|  |  |  |  |
| --- | --- | --- | --- |
| **Topic** | **Required** | **Recommended (Best Practices)** | **Prohibited** |
| Masks | * Provide masks and respirators to any employee that requests one (without regard to vaccination status)
* Masks must be two layers of fabric to be effective
* Masks *must* be worn in high-risk settings, including health care.
* Masks *must* be warn as directed by the California Department of Public Health- which currently only requires for high risk settings.
* Masks must be worn by anyone in the workplace if it has been less than 10 days since they had symptoms or had a positive test.
 | * Provide masks easily and quickly to employees and customers to use at their discretion.
* Conduct fit tests for those using respirators to ensure appropriate use.
* Planning ahead: having an appropriate amount of masks on hand should surges arise.
* Clear signage posted throughout that outlines masks and expectations.
 | * Not allowing masks to be worn by customers or employees.
* Retaliation for choosing to wear a face mask.
* Charging for masks. Employers must cover the cost of personal protective equipment.
 |
| Vaccines | * Providing information about the health and safety of COVID-19 vaccines.
* Treating vaccine status and information as health information meaning it is protected and private.
 | * Encourage employees to be vaccinated.
* Provide paid time off and other incentives for vaccines *and* boosters.
* Pledge to be an employer supportive of vaccines through campaigns like the Time to Vaccinate campaign.
 | * Disclosing vaccination status of employees
 |
| Testing | * Only COVID-19 tests that are approved by the FDA may be used (this includes approval via emergency use authorization)
* If self-administered a test must have another means of date verification (i.e. photo stamp)
* Make testing available for free to employees during work time to any employee who had a close contact.
* Make testing available for free to employees who are symptomatic.
 | * Proactive education about how to use self-administered tests.
* Planning ahead: having tests available for workforce and their families.
* Identifying County-sponsored or other public testing sites for employees’ use.
* Share information about receiving free tests from federal government.
 | * Sharing specific individual’s test results.
* Providing or using tests that are not approved by the FDA.
 |
| Outbreaks & Positive Tests | * Track (confidentially) the name/contact information/occupation /location of work of each positive COVID test in the workforce.
* Provide employer-funded paid sick leave
* Remove individuals who test positive from the workplace until:
	+ 5 days have passed from positive test/no symptoms; AND
	+ A negative test is taken on the 5th day or later OR
	+ 10 days have passed since positive/no symptoms.
 | * Hosting a meeting to outline the procedures and practices to allow for maximum transparency and understanding.
* Encourage employees that feel ill or unwell to stay at home.
* Refer to the CA Department of Public Health’s Outbreak Checklist.
 |  |
| Reporting | * Report to the Department of Public Health any outbreaks (3+ positive cases over a 14 day period)
* In writing, notify all employees that may have been exposed to a positive case, within one day.
 | * Establish an agreed-upon communication strategy for sharing outbreak information with employees (may use text messages, emails, etc.)
 | * Sharing medical information (vaccine status, positivity, etc.) with anyone outside of specified individuals.
 |
| Hygiene & Sanitation | * Documentation of cleaning and sanitization efforts/practices.
* If indoor- evaluate how to maximize ventilation with outdoor air or with other air cleaning systems.
* Evaluate handwashing facilities and determine whether they have enough and make necessary improvements.
 | * Frequent sanitation and deep cleaning.
* Hang signage about handwashing recommendations and best practices.
* Provide sanitizing stations.
 |  |
| Administration | * Creation and implementation of a COVID-19 Prevention Plan (CPP)
* Training of employees on the CPP
* Ability to provide a copy of CPP to local public health officials, state officials, and employees upon request
 | * Create a culture of wellness by participating in programs like the County’s Live Well at Work Accelerator Program
* Identify an individual or small team to be a resource for any COVID-19 or health questions for staff.
 |  |