



COVID-19 Site-Specific Protection Plan (SPP)

Business Name:

American Reporting Services

Facility Address:

711 Grand Avenue, Ste. 150, San Rafael, CA 94901

This COVID-19 Site-Specific Protection Plan (SPP) was most recently updated on:

June 9, 2020

The person(s) responsible for implementation of this Plan is:

Name:

Beverly Chambers

Title:

Owner

I, Beverly Chambers certify that all employees have been provided a copy of it and have reviewed it and received training as required in this SPP.

Name:

Beverly Chambers

Signature:

Beverly Chambers

Individual Control Measures and Screenings

- Employees whose work duties can be conducted remotely are doing so and will continue to do so until the Shelter in Place Order is lifted, with particular consideration for employees above the age of 65 and others at increased risk for more severe disease if infected.
- All employees have been provided with temperature and/or symptom screenings at the beginning of their shift and all other employees entering the worksite at all times. The individual conducting the temperature/symptom screening will avoid close contact with employees to the extent possible. Both screeners and employees wear face coverings during each screening. Screening follows [CDC Guidelines](#).
- Employees are provided with all required protective equipment (i.e., face coverings) and the employer ensures this equipment is worn properly at all times.
- Employees are provided with and use protective equipment when offloading and storing delivered goods.
- Employees inspect deliveries and perform disinfection measures prior to storing goods in warehouses and facilities.
- Face coverings are required when employees are in the vicinity of others. Face coverings are not shared at this worksite.
- Employees take reasonable measures to communicate with the public that they should use face coverings.
- Employees who are sick or exhibiting symptoms of COVID-19 are directed to stay home and Centers for Disease Control guidelines will be followed for when that employee can return to work.

Types of protective equipment provided to employees at this worksite location include:

Face masks of surgical grade or higher. Latex gloves and hand sanitizer. Disinfectant spray and wipes.



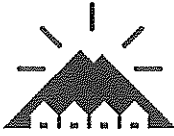
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Additional control measures you are implementing at this worksite include:

- Hand sanitizer is provided in all common areas.
- Face masks are REQUIRED to be worn at all times while in the building.
- No one will be allowed closer than 6 feet from one another.
- Common areas and work stations are marked every 6 feet to ensure physical distancing.
- All surfaces within the office will be wiped down or sprayed with disinfectant or sanitizer after every use.
- Limited office supplies will be offered to guests. Guests will be asked to bring what supplies they need: Pens, note pads, paper clips, etc.
- Guests will be asked, if possible, to share documents via email to limit the exchange of paper goods from person to another.
- Conference tables have been marked for seating 6 feet or further apart.

Cleaning and Disinfecting Protocols

- Thorough cleaning in high traffic areas is performed regularly. Commonly used surfaces are frequently disinfected.
- All shared equipment and touchable surfaces are cleaned and sanitized between each use.
- Customer entrances and exits, and points of sale are equipped with proper sanitation products, including hand sanitizer and/or sanitizing wipes
- Hand washing facilities will be made available and will stay operational and stocked at all times and additional soap, paper towels, and hand sanitizer are supplied when needed.
- Hand sanitizer will be provided where businesses do not have indoor plumbing.
- Sanitizing supplies are provided to promote employees' personal hygiene. This may include tissues, no-touch trash cans, hand soap, adequate time for hand-washing, alcohol-based hand sanitizers, disinfectants, and disposable towels.
- Cleaning products are used that meet the Environmental Protection Agency (EPA)'s- approved for use against COVID-19 list.
- Business hours and/ or other procedures have been modified to provide adequate time for regular, thorough cleaning, product stocking, or other measures.
- Employees are provided adequate time to implement cleaning practices before and after shifts.
- Hands-free devices have been installed, if possible, including motion sensor lights, contact-less payment systems, automatic soap and paper towel dispensers, and timecard systems.



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Schedule for disinfecting high traffic areas and commonly used surfaces.

Fill in the fields below with the schedule for how often each area is disinfected.

Mark N/A for all that do not apply to your specific worksite and add any that are missing to "Other"

Break rooms: Twice daily - Mid-day and End of Day	Scanners: After use of individuals
Bathrooms: End of the Day	Telephones: After use of individuals
Handrails/door handles/counters/shelving: Twice daily - Mid-day and End of Day	Time clocks: N/A
Shopping carts/baskets: N/A	Handwashing facilities: Twice daily - Mid-day and End of Day
Hand/held devices (payment portals, including ATM PIN pads, stylus): N/A	Custom equipment and tools (i.e., pallet jacks, ladders, supply carts): N/A
Registers: N/A	Conveyor belts: N/A
Others: Conference room surfaces: Tables, chairs, refrigerator, pens, and window fixtures cleaned after each use.	



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Description of specific operational procedures being implemented to ensure there is adequate time for cleaning/disinfecting:

Only limited and necessary staff will be allowed onsite. Office staff will arrive 1 hour prior to any meeting to allow guests time to arrive in a wider time frame to prevent congestion in reception area. Office staff will continuously check all hand sanitizer containers are full and working. All surfaces in guest common will be cleaned a minimum of 2 times a day.

Additional measures that have been taken at this business location:

Guests will be limited to essential areas of the office only; nonessential areas will be locked and guests prohibited use. Kitchen use will be limited to single server coffee makers and hand washing and cleaning supplies. Use of all other kitchen amenities will be prohibited.

Physical Distancing Guidelines

- | | |
|--|--|
| <input type="checkbox"/> Employee breaks and break rooms are managed to allow employees to eat on premises in designated areas where they can remain 6 feet apart. | <input checked="" type="checkbox"/> Tape or other markings have been placed at least six feet apart in customer line areas on sidewalks or other walkways near public entrances with signs directing customers to use the markings to maintain distance. |
| <input checked="" type="checkbox"/> Customers are not permitted to bring their own bags, mugs, or other reusable items from home. | <input checked="" type="checkbox"/> All desks or individual workstations are separated by at least six feet or employees otherwise maintain six feet if workspace is limited. |

The following per-person limits have been placed on goods that are selling out quickly to reduce crowds and lines.

If not applicable mark as "N/A"

N/A

Description of the layout of your worksite and how we accomplish physical distancing measures:

2 Guests at a time will be allowed in the reception area. No more than 2 guests in the hallways. No more than 2 guests in the kitchen.



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Business/Industry (i.e., retail, restaurant) Best Practices

- Go to [Marin Recovers](#) website and find the list of specific best practices for your type of business and copy/paste them into the section.
- If you've implemented additional measures specific to your business type, include them here as well.

Best Practices for:

- Minimize the number of Personnel that use office spaces to the greatest extent possible, and continue to encourage Personnel work remotely as much as practicable.
 - All Personnel are required to wear Face Coverings pursuant to the Health Officer Order on Face Coverings, including at all times that Personnel are:
 - interacting in person with any member of the public;
 - working in any space visited by members of the public, such as reception areas, service counters, public restrooms, cashier and checkout areas, waiting rooms, service areas, and other spaces used to interact with the public, regardless of whether anyone from the public is present at the time;
 - working in or walking through common areas such as hallways, stairways, elevators, and parking facilities;
 - working in any room or enclosed area when other people (except for members of the person's own household or residence) are present; or
 - working in a cubicle or space that is not fully enclosed by floor-to-ceiling walls.
 - Conduct, if possible, all meetings, depositions and mediations remotely.
 - Reconfigure, restrict, or close common areas and provide alternative where physical distancing can be practiced.
 - Utilize work practices as much as possible to limit the number of employees at the office at one time, such as telework and modified work schedules.
 - Minimize the number of non-Personnel entering Office Spaces.
 - Non-Personnel must continue to be served telephonically or virtually to the greatest extent possible.
 - Limit the amount of time that any non-Personnel spends in any Office Space to the minimum duration possible.
 - Stagger non-Personnel entering Office Space to the greatest extent possible to avoid multiple non-Personnel in the Office Space at one time.
 - Require that non-Personnel make appointments to come into Office Space when possible.
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Notification of COVID-19 Positive Case at your Worksite

- County of Marin Public Health is notified of all positive COVID-19 cases.
- If an employee is diagnosed with COVID-19, Marin County Public Health will provide assistance in the assessment of potential worksite exposures, and any recommended testing, quarantine, or isolation instructions.
- Employers and employees are aware that they can call Marin Public Health if a suspected exposure has occurred at 415-473-7191.

Training

Employees have been trained on the following topics

- Information from the [Centers for Disease Control and Prevention \(CDC\)](#) on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- The importance of seeking medical attention if an employees' symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.
- The vulnerability of older adults and people with chronic medical conditions, and the need to practice particular caution to protect these groups.
- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).
- Manufacturer's directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products.
- The importance of physical distancing, both at work and off work time (see Physical Distancing section above).
- Proper use of face coverings, including:**
- Face coverings do not protect the wearer and are not personal protective equipment (PPE).
- Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
- The importance of washing and/or sanitizing hands before and after using or adjusting face coverings.
- Avoid touching eyes, nose, and mouth.
- Face coverings to be washed after each shift.

Other worksite training measures taken:

Compliance and Documentation

- This worksite is regularly inspected for compliance with this Site-Specific Protection Plan (SPP) and any deficiencies are documented and corrected.
- All new business operations will continue to be accessible to consumers and employees with disabilities, complying with the Americans with Disabilities Act, Title III which covers private business entities.



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Exhibit A – Physical Distancing for Operating Indoors²

Effective date this business is permitted to operate indoors: 3/15/2020

The number of individuals allowed indoors at any one time is limited to 15 which allows customers and employees to easily maintain at least six-foot distance from one another at all practicable times.

- An employee will be assigned during all operating hours to ensure that the maximum number of customers indoors is not exceeded.

² Not all businesses are permitted to operate indoors yet. The State and County Public Health Orders provide specific direction as to when and what type of businesses are permitted to operate indoors. Please incorporate Exhibit A into your Worksite Specific Plan when your business type is permitted to do so.



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