



2380 Qume Drive, Suite A, San Jose, CA 95131
p 669-284-9200 f 669-284-9201 www.overaa.com

10/23/2020

San Mateo-Foster City School District
Attn: Kevin Sanders
1170 Chess Drive
Foster City, CA 94404

Re: 3458- Foster City Elementary School
Subject: COVID Impacts

Dear Kevin,

This letter is to recognize Overaa's PCO#070.2 dated 9/28/20 for COVID Impacts from May 4, 2020 though Substantial Completion of February 16, 2021. As mutually discussed and agreed by Overaa and the District; should PCO#070.2 become approved; Overaa will waive any future COVID related cost for the rest of the duration of the construction project. In other words, the Foster City Elementary School project will be exempt from any additional COVID fees once PCO#070.2 is approved for \$152,450.12.

If there is a COVID situation that affects the critical path of the project, a time extension will be requested. Cost associated with COVID will not be requested.

If you have additional questions, please let us know.

Kind Regards,
Alan Chan

A handwritten signature in blue ink, appearing to read "Alan Chan".

C. Overaa Project Manager

Cc: Andrea Olowoyeye, Cody Johnson, Jose Chavez Guzman, Vinson Heine, Don Stock

DOCUMENT 00 63 57

PROPOSED CHANGE ORDER FORM

San Mateo-Foster City School District
1170 Chess Drive
Foster City, CA 94404

PCO NO.:

PCO #070.2

Project: Foster City Elementary School
Bid No.: 3541001/106.11.2018
RFI #: _____

Date: 09/28/2020
DSA File No.: #41-26
DSA Appl. No.: #01-117111

Contractor hereby submits for District's review and evaluation this Proposed Change Order ("PCO"), submitted in accordance with and subject to the terms of the Contract Documents, including Sections 17.7 and 17.8 of the General Conditions. Any spaces left blank below are deemed no change to cost or time.

Contractor understands and acknowledges that documentation supporting Contractor's PCO must be attached and included for District review and evaluation. Contractor further understands and acknowledges that failure to include documentation sufficient to, in District's discretion, support some or all of the PCO, shall result in a rejected PCO.

	WORK PERFORMED OTHER THAN BY CONTRACTOR	ADD	DEDUCT
(a)	Material (attach suppliers' invoice or itemized quantity and unit cost plus sales tax)	\$3,822.00	
(b)	Add Labor (attach itemized hours and rates, fully encumbered)	\$57,670.96	
(c)	Add Equipment (attach suppliers' invoice)	\$0.00	
(d)	Subtotal	\$61,492.96	
(e)	Add overhead and profit for any and all tiers of Subcontractor , the total not to exceed ten percent (10%) of Item (d)	\$0.00	
(f)	Subtotal	\$61,492.96	
(g)	Add Overhead and Profit for Contractor , not to exceed five percent (5%) of Item (f)	\$0.00	
(h)	Subtotal	\$61,492.96	
(i)	Add Bond and Insurance , not to exceed one and a half percent (1.5%) of Item (h)	\$922.39	
(j)	TOTAL	\$62,415.35	
(k)	Time (zero unless indicated; "TBD" not permitted)	<u>0</u> Calendar Days	

SCOPE OF WORK:

This PCO is for the COVID pandemic construction impacts per the General Conditions Section 17.7.4, the additional safety requirements being enforced by governing agencies due to the COVID Pandemic is considered an unknown and/or an unforeseen condition. Overaa is submitting this change order request in the amount of \$152,450.12 to cover the costs of the additional safety protocols being enforced by the governing agencies.

Due to the national COVID-19 Pandemic, the Union Halls, CAL-OSHA, and/or Centers for Disease Control and Prevention are just some of the compliance standard that govern our job site and by doing so creates a "new normal" since our remobilization in May 2020. Since then there have been no solution to this pandemic and our global economy is still unsure if there will be a cure for that matter. That being said, Overaa needs to practice the "new normal" in keeping our management, our employees, construction workers, and subcontractors safe. Aside from enforcing and practicing social distancing, PPE and additional cleaning and sanitizing the job site is being required. These additional impacts include additional coordination by Overaa COVID Safety Officer (CSO) whose duty is to manage and provide coordination to subcontractors and bridge the liaison with Union Representative Jobsite Safety Accountability Supervisor. Additionally this change order covers material and cleaning supplies such as face mask, face shields, hand sanitizers, PPE, additional and more frequent extensive labor for cleaning at frequent areas such as hand-wash stations, portable restrooms, Overaa's jobsite trailer, and Client/IOR jobsite trailer. These additional impacts have occurred since Overaa re-mobilized back on the job-site on May 4th, 2020 and is projected to carry out to the end of substantial completion date of February 16, 2021.

This PCO covers the COVID Impacts from the time of remobilization on May 4, 2020 through anticipated substantial project completion date of February 16, 2021 and covers (4) weeks past substantial completion for punch list; total of 214 working days. Keep in mind that this factors in all major holidays as non-working days (ie. Memorial Day, Independence Day, Labor Day, Day Before Thanksgiving, Thanksgiving Day, Christmas Eve, Christmas, New Year's Eve, New Year's, and President's Day).

This includes COVID impacts from Wilhite Electric and Cal West Acoustics only. So far no other subcontractors have presented a cost impact.

Exclusions: Time impact for demobilization/remobilization and delay due to the project shut down in April is included in the approved PCO#045.1. Additionally this PCO excludes any other subcontractor impact cost that has not yet been issued.

The schedule impacts associated with these newly enforced COVID safety procedures are not included in this PCO. It is difficult to define the actual production inefficiency due to these additional personnel potentially exposed must leave the job site and get tested. These crew member cannot return to the job site until after receiving a negative COVID test result, which can take up to (1) week. The construction industry is definitely in agreement that this pandemic is causing an impact on construction productivity.

This PCO is the COVID Impacts from May 4, 2020 thru Substantial Completion dated February 16, 2021 Cost of \$152,450.12

	WORK PERFORMED BY CONTRACTOR	ADD	DEDUCT
(a)	Material (attach itemized quantity and unit cost plus sales tax)	\$3,575.00	
(b)	Add Labor (attach itemized hours and rates, fully encumbered)	\$85,129.20	
(c)	Add Equipment (attach suppliers' invoice)	\$0.00	
(d)	Subtotal	\$88,704.20	
(e)	Add Overhead and Profit for Contractor , not to exceed fifteen percent (15%) of Item (d)	\$0.00	
(f)	Subtotal	\$88,704.20	
(g)	Add Bond and Insurance , not to exceed one and a half percent (1.5%) of Item (f)	\$1,330.56	
(h)	TOTAL	\$90,034.76	
(i)	Time (zero unless indicated; "TBD" not permitted)	<u>0</u> Calendar Days	

The undersigned Contractor approves the foregoing as to the changes, if any, to the Contract Price specified for each item, and as to the extension of time allowed, if any, for completion of the entire Work as stated herein, and agrees to furnish all labor, materials, and service, and perform all work necessary to complete any additional work specified for the consideration stated herein. Submission of sums which have no basis in fact or which Contractor knows are false are at the sole risk of Contractor and may be a violation of the False Claims Act set forth under Government Code section 12650 *et seq.* It is understood that the changes herein to the Contract shall only be effective when approved by the governing board of the District.

It is expressly understood that the value of the extra Work or changes expressly includes any and all of the Contractor's costs and expenses, direct and indirect, resulting from additional time required on the Project or resulting from delay to the Project. Contractor is not entitled to separately recover amounts for overhead or other indirect costs. Any costs, expenses, damages, or time extensions not included are deemed waived.

SUBMITTED BY:

Contractor: Overaa Construction

Alan Chan

[Name]

09/28/2020

Date

END OF DOCUMENT



2380 Qume Drive, Suite A, San Jose, CA 95131
p 669-284-9200 f 669-284-9201 www.overaa.com

CHANGE ORDER REQUEST

COR No: 70.00

09/28/2020

San Mateo-Foster City School District

Attn: Kevin Sanders

1170 Chess Drive

Foster City, CA 94404

Re: 3458- Foster City Elementary School

Subject: COVID Pandemic from 05/4/20 thru 02/16/21

Dear Kevin,

This PCO is for the COVID pandemic construction impacts per the General Conditions Section 17.7.4, the additional safety requirements being enforced by governing agencies due to the COVID Pandemic is considered an unknown and/or an unforeseen condition. Overaa is submitting this change order request in the amount of \$152,450.12 to cover the costs of the additional safety protocols being enforced by the governing agencies.

Due to the national COVID-19 Pandemic, the Union Halls, CAL-OSHA, and/or Centers for Disease Control and Prevention are just some of the compliance standard that govern our jobsite and by doing so creates a "new normal" since our remobilization in May 2020. Since then there have been no solution to this pandemic and our global economy is still unsure if there will be a cure for that matter. That being said, Overaa needs to practice the "new normal" in keeping our management, our employees, construction workers, and subcontractors safe. Aside from enforcing and practicing social distancing, PPE and additional cleaning and sanitizing the jobsite is being required. These additional impacts include additional coordination by Overaa COVID Safety Officer (CSO) whose duty is to manage and provide coordination to subcontractors and bridge the liaison with Union Representative Jobsite Safety Accountability Supervisor. Additionally this change order covers material and cleaning supplies such as face mask, face shields, hand sanitizers, PPE, additional and more frequent extensive labor for cleaning at frequent areas such as hand-wash stations, portable restrooms, Overaa's jobsite trailer, and Client/IOR jobsite trailer. These additional impacts have occurred since Overaa remobilized back on the jobsite on May 4th, 2020 and is projected to carry out to the end of substantial completion plus (30) days for punch duration of the project which puts final completion to March 16, 2021.

This PCO covers the COVID Impacts from the time of remobilization on May 4, 2020 through anticipated substantial project completion date of February 16, 2021 and covers (4) weeks past substantial completion for punch list; total of 214 working days. Keep in mind that this factors in all major holidays as non-working days (ie. Memorial Day, Independence Day, Labor Day, Day Before Thanksgiving, Thanksgiving Day, Christmas Eve, Christmas, New Year's Eve, New Year's, and President's Day). This includes COVID impacts from Wilhite Electric and Cal West Acoustics only. So far no other subcontractors have presented a cost impact.

Exclusions: Time impact for demobilization/remobilization and delay due to the project shut down in April is included in the approved PCO#045.1. Additionally this PCO excludes any other subcontractor impact cost that has not yet been issued.

The schedule impacts associated with these newly enforced COVID safety procedures are not included in



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CHANGE ORDER REQUEST

COR No: 70.00

this PCO. It is difficult to define the actual production inefficiency due to these additional personnel potentially exposed must leave the job site and get tested. These crew member cannot return to the job site until after receiving a negative COVID test result, which can take up to (1) week. The construction industry is definitely in agreement that this pandemic is causing an impact on construction productivity. **Total cost for this COR is \$152,450.12.**

We appreciate your effort to timely review this request and issue the associated contract change order.

DISTRICT: SAN MATEO-FOSTER CITY SCHOOL DISTRICT Date: _____ By: _____ [Print Name and Title here]	CONTRACTOR: C. Overaa & Co. Date: <u>September 22, 2020</u> By: <u>Alan Chan (Overaa Project Manager)</u> [Print Name and Title here]
ARCHITECT: <small>Reviewed for general conformance with design concept, and general compliance with the information given in the Contract Documents. Refer to HMC Review Comments for additional information.</small> Date: <u>10.26.20</u> By: <u>[Signature]</u> HMC Architects [Print Name and Title here]	PROJECT INSPECTOR: <u>[Signature]</u> MA Date: <u>10/28/20</u> <u>RALPH ADAMS, Project Inspector</u> By: <u>DSA #1, #2866</u> [Print Name and Title here]

This quotation covers only the direct cost of the work described and does not include any evaluation of the impact of the subject change upon the contract time or any costs related thereto. This quotation is only for the work described herein. No other impacts are considered unless specifically noted. Unless noted otherwise, this proposal will remain valid for ten days from the date of this proposal.

Very truly yours,

C. OVERAA & CO.

Approved By:

Owner: _____

Date: _____

PCO:
075

Alan Chan

Project Manager

Cc: Andrea Olowoyeye, Chris Shoemaker, Jose Chavez Guzman, Vinson Heine



DATE: 9/28/2020
COR# 070
PCO# 075
Districts PCO # 70 2

CHANGE ORDER REQUEST COST SUMMARY

DESCRIPTION OF CHANGE:

This COR is for the COVID pandemic construction impacts per the General Conditions Section 17.7.4, the additional safety requirements being enforced by governing agencies due to the COVID Pandemic is considered an unknown and/or an unforeseen condition. Overaa is submitting this change order request in the amount of \$152,450.12 to cover the costs of the additional safety protocols being enforced by the governing agencies.

Due to the national COVID-19 Pandemic, the Union Halls, CAL-OSHA, and/or Centers for Disease Control and Prevention are just some of the compliance standard that govern our jobsite and by doing so creates a "new normal" since our remodeling in May 2020. Since then there have been no solution to this pandemic and our global economy is still unsure if there will be a cure for that matter. That being said, Overaa needs to practice the "new normal" in keeping our management, our employees, construction workers, and subcontractors safe. Aside from enforcing and practicing social distancing, PPE and additional cleaning and sanitizing the jobsite is being required. These additional impacts include additional coordination by Overaa COVID Safety Officer (CSO) whose duty is to manage and provide coordination to subcontractors and bridge the liaison with Union Representative, Jobsite Safety Accountability Supervisor. Additionally this change order covers material and cleaning supplies such as face mask, face shields, hand sanitizers, PPE, additional and more frequent extensive labor for cleaning at frequent areas such as hand-wash stations, portable restrooms, Overaa's jobsite trailer, and Client/JOB jobsite trailer. These additional impacts have occurred since Overaa remobilized back on the jobsite on May 4th, 2020 and is projected to carry out to the end of substantial completion plus (30) days for punch list duration of the project which puts final completion to March 16, 2021.

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This includes revised COVID impacts from Wilhite Electric and Cal West Acoustics only. So far no other subcontractors have presented a cost impact.

[illegible]

Classification	Rate	Hourly Rate
Carpenter Foreman	Straight time	\$130.20
	Overtime	\$160.10
	Double time	\$195.90
Carpenter Lead Man	Straight time	\$116.40
	Overtime	\$150.60
	Double time	\$184.90
Carpenter Journeyman	Straight time	\$112.90
	Overtime	\$145.50
	Double time	\$178.10
Millwright Pipe Layer Foreman	Straight time	\$162.30
	Overtime	\$204.90
	Double time	\$255.90
Millwright Pipe Layer Welder	Straight time	\$150.80
	Overtime	\$189.20
	Double time	\$235.20
Millwright Foreman	Straight time	\$128.60
	Overtime	\$157.40
	Double time	\$192.00
Millwright	Straight time	\$114.30
	Overtime	\$147.00
	Double time	\$179.70
Carp. Apprentice	Straight time	\$109.30
	Overtime	\$140.30
	Double time	\$171.30
Pipe Laborer	Straight time	\$80.00
	Overtime	\$100.70
	Double time	\$121.30
Laborer (Const. Specialist)	Straight time	\$80.70
	Overtime	\$101.70
	Double time	\$122.70
Laborer Foreman	Straight time	\$88.00
	Overtime	\$106.80
	Double time	\$129.40
Laborer	Straight time	\$79.40
	Overtime	\$99.80
	Double time	\$120.10

C. Overaa Co.
 Bay Area Labor Rates

Effective 7/1/19 through 6/30/20

Classification	Rate	Hourly Rate
Laborer Apprentice	Straight time	\$75.00
	Overtime	\$93.30
	Double time	\$111.70

Classification	Rate	Total Cost
Team Leader	Straight Time	\$218.10
Sr. Project Manager	Straight Time	\$168.00
Project Manager	Straight Time	\$147.60
Project Engineer	Straight Time	\$107.70
Project Accountant	Straight Time	\$99.50
Project Assistants	Straight Time	\$83.80
Senior Superintendent	Straight Time	\$167.40
	Overtime	\$206.20
	Double time	\$261.20
Carpenter Superintendent	Straight Time	\$151.10
	Overtime	\$183.10
	Double time	\$230.20



Cal West Acoustics

Revised per discussion with Joe Wester and Alan on 9/21/20

~~May 18, 2020~~

Mr. Alan Chan
C. Overaa & Company
2380 Qume Dr., Suite A
San Jose, CA 95131

RE: Foster City New Elementary School, Job No. 3458
Section 09 84 13 – Acoustical Wall Panels
COVID-19 Plan – Change Request No. 2

Alan,

Per Overaa's COVID-19 plan dated 5/11/20, following is a breakdown of the additional cost for implementation and impact on labor productivity.

Labor – 96 hours 80 hours @ 109.60	\$ 10,522.00	\$8,768.00
Material	\$ 1,200.00	
Subtotal	\$ 11,722.00	
O & P @ 15%	\$ 1,758.00	\$1,172.20
Total	\$ 13,480.00	\$10,964.80

**10% per specifications
section 00 63 57-1**

Please issue a change order at your earliest convenience. Feel free to contact me should you have any questions or require any additional information. Thank you.

Sincerely,

Joseph M. Wester

Joseph M. Wester



Wilhite Electric Inc.

337 Preston Ct, Livermore, CA. 94551
Phone 925-443-7400 FAX 925-443-7424
License # 820528 - SBE #39877 - DIR # 1000004549

Date: 9/18/20

Change Order Request #: 25

To: Alan Chan
Overaa
2380 Qume Dr. Suite A
San Jose, CA 95131

Project: Foster City ES
1050 Shell Blvd.
Foster City, CA 94404

Change Description:

Lump Sum Covid-19 Impacts - 5/14/20 thru 12/18/20

	Final Pricing	Value (\$)	Pct (%)
	Direct Labor	47,906.16	
	Labor Total	47,906.16	
	Subcontractors		
	General Expenses	2,622.00	
	Total Cost	50,528.16	
	Labor Overhead		
	Total Overhead		
	Labor Markup		
	Total Markup		
	Selling Price	50,528.16	



Wilhite Electric Inc.

337 Preston Ct, Livermore, CA. 94551
Phone 925-443-7400 FAX 925-443-7424
License # 820528 - SBE #39877 - DIR # 1000004549

	Labor Type	Crew	Hours	Full Rate	Total
1	GENERAL FOREMAN 1 hr per day 5/4 thru 9/25 (102 Work Days)		102.00	180.56	18,417.12
2	GENERAL FOREMAN 1/2 hr per day 9/28 thru 12/18 (58 Work Days / 2		29.00	180.56	5,236.24
4	JOURNEYMAN 1 hr per day 5/4 thru 12/18 (160 Work Days)		160.00	151.58	24,252.80
	Totals		291.00	164.63	47,906.16

	General Expenses	Quantity	Duration	Cost/Unit	Total Cost	Tax(%)	Markup%	Total
7	COVID PPE & Sanitary Supplies - Per Mont	1.00	8.00	300.00	2,400.00	9.250		2,622.00
	Totals				2,400.00	222.00		2,622.00

Alan Chan

From: Troy Wilhite (Wilhite Electric Inc.) <troy@wilhiteinc.com>
Sent: Friday, September 18, 2020 2:57 PM
To: Alan Chan
Subject: FCES - PCO #25 attached for Lump Sum COVID-costs
Attachments: COR #25 - FCES - Lump Sum Covid Impacts -.pdf

Alan,

See PCO #25 attached for Lump Sum COVID-costs. If accepted, our previous PCOs #18, 19 & 20 will be void.

Our PCO #25 is based on 1 GF hour and 1 JW hour per day between 5/14/20 and 9/25/20 and ½ GF hour and 1 JW hour per day between 9/28 and 12/18/20.

Daily COVID activities include spraying and wiping down **ALL** tooling, daily health assessment – including daily sign in and temperature checks of all employees and subcontractor employees, insuring social distancing, maintaining face coverings, planning and coordinating work activities with our crew, subcontractors and other trades, etc.

More time is spent by Jarit between 5/14/20 and 9/25/20 to coordinate, layout, plan work activities, manage daily sign in health assessments of both our crews and our subcontractor crews and order PPE and sanitary supplies, etc. Starting 9/28/20 we anticipate our crew size and our subcontractors crew sizes to reduce, hence the ½ GF hours between 9/28 and 12/18.

Please note, in a good faith effort, I changed our previous PCO from 1 GF and 1 Foreman to 1 GF and 1 JW. I also have not charged any mark up. This lump sum PCO is very fair.

Feel free to call should you have any questions.

Thank you

Troy Wilhite

President
Wilhite Electric Inc.
337 Preston Ct.
Livermore, CA 94551
Phone 925-443-7400
Fax 925-443-7424
www.wilhiteinc.com



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Basic Crafts Jobsite Accountability Program
Attn: Bob Alvarado
265 Hegenberger Road, Suite 200
Oakland, CA 94621

Re: COVID-19 Jobsite Safety Accountability Supervisor Assignment

Dear Mr. Alvarado:

Alan Chan hereby assigns the following project to the Basic Crafts Jobsite Accountability Program in compliance with Appendix B-2 of the Large Construction Project Safety Protocol of the Order of the Health Officer for the appropriate county in which the project is located:

Program ID:	KFKNFU
Project Name:	Foster City New Elementary School
Project Address:	1050 Shell Boulevard, Foster City, San Mateo, CA 94404
General contractor:	C. Overaa & Co.
CA License #:	106793
Owner/Principal of General Contractor:	Vinson Heine
Owner/Principal Cell:	415-748-1628
Superintendent:	Chris Shoemaker
Superintendent Cell:	510-754-5153
COVID-19 Safety Compliance Officer (SCO):	Alan Chan
SCO Cell:	415-738-9326

We look forward to working with you and your team to safely and successfully complete this project. Please contact me at 415-738-9326 with any questions or concerns. We will fulfill all safety requirements as outlined in the Health Order and submit the necessary forms for this project as instructed in your Welcome Letter.

Sincerely,

Alan Chan

Program ID: KFKNFU

SUBCONTRACTORS

Subcontractor Name	CA License #	# of Employees	Week Of
EMCOR, Sam Moore, 510-362-2400	611215	0	9/20/2020
A&D Automatic Gate, Richard bright, 650-222-1784	763182	0	9/20/2020
AAA Fence Company, Rex Yates, 408-727-5465	522762	0	9/20/2020
ACT, Scott Cole, 949-502-5355	797379	0	9/20/2020
BK Mill & Fixture, Suzy Korhummel, 510-713-0430	823191	0	9/20/2020
BT Mancini, Robert Brodsky, 408-942-7900	229230	6	9/20/2020
Cal West Acoustics, Joseph Wester, 415-656-6454	960381	0	9/20/2020
Coast Building Products, 707-230-4710	465440	2	9/20/2020
Dinelli Plumbing, Joe Dinelli, 650-245-3114	801472	3	9/20/2020
EMCOR, Sam Moore, 510-362-2400	611215	0	9/20/2020
Flanders Heat & Air, Bret Glanders, 925-461-3333	677502	5	9/20/2020
Fremont Millwork, Bryan Gallagher, 541-884-5554	249756	0	9/20/2020
Harrison Drywall, Jeff Harrison, 415-821-9584	620446	8	9/20/2020
HY Floor and Gamlene Painting, Susan Heller, 650-593-6837	587127	0	9/20/2020
Interstate Grading, David Flores, 650-333-2858	366020	0	9/20/2020
Jeffco Roofing, Brandon Cordtz, 925-862-2960	455190	4	9/20/2020
JML Engineering, Oscar Ceron, 415-432-0443	953003	2	9/20/2020
Kingdom Pipelines, Brendon Murphy, 415-747-2091	767686	0	9/20/2020
Landavazo Bros, Emilio Mante, 916-469-1032	661762	0	9/20/2020
Linden Steel, Pat Carvaljo, 209-239-2160	846699	0	9/20/2020
M&N Consulting, Ryan Mix, 669-222-1911	8743	0	9/20/2020
Marquee Fire, Donna Awtry, 916-641-7997	570970	0	9/20/2020
Mastria Painting, Nello Mastria, 408-774-9117	736825	0	9/20/2020
Mauck Sheet Metal, Wilton Yang, 510-638-3607	582359	2	9/20/2020
Metal Works, Jeff McClure, 530-354-7288	655446	2	9/20/2020
Mission City Rebar, Greg Sena, 925-449-6999	273978	0	9/20/2020
Mr. Sign, Dan Scott, 530-389-2643	960646	0	9/20/2020
Murphy Specialties, Cori Christensen, 707-761-800	986735	0	9/20/2020
National Glass Systems, Tavo Martinez, 510-894-0647	1051884	4	9/20/2020
Pacific Access Contractors, Scott Flores, 650-494-2000	664633	0	9/20/2020
Park Planet, Jesse Garcia 530-244-6116	959805	0	9/20/2020
Rentafence, Danny Molina, 408-767-9965		0	9/20/2020
Richard Hancock, Bruce Lamar, 707-528-4900	457656	3	9/20/2020

RMT Landscape, Kari Trask, 510-568-3208	372869	0	9/20/2020
Roberts Tile, Jeff Voth, 707-544-4087	329858	2	9/20/2020
RP Coatings, George Gomez, 510-715-1531	538214	0	9/20/2020
Universal Plastics, Steve Tullgren, 916-481-0541	390876	0	9/20/2020
Wilhite Electric, Troy Wilhite, 925-595-1900	820528	5	9/20/2020

SOCIAL DISTANCING

General Contractor Name: C. Overaa & Co.

Business address: 1050 Shell Blvd. Foster City, CA 94404

Approx. Sq. Ft.: 1,440 sf office trailer, 23,013 sf building, and 6 acre site

SIGNAGE



Signage at each public entrance of the facility to inform all employees and customers 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.

MEASURES TO PROTECT EMPLOYEE HEALTH

(check all that apply to the facility)



Everyone who can carry out their work duties from home has been directed to do so.



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: 8AM, 10AM, & 2PM.



Bathrooms: Serviced 2 Days a Week, Disinfected 3 Times a Day



Other: Job Site trailer Disinfected at the beginning of each Day



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



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



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



Copies of this Protocol have been distributed to all employees.



Optional — Describe other measures: Overaa jobsite protocol for COVID-19

MEASURES TO PREVENT CROWDS FROM GATHERING

(check all that apply to the facility)

N/A

Limit the number of customers in the store at any one time to , which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.

N/A

Post an employee at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.

N/A

Placing per-person limits on goods that are selling out quickly to reduce crowds and lines. Explain:

N/A

Optional — Describe other measures:

MEASURES TO KEEP PEOPLE AT LEAST SIX FEET APART

(check all that apply to the facility)



Placing signs outside the store reminding people to be at least six feet apart, including when in line.

N/A

Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.

N/A

Separate order areas from delivery areas to prevent customers from gathering.



All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.

N/A

Optional — Describe other measures:

MEASURES TO PREVENT UNNECESSARY CONTACT

(check all that apply to the facility)

N/A

Preventing people from self-serving any items that are food-related.

N/A

Lids for cups and food-bar type items are provided by staff; not to customers to grab.

N/A

Bulk-item food bins are not available for customer self-service use.

N/A

Not permitting customers to bring their own bags, mugs, or other reusable items from home.

N/A

Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly. Describe:

N/A

Optional — Describe other measures (e.g. providing senior-only hours):

MEASURES TO INCREASE SANITIZATION

(check all that apply to the facility)

N/A

Disinfecting wipes that are effective against COVID-19 are available near

	shopping carts and shopping baskets.
N/A	Employee(s) assigned to disinfect carts and baskets regularly.
<input checked="" type="checkbox"/>	Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else where people have direct interactions.
N/A	Disinfecting all payment portals, pens, and styluses after each use.
<input checked="" type="checkbox"/>	Disinfecting all high-contact surfaces frequently.
N/A	Optional — Describe other measures (e.g. providing senior-only hours):
	You may contact the following person with any questions or comments about this protocol. Name and phone number please: Alan Chan, 415-738-9326

APPENDIX B-2

Large Construction Project Safety Protocol



Any construction project meeting any of the following specifications is subject to this Large Construction Project Safety Protocol ("LCP Protocol"), including public works projects unless otherwise specified by the Health Officer:

- i. For residential construction projects, any single-family, multi-family, senior, student, or other residential construction, renovation, or remodel project consisting of more than 10 units.
- ii. For commercial construction projects, any construction, renovation, or tenant improvement project consisting of more than 20,000 square feet of floor area.
- iii. For construction of Essential Infrastructure, as defined in section 16.c of the Order, any project that requires five or more workers at the jobsite at any one time.

I acknowledge the above by selecting "Yes"

APPENDIX B-2

(Items a., b., c., d., e.)



a. Comply with all applicable and current laws and regulations including but not limited to OSHA and Cal-OSHA. If there is any conflict, difference, or discrepancy between or among applicable laws and regulations and/or this SCP Protocol, the stricter standard shall apply.



b. Prepare a new or updated Site-Specific Health and Safety Plan to address COVID19-related issues, post the Plan on-site at all entrances and exits, and produce a copy of the Plan to County governmental authorities upon request. The Plan must be translated as necessary to ensure that all non-English speaking workers are able to understand the Plan.



c. Provide personal protective equipment (PPE) specifically for use in construction, including gloves, goggles, face shields, and face coverings as appropriate for the activity being performed. At no time may a

contractor secure or use medical-grade PPE, unless required due to the medical nature of a job site. Face coverings must be worn in compliance with the April 17, 2020 guidance.



d. Ensure that employees are trained in the use of PPE. Maintain and make available a log of all PPE training provided to employees and monitor all employees to ensure proper use of the PPE.



e. Prohibit sharing of PPE.

APPENDIX B-2

(Items f.i - f.xi)

f. Implement social distancing requirements including, at minimum:



i. Stagger stop- and start-times for shift schedules to reduce the quantity of workers at the jobsite at any one time to the extent feasible.



ii. Stagger trade-specific work to minimize the quantity of workers at the jobsite at any one time.



iii. Require social distancing by maintaining a minimum six-foot distance between workers at all times, except as strictly necessary to carry out a task associated with the project.



iv. Prohibit gatherings of any size on the jobsite, except for safety meetings or as strictly necessary to carry out a task associated with the project.



v. Strictly control "choke points" and "high-risk areas" where workers are unable to maintain minimum six-foot social distancing and prohibit or limit use to ensure that minimum six-foot distancing can easily be maintained between workers.



vi. Minimize interactions and maintain social distancing with all site visitors, including delivery workers, design professional and other project consultants, government agency representatives, including building and fire inspectors, and residents at residential construction sites.



vii. Prohibit workers from using others' phones or desks. Any work tools or equipment that must be used by more than one worker must be cleaned with disinfectants that are effective against COVID-19 before use by a new worker.



viii. Place wash stations or hand sanitizers that are effective against COVID-19 at entrances to the jobsite and in multiple locations dispersed throughout the jobsite as warranted.



ix. Maintain a daily attendance log of all workers and visitors that includes contact information, including name, address, phone number, and email.



x. Post a notice in an area visible to all workers and visitors instructing workers and visitors to do the following:

- i. Do not touch your face with unwashed hands or with gloves.
- ii. Frequently wash your hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.
- iii. Clean and disinfect frequently touched objects and surfaces such as

workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs.

- iv. Cover your mouth and nose when coughing or sneezing or cough or sneeze into the crook of your arm at your elbow/sleeve.
- v. Do not enter the jobsite if you have a fever, cough, or other COVID19 symptoms. If you feel sick, or have been exposed to anyone who is sick, stay at home.
- vi. Constantly observe your work distances in relation to other staff. Maintain the recommended minimum six-foot distancing at all times when not wearing the necessary PPE for working in close proximity to another person.
- vii. Do not share phones or PPE.



xi. The notice in section 2.f.x must be translated as necessary to ensure that all non-English speaking workers are able to understand the notice

APPENDIX B-2

(Items g.i - g.iv)

g. Implement cleaning and sanitization practices in accordance with the following:



i. Frequently clean and sanitize, in accordance with CDC guidelines, all high-traffic and high-touch areas including, at a minimum: meeting areas, jobsite lunch and break areas, entrances and exits to the jobsite, jobsite trailers, hand-washing areas, tools, equipment, jobsite restroom areas, stairs, elevators, and lifts.



ii. Establish a cleaning and decontamination protocol prior to entry and exit of the jobsite and post the protocol at entrances and exits of jobsite.



iii. Supply all personnel performing cleaning and sanitization with proper PPE to prevent them from contracting COVID-19. Employees must not share PPE.



iv. Establish adequate time in the workday to allow for proper cleaning and decontamination including prior to starting at or leaving the jobsite for the day.

APPENDIX B-2

(Items h.i - h.iii)

h. Implement a COVID-19 community spread reduction plan as part of the Site-Specific Health and Safety Plan that includes, at minimum, the following restrictions and requirements:



i. Prohibit all carpooling to and from the jobsite except by workers living within the same household unit, or as necessary for workers who have no alternative means of transportation.



ii. Cal-OSHA requires employers to provide water, which should be provided in single-serve containers. Prohibit any sharing of any food or beverage and if sharing is observed, the worker must be sent home for the day.



iii. Prohibit use of microwaves, water coolers, and other similar shared equipment.

APPENDIX B-2

(Items i.i - i.vii)

i. Assign a COVID-19 Safety Compliance Officer (SCO) to the jobsite and ensure the SCO's name is posted on the Site-Specific Health and Safety Plan. The SCO must:



i. Ensure implementation of all recommended safety and sanitation requirements regarding the COVID-19 virus at the jobsite.



ii. Compile daily written verification that each jobsite is compliant with the components of this LCP Protocol. Each written verification form must be copied, stored, and made immediately available upon request by any County official.



iii. Establish a daily screening protocol for arriving staff, to ensure that potentially infected staff do not enter the construction site. If workers leave the jobsite and return the same day, establish a cleaning and decontamination protocol prior to entry and exit of the jobsite. Post the daily screening protocol at all entrances and exit to the jobsite. More information on screening can be found online at:
<https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>.



iv. Conduct daily briefings in person or by teleconference that must cover the following topics:

- i. New jobsite rules and pre-job site travel restrictions for the prevention of COVID-19 community spread.
- ii. Review of sanitation and hygiene procedures.
- iii. Solicitation of worker feedback on improving safety and sanitation.
- iv. Coordination of construction site daily cleaning/sanitation requirements.
- v. Conveying updated information regarding COVID-19.
- vi. Emergency protocols in the event of an exposure or suspected exposure to COVID-19.



v. Develop and ensure implementation of a remediation plan to address any noncompliance with this LCP Protocol and post remediation plan at entrance and exit of jobsite during remediation period. The remediation plan must be translated as necessary to ensure that all non-English speaking workers are able to understand the document.



vi. The SCO must not permit any construction activity to continue without bringing such activity into compliance with these requirements.



vii. Report repeated non-compliance with this LCP Protocol to the appropriate jobsite supervisors and a designated County official.

APPENDIX B-2

(Items j.i - j.iv)



i. Within seven calendar days of each jobsite visit, the JSAS must complete a written assessment identifying any failure to comply with

this LCP Protocol. The written assessment must be copied, stored, and, upon request by the County, sent to a designated County official.



ii. If the JSAS discovers that a jobsite is not in compliance with this LCP Protocol, the JSAS must work with the SCO to develop and implement a remediation plan.



iii. The JSAS must coordinate with the SCO to prohibit continuation of any work activity not in compliance with rules stated herein until addressed and the continuing work is compliant.



iv. The remediation plan must be sent to a designated County official within five calendar days of the JSAS's discovery of the failure to comply.

APPENDIX B-2

(Items k.i - k.iii)

k. In the event of a confirmed case of COVID-19 at any jobsite, the following must take place:



i. Immediately remove the infected individual from the jobsite with directions to seek medical care.



ii. Each location the infected worker was at must be decontaminated and sanitized by an outside vendor certified in hazmat clean ups, and work in these locations must cease until decontamination and sanitization is complete.



iii. The County Public Health Department must be notified immediately and any additional requirements per the County health officials must be completed, including full compliance with any tracing efforts by the County.

APPENDIX B-2

(Items l., m.)



l. Where construction work occurs within an occupied residential unit, any separate work area must be sealed off from the remainder of the unit with physical barriers such as plastic sheeting or closed doors sealed with tape to the extent feasible. If possible, workers must access the work area from an alternative entry/exit door to the entry/exit door used by residents. Available windows and exhaust fans must be used to ventilate the work area. If residents have access to the work area between workdays, the work area must be cleaned and sanitized at the beginning and at the end of workdays. Every effort must be taken to minimize contact between workers and residents, including maintaining a minimum of six feet of social distancing at all times.



m. Where construction work occurs within common areas of an occupied residential or commercial building or a mixed-use building in use by on-site employees or residents, any separate work area must be sealed off from the rest of the common areas with physical barriers such as plastic sheeting or closed doors sealed with tape to the extent feasible. If possible, workers must access the work area from an alternative building entry/exit door to the building entry/exit door used by residents or other users of the building. Every effort must be taken to minimize

contact between worker and building residents and users, including maintaining a minimum of six feet of social distancing at all times.



SAN MATEO COUNTY HEALTH

**PUBLIC HEALTH,
POLICY & PLANNING**

Dr. Scott Morrow, Health Officer
Cassius Lockett, PhD, Director

Public Health, Policy & Planning
225 37th Avenue
San Mateo, CA 94403
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**ORDER No. c19-5c (REVISED) OF THE HEALTH OFFICER
OF THE COUNTY OF SAN MATEO DIRECTING
ALL INDIVIDUALS IN THE COUNTY TO CONTINUE SHELTERING AT THEIR
PLACE OF RESIDENCE EXCEPT FOR ESSENTIAL NEEDS AND IDENTIFIED
OUTDOOR ACTIVITIES IN COMPLIANCE WITH SPECIFIED REQUIREMENTS;
CONTINUING TO EXEMPT HOMELESS INDIVIDUALS FROM THE ORDER BUT
URGING GOVERNMENT AGENCIES TO PROVIDE THEM SHELTER; REQUIRING
ALL BUSINESSES AND RECREATION FACILITIES THAT ARE ALLOWED TO
OPERATE TO IMPLEMENT SOCIAL DISTANCING, FACE COVERING, AND
CLEANING PROTOCOLS; AND DIRECTING ALL BUSINESSES, FACILITY
OPERATORS, AND GOVERNMENTAL AGENCIES TO CONTINUE THE
TEMPORARY CLOSURE OF ALL OTHER OPERATIONS NOT ALLOWED UNDER
THIS ORDER**

DATE OF ORDER: APRIL 29, 2020

Please read this Order carefully. Violation of or failure to comply with this Order is a misdemeanor punishable by fine, imprisonment, or both. (California Health and Safety Code § 120295, *et seq.*; Cal. Penal Code §§ 69, 148(a)(1))

UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 101040, 101085, AND 120175, THE HEALTH OFFICER OF THE COUNTY OF SAN MATEO ("HEALTH OFFICER") ORDERS:

1. This Order supersedes the March 31, 2020 Order of the Health Officer directing all individuals to shelter in place ("Prior Order"). This Order amends, clarifies, and extends certain terms of the Prior Order to ensure continued social distancing and limit person-to-person contact to reduce the rate of transmission of Novel Coronavirus Disease 2019 ("COVID-19"). This Order continues to restrict most activity, travel, and governmental and business functions. But in light of progress achieved in slowing the spread of COVID-19 in the County of San Mateo (the "County") and neighboring counties, the Order allows a limited number of additional Essential Businesses and certain lower risk Outdoor Businesses (both as defined in Section 16 below) to resume operating. This initial, measured resumption of those activities is designed to keep the overall volume of person-to-person contact very low to prevent a surge in COVID-19 cases in the County and neighboring counties. The activities allowed by this Order will be assessed on an ongoing basis and may need to be modified if the risk associated with COVID-19 increases in the future. As of the effective date and time of this Order set forth in Section 19 below, all



individuals, businesses, and government agencies in the County are required to follow the provisions of this Order.

2. The primary intent of this Order is to ensure that County residents continue to shelter in their places of residence to slow the spread of COVID-19 and mitigate the impact on delivery of critical healthcare services. This Order allows a limited number of additional essential and outdoor business activities to resume while the Health Officer continues to assess the transmissibility and clinical severity of COVID-19 and monitors indicators described in Section 11. All provisions of this Order must be interpreted to effectuate this intent. Failure to comply with any of the provisions of this Order constitutes an imminent threat and menace to public health, constitutes a public nuisance, and is punishable by fine, imprisonment, or both.
3. All individuals currently living within the County are ordered to shelter at their place of residence. They may leave their residence only for Essential Activities as defined in Section 16.a and Outdoor Activities as defined in Section 16.m, Essential Governmental Functions as defined in Section 16.d, Essential Travel as defined in Section 16.i, to work for Essential Businesses as defined in Section 16.f, and Outdoor Businesses as defined in Section 16.l, or to perform Minimum Basic Operations for other businesses that must remain temporarily closed, as provided in Section 16.g. For clarity, individuals who do not currently reside in the County must comply with all applicable requirements of the Order when in the County. Individuals experiencing homelessness are exempt from this Section, but are strongly urged to obtain shelter, and governmental and other entities are strongly urged to, as soon as possible, make such shelter available and provide handwashing or hand sanitation facilities to persons who continue experiencing homelessness.
4. When people need to leave their place of residence for the limited purposes allowed in this Order, they must strictly comply with Social Distancing Requirements as defined in Section 16.k, except as expressly provided in this Order, and must wear Face Coverings as provided in Health Officer Order No. c19-8 (the "Face Covering Order"), including in connection with accessing or working for an Outdoor Business.
5. All businesses with a facility in the County, except Essential Businesses and Outdoor Businesses, as defined in Section 16, are required to cease all activities at facilities located within the County except Minimum Basic Operations, as defined in Section 16.g. For clarity, all businesses may continue operations consisting exclusively of owners, personnel, volunteers, or contractors performing activities at their own residences (i.e., working from home). All Essential Businesses are strongly encouraged to remain open. But all businesses are directed to maximize the number of personnel who work from home. Essential Businesses and Outdoor Businesses may only assign those personnel who cannot perform their job duties from home to work outside the home. Outdoor Businesses must conduct all business and transactions involving members of the public outdoors.
6. As a condition of operating under this Order, the operators of all businesses must prepare or update, post, implement, and distribute to their personnel a Social Distancing Protocol for each of their facilities in the County frequented by personnel or members of the public, as specified in Section 16.h. Businesses that include an Essential Business or Outdoor Business component at their facilities



alongside other components must, to the extent feasible, scale down their operations to the Essential Business and Outdoor Business components only; provided, however, mixed retail businesses that are otherwise allowed to operate under this Order may continue to stock and sell non-essential products. All businesses allowed to operate under this Order must follow any industry-specific guidance issued by the Health Officer related to COVID-19.

7. All public and private gatherings of any number of people occurring outside a single household or living unit are prohibited, except for the limited purposes expressly permitted in this Order. Nothing in this Order prohibits members of a single household or living unit from engaging in Essential Travel, Essential Activities, or Outdoor Activities together.
8. All travel, including, but not limited to, travel on foot, bicycle, scooter, motorcycle, automobile, or public transit, except Essential Travel, as defined below in Section 16.i, is prohibited. People may use public transit only for purposes of performing Essential Activities and Outdoor Activities, or to travel to and from work for Essential Businesses or Outdoor Businesses, to maintain Essential Governmental Functions, or to perform Minimum Basic Operations at non-essential businesses. Transit agencies and people riding on public transit must comply with Social Distancing Requirements, as defined in Section 16.k, to the greatest extent feasible, and personnel and passengers must wear Face Coverings as required by the Face Covering Order. This Order allows travel into or out of the County only to perform Essential Activities and Outdoor Activities, to operate or perform work for Essential Businesses or Outdoor Businesses, to maintain Essential Governmental Functions, or to perform Minimum Basic Operations at non-essential businesses.
9. This Order is issued based on evidence of continued significant community transmission of COVID-19 within the County and throughout the Bay Area; continued uncertainty regarding the degree of undetected asymptomatic transmission; scientific evidence and best practices regarding the most effective approaches to slow the transmission of communicable diseases generally and COVID-19 specifically; evidence that the age, condition, and health of a significant portion of the population of the County places it at risk for serious health complications, including death, from COVID-19; and further evidence that others, including younger and otherwise healthy people, are also at risk for serious outcomes. Due to the outbreak of the COVID-19 disease in the general public, which is now a pandemic according to the World Health Organization, there is a public health emergency throughout the County. Making the problem worse, some individuals who contract the virus causing the COVID-19 disease have no symptoms or have mild symptoms, which means they may not be aware they carry the virus and are transmitting it to others. Further, evidence shows that the virus can survive for hours to days on surfaces and be indirectly transmitted between individuals. Because even people without symptoms can transmit the infection, and because evidence shows the infection is easily spread, gatherings and other direct or indirect interpersonal interactions can result in preventable transmission of the virus.
10. The collective efforts taken to date regarding this public health emergency have slowed the virus' trajectory, but the emergency and the attendant risk to public health remain significant. As of April 27, 2020, there are 1,099 confirmed cases of COVID-19 in the County (up from 41 on March 15, 2020, just before the first shelter-in-place order) as well as at least 7,273 confirmed cases (up from 258 confirmed



cases on March 15, 2020) and at least 266 deaths (up from 3 deaths on March 15, 2020) in the seven Bay Area jurisdictions jointly issuing this Order. The cumulative number of confirmed cases continues to increase, though the rate of increase has slowed in the days leading up to this Order. Evidence suggests that the restrictions on mobility and social distancing requirements imposed by the Prior Order (and the March 16, 2020 shelter-in-place order) are slowing the rate of increase in community transmission and confirmed cases by limiting interactions among people, consistent with scientific evidence of the efficacy of similar measures in other parts of the country and world.

11. The local health officers who jointly issued the Prior Order are monitoring several key indicators (“COVID-19 Indicators”), which are among the many factors informing their decisions whether to modify existing shelter-in-place restrictions. Progress on some of these COVID-19 Indicators—specifically related to hospital utilization and capacity—makes it appropriate, at this time, to ease certain restrictions imposed by the Prior Order to allow individuals to engage in a limited set of additional activities and perform work for a limited set of additional businesses associated with the lower risk of COVID-19 transmission, as set forth in Section 16.¹ But the continued prevalence of the virus that causes COVID-19 requires most activities and business functions to remain restricted, and those activities that are permitted to occur must do so subject to social distancing and other infection control practices identified by the Health Officer. Progress on the COVID-19 Indicators will be critical to determinations by the local health officers regarding whether the restrictions imposed by this Order may be further modified. The Health Officer will continually review whether modifications to the Order are justified based on (1) progress on the COVID-19 Indicators; (2) developments in epidemiological and diagnostic methods for tracing, diagnosing, treating, or testing for COVID-19; and (3) scientific understanding of the transmission dynamics and clinical impact of COVID-19. The COVID-19 Indicators include, but are not limited to, the following:
 - a. The trend of the number of new COVID-19 cases and hospitalizations per day, and the capacity of hospitals and the health system in the County and region, including acute care beds and intensive care unit beds, to provide care for COVID-19 patients and other patients, including during a surge in COVID-19 cases.
 - b. The supply of personal protective equipment (PPE) available for hospital staff and other healthcare providers and personnel who need PPE to safely respond to and treat COVID-19 patients.
 - c. The ability and capacity to quickly and accurately test persons to determine whether they are COVID-19 positive, especially those in vulnerable populations or high-risk settings or occupations.
 - d. The ability to conduct case investigation and contact tracing for the volume of cases and associated contacts that will continue to occur, isolating confirmed cases and quarantining persons who have had contact with confirmed cases.
12. The scientific evidence shows that at this stage of the emergency, it remains essential to continue to slow virus transmission to help (a) protect the most vulnerable; (b) prevent the health care system from being

overwhelmed; (c) prevent long-term chronic health conditions, such as cardiovascular, kidney, and respiratory damage and loss of limbs from blood clotting; and (d) prevent deaths. Extension of the Prior Order is necessary to slow the spread of the COVID-19 disease, preserving critical and limited healthcare capacity in the County and advancing toward a point in the public health emergency where transmission can be controlled. At the same time, since the Prior Order was issued the County has made significant progress in expanding health system capacity and healthcare resources and in slowing community transmission of COVID-19. In light of progress on these indicators, and subject to continued monitoring and potential public health-based responses, it is appropriate at this time to allow additional Essential Businesses and Outdoor Businesses to operate in the County. Outdoor Businesses, by virtue of their operation outdoors, carry a lower risk of transmission than most indoor businesses. Because Outdoor Businesses, as defined in section 16.1, generally involve only brief and limited person-to-person interactions, they also carry lower risk of transmission than business activities prohibited under the Order, which tend to involve prolonged interactions between individuals in close proximity or in confined spaces where transmission is more likely. Existing Outdoor Businesses also constitute a relatively small proportion of business activity in the County, and therefore do not substantially increase the volume of interaction between persons in the County when reopened.

13. This Order is issued in accordance with, and incorporates by reference, the March 4, 2020 Proclamation of a State of Emergency issued by Governor Gavin Newsom, the March 3, 2020 Proclamation by the Director of Emergency Services Declaring the Existence of a Local Emergency in the County, the March 3, 2020 Declaration of Local Health Emergency Regarding Novel Coronavirus 2019 (COVID-19) issued by the Health Officer, the March 10, 2020 Resolution of the Board of Supervisors of the County of San Mateo Ratifying and Extending the Declaration of a Local Health Emergency, the April 7, 2020, Board of Supervisors' Resolution Further Extending the Proclamation of Local Health Emergency Until the County Takes Action to Terminate the Local Emergency, the April 15, 2020 Order of the Health Officer No. c19-1b extending and revising the Order restricting visitors to skilled nursing facilities to all residential type facilities, the April 13, 2020 Order of the Health Officer No. c19-3c extending and revising the School Operations Modification Order, the March 24, 2020 Order of the Health officer No. c19-4 directing all laboratories conducting COVID-19 diagnostic tests to report COVID-19 test information, the April 6, 2020 Orders of the Health Officer Nos. c19-6 and c19-7 requiring isolation for COVID-19 positive individuals and quarantine of Close Contacts of COVID-19 positive individuals, and the April 18, 2020 Order of the Health Officer No. c19-8 requiring members of the public and workers to wear face coverings.
14. This Order comes after the release of substantial guidance from the Health Officer, the Centers for Disease Control and Prevention, the California Department of Public Health, and other public health officials throughout the United States and around the world, including the widespread adoption of orders imposing similar social distancing requirements and mobility restrictions to combat the spread and harms of COVID-19. The Health Officer will continue to assess the quickly evolving situation and may modify or extend this Order, or issue additional Orders, related to COVID-19, as changing circumstances dictate.
15. This Order is also issued in light of the March 19, 2020 Order of the State Public Health Officer (the "State Shelter Order"), which set baseline statewide restrictions on non-residential business activities,

effective until further notice, as well as the Governor's March 19, 2020 Executive Order N-33-20 directing California residents to follow the State Shelter Order. The State Shelter Order was complementary to the Prior Order and is complementary to this Order. This Order adopts in certain respects more stringent restrictions addressing the particular facts and circumstances in this County, which are necessary to control the public health emergency as it is evolving within the County and the Bay Area. Without this tailored set of restrictions that further reduces the number of interactions between persons, scientific evidence indicates that the public health crisis in the County will worsen to the point at which it may overtake available health care resources within the County and increase the death rate. Also, this Order enumerates additional restrictions on non-work-related travel not covered by the State Shelter Order; sets forth mandatory Social Distancing Requirements for all individuals in the County when engaged in activities outside their residences; and adds a mechanism to ensure that all businesses with facilities that are allowed to operate under the Order comply with the Social Distancing Requirements. Where a conflict exists between this Order and any state public health order related to the COVID-19 pandemic, the most restrictive provision controls. Consistent with California Health and Safety Code section 131080 and the Health Officer Practice Guide for Communicable Disease Control in California, except where the State Health Officer may issue an order expressly directed at this Order and based on a finding that a provision of this Order constitutes a menace to public health, any more restrictive measures in this Order continue to apply and control in this County. In addition, to the extent any federal guidelines allow activities that are not allowed by this Order, this Order controls and those activities are not allowed.

16. Definitions and Exemptions.

- a. For the purposes of this Order, individuals may leave their residence only to perform the following "Essential Activities." But people at high risk of severe illness from COVID-19 and people who are sick are strongly urged to stay in their residence to the extent possible, except as necessary to seek or provide medical care or Essential Governmental Functions. Essential Activities are:
 - i. To engage in activities or perform tasks important to their health and safety, or to the health and safety of their family or household members (including pets), such as, by way of example only and without limitation, obtaining medical supplies or medication, or visiting a health care professional.
 - ii. To obtain necessary services or supplies for themselves and their family or household members, or to deliver those services or supplies to others, such as, by way of example only and without limitation, canned food, dry goods, fresh fruits and vegetables, pet supply, fresh meats, fish, and poultry, and any other household consumer products, products needed to work from home, or products necessary to maintain the habitability, sanitation, and operation of residences.
 - iii. To engage in outdoor recreation activity, including, by way of example and without limitation, walking, hiking, bicycling, and running, in compliance with Social Distancing Requirements and with the following limitations:
 1. Outdoor recreation activity must take place within 10 miles of a person's residence. For clarity, this restriction applies not only to San Mateo County residents, but equally to residents of other counties who wish to travel to the



- County for outdoor recreation. While residents of other counties are not prohibited from entering the County for other activities allowed by the Order, this provision does, consistent with the State's Shelter in Place Order issued on March 19, 2020, prohibit those living more than 10 miles from San Mateo County from traveling to the County for recreation;
2. Outdoor recreation activity at parks, beaches, and other open spaces must comply with any restrictions on access and use established by the Health Officer, government, or other entity that manages such area to reduce crowding and risk of transmission of COVID-19. Such restrictions may include, but are not limited to, restricting the number of entrants, closing the area to vehicular access and parking, or closure to all public access. Parks, beaches, and other open spaces that remain open must be actively monitored and managed by the appropriate authority;
 3. Beach parking must be closed to the public. Further, local authorities are authorized and encouraged to close and/or prohibit as much parking in areas adjacent to beaches as necessary to prevent crowds that cannot feasibly comply with the requirements of this Order. Additionally, the following items are prohibited for use or possession on a beach: umbrellas; shade structures; tents; BBQs and grills; coolers; chairs, hammocks, and other conveyances designed to sit and or lounge;
 4. Use of outdoor recreational areas and facilities with high-touch equipment or that encourage gathering, including, but not limited to, playgrounds, gym equipment, climbing walls, picnic areas, dog parks, pools, spas, and barbecue areas, is prohibited outside of residences, and all such areas shall be closed to public access including by signage and, as appropriate, by physical barriers;
 5. Sports or activities that include the use of shared equipment or physical contact between participants may only be engaged in by members of the same household or living unit;
 6. Use of shared outdoor facilities for recreational activities that may occur outside of residences consistent with the restrictions set forth in subsections 1 through 5, above, including, but not limited to, golf courses, skate parks, and athletic fields, must, before they may begin, be in compliance with social distancing and health/safety protocols posted at the site and any other restrictions, including prohibitions, on access and use established by the Health Officer, government, or other entity that manages such area to reduce crowding and risk of transmission of COVID-19; and
- iv. To perform work for or access an Essential Business, Outdoor Business, or to otherwise carry out activities specifically permitted in this Order, including Minimum Basic Operations, as defined in this Section.
 - v. To provide necessary care for a family member or pet in another household who has no other source of care.
 - vi. To attend a funeral with no more than 10 individuals present.



- vii. To move residences. When moving into or out of the Bay Area region, individuals are strongly urged to quarantine for 14 days. To quarantine, individuals should follow the guidance of the United States Centers for Disease Control and Prevention.
- b. For the purposes of this Order, individuals may leave their residence to work for, volunteer at, or obtain services at “Healthcare Operations,” including, without limitation, hospitals, clinics, COVID-19 testing locations, dentists, pharmacies, blood banks and blood drives, pharmaceutical and biotechnology companies, other healthcare facilities, healthcare suppliers, home healthcare services providers, mental health providers, or any related and/or ancillary healthcare services. “Healthcare Operations” also includes veterinary care and all healthcare services provided to animals. This exemption for Healthcare Operations shall be construed broadly to avoid any interference with the delivery of healthcare, broadly defined. “Healthcare Operations” excludes fitness and exercise gyms and similar facilities.
- c. For the purposes of this Order, individuals may leave their residence to provide any services or perform any work necessary to the operation and maintenance of “Essential Infrastructure,” including airports, utilities (including water, sewer, gas, and electrical), oil refining, roads and highways, public transportation, solid waste facilities (including collection, removal, disposal, recycling, and processing facilities), cemeteries, mortuaries, crematoriums, and telecommunications systems (including the provision of essential global, national, and local infrastructure for internet, computing services, business infrastructure, communications, and web-based services).
- d. For the purposes of this Order, all first responders, emergency management personnel, emergency dispatchers, court personnel, and law enforcement personnel, and others who need to perform essential services are categorically exempt from this Order to the extent they are performing those essential services. Further, nothing in this Order shall prohibit any individual from performing or accessing “Essential Governmental Functions,” as determined by the governmental entity performing those functions in the County. Each governmental entity shall identify and designate appropriate personnel, volunteers, or contractors to continue providing and carrying out any Essential Governmental Functions, including the hiring or retention of new personnel or contractors to perform such functions. Each governmental entity and its contractors must employ all necessary emergency protective measures to prevent, mitigate, respond to, and recover from the COVID-19 pandemic, and all Essential Governmental Functions shall be performed in compliance with Social Distancing Requirements to the greatest extent feasible.
- e. For the purposes of this Order, a “business” includes any for-profit, non-profit, or educational entity, whether a corporate entity, organization, partnership or sole proprietorship, and regardless of the nature of the service, the function it performs, or its corporate or entity structure.
- f. For the purposes of this Order, “Essential Businesses” are:
 - i. Healthcare Operations and businesses that operate, maintain, or repair Essential Infrastructure;



- ii. Grocery stores, certified farmers' markets, farm and produce stands, supermarkets, food banks, convenience stores, and other establishments engaged in the retail sale of unprepared food, canned food, dry goods, non-alcoholic beverages, fresh fruits and vegetables, pet supply, fresh meats, fish, and poultry, as well as hygienic products and household consumer products necessary for personal hygiene or the habitability, sanitation, or operation of residences. The businesses included in this subparagraph (ii) include establishments that sell multiple categories of products provided that they sell a significant amount of essential products identified in this subparagraph, such as liquor stores that also sell a significant amount of food.
- iii. Food cultivation, including farming, livestock, and fishing;
- iv. Businesses that provide food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals;
- v. Construction, but only as permitted under the State Shelter Order and only pursuant to the Construction Safety Protocols listed in Appendix B and incorporated into this Order by this reference. Public works projects shall also be subject to Appendix B, except if other protocols are specified by the Health Officer;
- vi. Newspapers, television, radio, and other media services;
- vii. Gas stations and auto-supply, auto-repair (including, but not limited to, for cars, trucks, motorcycles and motorized scooters), and automotive dealerships, but only for the purpose of providing auto-supply and auto-repair services. This subparagraph (vii) does not restrict the on-line purchase of automobiles if they are delivered to a residence or Essential Business;
- viii. Bicycle repair and supply shops;
- ix. Banks and related financial institutions;
- x. Service providers that enable real estate transactions (including rentals, leases, and home sales), including, but not limited to, real estate agents, escrow agents, notaries, and title companies, provided that appointments and other residential real estate viewings must only occur virtually or, if a virtual viewing is not feasible, by appointment with no more than two visitors at a time residing within the same household or living unit and one individual showing the unit (except that in person visits are not allowed when the occupant is present in the residence);
- xi. Hardware stores;
- xii. Plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintaining the habitability, sanitation, or operation of residences and Essential Businesses;
- xiii. Businesses providing mailing and shipping services, including post office boxes;
- xiv. Educational institutions—including public and private K-12 schools, colleges, and universities—for purposes of facilitating distance learning or performing essential functions, or as allowed under subparagraph xxvi, provided that social distancing of six feet per person is maintained to the greatest extent possible;
- xv. Laundromats, drycleaners, and laundry service providers;
- xvi. Restaurants and other facilities that prepare and serve food, but only for delivery or carry out. Schools and other entities that typically provide free food services to students or members of the public may continue to do so under this Order on the condition that the



- food is provided to students or members of the public on a pick-up and take-away basis only. Schools and other entities that provide food services under this exemption shall not permit the food to be eaten at the site where it is provided, or at any other gathering site;
- xvii. Funeral home providers, mortuaries, cemeteries, and crematoriums, to the extent necessary for the transport, preparation, or processing of bodies or remains;
 - xviii. Businesses that supply other Essential Businesses with the support or supplies necessary to operate, but only to the extent that they support or supply these Essential Businesses. This exemption shall not be used as a basis for engaging in sales to the general public from retail storefronts;
 - xix. Businesses that have the primary function of shipping or delivering groceries, food, or other goods directly to residences or businesses. This exemption shall not be used to allow for manufacturing or assembly of non-essential products or for other functions besides those necessary to the delivery operation;
 - xx. Airlines, taxis, rental car companies, rideshare services (including shared bicycles and scooters), and other private transportation providers providing transportation services necessary for Essential Activities and other purposes expressly authorized in this Order;
 - xxi. Home-based care for seniors, adults, children, and pets;
 - xxii. Residential facilities and shelters for seniors, adults, and children;
 - xxiii. Professional services, such as legal, notary, or accounting services, when necessary to assist in compliance with non-elective, legally required activities or in relation to death or incapacity;
 - xxiv. Services to assist individuals in finding employment with Essential Businesses;
 - xxv. Moving services that facilitate residential or commercial moves that are allowed under this Order; and
 - xxvi. Childcare establishments, summer camps, and other educational or recreational institutions or programs providing care or supervision for children of all ages that enable owners, employees, volunteers, and contractors for Essential Businesses, Essential Governmental Functions, Outdoor Businesses, or Minimum Basic Operations to work are allowed under this Order. To the extent possible, these operations must comply with the following conditions:
 - 1. They must be carried out in stable groups of 12 or fewer children (“stable” means that the same 12 or fewer children are in the same group each day).
 - 2. Children shall not change from one group to another.
 - 3. If more than one group of children is at one facility, each group shall be in a separate room. Groups shall not mix with each other.
 - 4. Providers or educators shall remain solely with one group of children.

The Health Officer will carefully monitor the changing public health situation as well as any changes to the State Shelter Order. In the event that the State relaxes restrictions on childcare and related institutions and programs, the Health Officer will consider whether to similarly relax the restrictions imposed by this Order.

- g. For the purposes of this Order, “Minimum Basic Operations” means the following activities for businesses, provided that owners, personnel, and contractors comply with Social Distancing Requirements as defined this Section, to the extent possible, while carrying out such operations:



- i. The minimum necessary activities to maintain and protect the value of the business's inventory and facilities; ensure security, safety, and sanitation; process payroll and employee benefits; provide for the delivery of existing inventory directly to residences or businesses; and related functions. For clarity, this section does not permit businesses to provide curbside pickup to customers.
 - ii. The minimum necessary activities to facilitate owners, personnel, and contractors of the business being able to continue to work remotely from their residences, and to ensure that the business can deliver its service remotely.
- h. For the purposes of this Order, all businesses that are operating at facilities in the County visited or used by the public or personnel must, as a condition of such operation, prepare and post a "Social Distancing Protocol" for each of these facilities; provided, however, that construction activities shall instead comply with the Construction Project Safety Protocols set forth in Appendix B and not the Social Distancing Protocol. The Social Distancing Protocol must be substantially in the form attached to this Order as Appendix A, and it must be updated from prior versions to address new requirements listed in this Order or in related guidance or directives from the Health Officer. The Social Distancing Protocol must be posted at or near the entrance of the relevant facility, and shall be easily viewable by the public and personnel. A copy of the Social Distancing Protocol must also be provided to each person performing work at the facility. All businesses subject to this paragraph shall implement the Social Distancing Protocol and provide evidence of its implementation to any authority enforcing this Order upon demand. The Social Distancing Protocol must explain how the business is achieving the following, as applicable:
 - i. Limiting the number of people who can enter into the facility at any one time to ensure that people in the facility can easily maintain a minimum six-foot distance from one another at all times, except as required to complete Essential Business activity;
 - ii. Requiring face coverings to be worn by all persons entering the facility, other than those exempted from face covering requirements (e.g. young children);
 - iii. Where lines may form at a facility, marking six-foot increments at a minimum, establishing where individuals should stand to maintain adequate social distancing;
 - iv. Providing hand sanitizer, soap and water, or effective disinfectant at or near the entrance of the facility and in other appropriate areas for use by the public and personnel, and in locations where there is high-frequency employee interaction with members of the public (e.g. cashiers);
 - v. Providing for contactless payment systems or, if not feasible to do so, the providing for disinfecting all payment portals, pens, and styluses after each use;
 - vi. Regularly disinfecting other high-touch surfaces;
 - vii. Posting a sign at the entrance of the facility informing all personnel and customers that they should: avoid entering the facility if they have any COVID-19 symptoms; maintain a minimum six-foot distance from one another; sneeze and cough into one's elbow; not shake hands or engage in any unnecessary physical contact; and
 - viii. Any additional social distancing measures being implemented (see the Centers for Disease Control and Prevention's guidance at: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>).



- i. For the purposes of this Order, “Essential Travel” means travel for any of the following purposes:
 - i. Travel related to the provision of or access to Essential Activities, Essential Governmental Functions, Essential Businesses, Minimum Basic Operations, Outdoor Activities, and Outdoor Businesses.
 - ii. Travel to care for any elderly, minors, dependents, or persons with disabilities.
 - iii. Travel to or from educational institutions for purposes of receiving materials for distance learning, for receiving meals, and any other related services.
 - iv. Travel to return to a place of residence from outside the County.
 - v. Travel required by law enforcement or court order.
 - vi. Travel required for non-residents to return to their place of residence outside the County. Individuals are strongly encouraged to verify that their transportation out of the County remains available and functional prior to commencing such travel.
 - vii. Travel to manage after-death arrangements and burial.
 - viii. Travel to arrange for shelter or avoid homelessness.
 - ix. Travel to avoid domestic violence or child abuse.
 - x. Travel for parental custody arrangements.
 - xi. Travel to a place to temporarily reside in a residence or other facility to avoid potentially exposing others to COVID-19, such as a hotel or other facility provided by a governmental authority for such purposes.
- j. For purposes of this Order, “residences” include hotels, motels, shared rental units, and similar facilities. Residences also include living structures and outdoor spaces associated with those living structures, such as patios, porches, backyards, and front yards that are only accessible to a single family or household unit.
- k. For purposes of this Order, “Social Distancing Requirements” means:
 - i. Maintaining at least six-foot social distancing from individuals who are not part of the same household or living unit;
 - ii. Frequently washing hands with soap and water for at least 20 seconds, or using hand sanitizer that is recognized by the Centers for Disease Control and Prevention as effective in combatting COVID-19;
 - iii. Covering coughs and sneezes with a tissue or fabric or, if not possible, into the sleeve or elbow (but not into hands);
 - iv. Wearing a face covering when out in public, consistent with the orders or guidance of the Health Officer; and
 - v. Avoiding all social interaction outside the household when sick with a fever, cough, or other COVID-19 symptoms.

All individuals must strictly comply with Social Distancing Requirements, except to the limited extent necessary to provide care (including childcare, adult or senior care, care to individuals with special needs, and patient care); as necessary to carry out the work of Essential Businesses, Essential Governmental Functions, or provide for Minimum Basic Operations; or as otherwise

expressly provided in this Order. Outdoor Activities and Outdoor Businesses must strictly adhere to these Social Distancing Requirements.

- l. For purposes of this Order, “Outdoor Businesses” means:
 - i. The following businesses that normally operated primarily outdoors prior to March 16, 2020 and where there is the ability to fully maintain social distancing of at least six feet between all persons:
 1. Businesses primarily operated outdoors, such as wholesale and retail plant nurseries, agricultural operations, and garden centers.
 2. Service providers that primarily provide outdoor services, such as landscaping and gardening services, and environmental site remediation services.

For clarity, “Outdoor Businesses” do not include outdoor restaurants, cafes, or bars.

- m. For purposes of this Order, “Outdoor Activities” means:
 - i. To obtain goods, services, or supplies from, or perform work for, an Outdoor Business.
 - ii. To engage in outdoor recreation as permitted in Section 16.a.

17. Government agencies and other entities operating shelters and other facilities that house or provide meals or other necessities of life for individuals experiencing homelessness must take appropriate steps to help ensure compliance with Social Distancing Requirements, including adequate provision of hand sanitizer. Also, individuals experiencing homelessness who are unsheltered and living in encampments should, to the maximum extent feasible, abide by 12 foot by 12 foot distancing for the placement of tents, and government agencies should provide restroom and hand washing facilities for individuals in such encampments as set forth in Centers for Disease Control and Prevention Interim Guidance Responding to Coronavirus 2019 (COVID-19) Among People Experiencing Unsheltered Homelessness (<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/unsheltered-homelessness.html>).
18. Pursuant to Government Code sections 26602 and 41601 and Health and Safety Code section 101029, the Health Officer requests that the Sheriff and all chiefs of police in the County ensure compliance with and enforce this Order. The violation of any provision of this Order constitutes an imminent threat and menace to public health, constitutes a public nuisance, and is punishable by fine, imprisonment, or both.
19. This Order shall become effective at 11:59 p.m. on May 3, 2020 and will continue to be in effect until 11:59 p.m. on May 31, 2020, or until it is extended, rescinded, superseded, or amended in writing by the Health Officer. However, while this Order is being extended for four weeks, it is being done so, in its current form, reluctantly. It is clear San Mateo County is moving into a different stage of this crisis and that we will require a different framework to balance many competing interests. An Order based on a framework of essential and non-essential business categories was absolutely necessary and appropriate in the earliest stages of this crisis. I am grateful that the State issued an Order based on this framework several days after we did. If we continue to have the public’s cooperation, I have great hope that the COVID-19 Indicators will continue to improve and this Order can be revised before May 31, 2020 in a manner that focuses more on behavior (social distancing, face masks, etc.) and risk of disease transmission in contrast to categories of businesses (essential vs. non-essential). However, for me to



issue such an Order, the State first needs to revise its Order to allow it. While, the Governor has indicated that the State will do so in weeks, not months, the actual date is uncertain. Modification by the State of its Order is a pre-requisite for such a change here.

20. Copies of this Order shall promptly be: (1) made available at 400 County Center, Redwood City, CA 94063; (2) posted on the County Public Health Department website (www.smchealth.org); and (3) provided to any member of the public requesting a copy of this Order.
21. If any provision of this Order or its application to any person or circumstance is held to be invalid, the remainder of the Order, including the application of such part or provision to other persons or circumstances, shall not be affected and shall continue in full force and effect. To this end, the provisions of this Order are severable.

IT IS SO ORDERED:

_____/signed/_____
Scott Morrow MD, MPH
Health Officer of the County of San Mateo

Dated: April 29, 2020

Attachments: Appendix A – Social Distancing Protocol
Appendix B1 – Small Construction Project Safety Protocol
Appendix B2 – Large Construction Project Safety Protocol



SAN MATEO COUNTY HEALTH

**PUBLIC HEALTH,
POLICY & PLANNING**

Dr. Scott Morrow, Health Officer
Cassius Lockett, PhD, Director

Public Health, Policy & Planning
225 37th Avenue
San Mateo, CA 94403
smchealth.org

APPENDIX A: Social Distancing Protocol (Updated April 29, 2020)

Business name: Click or tap here to enter text.

Facility Address: Click or tap here to enter text.

Approximate gross square footage of space open to the public: Click or tap here to enter text.

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

Signage:

☐ Signage at each public entrance of the facility to inform all employees and customers 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.

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

☐ Everyone who can carry out their work duties from home has been directed to do so.

☐ 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 (Click or tap here to enter text.): Click or tap here to enter text.

☐ Disinfectant and related supplies are available to all employees at the following location(s): Click or tap here to enter text.

☐ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s): Click or tap here to enter text.

☐ Soap and water are available to all employees at the following location(s): Click or tap here to enter text.

☐ Copies of this Protocol have been distributed to all employees.





☐ Optional—Describe other measures: Click or tap here to enter text.

Measures To Prevent Crowds From Gathering (check all that apply to the facility):

☐ Limit the number of customers in the store at any one time to Click or tap here to enter text., which allows for customers and employees 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 customers in the facility set forth above is not exceeded.

☐ Placing per-person limits on goods that are selling out quickly to reduce crowds and lines. Explain: Click or tap here to enter text.

☐ Optional—Describe other measures: Click or tap here to enter text.

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

☐ Placing signs outside the store reminding people to be at least six feet apart, including when in line.

☐ Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.

☐ Separate order areas from delivery areas to prevent customers from gathering.

☐ All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.

☐ Optional—Describe other measures: Click or tap here to enter text.

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

☐ Preventing people from self-serving any items that are food-related.

☐ Lids for cups and food-bar type items are provided by staff; not to customers to grab.

☐ Bulk-item food bins are not available for customer self-service use.

☐ Not permitting customers to bring their own bags, mugs, or other reusable items from home.

☐ Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly.
Describe: Click or tap here to enter text.

☐ Optional—Describe other measures (e.g. providing senior-only hours): Click or tap here to enter text.

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.



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- ☐ Employee(s) assigned to disinfect carts and baskets regularly.
 - ☐ Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else where people have direct interactions.
 - ☐ Disinfecting all payment portals, pens, and styluses after each use.
 - ☐ Disinfecting all high-contact surfaces frequently.
 - ☐ Optional—Describe other measures: Click or tap here to enter text.
- * 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: Click or tap here to enter text.

Phone number: Click or tap here to enter text.

APPENDIX B-1: Small Construction Project Safety Protocol

1. Any construction project meeting any of the following specifications is subject to this Small Construction Project Safety Protocol ("SCP Protocol"), including public works projects unless otherwise specified by the Health Officer:
 - a. For residential projects, any single-family, multi-family, senior, student, or other residential construction, renovation, or remodel project consisting of 10 units or less. This SCP Protocol does not apply to construction projects where a person is performing construction on their current residence either alone or solely with members of their own household.
 - b. For commercial projects, any construction, renovation, or tenant improvement project consisting of 20,000 square feet of floor area or less.
 - c. For mixed-use projects, any project that meets both of the specifications in subsection 1.a and 1.b.
 - d. All other construction projects not subject to the Large Construction Project Safety Protocol set forth in Appendix B-2.
2. The following restrictions and requirements must be in place at all construction job sites subject to this SCP Protocol:
 - a. Comply with all applicable and current laws and regulations including but not limited to OSHA and Cal-OSHA. If there is any conflict, difference, or discrepancy between or among applicable laws and regulations and/or this SCP Protocol, the stricter standard shall apply.
 - b. Designate a site-specific COVID-19 supervisor or supervisors to enforce this guidance. A designated COVID-19 supervisor must be present on the construction site at all times during construction activities. A COVID-19 supervisor may be an on-site worker who is designated to serve in this role.
 - c. The COVID-19 supervisor must review this SCP Protocol with all workers and visitors to the construction site.
 - d. Establish a daily screening protocol for arriving staff to ensure that potentially infected staff do not enter the construction site. If workers leave the jobsite and return the same day, establish a cleaning and decontamination protocol prior to entry and exit of the jobsite. Post the daily screening protocol at all entrances and exits to





- e. the jobsite. More information on screening can be found online at: <https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>.
- f. In the event of a confirmed case of COVID-19 at any jobsite, the following must take place:
 - i. Immediately remove the infected individual from the jobsite with directions to seek medical care.
 - ii. Each location the infected worker was at must be decontaminated and sanitized by an outside vendor certified in hazmat clean ups, and work in these locations must cease until decontamination and sanitization is complete.
 - iii. The County Public Health Department must be notified immediately and any additional requirements per the County health officials must be completed, including full compliance with any tracing efforts by the County.
- g. Practice social distancing by maintaining a minimum six-foot distance between workers at all times, except as strictly necessary to carry out a task associated with the construction project.
- h. Where construction work occurs within an occupied residential unit, separate work areas must be sealed off from the remainder of the unit with physical barriers such as plastic sheeting or closed doors sealed with tape to the extent feasible. If possible, workers must access the work area from an alternative entry/exit door to the entry/exit door used by residents. Available windows and exhaust fans must be used to ventilate the work area. If residents have access to the work area between workdays, the work area must be cleaned and sanitized at the beginning and at the end of workdays. Every effort must be taken to minimize contact between workers and residents, including maintaining a minimum of six feet of social distancing at all times.
- i. Where construction work occurs within common areas of an occupied residential or commercial building or a mixed-use building in use by on-site employees or residents, separate work areas must be sealed off from the rest of the common areas with physical barriers such as plastic sheeting or closed doors sealed with tape to the extent feasible. If possible, workers must access the work area from an alternative building entry/exit door to the building entry/exit door used by residents or other users of the building. Every effort must be taken to minimize contact between worker and building residents and users, including maintaining a minimum of six feet of social distancing at all times.
- j. Prohibit gatherings of any size on the jobsite, including gatherings for breaks or eating, except for meetings regarding compliance with this protocol or as strictly necessary to carry out a task associated with the construction project.
- k. Cal-OSHA requires employers to provide water, which should be provided in single-serve containers. Sharing of any of any food or beverage is strictly prohibited and if sharing is observed, the worker must be sent home for the day.
- l. Provide personal protective equipment ("PPE") specifically for use in construction, including gloves, goggles, face shields, and face coverings as appropriate for the



- m. activity being performed. At no time may a contractor secure or use medical-grade PPE unless required due to the medical nature of a jobsite. Face coverings must be worn in compliance with the Health Officer's Order No. C19-8, dated April 18, 2020, or any subsequently issued or amended order.
- n. Strictly control "choke points" and "high-risk areas" where workers are unable to maintain six-foot social distancing and prohibit or limit use to ensure that six-foot distance can easily be maintained between individuals.
- o. Minimize interactions and maintain social distancing with all site visitors, including delivery workers, design professionals and other project consultants, government agency representatives, including building and fire inspectors, and residents at residential construction sites.
- p. Stagger trades as necessary to reduce density and allow for easy maintenance of a minimum six-foot separation.
- q. Discourage workers from using others' desks, work tools, and equipment. If more than one worker uses these items, the items must be cleaned and disinfected with disinfectants that are effective against COVID-19 in between use by each new worker. Prohibit sharing of PPE.
- r. If hand washing facilities are not available at the jobsite, place portable wash stations or hand sanitizers that are effective against COVID-19 at entrances to the jobsite and in multiple locations dispersed throughout the jobsite as warranted.
- s. Clean and sanitize any hand washing facilities, portable wash stations, jobsite restroom areas, or other enclosed spaces daily with disinfectants that are effective against COVID-19. Frequently clean and disinfect all high touch areas, including entry and exit areas, high traffic areas, restrooms, hand washing areas, , tools, and equipment.
- t. Maintain a daily attendance log of all workers and visitors that includes contact information, including name, phone number, address, and e-mail.
- u. Post a notice in an area visible to all workers and visitors instructing workers and visitors to do the following:
 - i. Do not touch your face with unwashed hands or with gloves.
 - ii. Frequently wash your hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.
 - iii. Clean and disinfect frequently touched objects and surfaces such as work stations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs.
 - iv. Cover your mouth and nose when coughing or sneezing, or cough or sneeze into the crook of your arm at your elbow/sleeve.
 - v. Do not enter the jobsite if you have a fever, cough, or other COVID-19 symptoms. If you feel sick, or have been exposed to anyone who is sick, stay at home.



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- vi. Constantly observe your work distances in relation to other staff. Maintain the recommended minimum six feet at all times. If not possible, wear the necessary PPE for working in close proximity to another person.
- vii. Do not carpool to and from the jobsite with anyone except members of your own household unit, or as necessary for workers who have no alternative means of transportation.
- viii. Do not share phones or PPE.

APPENDIX B-2: Large Construction Project Safety Protocol

1. Any construction project meeting any of the following specifications is subject to this Large Construction Project Safety Protocol ("LCP Protocol"), including public works projects unless otherwise specified by the Health Officer:
 - a. For residential construction projects, any single-family, multi-family, senior, student, or other residential construction, renovation, or remodel project consisting of more than 10 units.
 - b. For commercial construction projects, any construction, renovation, or tenant improvement project consisting of more than 20,000 square feet of floor area.
 - c. For construction of Essential Infrastructure, as defined in section 16.c of the Order, any project that requires five or more workers at the jobsite at any one time.
2. The following restrictions and requirements must be in place at all construction job sites subject to this LCP Protocol:
 - a. Comply with all applicable and current laws and regulations including but not limited to OSHA and Cal-OSHA. If there is any conflict, difference or discrepancy between or among applicable laws and regulations and/or this LCP Protocol, the stricter standard will apply.
 - b. Prepare a new or updated Site-Specific Health and Safety Plan to address COVID-19-related issues, post the Plan on-site at all entrances and exits, and produce a copy of the Plan to County governmental authorities upon request. The Plan must be translated as necessary to ensure that all non-English speaking workers are able to understand the Plan.
 - c. Provide personal protective equipment (PPE) specifically for use in construction, including gloves, goggles, face shields, and face coverings as appropriate for the activity being performed. At no time may a contractor secure or use medical-grade PPE, unless required due to the medical nature of a job site. Face Coverings must be worn in compliance with the Health Officer's Order No. C19-8, dated April 18, 2020, or any subsequently issued or amended order.
 - d. Ensure that employees are trained in the use of PPE. Maintain and make available a log of all PPE training provided to employees and monitor all employees to ensure proper use of the PPE.
 - e. Prohibit sharing of PPE.





- f. Implement social distancing requirements including, at minimum:
- i. Stagger stop- and start-times for shift schedules to reduce the quantity of workers at the jobsite at any one time to the extent feasible.
 - ii. Stagger trade-specific work to minimize the quantity of workers at the jobsite at any one time.
 - iii. Require social distancing by maintaining a minimum six-foot distance between workers at all times, except as strictly necessary to carry out a task associated with the project.
 - iv. Prohibit gatherings of any size on the jobsite, except for safety meetings or as strictly necessary to carry out a task associated with the project.
 - v. Strictly control “choke points” and “high-risk areas” where workers are unable to maintain minimum six-foot social distancing and prohibit or limit use to ensure that minimum six-foot distancing can easily be maintained between workers.
 - vi. Minimize interactions and maintain social distancing with all site visitors, including delivery workers, design professionals and other project consultants, government agency representatives, including building and fire inspectors, and residents at residential construction sites.
 - vii. Prohibit workers from using others’ phones or desks. Any work tools or equipment that must be used by more than one worker must be cleaned with disinfectants that are effective against COVID-19 before use by a new worker.
 - viii. Place wash stations or hand sanitizers that are effective against COVID-19 at entrances to the jobsite and in multiple locations dispersed throughout the jobsite as warranted.
 - ix. Maintain a daily attendance log of all workers and visitors that includes contact information, including name, address, phone number, and email.
 - x. Post a notice in an area visible to all workers and visitors instructing workers and visitors to do the following:
 1. Do not touch your face with unwashed hands or with gloves.
 2. Frequently wash your hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.
 3. Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs.
 4. Cover your mouth and nose when coughing or sneezing or cough or sneeze into the crook of your arm at your elbow/sleeve.
 5. Do not enter the jobsite if you have a fever, cough, or other COVID-19 symptoms. If you feel sick, or have been exposed to anyone who is sick, stay at home.
 6. Constantly observe your work distances in relation to other staff. Maintain the recommended minimum six-feet distancing at all times. If not possible, wear the necessary PPE for working in close proximity to another person.
 7. Do not share phones or PPE.
 - xi. The notice in section 2.f.x must be translated as necessary to ensure that all non-English speaking workers are able to understand the notice.



- g. Implement cleaning and sanitization practices in accordance with the following:
 - i. Frequently clean and sanitize, in accordance with CDC guidelines, all high-traffic and high-touch areas including, at a minimum: meeting areas, jobsite lunch and break areas, entrances and exits to the jobsite, jobsite trailers, hand-washing areas, tools, equipment, jobsite restroom areas, stairs, elevators, and lifts.
 - ii. Establish a cleaning and decontamination protocol prior to entry and exit of the jobsite and post the protocol at entrances and exits of jobsite.
 - iii. Supply all personnel performing cleaning and sanitization with proper PPE to prevent them from contracting COVID-19. Employees must not share PPE.
 - iv. Establish adequate time in the workday to allow for proper cleaning and decontamination including prior to starting at or leaving the jobsite for the day.
- h. Implement a COVID-19 community spread reduction plan as part of the Site-Specific Health and Safety Plan that includes, at minimum, the following restrictions and requirements:
 - i. Prohibit all carpooling to and from the jobsite except by workers living within the same household unit, or as necessary for workers who have no alternative means of transportation.
 - ii. Cal-OSHA requires employers to provide water, which should be provided in single-serve containers. Prohibit any sharing of any food or beverage and if sharing is observed, the worker must be sent home for the day.
 - iii. Prohibit use of microwaves, water coolers, and other similar shared equipment.
- i. Assign a COVID-19 Safety Compliance Officer (SCO) to the jobsite and ensure the SCO's name is posted on the Site-Specific Health and Safety Plan. The SCO must:
 - i. Ensure implementation of all recommended safety and sanitation requirements regarding the COVID-19 virus at the jobsite.
 - ii. Compile daily written verification that each jobsite is compliant with the components of this LCP Protocol. Each written verification form must be copied, stored, and made immediately available upon request by any County official.
 - iii. Establish a daily screening protocol for arriving staff, to ensure that potentially infected staff do not enter the construction site. If workers leave the jobsite and return the same day, establish a cleaning and decontamination protocol prior to entry and exit of the jobsite. Post the daily screening protocol at all entrances and exit to the jobsite. More information on screening can be found online at: <https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>.
 - iv. Conduct daily briefings in person or by teleconference that must cover the following topics:
 - 1. New jobsite rules and pre-job site travel restrictions for the prevention of COVID-19 community spread.
 - 2. Review of sanitation and hygiene procedures.
 - 3. Solicitation of worker feedback on improving safety and sanitation.
 - 4. Coordination of construction site daily cleaning/sanitation requirements.
 - 5. Conveying updated information regarding COVID-19.
 - 6. Emergency protocols in the event of an exposure or suspected exposure to COVID-19.
 - v. Develop and ensure implementation of a remediation plan to address any non-compliance with this LCP Protocol and post remediation plan at entrance and exit of jobsite during



- remediation period. The remediation plan must be translated as necessary to ensure that all non-English speaking workers are able to understand the document.
- vi. The SCO must not permit any construction activity to continue without bringing such activity into compliance with these requirements.
 - vii. Report repeated non-compliance with this LCP Protocol to the appropriate jobsite supervisors and a designated County official.
- j. Assign a COVID-19 Third-Party Jobsite Safety Accountability Supervisor (JSAS) for the jobsite, who at a minimum holds an OSHA-30 certificate and first-aid training within the past two years, who must be trained in the protocols herein and verify compliance, including by visual inspection and random interviews with workers, with this LCP Protocol.
- i. Within seven calendar days of each jobsite visit, the JSAS must complete a written assessment identifying any failure to comply with this LCP Protocol. The written assessment must be copied, stored, and, upon request by the County, sent to a designated County official.
 - ii. If the JSAS discovers that a jobsite is not in compliance with this LCP Protocol, the JSAS must work with the SCO to develop and implement a remediation plan.
 - iii. The JSAS must coordinate with the SCO to prohibit continuation of any work activity not in compliance with rules stated herein until addressed and the continuing work is compliant.
 - iv. The remediation plan must be sent to a designated County official within five calendar days of the JSAS's discovery of the failure to comply.
- k. In the event of a confirmed case of COVID-19 at any jobsite, the following must take place:
- i. Immediately remove the infected individual from the jobsite with directions to seek medical care.
 - ii. Each location the infected worker was at must be decontaminated and sanitized by an outside vendor certified in hazmat clean ups, and work in these locations must cease until decontamination and sanitization is complete.
 - iii. The County Public Health Department must be notified immediately and any additional requirements per the County health officials must be completed, including full compliance with any tracing efforts by the County.
- l. Where construction work occurs within an occupied residential unit, any separate work area must be sealed off from the remainder of the unit with physical barriers such as plastic sheeting or closed doors sealed with tape to the extent feasible. If possible, workers must access the work area from an alternative entry/exit door to the entry/exit door used by residents. Available windows and exhaust fans must be used to ventilate the work area. If residents have access to the work area between workdays, the work area must be cleaned and sanitized at the beginning and at the end of workdays. Every effort must be taken to minimize contact between workers and residents, including maintaining a minimum of six feet of social distancing at all times.
- m. Where construction work occurs within common areas of an occupied residential or commercial building or a mixed-use building in use by on-site employees or residents, any separate work area must be sealed off from the rest of the common areas with physical barriers such as plastic



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sheeting or closed doors sealed with tape to the extent feasible. If possible, workers must access the work area from an alternative building entry/exit door to the building entry/exit door used by residents or other users of the building. Every effort must be taken to minimize contact between worker and building residents and users, including maintaining a minimum of six feet of social distancing at all times.