



City of Emeryville

INCORPORATED 1896

COMMUNITY DEVELOPMENT DEPARTMENT

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PROCESSING OF PLANNING AND BUILDING PERMITS DURING COVID-19 SHELTER ORDER EFFECTIVE MAY 4, 2020, UPDATED JANUARY 26, 2021

During the term of the Shelter in Place Order (“Order”) issued by the Alameda County Health Officer, the City of Emeryville will continue to process planning and building permit applications, as outlined below. The Order was updated effective January 26, 2021, and now allows all construction activities, subject to the State’s guidance for the construction industry. For more information, please review the Alameda County Health Officer’s full order, order summary, and other information, which can be found [here](#). **Please note that City offices remain closed to the public and all business is being transacted by email, telephone, and other “virtual” methods.**

Planning Permits (Planning Regulations, Emeryville Municipal Code Title 9)

- For questions, information, and submittal requirements, please contact Senior Planner Miroo Desai at mdesai@emeryville.org or 510-596-3785.
- PDFs of submittal materials, including application forms, plans, photographs, etc. can be submitted via email or file sharing services to Senior Planner Miroo Desai at mdesai@emeryville.org. Pages with any required signatures should be scanned in color.
- Staff will review the materials, log the project into our permit tracking system, and generate a planning permit number and an invoice for planning fees, which will be emailed to the Applicant.
- A check payable to “City of Emeryville”, with the planning permit number written on it, along with a copy of the invoice, should be sent to “City of Emeryville, Attention: Finance Department, 1333 Park Avenue, Emeryville, CA 94608”.
- If all required information is not provided and fees paid, staff will generate a “Notice of Incomplete” within 30 days of submittal, as required by the California Permit Streamlining Act.
- The vast majority of planning permit applications are “administrative”, meaning that they can be approved by staff. In these cases, staff will email an approval letter to the Applicant when the project is ready to be approved. Note that the approval letter may include “conditions of approval”, which must be complied with.
- Projects requiring Planning Commission or City Council approval will require execution of a Cost Recovery Agreement form and payment of a deposit. These projects will be scheduled for consideration at a future Planning Commission and/or City Council meeting. Staff will provide more details and information.
- Once a planning permit has been approved, a building permit may be applied for, as described below.

Building Permits (Building Regulations, Emeryville Municipal Code Title 8)

- For questions, information, and submittal requirements, please contact Building Permit Technician/Plan Checker Courtney Barrett at cbarrett@emeryville.org.
- A PDF of the building permit application should first be submitted via email to Permit Technician/Plan Checker Courtney Barrett at cbarrett@emeryville.org.
- Staff will generate a building permit number and an invoice for plan check fees, which will be emailed to the Applicant. A check payable to “City of Emeryville”, with the building permit number written on it, along with a copy of the invoice, should be sent to “City of Emeryville, Attention: Finance Department, 1333 Park Avenue, Emeryville, CA 94608”.
- Once payment has been received by the Finance Department, the Applicant can submit the construction drawings including plans, structural calculations, etc. via email or file sharing services.
- City staff will review the materials for completeness, log the project into our permit tracking system and coordinate plan review by other City departments and our consultants, West Coast Code Consultants (WC³).
- The Applicant will be notified with a status update via email once the first review is complete by each required department. Any comments will be emailed to the Applicant. Responses to comments and revised plans should be emailed to Building Permit Technician/Plan Checker Courtney Barrett at cbarrett@emeryville.org to be routed for review by all required departments.
- When all City departments have approved the permit the Applicant will be notified that all plan check comments have been satisfied and will be given any further instructions for the Contractor to complete prior to permit issuance.
- Prior to permit issuance, the Applicant or Contractor will need to provide a copy of a construction contract, bid proposal, or purchase order to Building Permit Technician/Plan Checker Courtney Barrett via email at cbarrett@emeryville.org to verify the construction valuation and calculate the building permit fees. Staff will generate an invoice that will be emailed to the Applicant. A check payable to “City of Emeryville”, with the permit number written on it, along with a copy of the invoice, should be sent to “City of Emeryville, Attention: Finance Department, 1333 Park Avenue, Emeryville, CA 94608”. Alternatively, for large payments, funds may be wired to the City. Staff will provide details on how to do this.
- The Contractor will also need to verify with the Finance Department that they have a current City of Emeryville Business License. They can contact Monica Centeno with questions at mcenteno@emeryville.org.
- After fees have been paid and the Contractor’s Business License has been verified, staff will issue the building permit. The approved plans and job card can be sent by mail or picked up in person by appointment on select days.

- After a building permit has been issued, inspections may be requested by calling the Building Division inspection request line at 510-596-4315 and leaving a detailed voicemail message describing the scope of work. Inspection requests submitted prior to 7:00 am will be scheduled for that business day, Monday-Friday. Inspection requests submitted after 7:00 am will be scheduled for the next business day. Prior to requesting an inspection, the Contractor must verify that the work to be inspected is complete and ready for inspection.
- All construction projects are required to adhere to the State's [COVID-19 Industry Guidance: Construction](#), utilizing the corresponding [COVID-19 General Checklist for Construction Employers](#), both attached here for reference. **Note that this guidance and checklist supersede the Construction Safety Protocols listed in Appendix B of the previous County Order.** This guidance and checklist apply to all construction projects of any size. Staff will include a copy of this guidance and checklist with the project's job card. It is the Contractor's responsibility to ensure that the guidance is followed. Failure to adhere to the guidance is a violation of the County Order, and, as such, is a misdemeanor punishable by fine, imprisonment, or both.

Public Inspection of City Records

During the period when most City staff continue to work from home, the following protocols will be followed concerning members of the public who wish to review City records that are only available in City Hall:

- Review of records in City Hall will be limited to those records that cannot be made available by any other means. This includes, but is not limited to, records that are stored on microfiche, and records that cannot be copied without the property owner's, architect's, and/or engineer's permission.
- An appointment with City staff will be required to enter City Hall and inspect City records. Please contact Building Permit Technician/Plan Checker Courtney Barrett at cbarrett@emeryville.org to make an appointment. Appointments will be limited to a single person unless the person requires an assistant to accommodate a disability. Appointments will be limited to one hour.
- When making the appointment, staff will ask the requestor if they are experiencing a fever or flu-like symptoms. If so, they will be advised that the appointment cannot be made, and can be rescheduled to a later time or with a different individual in place of the requestor, who is not experiencing a fever or flu-like symptoms.
- When scheduling an appointment, the requestor will be asked to provide to City staff, in advance, a complete list of addresses and documents requested so that staff can have the records prepared ahead of time to minimize interactions once the requestor arrives.
- Requestors shall notify City staff upon their arrival and again upon their departure, remaining separated from staff by the plexiglass shields that have been installed at the front counter.

- A table with a microfiche reader has been placed in the lobby to be used by requestors to review documents, in order to allow sufficient distancing from the staff work area. Requested documents will be placed on this table by City staff prior to the requestor's arrival, and removed by staff and refiled after the requestor's departure. A sign has been placed on this table reminding requestors of the protocols for face covering and hand sanitizing, the correct way to wear a mask, and other pertinent COVID-19 related information.
- Before and after use by the requestor, all requested documents, the table, and microfiche reader will be sanitized by City staff.
- All COVID-19 protocols, including face covering, hand sanitizing, and social distancing, shall be followed.

Attachments:

- State COVID-19 Industry Guidance: Construction, dated July 29, 2020
- State COVID-19 General Checklist for Construction Employers, dated July 2, 2020



COVID-19 INDUSTRY GUIDANCE: Construction

July 29, 2020

covid19.ca.gov



OVERVIEW

On March 19, 2020, the State Public Health Officer and Director of the California Department of Public Health issued an order requiring most Californians to stay at home to disrupt the spread of COVID-19 among the population.

The impact of COVID-19 on the health of Californians is not yet fully known. Reported illness ranges from very mild (some people have no symptoms) to severe illness that may result in death. Certain groups, including people aged 65 or older and those with serious underlying medical conditions, such as heart or lung disease or diabetes, are at higher risk of hospitalization and serious complications. Transmission is most likely when people are in close contact or in a poorly ventilated area with an infected person, even if that person does not have any symptoms or has not yet developed symptoms.

Precise information about the number and rates of COVID-19 by industry or occupational groups, including among critical infrastructure workers, is not available at this time. There have been multiple outbreaks in a range of workplaces, indicating that workers are at risk of acquiring or transmitting COVID-19 infection. Examples of these workplaces include hospitals, long-term care facilities, prisons, food production, warehouses, meat processing plants, and grocery stores.

As stay-at-home orders are modified, it is essential that all possible steps be taken to ensure the safety of workers and the public.

Key prevention practices include:

- ✓ physical distancing to the maximum extent possible,
- ✓ use of face coverings by workers (where respiratory protection is not required) and customers/clients,
- ✓ frequent handwashing and regular cleaning and disinfection,
- ✓ training workers on these and other elements of the COVID-19 prevention plan.

In addition, it will be critical to have in place appropriate processes to identify new cases of illness in workplaces and, when they are identified, to intervene quickly and work with public health authorities to halt the spread of the virus.

PURPOSE

This document provides guidance for the construction industry to support a safe, clean environment for workers. The guidance is not intended to revoke or repeal any worker rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA.¹ Stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues. Cal/OSHA has more safety and health guidance on their Cal/OSHA COVID-19 Infection Prevention for Construction

Employers and Workers [webpage](#). CDC has additional guidance [for businesses and employers](#).

Required Use of Face Coverings

On June 18, CDPH issued [Guidance on the Use of Face Coverings](#), which broadly requires the use of face coverings for both members of the public and workers in all public and workplace settings where there is a high risk of exposure.

People in California must wear face coverings when they are engaged in work, whether at the workplace or performing work off-site, when:

- Interacting in-person with any member of the public;
- Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time;
- Working in any space where food is prepared or packaged for sale or distribution to others;
- Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities;
- In any room or enclosed area where other people (except for members of the person's own household or residence) are present when unable to physically distance; or,
- Driving or operating any public transportation or paratransit vehicle, taxi, or private car service or ride-sharing vehicle when passengers are present. When no passengers are present, face coverings are strongly recommended.

Complete details, including all requirements and exemptions to these rules, can be found in the [guidance](#). Face coverings are strongly encouraged in other circumstances, and employers can implement additional face covering requirements in fulfilling their obligation to provide workers with a safe and healthful workplace. Employers must provide face coverings to workers or reimburse workers for the reasonable cost of obtaining them.

Employers should develop an accommodation policy for any worker who meets one of the exemptions from wearing a face covering. If a worker who would otherwise be required to wear a face covering because of frequent contact with others cannot wear one due to a medical condition, they should be provided with a non-restrictive alternative, such as a face shield with a drape attached to the bottom edge, if feasible, and if the medical condition permits it.

Businesses that are open to the public should be cognizant of the exemptions to wearing face coverings in the [CDPH Face Covering Guidance](#) and may not exclude any member of the public for not wearing a face covering if that person is complying with the [guidance](#). Businesses will need to develop policies for handling these exemptions among customers, clients, visitors, and workers.



Worksite Specific Plan

- Establish a written, worksite-specific COVID-19 prevention plan at every location, perform a comprehensive risk assessment of all work areas and work tasks, and designate a person at each establishment to implement the plan.
- Incorporate the [CDPH Face Covering Guidance](#) into the Workplace Specific Plan and include a policy for handling exemptions.
- Identify contact information for the local health department where the operation is located for communicating information about COVID-19 outbreaks among workers or customers.
- Train and communicate with workers and worker representatives on the plan and make the plan available to workers and their representatives.
- Regularly evaluate the establishment for compliance with the plan and document and correct deficiencies identified.
- Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.
- Implement the necessary processes and protocols when a workplace has an outbreak, in accordance with [CDPH guidelines](#).
- Identify close contacts (within six feet for 15 minutes or more) of an infected worker and take steps to isolate COVID-19 positive worker(s) and close contacts.
- Adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause operations to be temporarily closed or limited.



Topics for Worker Training

- Information 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 a worker has symptoms of COVID-19 as [described by the CDC](#), such as a 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, vomiting, or diarrhea, OR

- If a worker was diagnosed with COVID-19 and has not yet been released from isolation, OR
- If, within the past 14 days, a worker has had contact with someone who has been diagnosed with COVID-19 and is considered potentially infectious (i.e. still on isolation).
- To return to work after a worker receives a COVID-19 diagnosis only if 10 days have passed since symptoms first appeared, their symptoms have improved, and the worker has had no fevers (without the use of fever reducing medications) for the last 72 hours. A worker without symptoms who was diagnosed with COVID-19 can return to work only if 10 days have passed since the date of the first positive COVID-19 test.
- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's webpage](#).
- 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 (preferred) or 70% isopropanol (if the product is inaccessible to unsupervised children) when workers cannot get to a sink or handwashing station, per [CDC guidelines](#)).
- The importance of physical distancing, both at work and off work time (see Physical Distancing section below).
- Proper use of face coverings, including:
 - Face coverings do not protect the wearer and are not personal protective equipment (PPE).
 - Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
 - Face coverings must cover the nose and mouth.
 - Workers should wash or sanitize hands before and after using or adjusting face coverings.
 - Avoid touching the eyes, nose, and mouth.
 - Face coverings must not be shared and should be washed or discarded after each shift.
- Information contained in the [CDPH Guidance for the Use of Face](#)

[Coverings](#), which mandates the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices the employer has adopted to ensure the use of face coverings. Training should also include the employer's policies on how people who are exempted from wearing a face covering will be handled.

- Ensure any independent contractors, temporary, or contract workers at the worksite are also properly trained in COVID-19 prevention policies and have necessary supplies and PPE. Discuss these responsibilities ahead of time with organizations supplying temporary and/or contract workers.
- Information on paid leave benefits the worker 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 workers' compensation for COVID-19](#), including workers' sick leave rights under the [Families First Coronavirus Response Act](#) and the Governor's [Executive Order N-51-20](#), and workers' rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's [Executive Order N-62-20](#) while that Order is in effect.



Individual Control Measures and Screening

- Provide temperature and/or symptom screenings for all workers at the beginning of their shift and any vendors, contractors, or other workers entering the establishment. Make sure the temperature/symptom screener avoids close contact with workers to the extent possible.
- If requiring self-screening at home, which is an appropriate alternative to providing it at the establishment, ensure that screening was performed prior to the worker leaving the home for their shift and follows [CDC guidelines](#), as described in the Topics for Worker Training section above.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Employers must provide and ensure workers use all required protective equipment, including eye protection and gloves where necessary.
- Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.
- Non-workers entering the jobsite should be restricted to only those classified as essential by management and they must complete a temperature and/or symptom screening before entering.

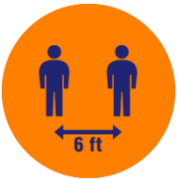


Cleaning and Disinfecting Protocols

- Perform thorough cleaning on high traffic areas such as break rooms, lunch areas, and changing areas, and areas of ingress and egress including, stairways and stairwells, handrails, elevators controls and frequently disinfect commonly used surfaces, including, doorknobs, toilets, handwashing facilities, etc.
- Clean touchable surfaces between shifts or between users, whichever is more frequent, including but not limited to working surfaces, tools, handles and latches, and controls on stationary and mobile equipment, including surfaces in the cabs of all vehicles.
- Require workers to wash hands or use sanitizer between the use of shared equipment, such as workstation tools, radios, time clocks, mobilized carts, and other items and allow paid work time to do so.
- Require that employer-owned and controlled equipment, such as hard hats and any face shields, be sanitized at the end of each shift. Clean and disinfect the inside of the equipment, then the outside, then wash hands.
- Encourage workers who own their own hard hats to follow the same cleaning protocol and provide the proper cleaning and sanitation products. Allow paid work time to complete such cleaning.
- Avoid sharing phones, office supplies, other work tools, or handheld mobile communications equipment wherever possible. Individually-assigned peripheral equipment (keyboards, handsets, headsets, chairs, etc.) should be provided wherever possible. If necessary, clean and disinfect them before and after each use. Never share PPE.
- Provide time for workers to implement cleaning practices during their shift. Cleaning assignments should be assigned during working hours as part of the worker's job duties.
- Ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.
- Provide additional sanitary facilities (including portable toilets and handwashing stations) if feasible and necessary to maintain physical distancing during scheduled breaks.
- Install hands-free devices, if possible, including motion sensor sinks, soap dispensers, sanitizer dispensers, and paper towel dispensers.
- 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.

- When choosing disinfecting chemicals, employers should use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) 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 workers training on the chemical hazards, manufacturer's directions, ventilation requirements, and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves and other protective equipment as required by the product instructions. Follow the [asthma-safer cleaning methods](#) recommended by the California Department of Public Health and ensure proper ventilation.
- Consider installing portable high-efficiency air cleaners, upgrading the building or construction trailer's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in work and break areas.



Physical Distancing Guidelines

- Implement measures to ensure physical distancing of at least six feet between workers. These can include use of physical partitions or visual cues (e.g., floor markings or signs to indicate to where workers should stand). Reassign personal staging areas to increase distance between workers. Designate separate entrance and exits and post signage to this effect.
- Adjust on-site meetings to ensure physical distance and instead implement smaller individual safety meetings at the jobsite to maintain physical distancing guidelines. Transition other meetings and interviews to phone or digital platforms or hold outside or in a space allowing for at least six feet of physical distance between workers.
- Consider offering workers who request modified duties options that minimize their contact with any customers or other workers (e.g., managing inventory rather or managing administrative needs through telework).
- Utilize work practices, when feasible and necessary, to limit the number of workers on the jobsite at one time. This may include scheduling (e.g. staggering shift start/end times) or rotating crew access to a designated area during a shift. Stage the jobsite to stagger work and limit overlap of work crews. Place additional limitations on the number of workers in enclosed areas, where six feet of separation may not be

sufficient to limit transmission of the virus.

- Stagger worker breaks, within compliance with wage and hour regulations, to maintain physical distancing protocols.
- Close breakrooms, use barriers, or increase distance between tables/chairs to separate workers and discourage congregating during breaks. Where possible, create outdoor break areas with shade covers and seating that ensures physical distancing.
- Workers should consider bringing a lunch made at home or purchase take out or delivery where available as long as they can avoid congested areas.
- Use the following hierarchy to prevent transmission of COVID-19 in production and other work areas: engineering controls, administrative controls, and PPE.
 - Engineering controls include creating physical or spatial barriers between workers such as Plexiglas or other sturdy and impermeable partitions. Where appropriate, install such barriers in offices to create separation between workers.
 - Administrative controls include slowing operations and increasing shifts, within safety requirements, and ensuring adequate time for proper cleaning and disinfection protocols.
 - PPE includes face shields, [some types of masks](#), and impermeable gloves. Note that some disposable equipment, such as respirators, are prioritized for health care workers and workers that handle pathogens and should not otherwise be used. If those are in use, consider changing to reusable elastomeric respirators to conserve supplies for healthcare facilities.

¹Additional requirements must be considered for vulnerable populations. Employers must comply with all [Cal/OSHA](#) standards and be prepared to adhere to its guidance as well as guidance from the [Centers for Disease Control and Prevention \(CDC\)](#) and the [California Department of Public Health \(CDPH\)](#). Additionally, employers must be prepared to alter their operations as those guidelines change.



COVID-19 General Checklist for Construction Employers

July 2, 2020

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



Contents of Written Workplace Specific Plan

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Use of face coverings, in accordance with the [CDPH guidance](#).
- Training and communication with workers and worker representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts and infected workers.
- Protocols for when the workplace has an outbreak, in accordance with [CDPH guidance](#).
- Update the plan as necessary to prevent further cases.



Topics for Employee Training

- Information on [COVID-19](#), preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- The importance of not coming to work if workers have a cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, congestion or runny nose, nausea or vomiting, or diarrhea, or if they or someone they had contact with has been diagnosed with COVID-19.
- To return to work after a COVID-19 diagnosis only after 10 days since symptom onset and 72 hours of no fever.
- When to seek medical attention.
- The importance of hand washing.
- The importance of physical distancing, both at work and off work time.

- ❑ Proper use of cloth face covers, including information in the [CDPH guidance](#).
- ❑ Information on leave benefits, including the [Families First Coronavirus Response Act](#) and the Governor's [Executive Order N-51-20](#), and workers' compensation benefits under the Governor's [Executive Order N-62-20](#) while that Order is in effect.
- ❑ Train any independent contractors, temporary, or contract workers in these policies and ensure they have necessary PPE.



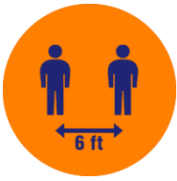
Individual Control Measures & Screening

- ❑ Symptom screenings and/or temperature checks.
- ❑ Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- ❑ Encourage frequent handwashing and use of hand sanitizer.
- ❑ Provide and ensure workers use PPE, such as eye protection and gloves.
- ❑ Provide disposable gloves to workers as a supplement to frequent hand washing for tasks such as handling commonly touched items or conducting symptom screening.
- ❑ Restrict non-employee personnel on the job site and conduct screening.



Cleaning and Disinfecting Protocols

- ❑ Perform thorough cleaning in high traffic areas.
- ❑ Frequently disinfect commonly used surfaces.
- ❑ Clean and sanitize shared equipment between each use.
- ❑ Clean touchable surfaces between shifts or between users, whichever is more frequent.
- ❑ Require workers to wash hands or use sanitizer after using shared equipment.
- ❑ Sanitize PPE at the end of the shift.
- ❑ Avoid sharing phones, work tools, etc., wherever possible.
- ❑ Provide adequate time for workers to clean during their shift.
- ❑ Keep sanitary facilities operational and stocked at all times.
- ❑ Provide additional toilets and hand washing stations if needed for physical distancing during breaks.
- ❑ Ensure all water systems and features are safe to use after a prolonged facility shutdown.
- ❑ Use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and train workers on chemical hazards, product instructions, ventilation requirements, and Cal/OSHA requirements. Follow CDPH [asthma-safer cleaning methods](#).
- ❑ Install hands-free devices if possible, including motion sensor sinks, soap dispensers, sanitizer dispensers, and paper towel dispensers.
- ❑ Consider upgrades to improve air filtration and ventilation.



Physical Distancing Guidelines

- Implement measures to ensure workers stay at least six feet apart.
- Adjust on-site meetings to ensure physical distancing.
- Limit the number of workers on the jobsite at one time if necessary.
- Stagger worker breaks, if needed, to maintain physical distancing protocols.
- Reconfigure break areas for physical distance.
- Avoid congested areas at lunch.
- Use the following hierarchy to prevent transmission of COVID-19 in production and other work areas: engineering controls, administrative controls, and PPE.

