COVID-19 WORKSITE-SPECIFIC PROTECTION PLAN (WPP)

Business name: Temescal Works LLC

Facility address: 490 43rd St., Oakland, CA 94609

Approximate gross square footage of space open to the public: 9,300

Date this COVID-19 Worksite-Specific Protection Plan (WPP) was most recently updated: 4/14/21

The person(s) responsible for implementation of this COVID-19 Worksite-Specific Protection Plan (WPP):

Name	Title/Role
Roy Alper	Member/COVID-19 Lead

I, ROY ALPER, certify that all employees have reviewed this plan, have been provided a copy of this plan, and have received training as required in this COVID-19 Worksite-Specific Protection Plan.

Roy Alper
Name

Signature

Alameda County Shelter in Place Order and Face Coverings Guidance

■ Employer has read the Alameda County Shelter in Place Order to determine if the business is allowed to reopen.

■ Employer has read the California Guidance for the Use of Face Coverings and is complying with and implementing measures identified in the guidance.

Individual Control Measures and Screenings

■ Employees whose work duties can be conducted remotely are doing so and will continue to do so until the Shelter in Place Order is lifted, with particular consideration for employees above the age of 60 and those with underlying health issues who are at increased risk for more severe disease if infected.

- ■ All employees have been provided with temperature and/or symptom screenings at the beginning of their shift and all other employees entering the worksite at all times. The individual conducting the temperature/ symptom screening will avoid close contact with employees to the extent possible. Both screeners and employees wear face coverings during each screening. See screening guidance here.

- ■ Employees must be provided with all required protective equipment (i.e. face coverings) and the employer ensures this equipment is worn properly at all times.

- ■ Employees must be provided with and use protective equipment when offloading and storing delivered goods.

- ■ Employees inspect deliveries and perform disinfection measures prior to storing goods in warehouses and facilities.

- ■ Face coverings are required when employees are in the vicinity of others. Face coverings are not shared at this worksite.

- ■ Employees take reasonable measures to communicate with the public that they are required to wear face coverings.
  *Please note that persons younger than 2 and those who cannot wear one because of medical reasons are exempt from wearing a face covering. For additional exemptions, please see State guidance.

- ■ Employees who are sick or exhibiting symptoms of COVID-19 are directed to stay home and follow the Alameda County Public Health Department's Criteria for Returning to Work after Isolation or Quarantine guidelines located here.

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

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

Masks, Plexiglass screens, disinfectant wipes & hand-sanitizers located conveniently throughout the building.

Additional control measure you are implementing at this worksite include:

QR Code at entry for employees and members to validate temperature check and absence of COVID-19 symptoms before entering the space. Signage to mask-up and clean hands throughout the building. Multiple cleaning stations distributed throughout each floor contain hand sanitizer and cleaners for use by members and employees.

Cleaning and Disinfecting Protocols

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

Schedule for Disinfecting High Traffic Areas and Commonly Used Surfaces

Fill in the fields below with the schedule for how often each area is disinfected.
Mark N/A for all that do not apply to your specific worksite and add any that are missing to "Other".

Break rooms:

Daily per 4/5/21 CDC guidance

Restrooms:

Daily per 4/5/21 CDC guidance

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

Daily per 4/5/21 CDE guidance

Shopping carts/baskets:

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

QR code system operating by user cell phone

Registers:

N/A

Scanners:

Daily per 4/5/21 CDC guidance

Telephones:

Daily per 4/5/21 CDC guidance

Time clocks:

N/A

Handwashing facilities:

Touchless faucets & soap dispensers; cleaning at night by janitorial crew

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

N/A

Conveyor belts:

N/A

Others:

N/A

Operational procedures being implemented to ensure there is adequate time for cleaning/disinfecting:

Time spent cleaning is included in paid time

Additional measures that have been taken at this business location:

Multiple measures throughout per CDPH guidance for Office Workspaces

Physical Distancing Guidelines

- ■ Employee breaks and break rooms are managed to allow employees to eat on premises in designated areas where they can remain six feet apart.
- ■ All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- ■ Customers are permitted to bring their own bags, mugs, or other reusable items from home if they do not require handling by employees.
- ■ Tape or other markings have been placed at least six feet apart in customer line areas on sidewalks or other walkways near public entrances with signs directing customers to use the markings to maintain distance.
- ■ Limit the number of customers in the store at any one time to, which allows for customers and employees to easily maintain at least six feet distance from one another at all practicable times.
- ■ All desks or individual workstations are separated by at least six feet or employees otherwise maintain six feet if workspace is limited. Physical partitions can be used if workstations and/or employees cannot physically distance.
- ☐ Employees are informed that they should not carpool to and from the jobsite except by workers living within the same household unit, or as necessary for workers who have no alternative means of transportation.
- ☐ If employers provide shuttles, symptom checks should be conducted before employees board the shuttle, and employees should physically distance while waiting in line and on the shuttle. Physical distancing on on the shuttle can include reducing the shuttle capacity.

The following per-person limits have been placed on goods that are selling out quickly to reduce crowds and lines. If not applicable mark as "N/A".

N/A

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

Two floors of mostly open office-type layout with all desks/seating areas separated by at least 6' and/or plexiglass screens, one-way circulation routes marked on the floor, one-way up and down stairs, private offices and larger rooms with limited occupancy.

Food Facilities Guidance Including Restaurants, Mobile Food Facilities, Stores/Convenience Stores

☐ Go to the Alameda County Department of Environmental Health website and review the Guidance for Food Facilities and Food Safety for Food Delivery and Pickup Guidance.

☐ Complete and implement the Restaurant Operating Procedures posted on the Alameda County Department of Environmental Health website.

☐ If you've implemented additional measures specific to your food facilities business, include them below.

Description of any additional measures taken:

Kitchen not used to prepare food, members can enter the kitchen one person at a time to access refrigerator, common dining area has been removed.

Notification of Covid-19 Positive Case at Your Worksite

■ Employers are required to report workplace related outbreaks to the Alameda County Public Health Department (ACPHD) **within 48 hours** and provide additional information when requested by ACPHD.

An outbreak at a non-healthcare or non-residential congregate setting workplace is defined as three or more cases within a 14-day period among employees who do not live in the same household.

To report new outbreak cases, an employer must complete the California Shared Portal for Outbreak Tracking (SPOT) Intake Form for Workplaces located here.

For health care settings, such as acute care hospitals and outpatient clinics, as well as congregate living facilities, please visit here for more information on how to report cases.

For more information about reporting cases, please visit here and see section "Recording and Reporting COVID-19".

Employers are required to comply with the State's COVID-19 Emergency Temporary Standard effective November 30, 2020. As employers implement the new regulations, Cal/OSHA enforcement personnel will consider an employer's good faith efforts in working towards compliance, but some aspects, such as eliminating hazards and implementing testing requirements during an outbreak, are essential. Visit here for the Emergency Temporary Standard.

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

Training

Employees have been trained on the following topics:

- ■ Information from the Centers for Disease Control and Prevention (CDC) on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
- ■ Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- ■ The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- ■ The importance of seeking medical attention if an employees' symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on the CDC's webpage.
- ■ The vulnerability of those 60 years of age or older and people with chronic medical conditions, and the need to practice particular caution to protect these groups.
- ■ The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).
- ■ Manufacturer's directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products.
- ■ The importance of physical distancing, both at work and off work time (see Physical Distancing section above).
- ■ **Proper use of face coverings, including:**
  - ■ Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
  - ■ The importance of washing and/or sanitizing hands before and after using or adjusting face coverings.
  - ■ Avoid touching eyes, nose, and mouth.
  - ■ Face coverings to be washed after each shift.

Other worksite training measures taken:

Training in site-specific measures to meet the standards of CDPH Guidance for Office Workspaces.