

COVID-19 Health and Safety Plan

SAMPLE

A COVID-19 Health and Safety Plan (HSP) should include and describe how the America's Job Center of CaliforniaSM (AJCC) will implement the following, in collaboration with co-located AJCC partners:

- Identify AJCC partners responsible for implementing the HSP.
- Develop policies and procedures that assist in the identification of sick workers.
- Adhere to social distancing criteria.
- Encourage worker hygiene and source controls.
- Implement AJCC office cleaning and disinfecting protocols.
- Ensure communication and training practices and protocols are in place.
- Create a schedule to evaluate the office for HSP for compliance and corrective actions.

Additionally, the plan may also include guidance unique to the AJCC, including but not limited to services where exposure exists for AJCC staff and/or customers. These may include additional protections and protocols for the following:

- Customers, clients, and vendors.
- The use of masks/face coverings.
- Building access and staff assignment to monitor room capacity.
- Sanitation, hygiene, and handwashing.
- Social distancing and physical barriers.
- Installation of physical barriers to limit face-to-face interaction.

Health and Safety Plan Considerations

Ensure sick workers stay home and the prompt identification and isolation of sick persons

- Describe how the AJCC will address health screening, how sick workers will communicate if experiencing symptoms while at home or at work, and the method used to isolate sick workers in the workplace until the affected staff is sent home.
- Outline the process to investigate COVID-19 cases and assess if any work-related factors could have contributed to exposure of the virus. Identify close contacts and work spaces of an infected worker and take measures to avoid additional COVID-19 infections.

Social distancing – Workers must be at least 6 feet apart

- Describe how the AJCC will implement social distancing.
- Identify protections and protocols that may include teleworking, flexible work hours, staggered shifts and additional shifts to reduce the number of workers in the workplace at one time.

- Describe how occupancy requirements, numbers of people, flow, signage, and interactions will be implemented to ensure social distancing.
- Describe physical workplace changes, such as increased distance between workstations.
- Describe how aisles, resource rooms, lobbies, tables, chairs, etc. will be arranged, and how the flow will be directed to allow for social distancing between AJCC staff and customers.
- Describe how protective supplies, such as masks, nonmedical cloth face coverings, gloves, disinfectant, and face-shields for workers, will be distributed and provide instructions on when and how the PPE should be worn.

Worker hygiene and source controls

- Describe how necessary handwashing and/or sanitizer facilities will be provided, supplied and maintained for AJCC staff and customers.
- Describe how the AJCC will address the use of face coverings and other PPE in accordance with the Governor and [California Department of Public Health \(PDF\)](#) guidance.
- Describe how the AJCC will communicate these health and safety instructions and reminders.

Workplace cleaning and disinfection protocol

- Describe the AJCC's schedule for cleaning and disinfecting common areas. Identify the staff responsible for cleaning and disinfecting surfaces, and the procedure to clean the work space of a person with symptoms of, or diagnosed with, COVID-19.
- Training provided to ensure the proper use of any required PPE.

Communications and training practices and protocol

- Describe how the plan is communicated to AJCC staff, customers, and applicable parties.

COVID-19 Guidance

Guidance for developing a COVID-19 Health and Safety Plan General

- [Centers for Disease Control and Prevention \(CDC\): Coronavirus \(COVID-19\)](#)
- [Governor's COVID-19 Resources](#)
- [California Department of Public Health \(CDPH\) Coronavirus](#)
- [CDPH Local Health Services and Offices](#)

Respiratory etiquette: Cover your cough or sneeze

- [CDC - How to Protect Yourself & Others](#)
- [CDC - Coughing and Sneezing Protection](#)

Social distancing

- [CDC Social Distancing](#)
- [CDPH - Gathering Guidelines \(PDF\)](#)

Facility Cleaning

- [CDC - Cleaning and Disinfecting Your Facility](#)
- [Environmental Protection Agency - Disinfectants for Use Against COVID-19](#)

Employees exhibiting signs and symptoms of COVID-19

- [CDC - What to Do If You Are Sick](#)
- [CDPH - Protect Yourself](#)