



Lupe

ABC Preschool  
LIC #013421346-45  
COVID-19 Site-Specific Protection Plan (SPP)

Business Name:

ABC PRESCHOOL & DAYCARE

Facility Address:

20135 SAN MIGUEL AVE CASTRO VALLEY

This COVID-19 Site-Specific Protection Plan (SPP) was most recently updated on:

6.11.20

The person(s) responsible for implementation of this Plan is:

Name:

TANSY STEVENS

Title:

DIRECTOR

I, TANSY STEVENS certify that all employees have been provided a copy of it and have reviewed it and received training as required in this SPP.

Name:

TANSY STEVENS

Signature:

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 65 and others 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. Screening follows CDC Guidelines.
- Employees are provided with all required protective equipment (i.e., face coverings) and the employer ensures this equipment is worn properly at all times.
- Employees are 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 should use face coverings.
- Employees who are sick or exhibiting symptoms of COVID-19 are directed to stay home and Centers for Disease Control guidelines will be followed for when that employee can return to work.

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

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Description of specific operational procedures being implemented to ensure there is adequate time for cleaning/disinfecting:

THERE ARE EXTRA STAFF AVAILABLE TO CLEAN AND DISINFECT AREAS AND OBJECTS AFTER USE. CLEANING "STATIONS" HAVE BEEN SET UP AT EACH ENTRANCE /EXIT.

Additional measures that have been taken at this business location:

THE PLAY AREAS HAVE BEEN SECTIONED OFF IN ORDER TO HAVE MORE CONTROL OVER CLEANING /DISINFECTING ALL ITEMS COMING INTO THE SCHOOL WILL BE CLEANED. FROM LUNCH BOXES TO MAIL.

### Physical Distancing Guidelines

- Employee breaks and break rooms are managed to allow employees to eat on premises in designated areas where they can remain 6 feet apart.
- Customers are not permitted to bring their own bags, mugs, or other reusable items from home.
- 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.
- All desks or individual workstations are separated by at least six feet or employees otherwise maintain six feet if workspace is limited.

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:

PHYSICAL DISTANCING WILL BE EXERCISED TO THE BEST OF OUR ABILITY. SMALLER GROUPS, MORE SPACE AT CIRCLE. REMINDERS TO KIDS IN YARD AND NAP BEDS SPACED APPROPRIATELY.

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### Notification of COVID-19 Positive Case at your Worksite

- ~~Office of~~ Public Health is notified of all positive COVID-19 cases.
- If an employee is diagnosed with COVID-19, Marin County Public Health will provide assistance in the assessment of potential worksite exposures, and any recommended testing, quarantine, or isolation instructions.
- Employers and employees are aware that they can call Alameda Public Health if a suspected exposure has occurred at (510) 267-8000

### 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 CDC's webpage.
- The vulnerability of older adults 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 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.
- 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:

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### Compliance and Documentation

- This worksite is regularly inspected for compliance with this Site-Specific Protection Plan (SPP) and any deficiencies are documented and corrected.
- All new business operations will continue to be accessible to consumers and employees with disabilities, complying with the Americans with Disabilities Act, Title III which covers private business entities.

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**Exhibit A - Physical Distancing for Operating Indoors<sup>2</sup>**

Effective date this business is permitted to operate indoors:

The number of individuals allowed indoors at any one time is limited to which allows customers and employees to easily maintain at least six-foot distance from one another at all practicable times.

- An employee will be assigned during all operating hours to ensure that the maximum number of customers indoors is not exceeded.

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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"

N/A  
Break rooms:

N/A  
Scanners:

AFTER EACH USE  
Bathrooms:

AFTER EACH USE  
Telephones:

FOUR TIMES PER DAY  
Handrails/door handles/counters/shelving:

AFTER EACH USE  
Time clocks:

N/A  
Shopping carts/baskets:

AFTER EACH USE  
Handwashing facilities:

OUTSIDE STRUCTURES -  
Hand/held devices (payment portals, including ATM PIN pads, etc.):

AFTER EACH USE  
Custom equipment and tools (i.e. pallet jacks, loaders, supply carts):

N/A  
Registers:

N/A  
Conveyor belts:

TABLES, CHAIRS AFTER EACH USE  
Others:

BEDS,

Additional control measures you are implementing at this worksite include:

Sign in + out sheet - drop off + pick up done at front of building UNTIL FURTHER NOTICE.

CHILDREN MONITERED UPON ARRIVAL FOR illness.

TEMPERTURES TAKEN - ANY COUGH, RUNNY NOS CHILD MUST GO HOME. DESIGNATED ROOM + BATHROOM FOR SICKLY CHILD.

Any illness OF CHILDREN OR TEACHER IS Reported to appropriate authorities.

#### 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 touchless systems.