



## Notice to All Employees August 12, 2020

Current Santa Clara County Public Health department guidelines require that employers notify all employees of the recommended measures that have been taken to contribute to a safe work environment for its authorized workers during this COVID19 outbreak. The District has implemented these measures, filed its Social Distancing Checklist with the County (per the attached link below), and met all of the following County requirements.

<https://www.sccgov.org/sites/covid19/Pages/social-distancing-protocol.aspx>

In accordance with these guidelines, the District has completed the following Social Distancing Protocol:

- Complete and submit (the Social Distancing Protocol) online at [www.COVID19Prepared.org](http://www.COVID19Prepared.org), and signed under penalty of perjury.
- Post signs to keep workers and customers informed of social distancing, face covering, and hygiene requirements.
- Train workers on how to be safe at work.
- Direct sick workers to stay home, and screen all workers for symptoms.
- Make soap and water or hand sanitizer available for cleaning hands.
- Thoroughly and regularly clean facilities.
- Maintain social distancing and comply with all capacity restrictions.
- Have a plan if someone tests positive for COVID-19.

The SCCPH full set of requirements include the following.

**Under the new Health Officer Order, businesses must comply with significant requirements designed to reduce the risk of COVID-19 transmission, and some very high-risk businesses must remain closed. Here are the requirements that apply to all businesses in the community:**

**Social Distancing:** All businesses must require employees and customers to wear face coverings, maintain at least 6 feet from others at all times, and provide hand washing/sanitizing supplies to customers and staff.

**Capacity limits:** Businesses can have no more than one worker per 250 gross square feet and no more than one customer per 150 square feet of space open to the public in the facility at one time.

**Telework:** All workers who can do their jobs from home are required to work remotely.

**Industry-Specific Directives:** Businesses must follow any industry-specific directives from the Health Officer, and any industry-specific guidance from the State.

**Reporting COVID-19 Cases to Public Health:** Businesses must alert the Public Health Department if workers test positive for COVID-19, and ensure workers alert their employers if they were at work while infectious.

**Submit New Social Distancing Protocol to the County:** All businesses must complete and submit a Social Distancing Protocol to the County, which will be publicly available through the County's website.

#### **What Does the New Social Distancing Protocol Require?**

- Complete and submit online at [www.COVID19Prepared.org](http://www.COVID19Prepared.org), and signed under penalty of perjury.
- Post signs to keep workers and customers informed of social distancing, face covering, and hygiene requirements.
- Train workers on how to be safe at work.
- Direct sick workers to stay home, and screen all workers for symptoms. Make soap and water or hand sanitizer available for cleaning hands.
- Thoroughly and regularly clean facilities.
- Maintain social distancing and comply with all capacity restrictions. Have a plan if someone tests positive for COVID-19.

**REMEMBER:** In addition to the County Health Officer Order, businesses must comply with the State's Stay-at-Home Order. The more restrictive Order applies. Business owners that are allowed to open under the County Order should confirm that they are also allowed to open under the State Order.