

# COVID -19 OPERATIONS PROTOCOL



Department: \_\_\_\_\_

Address: \_\_\_\_\_

**Departments must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is inapplicable.**

## SIGNAGE

- Signage at each entrance of the facility or jobsite to inform all employees and customers that they shall:
  - Facial coverings are required upon entry
  - Maintain a minimum six-foot distance from non-household members
  - Do not enter the facility if they have a cough or fever
  - Avoid all unnecessary physical contact including hand shakes

## DEPARTMENT SETUP

- Modify department hours as needed to protect the staff and public
- Close any unnecessary entrances
- Utilize a hand washing station for high traffic areas (if available)
- Have sanitation supplies available to the public near entrances and high contact areas
- Copies of this Protocol have been distributed to staff
- Copies of Dr. Luu's most recent orders placed for reference at every front desk
- Block off any areas that are now closed to the public
- Describe any additional measures: \_\_\_\_\_

## MEASURES TO ENSURE PHYSICAL DISTANCING

- Limit the number of patrons in the lobby to \_\_\_\_\_, to maintain at least six-foot distance
- List conference rooms and number of patrons allowed in each to maintain at least six-foot distance:  
\_\_\_\_\_
- Placing tape or other markings at least six feet apart in patron line areas inside the facility and on sidewalks at public entrances with signs directing patrons to use the markings to maintain distance
- Describe any additional measures: \_\_\_\_\_

## MEASURES TO PREVENT UNNECESSARY CONTACT

- Provide for contactless payment systems or, if not feasible, sanitizing payment systems regularly
- Limit the duration of visits to 30 minutes and gatherings of no more than 10 people
- Describe any additional measures: \_\_\_\_\_

## MEASURES TO INCREASE SANITIZATION

- Disinfect all payment portals, pens, and styluses regularly
- Disinfect all high-contact surfaces regularly
- Disinfect all bathrooms, break rooms, and common areas regularly
- Describe any additional measures: \_\_\_\_\_

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

**You may contact the Department Head or Risk Management with any questions or comments regarding this protocol:**

Department: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Risk: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_