

ATTENTION:

By Order of Contra Costa County Health Services (Order No. HO-COVID19-03)

ALL persons entering this facility are required to:

- Avoid entering if you have a cough or fever
- Maintain a MINIMUM of 6 feet between others
- Cough/sneeze into a cloth, tissue, or your elbow
- Refrain from any unnecessary physical contact

Social Distancing Protocol

Business name: **West Costa Contra Costa Unified School District**

Facility Address: **District Office 1108 Bissell Avenue, Richmond, CA 94801**

Approximate gross square footage of space open to the public: **All sites closed to Public**

BUSINESSES MUST IMPLEMENT ALL APPLICABLE MEASURES LISTED BELOW, AND BE PREPARED TO EXPLAIN WHY ANY MEASURE THAT IS NOT IMPLEMENTED IS INAPPLICABLE TO THE BUSINESS.

Signage:

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

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.
- ✓ All employees have been told not to come to work if sick.
- ✓ Symptom checks are being conducted before employees may enter the work space.
- ✓ All desks or individual work stations are separated by at least six feet and employee work schedules are staggered to ensure separation
- ✓ Break rooms, bathrooms, and other common areas are being disinfected frequently
- ✓ Disinfectant and related supplies are available to all employees at all work locations being utilized
- ✓ Hand sanitizer effective against COVID-19 is available to all employees at all work locations being utilized
- ✓ Soap and water are available to all employees at all work locations being utilized
- ✓ Copies of this Protocol have been distributed to all employees.
- ✓ Grab and Go Food Service will maintain separation during distribution

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

Name: West Costa Contra Unified School District – Emergency Operations Center

Phone number: English 510-965-4444 Spanish 510-965.4443