



REOPENING OF PARISH OFFICES

Last Updated October 13, 2020

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Due to the uniqueness of each of the Parish Offices in the Diocese, each Pastor, with the assistance of his Parish Council, will need to create a plan for his Parish Office Re-Opening.

The following are minimum guidelines to assist each Parish to provide the health and safety standards needed for employees, volunteers, and visitors.

Return to work

All required **NEW** social distancing protocol postings must be in place prior to opening for indoor worship. The new revised Social Distancing Protocol [form](#) must be submitted to the County by each Parish as a condition to continue operations within 14 days after the effective date (by October 28, 2020) of the new order.

The COVID-19 PREPARED Sign and Social Distancing Protocol Visitor Information Summary Sheet must be printed and posted at or near the Parish Office entrance. It shall be easily viewable by the public and personnel. Once you complete and certify the County's Social Distancing Protocol webform, you will receive a confirmation email with a link to a PDF of your completed Protocol. The PDF will also include an updated "COVID-19 PREPARED" sign specific to your business, as well as the Social Distancing Protocol Visitor Information Sheet.

A full copy of the Social Distancing Protocol will be provided to each employee or volunteer performing work at the facility and posted as required. (See Appendix D). This form can be filled out at <https://www.sccgov.org/sites/covid19/Pages/social-distancing-protocol.aspx#protocol>.

A sign will be posted at the point of public entrance of the Parish Office informing all personnel that they should: not enter the Parish Office if they have any COVID-19 symptoms; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, one's elbow; wear a face covering to enter; and not shake hands or engage in any physical contact;

Employee Training - Mandatory

All new or returning employees must be trained on how to obtain COVID-19 information, self-screening for symptoms, testing guidelines, how to prevent COVID-19 from spreading, and measures in the Social Distancing Protocols.



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At this time, the offices remain closed to the public. However, as we are preparing individuals for the sacraments, it will be important to ensure all employees are trained on the importance of limiting the number of people who can enter into the Parish Office at any one time to ensure that people in the Parish Office can easily maintain a minimum six-foot distance from one another at all times, except as required to complete Essential Business activity;

All employees will be trained on how to appropriately use face coverings which will be required to be worn by all persons entering the Parish Office, other than those exempted from face-covering requirements (e.g., young children under the age of 6);

All employees will be trained on utilizing hand sanitizer, soap, and water, or effective disinfectant at or near the entrance of the Parish Office and in other appropriate areas for use by visitors and Order of the County Health Officer to Shelter in Place (effective May 22, 2020) (See Appendix B)

All employees will be trained on the importance of regularly disinfecting other high touch surfaces;

All employees will be provided with any additional social distancing measures being implemented (see the Centers for Disease Control and Prevention's guidance at <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-businessresponse.html>).

Daily Wellness Screening

All admitted visitors will be asked to sign-in to ensure contact tracing of visitors.

All employees and volunteers will need to answer wellness screening questions on the days they are scheduled to work.

Before coming to work at the Parish Office each time, every employee is expected to complete a daily wellness screening (see Appendix A & C). The purpose of this screening process is to safeguard the health of co-workers and other people with whom each employee has contact.

The Parish will allow employees who do not pass the daily screening to either work from home or use sick leave depending on the ability to conduct work remotely and following all Diocese of San José human resource policies. Please contact the Human Resource office for any questions on the benefits available.

If there is a known infection in the Parish, the Parish must report the infection **hygiene**, or **within four hours** of learning, an employee has tested positive or a parishioner has tested positive. The Parish also must submit an incident report to the Office of Risk



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Management and follow risk management procedures. Taking action immediately is essential to ensure the safety of the employee and others. Time is of the essence under the revised risk order of October 5, 2020.

Our system is based on the “honor system” and depends on each employee's willingness to be truthful.

Use of a Face Covering

The Diocese of San José, through its parishes, will provide any necessary or required protective supplies as required by the State and County Public Health Departments' guidelines.

While **inside** Parish buildings, employees must wear a face covering over their noses and mouths when they are in public locations, such as:

- Front Lobby
- Hallways
- Staircases
- Elevators
- Restrooms
- Meeting Rooms

Employees in parishes that share common areas with schools must always wear face coverings and participate in surveillance testing.

Face coverings do not need to be worn in:

- Private offices if no one else is present. However, if another person enters the office, both individuals should put on face coverings and ensure there is at least 6 feet of distance between the individuals.
- Parking lot and grounds outside the building as long as at least 6 feet of physical distancing is maintained.
- In cubicles, as long as you are not speaking or interacting with anyone and are at least 6 feet of physical distance from anyone else.

While face coverings do not need to be worn in these circumstances, we ask all employees and their guests, out of an abundance of safety, to consider wearing the face coverings, when feasible, whenever in the presence of others and while practicing social distancing.



Cleaning and Disinfecting Protocols

Parish janitorial employees or contracted janitorial service will perform regular and thorough cleanings in high traffic areas such as break rooms, lunch areas, and areas of ingress and egress, including stairways and stairwells escalators, handrails, and elevator controls. The parish office administration or contracted janitorial service will ensure that sanitary supplies always stay stocked and will provide additional soap, paper towels, and hand sanitizer when needed. Parish janitorial employees or contracted janitorial service will frequently disinfect commonly used surfaces, including doorknobs, toilets, and handwashing facilities. The Parish Administration will require all employees' assistance in the following:

- Clean and disinfect personal work areas often, and supply the necessary cleaning products.
- Employees will be allowed time to implement cleaning practices before and after their work schedule.
- Avoid sharing phones, other work supplies, or office equipment wherever possible.
- Ensure to disinfect shared office equipment such as copiers, fax machines, printers, telephones, keyboards, staplers, surfaces in reception areas, shared workstations, etc. with cleaning products appropriate for the surface.

During the workday, employees are requested to clean and disinfect frequently touched objects in their work areas and after conference room usage, such as:

- Doorknobs
- Tabletops
- Coffee machines
- Microwaves
- Water coolers
- Light switches
- Handles
- Phones
- Copiers
- Printers
- Keyboards

There will be an abundance of cleaning supplies available for use. When possible and where security allows, doors will be propped open to avoid touching of door handles.



Occurrence of Symptoms

During the workday, if an employee begins to feel ill and exhibit any of the virus's symptoms, especially a fever, a changing cough, or difficulty breathing, the employee should immediately notify her/his supervisor that she/he is not feeling well. The employee need not disclose the symptoms that are being experienced. The employee should leave work immediately while wearing a face covering until off property.

All illnesses will be investigated by Human Resources and respective Parish Administration/Business Management to determine if any work-related factors could have contributed to the risk of infection. Immediate steps to isolate any incident will be initiated, and contact exposure will be implemented by Human Resources in collaboration with Department Heads/Directors. According to the CDC, *"close contact is someone who was within 6 feet of an infected person for at least 15 minutes, starting from 48 hours before illness onset until the time the person is isolated. They should stay home, maintain social distancing, and self-monitor until 14 days from the last date of exposure."*

Workplace Modifications

All modifications will be evaluated regularly by each Pastor and Parish Administration/Business Management to ensure it meets guidelines. The following adaptations will be made at the Parish buildings to safeguard employee health:

- All visitors will be screened prior to entering by answering the COVID-19 related health questions provided by local authorities.
- Part of the screening system will be the requirement to wear a face covering while in any parish buildings. We will put this requirement on our website and doors.
- Parish Administrator/ Business Manager will develop a seating plan for Parish Office employees and workspace and label the floor for visitors to ensure physical distancing.
- A Plexiglass/Sneeze Guard to be installed at the Reception/Front Office and other critical high traffic cubicle spaces.
- A designated person will wipe down all packages.
- All employees/volunteers to wipe down every room **before and after** each use, especially high traffic areas such as copiers, bathroom doorknobs, supply room, etc.
- **Restroom Protocols**
 - At the restroom's entrance, the floor should be marked in 6-foot intervals, beginning 6 feet from the door.



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- Antibacterial/viral wipes will be placed in each stall.
- A sign on the door and in each restroom stall should indicate the following:
 - Only one occupant in the restroom at a time.
 - When waiting, everyone to stand at least 6 feet apart (as indicated by floor markings).
 - Clean toilet seat with antibacterial wipes before and after use. Please dispose of these wipes in the trash. **Do not flush them.**
 - Wash hands thoroughly with soap and warm water for at least 20 seconds before leaving the restroom.
- **Parish Janitorial employee or contracted janitorial service to ensure there is an abundance of soap in all restrooms.**
- Copiers can be used preferably through direct printing. If, after unavoidable physical use, please wipe down at all times. Only one person at the copier at a time.
- Employees to avoid having visitors come to the Parish Office, and utilize teleconferencing (Zoom, phone, etc.) or other remote communication methods, whenever possible. If necessary, implement drop off and pickup procedures for outside when appropriate.
- Please space chairs in foyers, offices, and meeting rooms at least 6 feet apart.
- When possible and where there is no security risk, prop open doors to reduce the need to use doorknobs or push bars.
- Maintain physical distancing while greeting people and extend hospitality verbally instead of by shaking hands.
- Avoid congregating in the kitchen spaces, unless 6 feet physical distancing is guaranteed.
- After the use of water cooler or coffee pots, please wipe down at all times. Access to these may need to be discontinued at any given time.
- Preferably utilize separate entrance and exit routes to be clearly marked and, if possible, eliminate employees from passing by one another.
- Limit the number of individuals riding in an elevator and ensure the use of face coverings. Parish Administration/Business Management to post signage regarding these policies.
- All employees will be asked to enter through one entrance and exit through another whenever feasible.

Use of Common Areas and Conference Room Spaces

- Preferably these spaces should only be used by essential workers when social distancing (six feet of physically between employees) is available and less than 10 people in the room.
- At this time, the State allows indoor gatherings only for purposes of worship services, cultural ceremonies like funerals and weddings (but not wedding



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receptions or other receptions, which are prohibited), and protest or political activities. Because the stricter of the requirements applies, the only gatherings allowed in the County are those allowed by the State.

- All precautions to avoid gatherings should be taken into consideration at all times until further notice. It is recommended that video conferencing be used as a preferred option at this time.
- At any time, it may be necessary to close or restrict common areas, using barriers. The Parish Administrator/ Business Manager is to ensure and prepare these areas with the proper physical distance between tables/chairs.
- Congregating is to be avoided in kitchenettes and break rooms and in high traffic areas such as bathrooms, hallways, and stairwells.

Closure of the Parish Offices

- Parish offices remain closed to the public and closed to non-essential business due to the state and county public health orders.



Appendix A

Statement of Risk Factors

The Center for Disease Control has identified the following risk factors and highly recommends anyone with any risk factors continue to physically isolate at home.

In keeping with the Santa Clara County Department of Public Health guidelines for safely reopening, encourage Parish Office Staff who have any of the risk factors to continue to physically isolate at home.

- 65 years of age or older
- chronic lung disease or moderate to severe asthma
- serious heart conditions
- immunocompromised ▪ Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- severe obesity (body mass index [BMI] of 40 or higher)
- diabetes
- chronic kidney disease undergoing dialysis
- liver disease

If you have any of the risk factors identified above, please return home and physically isolate until your COVID-19 infection risk has been eradicated.



Appendix B

Guidelines for Maintaining Proper Hygiene at Work

Clean Your Hands Often

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

Avoid Close Contact with Others

- Avoid close contact with people who are sick.
- Stay home as much as possible.
- Put a distance of at least 6 feet between yourself and others.
- Remember that some people without symptoms may be able to spread the virus.

Cover Your Mouth and Nose with a Cloth Face Cover When Around Others

- You could spread the virus even if you do not feel sick.
- Everyone should wear a face cover when they must go out in public.
- The face covering is meant to protect other people in case you are infected.
- Do not use a face covering meant for a healthcare worker.
- Continue to keep at least 6 feet between yourself and others. The face covering is not a substitute for physical distancing.

Cover Coughs and Sneezes

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

Clean and Disinfect

- Clean and disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.



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- If surfaces are dirty, clean them. Use detergent or soap and water before disinfection.
- Then, use a household disinfectant. Most EPA-registered household disinfectants will work.



Appendix C

Health Screen Checklist

- Are you currently experiencing, or have you experienced in the past 14 days, any of the following symptoms? (Please take your temperature before you answer this question.)
 - Yes No Fever (100.4° F/37.8° C or greater as measured by an oral thermometer) Yes No Cough
 - Yes No Shortness of breath or difficulty breathing Yes No Sore throat
 - Yes No New loss of taste or smell Yes No Chills
 - Yes No Head or muscle aches
 - Yes No Nausea, diarrhea, vomiting

- In the past 14 days, have you been in close proximity to anyone who was experiencing any of the above symptoms or has experienced any of the above symptoms since your contact?

Yes No

- In the past 14 days, have you been in close proximity to anyone who has tested positive for COVID- 19?

Yes No

- Have you been tested for COVID-19 and are waiting to receive test results?

Yes No

- Have you have tested positive for COVID-19, or are you presumptively positive for COVID-19 based on your health care provider's assessment or your symptoms?

Yes No

NOTE: If you have tested positive for COVID-19 or have been presumptively positive for COVID-19 based on your health care provider's assessment or your symptoms, please contact your supervisor or human resources representative immediately.

- In the past 14 days, have you been on a commercial flight or traveled outside of the United States?

Yes No



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- In the past 14 days, have you been in close proximity to anyone who has been on a commercial flight or traveled outside of the United States?

Yes No

If you answered “yes” to any of the foregoing questions, please do not come to the work, and notify your supervisor promptly.



Appendix D

Social Distancing Protocol – October 11, 2020

This form must be submitted online at:

<https://www.sccgov.org/sites/covid19/Documents/Mandatory-Directives-Gatherings-10-9-2020.pdf>

NOT FOR OFFICIAL USE: SAMPLE ONLY

Social Distancing Protocol *COVID-19 Site-Specific Protection Plan*

Legal Business Name:

Fictitious Business Name (if any):

Address of the specific facility or worksite that is the subject of this Protocol (Complete one protocol for each facility or worksite. If business only performs services at facilities or worksites that the business does not own or operate (for example, a housecleaning or lawncare business), the business must check the “No Business Facility” box below and this protocol must cover those services):

Street Address and Unit Number:

City:

Zip Code:

No Business Facility: Only check this box if the business only performs services at various facilities/worksites that the business does not own or operate, and provide full mailing address for the business here:

Type of Business:

Facility/Worksite visited by public: YES or NO or Not Applicable

Individual Owner or Manager Responsible for Ensuring Compliance with Protocol

(Note: This information will be publicly accessible)

Name: Title:

Phone number: Email Address:

This Protocol was submitted on:

Please check if applicable:

Replacement Protocol: This business already submitted a Social Distancing Protocol on the County’s website after October 11, 2020 using this webform. This protocol **replaces** the protocol that was previously submitted on the County’s website after October 11, 2020.

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. Businesses must regularly evaluate the facility or worksite that is the subject of this submission for compliance with this Protocol.

Signage:

- Post signage at each entrance of the facility or worksite that informs personnel and customers of the following (signage meeting this requirement can be downloaded and printed from the County’s COVID- 19 website): Do not enter if you have COVID-19 symptoms;
- Maintain at least six-foot distance from others at all times;



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- Face coverings required to enter (except for very young children, if medically inadvisable, or for communication by or with people who are hearing impaired);
Cover sneezes and coughs with cloth, tissue, or elbow;
Do not shake hands or engage in unnecessary physical contact.
- Post signage at appropriate locations throughout the facility/worksites reminding everyone to wear face coverings and stay at least six feet away from others.
- Post a copy of your updated COVID-19 PREPARED Sign and Social Distancing Protocol Visitor Information Sheet at each entrance where they can easily be viewed. These documents will be provided to you electronically when you submit this Revised Social Distancing Protocol.

Personnel Training:

- After submission, distribute copies of the completed Protocol to all personnel, and train all personnel on this Protocol.
- For businesses that perform services for facilities or worksites that the business does not own or operate, distribute a copy of the completed Protocol to the owner or operator of each facility or worksite where the business performs services.
- Train personnel on basic information regarding COVID-19 from the CDC available at <https://www.cdc.gov/coronavirus/2019-ncov/index.html>, including how to prevent COVID-19 from spreading, who is especially vulnerable to the disease, and when to seek medical attention.
- Train personnel on screening themselves for COVID-19 symptoms, including temperature and/or symptom checks using CDC guidelines available at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
- Train personnel on the need to stay home and get tested if they have a frequent cough, fever, difficulty breathing, chills, muscle or body aches, headache, sore throat, nausea, vomiting, diarrhea, tiredness, or recent loss of taste or smell. Ensure all personnel know they must also stay home if they or someone they live with has been diagnosed with COVID-19, or if they've had close contact with someone diagnosed with COVID-19.
- Train personnel on County guidance for when it is safe to return to work if they have COVID-19 symptoms, have tested positive for COVID-19, or have had close contact with someone who has tested positive for COVID-19. County guidelines are available at: https://www.sccgov.org/sites/covid19/Pages/business-guidance.aspx#business_safety_guidance.
- Train personnel on the need for frequent handwashing with soap and water, mandatory face coverings, the importance of social distancing, and other measures required in this Protocol.
- Train personnel on the importance of getting tested for COVID-19 in accordance with County guidance available at <https://www.sccgov.org/sites/covid19/Pages/covid19-testing.aspx>, and explain that testing is available through their healthcare provider or at free community testing sites (www.sccfreetest.org).
- Inform personnel that they can report any deficiencies in compliance with Social Distancing Protocol requirements by this business or any other at which they may work at www.sccCOVIDconcerns.org or by calling the County Office of Labor Standards Enforcement Advice Line at 866-870-7725.
- Inform personnel about employer or government-sponsored leave benefits that personnel may be entitled to receive, including those benefits identified at the following address: <https://www.labor.ca.gov/coronavirus2019/#chart>.
- Train personnel on new or modified COVID-19 safety measures immediately upon updating this Protocol.



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- Optional—Describe other measures this business plans to take to train personnel on COVID-19 safety and related issues:

Individual Control Measures and Screenings:

- Maximize the number of personnel who work from home. Businesses must direct all personnel who can perform their assigned work duties from home to do so, and they must prohibit those personnel from performing those work duties at the facility or worksite.
- For personnel who are not working from home:
- Direct all workers not to come to work if sick or exhibiting symptoms of COVID-19.
- Ask all personnel if they have COVID-19 symptoms at the beginning of each shift, and screen all other people before they enter the facility or worksite. Send personnel home if they report COVID-19 symptoms. (*Note, temperature screenings with thermometer or thermal scanner are not required, and can increase COVID-19 risk if many employees convene in the same place for temperature screening.)
- Require all persons, except those exempted from face covering requirements, to properly wear face coverings at all times in accordance with the California Department of Public Health's mandatory Guidance for the Use of Face Coverings and the Health Officer's Order. Exemptions to the face coverings requirement include very young children, people for whom face coverings are medically inadvisable, or for communication by or with people who are hearing impaired.
- Optional—Describe other measures:

Handwashing and Hand-Sanitizing Protocols:

- Encourage frequent handwashing or use of hand sanitizer and provide frequent breaks for handwashing.
- Hand sanitizer and/or soap and water are available at or near the site entrance, at checkout counters, and at various locations throughout the site to enable the public and staff to frequently clean their hands.
- Handwashing and other sanitary facilities are operational and stocked at all times.
- Optional—Describe other measures:

Cleaning and Disinfecting Protocols

- Thoroughly and regularly clean any high traffic areas (including seating areas, break rooms, bathrooms, and other common areas) and frequently disinfect any high-contact surfaces (including doorknobs, handrails, counters, tables, checkout areas, cash registers, telephones, elevator controls, etc.).
- Disinfecting wipes that are effective against COVID-19 are available for use by customers and personnel near shopping carts and baskets if shopping carts and baskets are used at the facility.
- Assign staff to disinfect carts and baskets regularly that are used at the facility if shopping carts and baskets are used at the facility.
- Disinfect shared equipment and touchable surfaces like payment portals and pens after each use.
- Install contactless devices (including contactless payment systems, motion sensor lights, automatic soap and towel dispensers, and contactless timecard systems) if possible.
- Adjust operational hours to provide adequate time for cleaning and stocking with social distancing, and provide time for any workers to clean between shifts.
- To improve ventilation, filtration, and outdoor air exchange:
 - Evaluate HVAC system (if applicable) to make sure it is properly functioning, and have it regularly serviced.



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- Consider upgrades to HV AC and building air filtration systems and implement any feasible improvements to these systems (for example, to enhance air filtration efficiency and increase the percentage of outdoor air through the HVAC system).
- Open windows and doors throughout the facility when environmental, building, and safety conditions allow.
- Optional—Describe other measures:

Measures to Maintain Social Distancing:

- Limit the number of people in the facility/worksites to allow adequate social distancing (six feet minimum) at all times and to comply with any applicable capacity restrictions in the Health Officer Order.
- Review, comply with, and enforce any applicable capacity limitations for the facility, following all instructions listed at www.sccgov.org/covidcapacity.
- Designate a staff person to ensure that the maximum number of occupants is not exceeded, that all persons are wearing face coverings if required by the Health Officer Order, and that people entering comply with other provisions of this Protocol. Ensure that this person is more than six feet away from others to maintain adequate social distance.
- Require that all persons at the facility/worksites stay at least six feet away from all other persons, except as strictly necessary to perform job functions.
- Place tape or other markings at least six 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 social distance.
- If feasible, increase remote (online and telephone) purchasing, delivery, and curbside pickup service options.
- Separate order areas from delivery areas to prevent customers from gathering.
- Minimize any in-person meetings and adjust those that are necessary to ensure adequate social distancing.
- Stagger personnel breaks, in compliance with wage and hour regulations, to reduce the number of workers taking breaks together.
- Where possible, create outdoor break areas with shade covers as a substitute for indoor break areas. Encourage staff to eat their meals and take their breaks socially distanced outdoors when conditions allow.
- Limit access to or close indoor break rooms to encourage use of outdoor break areas and prevent crowding. Discourage or prohibit eating or drinking in small, enclosed break rooms if less risky alternative areas exist for staff to take their meals (such as outdoors or socially distanced at individual workstations).
- Require workers to maintain 6-foot social distance at all times while on breaks, and preferably more distance if eating or drinking. Reconfigure break areas to facilitate social distancing.
- Maximize the use of outdoor space for interactions or transactions with customers to minimize the time that customers and personnel are indoors, particularly when in close proximity to one another.
- Optional—Describe other measures:

Procedure if a Person at the Facility/Worksite Tests Positive for COVID-19

- Review and comply with all measures listed at www.sccsafeworkplace.org in the event of a confirmed case of COVID-19 amongst personnel.



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- Create, and post in an area easily viewable by personnel, a plan to comply with all applicable measures listed at www.sccsafeworkplace.org in the event of a confirmed case of COVID-19 amongst personnel. Depending on the type of facility, these measures will likely include, among others:
 - Immediately removing the infected person from the facility/worksites and ensuring they are no longer occupying the same space as any other personnel.
 - Instructing the infected person to stay home and isolate in accordance with the instructions listed at www.sccsafeworkplace.org.
 - Notifying the County Public Health Department within four hours of learning of the positive case by following the instructions at www.sccsafeworkplace.org.
 - Identifying any workers (and customers, if known) who had close contact with the infected person.
 - Complying immediately with any case investigation, contact tracing, and worksite investigation measures by the County Public Health Department. This will include providing the names, addresses, phone numbers, and work dates and times for close contacts of the infected person, which employers are required by law to provide to the County Public Health Department upon request.
 - Excluding all close contacts from the facility/worksites or any other jobsite in accordance with the instructions listed at www.sccsafeworkplace.org.
 - Implementing cleaning and disinfection measures for areas recently visited by the infected person as set forth in www.sccsafeworkplace.org, and closing off areas visited by the infected person until cleaning and disinfection is complete.

Additional Measures

- Review and implement measures in any applicable industry-specific directives issued by the County Health Officer and COVID-19 Industry-Specific Guidance issued by the California Department of Public Health.
- Describe any additional health and safety measures implemented (e.g. providing restricted shopping hours for seniors and other individuals at high risk for COVID-19):

Certification

I affirm that this business will provide all personnel with a copy of this Revised Social Distancing Protocol and conduct trainings as required in this Revised Social Distancing Protocol; that this business will post copies of the updated COVID-19 PREPARED Sign, Social Distancing Protocol Visitor Information Sheet, and signage as required herein; that any signage posted pursuant to the instructions listed at www.sccgov.org/covidcapacity is accurate; that the business will implement all applicable measures as set forth herein; that this Revised Social Distancing Protocol may be made publicly available; that I am authorized to complete and sign this certification on behalf of this business; that I understand that failure to comply with requirements imposed by the Health Officer of the County of Santa Clara (including this Revised Social Distancing Protocol) is unlawful and may subject the business or responsible individuals to punishment by imprisonment or a fine or both; that this business accepts service by email at the email address indicated below of all documents associated with administrative enforcement of the Health Officer Order; and that all information in this Revised Social Distancing Protocol is complete and accurate to the best of my knowledge formed after diligent and thorough investigation.

- I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Name: Date: Title: Email: Phone: Signature: