

COVID-19 Site-Specific Protection Plan (SPP) Template

Business Name: College of Marin

Facility Address: 835 College Avenue Kentfield Ca 94904

**This COVID-19 Site-Specific Protection Plan (SPP) was most recently updated on:
*May 27, 2020***

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

Jeff Marozick, Chief of Police, College of Marin Police Department

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

Jeff Marozick

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 self-administered a symptom screening at the beginning of their shift and all other employees entering the worksite at all times. Screening follows [CDC Guidelines](#).

SYMPTOM SCREENING - https://marin.iad1.qualtrics.com/jfe/form/SV_0HC5cFlz8xqVh1H

- Employees who are sick or exhibiting symptoms of COVID-19 are directed to stay home and CDC guidelines will be followed for when that employee can return to work.
- Employees are provided with all required protective equipment (i.e., face coverings) and the employer ensures this equipment is worn properly at all times.
- Face coverings are provided for those employees that do not prefer wearing their own face coverings. They can be picked up at the COM Police Department in Kentfield.
- 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 and students 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.

Cleaning and Disinfecting Protocols

- Thorough cleaning in high traffic areas is performed regularly. Commonly used surfaces are frequently disinfected. Personal areas may be cleaned frequently by the person using the space.
- All shared equipment and touchable surfaces are cleaned and sanitized between each use by the users.

Schedule for disinfecting high-traffic areas and commonly used surfaces:

- **Break rooms:** Twice daily at the beginning and end of shift or after employees have left the building
- **Bathrooms:** Multiple times per day and after employees have left the building
- **Handrails/door handles/counters/shelving:** Multiple times per day and after employees have left the building
- **Scanners:** As needed after use
- **Telephones:** As needed after use

The following areas are N/A: time clocks, shopping carts/baskets, hand/held devices, registers, custom equipment and tools, conveyor belts

- Customer entrances and exits have open bathrooms nearby which are equipped with proper sanitation products, including water, soap and hand dryers.
- Handwashing facilities are located in bathrooms and will be made available for employees and students. Bathrooms will stay operational and stocked at all times and additional soap, and paper towels, are supplied when needed.
- Sanitizing supplies are provided in bathrooms to promote employees' personal hygiene. This may include tissues, no-touch trash cans, hand soap, adequate time for handwashing, alcohol-based hand sanitizers, disinfectants, gloves, 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 and students are required to fill out an employee/student on campus form each day they plan on being on campus, this form is used to allow maintenance staff the ability to develop a spreadsheet that addresses and allows time for cleaning between uses.
- 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, automatic soap and paper towel dispensers.

Physical Distancing Guidelines to Keep People at Least Six Feet Apart

- Employee breaks and break rooms are managed to allow employees to eat on premises in designated areas where they can remain six feet apart.
- Tape or other markings may be 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 and students otherwise maintain six feet if workspace is limited.

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 or student 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, employees, and students 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) which follow CDC guidelines. https://marin.iad1.qualtrics.com/jfe/form/SV_0HC5cFlz8xqVh1H
- 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 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).
- The vulnerability of older adults and people with chronic medical conditions, and the need to practice particular caution to protect these groups.
- 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.
- COM maintenance employees have been trained in the proper sanitation and disinfecting of surfaces

Compliance and Documentation

- This worksite is regularly inspected for compliance with this Site-Specific Protection Plan (SPP) and any deficiencies are documented and corrected.