



Item No. 3 Town of Atherton

CITY COUNCIL STAFF REPORT – MANAGER’S REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: GEORGE RODERICKS, CITY MANAGER

DATE: APRIL 1, 2020

SUBJECT: RATIFICATION OF SUCH RULES AND REGULATIONS ENACTED BY THE DIRECTOR OF EMERGENCY SERVICES IN RESPONSE TO COVID-19

RECOMMENDATION

It is recommended that the City Council certify the continuing emergency, and ratify such rules and regulations enacted by the Director of Emergency Services in response to COVID-19.

BACKGROUND/ANALYSIS

On March 3, 2020, the County of San Mateo declared a State of Emergency. The Governor followed with a similar declaration for the State on March 4, 2020.

On March 13, 2020 as the Director of Emergency Services, I issued a Proclamation of Local Emergency. The Proclamation allowed the Town to take the steps necessary to protect the safety of our community and Town staff in response to the COVID-19 Pandemic. These steps included streamlined purchasing to secure the resources necessary to respond in a timely manner; the implementation of rules or regulations, as needed for the protection of life or property; implementation of programs or services to protect life or property; ramping up or down of Town service delivery in response to COVID-19 social distancing protocols; and the recovery of costs related to any of these responses.

On March 16, 2020 the San Mateo County Health Order initiated a Shelter in Place across a broad spectrum of activities until April 7.

On March 18, 2020 the City Council reviewed and approved the Declaration of Local Emergency. The City Council also provided specific direction regarding requirements under the declaration of emergency specifically related to the **prohibition of all construction activity**.

Pursuant to Council direction, as the Director of Emergency Services, I ordered that all construction activity in the Town of Atherton be suspended for the duration of the Shelter in Place Order (presently April 7). Construction sites were provided the opportunity to finalize ongoing construction work, seal, and weather-proof their sites. That activity was allowed to continue

through Saturday, March 21. Sites that needed additional time to comply with the order were processed on a case-by-case basis in consultation with the Building Official and City Manager.

Action was taken to suspend all building construction activity due to the Town's limited resources to issue permits, conduct regular inspection services and inability to adequately protect its inspection and field personnel. Waiving requirements of field inspections increases the risk of unsafe construction. Failure to provide adequate protective gear to protect inspectors and field personnel from contaminated job sites puts Town staff and the general public at risk for exposure to COVID-19. Further, Federal and State governments have formally requested that protective gear be preserved for essential health workers and public safety personnel. Housing production is a continuing priority not just for the Town but also the region, but the need to reduce the local health emergency takes precedence and was determined to be in the best interest of public health and safety.

On March 19, 2020 the Governor enacted Executive Order No. N-33-20 ordering all individuals in the State of California to stay home or at their place of residence, except as needed to maintain continuity of operations of specific identified federal critical infrastructure sectors. The Governor also empowered local agencies to take such actions deemed necessary to preserve and protect the health and safety of their communities in light of their specific circumstances. The Governor's Order does not have an end date.

As Director of Emergency Services, the following specific actions were been taken with respect to Town Services and Operations:

1. All Town Committee Meetings have been cancelled through April 30. This includes the following Committees: Audit & Finance, Bicycle & Pedestrian, Environmental Programs, Park and Recreation, Rail, Transportation, and Tree.
2. City Council and Planning Commission Meetings will be limited to essential items only and will be conducted pursuant to the Governor's Executive Order regarding the Brown Act to allow maximum remote participation by the Public and Council/Commission.
3. All non-essential Special Meetings of the City Council scheduled for March 24 and April 1 are cancelled (Fire Services Issue and Budget Study Session).
4. All organized activities at the Park during the Shelter-in-Place Order are cancelled and will be rescheduled. The Park remains OPEN for non-organized recreational activities, compliant with social distancing protocols.
5. Tennis facilities are CLOSED.
6. Playground and Par Course facilities are open, but the Town wipes down the equipment only twice daily. Signs have been posted encouraging uses to use caution.
7. Scheduling of any new events at the Park through April 30 have been placed on hold.
8. All currently scheduled private events, training, and classes from April 7 through April 30 have been encouraged to cancel or postpone. The Town will assist in facilitating a cancellation or postponement without incurring a fee to do so.
9. Little League has suspended their activities at the Park.
10. Knox Preschool is suspending their activities.
11. Library Services are closed.
12. Postal Annex Services are closed.

13. All Town Offices are closed to in-person public contact; but Town operations are considered an essential service and basic internal operations will continue. However, unlike larger agencies, the Town does not have a depth of staff that would allow for full rotation of staffing should a COVID-19 quarantine arise. As such, staff will be telecommuting and using electronic communications to the maximum extent feasible and using an A-Team/B-Team approach when at the office for essential work.
14. Field operations continue and the Town's Public Safety and Public Works personnel continue work as first responders in support of maintenance and public safety operations deemed essential.
15. Emergency building permits will be reviewed electronically and will be approved for work as deemed necessary to complete emergency work required for maintaining the safety of a residence and its occupants.

The above actions were ratified by the Council at the March 25, 2020 Special Meeting. The City Council will continue to meet weekly to certify the continuing emergency and ratify such rules and regulations enacted by the Director of Emergency Services in response to COVID-19.

On March 31, 2020, the Bay Area Counties, including San Mateo County, enacted an extension of the Shelter-in-Place Order through May 3. A copy of that order is attached. The order enacts further restrictions, to include restrictions on construction activity.

Based on that order, additional actions will be taken:

16. Playground, Picnic and Par Course areas at the Park will be closed to public use **through May 3**.
17. All Town Committee Meetings have been cancelled **through May 3**. This includes the following Committees: Audit & Finance, Bicycle & Pedestrian, Environmental Programs, Park and Recreation, Rail, Transportation, and Tree.
18. Scheduling of any new events at the Park **through May 3** have been placed on hold.
19. All currently scheduled private events, training, and classes from April 7 **through May 3** have been encouraged to cancel or postpone. The Town will assist in facilitating a cancellation or postponement without incurring a fee to do so.
20. All residential construction activity is prohibited, except in the case of emergency.

Construction Activity

The Town initiated a Builder's Roundtable Subcommittee to assist in identifying ways that residential construction could continue should requirements under the local Order be relaxed. These could include a limitation on the number of workers on the job site, social distancing requirements, requirements for personal protective equipment, and the requirement that the contractor sign an authorization agreeing to abide by the requirements or face being shut down through the duration of the shelter-in-place order. The Town anticipated that any relaxation of the prohibition on construction would be self-regulating as the Town does not have the available resources to realistically conduct enforcement in this area.

The Builder's Roundtable Subcommittee met twice and developed the attached Rules and Regulations that would allow for the resumption of building construction in the community. The

Rules and Regulations would also apply to Public Works and Essential Infrastructure Projects. However, given the Town's Building Official would have the discretion to amend the requirements as needed to address the specific project. For example, exceptions could be made for numbers of job site personnel, # of handwashing stations and vehicles in ROW. The Rules and Regulations also require the screening of personnel entering the job site on a daily basis. This form is also attached. The check-in screening questions will be provided in English and Spanish.

Based on early discussion and prior to release on March 31, 2020, the Council had the option to allow residential construction to continue. However, with the new Order, that option has been eliminated in the short-term.

Public infrastructure projects that support an Essential Governmental Function (defined locally) and Essential Infrastructure Projects are allowed to continue. The Order defines Essential Infrastructure as including airports, utilities, oil refining, roads and highways, public transportation, solid waste, cemeteries, mortuaries, crematoriums, and telecom. Projects that maintain the operation or repair of these items are allowed to continue. Therefore, work by PG&E, West Bay Sanitary, Calwater, telecom agencies, or the Town in support of that infrastructure are allowed.

Specifically, the Order states that construction is allowed only in the following areas:

1. Projects immediately necessary to the maintenance, operation or repair of Essential Infrastructure;
2. Projects associated with Healthcare Operations, including creating or expanding Healthcare Operations, provided that such construction is directly related to the COVID-19 response;
3. Affordable housing that is or will be income-restricted, including multi-unit or mixed-use developments containing at least 10% income-restricted units;
4. Public works projects, if specifically designated as an Essential Governmental Function by the lead governmental agency;
5. Shelters and temporary housing, but not including hotels or motels;
6. Projects immediately necessary to provide critical non-commercial services to individuals experiencing homelessness, elderly persons, persons who are economically disadvantaged, and persons with special needs;
7. Construction necessary to ensure that existing construction sites that must be shut down under this Order are left in a safe and secure manner, but only to the extent necessary to do so; and
8. Construction or repair necessary to ensure that residences and buildings containing Essential Businesses, are safe, sanitary, or habitable to the extent such construction or repair cannot reasonably be delayed.

Shelter in Place

The new Shelter-in-Place Order has been extended to May 3. Moving forward, staff has been working to develop a plan for processing some of the Town's essential activities, such as review and approval of the FY 2020/21 Budget, maintenance and improvements to critical infrastructure (streets, drainage, facilities, etc.), and construction of the Town Center. Staff is also looking

forward and preparing an analysis of short- and long-term fiscal impact to the Town's revenue and expenditure projections.

As the Director of Emergency Services, I will be regularly reviewing the specific actions taken under the Shelter-in-Place Order and the Town's Declaration of Local Emergency. Such review will be conducted with the City Council weekly so long as the local emergency persists.

Modifications may be made should local circumstances or applicable law change. In addition, as the Director of Emergency Services, limited exceptions may be granted to any of the above specific actions to protect life, health or safety, provided that they can be done consistent with all applicable local, County, State and Federal Orders.

RECOMMENDATION

It is recommended that the City Council certify the continuing emergency, and ratify such rules and regulations enacted by the Director of Emergency Services in response to COVID-19.

ATTACHMENTS

1. Planning and Building Services and Rules and Regulations for the Continuation of Construction
2. Site Screening and Check-In Form
3. March 31, 2020 Shelter-in-Place Order



**Town of Atherton
Planning and Building Services
Under the COVID-19 Shelter in Place Order
April 1, 2020**

Updated: 3/30/2020
Information Subject to Change

Due to the declared emergency at the local, County, State and Federal levels and subsequent Shelter-in-Place Orders, certain in-person services will be limited within the Planning and Building Departments. However, the Town may allow public works and residential construction projects ("construction activities") to resume, as long as they are conducted in accordance with the applicable State and County Shelter-in-Home Orders, the Town’s Local Emergency Orders, and Rules and Regulations for Continuation of Construction Activities, as set forth herein.

Property Owners and Contractors will be required to execute an acknowledgement and agreement to comply with these requirements. Property Owners and Contractors are responsible for all assignees, employees and subcontractors (collectively, "personnel") for the respective job sites. Failure of any member of a construction crew to adhere to the requirements under the Rules and Regulations may result in the immediate revocation of the right to work within the Town at any job site during the Shelter-in-Place Order, the potential imposition of fines and/or citations, and the potential immediate suspension or revocation of their Atherton Business License.

The following service modifications have been implemented by the Town to ensure it continues to provide support services to construction projects which may be undertaken in compliance with the local and County Orders. Please check back periodically for updates to Planning and Building Department service availability.

BUILDING DEPARTMENT

Service Information by Project Type	Status under the Shelter in Place Order(s)	Available Services
Existing Construction of New Residential Homes and New Applications for Ancillary Construction	Allowed. Residential construction projects currently underway (issued and active permits) are allowed to continue. However, priority for inspections is provided to construction activity of the new home and essential facilities only. Construction of non-essential accessory structures, hardscape, pools, patios, detached structures, landscaping, or other areas of the property is discouraged at this time. All activity must comply with the Rules and Regulations for Residential Construction provided below.	Inspections will be available subject to the restrictions below. Inspections may be limited to essential facilities based on priority, availability of resources, and subject to the discretion of the Building Official.
In-Progress Residential Remodels	Allowed. Residential renovation projects of any kind that are currently underway (issued and active permits) may continue, if they are necessary to	Inspections will be available subject to the restrictions below. Also,

Service Information by Project Type	Status under the Shelter in Place Order(s)	Available Services
(currently occupied homes)	<p>provide a safe, sanitary and habitable space. Construction of non-essential accessory structures, hardscape, pools, patios, detached structures, landscaping, or other areas of the property is discouraged at this time.</p> <p>All activity must comply with the Rules and Regulations for Residential Construction provided below.</p>	<p>see restrictions on inspections of occupied structures. Inspections may be limited to essential facilities based on priority, availability of resources, and subject to the discretion of the Building Official.</p>
New Applications for Residential Remodels	<p>Not allowed. You must defer your residential remodel or renovation project unless it is necessary to restore your currently occupied home to a safe, sanitary, and habitable space.</p>	<p>None.</p>
Public Construction Projects	<p>Allowed. Construction activity on public works facilities, such as the Town Center, Park facilities, road projects, drainage projects, or other public infrastructure are allowed to continue.</p> <p>Public Construction Projects shall be exempt from specific residential jobsite provisions; but shall comply with all County, State and Federal social distancing requirements and be subject to the discretion of the Building Official with respect to compliance with the local Rules and Regulations articulated below to the maximum feasible.</p>	<p>Yes. Electronic submittal of plans for review and approval will be required. Inspections will be available subject to the restrictions below and based on the availability of resources.</p>
Essential Infrastructure (Sewer, water, telecom, etc.)	<p>Allowed. Essential Infrastructure Projects shall be exempt from specific residential jobsite provisions; but shall comply with all County, State and Federal social distancing requirements and be subject to the discretion of the Building Official with respect to compliance with the local Rules and Regulations articulated below to the maximum feasible.</p>	<p>Yes. Electronic submittal of plans for review and approval will be required. Inspections will be available subject to the restrictions below and based on the availability of resources.</p>

As noted above, certain projects may continue construction in compliance with the Shelter-in-Place Health Order, including social distancing requirements. It is the responsibility of the property owner, contractor, job site manager, and/or foreman to ensure compliance with the Order and social distancing requirements. If a site is not complying with the Order, a scheduled inspection will not be completed, and the project will not be allowed to continue operation during the Shelter-in-Place Order.

Building Inspections

Certain building inspection services will continue, observing social distancing requirements. Inspections may be limited to essential facilities based on priority, availability of resources, and subject to the discretion of the Building Official.

- All outdoor inspections may continue. Personnel may be required to leave the job site to allow the inspection to occur.
- All indoor inspections of unoccupied structures may continue. Personnel may be required to leave the job site to allow the inspection to occur.
- All indoor inspections of occupied structures are NOT permitted unless required for structure habitability (life/safety). Real-time video inspection is possible for non-life/safety inspections in occupied structures at the discretion of the Building Official.
- For all types of inspections listed above, real-time video inspection is encouraged, at the discretion of the Building Official.

To schedule an inspection, including a real-time video inspection, please call (650) 752-0542.

General Questions: Staff is available to answer questions via phone or email only - Building Official Mike Greenlee at mgreenlee@ci.atherton.ca.us or via phone at (650) 752-0518.

Planning Services

Project processing will continue as staff and resources allow. Staff is working remotely and can assist you with your project or application. Please contact the Principal Planner Stephanie Bertollo-Davis at SBertollo-Davis@ci.atherton.ca.us or via phone at (650) 752-0544. Be sure to provide an email address when leaving a voicemail message.



**RULES AND REGULATIONS
FOR CONTINUATION OF
RESIDENTIAL CONSTRUCTION ACTIVITY**

1. Project managers shall screen all people entering the jobsite for COVID-19 infection or contact, including obtaining an affirmative statement that each person confirms that he/she has not experienced flu-like symptoms or been around anyone with flu-like symptoms for at least 24 hours. The Town shall provide a clearance form for use by the project managers.
2. Project managers shall track the names of all personnel working on the job site each day. All personnel shall be required to be checked in and out of the job site. All personnel shall be required to confirm and acknowledge the Rules and Regulations each day upon entry into the job site on a form provided by the Town. All such documentation shall be provided to the Building Department electronically by close of business on the following day.
3. All residential jobsites are limited to 15 people or less at the job site, inclusive of any site supervision.
4. In order to minimize exposure, all personnel are encouraged to bring their lunch and beverage for the day and remain on the job site for the duration of their workday, i.e. no exiting to the street or right-of-way during the work day.
5. No more than 2 people shall work or congregate in any enclosed area less than 400 square feet.
6. All personnel shall park interior to the job site. No vehicles shall be allowed to park in the public right-of-way. If the job site is unable to accommodate this requirement, the job site will not be allowed to work.
7. Personnel shall not be allowed to congregate together on the job site or in the public right-of-way. Social distancing of 6 feet shall be maintained between all personnel at all times, except when OSHA requirements dictate differently.
8. All job sites shall provide functional handwashing stations with soap at the entry point to the job site and at the restroom areas, unless handwashing station and restroom area is within 50 feet of the entrance to the jobsite, in which case one handwashing station is required.
9. All job site equipment, gates, and entry points that involve any personal contact shall be wiped down with disinfectant at regular intervals, and not less than three times every work day.
10. All restroom facilities shall be wiped down with disinfectant at regular intervals, and not less than three times every work day.
11. All personnel shall use proper personal protective equipment at all times and shall be appropriately trained in its use pursuant to OSHA guidelines for COVID-19 - <https://www.osha.gov/SLTC/covid-19/controlprevention.html>. At a minimum, personal

protective equipment shall include but not be limited to disposable nitrile gloves, goggles, face shields, face masks and other respiratory protection, when appropriate.

12. Personnel shall be instructed to sanitize themselves and their work areas at regular intervals pursuant to OSHA guidelines for COVID-19 - <https://www.osha.gov/SLTC/covid-19/controlprevention.html> and <https://www.osha.gov/Publications/OSHA3990.pdf>.
13. Project managers shall notify appropriate public safety personnel of any positive COVID-19 results for any personnel in or on the job site and shall not allow affected or exposed employees or personnel back on the job site until they have been medically cleared.
14. Job Sites shall post these requirements in a conspicuous place on the interior and exterior of the job site.

Having read the above, I acknowledge and agree to be bound by the terms herein.

PROPERTY OWNER

CONTRACTOR

DATE

DATE

**Construction Site Screening Questions
Under the COVID-19 Shelter in Place Order**

Please answer the following five (5) questions with a YES or NO.

1. Have you experienced any cold or flu-like symptoms in the last 24 hours (to include cough or fever or sore throat or respiratory illness or difficulty breathing)?
2. Have you had close contact with someone that is experiencing any cold or flu-like symptoms in the last 24 hours (to include cough or fever or sore throat or respiratory illness or difficulty breathing)?
3. Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?
4. Have you traveled out of country or been in close contact with anyone who has traveled out of country in the last 14 days?
5. Have you returned from any out of state travel or been in close contact with anyone who has traveled out of state in the last 14 days? **(Note: Out of State travel will not automatically bar you from the site)**

If you answered YES to any of the questions above, you may be prohibited from entering the jobsite.

Thank you for your cooperation and understanding.



Dr. Scott Morrow, Health Officer
Cassius Lockett, PhD, Director

Public Health, Policy & Planning
225 37th Avenue
San Mateo, CA 94403
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**ORDER No. c19-5b (REVISED) OF THE HEALTH OFFICER
OF THE COUNTY OF SAN MATEO DIRECTING
ALL INDIVIDUALS LIVING IN THE COUNTY TO CONTINUE SHELTERING AT
THEIR PLACE OF RESIDENCE EXCEPT FOR ESSENTIAL NEEDS; CONTINUING
TO EXEMPT HOMELESS INDIVIDUALS FROM THE ORDER BUT URGING
GOVERNMENT AGENCIES TO PROVIDE THEM SHELTER AND HAND
SANITATION FACILITIES; LIMITING TRAVEL FOR OUTDOOR RECREATION
ACTIVITIES AND RESTRICTING ACCESS TO RECREATION AREAS;
REQUIRING ESSENTIAL BUSINESSES TO IMPLEMENT SOCIAL DISTANCING
PROTOCOLS; CLARIFYING AND FURTHER LIMITING ESSENTIAL BUSINESS
ACTIVITIES, INCLUDING CONSTRUCTION; AND DIRECTING ALL BUSINESSES
AND GOVERNMENTAL OPERATIONS TO FURTHER CEASE NON-ESSENTIAL
OPERATIONS**

DATE OF ORDER: MARCH 31, 2020

Please read this Order carefully. Violation of or failure to comply with this Order is a misdemeanor punishable by fine, imprisonment, or both. (California Health and Safety Code § 120295, *et seq.*; Cal. Penal Code §§ 69, 148(a)(1).

UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 101040, 101085, AND 120175, THE HEALTH OFFICER OF THE COUNTY OF SAN MATEO ("HEALTH OFFICER") ORDERS:

1. This Order supersedes the March 16, 2020 Order of the Health Officer directing all individuals to shelter in place ("Prior Shelter Order"). This Order clarifies, strengthens, and extends certain terms of the Prior Shelter Order to increase social distancing and reduce person-to-person contact in order to further slow transmission of Novel Coronavirus Disease 2019 ("COVID-19"). As of the effective date and time of this Order set forth in Section 16 below, all individuals, businesses and government agencies in the County of San Mateo ("County") are required to follow the provisions of this Order.
2. The intent of this Order is to ensure that the maximum number of people shelter in their places of residence to the maximum extent feasible to slow the spread of COVID-19 and mitigate the impact on delivery of critical healthcare services to those in need. All provisions of this Order must be interpreted to effectuate this intent. Failure to comply with any of the provisions of this Order constitutes an imminent threat and menace to public health, constitutes a public nuisance, and is punishable by fine, imprisonment, or both.





3. All individuals currently living within the County are ordered to shelter at their place of residence. They may leave their residence only for Essential Activities, Essential Travel, Essential Governmental Functions, to work for Essential Businesses, or to perform Minimum Basic Operations for non-essential businesses, all as defined in Section 13. Individuals experiencing homelessness are exempt from this Section, but are strongly urged to obtain shelter, and governmental and other entities are strongly urged to, as soon as possible, make such shelter available and provide handwashing or hand sanitation facilities to persons who continue experiencing homelessness.
4. When people need to leave their place of residence for the limited purposes allowed in this Order, they must strictly comply with Social Distancing Requirements as defined in Section 13.k, except as expressly provided in this Order.
5. All businesses with a facility in the County, except Essential Businesses, as defined in Section 13.f, are required to cease all activities at facilities located within the County except Minimum Basic Operations, as defined in Section 13.g. For clarity, all businesses may continue operations consisting exclusively of owners, employees, volunteers, or contractors performing activities at their own residences (i.e., working from home). All Essential Businesses are strongly encouraged to remain open. But Essential Businesses are directed to maximize the number of employees who work from home. Essential Businesses may only assign those employees who cannot perform their job duties from home to work outside the home. All Essential Businesses shall prepare, post, and implement a Social Distancing Protocol at each of their facilities at which they are maintaining operations, as specified in Section 13.h. Businesses that include an Essential Business component at their facilities alongside non-essential components must, to the extent feasible, scale down their operations to the Essential Business component only; provided, however, that mixed retail businesses that are otherwise allowed to operate under this Order may continue to stock and sell non-essential products. Essential Businesses must follow industry-specific guidance issued by the Health Officer related to COVID-19.
6. All public and private gatherings of any number of people occurring outside a single household or living unit are prohibited, except for the limited purposes expressly permitted in this Order. Nothing in this Order prohibits members of a single household or living unit from engaging in Essential Travel or Essential Activities together.
7. All travel, including, but not limited to, travel on foot, bicycle, scooter, motorcycle, automobile, or public transit, except Essential Travel, as defined below in Section 13.i, is prohibited. People may use public transit only for purposes of performing Essential Activities or to travel to and from work to operate Essential Businesses, maintain Essential Governmental Functions, or to perform Minimum Basic Operations at non-essential businesses. Transit agencies and people riding on public transit must comply with Social Distancing Requirements, as defined in Section 13.k, to the greatest extent feasible. This Order allows travel into or out of the County only to perform Essential Activities, operate Essential Businesses, maintain Essential Governmental Functions, or perform Minimum Basic Operations at non-essential businesses.
8. This Order is issued based on evidence of increasing occurrence of COVID-19 within the County and throughout the Bay Area, scientific evidence and best practices regarding the most effective approaches



to slow the transmission of communicable diseases generally and COVID-19 specifically, and evidence that the age, condition, and health of a significant portion of the population of the County places it at risk for serious health complications, including death, from COVID-19. Due to the outbreak of the COVID-19 disease in the general public, which is now a pandemic according to the World Health Organization, there is a public health emergency throughout the County. Making the problem worse, some individuals who contract the virus causing the COVID-19 disease have no symptoms or have mild symptoms, which means they may not be aware they carry the virus and are transmitting it to others. Because even people without symptoms can transmit the infection, and because evidence shows the infection is easily spread, gatherings and other interpersonal interactions can result in preventable transmission of the virus. This public health emergency has substantially worsened since the County issued the Prior Shelter Order on March 16, 2020, with a significant escalation in the number of positive cases, hospitalizations, and deaths, and increasing strain on health care resources. At the same time, evidence suggests that the restrictions on mobility and social distancing requirements imposed by the Prior Shelter Order are slowing the rate of increase in community transmission and confirmed cases by limiting interactions among people, consistent with scientific evidence of the efficacy of similar measures in other parts of the country and world. The scientific evidence shows that at this stage of the emergency, it remains essential to continue to slow virus transmission as much as possible to protect the most vulnerable, to prevent the health care system from being overwhelmed, and to prevent deaths. Extension of the Prior Shelter Order and strengthening of its restrictions are necessary to further reduce the spread of the COVID-19 disease, preserving critical and limited healthcare capacity in the County and advancing toward a point in the public health emergency where transmission can be controlled.

9. This Order is also issued in light of the existence, as of March 29, 2020, of 309 cases of COVID-19 in the County, as well as at least 2,092 confirmed cases (up from 258 confirmed cases on March 15, 2020, just before the Prior Shelter Order) and at least 51 deaths (up from 3 deaths on March 15, 2020) in the seven Bay Area jurisdictions jointly issuing this Order, including a significant and increasing number of suspected cases of community transmission and likely further significant increases in transmission. This Order is necessary to slow the rate of spread, and the Health Officer will re-evaluate it as further data becomes available.
10. This Order is issued in accordance with, and incorporates by reference, the March 4, 2020 Proclamation of a State of Emergency issued by Governor Gavin Newsom, the March 3, 2020 Proclamation by the Director of Emergency Services Declaring the Existence of a Local Emergency in the County, the March 3, 2020 Declaration of Local Health Emergency Regarding Novel Coronavirus 2019 (COVID-19) issued by the Health Officer, the March 10, 2020 Resolution of the Board of Supervisors of the County of San Mateo Ratifying and Extending the Declaration of a Local Health Emergency, the March 11, 2020 and March Order of the Health Officer No. C19-1 restricting visitors to skilled nursing facilities, the March 12, 2020 State of California Executive Order N-25-20, and the March 13, 2020 Order of the Health Officer No. C19-3 imposing a School Operations Modification Order.
11. This Order is issued in light of evidence that the Prior Shelter Order has been generally effective in increasing social distancing, but that at this time additional restrictions are necessary to further mitigate the rate of transmission of COVID-19, to prevent the health care system from being overwhelmed, and prevent death. This Order comes after the release of substantial guidance from the County Health



Officer, the Centers for Disease Control and Prevention, the California Department of Public Health, and other public health officials throughout the United States and around the world, including an increasing number of orders imposing similar social distancing requirements and mobility restrictions to combat the spread and harms of COVID-19. The Health Officer will continue to assess the quickly evolving situation and may modify or extend this Order, or issue additional Orders, related to COVID-19, as changing circumstances dictate.

12. This Order is also issued in light of the March 19, 2020 Order of the State Public Health Officer (the “State Shelter Order”), which set baseline statewide restrictions on non-residential business activities effective until further notice, as well as the Governor’s March 19, 2020 Executive Order N-33-20 directing California residents to follow the State Shelter Order. The State Shelter Order was complementary to the Prior Shelter Order. This Order adopts in certain respects more stringent restrictions addressing the particular facts and circumstances in this County, which are necessary to control the public health emergency as it is evolving within the County and the Bay Area. Without this tailored set of restrictions that further reduces the number of interactions between persons, scientific evidence indicates that the public health crisis in the County will worsen to the point at which it may overtake available health care resources within the County and increase the death rate. Also, this Order enumerates additional restrictions on non-work-related travel not covered by the State Shelter Order, including limiting such travel to performance of Essential Travel or Essential Activities; sets forth mandatory Social Distancing Requirements for all individuals in the County when engaged in activities outside their residences; and adds a mechanism to ensure that Essential Businesses comply with the Social Distancing Requirements. Where a conflict exists between this Order and any state public health order related to the COVID-19 pandemic, the most restrictive provision controls. Consistent with California Health and Safety Code section 131080 and the Health Officer Practice Guide for Communicable Disease Control in California, except where the State Health Officer may issue an order expressly directed at this Order and based on a finding that a provision of this Order constitutes a menace to public health, any more restrictive measures in this Order continue to apply and control in this County.

13. Definitions and Exemptions.

- a. For the purposes of this Order, individuals may leave their residence only to perform the following “Essential Activities.” But people at high risk of severe illness from COVID-19 and people who are sick are strongly urged to stay in their residence to the extent possible, except as necessary to seek or provide medical care or Essential Governmental Functions. Essential Activities are:
 - i. To engage in activities or perform tasks important to their health and safety, or to the health and safety of their family or household members (including pets), such as, by way of example only and without limitation, obtaining medical supplies or medication, or visiting a health care professional.
 - ii. To obtain necessary services or supplies for themselves and their family or household members, or to deliver those services or supplies to others, such as, by way of example only and without limitation, canned food, dry goods, fresh fruits and vegetables, pet supply, fresh meats, fish, and poultry, and any other household consumer products,



SAN MATEO COUNTY HEALTH

**PUBLIC HEALTH,
POLICY & PLANNING**

- products needed to work from home, or products necessary to maintain the habitability, sanitation, and operation of residences.
- iii. To engage in outdoor recreation activity, including, by way of example and without limitation, walking, hiking, bicycling, and running, in compliance with Social Distancing Requirements and with the following limitations:
 1. Outdoor recreation activity must take place within 5 miles of the individual's residence;
 2. Outdoor recreation activity at parks, beaches, and other open spaces must be in conformance with any restrictions on access and use established by the Health Officer, government, or other entity that manages such area to reduce crowding and risk of transmission of COVID-19. Such restrictions may include, but are not limited to, restricting the number of entrants, closing the area to vehicular access and parking, or closure to all public access;
 3. Use of recreational areas with high-touch equipment or that encourage gathering, including, but not limited to, playgrounds, outdoor gym equipment, picnic areas, dog parks, and barbecue areas, is prohibited outside of residences, and all such areas shall be closed to public access including by signage and, as appropriate, by physical barriers;
 4. Use of shared facilities for recreational activities outside of residences, including, but not limited to, golf courses, tennis and pickle ball courts, rock parks, climbing walls, pools, spas, shooting and archery ranges, gyms, disc golf, and basketball courts is prohibited and those areas must be closed for recreational purposes, including by signage and, as appropriate, by physical barriers. Such facilities may be repurposed during the emergency to provide essential services needed to address the COVID-19 pandemic; and
 5. Sports or activities that include the use of shared equipment may only be engaged in by members of the same household or living unit.
 - iv. To perform work for an Essential Business or to otherwise carry out activities specifically permitted in this Order, including Minimum Basic Operations, as defined in this Section.
 - v. To provide necessary care for a family member or pet in another household who has no other source of care.
 - vi. To attend a funeral with no more than 10 individuals present.
 - vii. To move residences, but only if it is not possible to defer an already planned move, if the move is necessitated by safety, sanitation, or habitability reasons, or if the move is necessary to preserve access to shelter. When moving into or out of the Bay Area region, individuals are strongly urged to quarantine for 14 days. To quarantine, individuals should follow the guidance of the United States Centers for Disease Control and Prevention.
- b. For the purposes of this Order, individuals may leave their residence to work for, volunteer at, or obtain services at "Healthcare Operations," including, without limitation, hospitals, clinics, COVID-19 testing locations, dentists, pharmacies, blood banks and blood drives, pharmaceutical and biotechnology companies, other healthcare facilities, healthcare suppliers, home healthcare services providers, mental health providers, or any related and/or ancillary healthcare services.



SAN MATEO COUNTY HEALTH

**PUBLIC HEALTH,
POLICY & PLANNING**

“Healthcare Operations” also includes veterinary care and all healthcare services provided to animals. This exemption for Healthcare Operations shall be construed broadly to avoid any interference with the delivery of healthcare, broadly defined. “Healthcare Operations” excludes fitness and exercise gyms and similar facilities.

- c. For the purposes of this Order, individuals may leave their residence to provide any services or perform any work necessary to the operation and maintenance of “Essential Infrastructure,” including airports, utilities (including water, sewer, gas, and electrical), oil refining, roads and highways, public transportation, solid waste facilities (including collection, removal, disposal, and processing facilities), cemeteries, mortuaries, crematoriums, and telecommunications systems (including the provision of essential global, national, and local infrastructure for internet, computing services, business infrastructure, communications, and web-based services).
- d. For the purposes of this Order, all first responders, emergency management personnel, emergency dispatchers, court personnel, and law enforcement personnel, and others who need to perform essential services are categorically exempt from this Order to the extent they are performing those essential services. Further, nothing in this Order shall prohibit any individual from performing or accessing “Essential Governmental Functions,” as determined by the governmental entity performing those functions in the County. Each governmental entity shall identify and designate appropriate employees, volunteers, or contractors to continue providing and carrying out any Essential Governmental Functions, including the hiring or retention of new employees or contractors to perform such functions. Each governmental entity and its contractors must employ all necessary emergency protective measures to prevent, mitigate, respond to and recover from the COVID-19 pandemic, and all Essential Governmental Functions shall be performed in compliance with Social Distancing Requirements to the greatest extent feasible.
- e. For the purposes of this Order, a “business” includes any for-profit, non-profit, or educational entity, whether a corporate entity, organization, partnership or sole proprietorship, and regardless of the nature of the service, the function it performs, or its corporate or entity structure.
- f. For the purposes of this Order, “Essential Businesses” are:
 - i. Healthcare Operations and businesses that operate, maintain, or repair Essential Infrastructure;
 - ii. Grocery stores, certified farmers’ markets, farm and produce stands, supermarkets, food banks, convenience stores, and other establishments engaged in the retail sale of unprepared food, canned food, dry goods, non-alcoholic beverages, fresh fruits and vegetables, pet supply, fresh meats, fish, and poultry, as well as hygienic products and household consumer products necessary for personal hygiene or the habitability, sanitation, or operation of residences. The businesses included in this subparagraph (ii) include establishments that sell multiple categories of products provided that they sell a significant amount of essential products identified in this subparagraph, such as liquor stores that also sell a significant amount of food.
 - iii. Food cultivation, including farming, livestock, and fishing;



SAN MATEO COUNTY HEALTH

**PUBLIC HEALTH,
POLICY & PLANNING**

- iv. Businesses that provide food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals;
- v. Construction, but only of the types listed in this subparagraph below:
 - 1. Projects immediately necessary to the maintenance, operation or repair of Essential Infrastructure;
 - 2. Projects associated with Healthcare Operations, including creating or expanding Healthcare Operations, provided that such construction is directly related to the COVID-19 response;
 - 3. Affordable housing that is or will be income-restricted, including multi-unit or mixed-use developments containing at least 10% income-restricted units;
 - 4. Public works projects if specifically designated as an Essential Governmental Function by the lead governmental agency;
 - 5. Shelters and temporary housing, but not including hotels or motels;
 - 6. Projects immediately necessary to provide critical non-commercial services to individuals experiencing homelessness, elderly persons, persons who are economically disadvantaged, and persons with special needs;
 - 7. Construction necessary to ensure that existing construction sites that must be shut down under this Order are left in a safe and secure manner, but only to the extent necessary to do so; and
 - 8. Construction or repair necessary to ensure that residences and buildings containing Essential Businesses are safe, sanitary, or habitable to the extent such construction or repair cannot reasonably be delayed;
- vi. Newspapers, television, radio, and other media services;
- vii. Gas stations and auto-supply, auto-repair (including, but not limited to, for cars, trucks, motorcycles and motorized scooters), and automotive dealerships, but only for the purpose of providing auto-supply and auto-repair services (and not, by way of example, car sales or car washes). This subparagraph (vii) does not restrict the on-line purchase of automobiles if they are delivered to a residence or Essential Business;
- viii. Bicycle repair and supply shops;
- ix. Banks and related financial institutions;
- x. Service providers that enable residential transactions (including rentals, leases, and home sales), including, but not limited to, real estate agents, escrow agents, notaries, and title companies, provided that appointments and other residential viewings must only occur virtually or, if a virtual viewing is not feasible, by appointment with no more than two visitors at a time residing within the same household or living unit and one individual showing the unit (except that in person visits are not allowed when the occupant is still residing in the residence);
- xi. Hardware stores;
- xii. Plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintaining the habitability, sanitation, and operation of residences and Essential Businesses, but not for cosmetic or other purposes;
- xiii. Arborists, landscapers, gardeners, and similar service professionals, but only to the limited extent necessary to maintain the habitability, sanitation, operation of businesses or residences, or the safety of residents, employees, or the public (such as fire safety or



SAN MATEO COUNTY HEALTH

**PUBLIC HEALTH,
POLICY & PLANNING**

- tree trimming to prevent a dangerous condition), and not for cosmetic or other purposes (such as upkeep);
- xiv. Businesses providing mailing and shipping services, including post office boxes;
 - xv. Educational institutions—including public and private K-12 schools, colleges, and universities—for purposes of facilitating distance learning or performing essential functions, provided that social distancing of six-feet per person is maintained to the greatest extent possible;
 - xvi. Laundromats, drycleaners, and laundry service providers;
 - xvii. Restaurants and other facilities that prepare and serve food, but only for delivery or carry out. Schools and other entities that typically provide free food services to students or members of the public may continue to do so under this Order on the condition that the food is provided to students or members of the public on a pick-up and take-away basis only. Schools and other entities that provide food services under this exemption shall not permit the food to be eaten at the site where it is provided, or at any other gathering site;
 - xviii. Funeral home providers, mortuaries, cemeteries, and crematoriums, to the extent necessary for the transport, preparation, or processing of bodies or remains;
 - xix. Businesses that supply other Essential Businesses with the support or supplies necessary to operate, but only to the extent that they support or supply these Essential Businesses. This exemption shall not be used as a basis for engaging in sales to the general public from retail storefronts;
 - xx. Businesses that have the primary function of shipping or delivering groceries, food, or other goods directly to residences or businesses. This exemption shall not be used to allow for manufacturing or assembly of non-essential products or for other functions besides those necessary to the delivery operation;
 - xxi. Airlines, taxis, rental car companies, rideshare services (including shared bicycles and scooters), and other private transportation providers providing transportation services necessary for Essential Activities and other purposes expressly authorized in this Order;
 - xxii. Home-based care for seniors, adults, children, and pets;
 - xxiii. Residential facilities and shelters for seniors, adults, and children;
 - xxiv. Professional services, such as legal, notary, or accounting services, when necessary to assist in compliance with non-elective, legally required activities;
 - xxv. Services to assist individuals in finding employment with Essential Businesses;
 - xxvi. Moving services that facilitate residential or commercial moves that are allowed under this Order;
 - xxvii. Childcare facilities providing services that enable owners, employees, volunteers, and contractors for Essential Businesses or Essential Governmental Functions, or Minimum Basic Operations to work as allowed under this Order. Children of owners, employees, volunteers, and contractors who are not exempt under this Order may not attend childcare facilities. To the extent possible, childcare facilities must operate under the following conditions:
 1. Childcare must be carried out in stable groups of 12 or fewer (“stable” means that the same 12 or fewer children are in the same group each day).
 2. Children shall not change from one group to another.



SAN MATEO COUNTY HEALTH

**PUBLIC HEALTH,
POLICY & PLANNING**

3. If more than one group of children is cared for at one facility, each group shall be in a separate room. Groups shall not mix with each other.
 4. Childcare providers shall remain solely with one group of children.
- g. For the purposes of this Order, “Minimum Basic Operations” means the following activities for businesses, provided that owners, employees, and contractors comply with Social Distancing Requirements as defined this Section, to the extent possible, while carrying out such operations:
- i. The minimum necessary activities to maintain and protect the value of the business’s inventory and facilities; ensure security, safety, and sanitation; process payroll and employee benefits; provide for the delivery of existing inventory directly to residences or businesses; and related functions.
 - ii. The minimum necessary activities to facilitate owners, employees, and contractors of the business being able to continue to work remotely from their residences, and to ensure that the business can deliver its service remotely.
- h. For the purposes of this Order, all Essential Businesses must prepare and post by no later than 11:59 p.m. on April 2, 2020 a “Social Distancing Protocol” for each of their facilities in the County frequented by the public or employees. The Social Distancing Protocol must be substantially in the form attached to this Order as Appendix A. The Social Distancing Protocol must be posted at or near the entrance of the relevant facility, and shall be easily viewable by the public and employees. A copy of the Social Distancing Protocol must also be provided to each employee performing work at the facility. All Essential Businesses shall implement the Social Distancing Protocol and provide evidence of its implementation to any authority enforcing this Order upon demand. The Social Distancing Protocol must explain how the business is achieving the following, as applicable:
- i. Limiting the number of people who can enter into the facility at any one time to ensure that people in the facility can easily maintain a minimum six-foot distance from one another at all times, except as required to complete the Essential Business activity;
 - ii. Where lines may form at a facility, marking six-foot increments at a minimum, establishing where individuals should stand to maintain adequate social distancing;
 - iii. Providing hand sanitizer, soap and water, or effective disinfectant at or near the entrance of the facility and in other appropriate areas for use by the public and employees, and in locations where there is high-frequency employee interaction with members of the public (e.g. cashiers);
 - iv. Providing for contactless payment systems or, if not feasible to do so, the providing for disinfecting all payment portals, pens, and styluses after each use;
 - v. Regularly disinfecting other high-touch surfaces; and
 - vi. Posting a sign at the entrance of the facility informing 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 one’s elbow; not shake hands or engage in any unnecessary physical contact.
 - vii. 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-business-response.html>).



SAN MATEO COUNTY HEALTH

**PUBLIC HEALTH,
POLICY & PLANNING**

- i. For the purposes of this Order, “Essential Travel” means travel for any of the following purposes:
 - i. Travel related to the provision of or access to Essential Activities, Essential Governmental Functions, Essential Businesses, or Minimum Basic Operations.
 - ii. Travel to care for any elderly, minors, dependents, or persons with disabilities.
 - iii. Travel to or from educational institutions for purposes of receiving materials for distance learning, for receiving meals, and any other related services.
 - iv. Travel to return to a place of residence from outside the County.
 - v. Travel required by law enforcement or court order.
 - vi. Travel required for non-residents to return to their place of residence outside the County. Individuals are strongly encouraged to verify that their transportation out of the County remains available and functional prior to commencing such travel.
 - vii. Travel to manage after-death arrangements and burial.
 - viii. Travel to arrange for shelter or avoid homelessness.
 - ix. Travel to avoid domestic violence or child abuse.
 - x. Travel for parental custody arrangements.
 - xi. Travel to a place to temporarily reside in a residence or other facility to avoid potentially exposing others to COVID-19, such as a hotel or other facility provided by a governmental authority for such purposes.

- j. For purposes of this Order, “residences” include hotels, motels, shared rental units and similar facilities. Residences also include living structures and outdoor spaces associated with those living structures, such as patios, porches, backyards, and front yards that are only accessible to a single family or household unit.

- k. For purposes of this Order, “Social Distancing Requirements” means:
 - i. Maintaining at least six-foot social distancing from individuals who are not part of the same household or living unit;
 - ii. Frequently washing hands with soap and water for at least 20 seconds, or using hand sanitizer that is recognized by the Centers for Disease Control and Prevention as effective in combatting COVID-19;
 - iii. Covering coughs and sneezes with a tissue or fabric or, if not possible, into the sleeve or elbow (but not into hands); and
 - iv. Avoiding all social interaction outside the household when sick with a fever or cough.

All individuals must strictly comply with Social Distancing Requirements, except to the limited extent necessary to provide care (including childcare, adult or senior care, care to individuals with special needs, and patient care); as necessary to carry out the work of Essential Businesses, Essential Governmental Functions, or provide for Minimum Basic Operations; or as otherwise expressly provided in this Order.

14. Government agencies and other entities operating shelters and other facilities that house or provide meals or other necessities of life for individuals experiencing homelessness must take appropriate steps to help ensure compliance with Social Distancing Requirements, including adequate provision of hand



sanitizer or hand washing stations. Also, individuals experiencing homelessness who are unsheltered and living in encampments should, to the maximum extent feasible, abide by 12 foot by 12 foot distancing for the placement of tents, and government agencies should provide restroom and hand washing facilities for individuals in such encampments as set forth in Centers for Disease Control and Prevention Interim Guidance Responding to Coronavirus 2019 (COVID-19) Among People Experiencing Unsheltered Homelessness (<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/unsheltered-homelessness.html>).

15. Pursuant to Government Code sections 26602 and 41601 and Health and Safety Code section 101029, the Health Officer requests that the Sheriff and all chiefs of police in the County ensure compliance with and enforce this Order. The violation of any provision of this Order constitutes an imminent threat and menace to public health, constitutes a public nuisance, and is punishable by fine, imprisonment, or both.
16. This Order shall become effective at 11:59 p.m. on March 31, 2020 and will continue to be in effect until 11:59 p.m. on May 3, 2020, or until it is extended, rescinded, superseded, or amended in writing by the Health Officer.
17. Copies of this Order shall promptly be: (1) made available at 400 County Center, Redwood City, CA 94063; (2) posted on the County Public Health Department website (www.smchealth.org); and (3) provided to any member of the public requesting a copy of this Order.
18. If any provision of this Order to its application to any person or circumstance is held to be invalid, the remainder of the Order, including the application of such part or provision to other persons or circumstances, shall not be affected and shall continue in full force and effect. To this end, the provisions of this Order are severable.

IT IS SO ORDERED:

A handwritten signature in black ink, appearing to read "Scott Morrow MD, MPH".

Scott Morrow MD, MPH
Health Officer of the County of San Mateo

Dated: March 31, 2020

Attachments: Appendix A – Social Distancing Protocol

Appendix A: Social Distancing Protocol

Business name: Click or tap here to enter text.

Facility Address: Click or tap here to enter text.

Approximate gross square footage of space open to the public: Click or tap here to enter text.

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.

Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:

Break rooms:

Bathrooms:

Other (Click or tap here to enter text.): Click or tap here to enter text.

Disinfectant and related supplies are available to all employees at the following location(s): Click or tap here to enter text.

Hand sanitizer effective against COVID-19 is available to all employees at the following location(s): Click or tap here to enter text.

Soap and water are available to all employees at the following location(s): Click or tap here to enter text.

Copies of this Protocol have been distributed to all employees.

Optional—Describe other measures: Click or tap here to enter text.

Measures To Prevent Crowds From Gathering (check all that apply to the facility):

Limit the number of customers in the store at any one time to Click or tap here to enter text. [insert maximum number here], which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.

Post an employee at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.

Placing per-person limits on goods that are selling out quickly to reduce crowds and lines. Explain: Click or tap here to enter text.

Appendix A: Social Distancing Protocol

Optional—Describe other measures: Click or tap here to enter text.

Measures To Keep People At Least Six Feet Apart (check all that apply to the facility)

- Placing signs outside the store reminding people to be at least six feet apart, including when in line.
- Placing 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 distance.
- Separate order areas from delivery areas to prevent customers from gathering.
- 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.
- Optional—Describe other measures: Click or tap here to enter text.

Measures To Prevent Unnecessary Contact (check all that apply to the facility):

- Preventing people from self-serving any items that are food-related.
- Lids for cups and food-bar type items are provided by staff; not to customers to grab.
 - Bulk-item food bins are not available for customer self-service use.
- Not permitting customers to bring their own bags, mugs, or other reusable items from home.
- Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly.
Describe: Click or tap here to enter text.
- Optional—Describe other measures (e.g. providing senior-only hours): Click or tap here to enter text.

Measures To Increase Sanitization (check all that apply to the facility):

- Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
- Employee(s) assigned to disinfect carts and baskets regularly.
- Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions.
- Disinfecting all payment portals, pens, and styluses after each use.
- Disinfecting all high-contact surfaces frequently.
- Optional—Describe other measures: Click or tap here to enter text.

* Any additional measures not included here should be listed on separate pages, which the business should attach to this document.

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

Name: Click or tap here to enter text.

Phone number: Click or tap here to enter text.