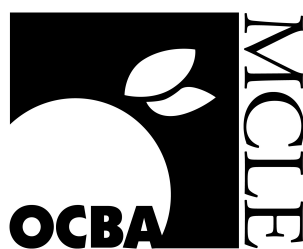


*The Orange County Bar Association
COVID-19 Task Force Presents*

SAFELY REOPENING YOUR LAW FIRM

Friday, July 10, 2020



Speakers

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COVID-19 INDUSTRY GUIDANCE: Office Workspaces

July 2, 2020

covid19.ca.gov



OVERVIEW

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

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

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

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

Key prevention practices include:

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

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

PURPOSE

This document provides guidance for businesses operating in office workspaces to support a safe, clean environment for workers. The guidance is not intended to revoke or repeal any worker rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA.¹ Stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues. Cal/OSHA has more safety and health guidance on their [Cal/OSHA Guidance on Requirements to Protect Workers from COVID-19 webpage](#). CDC has additional guidance [for businesses and employers](#).

Required Use of Face Coverings

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

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

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

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

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

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



Workplace Specific Plan

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



Topics for Worker Training

- Information on [COVID-19](#), how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
- Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- The importance of not coming to work:

- If a worker has symptoms of COVID-19 as [described by the CDC](#), such as a fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea, OR
- If a worker was diagnosed with COVID-19 and has not yet been released from isolation, OR
- If, within the past 14 days, a worker has had contact with someone who has been diagnosed with COVID-19 and is considered potentially infectious (i.e. still on isolation).
- To return to work after a worker receives a COVID-19 diagnosis only if 10 days have passed since symptoms first appeared, their symptoms have improved, and the worker has had no fevers (without the use of fever reducing medications) for the last 72 hours. A worker without symptoms who was diagnosed with COVID-19 can return to work only if 10 days have passed since the date of the first positive COVID-19 test.
- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's webpage](#).
- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol (preferred) or 70% isopropanol (if the product is inaccessible to unsupervised children) when workers cannot get to a sink or handwashing station, per [CDC guidelines](#)).
- The importance of physical distancing, both at work and off work time (see Physical Distancing section below).
- Proper use of face coverings, including:
 - Face coverings do not protect the wearer and are not personal protective equipment (PPE).
 - Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
 - Face coverings must cover the nose and mouth.
 - Workers should wash or sanitize hands before and after using or adjusting face coverings.
 - Avoid touching eyes, nose, and mouth.

- Face coverings must not be shared and should be washed or discarded after each shift.
- Information contained in the [CDPH Guidance for the Use of Face Coverings](#), which mandates the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices the employer has adopted to ensure the use of face coverings. Training should also include the employer's policies on how people who are exempted from wearing a face covering will be handled.
- Ensure any independent contractors, temporary, or contract workers at the facility are also properly trained in COVID-19 prevention policies and have necessary supplies and PPE. Discuss these responsibilities ahead of time with organizations supplying temporary and/or contract workers.
- Information on paid leave benefits the worker may be entitled to receive that would make it financially easier to stay at home. See additional information on [government programs supporting sick leave and worker's compensation for COVID-19](#), including workers' sick leave rights under the [Families First Coronavirus Response Act](#) and workers' rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's [Executive Order N-62-20 while that Order is in effect](#).



Individual Control Measures and Screening

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

examples are for workers who are screening others for symptoms or handling commonly touched items.

- Employers must take reasonable measures including posting signage at all entrances and in strategic and highly-visible locations to remind workers that they must use face coverings and practice physical distancing, and that they should frequently wash their hands with soap for at least 20 seconds use hand sanitizer, and not touch their face.



Cleaning and Disinfecting Protocols

- Perform thorough cleaning in high traffic areas such as break rooms and lunch areas, and areas of ingress and egress including stairways, stairwells, escalators, handrails, and elevator controls. Frequently disinfect commonly used surfaces including doorknobs, toilets, and handwashing facilities.
- Provide time for workers to implement cleaning practices during their shift. Cleaning assignments should be assigned during working hours as part of the worker's job duties.
- Adjust or modify hours to provide adequate time for regular thorough cleaning and disinfection of office spaces.
- Avoid sharing phones, other work supplies, or office equipment wherever possible. Never share PPE.
- Where such items must be shared, disinfect between shifts or uses, whichever is more frequent, including the following: shared office equipment such as copiers, fax machines, printers, telephones, keyboards, staplers, surfaces in reception areas, shared work stations, etc., with a cleaner appropriate for the surface.
- Ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.
- When choosing disinfecting chemicals, employers should use product approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide workers training on the chemical hazards, manufacturer's directions, ventilation requirements, and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should

wear gloves as required by the product instructions. Follow the [asthma-safer cleaning methods recommended by the California Department of Public Health and ensure proper ventilation](#).

- Where possible, do not clean floors by sweeping or other methods that can disperse pathogens into the air. Use a vacuum with a HEPA filter wherever possible.
- Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in offices and other spaces.



Physical Distancing Guidelines

- Implement measures to ensure physical distancing of at least six feet between workers and customers. This can include use of physical partitions or visual cues (e.g., floor markings or signs to indicate to where workers and customers/visitors should stand).
- Utilize telework options and modified work schedules.
- Consider offering workers who request modified duties options that minimize their contact with customers and other workers (e.g., managing inventory or managing administrative needs through telework).
- Reconfigure office spaces, cubicles, etc. and decrease the capacity for conference and meeting rooms to ensure workspaces allow for six feet between workers.
- Close or restrict common areas, using barriers, or increasing physical distance between tables/chairs where personnel are likely to congregate and interact, such as kitchenettes and break rooms, and discourage workers from congregating in high traffic areas such as bathrooms, hallways, and stairwells.
- Establish directional hallways and passageways for foot traffic, if possible, to eliminate workers from passing by one another.
- Designate separate routes for entry and exit into office spaces to help maintain social distancing and lessen the instances of people closely passing each other.
- Limit the number of individuals riding in an elevator at a time. Post signage regarding these policies.
- Utilize work practices, when feasible and necessary, to limit the number

of workers at the office at one time. This may include scheduling (e.g. staggering start/end times), establishing alternating days for onsite reporting, returning to the office workspace in phases, or continued use of telework when feasible.

- Stagger worker breaks, within compliance with wage and hour regulations, to maintain physical distancing protocols.
- Discontinue nonessential travel and encourage distance meetings via phone and internet.
- Require workers to avoid handshakes and similar greetings that break physical distance.
- Dedicate staff to direct guests to meeting rooms upon entry to office space rather than congregating in lobbies or common areas.
- Install production transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person production hand-offs.

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



COVID-19 General Checklist for Office Workspaces

July 2, 2020

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



Contents of Written Workplace Specific Plan

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



Topics for Worker Training

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

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



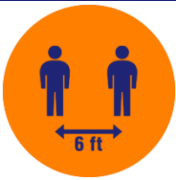
Individual Control Measures & Screening

- ❑ Symptom screenings and/or temperature checks.
- ❑ Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- ❑ Encourage frequent handwashing and use of hand sanitizer.
- ❑ Provide and ensure workers use all necessary PPE.
- ❑ Provide disposable gloves to workers as a supplement to frequent hand washing for tasks such as handling commonly touched items or conducting symptom screening.
- ❑ Post signage to remind workers that they should use face covers, practice physical distancing, not touch their face, wash hands with soap for at least 20 seconds, and use hand sanitizer.



Cleaning and Disinfecting Protocols

- ❑ Perform thorough cleaning in high traffic areas.
- ❑ Frequently disinfect commonly used surfaces and personal work areas.
- ❑ Clean and sanitize shared equipment between each use.
- ❑ Clean touchable surfaces between shifts or between users, whichever is more frequent.
- ❑ Equip shared spaces with proper sanitation products, including hand sanitizer and sanitizing wipes and ensure availability.
- ❑ Ensure that sanitary facilities stay operational and stocked at all times.
- ❑ Use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and train workers on chemical hazards, product instructions, ventilation requirements, and Cal/OSHA requirements. Follow CDPH [asthma-safer cleaning methods](#).
- ❑ Provide time for workers to implement cleaning practices during shifts and consider third-party cleaning companies.
- ❑ Install hands-free devices if possible.
- ❑ Clean floors using a vacuum with HEPA filter or other methods that do not disperse pathogens into the air.
- ❑ Consider upgrades to improve air filtration and ventilation.



Physical Distancing Guidelines

- ☐ Implement measures to physically separate workers and customers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- ☐ Reconfigure office spaces, cubicles, etc. and decrease maximum capacity for conference and meeting areas.
- ☐ Adjust in-person meetings, if they are necessary, to ensure physical distancing.
- ☐ Stagger worker breaks, in compliance with wage and hour regulations, if needed.
- ☐ Reconfigure, restrict, or close common areas and provide alternative where physical distancing can be practiced.
- ☐ Limit the number of individuals riding in an elevator.
- ☐ Utilize work practices, when feasible and necessary, to limit the number of employees at the office at one time, such as telework and modified work schedules.
- ☐ Dedicate staff to direct guests to meeting rooms upon entry so they do not congregate.



California's Roadmap to Modify the Stay- at-Home Order: Family Friendly Practices for Employers

Release date: **June 5, 2020**

Recommended effective date
no sooner than: **June 12, 2020**

All guidance should be implemented only with county health officer approval following their review of local epidemiological data including cases per 100,000 population, rate of test positivity, and local preparedness to support a health care surge, vulnerable populations, contact tracing, and testing.



OVERVIEW

Child care has long been considered an integral part of California's economy, but the COVID-19 public health emergency has brought to light their interdependence. This relationship was evidenced by many employers opening temporary child care settings to accommodate their workforces within weeks of the health crisis.

As California shifts into an economic recovery phase, and stay-at-home orders are lifted for more businesses and industries, the need for child care will increase accordingly.

Many child care programs that have been closed will reopen, and eventually, temporary employer-sponsored child care settings may transition from emergency care to stable, on-going child care operations.

Employers have been and will continue to be essential partners to the child care industry, and their continued investment in family-friendly workplace policies is critical. Employers, children, parents, and society can benefit from employer-sponsored child care and policies.

Benefits of Family Friendly Practices

Employers <ul style="list-style-type: none">• Strengthens Recruitment• Increases Workplace Diversity• Increases Attendance/Productivity• Improves Employee Retention	Parents <ul style="list-style-type: none">• Reduces poverty• Supports the Well-being of Families• Improves Family Stability
Children <ul style="list-style-type: none">• Enhances Social and Emotional Development• Strengthens Language and Cognitive Skills• Improves Readiness for School• Improves Child Outcomes	Society <ul style="list-style-type: none">• Increases Productivity• Reduces Dependency• Supports Economic Recovery• Enables economic productivity of all <p>Early Intervention and Preventive Care Saves Health Care Costs</p>

Employers juggle multiple challenges including recruiting and retaining a well-trained, productive, high quality workforce. During COVID-19, employers are also faced with how and when to re-open workplaces to keep employees safe and be responsive to their needs in order to ensure continued productivity. As the stay at home orders are lifted, employees will require both child care supports and workplace flexibility. Work-life balance policies will become even more important as the state moves into different phases of COVID response. Suggested family-friendly practices are listed below.



Family-Friendly Practices

- Grant flexible working time arrangements through work from home policies and other measures.
- Support access to affordable and quality child care to ensure that children have access to early learning opportunities to develop the skills they need to reach their full potential and parents are supported to focus on work during work hours, knowing their children are well cared for.
 - Share information about free [child care referrals](#) with employees
 - Survey your employees about their child care needs and offer flexibility where needed through supportive policies.
 - Provide employer sponsored child care onsite or contract for spaces at nearby child care centers and family child care homes.
 - Offer employees flexible spending accounts, or dependent care assistance plans to pay for child care with pre-tax dollars and/or offer direct assistance with child care costs.
 - Provide information to your employees about the California Paid Family Leave program.
 - Raise awareness among consumers and clients of the importance of early childhood development, including through their own social media and other channels.
 - Provide donations, discounts, or in-kind supports to child care programs in the community.
- Promote family-friendly policies with suppliers and other business partners.
- Guarantee access to paid sick leave
- Establish a goal of six months paid parental leave to ensure parents can spend quality time with their children when they need it the most.
- Guarantee that women are not discriminated against based on pregnancy, motherhood or family responsibilities – for example, in relation to employment conditions, wages or career opportunities.
- Enable breastfeeding at work through paid breastfeeding breaks, adequate lactation facilities and a supportive breastfeeding environment in the workplace.

- Beyond legal compliance, promote good working conditions such as wages that reflect the cost of living for families.
- Encourage positive parenting practices with staff – for example, develop training and awareness campaigns to highlight the importance of early childhood development and the critical role of parents in supporting early learning.
- Address the specific challenges faced by migrant and seasonal workers, such as supporting workers to move with their families, and work with governments to support migrant families' ability to obtain identification and other basic services.



Workplace Health and Safety Guidance

California employers are required to establish and implement an Injury and Illness Prevention Program (IIPP) to protect employees from all worksite hazards, including infectious diseases.

[OSHA Guidance for preparing workplaces for COVID-19](#)

[Guidance from CAL/OSHA for child care programs](#)



COVID-19 PREVENTION PLAN

_____ (_____) is committed to maintaining a safe and healthy working environment. To achieve this, we have implemented this *COVID-19 Prevention Plan* (Plan) to prevent the spread of the novel coronavirus (SARS-COV-2) and Coronavirus Disease 2019 (COVID-19) infections at work.

Person Responsible for Implementation

_____ is the person responsible for the implementation of this Plan at _____. He/she can be reached at (____) _____ or _____@_____.

Measures Taken to Prevent Spread of the Virus

- ☐ Conduct or require temperature and/or symptoms screenings for employees at the beginning of their shift.
- ☐ Conduct temperature and/or symptoms screenings for any vendors, contractors or others entering the workplace.
- ☐ Require employees to use a cloth face covering and/or mask when engaged in work, whether at the workplace or performing work off-site, in the following circumstances (1) interacting in-person with any person; (2) working in any space visited by members of the public, regardless of whether anyone from the public is present at the time; (3) working in any space where food is prepared or packaged for sale or distribution to others; (4) working in or walking through common areas, such as hallways, stairways, elevators and parking facilities; and (5) in any room or enclosed area where other people (except for members of the person's own household) are present when unable to physically distance.
- ☐ Provide reasonable accommodation to employees exempt from wearing a face covering pursuant to the California Department of Public Health's Guidance for the Use of Face Coverings.
- ☐ Provide employees who are employed in a job involving regular contact with others and cannot wear a face mask due to a medical condition with a non-restrictive alternative, such as a face shield with a drape on the bottom edge, so long as their condition permits.
- ☐ Require clients and visitors to wear face coverings at the workplace unless otherwise exempt pursuant to the California Department of Public Health's Guidance for the Use of Face Coverings.
- ☐ Provide employees with disposable gloves when handling items frequently touched by the public, using cleaners or disinfectants, and where otherwise necessary.
- ☐ Implement physical distancing measures in the workplace to separate employees, clients, and other visitors by at least six feet, such as visual cues, reconfiguring space and limiting number of clients in space.

Employer's Name

- ☐ Reconfigure, restrict, or close common areas and provide alternatives in order to observe physical distancing.
- ☐ Thoroughly and routinely clean high traffic areas.
- ☐ Avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible. If they must be shared, clean and disinfect shared workspaces and work items before and after use.
- ☐ Frequently clean and disinfect commonly used surfaces, objects, and areas touched by employees and clients.
- ☐ Clean and disinfect touchable surfaces between clients.
- ☐ Protect workers who have frequent interaction with clients with engineering controls such as Plexiglas screens or other physical barriers, or spatial barriers of at least six feet, if feasible.
- ☐ Provide employees with hand sanitizer, tissues and no-touch trash cans.
- ☐ Provide hand sanitizer stations for clients.
- ☐ Permit employees to wash their hands frequently.
- ☐ Provide appropriate personal protective equipment to employees who use cleaners and disinfectants.
- ☐ Encourage sick employees or those exhibiting symptoms of COVID-19 to stay home.
- ☐ Immediately send employees home or to medical care, as needed, if they have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell.
- ☐ Ensure employees who are out ill with a fever or acute respiratory symptoms do not return to work until both of the following occur:
 - At least three full days with no fever (without the use of fever-reducing medications) and no acute respiratory illness symptoms; and
 - At least 10 days pass since the symptoms first appeared.
- ☐ Ensure employees that return to work following an illness promptly report any recurrence of symptoms.
- ☐ Provide paid sick leave and/or expanded family and medical leave for specified reasons related to COVID-19 if required to by the Families First Coronavirus Response Act.

- ☐ Encourage employees to telework when possible.
- ☐ Practice physical distancing by cancelling in-person meetings, using video or telephonic meetings, and maintaining a distance of at least 6 feet between persons at the workplace when possible.
- ☐ Follow *Cal/OSHA* and *Center for Disease Control and Prevention* (CDC) guidelines.

Training and Communication with Employees

_____ has provided training and written materials, which will be frequently updated, to employees about the following:

- ☐ Information on COVID-19, its symptoms, when to seek medical attention, how to prevent the spread of COVID-19, and workplace procedures for preventing its spread at the workplace.
- ☐ How an infected person can spread COVID-19 to others even if they are not sick.
- ☐ The proper use of face covering and/or masks.
- ☐ Cough and sneezing etiquette.
- ☐ Avoiding touching eyes, nose, and mouth with unwashed hands.
- ☐ Avoiding sharing personal items with co-workers.
- ☐ How to safely use cleaners and disinfectants
- ☐ Information on self-screening at home, including temperature and/or symptom checks following the CDC guidelines.
- ☐ The importance of not coming to work and notifying his/her supervisor if the employee has a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell, or if the employee or someone the employee lives with has been diagnosed with COVID-19.
- ☐ The importance of frequent and proper hand washing, including washing hands with soap and water for at least 20 seconds, after interacting with other persons and after contacting shared surfaces or objects, and additionally as needed.
- ☐ The importance of physical distancing.
- ☐ Avoiding non-essential travel if possible and to check the CDC's Traveler's Health Notices prior to travel.

Compliance Process

_____ will evaluate this Plan initially, and periodically thereafter, to identify shortcomings and opportunities for improvement. Whenever a problem is identified in any part of this Plan, _____ will take prompt action to correct the problem and prevent its reoccurrence.

Employees may participate in the Plan's evaluation by contacting the Person Responsible for Implementation (_____). Employees are also encouraged to immediately report any observed unsafe conditions to the Person Responsible for Implementation, and to take prompt corrective action to the extent of their abilities.

Process to Manage COVID-19 Cases

- ☐ Immediately isolate employees who appear to have symptoms from other employees, clients, or visitors. Employees who appear to have symptoms will be immediately sent home or safely transported home or to a healthcare provider.
- ☐ Identify and inform close contacts (within six feet for 15 minutes or more) of their potential exposure to an infected worker, while maintaining confidentiality, as required by law and under the CDC guidelines, and take steps to isolate COVID-19 positive worker(s) and close contacts.
- ☐ Close, clean and disinfect following CDC and *Environmental Protection Agency's* recommendations all areas where the employee, who is suspected or confirmed to have COVID-19, worked and may have been, including breakrooms, restrooms and travel areas.
- ☐ Follow public health authorities' reporting requirements and/or recommendations for any community-related exposure, as required by law.
- ☐ Refer employees to the workers' compensation system under appropriate circumstances.
- ☐ Require a doctor's note certifying fitness for duty for employees after exhibiting symptoms or diagnosed with COVID-19 prior to returning to work.

Each employee is responsible for following this Plan and observing our safety policies and procedures.

REVISED AS OF JULY 8, 2020.



ORANGE COUNTY
BAR ASSOCIATION

OC ATTESTATION

BY THE BUSINESS OWNER OR OPERATOR

This business follows the Resilience Roadmap issued by the State of California and, prior to opening to the public, has done the following:

- Performed a detailed risk assessment and implemented a site-specific protection plan.
- Trained employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if they have them.
- Implemented individual control measures and screenings.
- Implemented disinfecting protocols; and
- Implemented physical distancing guidelines.

Dated: _____

By: _____



Information provided by the Orange County Bar Association

Special thanks to Rivera Carbone P.C. and the Law Office of Shannon Wolf

1. Link to Orange County's Covid-19's website: <https://together.ocgov.com/>
2. Link to Responding to Covid-19 in the workplace website:
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Workplace-Outbreak-Employer-Guidance.aspx>



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GAVIN NEWSOM
Governor

Released June 18, 2020

- Revised on June 29, 2020 to clarify that children under two years old are exempt from wearing face coverings due to risk of suffocation

GUIDANCE FOR THE USE OF FACE COVERINGS

Because of our collective actions, California has limited the spread of COVID-19 and associated hospitalizations and deaths in our state. Still, the risk for COVID-19 remains and the increasing number of Californians who are leaving their homes for work and other needs, increases the risk for COVID-19 exposure and infection.

Over the last four months, we have learned a lot about COVID-19 transmission, most notably that people who are infected but are asymptomatic or pre-symptomatic play an important part in community spread. The use of face coverings by everyone can limit the release of infected droplets when talking, coughing, and/or sneezing, as well as reinforce physical distancing.

This document updates existing [CDPH guidance](#) for the use of cloth face coverings by the general public when outside the home. It mandates that face coverings be worn state-wide in the circumstances and with the exceptions outlined below. It does not substitute for existing guidance about social distancing and handwashing.

Guidance

People in California must wear face coverings when they are in the high-risk situations listed below:

- Inside of, or in line to enter, any indoor public space;¹
- Obtaining services from the healthcare sector in settings including, but not limited to, a hospital, pharmacy, medical clinic, laboratory, physician or dental office, veterinary clinic, or blood bank;²
- Waiting for or riding on public transportation or paratransit or while in a taxi, private car service, or ride-sharing vehicle;
- Engaged in work, whether at the workplace or performing work off-site, when:
 - Interacting in-person with any member of the public;
 - Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time;

¹ Unless exempted by state guidelines for specific public settings

² Unless directed otherwise by an employee or healthcare provider



- Working in any space where food is prepared or packaged for sale or distribution to others;
- Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities;
- In any room or enclosed area where other people (except for members of the person's own household or residence) are present when unable to physically distance.
- Driving or operating any public transportation or paratransit vehicle, taxi, or private car service or ride-sharing vehicle when passengers are present. When no passengers are present, face coverings are strongly recommended.
- While outdoors in public spaces when maintaining a physical distance of 6 feet from persons who are not members of the same household or residence is not feasible.

The following individuals are exempt from wearing a face covering:

- Persons younger than two years old. These very young children must not wear a face covering because of the risk of suffocation.
- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.
- Persons who are obtaining a service involving the nose or face for which temporary removal of the face covering is necessary to perform the service.
- Persons who are seated at a restaurant or other establishment that offers food or beverage service, while they are eating or drinking, provided that they are able to maintain a distance of at least six feet away from persons who are not members of the same household or residence.
- Persons who are engaged in outdoor work or recreation such as swimming, walking, hiking, bicycling, or running, when alone or with household members, and when they are able to maintain a distance of at least six feet from others.

- Persons who are incarcerated. Prisons and jails, as part of their mitigation plans, will have specific guidance on the wearing of face coverings or masks for both inmates and staff.

Note: Persons exempted from wearing a face covering due to a medical condition who are employed in a job involving regular contact with others should wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.

Background

What is a cloth face covering?

A cloth face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels.

How well do cloth face coverings work to prevent spread of COVID-19?

There is scientific evidence to suggest that use of cloth face coverings by the public during a pandemic could help reduce disease transmission. Their primary role is to reduce the release of infectious particles into the air when someone speaks, coughs, or sneezes, including someone who has COVID-19 but feels well. Cloth face coverings are not a substitute for physical distancing, washing hands, and staying home when ill, but they may be helpful when combined with these primary interventions.

When should I wear a cloth face covering?

You should wear face coverings when in public places, particularly when those locations are indoors or in other areas where physical distancing is not possible

How should I care for a cloth face covering?

It's a good idea to wash your cloth face covering frequently, ideally after each use, or at least daily. Have a bag or bin to keep cloth face coverings in until they can be laundered with detergent and hot water and dried on a hot cycle. If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on and avoid touching your face. Discard cloth face coverings that:

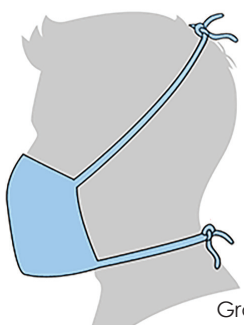
- No longer cover the nose and mouth
- Have stretched out or damaged ties or straps
- Cannot stay on the face
- Have holes or tears in the fabric

FACE COVERINGS, MASKS & RESPIRATORS

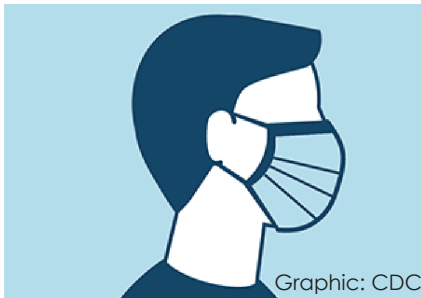


When to Use Them to Prevent the Spread of COVID-19

California and the Centers for Disease Control and Prevention (CDC) are encouraging everyone to use cloth face coverings when around coworkers or in public to prevent the spread of COVID-19.



Graphic: CDC



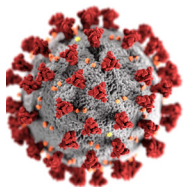
Graphic: CDC



	Reusable Cloth Face Covering	Disposable Surgical Mask or Procedure Mask	Disposable N95 Respirator, PAPR, Elastomeric Respirator
Respiratory protection for the wearer	✗	✗	✓
Protects people near the wearer (Use with physical/social distancing)	✓	✓	✓
Who should use it?	General public, most workers	Surgical masks are currently prioritized for source control and other specified uses in health care facilities and other workplaces.	Health care workers, first responders, others at highest risk of exposure to COVID-19

- All face coverings, surgical masks, and respirators must cover the nose and mouth.
- Wash or sanitize hands before and after using or adjusting face coverings, surgical masks, and respirators.
- Wash face coverings after each shift and discard if they no longer cover the nose and mouth, have stretched-out or damaged ties or straps, cannot properly stay on the face, or have holes or tears.
- When removing any face covering, surgical mask, or respirator, do not touch the outside.
- N95 and other tight-fitting respirators must be fit tested to select a model and size that fits the individual and provides a reliable level of protection. At this time, they are reserved primarily for health care workers, first responders, and those exposed to other hazardous particles.

What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Know your risk for severe illness

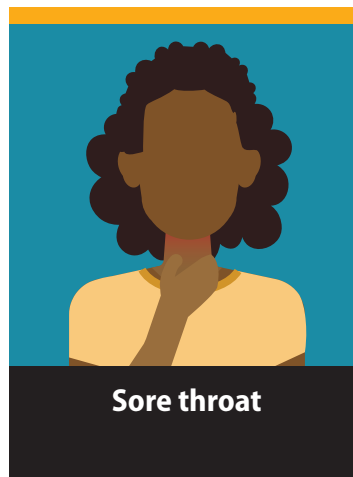
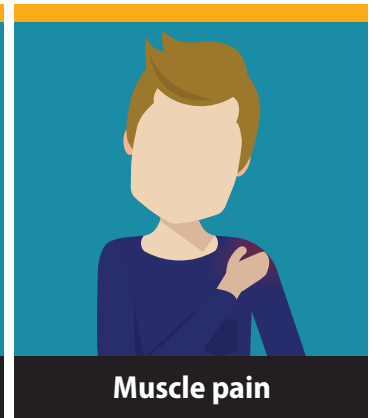
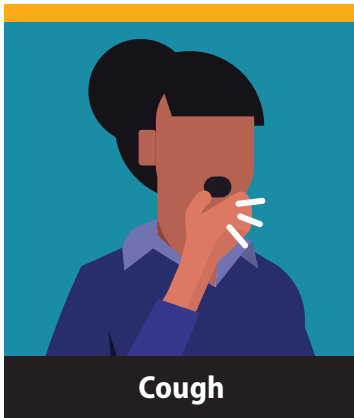
- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



cdc.gov/coronavirus

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

