



# COVID-19 REQUIREMENTS & RESOURCES

<https://www.smchealth.org/eh> | [envhealth@smcgov.org](mailto:envhealth@smcgov.org) | 650-372-6200

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## **\*REQUIRED TO POST AT ALL PUBLIC ENTRANCES\***

### **Document Display Requirements for Businesses**

Businesses operating in San Mateo County must complete, post, and share the first three documents with vendors and customers at all public entrances.

- **Self-Certification Placard**
    - Post this placard at all public entrances and list your local law enforcement agency in the department fields of this document
    - Available [here](#) in: English
  - **Health Officer Order Appendix A: Social Distancing Protocol**
    - Use this form or post similar content
    - Available [here](#) in: English, Spanish, Chinese, Tagalog
  - **Health and Safety Signage**
    - Post these signs or a sign that lists all COVID-19 symptoms at every public entrance
    - Available [here](#) in: English, Spanish, Chinese
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## **\*REQUIRED TO SHARE WITH AND POSTED FOR EMPLOYEES\***

### **Health and Safety Plan (industry-specific guidance materials)**

The Health and Safety Plan listed below must be shared with and posted for employees.

- Refer to your business type [here](#) for industry-specific guidance materials
  - Post for all employees
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### **Frequently Asked Questions for Businesses**

- Available [here](#) in: English, Spanish, Chinese
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### **COVID-19 Exposure Guidance in the Workplace**

- Available [here](#) in: English, Spanish, Chinese

# COVID-19 PREPARED

PREPARADO PARA EL COVID-19 | COVID-19準備工作



**This business has completed a Social Distancing Protocol to prevent the spread of COVID-19.**

Este negocio implementó un protocolo de distanciamiento social para evitar la propagación del COVID-19.

該企業已完成《社交距離規定》，以防止COVID-19的傳播。

To report a complaint about this or another business not following a Social Distancing, please contact

Para presentar una queja sobre este u otro negocio que no cumpla el distanciamiento social, comuníquese con | 如需投訴該企業或其他企業未遵守《社交距離規定》，請聯絡

Name of Dept | Nombre del departamento | 部門名稱

Contact Email/Phone for Dept | Correo electrónico de contacto/teléfono del departamento | 聯絡該部門的電子郵箱/電話號碼

The person responsible for implementing this protocol is

La persona responsable de implementar el protocolo es | 負責執行本規定的人員是

Full Name | Nombre completo | 全名

Title | Puesto | 職務

Email | Correo electrónico | 電子郵箱

Phone | Teléfono | 電話號碼



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COUNTY HEALTH**

[smchealth.org/coronavirus](https://smchealth.org/coronavirus)



## APPENDIX A: Social Distancing Protocol (Updated June 17, 2020)

Facility name:

Facility Address:

Approximate gross square footage of space open to the public:

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

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**Signage:**

Signage at each public entrance of the facility to inform the public that they should: avoid entering the facility if they have COVID-19 symptoms; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; wear face coverings, as appropriate; and not shake hands or engage in any unnecessary physical contact.

Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

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**Measures To Protect Employee & Public Health (check all that apply to the facility):**

All employees have been told not to come to work if sick.

Symptom checks are being conducted before employees may enter the work space.

Employees are required to wear face coverings, as appropriate.

All desks or individual work stations are separated by at least six feet.

Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:

Break rooms:

Bathrooms:

Other

Disinfectant and related supplies are available to all employees at the following location(s):

Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

Soap and water are available to all employees at the following location(s):





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## PUBLIC HEALTH, POLICY & PLANNING

- All employees and members of the public are required to comply with the Face Covering Requirements of the Health Order (Order c19-11).
- Copies of this Protocol have been distributed to all employees.
- Optional—Describe other measures:

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### **Measures To Keep People At Least Six Feet Apart (check all that apply to the facility)**

- Limit the number of individuals in the facility at any one time to [Click or tap here to enter text.](#), which allows for individuals to easily maintain at least six-foot distance from one another at all practicable times.
- Post an employee at the door to ensure that the maximum number of individuals in the facility set forth above is not exceeded.
- Placing signs outside the facility reminding people to be at least six feet apart, including when in line.
- Placing tape or other markings at least six feet apart in areas where individuals stand or sit for prolonged periods of time inside and outside the facility with signs directing customers to use the markings to maintain distance.
- All employees have been instructed to maintain at least six feet distance from other individuals, except employees may momentarily come closer when necessary or when the employees are providing a service that requires being within six feet.
- Optional—Describe other measures:

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### **Measures To Prevent Unnecessary Contact (check all that apply to the facility):**

- Preventing people from self-serving any items.
- Bulk-item food bins are not available for individuals self-service use.
- Not permitting individuals to bring their own pens/pencils, bags, mugs, or other reusable items from home.
- Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly.  
Describe:
- Optional—Describe other measures (e.g. providing senior-only hours):

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### **Measures To Increase Sanitization (check all that apply to the facility):**

- Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
- Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility and anywhere else where people have direct interactions.
- Disinfecting all payment portals, pens, and styluses after each use.
- Disinfecting all high-contact surfaces frequently.



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**PUBLIC HEALTH,  
POLICY & PLANNING**

Optional—Describe other measures:

\* Any additional measures not included here should be listed on separate pages and attached to this document.

**You may contact the following person with any questions or comments about this protocol:**

**Name:**

**Phone number:**

# Protect yourself and others from COVID-19

## Please stay home if...

You are experiencing COVID-19 symptoms, such as

- cough
- fever
- difficulty breathing or shortness of breath



## Wash your hands first.

Please wash your hands with soap and water or use hand sanitizer.



## Social distancing (at least 6-feet) must be maintained.

Sneeze and cough into a cloth or tissue, or if not available, into your elbow. Do not shake hands or engage in any unnecessary physical contact.



## Our COVID-19 business written plan is posted

so you can see how we are operating safely.



## You must wear a face covering.

Businesses: Post this sign at each public entrance of your facility.

For more information, contact Environmental Health Services at (650) 372-6200, or visit [smchealth.org/eh](https://smchealth.org/eh).



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**ENVIRONMENTAL  
HEALTH SERVICES**