based businesses by the Governor, businesses must also be in compliance with this protocol. This protocol must be implemented and posted prior to an office-worksite operating.

Businesses whose operations require employees work from an office worksite who are not identified as an **Critical** Business, Healthcare Operation, or **Critical** Infrastructure in this Order may operate via telework and for Minimum Basic Operations only.

"Minimum Basic Operations" means that all persons and businesses required to cease in-person operations may continue to work from home and may travel to those businesses for the following reasons:

- a. The minimum necessary activities to maintain and protect the value of the business's inventory and facilities; ensure security, safety, and sanitation; process payroll and employee benefits;
- b. The minimum necessary activities to facilitate owners, employees, and contractors of the business being able to continue to work remotely from their residences, and to ensure that the business can deliver its service remotely.

**Critical** Business, Healthcare Operation, or **Critical** Infrastructure whose operations necessitate that employees operate from an office worksite, must require employees telework to the extent feasible and any in-person operations must be in accordance with this Protocol. Office-based **Critical** Businesses that operate indoors must limit capacity to 20% of maximum occupancy. Healthcare Operations and **Critical** Infrastructure are strongly encouraged, where possible, to limit the number of employees in the office to allow employees to easily maintain at least a six-foot distance from one another at all practicable times.

The following issues are critical and must be addressed to ensure that workers and consumers remain reduce the risk of spread as we transition to a more open phase:

- (1) Protecting and supporting employee and customer health
- (2) Ensuring appropriate physical distancing
- (3) Ensuring proper infection control
- (4) Communicating with the public
- (5) Ensuring equitable access to services

These five key areas must be addressed as your facility develops any reopening protocols.

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Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at [www.longbeach.gov/covid19](http://www.longbeach.gov/covid19) regularly for any updates to this document.

**All businesses must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the business.**

**Business name:**

**Facility Address:**

**Maximum Occupancy, per Fire Code:**

**Approximate total square footage of space open to the public:**

**A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH (CHECK ALL THAT APPLY TO THE FACILITY)**

- ☐ Everyone who can carry out their work duties from home has been directed to do so.
- ☐ Vulnerable staff (those above age 65, those who are pregnant, and those with chronic health conditions) are assigned work that can be done from home whenever possible, and should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.
- ☐ Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home.
- ☐ Alternate, staggered or shift schedules have been instituted to maximize physical distancing.
- ☐ Additional protections like shifts in job duty that allow employees that are vulnerable to work from home have been provided whenever possible.
- ☐ All employees have been told not to come to work if sick, or if they are exposed to a person who has COVID-19. Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) [isolate themselves at home](#) and require the immediate [self-quarantine](#) of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- ☐ Workers are provided 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](#) and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 exposures occurring between March 19 and July 5 pursuant to the Governor's [Executive Order N-62-20](#).
- ☐ Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have

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access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.

- ☐ Employee screenings are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee has had contact with a person known to be infected COVID-19 in the last 14 days. These checks can be done remotely or in person upon the employees' arrival. A temperature check should also be done at the worksite if feasible.
- ☐ In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer should report this cluster to the Long Beach Department Health and Human Services 562-570-INFO.
- ☐ Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn by the employee at all times during the workday except where the employee is working in a vehicle, office, or room alone. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used.
- ☐ Employees are instructed to wash their face coverings daily.
- ☐ All occupied desks, individual workstations or individuals on production lines are separated by at least six feet unless there are extenuating circumstances that require closer contact for brief periods of time.
- ☐ In compliance with wage and hour regulations, breaks are staggered to ensure that physical distancing can be maintained in break rooms.
- ☐ All employees, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the use face coverings while onsite.
- ☐ Break rooms, restrooms and other common areas are disinfected frequently, on the following schedule:
  - Break rooms
  - Restrooms
  - Other
- ☐ Disinfectant and related supplies are available to employees at the following location(s):
- ☐ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):
- ☐ Soap and water are available to all employees at the following location(s):
- ☐ Employees are allowed frequent breaks to wash their hands.
- ☐ Workers are provided time during their shifts to implement cleaning practices. Cleaning assignments should be assigned during working hours as part of the employee's job duties.
- ☐ Each worker is assigned their own tools, equipment and defined workspace whenever possible. Sharing of workspaces and held items is minimized or eliminated. Where items must be shared, they are disinfected between shifts or uses, whichever is more frequent, including the following: shared office equipment such as copiers, fax machines, printers, telephones, keyboards, staplers, surfaces in reception areas, shared work stations, etc. with a cleaner appropriate for the surface.
- ☐ Copies of this Protocol have been distributed to all employees.
- ☐ Optional—Describe other measures:

## **B. MEASURES TO ENSURE PHYSICAL DISTANCING (CHECK ALL THAT APPLY TO THE FACILITY)**

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- ☐ To the extent feasible, the number of employees in the building is limited at any one time such that employees can easily maintain at least a six-foot distance from one another at all practicable times but in no case greater than **20%** of maximum occupancy per floor or office.

Maximum number of employees in facility per floor or office limited to: \_\_\_\_\_

- ☐ Tape or other markings have been placed at least six feet apart anywhere where individuals may have to line up, both inside the workplace and outside its public entrances, with signs directing employees and visitors to use the markings to maintain distance.
- ☐ Employees have been instructed to maintain at least six feet distance from customers, guests and from each other; employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- ☐ Elevator capacity is limited to the number of people that can be accommodated while maintaining a 6-foot physical distance between riders; during peak building entry and exit times, this number can be adjusted to 4 individuals or fewer at a time for any elevator that does not allow for 6-foot physical distance between riders. All riders are required to wear cloth face coverings. Consider elevator sizes, number of building floors, and daily number of employees and visitors to establish physical distancing guidelines appropriate for elevator riders.
- ☐ To ease elevator traffic, stairwells have been opened for “up” or “down” traffic with increased cleaning of stairwells.
- ☐ Furniture in areas that are open to the public (e.g., lobby, reception areas, or waiting rooms) is separated to support physical distancing.
- ☐ Customer service windows or reception counters have been separated by 6 feet to allow for physical distancing.
- ☐ Workspaces, cubicles, etc. are redesigned to ensure for six feet between employees.
- ☐ Common areas (e.g., break rooms and kitchenettes) are closed or restricted, using barriers, or by increasing physical distance between tables/chairs in breakrooms and kitchenettes where personnel are likely to congregate and interact.
- ☐ Employees are discouraged from congregating in any area, but especially common areas or high traffic areas such as break rooms, bathrooms, hallways and stairwells.
- ☐ To the extent possible, flow of traffic within the workplace is modified to minimize contacts (e.g., doors for entry or exit only; directional hallways or passageways have been established for foot traffic in a way that prevents employees from passing by one another).
- ☐ Employees have been instructed to discontinue handshakes or other forms of greeting that break physical distance.
- ☐ Nonessential travel is discontinued.

#### **C. MEASURES TO ENSURE INFECTION CONTROL (CHECK ALL THAT APPLY TO THE FACILITY)**

- ☐ The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased. 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 and other spaces.
- ☐ Shared materials or objects (e.g., staplers, three-hole punches pens, coffee mugs etc.) have been eliminated, to the greatest extent possible.
- ☐ Enhanced cleaning of entire office space is completed on a regular basis.
- ☐ To the extent possible, doors, trash cans, etc. are contactless.

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- ☐ Common areas and frequently touched object such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, and handrails are regularly disinfected using EPA approved disinfectants and following the manufacturer's instructions for use.
- ☐ Disinfectant and related supplies are available to all employees at the following location(s):  
\_\_\_\_\_
- ☐ Contactless payment systems are in place or, if not feasible, payment systems are sanitized regularly. Describe:  
\_\_\_\_\_
- ☐ If possible, customer service or reception areas have plastic barriers installed to limit contact between employees and visitors.
- ☐ To the extent possible, visitors to the worksite are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number and email address. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor children) their information is captured in the visitor log.
- ☐ Visitors arriving at the establishment are required to wear a face covering at all times (except while eating or drinking, if applicable) while in the establishment or on the grounds of the establishment. This applies to all adults and to children 2 years of age and older. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one. To support the safety of your employees and other visitors, a face covering should be made available to visitors who arrive without them.
- ☐ Symptom checks are conducted before visitors may enter the facility. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills. These checks can be done in person or through alternative methods such as on-line check in systems or through signage posted at the entrance to the facility stating that visitors with these symptoms should not enter the premises.
- ☐ To the extent possible, movement of visitors to the worksite is limited to designated areas such as the reception or lobby area, customer service area, conference or meeting rooms, and public rest rooms.
- ☐ If necessary, staff are available to direct guests to meeting rooms upon entry to office space rather than congregating in lobbies or common areas.
- ☐ Visitors arriving at the worksite with children must ensure that their children stay next to a parent, avoid touching any other person or any item that does not belong to them, and are masked if age permits.
- ☐ Restrooms normally open to the public remain open to the public if the public can enter the facility.
- ☐ Hand sanitizer, soap and water, tissues and trash cans are available to the public at or near the entrance of the facility, at reception, and anywhere else inside the workplace or immediately outside where people have direct interactions.
- ☐ Use of digital files rather than paper formats (e.g., documentation, invoices, inspections, forms, agendas) is encouraged.
- ☐ Break rooms, restrooms, and other common areas are being disinfected frequently, on the following schedule:
  - ☐ Break rooms: \_\_\_\_\_
  - ☐ Restrooms: \_\_\_\_\_
  - ☐ Other: \_\_\_\_\_

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- ☐ Building infrastructure that supports bike commuting is open and capacity for bike storage increased if possible.
- ☐ Sharing of communal food is prohibited.
- ☐ Optional-Describe other measures (e.g. providing senior-only hours):  
\_\_\_\_\_

#### **D. MEASURES THAT COMMUNICATE TO THE PUBLIC**

- ☐ A copy of this protocol is posted at all public entrances to the facility.
- ☐ Signage has been posted to provide clear guidance to the public about how to maintain safety within the facility (e.g., maintaining physical distance, wear face covering, etc.).
- ☐ Signage is posted at each public entrance of the facility to inform all employees and visitors that they should: Avoid entering the facility if they have a cough or fever.
- ☐ Online outlets of the workplace (website, social media, etc.) provide clear information about hours, required use of face coverings, policies in regard to making appointments, and other relevant issues.

#### **E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES**

- ☐ Services that are critical to the customers/clients have been prioritized.
- ☐ Transactions or services that can be offered remotely have been moved on-line.
- ☐ Measures are instituted to assure access to goods and services for visitors who have mobility limitations and/or are at high risk in public spaces.

**Any additional measures not included above should be listed on separate pages, which the business should attach to this document.**

**You may contact the following person with any questions or comments about this protocol:**

**Business  
Contact Name:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Date Last  
Revised:**

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## Restaurant Protocols: Appendix H

### Recent Updates 11/23/20:

- Restaurants, which include, brewpubs, breweries, bars, pubs, craft distilleries, and wineries that hold a City-issued restaurant permit to provide sit-down, dine-in bona fide meals, may operate for drive-thru, curbside, doorside, or other outdoor pickup and delivery only. Such establishments may operate for drive-thru, curbside, doorside, or other outdoor pickup and delivery between the hours of 10 p.m. and 5 a.m. daily.
- Brewpubs, breweries, craft distilleries, and wineries that do not hold a City-issued restaurant permit may continue retail operations only for curbside, doorside, or other outdoor pickup and delivery only. Retail operations of brewpubs, breweries, craft distilleries, and wineries that do not hold a City-issued restaurant permit must remain closed between 10 p.m. to 5 a.m. except where the establishment sells alcohol with a bona fide meal provided by a City-approved meal provider in accordance with this Protocol.
- Allow brewpubs, breweries, bars, pubs, craft distilleries, and wineries to sell beer, wine, and pre-mixed drinks or cocktails not in manufacturers containers for consumption off the licensed premises where the establishment sells alcohol with a bona fide meal provided by a City-approved meal provider in accordance with this Protocol. Such establishments may operate for drive-thru, curbside, doorside, or other outdoor pickup and delivery between the hours of 10 p.m. and 5 a.m. daily.
- **Changes highlighted in yellow**

Due to the continued rapid spread of the Novel Coronavirus (COVID-19) and the need to protect the most vulnerable members of our community, this Protocol has been updated to:

- Require restaurants, other food facilities, and brewpubs, breweries, bars, pubs, craft distilleries, and wineries that hold a City-issued restaurant permit to service via for drive-thru, curbside, doorside, or other outdoor pickup and delivery only. Such establishments may operate for drive-thru, curbside, doorside, or other outdoor pickup and delivery between the hours of 10 p.m. and 5 a.m. daily.
- Require brewpubs, breweries, craft distilleries, and wineries that do not hold a City-issued restaurant permit to conduct retail operations for curbside, doorside, or other outdoor pickup and delivery only. Retail operations of brewpubs, breweries, craft distilleries, and wineries that do not hold a City-issued restaurant permit must remain closed between 10 p.m. to 5 a.m. except where the establishment sells alcohol with a bona fide meal provided by a City-approved meal provider in accordance with this Protocol.
- Allow brewpubs, breweries, bars, pubs, craft distilleries, and wineries to sell beer, wine, and pre-mixed drinks or cocktails not in manufacturers containers for consumption off the licensed premises where the establishment sells alcohol with a bona fide meal provided by a City-approved meal provider in accordance with this Protocol. Such establishments may operate for drive-thru, curbside, doorside, or other outdoor pickup and delivery between the hours of 10 p.m. and 5 a.m.

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daily.

Any service of food, beverages (including alcohol) that involves a customer remaining in-person to consume food or beverages onsite is prohibited. In addition to the conditions imposed on restaurants by the State Public Health Officer and regulations implemented by the California Alcohol and Beverage Control, establishments must also be in compliance with these employee safety and infection control protocols.

### **SALE OF ALCOHOLIC BEVERAGES TO GO**

Restaurants, including brewpubs, breweries, bars, pubs, craft distilleries, and wineries (Establishment) may sell beer, wine, and pre-mixed drinks or cocktails not in manufacturers containers for consumption off the licensed premises when sold in conjunction with a bona fide meal prepared for curbside, doorside, or other outdoor pickup and delivery under the following conditions and pursuant to the ABC's First and Fifth Notices of Regulatory Relief (<https://www.abc.ca.gov/notice-of-regulatory-relief/>):

- (1) Bona fide meals are provided by a City-approved meal provider regularly engaged in the business of preparing and offering bona fide meals for sale to the public, such as, a traditional restaurant, a fast food restaurant or a mobile meal provider (e.g. a food truck), or similar licensed businesses that prepares and serves bona fide meals. If the Establishment does not hold a City-issued restaurant permit, the Establishment must notify the City Health Department of the agreement and the relationship between the Establishment and the City-approved meal provider through the City's permitting process for this activity. Approval shall be obtained by the City Health Department prior to operation. **ALCOHOL MUST BE PURCHASED IN THE SAME TRANSACTION AS A BONA FIDE MEAL.**
- (2) All orders for food and alcoholic beverages are made to or coordinated by the Establishment licensed with the ABC. Orders and payments from customers for food and alcoholic beverages must be received by the Establishment. The Establishment may then pass on the food order and a portion of the payment to the meal provider. **ALCOHOL MUST BE PURCHASED IN THE SAME TRANSACTION AS A BONA FIDE MEAL.**
- (3) For deliveries away from the licensed premises, the Establishment must receive the food order from its meal provider, and then deliver both the meal and the alcoholic beverages to the consumer in a single transaction originating from its licensed premises. This must be done even if using a third-party delivery service. That is, the alcoholic beverages may not be delivered to the consumer separately from a meal delivered by the food provider and cannot leave the licensed premises without being accompanied by the appropriate food order.
- (4) Any alcoholic beverages beer, wine, and pre-mixed drinks or cocktails not in manufacturers containers for consumption off the licensed premises must be packaged in a container with a secure lid or cap and in a manner designed to prevent consumption without removal of the lid or cap (e.g., no lids with sipping holes or openings for straws). Further, any Establishment selling such beverages for off-sale consumption shall prominently post the following warning in a manner that puts consumers on notice of limitations regarding open container laws:

*Alcoholic beverages that are packaged by this establishment are open containers and may not be transported in a motor vehicle except in the vehicle's trunk; or, if there is no trunk, the container*

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*may be kept in some other area of the vehicle that is not normally occupied by the driver or passengers (which does not include a utility compartment or glove compartment (Vehicle Code Section 23225)). Further, such beverages may not be consumed in public or in any other area where open containers are prohibited by law.*

"Post" means to prominently display on the premises, post online, or present in whatever manner is necessary to ensure that the consumer purchasing, or delivery person transporting, such beverages is given notice of this warning.

(5) Any City-issued or State-issued permits required for the activity are obtained prior to operation; and

(6) The Establishment operates curbside, doorside, or other outdoor pickup and delivery in accordance with applicable State and local laws and regulations, including, but not limited to, this Protocol and any other regulations implemented by the California Alcohol and Beverage Control.

"Bona fide meals" are defined as a usual assortment of foods commonly ordered at various hours of the day, that would be considered a legitimate meal; the service of prepackaged food like sandwiches or salads, or simply heating frozen or prepared meals, shall not be deemed compliant with the bona fide meal requirement.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at [www.longbeach.gov/covid19](http://www.longbeach.gov/covid19) regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services.

These five key areas must be addressed as your facility develops any reopening protocols.

**All restaurants covered by this protocol must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the business.**

<b>Business Name:</b>	
<b>Facility Address:</b>	

**Date Posted:**

**A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH  
(CHECK ALL THAT APPLY TO THE FACILITY)**

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- ☐ Everyone who can carry out their work duties from home has been directed to do so.
- ☐ Vulnerable staff (those above age 65, those who are pregnant, and those with chronic health conditions) are assigned work that can be done from home whenever possible, and should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.
- ☐ All employees have been told not to come to work if sick or if they are exposed to a person who has COVID-19.
- ☐ Workers are provided 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](#) and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's [Executive Order N-62-20](#).
- ☐ Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer's plan must consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- ☐ In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer should report this cluster to the Long Beach Department Health and Human Services at 562-570-INFO.
- ☐ Symptom checks are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing. These checks can be done remotely or in person upon the employees' arrival. A temperature check should be done at the worksite if feasible.
- ☐ All employees who have contact with the public or other employees during their shift(s) are offered, at no cost, a cloth face covering. The covering is to be worn by the employee at all times during the workday except where the employee is working in a vehicle, office, or room alone. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used.
- ☐ Employees are instructed on the proper use of face covering, including the need to wash their face coverings daily.
- ☐ Face shields are provided and shall be worn by wait staff and other employees when servicing customers not wearing a cloth face covering while eating and drinking. The face shield shall be worn in addition to the cloth face covering. Cloth face coverings protect others from the wearer's droplets; face shields help protect the wearer from other's droplets.
- ☐ Face shields are to be used, cleaned and disinfected per manufacturer's directions.
- ☐ Employees are directed to ensure hand hygiene practices including handwash frequency, use of hand sanitizer and proper glove use are adhered to.
- ☐ Employees are allowed time to wash their hands frequently.
- ☐ Employees are reminded to cover coughs and sneezes with a tissue. Used tissue should be thrown in the trash and hands washed immediately with soap and warm water for at least 20 seconds.

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- ☐ Employees are prohibited from eating or drinking anywhere inside the food facility other than designated break rooms.
- ☐ All employees, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the use face coverings while onsite.
- ☐ Breaks are staggered, in compliance with wage and hour regulations, to ensure that six (6) feet between employees can be maintained in break rooms at all times.
- ☐ Break rooms, restrooms and other common areas are disinfected frequently, on the following schedule:
  - Break rooms \_\_\_\_\_
  - Restrooms \_\_\_\_\_
  - Other \_\_\_\_\_
- ☐ Disinfectant and related supplies are available to employees at the following location(s):  
\_\_\_\_\_
- ☐ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):  
\_\_\_\_\_
- ☐ Copies of this Protocol have been distributed to all employees.
- ☐ Optional—Describe other measures:  
\_\_\_\_\_

## **B. MEASURES TO ENSURE PHYSICAL DISTANCING**

- ☐ If possible, an employee wearing a cloth face covering is posted near the door but at least 6 feet from the nearest customers, to monitor that physical distancing procedures are adhered to.
- ☐ Measures to ensure physical distancing are adhered to where customers or employees are in a queue. 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 areas where customers congregate.
  - Place tape or other markings at 6-foot intervals in any area where members of the public may form a line or stand.
  - Establish directional hallways and passageways for foot traffic, if possible, to eliminate employees and customers from passing by one another.
- ☐ Food facilities offering food pick-up options or delivery are to ensure physical distancing practices are implemented for those customers in the queue when ordering or during pick-up.
- ☐ Technology solutions where possible have been implemented to reduce person-to-person interaction; mobile ordering and menu tablets, text on arrival for seating, contactless payment options.
- ☐ Design interaction between customers, delivery drivers and employees to allow for physical distancing.
  - Floors inside and outside of the restaurant in areas when customers, delivery drivers or others may wait for are marked to enable and enforce physical distancing.
  - The use of contactless processes for pickup and delivery and other electronic systems for guest interactions have been implemented, where possible.
  - Interactions between servers or other employees' interactions and customers are limited to a

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maximum of five minutes per occurrence, where possible.

- ☐ Customers should be offered a menu (posted or a single-use handout), to allow for ease of ordering, and items ordered should be gathered, packaged and picked up by the customer as soon as possible; customers should be notified of the estimated pick-up time. Customers waiting for items may not congregate within the business. They should either remain in their car or return at the appropriate time to obtain their order.
- ☐ Limited contact between wait staff and customers.
  - Install physical barriers such as partitions or plexiglass at registers, host stands, ordering counters, etc., where maintaining physical distance of six feet is difficult.
  - Limit the number of employees serving individual parties.
- ☐ Discourage employees and customers from congregating in high traffic areas such as bathrooms, hallways, bar areas, reservation and credit card terminals, etc.
  - Require employees to avoid handshakes and similar greetings that break physical distance.
- ☐ Use barriers or increase distance between tables/chairs to separate employees in employee breakrooms. Where possible, create outdoor break areas with shade covers and seating that ensures physical distancing.
- ☐ Operations have been redesigned, where possible, to achieve physical distancing between employees.
  - Kitchen and other back of house area's floors are marked to reinforce physical distancing requirements.
- ☐ Physical distancing protocols should be used in any office areas, kitchens, pantries, walk-in freezers, or other high density high-traffic employee areas.
  - Incidental contact is to be expected, however, the goal is to limit this to 10 minutes, and the employees are always wearing their face coverings.

### **ADDITIONAL CONSIDERATIONS FOR TASTING ROOMS**

- ☐ Provide a clean glass for each tasting and, if possible, do not pour beverages into a glass that a customer has already used (smelled, tasted from, etc.)
- ☐ The use of communal dump buckets, spit buckets, spittoons, etc. must be discontinued
- ☐ Provide individual, disposable cups to each guest instead to avoid splash contamination between guests.
- ☐ Do not touch beverage container necks to cups, glasses, etc., when pouring wine, beer, or spirits.
- ☐ Take measures to ensure that tasting group appointment times do not overlap to minimize interaction of people from different groups and places.
- ☐ Discontinue tours that combine individuals from different households into the same tour group. Tour guides must maintain at least six feet of physical distance from customers/visitors. Tours may not occur indoors.

## **C. MEASURES FOR INFECTION CONTROL**

### **PRIOR TO OPENING**

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- ☐ The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased.
  - 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 all working areas.
- ☐ For facilities that have not been operating, flush each of the hot and cold-water fixtures for five minutes prior to reopening to replace stale water in the facility's plumbing with a fresh and safe water supply.
- ☐ Facility has been thoroughly cleaned and sanitized/disinfected (using products approved for use against COVID-19), especially if it's been closed.
  - Procure options for third-party cleaning company to assist with the increased cleaning demand, as needed.
- ☐ Spaces such as dining rooms, host stands, and kitchens have been equipped with proper sanitation products, including hand sanitizer and sanitizing wipes for all employees directly assisting customers.
  - Ensure sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.
  - Recommend installing touchless dispensers for hand sanitizer, soap dispensers, paper towel and trash dispenser.
- ☐ Drop-off locations are designated to receive deliveries away from high traffic areas. Person-to-person contact for delivery of goods has been eliminated whenever possible.

### **FOOD SAFETY CONSIDERATIONS**

- ☐ All food safety practices outlined in the California Retail Food Code (CRFC) are being followed and maintained.
  - Keep hot food hot (135 °F or above) and cold food cold (41 °F or below).
  - Thoroughly cook foods as required in the CRFC.
  - Clean and sanitize utensils and equipment at the required frequency outlined in the CRFC.
  - Adhere to employee health and hygiene practices: Don't work when ill; wash hands frequently; gloves used as required in the CRFC.
  - Ensure all food and food ingredients are from an approved food source.
  - Food preparation employees are discouraged from changing or entering others' workstations during shifts.
- ☐ Self-service machines, such as soda and frozen yogurt machines are dispensed by a food employee and cleaned and sanitized frequently.
- ☐ Areas where customers may congregate or touch food or foodware items that other customers may use have been closed. These items are provided to customers individually and discarded or cleaned and disinfected after each use, as appropriate. This includes but is not limited to:
  - Self-service areas with condiment caddies, utensil caddies, napkins, lids, straws, to-go containers, etc.
  - Self-service food areas, such as salsa bars, salad bars or buffet-style, including food sampling.
  - Tableside food preparation and presentation such as food item selection carts and conveyor belts, guacamole preparation, etc.

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- After-meal mints candies, snacks, or toothpicks for customers. These are offered with the check or provided only on request.
- ❑ A designated food employee is assigned the task of wrapping silverware prior to providing to the customer, rather than multiple employees handling uncovered silverware prior to customer use.
- ❑ Refilling beverages at the table or from common containers (e.g. pitchers, carafes, decanters, bottles) is not allowed. Clean glassware is provided for customer refills.
- ❑ Restaurants may sell market products (such as, produce, pantry goods, meat, and eggs) if they offer such products for pickup or delivery only. Restaurants shall obtain market products for the customer. Restaurants are prohibited from converting indoor or outdoor seating areas into a market.

#### **FACILITY CONSIDERATIONS**

- ❑ Restrooms that were previously open to the public should remain open to the public.
- ❑ A food employee per shift is designated to oversee and enforce additional sanitization and disinfection procedures, as needed.
- ❑ A cleaning and disinfection plan for high-touch surfaces and access areas has been developed and is followed.
  - Common areas and frequently touched objects related to customer pickup and payment (e.g., tables, doorknobs or handles, credit card readers) are disinfected on an hourly basis during business hours using EPA approved disinfectants.
  - All payment portals, pens, and styluses are disinfected after each use.
- ❑ Facility is thoroughly cleaned and sanitized/disinfected (using products approved for use against COVID-19) nightly. A log is kept to monitor completion wherever possible.
- ❑ Audio headsets and other equipment are not shared between employees unless the equipment is properly disinfected after each use. Consult equipment manufacturers to determine appropriate disinfection steps.
- ❑ Dishwashers that wash multi-use customer utensils are provided with equipment to protect their eyes, nose and mouth from contamination due to splash using a combination of face coverings, protective glasses, and/or face shields. Dishwashers are provided impermeable aprons and required to change frequently. Reusable protective equipment such as face shields and glasses are to be properly disinfected between uses.
- ❑ Restrooms are checked regularly and cleaned and disinfected on an hourly basis using approved EPA disinfectants.
- ❑ Hand sanitizer and trash cans are available to the public at or near the entrance of the facility.

#### **D. MEASURES THAT COMMUNICATE TO THE PUBLIC**

- ❑ A copy of this protocol is posted at all public entrances to the facility.
- ❑ A sign notifying customers to use hand sanitizer and to wear a face covering when not eating or drinking is also posted at all entrances.
- ❑ Signage is posted that reminds the dining public to maintain physical distancing of six feet, wash hands or use sanitizer upon entry into a restaurant, and to stay home if they are ill or have symptoms consistent with COVID-19.
- ❑ Signage is posted that notifies customers that while it may be common practice for diners to socialize after the meal, this practice will be discouraged during the pandemic.
- ❑ Online outlets of the establishment (website, social media, etc.) provide clear information about facility hours, required use of face coverings, policies in regard to preordering, reservations, prepayment,

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pickup and/or delivery and other relevant issues.

#### **E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES**

- ☐ Services that are critical to the customers/clients have been prioritized.
- ☐ Transactions or services that can be offered remotely have been moved on-line.
- ☐ Measures are instituted to assure access to goods and services for customers who have mobility limitations and/or are at high risk in public spaces.

**Any additional measures not included above should be listed on separate pages, which the business should attach to this document.**

**You may contact the following person with any questions or comments about this protocol:**

**Business Contact Name:**

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**Phone number:**

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**Date Last Revised:**

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## Mobile Food Vendor Protocols: Appendix J

### Recent updates:

- 11/20/20 – Mobile Food Vendors must remain closed between 10 p.m. and 5 a.m. Changes highlighted in yellow.
- 11/19/20 - Face covering requirements updated. Standard language added for all businesses added, including measures to protect employee health updated.

This protocol is to be completed by mobile food vendors, such as food trucks and food carts. The requirements below apply to all mobile food vendors. In addition to the conditions imposed on mobile food vendors by the Governor, mobile food vendors must also be in compliance with the conditions laid out in this Mobile Food Vendor Protocols. This protocol must be implemented and posted prior to a business operating.

**Mobile Food Vendors must remain closed between 10 p.m. and 5 a.m.**

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at [www.longbeach.gov/covid19](http://www.longbeach.gov/covid19) regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

**All businesses must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.**

**Business Name and License Plate Number:**

### **A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH (CHECK ALL THAT APPLY TO THE FACILITY):**

- ☐ All employees have been informed not to come to work if sick and to follow Long Beach Health Officer guidance for self-isolation, when applicable. Symptom checks are conducted before employees may enter the workspace. Checks must include a verbal check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing.
- ☐ Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
- ☐ Workers are provided 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](#) and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 exposures occurring between March 19 and July 5 pursuant to the Governor's [Executive](#)

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Order N-62-20.

- ☐ Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home.
- ☐ Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- ☐ Employee screenings are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee has had contact with a person known to be infected COVID-19 in the last 14 days. These checks can be done remotely or in person upon the employees' arrival. A temperature check should also be done at the worksite if feasible.
- ☐ In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer should report this cluster to the Long Beach Department Health and Human Services 562-570-INFO.
- ☐ Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn by the employee at all times during the workday except where the employee is working in a vehicle, office, or room alone. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used.
- ☐ Customer are required to wear face coverings at all times while interacting with employees. Cloth face coverings should not be placed on young children under age 2, anyone who a medical condition, mental health condition, or disability that prevents them from wearing a face covering, or is otherwise unable to remove the mask or cloth face covering without assistance.
- ☐ Employees are instructed to wash their face coverings daily.
- ☐ All workstations are separated by at least six feet.
- ☐ Distribution areas (for curbside pickup), break rooms, restrooms and other common areas are disinfected frequently, on the following schedule:
  - Distribution area
  - Break rooms
  - Restrooms
  - Other
- ☐ Breaks are staggered to ensure that six (6) feet between employees can be maintained in designated break rooms/ break areas at all times.
- ☐ Employees are prohibited from eating or drinking anywhere inside the workplace other than designated break rooms/ break areas.
- ☐ Disinfectant and related supplies are available to employees at the following location(s):
  - Type of sanitizer used
  - Concentration
  - Method of testing

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- ☐ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):
- ☐ Employees are required and permitted adequate time to wash or sanitize their hands every 30 minutes or as needed if gloves are provided, or when changing job tasks to avoid any potential cross-contamination.
- ☐ A copy of this protocol has been distributed and training has been provided to each employee.
- ☐ All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.

## **B. MEASURES TO ENSURE PHYSICAL DISTANCING**

- ☐ A staff person, wearing a cloth face cover is charged with directing customers to line up six feet apart.
- ☐ Provide adequate security or staffing to implement any necessary crowd control and Physical Distancing Protocols
- ☐ Tape or other markings identify both a starting place for customers arriving and 6 foot intervals for subsequent customers who are joining the line.
- ☐ Employees have been instructed to maintain at least a six (6) feet distance from customers and from each other. Employees may momentarily come closer when necessary to accept payment, deliver food, or as otherwise necessary.
- ☐ Customers waiting for orders may not congregate.
- ☐ Dining onsite is prohibited,
- ☐ Provide physical barriers where physical distance of six feet is difficult.

## **C. MEASURES TO ENSURE INFECTION CONTROL**

- ☐ The ventilation hood in the vehicle is in good, working order; to the maximum extent possible, ventilation has been increased.
- ☐ Contactless payment systems are in place or, if not feasible, payment systems are sanitized regularly. Describe: \_\_\_\_\_
- ☐ Common areas and frequently touched objects in the customer pickup and payment (e.g., tables, doorknobs or handles, credit card readers) are disinfected on an hourly basis during business hours using EPA approved disinfectants.
- ☐ Closely follow manufacturer's instructions when sanitizing food contact surfaces.
  - ☐ Sanitizer type
  - ☐ Concentration
  - ☐ Method of testing
- ☐ Require use of face coverings and gloves and/or frequent handwashing for employee interaction with customers, food preparation, and food delivery.
- ☐ Customers are instructed that they must wear cloth face coverings while in line and during interaction with staff. This applies to all adults and to children over the age of 2. Businesses may refuse admission to any individual who does not wear a face covering.
- ☐ Remove all customer self-service such as condiment bottles, utensils, salt and pepper shakers, and beverages. Beverages and single service packets may be provided to each customer by an

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employee.

- ☐ Pre-roll utensils in napkins prior to use by customers and store in a clean container.
- ☐ Provide hand sanitizer to customers at or near the vehicle/cart or other appropriate areas.
- ☐ When possible, install hands-free devices such as soap and towel dispensers.
- ☐ Provide contactless payment options, pick-up and delivery.
- ☐ All payment portals, pens, and styluses are disinfected after each use.
- ☐ Food trucks and carts employees must have access to a restroom if they are parked or stationary for more than one hour. A letter of approval from the restroom owner as proof of access to a commercial restroom that is routinely cleaned and disinfected.

#### **D. MEASURES THAT COMMUNICATE TO THE PUBLIC**

- ☐ A copy of this protocol is posted at all public entrances to the facility.
- ☐ Post a sign at the entrance(s) of the facility informing all employees and customers that they should (i) avoid entering the facility if they are experiencing symptoms of respiratory illness; including fever or cough; (ii) maintain a minimum of six-foot distance from one another; (iii) sneeze and cough into one's elbow; (iv) not shake hands or engage in any unnecessary physical contact.
- ☐ Signage at the entry and/or where customers line up notifies customers of options for and advantages preordering and prepayment.
- ☐ Online outlets of the establishment (website, social media, etc.) provide clear information about store hours, required use of face coverings, policies regarding preordering, prepayment, pickup and/or delivery and other relevant information.

#### **E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES**

- ☐ Measures are instituted to assure access to goods and services for customers who have mobility limitations and/or are at high risk in public spaces.

#### **F. MEASURES TO ENSURE FOOD SAFETY AND ADDITIONAL RESOURCES**

- ☐ Review the [City of Long Beach Food Safety Manual](#)
- ☐ Centers for Disease Control [Food Safety and Coronavirus Disease 2019](#)

**Any additional measures not included above should be listed on separate pages, which the business should attach to this document.**

**You may contact the following person with any questions or comments about this protocol:**

**Business  
Contact Name:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

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**Date Last  
Revised:**

\_\_\_\_\_

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## Protocols for Public Swimming Pools: Appendix K

### Recent Updates 12/10/20:

- Limited use of pool facility of public pools to ensure that pool users can maintain 6 feet physical distance from those they do not live with, or a maximum of 50% of pool user capacity. Group exercise classes are permitted provided all participants physically distance by 6 ft or greater.

The requirements below apply to all public swimming pools. Public swimming pools include campground pools, club pools, commercial pools, health or fitness clubs, hotel pools, licensed day care facility pools, medical facility pools, mineral spring pools, motel pools, municipal pools, public or private school pools; recreational or mobile home park pools, resort pools, special purpose pools, and swim school pools. This does not apply to pools located at single family dwellings. In addition to the conditions imposed on pools by the Governor and the Center for Disease Control, shared residential facilities with pools must also be in compliance with the conditions laid out in this Protocols for Public Swimming Pools. This protocol must be implemented and posted prior to the opening a pool.

Outdoor swimming pools and outdoor hot tubs must remain closed between 10 p.m. and 5 a.m.

**All indoor spas, hot tubs, splash pads, saunas, and steam rooms, except those located in a single-family residence, which shall be used only by members of the household residing at the single-family residence are to remain closed until allowed to resume modified or full operation.**

Outdoor may remain open. Drowning prevention classes, including swim lessons with certified instructors, are permitted indoors and outdoors. The sale of food or beverages for onsite consumption is prohibited. This Protocol is not intended to apply to Youth Sports.

*Residential Swimming Pools (i.e. apartment house pools, bed and breakfast inn pools, condominium pools, homeowner association pools) are required to adhere to these protocols to the extent feasible.*

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at [www.longbeach.gov/covid19](http://www.longbeach.gov/covid19) regularly for any updates to this document.

This checklist covers:

- (1) Measures to ensure physical distancing
- (2) Measures to ensure infection control
- (3) Communication with employees and the public
- (4) Measures to ensure equitable access to critical services

**All facilities with a swimming pool must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.**

Business Name:	
Facility Address:	

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**A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH (CHECK ALL THAT APPLY TO THE FACILITY)**

- ☐ Everyone who can carry out their work duties from home has been directed to do so.
- ☐ Vulnerable staff (those above age 65, those with chronic health conditions) are assigned work that can be done from home whenever possible.
- ☐ All employees have been told not to come to work if sick and to follow Long Beach Health Orders for self-isolation if applicable.
  - Create a roster of trained back-up employees.
  - 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 has been provided to employees. See additional information on government [programs](#) supporting sick leave and worker's compensation for COVID19, including employee's sick leave rights under the [Families First Coronavirus Response Act](#) and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 exposures occurring between March 19 and July 5 pursuant to the Governor's [Executive Order N-62-20](#).
- ☐ Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- ☐ In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer should report this cluster to the Long Beach Department Health and Human Services at 562-570-INFO.
- ☐ Symptom checks are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing. These checks can be done remotely or in person upon the employees' arrival. A temperature check should also be done at the worksite if feasible.
- ☐ All employees who have contact with the public or other employees during their shift (s) are offered, at no cost, a cloth face covering. The covering is to be worn by the employee at all times during the workday except where the employee is working in a vehicle, office, or room alone. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used. Employees are instructed to wash their face coverings daily.
  - *Employees need not wear a cloth face covering when the employee is entering the water.*
- ☐ Lifeguards who are actively lifeguarding are not also expected to monitor handwashing, use of cloth face coverings, or social distancing of others
  - Designate another employee to monitor implementation of social distancing protocols. All employees should know who this person is and how to contact that person.
- ☐ Breaks are staggered to ensure that six (6) feet between employees can be maintained in break rooms at all times.
- ☐ Employees are prohibited from eating or drinking anywhere other than designated areas to assure that masks are worn consistently and correctly.

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- ☐ Disinfectant and related supplies are available to employees at the following location(s):  
\_\_\_\_\_
- ☐ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):  
\_\_\_\_\_
- ☐ Employees are allowed frequent breaks to wash their hands.
- ☐ A copy of this protocol has been distributed to each employee.
- ☐ Optional – Describe other measures:  
\_\_\_\_\_

## **B. MEASURES TO ENSURE PHYSICAL DISTANCING AND HYGIENE**

- ☐ Limited use of pool facility of public pools to ensure that pool users can maintain 6 feet physical distance from those they do not live with, or a maximum of 50% of pool user capacity.
  - ☐ Indicate current pool user capacity: \_\_\_\_\_ Indicate 50% user capacity: \_\_\_\_\_
  - ☐ Consider implementing reservations for pool use. This could include reserving full lanes for individual lap swimming and half-lanes for individual household use.
  - ☐ Lap swimmers should be reminded to maintain 6 feet physical distance from those they do not live with. It may be necessary to limit the number of swimmers that may use a lane for lap swimming at any given time so that swimmers can maintain a safe distance.
- ☐ Shared residential pool capacity is limited to 10 people in the pool at any one time, and not to exceed the current maximum occupancy of the pool.
- ☐ No large groups or pool parties allowed. Members of from the same household may remain together.
- ☐ Implement scheduled time slots for use on the busiest days to control the flow of users.
- ☐ Close the hot tubs, splash pads, saunas, and steam rooms, except those located in a single-family residence, which shall be used only by members of the household residing at the single-family residence.
- ☐ Water parks remain closed.
- ☐ Use of spray grounds and water features are allowed if physical distancing can be maintained by all users that are not part of the same household.
- ☐ Lounge chairs and/or tables should be properly distanced of a minimum of 6ft from each other. If they cannot be distanced, they should be secured and stored.
- ☐ Remind pool/ pool area users to wear a cloth face covering when traveling through common areas of the property where it may not be possible to maintain physical distancing, including to and from the pool and shared restrooms.
- ☐ Provide hand sanitizer to pool area users or access to hand-washing facilities.
- ☐ Frequently check shared restrooms to ensure they are stocked with hand soap and paper towels.
- ☐ Changing rooms and restrooms should be monitored to ensure that the number of people inside at one time allows for proper social distancing. Changing rooms (not restrooms) may need to be closed or have limited access to achieve proper social distancing.
- ☐ When feasible, it is recommended that swim lesson and group activity instructors teach (e.g. fitness classes) from the pool deck. For those swim classes that require face-to-face or close contact, use a parent or member of the same household to be in the water with the child, or have the swim instructor wear a face covering and work with the student in a one-on-one capacity. Participants of group swimming lessons, group fitness classes, and spectators on the pool deck should always maintain social distancing of six feet.

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- ☐ Use of indoor pools are allowed if indoor ventilation systems are operating properly. In addition to the ventilation system, increasing the introduction and circulation of outdoor air by opening windows and doors is recommended as long as this does not pose a safety risk to children, staff, or pool/pool area users

### C. MEASURES TO ENSURE DISINFECTION

- ☐ Create a written disinfection plan that identifies frequently touched surfaces, which must include a schedule and designated person to complete disinfection tasks.
- ☐ At locations with no onsite person to monitor disinfection efforts, provide disinfection wipes that the pool/pool area users can use to disinfect common touchpoints before and after use, with written instructions posted instruct pool/pool area users to do so.
- ☐ Use an EPA approved disinfectant on commonly touched surfaces, including but not limited to:
  - Pool Area - gate, latch, tables, chairs, , pool handrails, and countertops
  - Shared Restroom - door handles, light switches, faucets, latches, and dispensers
  - Pool – kick boards, floatation devices, slides

### D. MEASURES FOR INFECTION CONTROL

- ☐ Visitors arriving at the pool are required to wear a face covering at all times (except while eating or drinking, if applicable) while at the pool or on the grounds of the facility. This applies to all adults and to children 2 years of age and older. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one. To support the safety of your employees and other visitors, a face covering should be made available to visitors who arrive without them.
- ☐ Symptom checks are conducted before visitors may enter the facility. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills. These checks can be done in person or through alternative methods such as on-line check in systems or through signage posted at the entrance to the facility stating that visitors with these symptoms should not enter the premises.
- ☐ Conduct a pool safety check to ensure pool chemistry is adequate for disinfection and that the pool has been evaluated for safety equipment.
  - Proper operation and maintenance should inactivate virus in the water.
  - Consult with the company or engineer that designed the aquatic venue to decide which [List N disinfectants approved by the EPA](#) are best for the aquatic venue.
- ☐ For facilities that have not been operating, flush each of the hot and cold water fixtures for five minutes prior to reopening to replace stale water in the facility's plumbing with a fresh and safe water supply.
- ☐ Implement a cleaning and disinfection plan for frequently touched surfaces and for shared objects each time they are used. Use EPA approved disinfectant. The following will be cleaned and disinfected frequently, on the following schedule:
  - Handrails and slides\_\_\_\_\_
  - Lounge chairs, tabletops\_\_\_\_\_
  - Door handles and surfaces of restrooms, handwashing stations, diaper changing stations and showers \_\_\_\_\_
  - Kick boards and pool noodles\_\_\_\_\_
  - Common-use facilities (i.e. lockers) \_\_\_\_\_
  - Restrooms and showers\_\_\_\_\_
  - Other \_\_\_\_\_
- ☐ Guests and pool users must wear cloth face covering when in the pool facility, including to and from the pool and use of shared facilities.

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- ☐ Ensure adequate supplies to support healthy hygiene are provided at all times. Supplies include soap, hand sanitizer with at least 60% alcohol, paper towels, tissues and trash cans
- ☐ Set up a system so that furniture (e.g. lounge chairs) or other common-use items that need to be cleaned and disinfected are kept separate from already cleaned and disinfected furniture or other shared common-use items.
  - Ensure shared furniture, equipment, towels are protected from being contaminated before use.
- ☐ Drinking fountains are covered to prevent usage.
- ☐ Discourage pool users from sharing items, particularly those that are difficult to clean and disinfect or those that are meant to come in contact with the face (e.g. goggles, nose clips, and snorkels).
- ☐ Ensure that the facility has adequate equipment for pool users, such as kick boards, pool noodles, and other floatation devices, to minimize sharing wherever possible. Limit the use to one user at a time and clean and disinfect the items after each use.
- ☐ Individuals are encouraged to bring their own towels to the pool and should not share towels with those outside of their household.
- ☐ Launder towels according to the manufacturer's instructions. Use the warmest appropriate water temperature and dry items completely.

#### **E. MEASURES THAT COMMUNICATE TO THE PUBLIC**

- ☐ A copy of this protocol is posted at all public entrances.
- ☐ Post signage reminding residents to wash their hands frequently with soap and water, cover coughs and sneezes.
- ☐ Posting a sign at the entrance of the facility informing all that they should: (1) avoid entering the facility if they are experiencing symptoms of respiratory illness, including cough, fever, or other symptoms that could be COVID-19; (2) to maintain a minimum six-foot distance from non-household members to the extent possible and not to engage in any unnecessary physical contact in the pool; (3) sneeze and cough into one's elbow; (4) not shake hands or engage in any unnecessary physical contact; (4) wash hands often or use sanitizer upon entry into the pool facility.

#### **F. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES**

- ☐ Services that are critical to the patrons/residents have been prioritized.
- ☐ ☐ Measures are instituted to assure access to goods and services for those who have mobility limitations and/or are at high risk in public spaces.

**Any additional measures not included  
above should be listed on separate  
pages, which the business should  
attach to this document.**

**You may contact the following person  
with any questions or comments about  
this protocol:**

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EMAIL: CETASKFORCE@LONGBEACH.GOV**



**Business  
Contact Name:**

**Phone number:**

**Date Last  
Revised:**

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## Grocery Retail Facility Protocols: Appendix L

### Recent updates 12/10/20:

- In compliance with the State's Regional Stay at Home Order issued on December 3, 2020, and effective December 6, 2020 at 11:59PM (PST) until further notice, all standalone grocery retail must:
  - Limit indoor capacity is limited to 35% of maximum occupancy of the facility.
  - Implement a system for monitoring building occupancy.
  - Institute special hours for seniors and others with chronic conditions or compromised immune systems.
- Changes highlighted in yellow.

This protocol is to be completed by **standalone** grocery facilities, which include, grocery stores, convenience stores and other establishments engaged in the retail sale of canned food, dry goods, fresh fruit and vegetables, fresh meats, fish, and poultry. The requirements below apply to all grocery facilities. In addition to the conditions imposed on grocery facilities by the Governor, the grocery facility must also be in compliance with these Grocery Facility Protocols. This protocol must be implemented and posted at the facility.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at [www.longbeach.gov/covid19](http://www.longbeach.gov/covid19) regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

**All businesses must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.**

**Business Name:**

**Facility Address:**

### A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH (CHECK ALL THAT APPLY TO THE FACILITY):

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- ☐ Everyone who can carry out their work duties from home has been directed to do so.
- ☐ Vulnerable staff (those above age 65, those with chronic health conditions) are assigned work that can be done from home whenever possible.
- ☐ All employees have been informed not to come to work if sick and to follow Long Beach Health Officer guidance for self-isolation, when applicable. Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
- ☐ Workers are provided 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](#) and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 exposures occurring between March 19 and July 5 pursuant to the Governor's [Executive Order N-62-20](#).
- ☐ Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home.
- ☐ Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- ☐ Employee screenings are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee has had contact with a person known to be infected COVID-19 in the last 14 days. These checks can be done remotely or in person upon the employees' arrival. A temperature check should also be done at the worksite if feasible.
- ☐ In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer should report this cluster to the Long Beach Department Health and Human Services 562-570-INFO.
- ☐ Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn by the employee at all times during the workday except where the employee is working in a vehicle, office, or room alone. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used.
- ☐ Symptom checks are conducted before employees may enter the workspace. Checks must include a verbal check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing.
- ☐ Employees are instructed to wash their face coverings daily.
- ☐ All workstations are separated by at least six feet.
- ☐ Distribution areas (for curbside pickup), break rooms, restrooms and other common areas are disinfected frequently, on the following schedule:
  - ☐ Distribution area
  - ☐ Break rooms
  - ☐ Restrooms
  - ☐ Other
- ☐ Breaks are staggered to ensure that six (6) feet between employees can be maintained in designated

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break rooms/ break areas at all times.

- ☐ Employees are prohibited from eating or drinking anywhere inside the workplace other than designated break rooms/ break areas.
- ☐ Disinfectant and related supplies are available to employees at the following location(s):
  - ☐ Type of sanitizer used
  - ☐ Concentration
  - ☐ Method of testing
- ☐ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):
- ☐ Employees are required and permitted adequate time to wash or sanitize their hands every 30 minutes or as needed if gloves are provided, or when changing job tasks to avoid any potential cross-contamination.
- ☐ A copy of this protocol has been distributed and training has been provided to each employee.
- ☐ All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.

## **B. MEASURES TO ENSURE PHYSICAL DISTANCING**

- ☐ The number of people in the indoor facility is low enough to ensure physical distancing but in no case more than 35% of the maximum occupancy of the indoor facility.  
Maximum number of persons in the facility are limited to: \_\_\_\_\_
- ☐ The establishment shall monitor all entrances to track occupancy. Where possible, provide a single, clearly designated entrance and separate exits to help maintain physical distancing.
- ☐ Implement a system for monitoring occupancy. Be prepared to queue customers outside while still maintaining physical distance, including through the use of visual cues. If necessary, an employee (or employees if there is more than one entrance) wearing a cloth face covering may be posted near the entrance but at least 6 feet from the nearest customers to track occupancy and to direct customers to line up 6 feet apart outside the entrance if the establishment has reached its occupancy limit.
- ☐ Tape or other markings identify both a starting place for customers and 6-foot intervals for subsequent customers who are joining the line.
- ☐ Employees have been instructed to maintain at least a six (6) feet distance from customers and from each other. Employees may momentarily come closer when necessary to accept payment, deliver food, or as otherwise necessary.
- ☐ Employee workstations are separated by at least 6 feet and the common areas are configured to limit employee gatherings to ensure physical distancing of at least 6 feet.
- ☐ Promote delivery and curbside pickup.
- ☐
- ☐ Do not seat customers within 6 feet from employee work stations, , and storage areas.
- ☐ Provide physical barriers and partitions at bars, host stands, registers, and other areas where physical distance of six feet is difficult

## **C. MEASURES TO ENSURE INFECTION CONTROL**

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- ☐ Eating and drinking by customers while within the facility is prohibited.
- ☐ The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased.
- ☐ Contactless payment systems are in place or, if not feasible, payment systems are \_\_\_\_\_ sanitized regularly. Describe:
- ☐ Common areas and frequently touched objects in the customer pickup and payment (e.g., tables, doorknobs or handles, credit card readers) are disinfected on an hourly basis during business hours using EPA approved disinfectants.
- ☐ Closely follow manufacturer's instructions when sanitizing food contact surfaces.
  - ☐ Sanitizer type \_\_\_\_\_
  - ☐ Concentration \_\_\_\_\_
  - ☐ Method of testing \_\_\_\_\_
- ☐ Require use of face coverings and gloves and/or frequent handwashing for employee interaction with customers, food preparation, and food delivery.
- ☐ Clean and disinfect high-contact surfaces in between customer use.
- ☐ Sanitize shopping cart and basket handles- either by making wipes easily accessible to customers or by having employees sanitize between each customer use.
- ☐ Ensure sufficient staffing to properly clean the facilities and shopping carts between use.
- ☐ Customers are instructed that they must wear cloth face coverings during the time in the facility unless seated for dining. Cloth face coverings should not be placed on young children under age 2, anyone who a medical condition, mental health condition, or disability that prevents them from wearing a face covering, or is otherwise unable to remove the mask or cloth face covering without assistance.
- ☐ Discontinue all self-service of unpackaged food (e.g. salad bar, soup bar, bulk bins of food)
- ☐ Discontinue all self-service items (e.g. condiment bottles, utensils, salt and pepper shakers) Single service packets may be provided by an employee.
- ☐ Self-service machines, such as soda machines or yogurt machines, are dispensed by a food employee and cleaned and sanitized frequently.
- ☐ Pre-roll utensils in napkins prior to use by customers and store in a clean container.
- ☐ Multiuse customer utensils and wares should be handled with gloves and washed with dish soap and hot water (100°F min.) rinsed, then sanitized or in a well-stocked and well-maintained mechanical dishwasher. Employees should wash their hands after removing their gloves or after directly handling soiled wares.
- ☐ Provide hand sanitizer to customers at or near the entrance of the facility and other easily accessible areas.
- ☐ When possible, install hands-free devices such as soap and towel dispensers.
- ☐ Provide contactless payment options, pick-up and delivery.
- ☐ All payment portals, pens, and styluses are disinfected after each use.
- ☐ Customer restroom is disinfected regularly.
- ☐ Close bar areas.

#### **D. MEASURES THAT COMMUNICATE TO THE PUBLIC**

- ☐ A copy of this protocol is posted at all public entrances to the facility.
- ☐ Post a sign at the entrance(s) of the facility informing all employees and customers that they should (i)avoid entering the facility if they are experiencing symptoms of respiratory illness; including fever or cough; (ii)maintain a minimum of six-foot distance from one another;(iii) sneeze and cough into one's elbow; (iv) not

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shake hands or engage in any unnecessary physical contact.

- ☐ Signage at the entry and/or where customers line up notifies customers of options for and advantages preordering and prepayment.
- ☐ Online outlets of the establishment (website, social media, etc.) provide clear information about store hours, required use of face coverings, policies regarding preordering, prepayment, pickup and/or delivery and other relevant information.

#### **E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES**

- ☐ Measures are instituted to assure access to goods and services for customers who have mobility limitations and/or are at high risk in public spaces.
- ☐ Develop protocols to establish operating hours to better serve vulnerable populations and ensure adequate time to re-stock stores.

#### **F. MEASURES TO ENSURE FOOD SAFETY AND ADDITIONAL RESOURCES**

- ☐ Review the [City of Long Beach Food Safety Manual](#)
- ☐ California Department of Public Health and Cal/OSHA [Dine-In Guidance](#)
- ☐ Centers for Disease Control [Food Safety and Coronavirus Disease 2019](#)

**Any additional measures not included above should be listed on separate pages, which the business should attach to this document.**

**You may contact the following person with any questions or comments about this protocol:**

**Business Contact  
Name:**

**Phone number:**

**Date Last  
Revised:**



## Gym and Fitness Facilities Protocols - Appendix M

### Recent updates:

- 12/2/20 - Update regarding outdoor operations and the use of temporary structures.
- 11/20/20 – Gyms and Fitness Facilities must remain closed between 10 p.m. and 5 a.m. Changes highlighted in yellow.
- 11/19/20 - Update regarding face coverings.

This protocol is to be completed by fitness facilities. The requirements below apply to all fitness facilities. In addition to the conditions imposed on the fitness sectors by the State Health Officer, businesses must also be in compliance with the conditions laid out in this Gym and Fitness Facilities Protocols. This protocol must be implemented and posted prior to a gym or fitness facility operating.

Gyms and Fitness Facilities must remain closed between 10 p.m. and 5 a.m.

Gyms and fitness centers may only operate outdoors. Outdoor operations may occur in accordance with California Department of Public Health guidance entitled the "Use of Temporary Structures for Outdoor Business Operations" found here <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Use-of-Temporary-Structures-for-Outdoor-Business-Operations.aspx>.

Any City-issued permits required to operate outdoors, including any permits required to install any tent, canopy, other sun shelter, or structure used for outdoor dining, must be obtained prior to operation.

Outdoor hot tubs can open only for use by household groups or in cases where six feet of distancing can be maintained. Indoor pools, hot tubs, saunas, and steam rooms must remain closed.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at [www.longbeach.gov/covid19](http://www.longbeach.gov/covid19) regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

**All businesses must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.**

Business Name:	
Facility Address:	

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**A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH  
(CHECK ALL THAT APPLY TO THE FACILITY):**

- ☐ Everyone who can carry out their work duties from home has been directed to do so.
- ☐ Vulnerable staff (those above age 65, those with chronic health conditions) are assigned work that can be done from home whenever possible.
- ☐ Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home. Consider offering workers, docents, interns, and volunteer staff who request modified duties options that minimize their contact with customers and other employees (e.g., managing inventory rather than working as a cashier or managing administrative needs through telework).
- ☐ Alternate, staggered or shift schedules have been instituted to maximize physical distancing.
- ☐ All employees (including paid staff, docents, interns and volunteers; referred to collectively as “employees”) have been told not to come to work if sick, or if they are exposed to a person who has COVID-19. Employees understand to follow the Long Beach Health Officer Orders for [self-isolation](#) and [quarantine](#), if applicable. Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
  - ☐ 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 COVID19, including employee’s sick leave rights under the [Families First Coronavirus Response Act](#) and employee’s rights to workers’ compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor’s [Executive Order N-62-20](#)
- ☐ Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer’s plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- ☐ In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer should report this cluster to the Long Beach Department Health and Human Services 562-570-INFO.
- ☐ Workers who consistently must be within six feet of patrons or co-workers must wear a secondary barrier (e.g., face shield or safety goggles) in addition to a face covering. All employees should minimize the amount of time spent within six feet of guests.
- ☐ All employees have been informed not to come to work if sick and to follow Long Beach Health Officer guidance for self-isolation, when applicable. Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
- ☐ Symptom checks are conducted before employees may enter the workspace. Checks must include a verbal check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing. A temperature check should also be done if feasible.
- ☐ All employees who have contact with the public or other employees during their shift(s) are offered, at no cost, a cloth face covering. The covering is always to be worn by the employee during the work day except where the employee is working in a vehicle, office, or room alone. Employees who have been

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instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used.

- ☐ Employees are instructed to wash their face coverings daily.
- ☐ All workstations are separated by at least six feet.
- ☐ Break rooms, restrooms and other common areas are disinfected frequently, on the following schedule:
  - ☐ Break rooms \_\_\_\_\_
  - ☐ Restrooms \_\_\_\_\_
  - ☐ Other \_\_\_\_\_
- ☐ Breaks are staggered to ensure that six (6) feet between employees can be maintained in designated break rooms/ break areas at all times.
- ☐ Employees are prohibited from eating or drinking anywhere inside the workplace other than designated break rooms/ break areas.
- ☐ All workers have been trained to use and have an adequate supply of all-purpose cleaners and disinfectants, when needed. Follow the complete CDC guidelines for cleaning and disinfection. Follow Cal/OSHA requirements and manufacturer instructions for safe use and required personal protective equipment for cleaning products
- ☐ Disinfectant and related supplies are available to employees at the following location(s):
- ☐ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):
- ☐ Employees are required and permitted adequate time to wash or sanitize their hands upon arrival at work, after touching their face covering, after using the restroom, when leaving work and every 30 minutes or as needed if gloves are provided.
- ☐ A copy of this protocol has been distributed and training has been provided to each employee.
- ☐ All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.

## **B. MEASURES TO ENSURE PHYSICAL DISTANCING**

- ☐ All gym and fitness establishment operations that are offered to the public are conducted outdoors. Outdoor operations may be conducted under a canopy, or other sun shelter, provided that the sides of the canopy or sun shelter are not closed and there is sufficient outdoor air movement within the space. Occupancy of outdoor spaces is limited to 50% or such a level that enables all employees and patrons to maintain at least a 6 foot physical distance at all times.
  - ☐ Employees may continue to access indoor areas of the gym/fitness establishment to use the restroom or take breaks, to conduct essential office operations and to move supplies and materials in and out of the building each day. Patrons may only enter the gym/fitness establishment to access outdoor fitness areas located within the gym/fitness establishment, except to individually use an indoor restroom. Patrons waiting to use the indoor restroom must wait outside until the restroom is not occupied. The gym and fitness establishments must monitor to limit restroom capacity and ensure physical distancing among patrons who are in line to use the indoor restroom. Use of

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showers, changing rooms, and lockers is not permitted.

If possible, implement a reservation system for the facility. Contact patrons with reservations via app, email, text or phone 24 hours before their arrival to confirm their reservation and ask if they or someone in their household is exhibiting any COVID-19 symptoms. Patrons with symptoms may not utilize the fitness facility.

- ☐ Remind patrons in advance to bring a face covering and make them available to anyone who arrives without one. Customers may be asked to leave if they are unwilling to wear a face covering or maintain physical distance.
- ☐ All patrons are required to wear cloth face coverings the entire time they are at the outdoor fitness space, or inside using the restroom. The only exception is when patrons may be swimming in an outdoor pool.
  - ☐ Patrons must be warned to only do exercises to the extent they can breathe comfortably while wearing a face covering over both their nose and mouth at all times. (Face masks or coverings with one-way valves are not permitted.)
- ☐ Provide adequate security or staffing to implement any necessary crowd control and to maintain physical distancing.
- ☐ Tape or other markings identify both a starting place for patrons arriving for workouts at 6-foot intervals for subsequent patrons.
- ☐ Employee workstations are separated by at least 6 feet and the common areas are configured to limit employee gatherings to ensure physical distancing of at least 6 feet.
- ☐ Gym occupancy is limited to 50% or less. Only those patrons that are actually exercising should be inside the outdoor facility. Patrons waiting for their reservation time should wait in their cars.
- ☐ Modifying group training classes such as aerobics, yoga and dance to limit the size to ensure a minimum of six feet of physical distance between patrons.
  - ☐ Move the classes outdoors or to larger spaces like full-sized basketball courts, if possible. Group exercise classes should only be offered if distancing requirements can be maintained and there is no person-to-person physical contact.
  - ☐ For high aerobic classes such as aerobics, spin or conditioning or machines such as elliptical, tread or stair machines, consider placing individuals and equipment at least 8 feet apart rather than 6 ft.
- ☐ High contact programs that require close contact less than six feet in distance or physical contact between patrons should be suspended. This would include activities such as group sporting events, organized intermural activities, pick-up basketball, or organized races.
- ☐ Classes held in temperatures over 100 degrees should be discouraged.
- ☐ Personal trainers are permitted if they maintain a six-foot distance from the client and wear a face covering. Patrons must wear a face covering while receiving instruction and should be cautioned to only do exercises to the extent they can breathe comfortably while wearing a face covering over both their nose and mouth at all times.
- ☐ Equipment is marked off to ensure that clients can maintain at least a six (6) feet distance from others. Tape or other markings assist customers in keeping a 6 feet distance between them and others in any line. A marking identifies both a starting place for customers arriving in the line and 6-foot intervals for subsequent customers who are joining the line.
- ☐ Use one-way foot traffic patterns throughout the fitness facility with visual cues and signs.
- ☐ Remove communal furniture and/or cordoning off member lounge areas
- ☐ Stagger available lockers in locker rooms to maintain physical distancing.
- ☐ Space all equipment and machines at least six feet apart or taking some out of service to achieve

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physical distancing

- ☐ Employees have been instructed to maintain at least a six (6) feet distance from customers and from each other in all areas of the gym. Employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- ☐ Restrooms that are inside of the facility may be opened for customer use at a limited capacity.
- ☐ Showers and locker rooms must remain closed.
- ☐ Signs and floor markings should be used to ensure proper physical distancing is maintained while customers are in the restroom.
- ☐ Shared restroom facilities should be cleaned regularly throughout the day using EPA-registered disinfectants. High-touch surfaces such as faucets, toilets, doorknobs, and light switches must be frequently cleaned and disinfected.
- ☐ Create and post a cleaning schedule for the restroom facilities. Post the cleaning schedule on the front of the door so patrons know when they can/cannot use the restroom. Make sure to close the restroom during the cleaning and disinfecting process.
- ☐ Consider using a checklist or audit system to track how often cleaning is conducted.
- ☐ Ensure that sanitary facilities stay operational and are continuously stocked at all times. Provide additional soap, paper towels, and hand sanitizer when needed. Install hands-free devices, if possible, including motion sensor sinks faucets, soap dispensers, sanitizer dispensers, and paper towel dispensers.
- ☐ Consider modifying doors to multi-stall restrooms to be able to be opened and closed without touching the handles, using opening-devices, or powered door operators with the hand, whenever possible. If the door cannot be opened without touching the handle or door-operator with the hand, place a trash-receptacle by the door to ensure a paper towel can be readily disposed of when operating the door. The location and positioning of waste receptacles should not interfere with egress, evacuation, emergency equipment, or any reasonable accommodations provided under the Americans with Disabilities Act.
- ☐ Make sure trash cans are emptied regularly.
- ☐ Provide information on how to wash hands properly, including hanging signs in restrooms.
- ☐ Elevator capacity is limited to 4 individuals or fewer at a time for any elevator that does not allow for 6-foot physical distance between riders. All riders are required to wear cloth face coverings. Consider elevator sizes, number of building floors, and daily number of employees and visitors to establish physical distancing guidelines appropriate for elevator riders.
- ☐ Spa services are not allowed.
- ☐ Consider suspending non-core activities, including retail operations, childcare, and food service. If fitness facilities operate such amenities, they should review and following the applicable posted county public health protocols for these activities.

**C. MEASURES TO ENSURE INFECTION CONTROL**

- ☐ The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased and intakes and returns are cleaned daily.
- ☐ Ensure sufficient staffing to properly clean the facility.
- ☐ Contactless check-ins are in place or, if not feasible, check-in areas are sanitized regularly. Describe:  
\_\_\_\_\_
- ☐ Develop a detailed schedule and adjust or modify operating hours to provide adequate time for

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regular, thorough cleaning and disinfecting throughout the day.

- ☐ Perform thorough cleaning in high traffic areas such as reception and lobby areas, changing rooms, stairways, escalators, handrails and elevator controls.
- ☐ Frequently disinfect high touch areas such as exercise machines, equipment, countertops, doorknobs, vending machines, and handwashing facilities throughout the day during business hours using EPA approved disinfectants approved for use against COVID-19.
- ☐ Provide hand sanitizer and sanitizing wipes at equipment entrances and exits, exercise machines, fitness rooms, changing rooms, and locker rooms. Provide touchless trash cans.
- ☐ Require patrons to disinfect equipment before and after use.
- ☐ Provide a “ready to clean” tag to place on the equipment for patrons that are unwilling or unable to disinfect equipment. Ensure staff disinfects the equipment prior to next use.
- ☐ Group classes may be held if physical distancing is possible. See Measures to Ensure Physical Distancing above.
- ☐ High contact programs that require close contact less than six feet in distance must be suspended. This includes activities such as group sporting events, organized intermural activities, pick-up basketball, or organized races.
- ☐ Encourage patrons to bring their own towels and mats.
- ☐ When possible, install hands-free devices such as soap and towel dispensers.
- ☐ Customer restroom is disinfected regularly.
- ☐ Amenities, including magazines, books, self-serve water stations (unless touchless), and other items for patrons, must be removed from reception areas and elsewhere in the fitness facility
- ☐ Fitness facilities with pool(s) must complete and comply with the Public Swimming Pools Protocols (Appendix K).
- ☐ Spas, saunas and steam rooms are to remain closed.
- ☐ Child care services and playgrounds are to remain closed.
- ☐ Wherever possible, install touchless, automatic water dispensers for use with personal, reusable water bottles or single-use, disposable paper cups. Display signage reminding staff and patrons that the bottle or cup should not touch the water dispenser.
  - ☐ If a touchless water dispenser is not feasible, remind staff and patrons to wash their hands or use proper hand sanitizer before and after touching the water release button on drinking fountains.

#### **D. MEASURES THAT COMMUNICATE TO THE PUBLIC**

- ☐ A copy of this protocol is posted at all public entrances to the facility.
- ☐ Signage at the entry and/or where customers line up notifies customers of occupancy limits, requirements to maintain social distancing and that face coverings are required to enter.
- ☐ Fitness facilities must take reasonable measures, including posting signage at all entrances and in strategic and highly-visible locations, to remind employees and the public that they should practice physical distancing and that the use of face coverings is highly recommended
- ☐ Online outlets of the establishment (website, social media, etc.) provide clear information about store hours, required use of face coverings in certain areas of the facility, limited occupancy, policies in regard to pre-booking, prepayment, and other relevant issues.

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#### **E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES**

- ☐ Services that are critical to the customers/clients have been prioritized.
- ☐ Transactions or services that can be offered remotely have been moved on-line.
- ☐ Measures are instituted to assure access to services for customers who have mobility limitations and/or are at high risk in public spaces.
  - ☐ Consider implementing special hours designated for high risk or medically-vulnerable populations, including seniors with admittance by reservation only

#### **F. MEASURES TO ENSURE SAFETY AND ADDITIONAL RESOURCES**

- ☐ City of Long Beach Swimming Pools Protocol
- ☐ California Department of Public Health and Cal/OSHA [Fitness Facilities Guidance](#)
- ☐ Centers for Disease Control Public Pools, Hot Tubs, and Water Playgrounds During COVID-19

**Any additional measures not included above should be listed on separate pages, which the business should attach to this document.**

**You may contact the following person with any questions or comments about this protocol:**

**Business Contact  
Name:**

**Phone number:**

**Date Last  
Revised:**

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## Day Camp Protocols: Appendix N

### Recent Update 12/10/20:

- Capacity indoors is limited to no more than 20% of maximum occupancy.  
Changes highlighted in yellow.

This protocol is to be completed by day camps. In addition to the conditions imposed on these specific activities by the State Public Health Officer, the facilities must also be in compliance with these Day Camp Protocols. This protocol must be implemented and posted at the site or made available upon request by City staff. **This Protocol is not intended to apply to Youth Sports, which must adhere to the [Youth Sports Protocol](#).**

These guidelines align with the Centers for Disease Control and Prevention's (CDC) Interim Guidance for Child Care Program Reopening, the American Camp Association (ACA) and the Los Angeles County Department of Public Health (Public Health), which are subject to change based on local, state and federal directions to operate. Activities and programs must also adhere to federal guidelines such as the American with Disabilities Act (ADA). Programs operating under Joint Use Agreements and other contractual agreements will need to coordinate with partnering entities to address any additional restrictions and requirements for program operation. The following restrictions, sanitation protocols, and monitoring guidelines are required to ensure the health and safety of staff, campers and spectators when developing reopening plans.

The number of people within an indoor facility is limited so that at time such that people can easily maintain at least a six-foot distance from one another at all practicable times but in no case greater than **20%** of maximum occupancy of the facility.

Maximum number of people in facility per floor limited to: \_\_\_\_\_

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at [www.longbeach.gov/covid19](http://www.longbeach.gov/covid19) regularly for any updates to this document.

- ☐ Swimming pools at day camps must comply with [Protocols for Public Swimming Pools](#) (Appendix K).
- ☐ Office spaces for Day Camps must comply with [Office Worksite Protocols](#) (Appendix G).

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

These five key areas must be addressed as your facility develops any reopening protocols.

**All businesses covered by this protocol must implement all applicable measures**

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**listed below and be prepared to explain why any measure that is not implemented is not applicable to the business.**

**Day Camp Name:** \_\_\_\_\_

**Facility Address:** \_\_\_\_\_

**A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH (CHECK ALL THAT APPLY TO THE FACILITY):**

- ☐ Everyone who can carry out their work duties from home has been directed to do so.
- ☐ Vulnerable staff (those above age 65, those with chronic health conditions) are assigned work that can be done from home whenever possible.
- ☐ Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home. Consider offering workers, docents, interns, and volunteer staff who request modified duties options that minimize their contact with customers and other employees (e.g., managing inventory rather than working as a cashier or managing administrative needs through telework).
- ☐ Alternate, staggered or shift schedules have been instituted to maximize physical distancing.
- ☐ All employees (including paid staff and volunteers; referred to collectively as “employees”) have been told not to come to work if sick, or if they are exposed to a person who has COVID-19. Employees understand to follow the Long Beach Health Officer Orders for [self-isolation](#) and [quarantine](#), if applicable. Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
  - ☐ 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 COVID19, including employee’s sick leave rights under the [Families First Coronavirus Response Act](#) and employee’s rights to workers’ compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor’s [Executive Order N-62-20](#)
- ☐ Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer’s plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- ☐ Symptom checks are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing. These checks can be done remotely or in person upon the employees’ arrival. A temperature check should be done at the worksite, if feasible.
- ☐ All employees who have contact with the public or other employees during their shift (s) are offered, at no cost, a cloth face covering. The covering is to be worn by the employee at all times during the workday except where the employee is working in a vehicle, office, or room alone. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way

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valves should not be used.

- ☐ Employees are instructed to wash their face coverings daily.
- ☐ Employees are also offered gloves for tasks that require them to handle frequently touched surfaces or for use during symptom screening.
- ☐ Consider the use of plexiglass dividers in areas where employees must interact with customers such as payment booths or information centers.
- ☐ Employee workstations at areas such as ticket or information booths are separated by at least 6 feet and common areas are configured to ensure physical distancing of at least 6 feet.
- ☐ Employees have been instructed to maintain at least a six (6) foot distance from visitors and from each other in all areas. Employees may momentarily come closer when necessary to accept payment, or as otherwise necessary.
- ☐ Break rooms, restrooms and other common areas are disinfected frequently, on the following schedule:
  - ☐ Break rooms \_\_\_\_\_
  - ☐ Restrooms \_\_\_\_\_
  - ☐ Other \_\_\_\_\_
- ☐ Breaks are staggered to ensure that six (6) feet between employees can be maintained in break areas or break rooms have been reconfigured or closed with alternative spaces created for breaks so that physical distancing is possible.
- ☐ Disinfectant and related supplies are available to employees at the following location(s):  
\_\_\_\_\_
- ☐ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):  
\_\_\_\_\_
- ☐ Employees are required and permitted adequate time for, to wash their hands at least every 30 minutes, or as needed if gloves are provided. Where hand washing is impracticable, hand sanitizer with that contains at least 60% alcohol has been provided to the employee instead.
- ☐ Each worker is assigned their own tools, equipment and defined workspace. Employees have been instructed to avoid sharing phones, tablets, two-way radios, other work supplies, or office equipment wherever possible. They have also been instructed to never share PPE.
- ☐ Where items must be shared, they are disinfected with a cleaner appropriate for the surface between shifts or uses, whichever is more frequent, including the following: shared office equipment, such as copiers, fax machines, printers, telephones, keyboards, terminals, ATM PIN pads, staplers, staple removers, letter openers, surfaces in reception areas, shared work stations, audio and video equipment (microphones, microphone stands, mixer boards, TV monitors), walkie talkies, etc.
- ☐ Time is provided for workers to implement cleaning practices during their shift. Cleaning assignments are assigned during working hours as part of the employees' job duties. Modify hours, if necessary, to ensure regular, thorough cleaning of workspaces, as appropriate. Options for third-party cleaning companies to assist with the increased cleaning demand are procured, as needed.
- ☐ All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.
- ☐ Optional—Describe other measures:  
\_\_\_\_\_
- ☐ Staff must be provided all required PPE to ensure the health and safety of themselves and the campers. They must wear a facial covering (covering mouth and nose) during all programs and activities.

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Reusable facial covering must be disinfected daily.

- ☐ Staff may be required to conduct daily camper screenings that include temperature checks and will be provided appropriate PPE that includes facial covering, gloves and protective eyewear. Provision of face shield for this task is recommended.
- ☐ Physical distancing between staff and campers is maintained.
- ☐ Campers and staff should be separated into groups of no more than 14 children or youth and no more than two supervising adults (hereafter “cohorts”), in which supervising adults and children stay together for all activities (meals, recreation, etc.) and avoid contact with people outside of their group in the setting.
- ☐ Program staff should remain with their assigned cohort and should not be assigned to other job functions for duration of assignment.
- ☐ Staggered start times for staff and split shifts are put in place to limit the number of staff on site, at team meetings, at lunch breaks, and during departure times. No one is allowed to congregate in groups
- ☐ Staff are required and permitted adequate time to wash or sanitize their hands every 30 minutes or as needed if gloves are provided. Locker room facilities are cleared of all belongings. Additional uniforms, gear and all belongings can be kept in personal vehicles on-site. No personal belongings are allowed to be stored on-site
- ☐ No visitors or non-essential organization representatives are allowed on or within program or staff area(s) of the facility. This includes outside suppliers and general public.
- ☐ Staff meetings and trainings are conducted with physical distancing protocols or via telephone, zoom or other virtual platforms. Group meetings with staff from different cohorts should be done remotely, outdoors or in large spaces such as gymnasiums or multipurpose rooms, with window open, as much as possible, avoiding small spaces with windows closed. All staff must wear appropriate face coverings and maintain at least 6 feet of physical distancing during meetings.
- ☐ The use of the break room common use items (e.g. coffee pots, refrigerators and microwaves) should be suspended. Personal coolers are suggested for meals/personal beverages and should be stored in personal vehicles.
- ☐ Staff should be trained in all program policies including additional safety protocols.
- ☐ A copy of this Protocol have been distributed to all staff.
- ☐ Each organization must have a plan to ensure appropriate staff to camper ratio if staff is identified to be ill during the health screening, is unable to report to work that day, or becomes ill during their shift.
- ☐ If staff shows signs of illness during work shift, immediately place staff in pre-designated isolation space Assign additional staff to ensure staff to camper ratio requirements if needed. Each organization will be required to reference their Human Resources or Personnel Department guidelines
- ☐ Organizations are advised to adhere to their Communicable Disease Plan and to contact their management, camper parents, guardians or caretakers, if applicable, and follow up with your Long Beach Health Department immediately for further guidance should a staff be diagnosed with COVID-19.
- ☐ Employees have been reminded to adhere to personal prevention actions including:
  - ☐ Stay home when you are sick. Stay home for at least 3 days (72 hours) after recovery, which means your fever has resolved without the use of fever-reducing medications and there is improvement in your respiratory symptoms (e.g., cough, shortness of breath), AND at least 10 days have passed since your symptoms first appeared.
  - ☐ Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use alcohol-based hand sanitizer that contains at least 60% alcohol. Wash your hands before meals, after using the restroom and after coughing and sneezing.
  - ☐ Cover your coughs and sneezes with a tissue, and then dispose of the tissue and clean your hands immediately. If you do not have a tissue, use your elbow (not your hands).

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- ☐ Do not touch your mouth, eyes, nose with unwashed hands.
- ☐ Avoid contact with people who are sick.
- ☐ Avoid sharing items such as phones or other devices. If devices must be shared be sure to wipe them down with a disinfectant wipe before and after sharing.
- ☐ Constantly observe your work distances in relation to other staff. Always maintain the recommended minimum 6 feet separation from others unless specific work assignments require less distancing and wear a face cloth covering when working near or with others.

## **B. CAMPER CHECK-IN AND CHECK-OUT REQUIREMENTS**

- ☐ Stagger arrival/drop off and camper pick up or sign out times or locations, or put in place other protocols to limit direct contact between parents/caregivers of each household.
- ☐ Check-in and check-out area must be clearly marked to indicate physical distancing.
- ☐ Parents or caregivers must use their own pens when signing campers in and out or staff must disinfect pens between each use. If using digital sign in and out system, staff must disinfect touch areas between use
- ☐ Staff conducting the health screening must wear appropriate PPE including facial covering, gloves and/or protective eyewear. A face shield is highly recommended as added protection.
- ☐ Restrict parent or caregivers time spent at facility to essential tasks only

## **C. FOOD, SNACK AND MEAL SERVICE REQUIREMENTS**

- ☐ If a meal or snack is offered as part of the programming, such as the free and reduced lunch and snack program, it must be pre-packaged.
- ☐ If camper is bringing their own lunch and/or snacks, it must be brought in a container labeled with the campers name and stored with their personal items.
- ☐ Stagger meal times between each camp cohort and outside campers if site is part of a meal distribution program.
- ☐ Cohorts should stay together for meals and avoid meals with people outside of their cohort
- ☐ Lunch and snack areas must be set-up to provide physical distancing between each camper and be disinfected and sanitized by staff after each use.
- ☐ If staff need to distribute or handle meals, staff must wear a face covering and gloves .
- ☐ Schedule hand-washing before and after meal.
- ☐ Food may not be shared among campers.
- ☐ Use disposable utensils and paper goods.
- ☐ Do not share utensils.
- ☐ Provide hand sanitizer before and during meal and food activities .
- ☐ Refrigerator and other storage areas must be cleaned daily.

## **D. GROUPING/ACTIVITIES/ EQUIPMENT AND MONITORING**

- ☐ Campers should remain in the same space and in cohorts as small and consistent as practicable. Keep the same campers and staff with each cohort and include campers from the same family in the same cohort, to the greatest extent practicable. Recommended participant to staff ratios should be 14:2,
- ☐ It is recommended to keep campers within same household in the same cohort when possible without exceeding prescribed ratio.
- ☐ Each program cohort must be assigned to separate rooms or spaces with physical distancing

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protocols in place. If indoor spaces are used by multiple cohorts at different times, staff must sanitize common touch areas of the room(s) between uses.

- ☐ Campers are encouraged to wear facial coverings during group activities, except when eating, or participating in rigorous activities that may compromise breathing. Campers from different cohorts should not mix to the extent possible.
- ☐ Plan activities that do not require close physical contact between multiple campers.
- ☐ Stagger indoor and outdoor play and shared spaces; adjust schedules to reduce the number of campers within the same area.
- ☐ All excursions and activities requiring transportation must fully comply with physical distancing and Measures For Infection Control below.
- ☐ Schedule frequent hand washing breaks at least between activities and outdoor play rotations, restroom and meal breaks
- ☐ If aquatic facilities are available, program operators must adhere to Protocols for Public Swimming Pools (Appendix K).
- ☐ If a camper shows signs of illness, use pre-designated isolation areas to separate camper from general group population and notify caregiver immediately for pick up.
- ☐ A camper who has been found to be positive of COVID-19 must not return to the program until at least 1 day (24 hours) have passed since the camper's recovery, defined as resolution of fever without use of fever-reducing medications and improvement of symptoms (e.g., cough, shortness of breath), and at least 10 days since the camper's COVID-19 symptoms first appeared. If the camper never had symptoms, then they must not return until 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. Follow communication protocol in accordance to your organization's Communicable Disease Plan (CDP) which may include contacting management and/or the Long Beach Health Department officials to seek further guidance.
- ☐ A plan to immediately close program and/or facility should be in place if the Long Beach Health Department deems it necessary.
- ☐ It is recommended to avoid programming and activities that require shared use of equipment. If possible, provide adequate supplies, education materials and equipment for individual use for all campers.
- ☐ Shared equipment and games should be cleaned, sanitized, and disinfected frequently, at the beginning of the day and when used by different campers.

## **E. MEASURES FOR INFECTION CONTROL**

- ☐ Ensure all camp staff and families are aware of enhanced sanitation practices, physical distancing guidelines and their importance, proper use, removal and washing of cloth face coverings, screening practices and COVID-19 specific exclusion criteria.
- ☐ Designate a staff person (e.g., camp nurse or healthcare provider) to be responsible for responding to COVID-19 concerns. All camp staff and families should know who this person is and how to contact them. This individual should be trained to coordinate the documentation and tracking of possible exposure, in order to notify the Long Beach Health Department, staff and families in a prompt and responsible manner.
- ☐ For areas with a large geographic distribution, consider restricting attendance to campers who live in the local geographic area and ask campers to avoid movement between camps.
- ☐ Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans and hand sanitizers with at least 60 percent ethyl alcohol for staff and those campers who can safely use hand sanitizer.

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- ☐ Teach campers the following personal protective measures
  - Washing hands regularly before and after eating; after coughing or sneezing; after being outside; and after using the restroom.
  - Avoid touching your eyes, nose, and mouth
  - Cover coughs and sneezes
  - Use a tissue to wipe your nose and cough/sneeze inside a tissue or your elbow.
- ☐ Consider routines enabling camp staff and campers to regularly wash their hands at staggered intervals.
- ☐ Campers and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single use cloth towels) to dry hands thoroughly.
- ☐ Staff should model and practice handwashing. For example, for younger campers, use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.
- ☐ Campers and staff should use hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers, especially when hands are visibly dirty
- ☐ Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.
- ☐ Consider portable handwashing stations throughout the site to minimize movement and congregation in bathrooms to the extent possible.
- ☐ Campers are required to wear cloth face coverings as stated in the Safer at Home order.
- ☐ Suspend use of drinking fountains and instead encourage the use of reusable water bottles.
- ☐ Frequently touched surfaces such as door handles, light switches, sink handles, bathroom surfaces, tables as well as surfaces in transportation vehicles should be cleaned at least daily and more frequently throughout the day if possible.
- ☐ Limit use of shared equipment in favor of physical activities that require less contact with surfaces. Use of playground equipment indoors is prohibited. Outdoor playgrounds may open at the discretion of the operator and in accordance with State guidance found [here](#).
- ☐ Limit sharing of objects and equipment, such as toys, games and art supplies, otherwise clean and disinfect between uses.
- ☐ When choosing cleaning products, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” and follow product instructions. These products contain ingredients which are safer for individuals with asthma
- ☐ Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Provide employees training on the hazards of the chemicals, manufacturer’s directions, and Cal/OSHA requirements for safe use.
- ☐ Custodial staff with the responsibility of cleaning and disinfecting the site must be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products must be kept out of children’s reach and stored in a space with restricted access.
- ☐ When cleaning, air out the space before campers arrive; plan to do thorough cleanings when campers are not present. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
- ☐ If opening windows poses a safety or health, consider alternate strategies for improving air flow such as maximizing central air filtration for HVAC systems (targeted filter rating of at least MERV 13).
- ☐ Take steps to ensure that all water systems and features (for example, drinking fountains,

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decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of infections such as Legionnaires' disease.

## SCREEN CAMPERS

- ☐ Train staff and educate campers and their families about when they should stay home and when they can return to camp. Actively encourage staff and campers who are sick or who have recently had close contact with a person with COVID-19 to stay home.
- ☐ In addition to screening staff when they arrive, all campers should also be screened upon arrival at the facility.
  - Consider conducting visual wellness checks of all campers upon arrival; this could include taking campers' temperatures at the beginning of each day with a no touch thermometer. If no touch thermometers are not available, reported temperature assessment is acceptable.
  - Ask all individuals about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
- ☐ Exclude any child, parent, caregiver or staff showing symptoms of COVID-19.
- ☐ Monitor staff and campers throughout the day for signs of illness; send home campers and staff with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms. Send persons to the appropriate medical facility rather than their home if necessary.

## IF STAFF OR CAMPERS BECOMES ILL

- ☐ Identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19. (fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, nausea or vomiting, diarrhea, congestion or runny nose).
- ☐ Ensure they are wearing a cloth face covering or surgical mask if they are over the age of 2 and do not have problems putting on or removing the mask or have issues breathing with the mask on.
- ☐ The campers or staff exhibiting symptoms should remain in the isolation room until they can be transported home or to a healthcare facility, as soon as practicable.
- ☐ Establish procedures for safely transporting anyone sick to their home or to a healthcare facility, as appropriate. Call 9-1-1 without delay if the individual develops persistent pain or pressure in the chest, confusion, or bluish lips or face.
- ☐ Advise sick staff members and campers not to return until they have met CDC criteria to discontinue home isolation, including 24 hours or 1 day with no fever, symptoms have improved and 10 days since symptoms first appeared.
- ☐ Advise contacts to the ill individual to stay at home for 14 days after the last contact and monitor for symptoms of COVID-19 and to follow the Long Beach Health Officer Orders for [self-isolation](#) and [quarantine](#), if applicable.
- ☐ In the event that 3 or more positive COVID-19 cases are identified within a span of 14 days the operator should report this cluster to the Long Beach Department Health and Human Services 562-570-INFO, and notify staff and all families immediately while maintaining confidentiality as required by state and federal laws.
- ☐ Close off areas used by any sick person and do not use before cleaning and disinfection. If possible, wait 24 hours or as long as possible before cleaning and disinfecting the area.
- ☐ Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep cleaning and disinfectant products away from children.
- ☐ In consultation with the local public health department, the appropriate camp official may consider if closure is warranted and length of time based on the risk level within the specific community

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## LIMIT SHARING

- ☐ Keep each camper's belongings separated and in individually labeled storage containers, cubbies or areas. Ensure belongings are taken home each day to be cleaned and disinfected.
- ☐ Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.
- ☐ Avoid sharing electronic devices, clothing, toys, books, and other games or learning aids as much as practicable.

## F. MEASURES THAT COMMUNICATE TO THE PUBLIC

- ☐ Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality.
- ☐ A copy of this protocol is posted at all public entrances to the facility.
- ☐ Signage at the entry notifies customers of occupancy limits.
- ☐ Signs are displayed at entrances, waiting areas, and throughout outdoor spaces to remind people of physical distancing and face coverings usage at every opportunity. Dedicate staff are used to direct guests at high traffic and bottleneck areas to avoid congregating.
- ☐ Signs are posted that instruct visitors that they should stay home if sick with respiratory symptoms.
- ☐ Online outlets of the establishment (website, social media, etc.) provide clear information about store hours, required use of face coverings, limited occupancy, policies in regard to ticketing, admission, preordering, prepayment, pickup and/or delivery and other relevant issues.

## G. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- ☐ Services that are critical to the campers have been prioritized.
- ☐ Measures are instituted to assure services for campers who have mobility limitations and/or are at high risk in public spaces.

**Any additional measures not included above should be listed on separate pages, which the business should attach to this document.**

**You may contact the following person with any questions or comments about this protocol:**

**Camp Contact Name:**

**Phone number:**

**Date Last Revised:**

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## Campground and RV Parks Protocols: Appendix O

### Recent Update 12/6/20:

- Campgrounds and RV Parks are permitted provided guests do not stay overnight for recreational purposes. Campgrounds and RV parks are permitted to provide accommodation for COVID-19 mitigation and containment measures, treatment measures, accommodation for critical workers, or for providing housing solutions, including measures to protect homeless populations are considered a Critical Business. Changes highlighted in yellow.

The requirements below are specific to campgrounds and RV parks permitted to be open by the Order of the State Public Health Officer. In addition to the conditions imposed on these specific venues by the Governor, these types of businesses must also be in compliance with the conditions laid out in this Checklist.

Campgrounds and RV Parks are permitted provided guests do not stay overnight for recreational purposes. Campgrounds and RV parks are permitted to provide accommodation for COVID-19 mitigation and containment measures, treatment measures, accommodation for critical workers, or for providing housing solutions, including measures to protect homeless populations are considered a Critical Business. Campgrounds and RV Parks must remain closed between 10 p.m. and 5 a.m.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at [www.longbeach.gov/covid19](http://www.longbeach.gov/covid19) regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

These five key areas must be addressed as your facility develops any reopening protocols.

**All campgrounds and RV Parks covered by this guidance must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.**

Facility name:

Facility Address:

### A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH

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**(CHECK ALL THAT APPLY TO THE FACILITY)**

- ☐ Everyone who can carry out their work duties from home has been directed to do so.
- ☐ Vulnerable staff (those above age 65, those with chronic health conditions) are assigned work that can be done from home whenever possible.
- ☐ Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home. Consider offering workers, who request modified duties options that minimize their contact with visitors and other employees.
- ☐ Alternate, staggered or shift schedules have been instituted to maximize physical distancing.
- ☐ All employees (including paid staff, and volunteers; referred to collectively as “employees”) have been told not to come to work if sick, or if they are exposed to a person who has COVID-19. Employees understand to follow the Long Beach Health Officer Orders for [self-isolation](#) and [quarantine](#), if applicable. Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
  - See additional information on government [programs](#) supporting sick leave and worker’s compensation for COVID19, including employee’s sick leave rights under the [Families First Coronavirus Response Act](#) and employee’s rights to workers’ compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the [Governor’s Executive Order N-62-20](#).
- ☐ Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer’s plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- ☐ Symptom checks are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing. These checks can be done remotely or in person upon the employees’ arrival.
- ☐ A temperature check should be done at the worksite if feasible.
- ☐ In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer should report this cluster to the Long Beach Department Health and Human Services at 562-570-INFO.
- ☐ All employees who have contact with the public or other employees during their shift (s) are offered, at no cost, a cloth face covering. The covering is to be worn by the employee at all times during the workday except where the employee is working in a vehicle, office, or room alone. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used.
- ☐ Employees are instructed to wash their face coverings daily.
- ☐ Employees are also offered gloves for tasks that require them to handle frequently touched surfaces or for use during symptom screening.
- ☐ Employees have been instructed to maintain at least a six (6) feet distance from visitors and from each other in all areas of the site. Employees may momentarily come closer as necessary to assist children, or as otherwise necessary.

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- ☐ Restrooms and other common areas are disinfected frequently, on the following schedule:
  - ☐ Restrooms \_\_\_\_\_
  - ☐ Other \_\_\_\_\_
- ☐ Disinfectant and related supplies are available to employees at the following location(s):  
\_\_\_\_\_
- ☐ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):  
\_\_\_\_\_
- ☐ Employees are reminded to wash their hands frequently.
- ☐ A copy of this protocol has been distributed to each employee.
- ☐ As much as feasible each worker is assigned their own equipment and have been instructed to avoid sharing phones, tablets, two-way radios, other work supplies, or office equipment wherever possible. They have also been instructed to never share PPE.
- ☐ Where items must be shared, they are disinfected with a cleaner appropriate for the surface between shifts or uses, whichever is more frequent, including the following: shared office equipment, such as copiers, fax machines, printers, telephones, keyboards, staplers, staple removers, letter openers, surfaces in reception areas, shared work stations, audio and video equipment, walkie talkies, etc.
- ☐ Time is provided for workers to implement cleaning practices during their shift. Cleaning assignments are assigned during working hours as part of the employees' job duties. Modify hours, if necessary, to ensure regular, thorough cleaning, as appropriate. Options for third-party cleaning companies to assist with the increased cleaning demand are procured, as needed.
- ☐ Monitor staff absenteeism and have a roster of trained back-up staff where available.
- ☐ Consider installing portable high-efficiency air cleaners for offices or other workspaces, 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 and other spaces.
- ☐ Adjust any staff meetings to ensure physical distancing and use smaller individual meetings to maintain physical distancing guidelines.
- ☐ Hold meetings with workers over the phone, via webinar, or outdoors wherever possible. Consider virtual interviewing and on-boarding for new staff when possible.
- ☐ All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.
- ☐ Optional—Describe other measures:  
\_\_\_\_\_

## **B. MEASURES TO ENSURE PHYSICAL DISTANCING**

- ☐ Implement measures to ensure physical distancing of at least six feet between and among workers and visitors. This could include installing a Plexiglas barrier between staff and visitors in stores, lobbies, reception areas, or visitor centers or using visual cues to guide visitors where to stand or line up. Visitors should also be directed where to stand, using visual and/or verbal cues as appropriate, when waiting to use water filling stations, RV dump stations, propane filling stations, and other similar service locations.
- ☐ Staff is reminded to avoid shaking hands, bumping fists or elbows, and other physical contact.

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- ☐ Operators should monitor areas where people are likely to gather and ensure that physical distancing and other guidelines are followed. These areas might include swimming areas, sports fields, skateparks, trail heads, popular day use areas, and picnic areas. Post signs on physical distancing requirements.
- ☐ The following areas may remain open for use by members of the same household only: basketball, tennis, and volleyball courts. Indoor climbing structures and playgrounds must remain closed. Outdoor climbing structures and playgrounds may open at the discretion of the operator and in accordance with State guidance found [here](#).
- ☐ For facilities that provide paid, controlled outdoor activities, consider implementing a reservation system to limit the number of visitors at the facility.
- ☐ Consider implementing remote check-in options for new arrivals at campgrounds or RV parks wherever possible. Post signs at the park's entrance to communicate with visitors about what they need to do upon arrival. List a phone number, for example, for visitors to contact rather than entering the registration area. Encourage the use of online payments, on-site pay stations, credit card payment, or payment over the phone, where possible.
- ☐ If remote check-in is not feasible, check-in visitors outside, if possible, and email receipts. Where necessary, escort or direct visitors directly to their site upon arrival following physical distancing requirements. Only one household should occupy each campsite or rental unit and nonregistered visitors should not be permitted entry to the campground or RV park.
- ☐ Consider implementing a process for visitors to pre-purchase items from the general store, including firewood, food items, or other goods, and have staff deliver items to the visitor's campsite or RV.
- ☐ Outdoor spaces intended for gatherings and group functions, including pavilions, communal fire rings, public-use camp kitchens, and amphitheaters should remain closed. Remove, separate, post closure signs, or tape-off all benches, common area picnic tables, and multi-person seating (including seating around fire pits) to discourage visitors from congregating.
- ☐ All public events and/or concentrated gatherings, including group bonfires, group campsites, presentations at outdoor amphitheaters, musical or other performances, or other events must be cancelled or postponed.
- ☐ Smaller picnic shelters, such as those that typically accommodate only household groups, can remain open with posted physical distancing related restrictions (e.g., limit use to one household at a time).
- ☐ Assess campground and RV park sites to determine if the park needs to operate at a decreased capacity in order to maintain physical distancing.

## OUTDOOR ACTIVITIES

- ☐ Operators should take steps to ensure that higher risk activities, including those not yet recommended by the state guidelines, are not occurring on their properties.
- ☐ Evaluate the processes for renting and loaning recreational equipment and determine whether there is adequate staff capacity and available cleaning and disinfecting supplies to reopen such operations. Rentals must be in compliance with Outdoor Equipment Rental Services Protocols (Appendix D).
- ☐ Modify outdoor recreational activities, where necessary, to ensure proper cleaning and disinfecting protocols can be implemented.
- ☐ Cleaning and disinfecting "soft goods," such as life jackets, wetsuits, cotton lead ropes, saddle bags, or backpacks, poses particular challenges. Such equipment requires an effective cleaning procedure or sufficient equipment inventory to allow for sufficient "down time" of at least three days between uses to minimize risk of COVID-19 transmission.

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- ☐ High contact programs and sports that require close contact of less than six feet in distance between members of different households should be suspended. This includes activities such as group sporting events, pick-up basketball, intermural sports activities, races, or dances.
- ☐ Limit high or close contact outdoor recreation activities to household units. This includes boat rentals, rope courses, and climbing walls. At campgrounds and RV parks, consider whether nature walks, movie nights, mini-golf, geocaching, scavenger hunts, or other activities can be developed for household units in a way that maintains physical distancing.
- ☐ When outfitting people with helmets, gear, protective clothing, lifejackets, or other items, staff should maintain physical distance. Where possible, staff should demonstrate how to properly put on and take off equipment rather than breaking physical distance to assist.

### **COMMUNAL RESTROOM AND SHOWER FACILITIES**

- ☐ Public restrooms should be cleaned and disinfected throughout the day. Maximum occupancy for the campground, RV park, or recreation area should be based on the number of fully-operational restrooms that the park operator can maintain and which can support physical distancing requirements.
- ☐ Shared restroom facilities should be cleaned regularly using EPA registered disinfectants throughout the day. High-touch surfaces such as faucets, toilets, doorknobs, and light switches must be frequently cleaned and disinfected. Employees should be trained on the hazards and proper use of new products per Ca/OSHA requirements, and be provided with any required protective equipment for the specific cleaning products in use, such as eye protection or gloves.
- ☐ Create and post a cleaning schedule in every open restroom facility. Post the cleaning schedule on the front of the door so visitors know when they can/cannot use the restroom. Make sure to close the restroom during the cleaning and disinfecting process.
- ☐ Consider using a checklist or audit system to track how often cleaning is conducted.
- ☐ Only allow shower room use if partitions are in place or signs have been posted to specify physical distancing requirements. If partitions or proper distancing are not possible, these facilities should remain closed.
- ☐ Ensure that sanitary facilities stay operational and are continuously stocked at all times. Provide additional soap, paper towels, and hand sanitizer when needed. Install hands-free devices, if possible, including motion sensor sinks, faucets, soap dispensers, sanitizer dispensers, and paper towel dispensers.
- ☐ Doors to multi-stall restrooms should be able to be opened and closed without touching the handles. If the door cannot be opened without touching the handle or door-operator with the hand, prop the door open and/or place a trash-receptacle by the door to ensure a paper towel can be readily disposed of when operating the door. The location and positioning of waste receptacles should not interfere with egress, evacuation, emergency equipment, or any reasonable accommodations provided under the Americans with Disabilities Act. Make sure trash cans are emptied regularly.
- ☐ Campground, RV park, and outdoor recreation visitors should be instructed that sinks could be an infection source and should avoid placing toothbrushes and other items directly on counter surfaces. Totes could also be used for personal items to limit their contact with other surfaces in the restroom.
- ☐ Campground and RV park management should encourage guests staying in vehicles with toilets and showers/bathing equipment to use their own facilities rather than shared ones, if possible.
- ☐ Provide information on how to wash hands properly, including hanging signs in restrooms.

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## **SWIMMING POOLS AND AQUATIC VENUES**

- ☐ Saunas, steam rooms, and hot tubs should remain closed.
- ☐ Maintain proper disinfectant levels (1-10 parts per million free chlorine or 3-8 ppm bromine) and pH (7.2-8).
- ☐ Consult with the company or engineer that designed the aquatic venue to decide which disinfectants approved by the EPA are best for the aquatic venue. Ensure the safe and correct use and storage of disinfectants, including storing products securely away from children.
- ☐ Set up a system so that furniture and equipment (e.g., lounge chairs) that need to be cleaned and disinfected are kept separate from furniture that has already been cleaned and disinfected. Label containers for used equipment that has not yet been cleaned and disinfected and containers for cleaned and disinfected equipment.
- ☐ Encourage visitors to bring and use their own towels. If towels are provided, launder them and clothing according to the manufacturer's instructions. Use the warmest appropriate water temperature and dry items completely. Handle towels with disposable gloves and minimal disturbance, i.e., do not shake them.
- ☐ Discourage people from sharing items, particularly those that are difficult to clean and disinfect or those that are meant to come in contact with the face (e.g., goggles, nose clips, and snorkels).
- ☐ Ensure that the facility has adequate equipment for patrons, such as kick boards, pool noodles, and other flotation devices, to minimize sharing wherever possible. Limit the use of the equipment to one patron at a time and clean and disinfect the items after each use.
- ☐ For indoor aquatic venues, introduce and circulate outdoor air as much as possible by opening windows and doors, using fans, or other methods. However, do not open windows and doors if doing so poses a safety risk to staff, visitors, or swimmers.
- ☐ Change the deck layout and other areas surrounding the pool to ensure that the standing and seating areas can support physical distancing requirements. This could include removing lounge chairs or taping off areas to discourage use.
- ☐ Provide physical cues or guides (e.g., lane lines in the water or chairs and tables on the deck) and visual cues (e.g., tape on the decks, floors, or sidewalks) and signs to ensure that staff, visitors, and swimmers stay at least six feet apart from one another, both in and out of the water.
- ☐ Where feasible, install impermeable physical barriers such as Plexiglas where staff and patrons must interact, and physical distancing is difficult.
- ☐ Consider implementing reservations for pool use or implementing other mechanisms to support physical distancing. This could include reserving full lanes for individual lap swimming.
- ☐ Ensure that lifeguards who are actively lifeguarding are not also expected to monitor handwashing, use of cloth face coverings, or physical distancing. Assign this monitoring responsibility to another staff member.
- ☐ Aquatic venues should avoid activities that promote group gatherings.

## **CABINS AND RENTAL UNITS**

- ☐ Campgrounds and RV parks with cabins or other rental units should take the proper steps to clean and disinfect those areas after each use. This includes wiping down and cleaning bed rails, tables, TV remotes, headboards, countertops, kitchen appliances, refrigerator handles, stove knobs, mirrors, and other items.

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- ☐ All linens must be removed and laundered between each visitor stay, including items that appear to not have been used. When cleaning bedding, towels, or other laundered items in rental units, ensure staff wear disposable gloves when handling dirty laundry and then discard after each use. Wash hands with soap or use hand sanitizer immediately after gloves are removed. Do not store extra linens in the rental unit. Provide such items only on request.
- ☐ Do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air. Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Clean and disinfect laundry hampers according to guidance above for surfaces. If possible, consider placing a bag liner that is either disposable and thrown away after each use or can be laundered after each use.
- ☐ Kitchen items, including pots, pans, and utensils, must be thoroughly cleaned with soap and hot water, preferably in a dishwasher, between each visitor stay. Provide adequate dish soap and new, unused sponges for each visitor upon arrival. Consider replacing utensils with one-time use dinnerware, if feasible.
- ☐ Consider instituting a 24-hour waiting period after a visitor checks out before cleaning any campground-owned accommodations, including rental units.
- ☐ Any rental unit intended for large gatherings, including conferences or meetings, should not be opened until such operations can resume.

## **FOOD AND DINING**

- ☐ Follow Long Beach Health Officer protocols regarding restaurants for instructions regarding food and dining.
- ☐ Outdoor recreation operators should not hold potlucks or similar family style eating and drinking events that increase the risk of cross contamination. If food and beverages must be served or shared, provide items in single-serve, disposable containers whenever possible. Staff or volunteers serving food should wash hands frequently and wear disposable gloves and face coverings.

## **LAUNDRY FACILITIES**

- ☐ If necessary, adjust the operating hours for laundry room facilities to ensure that staff have adequate time to frequently clean and disinfect the laundry machine lids and doors, lint screens, tabletops and counters, chairs or benches, soap dispensers, vending machines, change machines, sinks, and other areas.
- ☐ Consider placing hand sanitizer and disinfecting wipes in the laundry room so visitors can wipe down the area before/after they use the machines.
- ☐ Remove all games, books, brochures, or other items from the laundry facilities. Remove laundry baskets or bins, if provided.
- ☐ Consider developing an appointment-type system for the laundry facilities so that staff know when the facilities are being used and visitors can avoid unnecessary interaction. Keep the laundry facilities locked between scheduled appointments to ensure adequate time for cleaning.
- ☐ If an appointment-type system is not possible, maintain physical distancing by closing every other machine so that six-feet of physical distance can be maintained between visitors.
- ☐ Encourage visitors to wait outdoors while laundry is being washed/dried. Alternatively, use visual cues

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to direct visitors where to stand, and limit access so individual visitors can use multiple machines that are together.

- ☐ Determine what the maximum capacity should be for the room size and post a sign on the door that states how many individuals can be in the room at one time, along with the cleaning and disinfecting schedules.

### **C. MEASURES FOR INFECTION CONTROL**

- ☐ Guests are required to wear face coverings at all times while onsite. Cloth face coverings should not be placed on young children under age 2, anyone who has a medical condition, mental health condition, or disability that prevents them from wearing a face covering, or is otherwise unable to remove the mask or cloth face covering without assistance.
- ☐ Contact visitors with reservations at campgrounds and RV parks before their scheduled arrival to confirm the reservation and ask if they or someone in their household is exhibiting any COVID-19 symptoms. If the visitor answers in the affirmative reschedule or cancel the reservation.
- ☐ Perform thorough cleaning on all high traffic areas such as guest check-in areas and lobbies, visitor centers, staff break rooms, restrooms, and areas of ingress and egress, including stairways and handrails, throughout the day.
- ☐ Frequently disinfect commonly used surfaces and items including vehicles steering wheels and gear shifts, keys, tools, water spigots, trash receptacles, lounge chairs, shared equipment, doorknobs, countertops, toilets, and handwashing facilities.
- ☐ Outdoor recreation operators should consult with equipment manufacturers to determine the appropriate disinfection steps, particularly for soft, porous surfaces. Encourage visitors to bring and use their own equipment wherever possible.
- ☐ Equip guest reception and check-in areas and staff workstations with proper sanitation products, including hand sanitizer and disinfectant wipes.
- ☐ Amenities, including trail maps, books, magazines, coffee, water, self-serve stations (unless touchless), and other items for visitors, must be removed from reception areas to help reduce touch points and visitor interactions. Trail maps and other printed informational materials may be distributed to visitors on arrival for their individual use.
- ☐ Difficult to clean and commonly touched items, including shared board games or books, should not be loaned out to visitors, if possible. If loaning out such items, consider placing returned items in a storage container for at least three days before loaning to a different visitor.
- ☐ Follow CDC guidelines to ensure that all water systems are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- ☐ Oftentimes restroom facilities without running water, such as portable toilets and vault toilets, are not stocked with hand hygiene products. Encourage visitors to be prepared to bring their own hand sanitizer with at least 60% alcohol for use in these facilities. If provided, make sure portable handwashing stations are maintained and soap, towel, and water supplies are kept full.
- ☐ Clean restroom facilities on an accelerated schedule to keep them clean and encourage campers and visitors to use them, thereby avoiding campers rejecting dirty and unsanitary restrooms and using the outdoors instead. Where possible, provide disposable seat covers in restrooms.
- ☐ Encourage visitors to pack out what they pack in, wherever possible, to minimize the amount of trash staff must dispose of at the campsite, park, trailhead, or other facility.

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- ☐ Water filling stations, RV dump stations, and propane filling stations must be cleaned and disinfected each day and staff should wipe down the equipment after each use. If possible, place hand sanitizer near these facilities for visitor and staff use.
- ☐ Staff should avoid sharing tools, phones, electronics, and office supplies as much as possible and, where feasible, ensure workers have dedicated workstations for their personal use. Never share PPE.
- ☐ When choosing cleaning chemicals, employers should use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved N list 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 and other protective equipment as required by the product.
- ☐ After each visitor stay, amenities at each site should be properly wiped down, cleaned, and disinfected. This includes BBQ grills, chairs, all secondary seating (e.g. swings or benches), water spigots, and RV electrical and water hook-ups.
- ☐ Make sure all workers have been trained to use and have an adequate supply of all-purpose cleaners and disinfectants, when needed.
- ☐ Janitorial or custodial workers must be told if they are going to be working in a location where an infected person has been. Qualified third-party qualified cleaning services are recommended for decontamination of affected areas.
- ☐ If janitorial or custodial workers are asked to disinfect an area with known COVID-19 cases, they must not start operations until the campground or RV operator has provided the proper protective equipment and training. Janitorial or custodial staff must wear disposable gloves for all tasks in the cleaning process, including handling trash. Workers should be reminded to wash hands with soap and water immediately after taking off the gloves or use hand sanitizer. Additional PPE might be required, including eye goggles, based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- ☐ Janitorial staff must be provided training and information on the hazards of cleaners and disinfectants used, the availability of the safety data sheets, PPE required, and ventilation required.
- ☐ Workers should have enough ventilation (air flow) in areas where they are cleaning. If cleaning in a bathroom or other small space, make sure the door and windows are propped open.
- ☐ To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on the N list with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid). Avoid products that mix these ingredients with peroxyacetic acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
- ☐ Campground and RV park visitors must be reminded to maintain six-feet of distance from maintenance, janitorial, or custodial staff on the maintenance team. Implement a process to regularly check in with workers to ensure visitors are following this protocol. Ensure workers are able to share such information without fear of reprisal or retaliation.
- ☐ Campground and RV park operations should evaluate if the dog park on the grounds is large enough to accommodate visitors and their animals while maintaining proper physical distancing. If the space is not sufficient, dog parks must be expanded, occupancy-limited, or closed.

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#### **D. MEASURES THAT COMMUNICATE TO THE PUBLIC**

- ☐ Campground and RV park operators should take steps to ensure visitors are fully aware of the park's new policies and procedures prior to their arrival. Such policies should include the right for campground and RV park operators to cancel reservations for parties with symptomatic visitors; new check-in procedures; physical distancing requirements; and cleaning and disinfecting schedules for accommodations, amenities, and common areas like the check-in/registration area and the park general store or visitor center.
- ☐ Provide information to visitors on the following topics:
  - Plan ahead, make reservations and purchase permits, firewood, ice and other items online or by phone before arriving on site.
  - Be as self-contained and self-sufficient as possible. For example, arrive prepared with your own soap, surface disinfectant supplies, hand sanitizer, paper towels/hand towels, and toilet paper. It is also advisable to bring disinfecting wipes to clean up before and after use of common facilities. Bring your own sports equipment, towels, first aid supplies, and other items needed for outdoor recreation whenever possible. Visitors should bring plastic tablecloths for picnic tables that can be disposed of or taken back home for washing.
  - To ensure physical distancing can be maintained, visitors should set up their campsite or picnic areas to maximize distance from adjacent campsites and picnic sites that host people from different households.
  - Many programs and facilities may be canceled or closed, so visitors should check online resources for updated information about rule changes and closures to know what to expect upon arrival.
  - Observe all cleaning protocols for self-service facilities and amenities before using them.
  - Leave furniture, such as picnic tables and chairs, as they were found as park staff may have appropriately spaced these items to encourage physical distancing.
  - Follow directional signage – e.g., wait your turn and abide by capacity limits – that will promote physical distancing in buildings, an overlook, and around other confining spaces.
  - Plan your travel in a safe and responsible way. Be mindful that backcountry and rescue operations require many emergency responders and extra demands on those healthcare resources puts everyone at risk.
- ☐ Maintain communication systems that allow staff and visitor to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality.
- ☐ A copy of this protocol is posted at all public entrances to the campgrounds.
- ☐ Signs are posted that instruct visitors that they should stay home if sick with symptoms that could be COVID-19.
- ☐ Online outlets of the establishment (website, social media, etc.) provide clear information about, current protocols, required use of face coverings, infection control practices and physical distancing requirements.

#### **E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES**

- ☐ Services that are critical to the visitors have been prioritized.

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- ☐ Measures are instituted to assure services for visitors who have mobility limitations and/or are at high risk in public spaces.

**Any additional measures not included above should be listed on separate pages, which the business should attach to this document.**

**You may contact the following person with any questions or comments about this protocol:**

**Business Contact Name:**

**Phone number:**

**Date Last Revised:**

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## Hotels, Lodging and Short-Term Rental Protocols: Appendix Q

### Recent Updates 12/6/20:

- Hotels, motels, lodging, shared rental units, and other similar facilities may only offer accommodation for COVID-19 mitigation and containment measures, treatment measures, accommodation for critical workers, or for providing housing solutions, including measures to protect homeless populations. Establishments are prohibited from offering accommodations for tourism and pleasure travel.
- Outdoor and indoor pools that serve members from more than one household are closed, except that outdoor pools that offer regulated lap swimming (one swimmer per lane) may remain open.

The requirements below are specific to hotels, lodging, and short-term industries now approved to reopen. Hotel and lodging operations with large meeting venues, banquet halls, or convention centers, if applicable, must keep these areas closed until each of these types of establishments are allowed by the Health Officer order to resume modified or full operation.

Since indoor activities carry higher risks associated with the transmission of COVID-19, especially in spaces with poor ventilation, it is critical that facilities ensure that: appropriate physical distancing is maintained, that customers and staff wear face coverings at all times, hand hygiene is strictly observed, enhanced cleaning and disinfection of the facility is maintained and that ventilation is optimized.

Hotels, motels, lodging, shared rental units, and other similar facilities may only offer accommodation for COVID-19 mitigation and containment measures, treatment measures, accommodation for critical workers, or for providing housing solutions, including measures to protect homeless populations. Establishments are prohibited from offering accommodations for tourism and pleasure travel.

Short-term rentals ("STRs"), or shared rental units, are permitted subject to this Order, and also pursuant to any Ordinance or regulation adopted by the City that governs the operation of short-term or other shared rental units. Shared rental units, such as, but not limited to, STRs or time-shares may only be rented provided that the owner/host of the unit, or anyone affiliated with the owner/host does not also occupy or live in the unit at any time during the duration of the stay/rental period; unless the owner/host has a separate exterior point of entrance and exit and no facilities such as a kitchen area, bathroom, or other living space is shared with the guest/tenant during the stay/rental period.

Outdoor and indoor pools that serve members from more than one household are closed, except that outdoor pools that offer regulated lap swimming (one swimmer per lane) may remain open.

**Short-term rentals ,or shared rental units, are permitted subject to the Long Beach Safer at Home Order, and also pursuant to any Ordinance or regulation adopted by the City of Long Beach that governs the operation of short-term or other shared rental units.**

Property managers, timeshare operators, and other rental unit owners and operators are only allowed to rent unoccupied units and cannot rent rooms or spaces within an occupied residence until otherwise notified. A residence or unit that is rented while the operator is not physically present or has a separate exterior entrance and exit that does not require the use of shared facilities, and is otherwise unoccupied, should be considered an unoccupied unit.

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Additional protocols relevant to hotel and lodging operations must also be followed:

- Restaurants and bars
- Fitness Centers
- Hair Salons
- Nail Salons
- Personal Care Services
- Public Pools
- Retail Operations
- Office Spaces
- Golf Courses
- Tennis Courts

Gatherings of members from different households, including, but not limited, events, parties, gatherings, meetings, and conventions, are prohibited. Areas such as convention space, rentable rooms, and other areas for private events, etc., shall be kept closed until large gatherings are allowed to resume modified or full operation through a specific reopening order and guidance.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at [www.longbeach.gov/covid19](http://www.longbeach.gov/covid19) regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

These five key areas must be addressed as your facility develops any reopening protocols.

**All businesses covered by this protocol must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the business.**

Business name:

Facility Address:

**A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH  
(CHECK ALL THAT APPLY TO THE FACILITY)**

- ☐ Everyone who can carry out their work duties from home has been directed to do so.

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- ☐ Vulnerable staff (those above age 65, those who are pregnant, and those with chronic health conditions) are assigned work that can be done from home whenever possible, and should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.
- ☐ All employees have been told not to come to work if sick or if they are exposed to a person who has COVID-19.
  - ☐ 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 COVID19, including employee's sick leave rights under the [Families First Coronavirus Response Act](#) and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's [Executive Order N-62-20](#)
- ☐ Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- ☐ In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer should report this cluster to the Long Beach Department Health and Human Services at 562-570-INFO.
- ☐ Symptom checks are conducted before employees, contractors, vendors or other service providers may enter the workspace. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing. These checks can be done remotely or in person upon the employees' arrival.
- ☐ A temperature check should be done at the worksite if feasible.
- ☐ All employees who have contact with the public or other employees during their shift(s) are offered, at no cost, a cloth face covering. The covering is to be worn by the employee at all times during the workday except where the employee is working in a vehicle, office, or room alone. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used.
- ☐ Employees are instructed on the proper use of face covering, including the need to wash their face coverings daily.
- ☐ Housekeepers and others who must enter guest rooms are directed to wear a cloth face covering.
- ☐ Employees are directed to ensure hand hygiene practices including handwash frequency, use of hand sanitizer and proper glove use are adhered to.
- ☐ Employees are required and permitted adequate time for, to wash their hands at least every 30 minutes, or as needed if gloves are provided. Where hand washing is impracticable, hand sanitizer with that contains at least 60% alcohol has been provided to the employee instead.
- ☐ Employees are reminded to cover coughs and sneezes with a tissue. Used tissue should be thrown in the trash and hands washed immediately with soap and warm water for at least 20 seconds.
- ☐ All employees, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the use of face coverings.

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- ☐ Breaks are staggered, in compliance with wage and hour regulations, to ensure that six (6) feet between employees can be maintained in break rooms at all times.
- ☐ Employees are prohibited from eating or drinking anywhere inside the workplace other than designated break areas or in a private office that is not shared with others.
- ☐ Employees are properly trained on all COVID-19 policies and procedures.
- ☐ A written, worksite-specific COVID-19 plan including a risk assessment of all work areas has been developed.
- ☐ A designated person has been identified to implement the plan.
- ☐ Employees are trained on the proper use of cleaning and disinfecting products, including Cal/OSHA requirements for safe use. Employees are provided aprons, gloves and other protective equipment as required by the product.
- ☐ Break rooms, restrooms and other common areas are disinfected frequently, on the following schedule:
  - Break rooms \_\_\_\_\_
  - Restrooms \_\_\_\_\_
  - Other \_\_\_\_\_
- ☐ Disinfectant and related supplies are available to employees at the following location(s):  
\_\_\_\_\_
- ☐ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):  
\_\_\_\_\_
- ☐ Copies of this Protocol have been distributed to all employees.
- ☐ Optional—Describe other measures:  
\_\_\_\_\_

## **B. MEASURES TO ENSURE PHYSICAL DISTANCING**

- ☐ Measures to ensure physical distancing of at least six feet between and among employees, guests, and the public are implemented, including areas where guests and employees line up.
  - This includes the use of physical partitions or visual cues (e.g., floor markings or signs to indicate where employees and/or guests should stand).
  - This includes check-in, check-out, elevator lobbies, coffee shops and dining, and taxi and ridesharing lines.
  - Physical barriers are installed at all transaction counters where 6 feet physical space is not possible between employees and guests.
- ☐ Guests enter doors that are either propped open, are automated or manually operated by an employee who is frequently handwashing and/or using proper hand sanitizer.
- ☐ Peak period queuing procedures are implemented, including a lobby greeter where applicable. Guests are queued to maintain at least six feet of physical distance between parties.
- ☐ All furniture in public spaces has been arranged to incorporate social distancing guidelines.
- ☐ Physical distancing measures are implemented in employee break areas, uniform control areas, training classrooms, shared office spaces, employee services window, and other high-density areas in order to appropriately distance between employees.
  - Where possible, outdoor break areas with shade covers and seating that ensures physical

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distancing between employees is provided.

- ☐ Guest room service, laundry and dry-cleaning services, and amenity deliveries are made using contactless pick-up and delivery protocols, wherever possible.
- ☐ Housekeeping only services rooms when guests are not present.
- ☐ Employee pre-shift meetings are conducted virtually or in areas that allow for appropriate physical distancing between employees.
- ☐ Employee arrival times are staggered to minimize traffic volume in back of house corridors and service elevators.
- ☐ Employees are discouraged from congregating in high traffic areas such as bathrooms and hallways. Established directional hallways and passageways for foot traffic, where possible, to eliminate people from passing by one another.
- ☐ Office spaces, lobbies, front desk check-in areas, business centers, concierge service areas, and other spaces are redesigned, where possible, to ensure workspace and guest accommodations allow for at least six feet distancing.
- ☐ Elevator capacity is limited to 4 individuals or a family at a time for any elevator that does not allow for 6-foot physical distance between riders. All riders are required to wear cloth face coverings.
- ☐ Employees are instructed to avoid handshakes and similar greetings that break physical distancing.
- ☐ Person-to-person contact for delivery of goods to physical offices is eliminated, where possible. Avoid touching others' pens and clipboards.

## C. MEASURES FOR INFECTION CONTROL

### COMMON SPACES (CHECK-IN, LOBBY, ELEVATORS, ETC.)

- ☐ The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased in common spaces and guest rooms.
- ☐ 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 all offices, guest rooms and other spaces.
- ☐ For facilities or guest rooms that have not been operating, flush each of the hot and cold-water fixtures for five minutes prior to reopening to replace stale water in the facility's plumbing with a fresh and safe water supply.
- ☐ Cleaning and disinfecting products that are approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)- approved list](#) are used per the manufacturer's instructions.
  - Disinfectant products on the N list with asthma-safer ingredients are selected.
- ☐ Customers should enter through doors that are propped open or automated if possible.
- ☐ Hand sanitizer dispensers (touchless, when possible) are installed 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.
- ☐ Guests are instructed that they must wear cloth face coverings whenever they are not eating and/or drinking; this includes upon entry to the facility, when walking anywhere in the facility, and when using the restrooms. This applies to all adults and to children over the age of 2. Only individuals with chronic respiratory conditions or other medical conditions that make the use of a face covering hazardous are exempted from this requirement.
  - Customers who refuse to wear a cloth face covering may be refused service and asked to leave.

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- ☐ Customers arriving at the site with children must ensure that their children stay next to a parent, avoid touching any other person or any item that does not belong to them, and are wearing face coverings if age permits.
- ☐ Servers, bussers, and other employees moving items used by customers (dirty cups, plates, napkins, etc.) are to wear disposable gloves prior to handling.
- ☐ Cashless transactions are encouraged. If reasonable for the food facility, customers are enabled to swipe their own credit/debit cards, and card readers are fully sanitized between each guest use.
- ☐ Optional - Describe other measures (e.g. providing senior-only hours, incentivizing non-peak sales):

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- ☐ Contactless technology is implemented for check-in, payment, accessing rooms or making special requests, wherever possible.
  - Key cards are sanitized after use.
- ☐ To the extent possible, guests to the hotel are registered in a guest log that includes the guest's name, phone number and email address which can also be done at the time of registration.
- ☐ Phones, tablets, laptops, desks, pens and other work supplies are cleaned and disinfected 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.
- ☐ Workstations, desks, and help counters are provided with proper sanitation products, including hand sanitizer and sanitizing wipes, and personal hand sanitizers to all staff directly assisting customers.
- ☐ Vacuum cleaners are equipped with HEPA filters. Employees are to use vacuum cleaners instead of sweeping floors with brooms, where possible.
- ☐ 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 is performed.
- ☐ Commonly used surfaces are cleaned and disinfected throughout the day and evening, including door handles, vending and ice machines, light switches, phones, washer and dryer doors and controls, baggage carts, shuttle door handles, toilet and handwashing facilities.
- ☐ Workers are provided time to implement cleaning practices during their shift.
- ☐ Manually operated ice machines are closed.
- ☐ Restrooms are cleaned and disinfected regularly using EPA approved disinfectants according to the manufacturer's directions, on the following schedule:

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- ☐ Employees are directed to not open the doors of cars or taxis.
- ☐ Valet service drivers, baggage handlers, and housekeepers are to wash their hands regularly during their shift and/or use proper hand sanitizer.
- ☐ If valet service is provided, valet service drivers are required to wear face coverings, gloves and maintain social distancing guidelines.
  - Key fobs are to be placed into plastic bags.
  - Steering wheel, ignition button, door handles, shifters are wiped with an approved disinfecting wipe.
  - Customers are notified of valet cleaning and disinfection procedures.
- ☐ If van or shuttle service is provided, they are to adhere to valet service requirements, including cleaning and disinfecting seating areas between guests.
- ☐ Self-parking options are encouraged with guests.

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## GUEST ROOMS

- ☐ Bellman/Porters are to wear face coverings and utilize gloves when handling guest baggage. Where possible, baggage deliveries are to be placed in the room by the guest.
- ☐ Housekeeping is to minimize contact with guests' personal belongings when cleaning.
- ☐ Housekeepers have ventilation system operating and/or open windows whenever possible to increase air circulation when servicing rooms.
- ☐ Housekeeping is allowed extra time to clean rooms to account for required precautions and to allow them to conduct more thorough cleaning and disinfection of rooms between guests, when required.
  - Housekeepers are provided appropriate protective equipment for cleaning.
- ☐ Surfaces within guest rooms are cleaned and disinfected daily during room cleanings. Exception for guests who request that housekeeping not provide daily room service/cleaning.
- ☐ Kitchen items, including pots, pans, and utensils are cleaned and sanitized between each guest stay.
- ☐ All dishes are washed, including the ones in cabinet between each guest stay. Consider replacing utensils with one-time use dinnerware, if feasible.
- ☐ Single-service coffee makers are provided with disposable cups, instead of glassware, coffee cups or multi-cup makers.
- ☐ Mini bars are not available to guests. All products are removed.
- ☐ Adequate dish soap and new, unused sponges, disinfecting wipes are provided for each guest upon arrival.
- ☐ All appliances and kitchen areas, including refrigerator shelving, the oven stovetop, coffeemakers, toasters, pantry shelves and other areas are cleaned between each guest stay.
- ☐ No reusable collateral, such as magazines, menus, local attraction details, coupons, etc. are available in guest rooms. Critical information is provided as single-use collateral and/or electronically posted.
- ☐ Housekeeping employees are provided with gloves when removing dirty linens. Dirty linen is placed in single-use, sealed bags.
- ☐ All towels and linens are removed and cleaned at the conclusion of each guest stay regardless of whether they appear to have been used or not.
- ☐ All bed linen and laundry is washed at a high temperature and cleaned according with [CDC guidelines](#).
- ☐ All nonessential maintenance is scheduled when room is not occupied. Handle only emergency or urgent issues as allowed by applicable law where possible.

## SHORT-TERM RENTAL CONSIDERATIONS

- ☐ Self or remote check-in and checkout is offered where possible.
- ☐ Standard check-in and checkout times are implemented to allow for enhanced cleaning processes between guest stays.
- ☐ The rental unit is thoroughly cleaned and disinfected after each guest stay. This includes wiping down and cleaning and disinfecting all high-touch areas, including bed rails, tables, TV remotes, headboards, countertops, kitchen appliances, refrigerator handles, stove knobs, mirrors, and other items.
- ☐ All recycling, garbage and trash is removed between guest stays. This includes removing and disposing of any food items that may have been left in the refrigerator, freezer, and pantry.
  - Trash cans are lined with disposable bags.
- ☐ Laundry hampers are to be cleaned and disinfected after each use.
  - Hampers are lined with a bag liner that is either disposable or can be laundered after each use.

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- ☐ All linens are removed and laundered between each guest stay, including items that appear to not have been used.
  - Use gloves when removing dirty linens. Dirty linen is placed in single-use, sealed bags.
  - Wash hands with soap or use hand sanitizer immediately after gloves are removed.
- ☐ No extra linens are stored in the rental unit. Linens are provided only upon request.
- ☐ All bed linen and laundry is washed at a high temperature and cleaned according to [CDC guidelines](#).
- ☐ All soft surfaces are cleaned based on the manufacturer's instructions. This includes items like carpet, bedding, curtains, and upholstery.
- ☐ Kitchen items, including pots, pans, and utensils are cleaned and sanitized between each guest stay.
- ☐ All dishes are washed, including the ones in cabinet between each guest stay. Consider replacing utensils with one-time use dinnerware, if feasible.
- ☐ Vacuum cleaners are equipped with HEPA filters. A vacuum cleaner is used instead of sweeping floors with brooms, where possible.
- ☐ Bathroom toilets, showers, bathtubs, sinks, cabinets, and shelving are sprayed with a multi-surface cleaner approved for use against COVID-19. Mirrors and any glass are properly wiped. Bathroom floors are mopped and/or vacuumed.
- ☐ The rental unit is provided with additional hand soap, paper towels, toilet paper, disinfecting spray or wipes and hand sanitizer.
- ☐ External or professional cleaning companies, when used, provide periodic confirmation that cleaning and disinfection standards are being followed.
- ☐ Guests are notified of cleaning and safety measures both pre-stay and during stay, via the listing content and property information booklet.
- ☐ All nonessential maintenance is scheduled when the rental unit is not occupied. Handle only emergency or urgent issues as allowed by applicable law where possible.
- ☐ The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased. High filtration efficiency filters are used and replaced regularly.

#### **D. MEASURES THAT COMMUNICATE TO THE PUBLIC**

- ☐ A copy of this protocol is posted at all public entrances to the facility.
- ☐ Guests are notified of the facility's policies and procedures prior to their arrival. This includes the right to cancel reservations for parties with symptomatic visitors and the new check-in procedures, physical distancing requirements, and cleaning and disinfecting schedules for accommodations, amenities, and common areas.
- ☐ Signage is posted that reminds guests and the public to maintain physical distancing of six feet, wear cloth face covering, wash hands or use sanitizer upon entry, and to stay home if they are ill or have symptoms consistent with COVID-19.
  - Guests will be provided face coverings upon entry to the hotel if they do not have one.
- ☐ Signage is posted at elevators that communicates to riders the maximum number of riders and that cloth face coverings must be worn.

#### **E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES**

- ☐ Services that are critical to the customers/clients have been prioritized.

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- ☐ Transactions or services that can be offered remotely have been moved on-line.
- ☐ Measures are instituted to assure access to goods and services for customers who have mobility limitations and/or are at high risk in public spaces.

**Any additional measures not included above should be listed on separate pages,  
which the business should attach to this document.**

**You may contact the following person with any questions or comments about this protocol:**

**Business Contact Name:**

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**Phone number:**

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**Date Last Revised:**

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## Music, Film, and Television Production Protocols: Appendix R

### Recent Updates 12/10/20:

- In compliance with the State's Regional Stay at Home Order issued on December 3, 2020, and effective December 6, 2020 at 11:59PM (PST) until further notice, entertainment production where a live audience is present is prohibited. (Changes highlighted in yellow)

The requirements below are specific to entertainment production, industries, studios, and other related establishments such as establishments that provide content for professional broadcast, including music, film and television productions now approved to reopen. Music, film, and television production protocols must be approved by Long Beach Special Events and Filming, the Fire Department, and the Health Department prior to issuance of a permit and operation. Additional measures to address conditions unique to the site/operations may be required by the City. At a minimum, productions are required to comply with the protocols in this appendix. Entertainment production where a live audience is present is prohibited.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at [www.longbeach.gov/covid19](http://www.longbeach.gov/covid19) regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

These five key areas must be addressed as your facility develops any reopening protocols.

**All businesses covered by this protocol must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the business.**

**Business name:**

**Facility Address:**

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## LOCATION SCOUTING



- ◆ ☐ Location managers/assistants shall be required to wear cloth face coverings while scouting locations.
- ☐ When possible, location teams should pursue alternatives to in-person scouting, such as virtual options, photographs, and digital scouting.
- ☐ Tech and director scouting shall occur in small groups when possible. Production shall advise film office when tech/director scouts are to occur.



## FILMING - PRIVATE/PUBLIC LOCATIONS

- ☐ Film permits shall be permitted on a case-by-case basis. Cast/crew size will be kept to a minimum and will be determined by the size of the location and scope of production.
- ☐ Base camps and crew parking shall be closed off to the public.
- ☐ Production to provide security to prevent public access.
- ☐ Production sets shall be closed off to the public.
- ☐ Production to provide security and/or the City may require City staffing to ensure the set is not accessible to the public.
- ☐ Production to administer temperature checks and/or symptom checks on all cast/crew at check-in (temperature checks and/or symptom checks MUST be part of the Production's Protocol implemented and submitted to the City).
- ☐ Cloth face coverings required on all crew/cast when they are around others or when six (6) feet distance cannot be maintained (talent and cast exempt only while filming). All crew/cast who have contact other crew/cast during their shift(s) are offered, at no cost, a cloth face covering. The covering is to be worn by the crew/cast at all times during the workday when in contact or likely to come into contact with others. Crew/cast need not wear a cloth face covering when alone.
- ☐ Production shall be required to have sufficient sanitation/hand washing stations. Productions shall be required to maintain physical distancing where possible.
- ☐ Food handling (catering/craft services) required to follow Mobile Food Vendor Protocols (Appendix J).

## FILMING-RESIDENTIAL



- ☐ Residential filming will be permitted on a case-by-case basis. Cast/crew size will be kept to a minimum and will be determined by property lot size, setback, density, and proximity to neighbors, and scope of production.

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- ☐ Posting no-parking in residential areas will be allowed in front of location property only.
- ☐ Base camps and crew parking shall be closed off to the public and be located outside of residential neighborhoods.
  - Production to provide security to prevent public access.
- ☐ Production sets shall be closed off to the public.
  - Production to provide security and/or the City may require City staffing to ensure the set is not accessible to the public.
- ☐ Production to administer temperature checks on all cast/crew at check-in (temperature checks MUST be part of Safety/Sanitation Plan).
- ☐ Cloth face coverings required on all crew/cast when they are around others or when six (6) feet distance cannot be maintained (talent and cast exempt only while filming). All crew/cast who have contact other crew/cast during their shift(s) are offered, at no cost, a cloth face covering. The covering is to be worn by the crew/cast at all times during the except where the cast/crew is working in a vehicle, office, or room alone. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used.
- ☐ Production shall be required to have sufficient sanitation/hand washing stations.
- ☐ Productions shall be required to maintain physical distancing where possible.
- ☐ Food handling (catering/craft services) required to follow Mobile Food Vendor Protocols (Appendix J).



## FILMING - ON SET

- ☐ Signage required stating face coverings must be worn and hands must be washed/sanitized frequently.
- ☐ 6-foot physical distancing (where possible).
- ☐ Sets shall be closed to the public and/or non-essential cast/crew members.



## SAFETY/SANITATION PLAN SHALL BE REQUIRED FOR ALL LOCATIONS

- ☐ Symptom and/or temperature checks shall be administered by production at check-in.
- ☐ Handwashing facilities with running water, soap and paper towels must be made available (dispensed using a non-touch system, where possible).
- ☐ Handwashing facilities/sanitation equipment shall be kept clean and well-stocked.

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- ☐ Stations with alcohol-based hand rub (“hand sanitizer”) with at least 60% alcohol shall be strategically placed around work areas and readily accessible, stocked and maintained.
- ☐ High-touch surfaces shall be wiped down frequently.
- ☐ Production will sanitize locations upon wrap using EPA-registered disinfecting methods and supplies with a claim against SARS-CoV-2.

**Any additional measures not included above should be listed on separate pages,  
which the business should attach to this document.**

**You may contact the following person with any questions or comments about this protocol:**

**Business Contact Name:**

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**Phone number:**

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**Date Last Revised:**

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## Protocol for Professional Sports Leagues and Facilities Opening for Training Sessions and Spectator-Free Events: Appendix S

### Recent Updates:

- 11/20/20 – Professional Sports Leagues activities and facilities open for training sessions must remain closed between 10 p.m. and 5 a.m. Changes highlighted in yellow.
- 11/19/20 - Face covering requirements updated.

The requirements below are specific to professional sports leagues and facilities. In addition to the conditions imposed on professional sports leagues by the State Public Health Officer, and the COVID-19 protocols agreed to by labor and management, sports leagues must also be in compliance with these employee safety and infection control protocols.

- ☐ Sports Leagues that operate retail outlets must comply with Retail In-Person Shopping Protocols (Appendix B).
- ☐ Sports Leagues that have office-based worksites must comply with Office Worksite Protocols (Appendix G).
- ☐ Sports Leagues that offer concessions, catering services, or operate restaurants must comply with Dine-In Restaurant Protocols (Appendix H).

Professional Sports Leagues activities and facilities open for training sessions must remain closed between 10 p.m. and 5 a.m.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at [www.longbeach.gov/covid19](http://www.longbeach.gov/covid19) regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

These five key areas must be addressed as your facility develops any reopening protocols.

**Sports leagues and facilities must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the institution.**

Business name: \_\_\_\_\_

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PLEASE CALL: (562) 570-2633 OR  
EMAIL: [CETASKFORCE@LONGBEACH.GOV](mailto:CETASKFORCE@LONGBEACH.GOV)

Facility Address: \_\_\_\_\_

**A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH  
(CHECK ALL THAT APPLY TO THE FACILITY)**

- ☐ Everyone who can carry out their work duties from home has been directed to do so.
- ☐ Vulnerable staff (those above age 65, those who are pregnant, those with chronic health conditions) are assigned work that can be done from home whenever possible.
- ☐ Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home.
- ☐ Alternate, staggered or shift schedules have been instituted to maximize physical distancing.
- ☐ All employees (including players, coaching staff, medical staff, broadcast staff, facility staff, and operations staff, collectively referred to as "employees") have been told not to come to work if sick, or if they are exposed to a person who has COVID-19.
- ☐ Symptom checks are conducted before employees, players and any visitors may enter the workspace. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing. These checks can be done remotely or in person upon the individuals' arrival. A temperature check should be done at the worksite if feasible.
- ☐ Upon being informed that one or more employees or players test positive for or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- ☐ All employees and players are offered, at no cost, a cloth face covering. The covering is worn by the employee at all times during the workday when in contact or likely to come into contact with others, except that during physical activity, practices, and games, players may remain mask-free or where the employee is working in a vehicle, office, or room alone. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used.
- ☐ In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer should report this cluster to the Long Beach Department Health and Human Services at 562-570-INFO.
- ☐ Employees are instructed to wash their face coverings daily.
- ☐ Any workstations within the facility are separated by at least six feet.
- ☐ Consider periodic testing of employees and players, as appropriate, to mitigate the risk of the spread of COVID-19. Employers are responsible for providing testing at no charge to employees and players.
- ☐ Teams have submitted facility specific plans for holding spectator-free sporting events to the Long Beach Department of Health and Human Services at least 2 weeks prior to holding such events.
- ☐ Locker rooms, weight rooms, training rooms, restrooms and other common areas are disinfected frequently, on the following schedule:
  - Locker rooms \_\_\_\_\_

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- ☐ Weight rooms \_\_\_\_\_
- ☐ Training rooms \_\_\_\_\_
- ☐ Restrooms \_\_\_\_\_
- ☐ Other \_\_\_\_\_

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

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

- ☐ Employees are required and permitted adequate time for, to wash their hands at least every 30 minutes, or as needed if gloves are provided. Where hand washing is impracticable, hand sanitizer with that contains at least 60% alcohol has been provided to the employee instead.
- ☐ A copy of this protocol has been distributed to each employee.
- ☐ Each worker is assigned their own equipment and defined work area to the extent possible. The need for sharing held items is minimized or eliminated.
- ☐ Personal items (e.g., water bottles, towels, uniforms, etc.) are not shared.
- ☐ Optional—Describe other measures:  
\_\_\_\_\_

## **B. MEASURES TO ENSURE PHYSICAL DISTANCING**

- ☐ The number of people in any room in the facility (e.g., meeting rooms, weight rooms, courts, cafeterias, gyms, etc.) is limited at any given time, such that all people in the room can easily maintain at least a 6-foot distance from one another at all practicable times or an 8-foot distance if they are engaging in physical activity.
- ☐ Access to the facility is limited to those who are essential employees, and to the extent possible, essential employees are limited to certain zones within the facility based on their job duties and responsibilities.
- ☐ Teams keep a detailed facility log that records a list of all individuals who are present at the team facility on a given day, including the person's name and contact information, including their phone number and email address.
- ☐ Visitors to the facility are disallowed to the extent possible, but if a visitor must be admitted, the team has a record of any visitor's name and contact information including the visitor's phone number and email address in the facility log.
- ☐ All players, coaches, training staff, and other employees have been instructed to maintain at least a six (6) feet distance from each other at all times. When players are engaging in physical activity (e.g., during workout and training sessions, etc.), players maintain at least an 8-feet distance from other employees whenever possible.
- ☐ Tape or other markings assist players and employees in maintaining appropriate physical distance.
- ☐ Any employee workstations in the facility are separated by at least 6 feet and common areas are configured to limit employee or player gatherings and to ensure physical distancing of at least 6 feet.
- ☐ To the extent possible, the team facility has been reconfigured to reduce instances of players and other employees coming in contact with one another when moving through the facility (e.g., enable one-way only hallways with directional signage, designate doors that are "entrance" or "exit" only, and identify stairwells as "up" or "down").

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- ☐ During weight training or fitness training sessions, players remain 8 feet apart from each other. To the extent possible, training staff maintain at least a 6 feet distance from each other and 8 feet from players during times of training and physical exertion. Employees may momentarily come closer when necessary during treatment or weight sessions.
- ☐ During practice or training sessions, players have adequate physical distance between each other and others whenever possible.
- ☐ To the extent possible, team practices are conducted such as to minimize physical contact between players and others.
- ☐ During intra-squad practice games, facility occupancy is limited to those employees who are essential.
- ☐ During spectator-free games, facility occupancy is limited to those who are essential for game day operations (e.g., TV/radio broadcast crews, event/operations crews, team coaching staff, medical staff, athletes, etc.) and if possible does not exceed 300 individuals. To the extent possible, all individuals admitted to the facility have been instructed to maintain a physical distance of at least 6 feet and access to the facility has been limited to certain areas.
- ☐ Tape or other markings assist players and employees in maintaining appropriate physical distance.
- ☐ During games, the area where players are seated off-field (e.g., bench, dugout, bullpen) has been reconfigured to create additional seating such that players and employees are able to maintain a physical distance of 6 feet.
- ☐ Any employee workstations in the facility are separated by at least 6 feet and common areas within the facility are configured to limit employee or player gatherings and to ensure physical distancing of at least 6 feet.
- ☐ To the extent possible, stagger parking spaces in parking lots and garages such to create distance between cars (e.g., one empty space between each occupied space).

### **C. MEASURES FOR INFECTION CONTROL**

- ☐ The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased. Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, opening windows and doors, and making other modifications to increase the quantity of outside air and ventilation in offices and other spaces.
- ☐ Common areas and frequently touched objects (e.g., tables, doorknobs or handles, light switches) are disinfected on an hourly basis during business hours using EPA approved disinfectants and following the manufacturer's instructions for use.
- ☐ Fitness, training and weight sessions are scheduled to limit the number of individuals in a room at any given time and to allow adequate time between sessions (at least 30 minutes) for thorough disinfection of the room between sessions.
- ☐ Treatment (e.g., physical therapy or massage) is allowed only for urgent therapeutic intervention. Athletic trainers work with players to identify alternatives to direct touch for injury management.
- ☐ All practice equipment (e.g., balls) and fitness equipment (e.g., foam rollers, weight room and work-out equipment) is thoroughly disinfected between players, or to the extent possible, not shared among players.
- ☐ To the extent possible, all game equipment (e.g., balls, bats) is disinfected regularly or replaced frequently during the game.
- ☐ Players, coaches and employees are discouraged from making unnecessary physical contact with one another (e.g., high-fives, handshakes, fist bumps, etc.).

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- ☐ The entire facility (locker rooms, medical rooms, fitness rooms, weight rooms, etc.) is cleaned at least daily, or between different training groups; restrooms and frequently touched areas/objects are cleaned more frequently when the facility is in use.
- ☐ Hand sanitizer, tissues and trash cans are available to employees at or near the entrances to the facility.

#### **D. MEASURES THAT COMMUNICATE TO THE PUBLIC**

- ☐ A copy of this protocol is posted at all entrances to the facility.
- ☐ Signage is posted that informs the public that there is no public access to the facility and that the public should not congregate outside the facility. To the extent possible, security personnel actively discourage the public from being on or around the facility grounds.

#### **E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES**

- ☐ Not open to the public, not applicable at this time.

**Any additional measures not included above should be listed on separate pages, which the business should attach to this document.**

**You may contact the following person with any questions or comments about this protocol:**

**Business Contact Name:**

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**Phone number:**

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**Date Last Revised:**

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EMAIL: CETASKFORCE@LONGBEACH.GOV**

## Protocol for Youth Sports Programs

### Recent Updates 12/6/20:

- Youth sports programs are allowed outdoor only for conditioning and skill building alone or with members of a single household. Individual lessons (one coach, one participant) are allowed so long as masking and physical distancing can be maintained through the entire lesson. Changes highlighted in yellow.

The requirements below are specific to Youth Sports Programs permitted to be open by the Order of the State Public Health Officer. In addition to the conditions imposed on these specific programs by the Governor, these types of programs must also be in compliance with the conditions laid out in this Checklist for Youth Sports.

Youth sports programs are allowed outdoor only for conditioning and skill building alone or with members of a single household. Individual lessons (one coach, one participant) are allowed so long as masking and physical distancing can be maintained through the entire lesson. Youth Sports Programs must remain closed between 10 p.m. and 5 a.m.

Note that this protocol applies to recreational youth sports leagues, club sports, travel sports, and sports sponsored by private and public schools serving students in TK-12 schools. It is not intended for use by adult sports leagues, including collegiate sports, or amateur adult sports, which must remain closed per the State Health Officer Order. **Until further notice, all youth sports activities must take place outdoors.**

NOTE: A City permit must be issued for youth sports activities that take place at City parks and beaches.

- ☐ Swimming pools at day camps must comply with [Protocols for Public Swimming Pools](#) (Appendix K).
- ☐ Office spaces for Day Camps must comply with [Office Worksite Protocols](#) (Appendix G).

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at [www.longbeach.gov/covid19](http://www.longbeach.gov/covid19) regularly for any updates to this document.

This checklist covers:

- (1) Protecting and supporting player and coach health
- (2) Ensuring appropriate physical distancing
- (3) Ensuring proper infection control
- (4) Communicating with the public
- (5) Ensuring equitable access to services

These five key areas must be addressed as your program develops any protocols.

**All Youth Sports Teams must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.**

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PLEASE CALL: (562) 570-2633 OR  
EMAIL: [CETASKFORCE@LONGBEACH.GOV](mailto:CETASKFORCE@LONGBEACH.GOV)

Youth Sports Team/League Name: \_\_\_\_\_

Coach Name and Facility Address: \_\_\_\_\_

#### A. MEASURES TO ENSURE PLAYER AND COACH SAFETY

- ☐ **Physical distancing of 6 feet between each player and between players and coaches is required at all times.** Youth sports activities are limited to activities that enable all players and coaches to maintain a physical distance of at least 6 feet between each other at all times, and an 8 feet distance during times of heavy physical exertion. Non-contact sports and contact sport may engage in activities including, but are not limited to, training, conditioning, and skills-building activities.

**“Contact sports”** include any sport that requires a player to touch, tackle, come within less than 6 feet of another person, or come into contact with another person as part of the sport, including sports where players must take a ball away from the opposing team. Examples of contact sports include, but are not limited to, basketball, soccer, water polo, full-contact and flag football, roller derby, rugby, wrestling, hockey, lacrosse, quidditch, and rowing with a team. For purposes of this Protocol, baseball is considered a contact sport due to the inability of players to physically distance while on base or at bat. Contact sports cannot practice in the same manner as they practiced prior to COVID-19.

**“Non-contact sports”** include those sports that allow all players in the game, scrimmage or match to maintain an 8-foot distance between one another during competition. Examples of non-contact sports include, but are not limited to, singles tennis matches, golf matches, some track and field events, cheerleading (without stunts), weight lifting, gymnastics, diving, rowing or sailing alone, swimming.

- ☐ All youth sporting events, including tournaments, events or competitions are not permitted at this time. Practice games among players of the same team (intra-squad games, scrimmages, and/or matches) are allowed for non-contact sports only so long as the minimum physical distances can be maintained.
- ☐ Until further notice, all youth sports activities must only take place outdoors. Teams may utilize a canopy, or other sun shelter, but only if the sides of the canopy or sun shelter are not closed and there is sufficient outdoor air movement.
- ☐ All players, coaches, family members and visitors are required to wear an appropriate face covering that covers the nose and the mouth at all times, except while swimming, showering, eating/drinking, or engaging in solo physical exertion (such as jogging by one's self). Such persons must have a face covering with them at all times and must put the face covering on if within 6 ft of others. This applies to all adults and to children 2 years of age and older. Masks with one-way valves may not be used. Only individuals who have been instructed not to wear a face covering by their medical provider due to a medical condition, mental health condition, or disability that prevents wearing a face covering are exempt from wearing one. Players should take a break from exercise if any difficulty breathing is noted and should change their mask or face covering if it becomes wet and sticks to the player's face and obstructs breathing. Masks that restrict airflow under heavy exertion (such as N-95 masks) are not advised for exercise.
- ☐ Screening is conducted before players and coaches may participate in youth sports activities. Checks must include a check-in concerning fever, cough, shortness of breath, difficulty breathing and fever or chills, or fever and any other symptoms and whether the person has had contact with a person

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known or suspected to be infected with the Novel Coronavirus (COVID-19) within the last 14 days. These checks can be done in person or through alternative methods such as on-line check in systems.

- ☐ If the person has no symptoms and no contact to a known or suspected COVID-19 case in the last 14 days, they can be cleared to participate for that day.
- ☐ If the person has had contact to a known or suspected COVID-19 case in the last 14 days they should be sent home immediately and asked to quarantine at home. Provide them with the quarantine instructions found [here](#).
- ☐ If the person is showing any of the symptoms noted above they should be sent home immediately and asked to isolate at home. Provide them with the isolation instructions found [here](#).
- ☐ Any areas where players are seated off-field or off-court (e.g., bench, dugout, bullpen) should be reconfigured to create additional seating such that players and employees are able to maintain a physical distance of 6 feet while in the area.
- ☐ Youth sports programs should ensure that players remain in a stable cohort in order to limit the risk of transmission (see [CDC Guidance on Schools and Cohorting](#)).
- ☐ Consider redesigning youth sports activities for smaller groups. Activities should be rearranged to ensure physical distancing is maintained...
- ☐ To the maximum extent practicable, players are encouraged to bring their own equipment (for example, bats, golf clubs, rackets) to practice and not share equipment. If equipment must be shared, it is disinfected between use by different people to reduce the risk of COVID-19 spread..
- ☐ Players and coaches should utilize hand sanitizer when there is a break in play (e.g. stoppage between period or innings), if the activity involves passing or throwing of the ball between players.
- ☐ For intra-squad scrimmages or practice games for non-contact sports, coaches, officials, and umpires/referees must maintain a 6 feet distance from players , at all times.
- ☐ Players, coaches, and employees are prohibited from making unnecessary physical contact with one another (for example, high-fives, handshakes, fist bumps) to limit the potential for disease to spread.
- ☐ Sports teams that have access to indoor bathroom and locker facilities may access them for the purposes of engaging in hand hygiene, changing, showering, and utilizing the rest rooms. Stagger visits to the locker room or rest rooms to allow for physical distancing while indoors.
- ☐ Any locker rooms or restrooms that are in use are disinfected frequently, on the following schedule:
  - ☐ Locker rooms \_\_\_\_\_
  - ☐ Restrooms \_\_\_\_\_
  - ☐ Other \_\_\_\_\_
- ☐ Players and coaches should use hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers, especially when hands are visibly dirty.
- ☐ Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.
- ☐ Encourage players to bring their own pre-filled reusable or purchased water bottles. Water fountains are available to fill water bottles only. Players should not drink from the same beverage container or share beverages.

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- ☐ When choosing cleaning products, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” and follow product instructions. These products contain ingredients which are safer for individuals with asthma
- ☐ Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Provide employees training on the hazards of the chemicals, manufacturer’s directions, and Cal/OSHA requirements for safe use.
- ☐ Custodial staff with the responsibility of cleaning and disinfecting the site must be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products must be kept out of children’s reach and stored in a space with restricted access.
- ☐ All employees have been told not to come to work if sick, or if they are exposed to a person who has COVID-19. Employees understand to follow DPH guidance for self-isolation and quarantine, if applicable. Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
- ☐ Workers are provided 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](#) and employee’s rights to workers’ compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor’s Executive [Order](#) N-62-20.
- ☐ Upon being informed that one or more employees, coaches, or players test positive for, or has symptoms consistent with COVID-19 (case), the team has a plan or protocol in place to have the case(s) [isolate themselves at home](#) and require the immediate [self-quarantine](#) of all employees that had a workplace exposure to the case(s). The team or league’s plan should consider a protocol for all quarantined individuals to have access to or be tested for COVID- 19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures. See the public health guidance on [responding to COVID-19 in the workplace](#).
- ☐ Employee screenings are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and any other symptoms and if the employee has had contact with a person known to be infected COVID-19 in the last 14 days. These checks can be done remotely or in person upon the employees’ arrival. A temperature check should also be done at the worksite if feasible.
- ☐ In the event that 3 or more cases are identified among the members of the youth sports team within a span of 14 days the coach or league should report this outbreak to the Department of Public Health at (562) 570-INFO.
- ☐ Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn by the employee at all times during the workday except where the employee is working in a vehicle, office, or room alone. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used.
- ☐ Employees are instructed to wash or replace their face coverings daily.
- ☐ Employees, coaches, and youth team members have been reminded to adhere to personal

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prevention actions including:

- ☐ Stay home when you are sick.
  - Stay home until at least 10 days have passed since your symptoms first appeared AND at least 24 hours after recovery, which means your fever has resolved without the use of fever-reducing medications and there is improvement in your symptoms (e.g., cough, shortness of breath).
  - If you tested positive for COVID-19 but never had any symptoms, you must stay home until:
    - 10 days after the date of the first positive test, but
    - If you develop symptoms, you need to follow the instructions above.
- ☐ Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use alcohol-based hand sanitizer that contains at least 60% alcohol. Wash your hands before meals, after using the restroom and after coughing and sneezing.
- ☐ Cover your coughs and sneezes with a tissue, and then dispose of the tissue and clean your hands immediately. If you do not have a tissue, use your elbow (not your hands).
- ☐ Do not touch your mouth, eyes, nose with unwashed hands.
- ☐ Avoid contact with people who are sick.
- ☐ Avoid sharing items such as phones or other devices. If devices must be shared be sure to wipe them down with a disinfectant wipe before and after sharing.
- ☐ Constantly observe your work distances in relation to other staff and players. Always maintain the recommended minimum 6 feet separation from others unless specific work assignments require less distancing and wear a face cloth covering when working near or with others.
- ☐ Disinfect frequently touched objects and surfaces. This should be done hourly during business hours.
- ☐ Copies of this Protocol have been distributed to all employees, youth, and families.

## B. MAINTENANCE PROTOCOLS

- ☐ Group gatherings are prohibited, and benches and tables are removed or cordoned off because they can't be used.
- ☐ Commonly used items are sanitized regularly.
- ☐ Commonly used equipment is sanitized before and after each use.
- ☐ Restrooms are sanitized regularly.
- ☐ Water fountains are available to fill water bottles only.

## C. MONITORING PROTOCOLS

- ☐ Instruction and information signage is posted throughout the facility regarding infection control, physical distancing and the use of face coverings. Online outlets of the youth sports program (website, social media etc.) provide clear information about physical distancing, use of face coverings and other issues.
- ☐ Signs are posted that instruct visitors that they should stay home if sick with respiratory symptoms.
- ☐ Coaches and league managers monitor compliance of posted restrictions.

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- 
- ☐ Participants are asked to leave if not complying with these restrictions.

**Any additional measures not included above should be listed on separate pages, which the youth sports coordinator should attach to this document.**

You may contact the following person with any questions or comments about this protocol:

Youth Sports  
Leadership Contact  
Name:

Phone number:

---

Date Last Revised:

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## COVID-19 Exposure Management Plan: Protocol for K-12 Schools

### APPENDIX X2

**NOTE:** This protocol document may be updated as additional information and resources become available. Check the City of Long Beach Department of Health and Human Services COVID-19 website: [www.longbeach.gov/covid19](http://www.longbeach.gov/covid19) for updates to this document.

A targeted public health response to contain COVID-19 exposures at a community-level can help maximize the impact of the Long Beach COVID-19 response.

Primary and Secondary Schools serving students from Kindergarten through Grade 12 (K-12 Schools) are trusted community partners that can help the Long Beach Health Department improve the timeliness and impact of the Public Health response through rapid initiation of a COVID-19 Exposure Management Plan (EMP) when notified of COVID-19 cases and clusters at school. The School EMP can be implemented before COVID-19 cases are reported to the Health Department, thereby accelerating the ability to contain spread of COVID-19 and prevent school outbreaks from happening.

The steps for exposure management of 1, 2, and 3 or more COVID-19 cases at K-12 Schools are described below and summarized in Table A. Because K-12 Schools will vary in the level of resources for COVID-19 exposure management, required steps are the minimum required elements that should be included in the School EMP. Recommended steps include elements for localized management of exposures where school resources are available.

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#### Exposure Management Planning Prior to One COVID-19 Case at School

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- ☐ **Required:** A designated School COVID-19 Compliance Task Force that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. A designated COVID-19 Compliance Officer who serves as a liaison to the Health Department in the event of a COVID-19 cluster or outbreak at the setting.
- ☐ **Required:** A plan for all students and employees who are suspected to have COVID-19 or are quarantined because of exposure to case(s) at school to have access to testing or be tested for COVID-19.

#### TO REPORT A VIOLATION

**PLEASE CALL: (562) 570-2633 OR**

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## Exposure Management for One COVID-19 Case at School

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- **Required:** If school is notified of 1 confirmed case (student or employee), School Compliance Task Force requests that the case follow [Home Isolation Instructions for COVID-19](#).
- **Required:** School Compliance Task Force works with the case to generate a list of students and employees with exposure to the case during the infectious period using the [COVID-19 Case Worksheet](#). School Compliance Officer provides the Long Beach Health Department with the completed worksheet within 1 business day of notification of a confirmed case.
  - A case is considered to be infectious from 2 days before their symptoms first appeared until the time they are no longer required to be isolated (i.e., no fever for at least 24 hours, without the use of medicine that reduce fevers AND systems have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.
  - A person is considered to have been exposed if they are one of the following:
    - An individual who was within 6 feet of the infected person for more than 15 minutes, even if a non-medical face covering was worn;
    - An individual who had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed or suspected COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment).
- **Required:** Students and employees who are identified to have an exposure to the case are notified by the School Compliance Task Force through a letter or other communication strategies (e.g., telephone, text, Robo-Calls). A School Exposure Notification letter template is available at: [COVID-19 Template Notification Letters for Education Settings](#). The notification should include the following elements:
  - Instruct students and employees with an exposure to the case to test for COVID-19, ideally 10 days after their quarantine period began, whether or not they have symptoms, and inform the school of test results. If the person tests negative during their quarantine period, they must still remain quarantined for the entire 14-day period. This will determine the extent of disease spread at school and serve as a basis for further control measures.

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- Testing resources include: Employee Health Services or Occupational Health Services, Student Health Center, Personal Healthcare Providers, Community Testing Sites. Individuals who need assistance finding a medical provider can call the Medi-Cal Outreach Program at 562.570.7979.
- Instruct exposed students and employees to quarantine for 14 days since last exposure to the case while infectious, even if they receive a negative test result during their quarantine period. A person who tests negative during the incubation period (i.e. time period between exposure to disease onset) may subsequently develop disease, with or without symptoms. Follow directions for Home Quarantine Guidance for COVID-19.
- *Recommended:* School Compliance Task Force will determine whether additional notification is needed to inform wider school community about the school exposure and precautions being taken to prevent spread of COVID-19. A general notification letter template is available at: [COVID-19 Template Notification Letters for Education Settings](#).

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### Exposure Management for Two COVID-19 Cases at School within a 14-day Period

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- **Required:** If the school is notified of 2 confirmed cases (students and/or employees) within a 14-day period, school follows required steps for 1 confirmed case.
- *Recommended:* School Compliance Task Force assesses whether the 2 confirmed cases have epidemiological links (i.e., present at the same place and time during the infectious period\*).

*\*A case is considered to be infectious from 48 hours before symptoms first appeared until they are no longer required to be isolated (i.e., no fever for at least 24 hours without the use of medicine that reduces fever AND systems have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 48 hours before their test was taken until 10 days after their test.*

- Determination of epidemiological links between cases may require further investigation to understand exposure history and identify all possible locations and persons that may have been exposed to the case while infectious. A tool is available to assist in the assessment of

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epidemiological links at: [COVID-19 Exposure Investigation Worksheet for the Education Sector](#).

- If epidemiological links do not exist, school continues with routine COVID-19 exposure monitoring.
- If epidemiological links exist, school reinforces messages to students and employees on precautions to take to prevent spread at the school, including implementation of site-specific interventions.

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### **Exposure Management for More than Three COVID-19 Cases at School within a 14-day Period**

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- **Required:** If the school is notified of a cluster of 3 or more confirmed cases (students and/or employees) within a 14-day period, the school proceeds with the following steps:
  - Report cluster to Long Beach Health Department's Communicable Disease Control Program within 1 business day of notification of the cluster at: 562.570.4302.
  - Complete Line List for Cases and Contacts, available at: COVID-19 Case and Contact Line List for the Educational Sector and submit to [COVID19Edu@longbeach.gov](mailto:COVID19Edu@longbeach.gov).
  - The Health Department's COVID-19 School Team will review Line List for Cases and Contacts to determine whether the outbreak criteria have been met.
  - If it is determined that outbreak criteria are not met, continue with routine COVID-19 exposure monitoring.
  - If it is determined that outbreak criteria are met, the Health Department will consult with the school on outbreak investigation and management.
  - School Compliance Task Force will submit requested information, including updates to the [Education Line List for Cases and Contacts](#) to the OMB Investigator until the outbreak is resolved (at least 14 days since the last confirmed case).
- *Recommended:* Prior to reporting cluster, School Compliance Task Force will assess whether at least 3 cases in the cluster have epidemiological links. A tool is available to assist in the assessment of epidemiological links at: [COVID-19 Exposure Investigation Worksheet for the Education Sector](#).

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## COVID-19 Outbreak Criteria for K-12 Schools

### School Cluster

At least 3 laboratory-confirmed cases from different households with symptomatic or asymptomatic COVID-19 over a 14-day period in group(s)\* that are epidemiologically linked.

*\*Groups include persons that share common membership, e.g., classroom, school event, school extracurricular activity, academic class, sport teams, clubs, transportation.*

**Table A: Steps for Managing Exposures to 1, 2, and ≥ 3 COVID-19 Cases at School**

<b>1 Case</b>	<ol style="list-style-type: none"> <li>1. School receives notification of 1 confirmed case at school.</li> <li>2. <i>Required:</i> School requests that case follow Home Isolation Instructions for COVID-19 (a).</li> <li>3. <i>Required:</i> School works with case to determine contacts that were exposed to case at school while infectious.</li> <li>4. <i>Required:</i> School notifies contacts of school exposure, requests contacts to follow instructions for self-quarantine (b) and test for COVID-19.</li> <li>5. <i>Required:</i> School provides Health Department with names and contact information for case and identified school contacts.</li> <li>6. <i>Recommended:</i> School can send general notification to inform the wider school community (recipients determined by school) of the exposure and precautions taken to prevent spread.</li> <li>7. Note: Template letters for exposure notification and general notification are available at: <a href="#">COVID-19 Template Notification Letters for Education Settings</a></li> </ol>
<b>2 Cases</b>	<ol style="list-style-type: none"> <li>1. <i>Required:</i> Follow steps for 1 confirmed case.</li> <li>2. <i>Recommended:</i> If cases occurred within 14 days of each other, school determines whether epidemiological (epi) links exist (cases present in the same setting during the same time period while infectious). A <a href="#">COVID-19 Exposure Investigation Worksheet for the Education Sector tool</a> is available to help assess for epi links.</li> </ol> <p>*Epi links <u>do not</u> exist → continue with routine exposure monitoring.          *Epi links <u>exist</u> → School reinforces messages to students and employees on precautions taken to prevent spread; implement site-specific interventions, as needed, to reduce transmission.</p>

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**3+  
Case  
s**

1. *Required:* If a cluster of 3 or more cases occurred within 14 days of each other, school notifies [Communicable](#) Disease Control Program at 562.570.4302.
2. *Recommended:* Prior to notifying Health Department of cluster, school assesses whether epi links exist for  $\geq 3$  cases.
3. *Required:* Complete the [COVID-19 Case and Contact Line List for the Educational Sector](#) to determine if outbreak criteria have been met.  
 \*Outbreak criteria not met → school continues with routine exposure monitoring.  
 \*Outbreak criteria met → Communicable Disease Control Program will assist with outbreak control
4. *Required:* During the outbreak investigation, school provides regular updates to Health Department until outbreak is resolved (at least 14 days since last confirmed case).

**(a)**

Health Officer Order, cases directed to self-isolate until no fever for at least 24 hours (without the use of medicine that reduces fever) AND symptoms have improved AND at least 10 days have passed since symptoms first appeared OR, if case has no symptoms, until 10 days have passed after their positive test was taken. <http://longbeach.gov/globalassets/health/media-library/documents/diseases-and-condition/information-on/novel-coronavirus/health-orders/isolation-health-order>

**(b)**

Health Officer Order, contacts directed to quarantine for 14 days since date of last exposure to case while infectious. <http://longbeach.gov/globalassets/health/media-library/documents/diseases-and-condition/information-on/novel-coronavirus/health-orders/quarantine-order>

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## Protocols for Institutes of Higher Education: APPENDIX Y1

### RECENT UPDATES:

- **11/20/20 – Institutes of Higher Education must be closed for in-person operations and activities, including collegiate sports, between 10 p.m. to 5 a.m. Changes highlighted in yellow.**
- **11/19/20 - Face covering requirements updated.**

The City of Long Beach Department of Health and Human Services is adhering to guidance from the California Department of Public Health, which recommends that counties with high levels of community transmission of COVID-19 limit the reopening of colleges and universities.

Colleges and universities in Los Angeles County and in the City of Long Beach will not be able to resume all in-person academic instruction, at this time. Institutions may continue to offer in-person training and instruction for only for essential workforce whose required activities cannot be accomplished through virtual learning. All other academic instruction must continue to be done via distance-learning.

Faculty and other staff may come to campus for the purpose of providing distance learning, and other activities related to the purposes above, as well as maintaining minimum basic operations. The institution must comply with all relevant portions of this protocol to maximize safety for all employees.

Colleges and universities should also limit their on-campus student residency but may continue to provide housing for students who have no alternative housing options. For students enrolled in programs providing training and instruction for essential workforce, on campus housing should be offered only to students who must participate in in-person instruction in order to complete their training and who do not have alternative local housing options. School athletes are not permitted to live on-campus unless they have no alternative housing solutions.

Collegiate sports may only proceed in compliance with all the California Department of Public Health [Specific Interim Guidance for Collegiate Athletics](#).

**Institutes of Higher Education must be closed for in-person operations and activities, including collegiate sports, between 10 p.m. to 5 a.m.**

The Long Beach Department of Health and Human Services (DHHS) is adopting a staged approach, supported by science and public health expertise, to limit activities permitted at Institutes of Higher Education (IHE) until circumstances permit safe opening. The requirements below are specific to IHE. In addition to the conditions imposed on IHE by the State Public Health Officer, Institutes of Higher Education in the City of Long Beach must also be in compliance with this Checklist for Institutes of Higher Education.

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As noted in the summary box above, permitted activities are the following:

- On campus housing for students with no alternative residential option;
- Diagnostic Testing must be provided to student who live in on-campus housing. Diagnostic Testing turnaround time should not exceed 48 hrs.
- Education, training and other support for essential workforce activities. Activities required for faculty to carry out distance-learning and other remote activities:
  - Activities required to maintain minimum basic operations;
  - Any activities carried out as part of State or County COVID-19 response: Collegiate sports in compliance with CDPH guidance (see link above).

Note that IHEs may additionally be expected to comply with other DHHS or CDPH protocols, including but not limited to:

- ☐ DHHS [retail establishment](#) protocols
- ☐ DHHS public health protocols for [gyms and fitness centers](#)
- ☐ DHHS protocols for [restaurants](#)
- ☐ DHHS protocols for [office-based worksites](#)
- ☐ CDPH guidance for [collegiate athletics](#).

Note that on-campus events remain prohibited with the exception of events related to constitutionally protected freedoms such as public protests and in-person faith-based services conducted by places of worship.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach City website [www.longbeach.gov/covid19](http://www.longbeach.gov/covid19) regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Policies to protect the health of students
- (3) Measures to ensure physical distancing
- (4) Measures to ensure infection control
- (5) Communication with employees and the public
- (6) Measures to ensure equitable access to critical services.

These five key areas must be addressed as your facility develops any reopening protocols.

**Institutes of Higher Education must implement all applicable measures listed**

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**below and be prepared to explain why any measure that is not implemented is not applicable to the institution.**

**Institution Name:**

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**Address:**

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**A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEES  
(CHECK ALL THAT APPLY)**

- ☐ For the purposes of this protocol, the term “employees” includes but is not limited to paid, full-time and part-time faculty and staff, employees of companies that contract with the IHE for purposes of activities permitted above, student employees, interns and volunteers.
- ☐ Vulnerable employees (those above age 65, those who are pregnant, and those with chronic health conditions) should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace and if requested, should be assigned work that can be done from home whenever feasible.
- ☐ Work processes are reconfigured to the extent feasible to increase opportunities for employees to work from home.
- ☐ In compliance with wage and hour regulations, alternate, staggered or shift schedules have been instituted to maximize physical distancing
- ☐ All employees continuing to work on campus during this period, have been told not to come to work if sick, or if they are exposed to a person who has COVID-19. Employees understand to follow DPH guidance for self-isolation and quarantine, if applicable. Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
- ☐ Employees are provided 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](#) and employee’s rights to workers’ compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor’s Executive [Order](#) N-62-20.
- ☐ The IHE has a **COVID-19 Containment, Response and Control Plan** that describes the IHE’s comprehensive approach to preventing and containing the spread of COVID-19 on campus. The Plan includes, but is not limited to, the following elements:
  - ☐ A designated COVID-19 Compliance Task Force that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. A designated COVID-19 Compliance Officer who serves as a liaison to DPH in the event of an outbreak on campus.
  - ☐ An [IHE Exposure Management Plan](#) consistent with DHHS guidance that outlines the process for IHE instruction to known COVID-19 case(s) to [isolate themselves at home](#); identification of persons that had an exposure to the case(s) on campus; requiring the immediate [self-quarantine](#) of all employees or students that had an exposure; and, for all quarantined individuals to have access to or be tested for COVID-19 to understand the extent of spread on campus to inform additional COVID-19 control measures. See public health guidance on [responding to COVID-19 in the workplace](#).
  - ☐ In the event that a cluster of 3 or more cases are identified on campus that are epidemiologically linked (e.g., overlapping time and space during the infectious period) within a span of 14 days, a plan or protocol to report this cluster to the Long Beach Health Department via email at [COVID19Edu@longbeach.gov](mailto:COVID19Edu@longbeach.gov) or via telephone at 562.570.4636. The Health Department will work with the site to determine if the cluster meets the outbreak criteria for IHE. If the outbreak

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criteria have been met, the Health Department will initiate an outbreak response which includes providing infection control guidance and recommendations, technical support and site-specific control measures.

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- ☐ The identification of an adequate supply of housing for students and/or staff who reside in on-campus congregate housing for purposes of isolation and quarantine.
- ☐ A plan to ensure support for quarantined students, including meals, remote coursework, health services, transportation and monitoring/tracking affected students to promote compliance.
- ☐ A plan to provide options for remote online education, including asynchronous delivery to accommodate ill or quarantined students, as well as those with technology or travel constraints.
- ☐ A robust communication plan and associated communication tools to ensure timely and accurate delivery of information to employees, students and, as appropriate, students' families and the broader community.
- ☐ Employee screenings are conducted before employees may enter the workspace. Screening must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and any other symptoms, and if the employee has had contact with a person known to be infected COVID-19 in the last 14 days. These checks can be done remotely or in person upon the employees' arrival. A temperature check should also be done at the worksite if feasible.
- ☐ Employees who have contact with others in the course of their employment (e.g., the public, students, or other employees) are offered, at no cost, an appropriate face covering that covers the nose and mouth, unless Cal/OSHA standards require further respiratory protection. The covering is to be worn by the employee at all times while on campus except where the employee is working in a vehicle, office, or room alone. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used.
- ☐ Employees are instructed to wear their face coverings properly (making sure nose is covered at all times) and to properly wash, replace, or sanitize their face covering frequently.
- ☐ All individual workstations, or individuals working in the same areas as part of a team are separated by at least six feet.
- ☐ In compliance with wage and hour regulations, breaks are staggered to ensure that physical distancing can be maintained in break rooms.
- ☐ All employees, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the use face coverings while on campus.
- ☐ The IHE shall require or strongly recommend that all staff be immunized each autumn against influenza unless contraindicated by personal medical conditions.
- ☐ Break rooms, restrooms, classrooms, and other common areas are disinfected frequently,
  - ☐ Break Rooms
  - ☐ Restrooms
  - ☐ Class Rooms
  - ☐ Other \_\_\_\_\_
- ☐ Soap and water are available to all employees at the following location(s):

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- ☐ Employees are allowed frequent breaks to wash their hands.
- ☐ Each employee is assigned their own tools, equipment and defined workspace consistent with health and safety standards. Sharing of workspaces and held items is minimized or eliminated, consistent with health and safety standards.
- ☐ Employees are provided time during their shifts to implement cleaning practices. Cleaning assignments should be assigned during working hours as part of the employee's job duties.
- ☐ All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.
- ☐ All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.
- ☐ This Protocol has been made available to all employees.
- ☐ Optional – Describe other measures:

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## **B. POLICIES TO PROTECT THE HEALTH OF STUDENTS (CHECK ALL THAT APPLY)**

The provisions below apply for the limited activities permitted on campus.

- ☐ All students who have reason to be on campus to conduct one of the permitted activities listed above are required to wear a face covering anywhere on campus or participating in any IHE sponsored activity **except where the student is a vehicle, office, or room alone**. They are not required to wear the face covering when on campus in their own personal living space.
- ☐ Vulnerable students (those above age 65, those who are pregnant, and those with chronic health conditions) are able to complete their classwork from home whenever feasible and should discuss any concerns with their healthcare provider to make appropriate decisions about returning to campus
- ☐ All students who have reason to be on campus to conduct one of the permitted activities listed above have been told to remain home or in their campus residence if they are feeling sick and to report their illness to the appropriate contact (e.g., student health services) within the IHE.
- ☐ Symptom checks are conducted before any permitted activity that may require students to be on campus. Students living in on-campus housing have been instructed to carry out daily screening, including a check-in concerning cough, shortness of breath or fever and any other symptoms the student may be experiencing. A temperature check should be done if feasible.

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- ☐ The IHE has instructed all students who have reason to be on campus to conduct a permitted activity that immunization against influenza is required.

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- ☐ The IHE has provided students with educational materials about the IHE's approach to preventing transmission of COVID-19 on campus including, but not limited to:
  - ☐ Proper respiratory etiquette;
  - ☐ Hand hygiene;
  - ☐ Required use of cloth face coverings unless Cal/OSHA standards require respiratory protection when in contact with other students or employees on campus;
  - ☐ Appropriate use of cloth face coverings, including the need to launder cloth face coverings regularly;
  - ☐ What to do if they are feeling sick; and
  - ☐ How to access health care services on campus.
- ☐ IHEs provide students with easily accessible alcohol-based hand sanitizer, tissues, and, if feasible, contactless trash cans in all common areas.
- ☐ The IHE maintains a supply of cloth face coverings to provide to students who are required to be on campus to conduct a permitted activity and are unable to obtain their own.
- ☐ Diagnostic Testing with molecular assays conducted weekly with 25% of students who live in on-campus housing weekly, to complete testing of 100% of residents of on campus housing each month. Diagnostic Testing turnaround time should not exceed 48 hrs.

It is recommended that athletes participating in on campus activities should receive routine testing for COVID-19. If testing all athletes each week, antigen tests could be used. If testing of all athletes is completed less frequently, PCR tests must be used."

**"Diagnostic Testing"** means the use of diagnostic tests related to SARS-CoV-2, the virus that causes COVID-19 or coronavirus disease 2019, when the primary purpose of such testing is intended for individualized diagnosis or treatment. Only tests with [emergency use authorizations](#) (EUA) from the U.S. Food and Drug Administration (FDA) should be used for patient care. Currently there are two types of diagnostic tests – molecular tests that detect the virus's genetic material, and antigen tests that detect specific proteins on the surface of the virus. Only molecular tests should be used for routine testing of on campus residents. The State of California's COVID-19 Testing Task Force (TTF) publishes a list of laboratories with testing capacity that are willing to receive samples to provide COVID-19 testing on its website at <https://testing.covid19.ca.gov/covid-19-testing-task-force-laboratory-list>.

### **C. MEASURES TO ENSURE PHYSICAL DISTANCING (CHECK ALL THAT APPLY)**

- ☐ On-campus housing (e.g., residence halls, dormitory style housing, on-campus apartments):
  - ☐ Occupancy of on-campus housing is limited to students who have no other feasible residential option.
  - ☐ Total occupancy of on-campus housing is limited to no more than one student per bedroom.
  - ☐ To the extent feasible, the number of students sharing a given bathroom facility is reduced.
  - ☐ The number of people in any indoor room on campus (e.g., labs or other specialized classrooms, staff meeting rooms, offices) is limited at any given time, such that all people in the room can easily maintain at least a six-foot distance from one another at all practicable times.
  - ☐ Impermeable barriers (such as Plexiglas) are installed between sinks and other fixtures if it is not

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possible to maintain at least six feet distance during use. When sinks are closer than six feet, disable every other sink to create more distance. Students are educated about the infection risk associated with bathrooms and are discouraged from placing toothbrushes or other personal care items directly on the bathroom sink or counter. Encourage students to consistently use the same bathroom and shower facilities to contain any possible transmission to within that cohort.

- ☐ To the extent feasible, students have been instructed to stay in their individual rooms while in their on-campus housing.
- ☐ Students have been instructed to maintain at least six feet distance from each other when in on-campus housing; students may momentarily come closer when passing in hallways or stairwells, riding elevators, when in restrooms, or as otherwise necessary.
- ☐ Common areas (e.g., kitchenettes, community rooms, lobbies, lounges, study areas) have been closed.
- ☐ No social events or activities are permitted as per current local and state health officer orders.
- ☐ Building access is limited to residents only; non-residents, including outside guests, non-residential staff, and others is prohibited, except for essential visitors, such as personal care attendants for students with disabilities.
- ☐ Elevator capacity is limited to the number of people that can be accommodated while maintaining a 6-foot physical distance between riders; this number can be adjusted to a maximum number of 4 riders at a time for any elevator that does not allow for 6-foot physical distance between riders. All riders are required to wear cloth face coverings and are directed to refrain from talking. Consider elevator sizes, number of building floors, and daily number of employees and visitors to establish physical distancing guidelines appropriate for elevator riders.
- ☐ To ease elevator traffic, encourage stairwells to be used for “up” and “down” traffic, if feasible, with increased cleaning of stairwells.

Dining halls: Other directives below notwithstanding, dining hall operations at this time are limited to outdoor dining and takeout activities only.

- ☐ IHE dining halls offer meal pick-up for all students that have a meal plan
- ☐ Self-service buffets are prohibited. To the extent feasible, mealtimes are staggered so as to reduce the number of students and employees in line for meal pick up or waiting to be seated for outside dining. Consider scheduled mealtimes or meal pick-up times.
- ☐ Physical distance between tables/chairs in outdoor dining areas has been increased to support at least 6 feet of physical distancing. Effective July 3, 2020 and until further notice, indoor dining is prohibited per order of the Long Beach City Health Officer.
- ☐ Steps are taken to limit contact between dining hall staff, employees and students. Physical barriers such as partitions or Plexiglas are installed at registers, host stands, ordering counters, etc., where maintaining physical distance of six feet is difficult.
- ☐ Operations have been redesigned, where feasible, to achieve physical distancing between employees. (e.g., Kitchen and other back of house area's floors are marked to reinforce physical distancing requirements.)

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Additional measures to ensure physical distancing are recommended, including one-way lines for pick-up, entrance, and exit, no self-serve buffets, floor markings, and signage.

- ☐ Instructional settings (classrooms, lecture halls, laboratories), in person campus instruction is limited at this time to activities required for training of essential workforce. **Provisions below apply only to training of essential workers that cannot be carried out via distance learning. Under the terms of current state directives.** Indoor education is only permitted for coursework or training that is essential for completing certification, licensure, or educational requirements for essential workforce which requires specialized indoor settings (e.g. laboratories) and cannot be provided virtually or outdoors specialized.
- ☐ In-person classes for essential workers should be held outdoors whenever possible, weather permitting, and IHEs may utilize a canopy, or other sun shelter, but only if the sides of the canopy or sun shelter are not closed and there is sufficient outdoor air movement. Indoor classroom occupancy is limited to a maximum of 50% of total occupancy for the space, provided 6 feet of distance can be maintained between students at all times.
- ☐ To the extent feasible, students who are on campus to conduct permitted activities are cohorted in groups of fewer than 30 to reduce the risk of widespread exposure among students.

Administrative office buildings:

- ☐ Employees and students have been instructed to maintain at least six feet distance from each other and anyone else encountered on campus in course of conducting permitted activities; employees may momentarily come closer when necessary to accept deliveries, to accept payments, or as otherwise necessary
- ☐ Elevator capacity is limited to the number of people that can be accommodated while maintaining a 6- foot physical distance between riders; this number can be adjusted to a maximum number of 4 riders at a time for any elevator that does not allow for 6-foot physical distance between riders. All riders are required to wear cloth face coverings and are directed to refrain from talking. Consider elevator sizes, number of building floors, and daily number of employees and visitors to establish physical distancing guidelines appropriate for elevator riders.
- ☐ To avert elevator crowding above the levels noted above, use of stairs is encouraged. Stairwells are designated to be used for “up” or “down” traffic, if feasible, with increased cleaning of stairwells.
- ☐ Measures are implemented to ensure physical distancing of at least six feet between employees and other individuals on campus. This can include use of physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate where workers and/or employees should stand.)
- ☐ Furniture in areas that may need to be open for public use (e.g., building lobbies, reception areas, or waiting areas) has been eliminated or greatly reduced to support physical distancing. If removal of furniture is not feasible, signage has been added to encourage physical distancing.
- ☐ Customer service windows or counters have been closed to the extent feasible. When open, users are required to maintain a distance of 6 feet from service personnel.
- ☐ Employees and students are discouraged from congregating in any area, but especially common areas or high traffic areas such as bathrooms, hallways and stairwells.
- ☐ To the extent feasible, flow of traffic within the workplace is modified to minimize contacts (e.g., doors for entry or exit only; directional hallways or passageways have been established for foot

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traffic in a way that prevents employees from passing by one another).

- ☐ In-Person meetings are strongly discouraged in favor of virtual meetings. If in-person meetings are essential, in the course of conducting permitted activities, they are limited such that all participants in the room can easily maintain at least six-foot distance from one another at all practicable times and all participants must wear cloth face coverings and meetings are held in rooms large enough to maintain physical distancing. Meetings should be held outdoors when feasible.

**On-Campus transport vehicles:**

- ☐ Use of on-campus transport vehicles (e.g., buses, shuttle vans, etc.) is limited such that all riders are able to maintain a physical distance of at least 6 feet from one another if feasible. Consider removing or spacing seats to support physical distancing or use of colored tape to mark seats that riders are allowed to use. Where possible, additional transport vehicles are available to support excess capacity on busy routes. If it is not feasible to maintain physical distance, then impermeable barriers have been installed to limit contact between riders.
- ☐ Where feasible, impermeable barriers have been installed to protect the driver from passengers that are boarding and exiting the vehicle.
- ☐ A passenger entry and exit plan has been developed to minimize physical contact and crowding with other passengers during entry and exit of the transport vehicle.
- ☐ All riders are required to wear cloth face coverings.
- ☐ Vehicle windows are opened, when practicable, to increase outdoor air flow.

**D. MEASURES TO ENSURE INFECTION CONTROL (CHECK ALL THAT APPLY TO THE FACILITY)**

- ☐ The HVAC system in all campus buildings is in good, working order; to the maximum extent feasible, ventilation has been increased in all buildings, consistent with the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) standards. To the extent feasible, portable high-efficiency air cleaners are installed, the building's air filters are upgraded to the highest efficiency possible, windows and doors are opened, and other modifications have been made to increase the quantity of outside air and ventilation in offices and other spaces. Mechanical ventilation systems in buildings must be operated continuously when persons are in the building.
- ☐ To minimize the risk of Legionnaires' disease and other diseases associated with water, take steps to [ensure that all water systems and features are safe](#) to use after a prolonged facility shutdown.
- ☐ Use of drinking fountains is prohibited. Faculty, staff and students are encouraged to carry their own water and to use water refilling stations where available for personal water bottles. Water refilling stations should be cleaned and disinfected regularly. Post signs at refilling stations that encourage users to wash or sanitize their hands after refilling.
- ☐ Enhanced cleaning of all campus buildings is completed on a regular basis by a professional cleaning service or trained custodial staff.
- ☐ To the extent feasible, doors, light switches, trash cans, etc. are contactless.
- ☐ Common areas and frequently touched objects such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, grab bars, and handrails are disinfected at least daily or more frequently depending on use, using EPA approved

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disinfectants and following the manufacturer's instructions for use.

- ☐ Sharing of materials or objects (e.g., staplers, three-hole punches, pens, coffee mugs, etc.) has been eliminated, to the greatest extent feasible. Where items must be shared, they are disinfected between shifts or uses, whichever is more frequent, including the following: shared office equipment such as copiers, fax machines, printers, telephones, keyboards, staplers, surfaces in reception areas, shared work stations, etc. with a cleaner appropriate for the surface
- ☐ All classroom or meeting room AV equipment that must be shared (computers, projectors, microphones, remotes, clickers) is sanitized between uses.
- ☐ At all times while on campus to conduct permitted activities, employees, students and visitors to campus are instructed that they must wear cloth face coverings unless Cal/OSHA standards require respiratory protection. This applies to all adults and to children age of 2 and older. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one. Students or employees alone in closed offices, or walled cubicles, or when students are within their own dormitory rooms, residential suites, and apartments are not required to wear cloth face coverings. Students may also remove cloth face coverings when eating in the dining halls or when wearing a cloth face covering is otherwise impracticable (e.g., while showering, brushing teeth, etc.).
- ☐ To the greatest extent permitted by law, campus access for non-essential visitors or volunteers is limited. In-person activities or meetings involving external groups, especially with individuals who are not from the local geographic area (for example, community, town, city or county) are not allowed at this time. Visitors to campus buildings are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number and email address. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor children) their information is captured in the visitor log, if feasible. To the extent feasible, movement of any visitors while on campus is limited to designated areas such as the reception or lobby area, customer service area, conference or meeting rooms, and public rest rooms.
- ☐ Disinfectant and related supplies are available to all employees at the following location(s):

- 
- ☐ If feasible, all reception areas where physical distancing is difficult to achieve have barriers (e.g., Plexiglas barriers) installed to limit contact between employees and students or visitors.
  - ☐ Screening is conducted before visitors may enter campus buildings. Checks must include a check-in concerning fever, cough, shortness of breath, difficulty breathing and fever or chills, and any other symptoms the visitor may have and whether the person has had contact with a person known or suspected to be infected with the Coronavirus Disease 2019 (COVID-19) within the last 14 days. These checks can be done in person or through alternative methods such as on-line check in systems or through [signage](#) posted at the entrance to the facility stating that visitors with these symptoms should not enter the premises.
  - ☐ Visitors arriving at the campus with children must ensure that their children stay next to a parent while inside buildings or in courtyards, avoid touching any other person or any item that does not belong to them, and are masked if age permits
  - ☐ Hand sanitizer, soap and water, tissues and trash cans are made conveniently available to the public within all buildings.
  - ☐ Restrooms, lobbies, break rooms, and lounges and other common areas are being disinfected frequently:

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- ☐ Restrooms, Lobbies, Break Rooms, Waiting areas, Other \_\_\_\_\_
- ☐ Building infrastructure that supports bike commuting is open and capacity for bike storage increased if feasible.
- ☐ Optional – Describe other measures:

#### **E. MEASURES THAT COMMUNICATE TO THE CAMPUS COMMUNITY AND THE PUBLIC**

- ☐ A copy of this protocol is posted at all public entrances to the facility, provided that for large institutions, a sign with a QR code or link to the IHE's website that posts a copy of the protocol is sufficient to meet this requirement.
- ☐ Signage has been posted to provide clear guidance to the public about how to maintain safety within the facility (e.g., maintaining physical distance, wear face covering, etc.).
- ☐ Signage is posted at each primary public entrance of each campus building to inform all employees, students, and visitors that they should: Avoid entering the building if they have a cough or fever or other symptoms of COVID19.
- ☐ IHE has a communication plan for campus closure that includes outreach to students, employees and the community.
- ☐ Online outlets of the workplace (website, social media, etc.) provide clear information about required use of face coverings, policies in regard to making appointments, and other relevant issues.
- ☐ This protocol is shared with any organizations affiliated with the IHE, such as off-campus clubs, Greek organizations, etc., and the IHE ensures that these organizations are in compliance.
- ☐ Develop systems to enforce and hold affiliated organizations accountable for adhering to this protocol.

#### **F. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES**

- ☐ Measures are instituted to assure access to online or specialized in-person educational services for vulnerable students.
- ☐ Administrative services or operations that can be offered remotely (e.g., class registration, form submission, assignment submission, etc.) have been moved on-line.
- ☐ Measures are instituted to assure access to goods and services for students and visitors who have mobility limitations and/or are at high risk in public spaces.

**Any additional measures not included above should be listed on separate pages,  
which the business should attach to this document.**

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**You may contact the following person with any  
questions or comments about this protocol:**

**Business**

**Contact Name:**

**Phone number:**

\_\_\_\_\_

**Date Last**

**Revised:**

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## Protocol for COVID-19 Exposure Management in Institutes of Higher Education: Appendix Y2

**NOTE:** This protocol document has been developed without the benefit of forthcoming CDPH guidance specific to Institutes of Higher Education. Once CDPH guidance is available, this document may need to be changed to ensure consistency between state and county.

A targeted public health response to contain COVID-19 exposures at a community-level can help maximize the impact of the Los Angeles County Department of Public Health (DPH) COVID-19 response.

IHE are trusted community partners that can help DPH improve the timeliness and impact of the Public Health response through rapid initiation of an IHE COVID-19 Exposure Management Plan (EMP) when notified of COVID-19 cases and clusters on campus. Immediate implementation of an EMP when a single case of COVID-19 is identified at an IHE can accelerate the ability to contain the spread of infection and prevent outbreaks from occurring on campus.

The steps for managing exposures to 1, 2, and 3 or more COVID-19 cases on campus are described below and summarized in Appendix A. Because IHE will vary in the level of resources available for COVID-19 exposure management, *required* steps are the minimum elements that must be included in the EMP. *Recommended* steps include optional elements for exposure management where IHE resources are sufficient.

The term “campus” in this document refers to non-residential settings on the IHE property and residential congregate settings that house or employ large groups of IHE students and employees, both on- and off-campus.

### Exposure Management Planning Prior to Identifying 1 COVID-19 Case at IHE Setting

- ☐ **Required:** A designated IHE COVID-19 Compliance Task Force that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. A designated COVID-19 Compliance Officer who serves as a liaison to DPH in the event of a COVID-19 cluster or outbreak at an IHE setting.
- ☐ **Required:** Adequate supply of housing for students and faculty living on campus to safely isolate or quarantine when needed.
- ☐ **Required:** A plan for all students and employees who have symptoms consistent with COVID-19 infection or are quarantined because of exposure to case(s) on campus to have access to testing or be tested for COVID-19 infection.

### Exposure Management for 1 COVID-19 Case at IHE Setting

- ☐ **Required:** After identifying 1 laboratory confirmed COVID-19 case (student or employee), IHE

Compliance Task Force instructs the case to follow [Home Isolation Instructions for COVID-19](#).

- ☐ **Required:** IHE Compliance Task Force issues the [Health Officer Order for Case Isolation](#) to the case.
- ☐ **Required:** IHE Compliance Task Force works with the case to generate a list of students and/or employees with exposure to the case while infectious. IHE Compliance Officer submits this information to the Long Beach Health Department using the [COVID-19 Case and Contact Line List for the Educational Sector](#) within one business day of notification of a confirmed case. If needed, additional time may be requested. For technical assistance on how to complete the line list contact: [COVID19Edu@longbeach.gov](mailto:COVID19Edu@longbeach.gov).
  - A case is considered to be infectious from 2 days before their symptoms first appeared until they are no longer required to be isolated (i.e., no fever for at least 24 hours without the use of medicine that reduces fever AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.
  - A person is considered to have been exposed if they are one of the following:
    - An individual who was within 6 feet of the infected person for more than 15 minutes, even if a non-medical face covering was worn;
    - An individual who had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed or suspected COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment).
- ☐ **Required:** Students and employees that are identified to have had an exposure to the case are notified by the IHE Compliance Task Force through a letter or other communication strategies. A Campus Exposure Notification letter template is available at: [COVID-19 Template Notification Letters for Education Settings](#). The notification of exposure should include the following messages:
  - Students and employees with exposure to a campus case should test for COVID-19, whether or not they have symptoms, and inform IHE of test results. This will determine the extent of disease spread on campus and serve as a basis for further control measures. Testing resources include: Employee Health Services or Occupational Health Services, Student Health Center, Personal Healthcare Providers, [Community Testing Sites](#). Individuals who need assistance finding a medical provider can call the Medi-Cal Outreach Program at 562.570.7979.
  - Exposed students and employees should quarantine for 14 days since last exposure to the case while infectious (as defined above), even if they receive a negative test result during their quarantine period. A person who tests negative may subsequently develop disease, with or without symptoms, if tested during the incubation period (i.e. time period between exposure and disease onset). Home Quarantine Guidance for COVID-19 is available at: <http://longbeach.gov/globalassets/health/media-library/documents/diseases-and-condition/information-on/novel-coronavirus/general-public-handouts-and-graphics/covhomequarantine>

- IHE will assist with identifying housing for students and faculty living on campus to safely isolate or quarantine when needed.
- The IHE will contact exposed students and employees to collect additional information and issue the [Health Officer Order for Quarantine](#).
- *Recommended:* IHE Compliance Task Force will determine whether additional notification is needed to inform the wider campus community about the exposure and precautions being taken to prevent spread of COVID-19. A general notification letter template is available at: [COVID-19 Template Notification Letters for Education Settings](#)

Exposure Management for 2 COVID-19 Cases within a 14-day Period at IHE Setting

- ☐ **Required:** After identifying 2 laboratory confirmed cases (students and/or employees) within a 14- day period, IHE follows required steps for 1 confirmed case.
- ☐ **Recommended:** IHE Compliance Task Force assesses whether the 2 cases are epidemiologically linked, meaning that the two affected individuals were both present at some point in the same setting and same time while either or both were infectious.\*
  - \* *A case is considered to be infectious from 2 days before symptoms first appeared until they are no longer required to be isolated (i.e., no fever for at least 24 hours without the use of medicine that reduces fever AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.*
- Determination of epidemiological links between cases may require further investigation to understand exposure history and identify all possible locations and persons that may have been exposed to the case while infectious. A tool is available to assist in the assessment of epidemiological links at: [COVID-19 Exposure Investigation Worksheet for the Education Sector](#). For technical assistance on how to assess epidemiological links, please contact [COVID19Edu@longbeach.gov](mailto:COVID19Edu@longbeach.gov).

Exposure Management for ≥ 3 COVID-19 Cases within a 14-day Period at IHE Setting

- ☐ **Required:** If IHE identifies a cluster of 3 or more laboratory confirmed cases (students and/or employees) within a 14-day period, IHE should proceed with the following steps:
  - Report cluster to Long Beach Health Department's Communicable Disease Control Program within 1 business day of notification of the cluster at: 562.570.4302.
  - Complete Line List for Cases and Contacts, available at: COVID-19 Case and Contact Line List for the Educational Sector and submit to [COVID19Edu@longbeach.gov](mailto:COVID19Edu@longbeach.gov).
    - The Health Department's COVID-19 School Team will review Line List for Cases and Contacts to determine whether the outbreak criteria have been met.
    - If it is determined that outbreak criteria are not met, continue with routine COVID-19 exposure monitoring.

- If it is determined that outbreak criteria are met, the Health Department will consult with the school on outbreak investigation and management.
  - School Compliance Task Force will submit requested information, including updates to the [Education Line List for Cases and Contacts](#) to the Health Department until the outbreak is resolved (at least 14 days since the last confirmed case).
- **Recommended:** Prior to reporting cluster, School Compliance Task Force will assess whether at least 3 cases in the cluster have epidemiological links. A tool is available to assist in the assessment of epidemiological links at: COVID-19 Exposure Investigation Worksheet for the Education Sector.

COVID-19 Outbreak Criteria for Institutes of Higher Education

IHE Non-residential Setting: At least 3 laboratory-confirmed cases with symptomatic or asymptomatic COVID-19 over a 14-day period within an IHE group that is epidemiologically linked.\*

- \* *IHE groups include persons that share a common membership (e.g., Greek or other social organization, athletic teams, sports and recreation clubs, academic cohort, workplace on campus). Epidemiological links require the infected persons to have been present at some point in the same setting during the same time period while infectious.*

IHE Residential Setting\*: At least 3 laboratory-confirmed cases with symptomatic or asymptomatic COVID-19 over a 14-day period within the same or multiple dwellings that share a common area.

- \* *IHE Residential Settings include on- and off-campus residential housing facilities where groups of IHE students and/or employees congregate and/or reside (e.g., on-campus residences, on- or off- campus Greek housing).*

**Appendix A: Steps for managing exposures to 1, 2, and  $\geq 3$  confirmed COVID-19 cases in non-residential or residential congregate settings associated with IHE**

1 Case	<p>1) <i>Required:</i> IHE instructs the case to follow Home Isolation Instructions (a).</p> <p>2) <i>Required:</i> IHE informs case that the DPH will contact the case directly to collect additional information and issue Health Officer Order for Isolation (a).</p> <p>3) <i>Required:</i> IHE works with the case to identify IHE contacts with exposure.</p> <p>4) <i>Required:</i> IHE notifies* identified contacts of exposure and instructs them to quarantine at home and test for COVID-19.</p> <p>5) <i>Required:</i> IHE informs contacts that DPH will contact them directly to collect additional information and issue Health Officer Order for Quarantine (b).</p> <p>6) <i>Required:</i> IHE submits contact information for case and IHE contacts using the <a href="#">COVID-19 Case and Contact Line List for the Educational Sector</a> and sends to DPH by emailing: ACDC-Education@ph.lacounty.gov.</p> <p>7) <i>Recommended:</i> IHE sends general notification* to inform the wider campus community of the exposure and precautions being taken to prevent spread.</p> <p>*Templates for exposure notification and general notification are available at: <a href="#">COVID-19 Template Notification Letters for Education Settings</a>.</p>
2 Cases	<p>1) <i>Required:</i> Follow steps for 1 confirmed case.</p> <p>2) <i>Recommended:</i> If the 2 cases occurred within 14 days of each other, IHE determines whether the cases have epidemiological (epi) links.* A <a href="#">COVID-19 Exposure Investigation Worksheet for the Education Sector</a> tool is available to help assess for epi links.</p> <p>*Epi links <u>do not</u> exist: IHE continues with routine exposure management.</p> <p>*Epi links <u>exist</u>: IHE implements additional infection control measures.</p>
3+ Cases	<p><i>Required:</i> If a cluster of 3 or more cases occurred within 14 days of each other, school notifies Communicable Disease Control Program at 562.570.4302.</p> <p><i>Recommended:</i> Prior to notifying Health Department of cluster, IHE assesses whether epi links exist for <math>\geq 3</math> cases.</p> <p><i>Required:</i> Complete the <a href="#">COVID-19 Case and Contact Line List for the Educational Sector</a> to determine if outbreak criteria have been met.</p> <p>*Outbreak criteria <u>not met</u> <math>\rightarrow</math> school continues with routine exposure monitoring.</p> <p>*Outbreak criteria <u>met</u> <math>\rightarrow</math> Communicable Disease Control Program will assist with</p> <p><i>Required:</i> During the outbreak investigation, IHE provides regular updates to Health Department until outbreak is resolved (at least 14 days since last confirmed case).</p>
(a)	<p>Health Officer Order, cases directed to self-isolate until no fever for at least 24 hours (without the use of medicine that reduces fever) AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared OR, if case has no symptoms, until 10 days have passed after their positive test was taken. IHE will provide isolation assistance to students/faculty if needed.</p>
(b)	<p>Health Officer Order, contacts directed to quarantine for 14 days since last exposure date to the case while infectious. IHE will provide quarantine assistance to students/faculty if needed.</p>

# Protocol for Programs Providing Day Care for School-Aged Children: APPENDIX Z

**Recent Updates 11/19/20:**

- Update regarding face coverings. Changes highlighted in yellow.

The Long Beach Department of Health and Human Services (LBDHHS) is adopting a staged approach, supported by science and public health expertise, to allow certain venues to conduct in-person business over the course of the COVID-19 pandemic. The requirements below are specific to all programs, including Early Care and Education (ECE) Programs, and other programs providing day care for school-aged children before, during or after normal school hours. These sites are permitted to be open by the Order of the State Public Health Officer. In addition to the conditions imposed on these specific venues by the Governor, these types of businesses must also be in compliance with the conditions laid out in this checklist. Sites that are licensed as Early Care and Education Programs must also comply with the Long Beach public health guidance for [ECE Programs](#) and any other regulations from the California Department of Social Services.

Please note: This document may be updated as additional information and resources become available so be sure to check the City of Long Beach website at: [www.longbeach.gov/covid19](http://www.longbeach.gov/covid19) regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee and child health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and families
- (5) Measures to ensure equitable access to critical services

These five key areas must be addressed as your facility develops any reopening protocols.

**All Programs covered by this guidance must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the Program.**

**Program Name:**

**Facility Address:**

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**A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH  
(CHECK ALL THAT APPLY TO THE FACILITY)**

- ☐ Everyone who can carry out their work duties from home (such as office or administrative staff) have been directed to do so.
- ☐ Vulnerable staff (those above age 65, those with chronic health conditions) are assigned work that can be done from home whenever possible.
- ☐ Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home. Consider offering workers, and volunteer staff who request modified duties options that minimize their contact with others (e.g. administrative duties)
- ☐ Alternate, staggered or shift schedules have been instituted if possible, to maximize physical distancing.
- ☐ All employees (including paid staff, and volunteers; referred to collectively as “employees”) have been told not to come to work if sick, or if they are exposed to a person who has COVID-19. Employees understand to follow guidance for self-isolation and quarantine, if applicable. Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
- ☐ Upon being informed that one or more employees test positive for or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer’s plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- ☐ Employee screenings are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and any other symptoms and if the employee has had contact with a person known to be infected with COVID-19 in the last 14 days. These checks can be done remotely or in person upon the employees’ arrival. A temperature check should also be done at the worksite if feasible.
- ☐ In the event that three or more cases are identified within the workplace within a span of 14 days the employer should report this cluster to the Department of Public Health at (562) 570-4636.
- ☐ Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. The covering is to be worn by the employee at all times during the workday **except where the employee is working in a vehicle, office, or room alone**. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used.
- ☐ Employees are instructed to wash or replace their face coverings daily.
- ☐ Employees are offered gloves to be used for tasks such as serving food, handling trash, or using cleaning and disinfectant products.
- ☐ Employees have been instructed to maintain at least a six (6) feet distance from visitors and from each other in all areas of the facility whenever feasible. Employees may momentarily come closer as necessary to assist children, or as otherwise necessary.
- ☐ Restrooms and other common areas are disinfected frequently.

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- ☐ Disinfectant and related supplies are available to employees at the following location(s):  
\_\_\_\_\_
- ☐ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):  
\_\_\_\_\_
- ☐ Employees are reminded to wash their hands frequently.
- ☐ A copy of this protocol has been distributed to each employee.
- ☐ As much as feasible each worker is assigned their own equipment and have been instructed to avoid sharing phones, tablets, two-way radios, other work supplies, or office equipment wherever possible. They have also been instructed to never share PPE.
- ☐ Where items must be shared, they are disinfected with a cleaner appropriate for the surface between shifts or uses, whichever is more frequent, including the following: shared office equipment, such as copiers, fax machines, printers, telephones, keyboards, staplers, staple removers, letter openers, surfaces in reception areas, shared work stations, audio and video equipment, walkie talkies, etc.
- ☐ Time is provided for workers to implement cleaning practices during their shift. Cleaning assignments are assigned during working hours as part of the employees' job duties. Modify hours, if necessary, to ensure regular, thorough cleaning, as appropriate. Consider obtaining options for third-party cleaning companies to assist with the increased cleaning demand are procured, as needed.
- ☐ Monitor staff absenteeism and have a roster of trained back-up staff where available.
- ☐ All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.
- ☐ Optional - Describe other measures:  
\_\_\_\_\_

## **B. MEASURES TO ENSURE PHYSICAL DISTANCING**

### **ARRIVAL AND DEPARTURE**

- ☐ Limit the number of persons in the facility to the number appropriate for maintaining physical distancing.
- ☐ If transport vehicles (e.g., buses) are used by the program, drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings, and physical distancing).
  - Physical distancing on transport vehicles should also be instituted through measures such as having one child per bus/vehicle seat or using alternating rows.
  - Open windows and maximize space between children and the driver on transport vehicles where possible.
- ☐ All children and visitors should wear cloth face coverings at arrival and departure.
- ☐ Minimize contact between staff, children and families at the beginning and end of the day.
- ☐ Arrange for drop off and pick-up of children at the door of the facility, if possible, to limit the number of parents or visitors that need to enter the building.
- ☐ Stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families.

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- ☐ Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.
- ☐ Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times (e.g., guides for creating “one-way routes” in hallways, and lines during pick-up and drop off of children).
- ☐ Children and staff should be separated into groups of no more than 14 children or youth and no more than two supervising adults (hereafter “cohorts”), in which supervising adults and children stay together for all activities (meals, recreation, etc.) and avoid contact with people outside of their group in the setting. A cohort is a stable group of children and staff that stay together for all activities (e.g. meals, recreation, etc.) and avoid contact with people outside of their group in the childcare setting. licensing regulations may require smaller group sizes.

### RECREATIONAL SPACE

- ☐ Childcare activities, indoor and out, must be carried out in their cohort; mixing, congregation and activities among different cohorts should be avoided. Cohorts shall not exceed capacity requirements in guidance issued by the California Department of Social Services.
- ☐ All visitors and children are required to wear cloth face coverings while at the facility or on its premises. This applies to all adults and to children 2 years of age and older. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one. To support the safety of your employees and visitors, a face covering should be made available to visitors who arrive without them.
- ☐ Maximize space between seating, desks, and bedding. Consider ways to establish separation of children through other means, for example, six feet between seats, partitions between seats, markings on floors to promote distancing, arranging seating in a way that minimizes face-to face contact.
- ☐ Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
- ☐ Staff should develop instructions for maximizing spacing and ways to minimize risk of close contact among children in both indoor and outdoor spaces that are easy for children to understand and are developmentally appropriate through the use of aids such as floor markings and signs.
- ☐ Restrict nonessential visitors, volunteers, and activities involving other groups at the same time.
- ☐ Restrict communal activities where practicable. Communal activities must be carried out among the same cohort of youth and staff. Interactions between cohorts should be avoided. If this is not practicable, stagger use, properly space occupants, keep groups as small and consistent as possible and disinfect in between uses.
- ☐ Limit gatherings and extracurricular activities to those that can maintain physical distancing and support proper hand hygiene.
- ☐ Use alternative spaces as needed, including regular use of outdoor space, weather permitting. For example, consider ways to maximize outside space, and the use of cafeterias and other spaces for use to permit physical distancing.
- ☐ Minimize congregate movement as much as practicable. For instance, if cohorts of children would usually go to a separate area for art, for example, try to have the art instruction occur in the same room where the children are for the day.
- ☐ Conduct as many activities with the children outdoors as possible (all fitness activities, singing and chanting must only occur outdoors).

### MEALS

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- ☐ Have children bring their own meals as feasible, and practice physical distancing when eating or have them eat within their cohort, instead of in a communal dining hall or cafeteria. Ensure the safety of children with food allergies.
- ☐ Use disposable food service items (e.g., utensils and plates). If disposable items are not feasible, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling used food service items.
- ☐ If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing of foods and utensils.

### **C. MEASURES FOR INFECTION CONTROL**

- ☐ Ensure all staff and families are aware of enhanced sanitation practices, physical distancing guidelines and their importance, proper use, removal and washing of cloth face coverings, screening practices and COVID-19 specific exclusion criteria.
- ☐ Designate a staff person to be responsible for responding to COVID-19 concerns. All childcare staff and families should know who this person is and how to contact them. This individual should be trained to coordinate the documentation and tracking of possible exposures, in order to notify staff and families in a prompt and responsible manner. This person is also responsible for notifying local health officials of 3 or more COVID-19 cases in a 14-day period.
- ☐ Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans and hand sanitizers with at least 60 percent ethyl alcohol for staff and those children who can safely use hand sanitizer.
- ☐ Teach children the following personal protective measures:
  - Washing hands regularly before and after eating; after coughing or sneezing; after being outside; and after using the restroom.
  - Avoid touching your eyes, nose, and mouth.
  - Cover coughs and sneezes.
  - Use a tissue to wipe your nose and cough/sneeze inside a tissue or your elbow.
- ☐ Consider routines enabling staff and children to regularly wash their hands at staggered intervals.
- ☐ Children and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single use cloth towels) to dry hands thoroughly.
- ☐ Staff should model and practice handwashing. For example, for younger children, use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.
- ☐ Children and staff should use hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers, especially when hands are visibly dirty.
  - Children under the age of nine should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin. Do not use any products that contain methanol.
- ☐ Consider portable handwashing stations throughout the site to minimize movement and congregation in bathrooms to the extent possible.

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- ☐ Suspend use of drinking fountains and instead encourage the use of reusable water bottles.
- ☐ Frequently touched surfaces such as door handles, light switches, sink handles, bathroom surfaces, tables as well as surfaces in transportation vehicles should be cleaned at least daily and more frequently throughout the day if possible.
- ☐ Limit use of shared playground equipment in favor of physical activities that require less contact with surfaces.
- ☐ Limit sharing of objects and equipment, such as toys, games and art supplies, otherwise clean and disinfect between uses.
- ☐ Have multiple toys and manipulatives accessible that are easy to clean and disinfect throughout the day or provide individually labeled bins with toys and belongings for each child. Ensure toys that are difficult to clean (e.g. soft toys) are either removed from the classroom or carefully monitored for use by individual children only.
- ☐ When choosing cleaning products, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list "N" and follow product instructions. These products contain ingredients which are safer for individuals with asthma.
- ☐ Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Provide employees training on the hazards of the chemicals, manufacturer's directions, and Cal/OSHA requirements for safe use.
- ☐ Custodial staff with the responsibility of cleaning and disinfecting the site must be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products must be kept out of children's reach and stored in a space with restricted access.
- ☐ When cleaning, air out the space before children arrive; plan to do thorough cleanings when children are not present. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
- ☐ If opening windows poses a safety or health, consider alternate strategies for improving air flow such as maximizing central air filtration for HVAC systems (targeted filter rating of at least MERV 13).
- ☐ Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of infections such as Legionnaires' disease

### SCREEN CHILDREN

- ☐ Train staff and educate children and their families about when they should stay home and when they can return to the childcare. Actively encourage staff and children who are sick or who have recently had close contact with a person with COVID-19 to stay home.
- ☐ In addition to screening staff when they arrive, all children should also be screened upon arrival at the facility:
  - Conduct visual wellness checks of all children upon arrival; this could include taking children's' temperatures at the beginning of each day with a no touch thermometer. If no touch thermometers are not available, reported temperature assessment is acceptable.
  - Ask all individuals about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. Symptom checks are conducted before visitors may enter the facility. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and any other symptoms. These checks can be done in person or through alternative methods such as on-line check in systems or through [signage](#) posted at the entrance to the facility stating that visitors with these symptoms should not enter the premises.

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- ☐ Exclude any child, parent, caregiver or staff showing symptoms of COVID-19.

Monitor staff and children throughout the day for signs of illness; send home children and staff with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms. Send persons to the appropriate medical facility rather than their home if necessary.

### IF STAFF OR CHILDREN BECOME ILL

- ☐ Identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19. (fever or 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, diarrhea).
- ☐ Ensure they are wearing a cloth face covering or surgical mask if they are over the age of 2 and do not have problems putting on or removing the mask or have issues breathing with the mask on.
- ☐ The child or staff exhibiting symptoms should remain in the isolation room until they can be transported home or to a healthcare facility, as soon as practicable.
- ☐ Establish procedures for safely transporting anyone sick to their home or to a healthcare facility, as appropriate. Call 9-1-1 without delay if the individual develops persistent pain or pressure in the chest, confusion, or bluish lips or face.
- ☐ Sites should ensure that they have at least one, but preferably more, emergency contact numbers to ensure prompt notification if a child develops signs of illness.
- ☐ Advise sick staff members and children not to return until they have met criteria to discontinue home isolation, including 24 hours with no fever, symptoms have improved, and 10 days have passed since symptoms first appeared. See public health guidance on isolation for additional details [here](#).
- ☐ Advise close contacts to the ill individual to stay at home for 14 days after the last contact and monitor for symptoms of COVID-19. See public health guidance on quarantine for additional details [here](#).
- ☐ In the event that 3 or more positive COVID-19 cases are identified in a 14-day period, notify local health officials, staff, and all families immediately while maintaining confidentiality as required by state and federal laws.
- ☐ Close off areas used by any sick person and do not use before cleaning and disinfection. Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- ☐ Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep cleaning and disinfectant products away from children.
- ☐ During an outbreak or a large exposure, in consultation with the local public health department, the appropriate childcare administrator may consider if closure is warranted and length of time based on the risk level within the specific community:
  - o If the program is closed discourage staff, students, and their families from gathering or socializing anywhere. This includes group childcare arrangements, as well as gathering at places like a friend's house, a favorite restaurant, or the local shopping mall.

### LIMIT SHARING

- ☐ Keep each children's belongings separated and in individually labeled storage containers, cubbies or areas. Ensure belongings are taken home each day to be cleaned and disinfected.
- ☐ Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and

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disinfect between uses.

- ☐ Avoid sharing electronic devices, clothing, toys, books, and other games or learning aids as much as practicable.

#### **D. MEASURES THAT COMMUNICATE TO THE PUBLIC**

- ☐ Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality.
- ☐ A copy of this protocol is posted at all public entrances to the facility.
- ☐ Signs are displayed throughout that remind instructors and children of the need for physical distancing and the use of cloth face coverings. Signs are posted that instruct visitors that they should stay home if sick with respiratory symptoms.
- ☐ Online outlets of the establishment (website, social media etc.) provide clear information about physical distancing, use of cloth face coverings and other issues.

#### **E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES**

- ☐ Services that are critical to the children have been prioritized.
- ☐ Measures are instituted to assure services for children who have mobility limitations and/or are at high risk in public spaces.

**Any additional measures not included above should be listed on separate pages, which the business should attach to this document.**

**You may contact the following person with any questions or comments about this protocol:**

**Business Contact Name:**

**Phone number:**

**Date Last Revised:**

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