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| **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. |  |