COVID-19 Site-Specific Protection Plan (SPP)

Business Name:

Marin Humane

Facility Address:

171 Bel Marin Keys Blvd., Novato, CA 94949

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

June 9, 2020

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

Name: Nancy McKenney **Title:** CEO

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

Name: Nancy McKenney **Signature:** Nancy B McKenney

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:

Hand Sanitizer
Disinfecting Spray (Rescue, 70% alcohol disinfecting spray)
Facial Coverings or Masks
Cloth and/or Disposable Gowns
Disposable Gloves
Eye Protection as appropriate (Goggles or Face Shield)

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Additional control measures you are implementing at this worksite include:

Each employee will perform a health self-assessments and take their temperature prior to beginning their shift on campus or at remote work locations.
Employer will supply and ensure workers use all appropriate PPE.
Face coverings are required for employees.
Marin Humane has a Facial Coverings While on Duty Standard Operating Procedure (SOP)

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 timecard systems.

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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"

Break rooms:

Touched surfaces will be disinfected by users after each use.

Scanners:

Will be disinfected by users after each use.

Bathrooms:

Touched surfaces will be disinfected by users after each use.

Telephones:

Will be disinfected by users at the beginning and after each shift.

Handrails/door handles/counters/shelving:

Touched surfaces will be regularly disinfected by each department.

Time clocks:

N/A - Employees are using mobile punch.

Shopping carts/baskets:

Donation carts and utility carts will be disinfected after each use.

Handwashing facilities:

Touched surfaces will be disinfected after each use.

Hand/held devices (payment portals, including ATM PIN pads, stylus):

Touched surfaces will be disinfected by each department.

Custom equipment and tools (i.e., pallet jacks, ladders, supply carts):

Touched surfaces will be disinfected by each department.

Registers:

Point of sale surfaces will be disinfected after each use.

Conveyor belts:

N/A

Others:

Animal Housing will be disinfected twice daily.

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

Employer will provide time for workers to implement cleaning practices during their shift. Cleaning will be assigned during working hours as part of the employee's job duties. Employees will avoid sharing phones, other work supplies, or office equipment wherever possible. Employees will not share PPE.

Additional measures that have been taken at this business location:

Where such items must be shared, they will be disinfected between shifts or uses, whichever is more frequent, including the following: shared office equipment such as copiers, printers, telephones, keyboards, staplers, surfaces in reception areas, and shared work stations. Employer will provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use.

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:

Building and room occupancy limits will be monitored and include signage for common spaces. Employees will not offer handshakes and similar greetings that break physical distance. Staff will direct guests to appropriate service areas rather than congregating in common areas or lobbies.

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Business/Industry (i.e., retail, restaurant) Best Practices

- [x] Go to Marin Recovers website and find the list of specific best practices for your type of business and copy/paste them into the section .
- [ ] If you've implemented additional measures specific to your business type, include them here as well.

Best Practices for:

Adhere to best practices identified by Marin Recovers:

Office Space:
https://coronavirus.marinhhs.org/sites/default/files/2020-06/signed-may29-officespaces.pdf

Outdoor Recreation Activities Businesses:
https://coronavirus.marinhhs.org/sites/default/files/2020-06/signed-june5-outdoorrecreationactivity.pdf

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Notification of COVID-19 Positive Case at your Worksite

- ☑ County of Marin 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 Marin Public Health if a suspected exposure has occurred at 415-473-7191.

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:

Employees will reference this SPP and Standard Operating Procedures (in WebTime).
Mandatory safety on-boarding training will be required for individual employees.

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[2]

Effective date this business is permitted to operate indoors: June 9, 2020

The number of individuals allowed indoors at any one time is limited to Shelter = 25, Whittell = 15 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.

[2] Not all businesses are permitted to operate indoors yet. The State and County Public Health Orders provide specific direction as to when and what type of businesses are permitted to operate indoors. Please incorporate Exhibit A into your Worksite Specific Plan when your business type is permitted to do so.