



Forensic Analytical Consulting Services

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COVID-19 Site Safety Plan Review and Implementation

Presented by:

David Brinkerhoff, CIH, CIEC

Director, SF Bay Area

Forensic Analytical Consulting Services, Inc.

June 2020

Right People. **Right** Perspective. **Right** Now.

Agenda

- COVID-19 Update and Current Knowledge
- COVID-19 Site Safety Plan Review
 - Organization and Roles
 - Infection Prevention
 - Case Response
- Site Safety Plan Implementation
- Q&A

A SERIOUS PUBLIC HEALTH ISSUE

- It requires the PUBLIC to be part of the Solution
- The behaviors of people have greatest impact, and often most difficult to manage.
- Recommended Control Measures need to be bundled and consistently followed
- The following guidance has been prepared based on information from reputable Public Health Agencies (e.g. WHO, CDC, OSHA, local agencies)

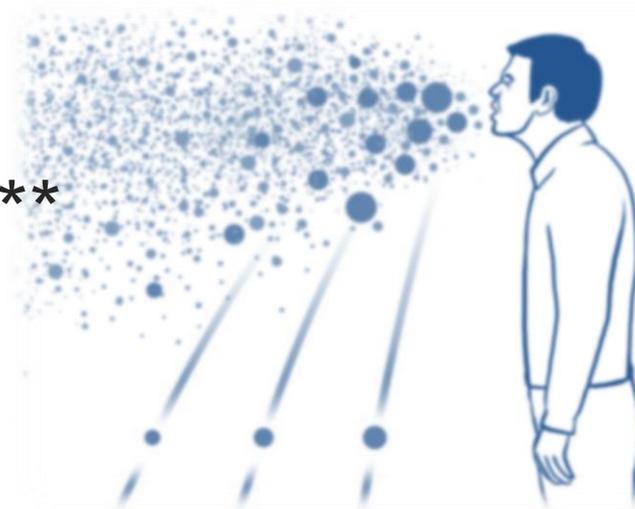
COVID-19 Update and Current Knowledge

Transmission of COVID-19

- Mainly person-to-person:
 - Close contact* exposure to respiratory droplets produced when an infected person coughs, sneezes, talks, etc.
 - Transmission from contaminated surfaces is suspected, e.g. sharing common items, kissing, hugging, shaking hands
 - Asymptomatic carriers may transmit disease.

Close Contact per CDC

- **< 6 feet**** for **>15 minutes*****



**Factors to consider when defining close contact include proximity, the duration of exposure and whether the exposure was to a person with symptoms.

***Data are insufficient to precisely define the duration of time that constitutes a prolonged exposure.

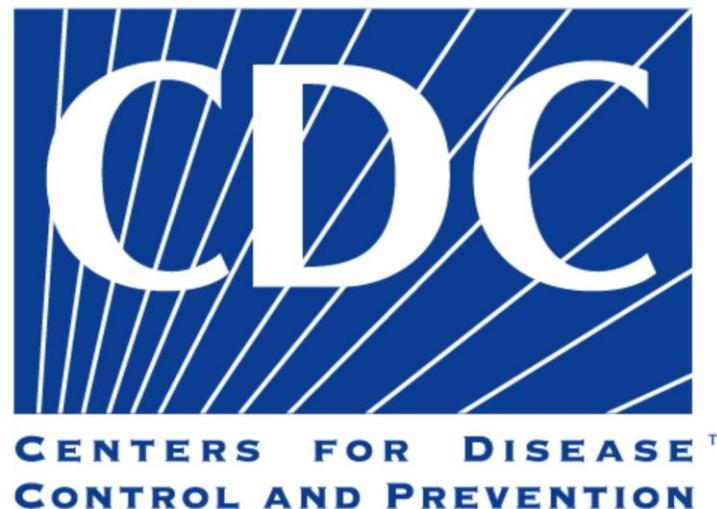
COVID-19 Symptoms – www.CDC.gov

Symptoms may appear **2-14 days after exposure to the virus.**

- Fever or chills
- Cough, Shortness of breath or difficulty breathing
- Fatigue, Muscle or body aches, headache
- New loss of taste or smell
- Sore throat, congestion or runny nose
- Nausea or vomiting, diarrhea

Seek emergency medical attention if:

- Trouble breathing
- Persistent pain or pressure in chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face





COVID-19 Site Safety Plan Review

Disclaimer:

The information provided in these training slides presents a comprehensive summary of the safety plan and are intended as an introduction to plan components, implementation and general guidance.

The COVID-19 pandemic is an ongoing, complex and rapidly evolving situation.

Employers and employees should regularly monitor publicly available information from cognizant sources (WHO, CDC, Cal/OSHA, EPA) and follow federal, state and county health department guidance and government mandates.

Consult with a medical professional or the CDC website regarding symptom-specific guidance

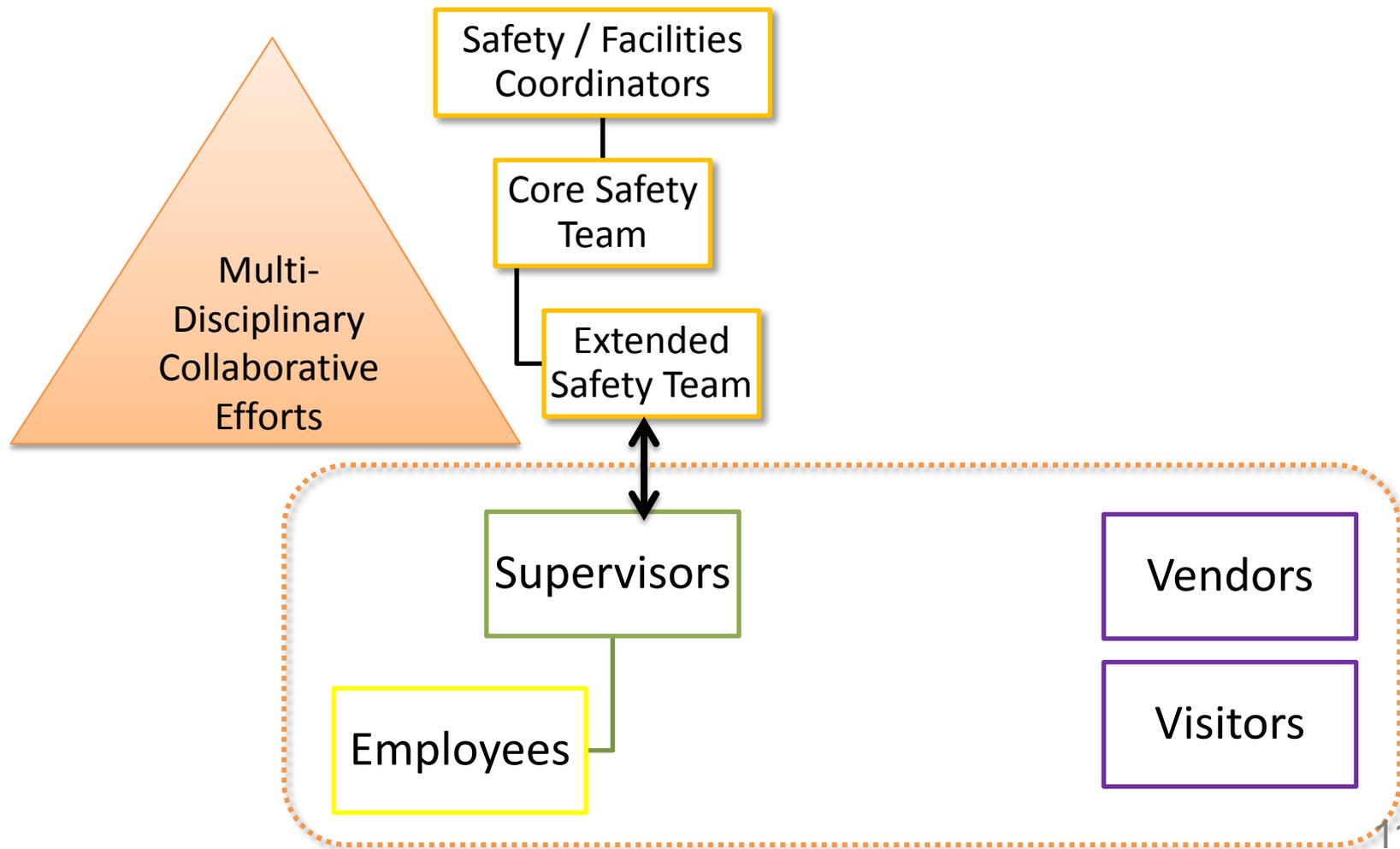


Consult your supervisor or HR department for more specific guidance regarding:
Work activity or Modification
Leave and Benefits



COVID-19 Site Safety Plan Organization and Roles

COVID-19 Safety Plan Organization



COVID-19 Safety Plan Organization

Appendix A

COVID-19 Safety/Facilities Coordinator

Name	Department/Title	Phone	Email
Laura Marquez	HR/Risk	510-620-6970	Laura_Marquez@ci.richmond.ca.us
Mario Vaz	Facilities	510-685-0113	Mario_Vaz@ci.richmond.ca.us

Core COVID-19 Safety Team

Name	Department/Title	Phone	Email
Lina Velasco	Planning	510-620-6841	Lina_velasco@ci.richmond.ca.us
Sue Hartman	Information Tech	925-878-9679	Sue_Hartman@ci.richmond.ca.us
Bruce Soublet	City Attorney	510-620-6507	Bruce_soublet@ci.richmond.ca.us
Genevieve Pastor-Cohen	Fire/OES	510-685-6402	Genevieve_Pastor-Cohen@ci.richmond.ca.us
Chris Castanchoa	Building Dept.	510-774-0598	Chris_Castanchoa@ci.richmond.ca.us
Eva Mann	Code Enforcement	510-621-1283	Eva_mann@ci.richmond.ca.us
Kevin Tisdell	Code Enforcement	510-621-1569	Kevin_tisdell@ci.richmond.ca.us
Enzo Cabili	Planning	510-620-6706	Enzo_cabili@ci.richmond.ca.us

Notes

- Team Meetings—Weekly on (Zoom).

Extended COVID-19 Safety Team

Name	Department/Title	Phone	Email
Carl Capistrano	Stationary Engineer Supt	510-812-9662	Carl_Capistrano@ci.richmond.ca.us
Nicolas Traylor	Rent Program 440 Civic Center	510-435-4682	nicolas_traylor@ci.richmond.ca.us
Lorena Rodriguez	Employment and Training	510-815-1576	lrodriguez@richmondworks.org
Sgt. Ernest Loucas	Police	510-621-1267	eloucas@richmondpd.net
Katy Curl	Main Library	510-290-8834	Katy_Curl@ci.richmond.ca.us
Ranjana Maharaj	Community Services	510-620-6972	Ranjana@ci.richmond.ca.us

Notes

- Team Meetings—Weekly (Zoom).



Roles & Responsibilities

- The COVID-19 Safety/Facilities Coordinators
 - responsible for implementing the elements of this Site Safety Plan
 - Managing and facilitating the COVID-19 Safety Teams
- Core Team
 - monitors current public health guidance, along with information regarding program implementation
 - determines how COVID-19 safety will be addressed by updating the provisions of this program as appropriate.

Roles & Responsibilities

Extended Team: Local/Departmental Coordinator

- representatives from each city building/department
- bridge between the core team and all employees and stakeholders
- reviews information and program updates provided by the core team
- provides feedback regarding challenges and opportunities

Roles and Responsibilities

- **Supervisors**

- Implementation of site specific safe work practices
- Complete supervisor training related to this plan
- Provide area/operation specific training on safe work practices
- Inspecting work areas/operations under their responsibility
- Correct any deficiencies identified
- Reporting any known or suspected cases to the COVID-19 Safety Coordinator and assisting with response activities as directed.

Roles and Responsibilities

- **Employees**

- Following safe work practices posted throughout work operations
- Reporting hazardous conditions related to potential transmission of the COVID-19 virus.
- Immediately informing their supervisor if they exhibit symptoms of COVID-19 or have been exposed to known or suspected cases.
- Do not enter the building if symptomatic or exposed to suspect cases.

Vendors, Contractors, Temporary Workers & Other Non-Employees

- **Persons arranging the work with outside parties** are responsible for communicating the City of Richmond's expectations regarding COVID-19 safety and documenting this communication occurred.
- Provide vendors with the Global Safe Work Practices (Appendix D1) or Site Specific Safe Work Practices for areas where they will be visiting.

COVID-19 Site Safety Plan

Infection Prevention

Infection Prevention (IP)



Medical Screening. Do not use this area and remain at home if you are experiencing symptoms related to COVID-19 or have been exposed to a known or suspected case.



Physical Distancing. Maintain a distance of at least six feet between yourself and others at all times. The greater the distance the better.



Personal Hygiene. Wash hands/use hand sanitizer before and after using the area. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.



Protective Equipment. Wear a face covering/mask which covers the nose and mouth whenever others are present or anticipated to be present in the area.



Environmental Cleaning. Clean and disinfect surfaces you will be frequently touching before and after using the area.

Blue = staff global practices	Orange = staff specialized areas
Green = staff personal spaces	Light Purple = public common areas
Yellow = staff common areas	Dark Purple = public specialized areas

Safe Work Practices (SWPs)

- Global Safe Work Practices
 - Applied to all buildings, staff, visitors

Blue = staff global practices

- Building/Task Specific Safe Work Practices
 - Based on risk assessment

Green = staff personal spaces

Yellow = staff common areas

Orange = staff specialized areas

Light Purple = public global practices/common areas

Dark Purple = public specialized areas

SWP Documents (Appendices D and D1)

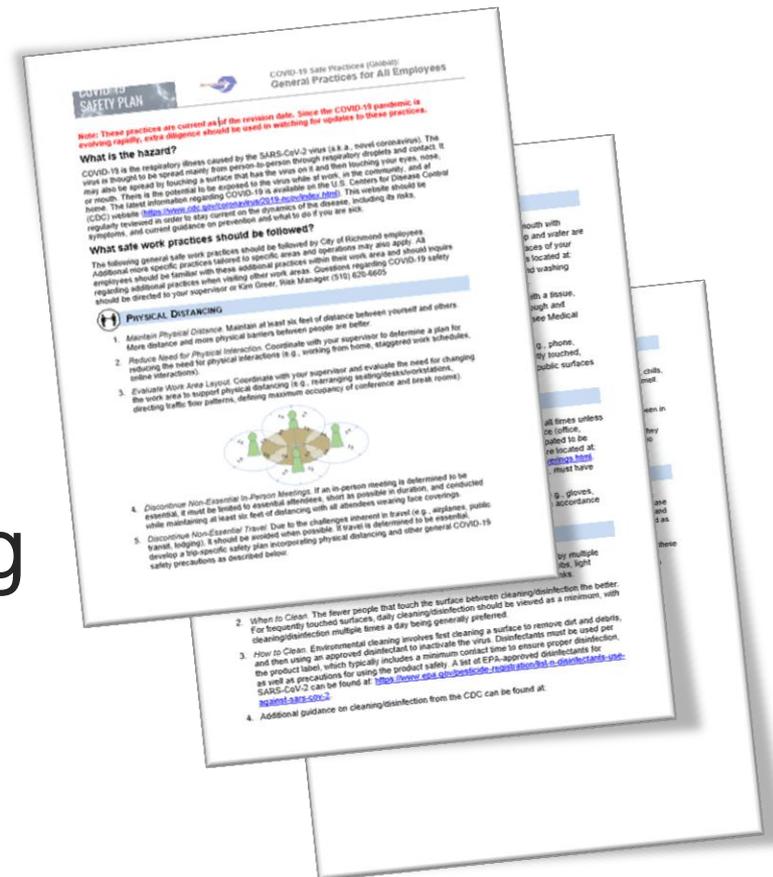
- City of Richmond A - Contacts & Resources
- City of Richmond B - Bldg Closure Checklist
- City of Richmond C - Critical Supply List
- City of Richmond D - Inventory of Safe Practices
- City of Richmond D1 - Global SWP
- City of Richmond D1A - WHO Rub
- City of Richmond D1B--Hanswash ENG
- City of Richmond D1C--Handwash ESP
- City of Richmond D1D--Face Covering
- City of Richmond D1E--Symptoms
- City of Richmond D2 - Decision Diagram
- City of Richmond E - Inspection Form
- City of Richmond F - Case Response
- City of Richmond G - Cleaning Log Form
- City of Richmond H--Guidance for Visitors
- City of Richmond I--Guidance for Vendors



Global Safe Work Practices (Appendix D1)

Five IP Components:

1. Physical Distancing
2. Personal Hygiene
3. Protective Equipment
4. Environmental Cleaning
5. Medical Screening

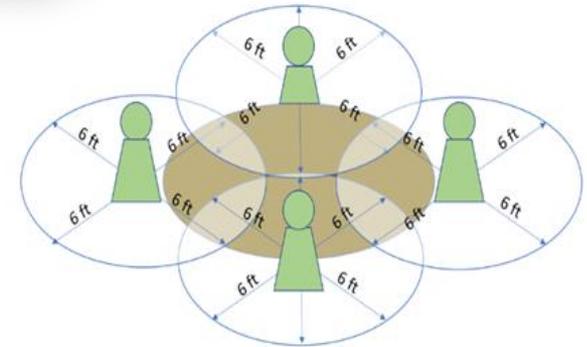


“Additional Practices”

1. Physical Distancing



- *Maintain Physical Distance.*
 - at least six feet of distance
 - physical barriers
- *Reduce Need for Physical Interaction.*
 - coordinate with your supervisor
 - online interactions
- *Evaluate Work Area Layout.*
 - Set occupancy, rearrange/remove furniture, paths of travel, etc.
- *Discontinue Non-Essential In-Person Meetings.*
 - limited to essential attendees,
 - short as possible in duration
 - maintaining at least six feet of distancing
 - face coverings.
- *Discontinue Non-Essential Travel.*



2. Personal Hygiene



- *Hand Hygiene.*
 - Hand Wash (soap & water)
 - Hand Rub (sanitizer)
- *Sneezing & Coughing.*
 - Cover your mouth and nose (tissue or elbow)
- *Personal Items.*
 - viewed as an extension of your hands.
 - avoid placing these items public surfaces
 - clean and disinfect these items frequently.

3. Protective Equipment



- *Face Coverings.*
 - surgical, paper or cloth masks (launder or dispose of frequently)
 - must be worn at all times unless:
 - 1) you are present in a personal workspace (office, cubicle) or the outdoor environment; **AND**
 - 2) no other persons are present or anticipated to be present within six feet (30 feet for outdoor).
- *Additional Protective Equipment.*
 - Assignment of any other department-specific protective equipment (e.g., gloves, face masks, respirators) must be coordinated through your supervisor.
 - Any employee voluntarily using an N95 respirator, or assigned a respirator for use, must have received approval to do so in accordance with the respiratory protection program.

Environmental Cleaning



- *What to Clean.*
 - Frequently touched surfaces
 - e.g. tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- *When to Clean.*
 - frequently touched surfaces, daily cleaning/disinfection
 - multiple times a day being generally preferred
- *How to Clean.*
 - 1) cleaning a surface to remove dirt and debris, and then
 - 2) use an approved disinfectant to inactivate the virus.

LINKS TO CDC guidance on cleaning/disinfection from the CDC and list of EPA-approved disinfectants for SARS-CoV-2 can be found in the plan.

Medical Screening

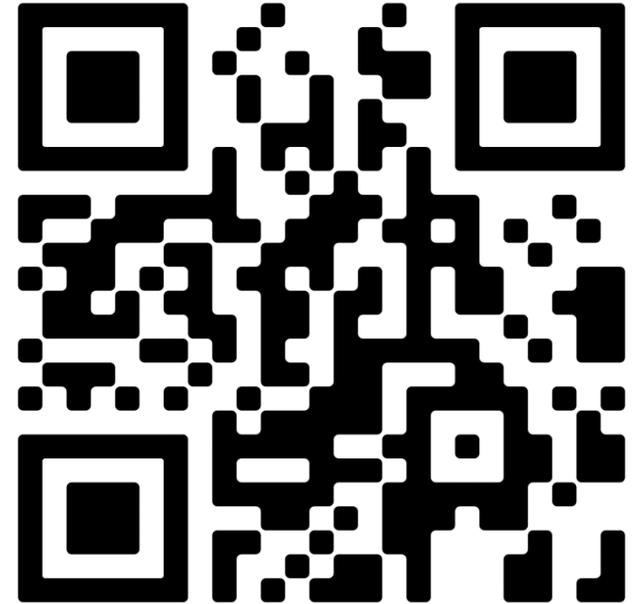


Centers for Disease
Control and Prevention

- *Symptoms.*
 - Employees must conduct a self-check symptom screening prior to the start of any workday, regardless of telecommute status.
 - Notify your supervisor (via phone/email) and do not enter the building if experiencing symptoms of COVID-19.
 - Visitors and Vendors will also need to complete the screening.
- *Exposure.*
 - Employees must notify their supervisor (via phone) and not enter the building if they have been in close contact or otherwise exposed to a known or suspected case of COVID-19.

CDC Self Screening QR Code

- linked to the CDC COVID-19 Self-Check online Tool
- A digital picture file is provided in your shared folder



Centers for Disease Control and Prevention

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Self-check your symptoms >

Should you get tested >

Higher risk >



Self-Checker

A guide to help you make decisions and seek appropriate medical care.

Additional Practices

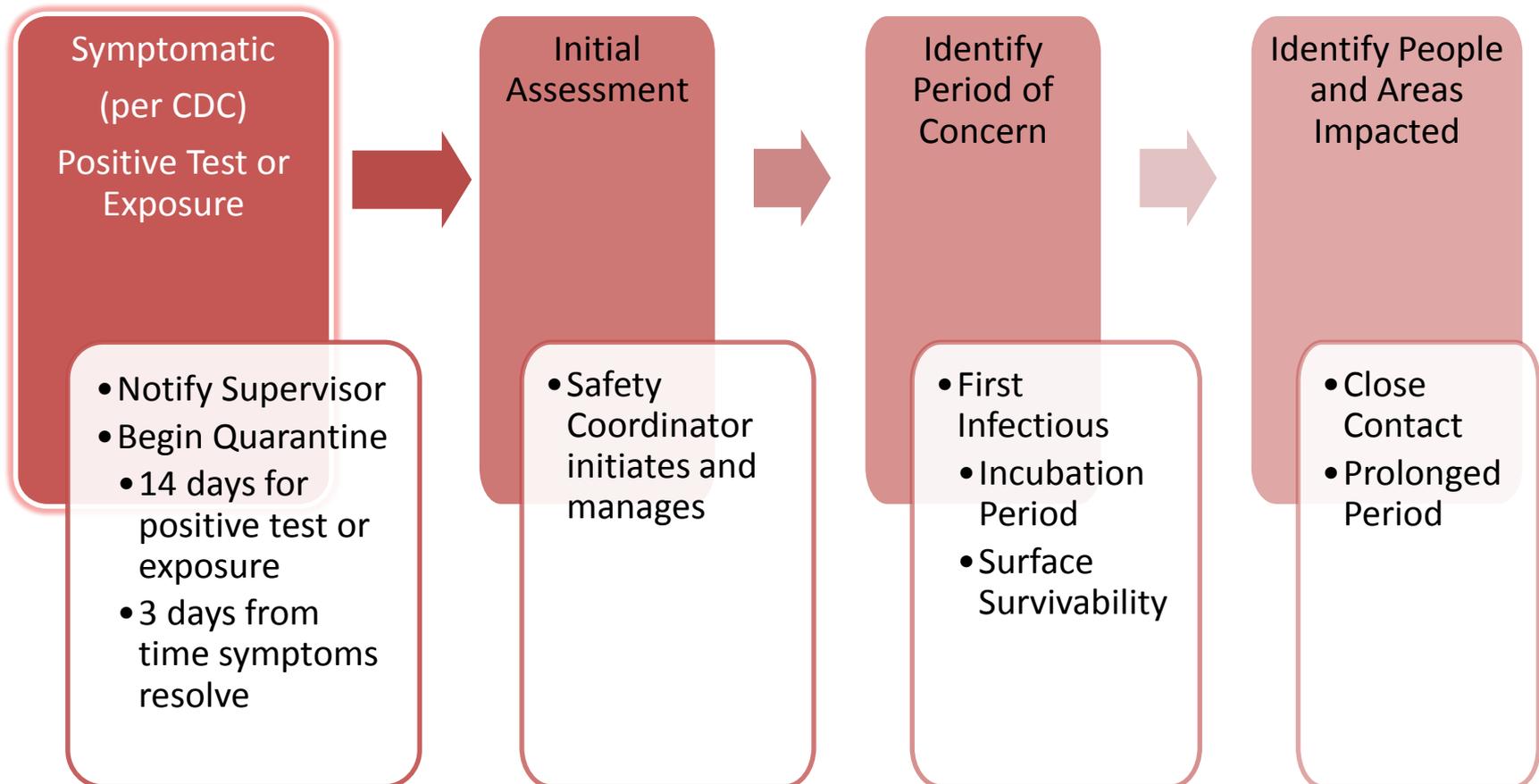


- *Case Incident Response.*
 - If a known or suspected case of COVID-19
 - present in the workplace
 - exposed to employees
 - notify your supervisor immediately
 - case incident response assessment
 - notification to affected parties → “*contact tracing*”
- *Non-Work Activities.*
 - Employees are encouraged to apply COVID-19 precautions similar to these safe work practices to their non-work personal activities.
 - Such diligence in and out of the workplace will serve to protect co-workers, customers, families and communities during this pandemic.

COVID-19 Site Safety Plan

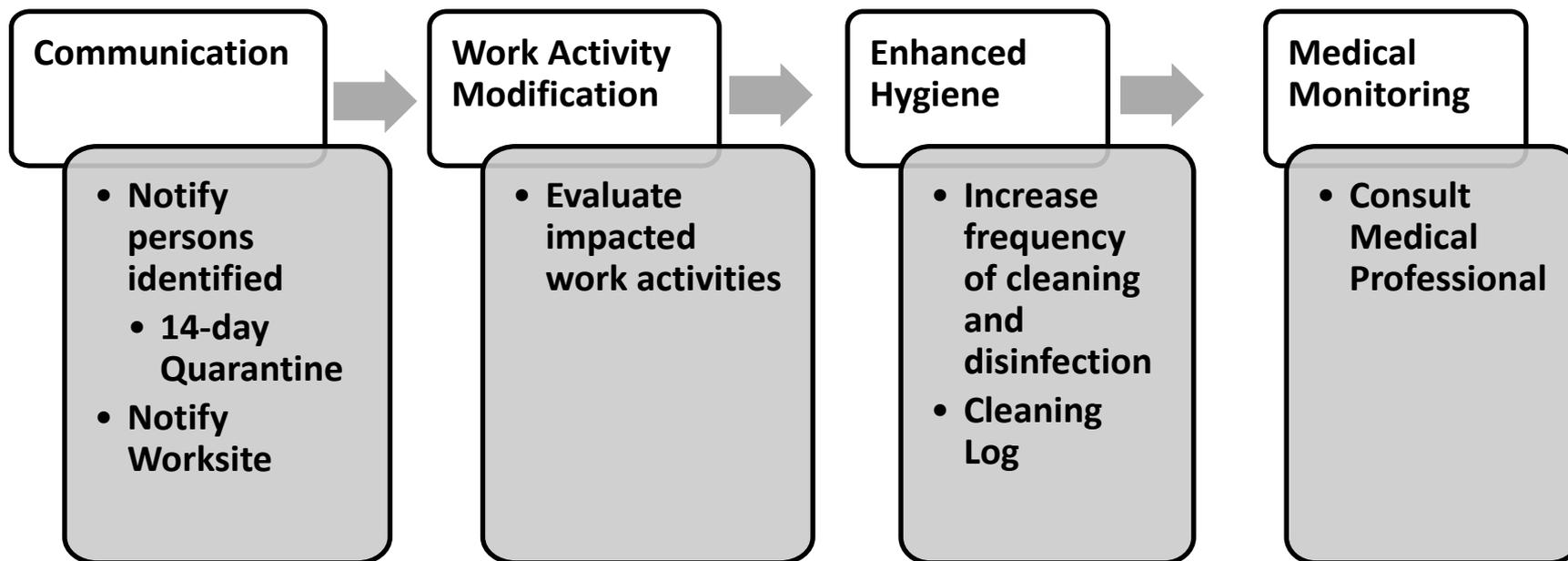
Case Response

Case Response – What do I do?



Response Actions

Surface Infection Risk Matrix		USE/CONTACT BY OTHERS		
		High	Medium	Low
IMPACT BY CASE	High	Clean (priority)	Clean	Optional Cleaning
	Medium	Clean	Optional Cleaning	No Cleaning
	Low	Clean	No Cleaning	No Cleaning

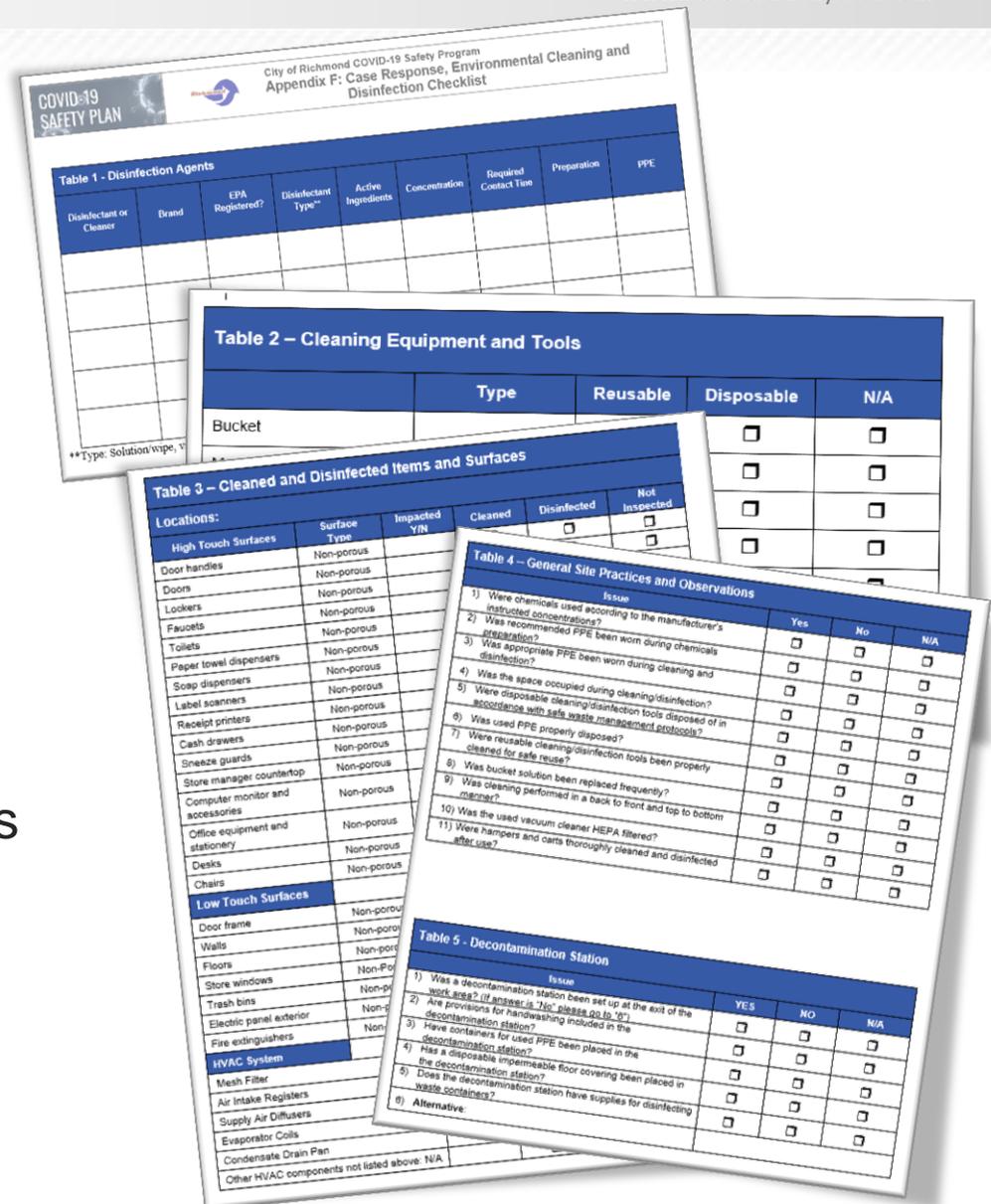


Appendix F

Case Response Log

Document results of assessment and response actions taken.

- Table 1 – Disinfection Agents
- Table 2 – Cleaning Equipment and Tools
- Table 3 – Cleaned and Disinfected Items and Surfaces
- Table 4 – General Site Practices and Observations
- Table 5 – Decontamination Station



Outside Vendors for Response Action

- Consult with COVID-19 Safety Coordinator
- May include:
 - Initial Assessment and Recommendations
 - Qualified Contractor to Perform Cleaning
 - Cleaning & Disinfection Oversight
 - Verification & Validation
 - Formal Report

COVID-19 Site Safety Plan Implementation

General Approach - Implementation

- Educate
 - Training, Meetings, Discussion
- Reinforce
 - Signage
- Accountability
 - Cleaning Logs
 - Supervisor Checklists

Area-Specific Safe Work Practices

Same Five Components:

-  1. Physical Distancing
-  2. Personal Hygiene
-  3. Protective Equipment
-  4. Environmental Cleaning
-  5. Medical Screening



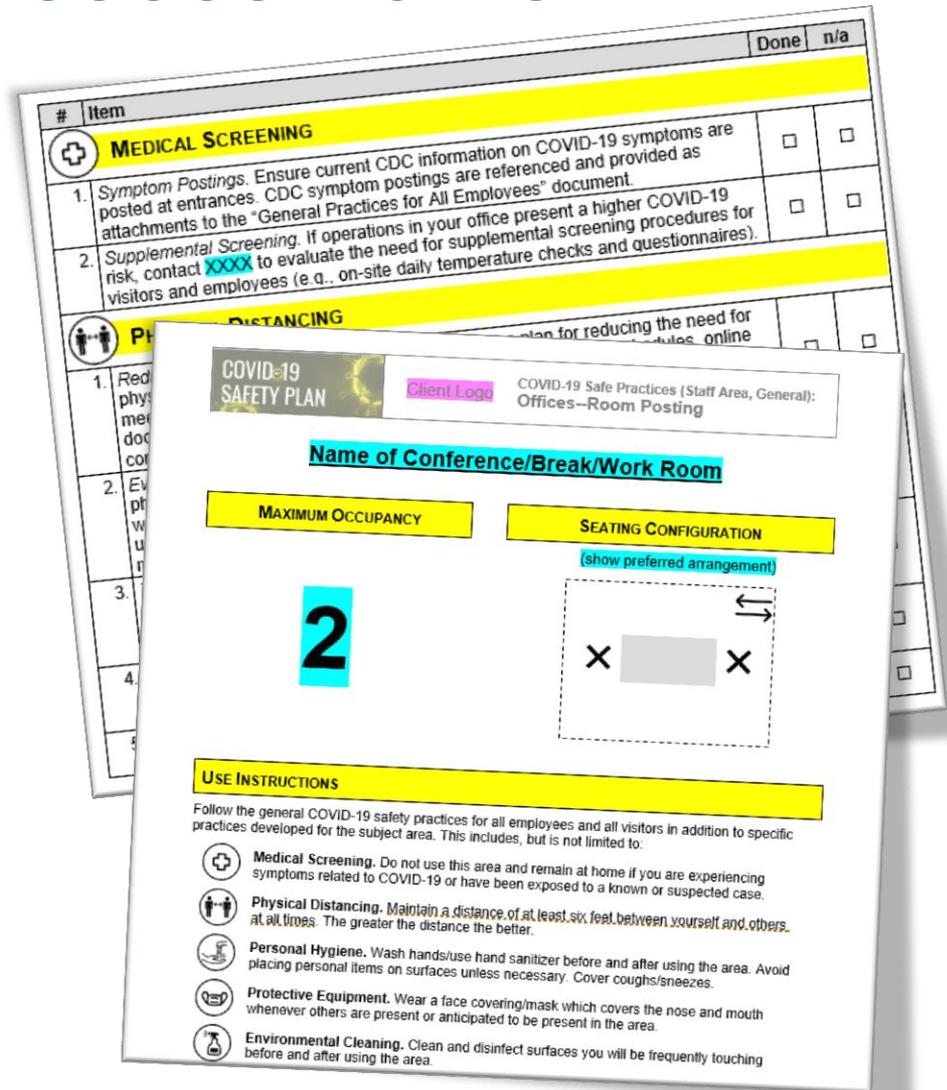
Based on Risk Assessment:

→ space use, occupancy, services, etc.

Conducting Risk Assessments

New Item – currently in review

- Templates and checklists provided for typical scenarios.
- Can be conducted by supervisors or facilities staff.
- *Located in shared folder – separate appendices*



#	Item	Done	n/a
MEDICAL SCREENING			
1.	Symptom Postings. Ensure current CDC information on COVID-19 symptoms are posted at entrances. CDC symptom postings are referenced and provided as attachments to the "General Practices for All Employees" document.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Supplemental Screening. If operations in your office present a higher COVID-19 risk, contact XXXX to evaluate the need for supplemental screening procedures for visitors and employees (e.g., on-site daily temperature checks and questionnaires).	<input type="checkbox"/>	<input type="checkbox"/>
PHYSICAL DISTANCING			
1.	Reduction of physical meetings and documentation.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Event planning and utilization.	<input type="checkbox"/>	<input type="checkbox"/>
3.		<input type="checkbox"/>	<input type="checkbox"/>
4.		<input type="checkbox"/>	<input type="checkbox"/>
5.		<input type="checkbox"/>	<input type="checkbox"/>

COVID-19 SAFETY PLAN Client Logo COVID-19 Safe Practices (Staff Area, General): Offices--Room Posting

Name of Conference/Break/Work Room

MAXIMUM OCCUPANCY: 2

SEATING CONFIGURATION (show preferred arrangement)

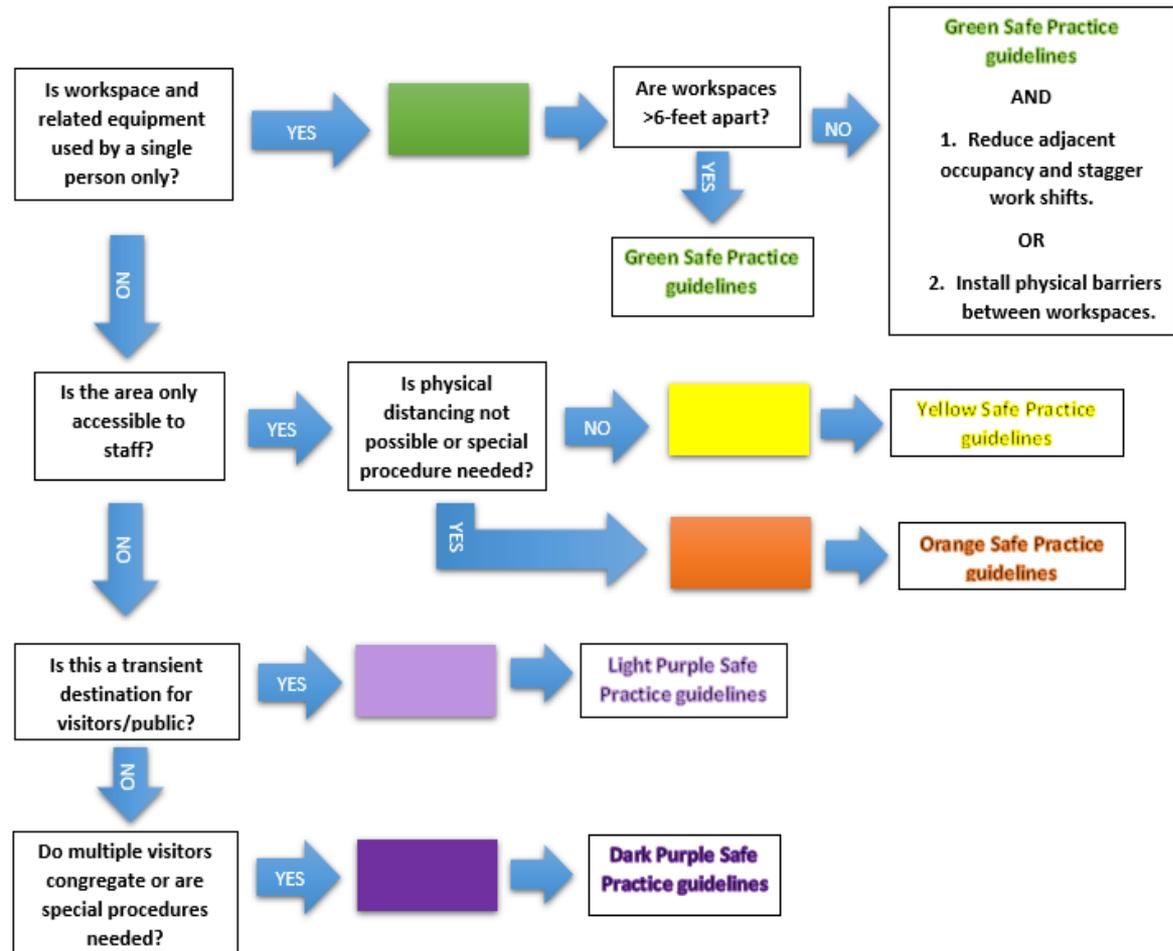
USE INSTRUCTIONS

Follow the general COVID-19 safety practices for all employees and all visitors in addition to specific practices developed for the subject area. This includes, but is not limited to:

- Medical Screening.** Do not use this area and remain at home if you are experiencing symptoms related to COVID-19 or have been exposed to a known or suspected case.
- Physical Distancing.** Maintain a distance of at least six feet between yourself and others at all times. The greater the distance the better.
- Personal Hygiene.** Wash hands/use hand sanitizer before and after using the area. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.
- Protective Equipment.** Wear a face covering/mask which covers the nose and mouth whenever others are present or anticipated to be present in the area.
- Environmental Cleaning.** Clean and disinfect surfaces you will be frequently touching before and after using the area.

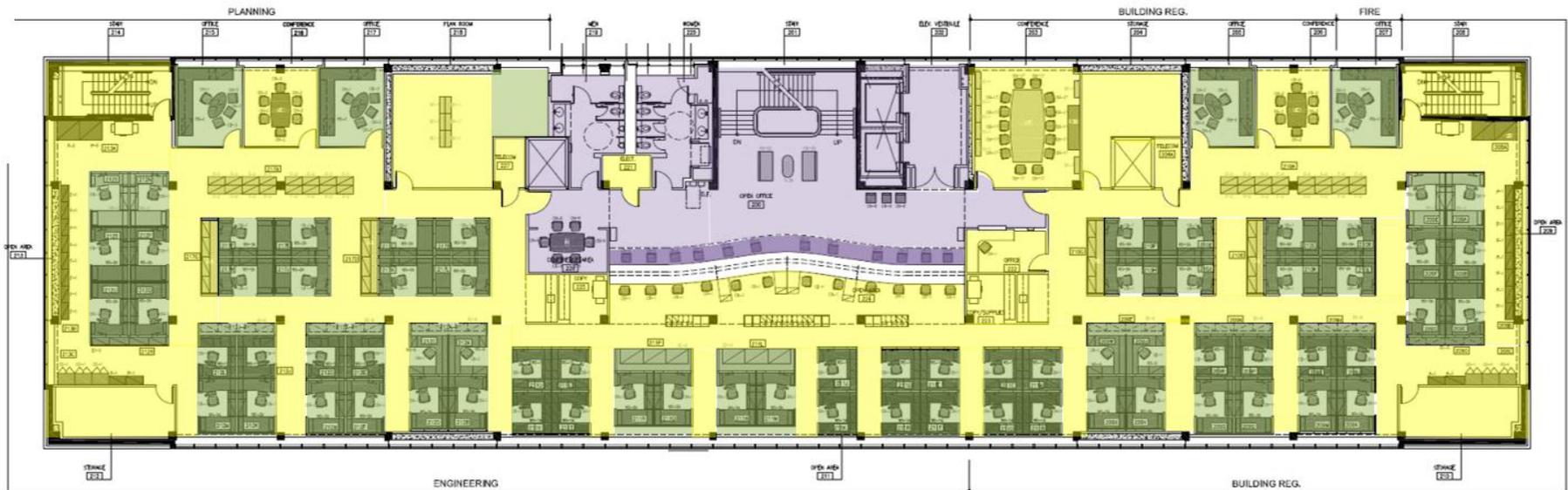
Appendix D2 – Decision Diagram for SWPs

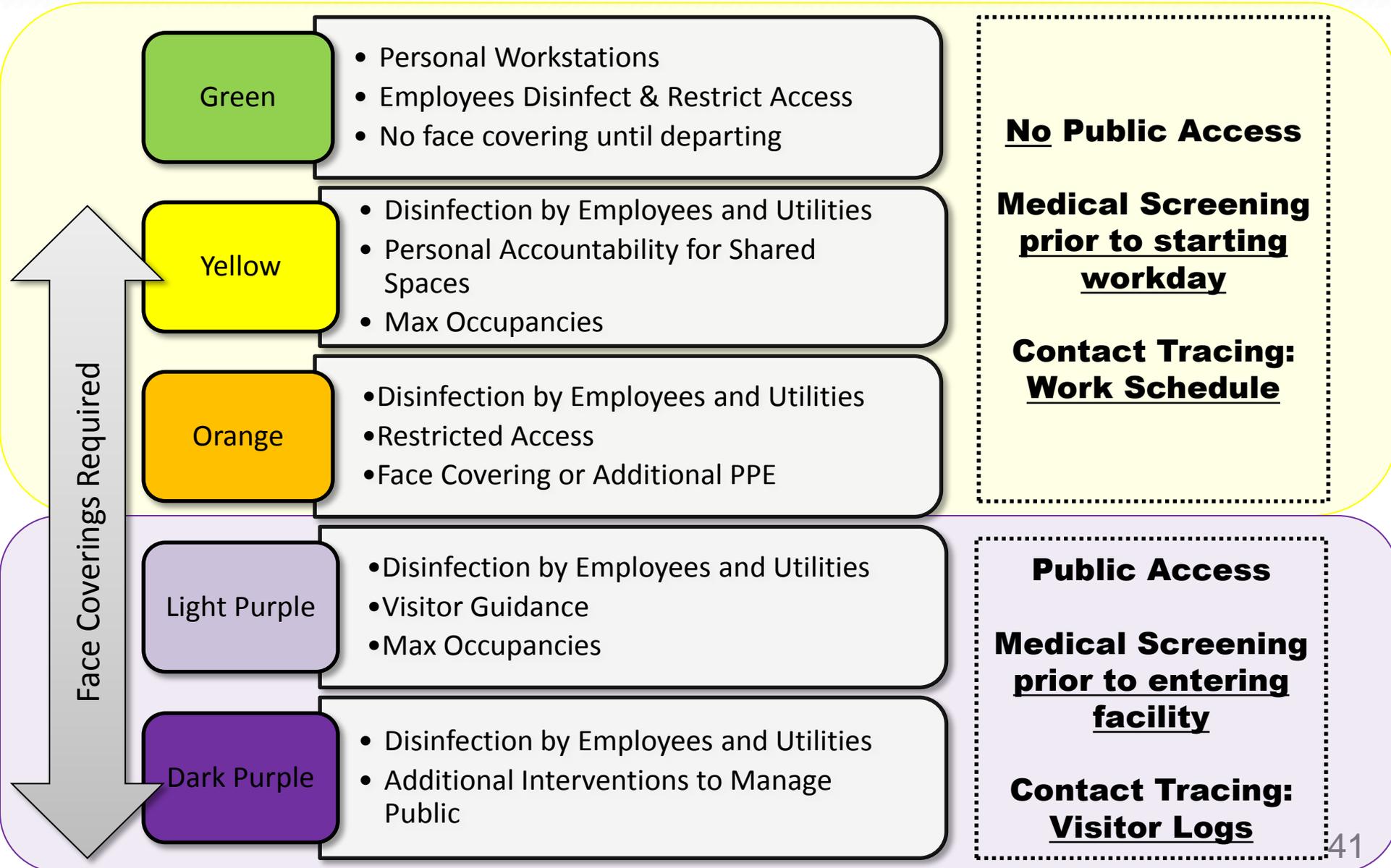
- Single employee workspace
- Staff common areas
- IP interventions able to be maintained?
- Public areas
- Specialized public areas



Example Risk Assessment

- 450 Civic Center, 2nd Floor





Appendix D – Inventory of SWPs

- Building/task specific safe work practices.
- Color coded safe work practices to be posted.
- Organized by BUILDING → FLOOR



City of Richmond COVID-19 Safety Program
Appendix D: Inventory of Safe Practices

Safe practices files are located on the **City of Richmond Intranet**

Building	Safe Practice Title	Revised
450 Civic Center - Basement		
Green	Personal Offices and Workstations	06/10/20
Yellow	Common Areas: Conference Rooms	06/10/20
Yellow	Common Areas: Shared Workspaces, Break Rooms, Copy Rooms, and Storage Spaces etc.	06/10/20
Yellow	Staff Restrooms, Locker Rooms and Showers	06/10/20
450 Civic Center - 1st Floor		
Green	Personal Offices and Workstations	06/10/20
Yellow	Common Areas: Conference Rooms	06/10/20
Yellow	Common Areas: Shared Workspaces, Break Rooms, Copy Rooms, and Storage Spaces etc.	06/10/20
Light Purple	Public Common Areas, Lobbies, and Reception	06/10/20
Light purple	Public Elevators	06/10/20
Light Purple	Public Restrooms	06/10/20
Dark Purple	Public Conference Rooms	06/10/20
450 Civic Center - 2nd Floor		
Green	Personal Offices and Workstations	06/10/20
Yellow	Common Areas: Conference Rooms	06/10/20
Yellow	Common Areas: Shared Workspaces, Break Rooms, Copy Rooms, and Storage Spaces etc.	06/10/20
Light Purple	Public Common Areas, Lobbies, and Reception	06/10/20
Light purple	Public Elevators	06/10/20
Light Purple	Public Restrooms	06/10/20
Dark Purple	Public Conference Rooms	06/10/20
450 Civic Center - 3rd Floor		
Green	Personal Offices and Workstations	06/10/20
Yellow	Common Areas: Conference Rooms	06/10/20
Yellow	Common Areas: Shared Workspaces, Break Rooms, Copy Rooms, and Storage Spaces etc.	06/10/20
Light Purple	Public Common Areas, Lobbies, and Reception	06/10/20
Light purple	Public Elevators	06/10/20
Light Purple	Public Restrooms	06/10/20
Dark Purple	Public Conference Rooms	06/10/20
Dark Purple	Public Conference Rooms	06/10/20

COVID-19 Safety Program
Inventory of Safe Practices

	Revised
	06/10/20
	06/10/20
Rooms, and Storage	06/10/20
	06/10/20
	06/10/20
	06/10/20
	06/10/20
	06/10/20
	06/10/20
Rooms, and Storage	06/10/20
	06/10/20
	06/10/20
	06/10/20
	06/10/20
Rooms, and Storage	06/10/20
	06/10/20
	06/10/20
	06/10/20

440 Civic Center - 3rd Floor		
Green	Personal Offices and Workstations	06/10/20
Yellow	Common Areas: Shared Workspaces, Break Rooms, Copy Rooms, and Storage Spaces etc.	06/10/20
Light Purple	Public Common Areas, Lobbies, and Reception	06/10/20
Light purple	Public Elevators	06/10/20
Light Purple	Public Restrooms	06/10/20
Dark Purple	Counseling Area	06/10/20

Appendix D Attachments

- CDC and WHO signage for entries and hand washing and sanitizing areas.

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

www.cdc.gov/coronavirus

www.ForensicAnalytical.com

Please wear a cloth face covering.

Maintain a distance of 6 feet whenever possible.

www.cdc.gov/coronavirus

How to Handrub?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

C Duration of the entire procedure: 20-30 seconds

1a Apply a palmful of the product in a cupped hand, covering all surfaces;

1b Rub hands palm to palm;

2 Rub hands palm to palm;

3 Right palm over left dorsum with interlaced fingers and vice versa;

4 Palm to palm with fingers interlaced;

5 Backs of fingers to opposing palms with fingers interlaced;

6 Rotational rubbing of left thumb clasped in right palm and vice versa;

7 Rotational rubbing, back of hand and towards with clasped fingers of right hand in left palm and vice versa;

8 Once dry, your hands are safe.

World Health Organization

Patient Safety
A HEALTH CARE WORKER'S RESPONSIBILITY

SAVE LIVES
Clean Your Hands

CLEAN HANDS KEEP YOU HEALTHY.

Wash your hands with soap and water for at least **20 SECONDS.**

LIFE IS BETTER WITH CLEAN HANDS

www.cdc.gov/handwashing

LAS MANOS LIMPIAS LO MANTIENEN SANO.

Lávase las manos con agua y jabón por al menos **20 SEGUNDOS.**

LA VIDA ES MEJOR CON LAS MANOS LIMPIAS

www.cdc.gov/levadodemanos

General Guidelines for Signage

1. Less is More
2. Give space and time for the reader to take in the information
3. Consistency is key
4. Ensure that OCCUPANCY and CONTACT information is correct
5. Be patient
6. Anticipate language barriers*, disabilities*, changing guidance and misunderstandings
(*ADA and language accommodation are an HR decision and beyond this scope)

Suggested Signage Display: Exterior Building Public Entrance Points

Posting location should be chosen to:

1. allow public visitor to see prior to entry into the facility and
2. to have time and space to read upon entry

Includes the following:

- Guidance for Visitors SWP Document
- CDC Face Covering
- CDC Symptoms

COVID-19 SAFETY PLAN City of Richmond Best Practices for Public Health

Guidance for Customers and Visitors

Following are the public health practices for customers or visitors (hereafter: visitors) that will enter our building(s) during progressing stages of pandemic concerns and mandated or recommended public access controls. These practices are intended to provide protection to both the visitors/customers and our staff. Corresponding posters and handouts with summarized versions of the practices are available in the appendix of this addendum. All questions should be directed to the designated COVID-19 Safety Representative, Kim Greer, Risk Manager (510) 620-6605.

PHYSICAL DISTANCING

PHYSICAL DISTANCING FOR CUSTOMERS/VISITORS MAY BE VERY DIFFICULT TO ENFORCE. METHODS MAY INCLUDE ANY COMBINATION OF THE ACTIONS LISTED BELOW.

1. One-way entry and exit routes shall be identified and clearly marked.
2. Traffic flow arrows shall be placed on floors and walls, as needed, to clearly communicate direction of flow from entry to the building(s), through each station/area the customer/visitor may travel and to the exit.
3. The maximum number of visitors to the area shall not exceed _____ people if more than visitors are present, the excess visitors should be directed to wait outside and maintain distancing in accordance with the signage and markings provided.
4. Visitors shall be directed to maintain physical distancing to the maximum extent feasible, but not less than 6 feet. Floor and/or wall markings shall be placed to provide guidance to visitors as they can maintain 6 feet of separation while in queue lines, waiting areas and other common areas.
5. Signs and overhead announcements shall be used to remind visitors of the importance of physical distancing, hand hygiene and the importance of the importance of physical distancing, hand hygiene and the importance of the importance of physical distancing.
6. Additional signs shall be posted to communicate areas to which visitor access is not allowed.
7. Physical barriers such as room dividers, desks, glass walls, etc. may be installed to restrict visitor access or to help direct traffic patterns.
8. Access to seats in waiting areas shall be arranged to ensure a minimum of 6 feet of physical distance is maintained at all times. This can be accomplished through various methods such as removing or reconfiguring seats or placing tape and signs on select seats to prevent usage.
9. Visitors may not sit/stand or linger in public areas.

PERSONAL HYGIENE

1. Hand sanitizer should be made available at public entries and visitors should be directed to conduct hand hygiene per World Health Organization (WHO) guidelines. Signage with instructions for proper hand hygiene should be placed near all hand sanitizer dispenser and hand washing sinks.
2. Signage shall be posted so that visitors can easily find hand hygiene stations.
3. Signage shall be posted to remind visitors of the importance of frequent hand hygiene, covering their cough, and avoiding touching of their face.
4. Avoid use of shared items such as pens, supplies, and paperwork when possible.

PROTECTIVE EQUIPMENT

1. Face coverings, worn in accordance with the current CDC or local public health guidelines, are recommended in all visitor accessible areas.

ENVIRONMENTAL CLEANING

1. Frequently touched surfaces in visitor accessible areas, such as such as doorknobs, handrails, tabletops, etc., shall be cleaned and disinfected in accordance with the procedures in the site-specific Safe Work Plan. Disinfection for these frequently touched surfaces shall be performed prior to opening each day, at least once every hour during times when visitors have access, and at the end of the day.

MEDICAL SCREENING

1. Visitors will be directed by signage to perform a COVID-19 illness symptoms self-assessment prior to entering (or immediately upon entry into) City of Richmond building(s).
2. Visitors will be asked questions from a COVID-19 illness symptoms self-assessment.
3. The self-assessment questions shall include the latest symptom/sign assessment topics provided by CDC and shall be updated, as needed. Example questions are provided in Appendix A of this addendum.
4. Visitors must answer no to all questions on the self-assessment, prior to proceeding into the building. Any visitor answering yes to any of the questions shall be directed to leave the property and plan for a return after they have been symptom-free for at least 14 days.

Please wear a cloth face covering.

Maintain a distance of 6 feet whenever possible.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Proposed Signage Display:
Public Common Areas & Lobby/Reception

Proposed Signage Display:
Public Restrooms

Posting location should be chosen to:

1. allow public visitor to see upon entry to the space
2. to have time and space to read upon entry
3. clearly communicate occupancy limits, if applicable

If the layout and design of the lobby/reception area cannot accommodate this, common sense efforts should be made to communicate site-specific expectations (e.g. sign-in sheets, distancing, etc.) to the visitor.



- Includes the following:
- Area-Specific SWP
 - CDC Face Covering
 - CDC Symptoms



Signage for proper hand sanitizing should be placed near the hand sanitizer dispenser.

Signage for proper handwashing should be placed near the sinks.

Proposed Signage Display: Public Conference Spaces & Meeting Areas

Posting location should be chosen to:

1. allow public visitor to see upon entry to the space
2. to have time and space to read upon entry
3. clearly communicate occupancy limits, if applicable

Proposed Signage Display: Staff Common Areas

Posting location should be chosen to:

1. Visible to staff working in the space
2. **Not interfere with daily operations**
3. Clearly communicate occupancy limits, if applicable

Includes the following:

- Area-Specific SWP
- CDC Face Covering
 - CDC Symptoms

Proposed Signage Display: Personal Offices and Workspaces

Posting location should be chosen to:

1. Not interfere with daily operations
2. May be more practical to distribute SWP documents to staff rather than post.

Includes the following:

- Area Specific SWP Document

Proposed Signage Display: Staff Specialized Areas

Posting location should be chosen to:

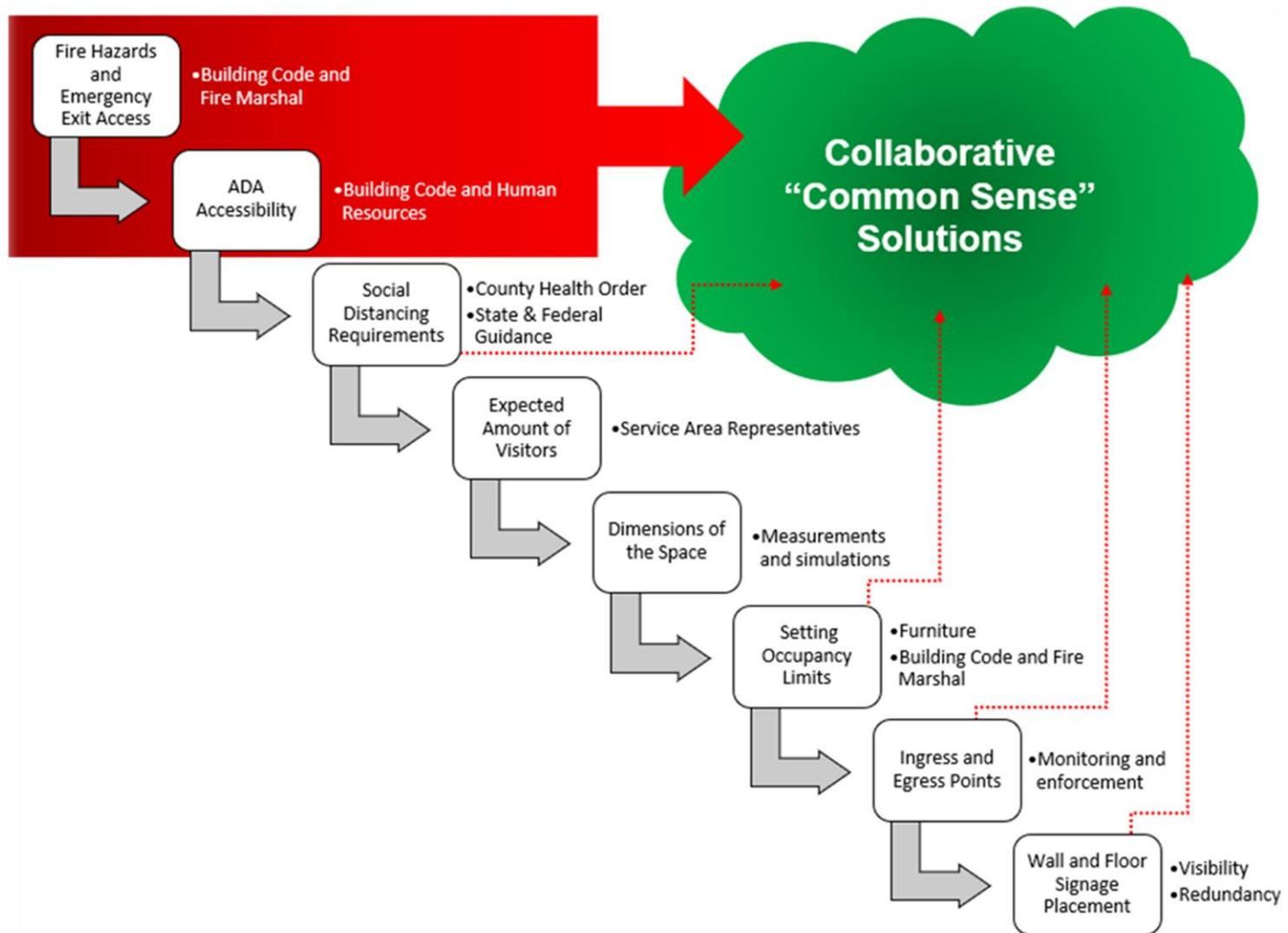
1. Visible to staff and/vendors working in the space
2. Not interfere with daily operations
3. Clearly communicate occupancy limits, if applicable

Includes the following:

- Area Specific SWP Document
- WHO “Handrub” or “Handwash” depending on the presence or absence of sinks.

Additional Guidance for:

- Assigning paths of travel
 - Placing floor markings
 - Dedicated ingress and egress points
 - Restricted access
-
- **There are no simple, “one-size-fits-all” solutions....**



Appendix H & I

- Guidance that can be provided to vendors, customers and visitors to communicate safe work practices

COVID-19 SAFETY PLAN City of Richmond Best Practices for Public Health

Guidance for Vendors

Following are the public health practices for vendors that will enter our property during progressing stages of pandemic concerns and mandated or recommended public access controls. These practices are intended to provide protection to both the vendor and our staff or residents. Corresponding postings and handouts with summarized versions of the practices are available in the appendices of this addendum. All questions should be directed to the designated COVID-19 Safety Representative, Bob Safety, (xxx) xxx-xxxx.

Vendors may include electricians, plumbers, pest control, computer, appliance and telecommunications vendors must have a COVID-19 Safe Work Plan.

COMMUNICATION

1. Communicate the content of this COVID-19 Safety Plan to all vendors.
2. Communicate to customers or residents the protective measures that will be in place.
3. The vendor should ask the customer if someone who has been sick in the last 14 days. Also, communicate to the customer the service visit or maintain physical distancing as much as possible.
4. Perform as much pre-work communication as needed onsite.
5. Vendors should call a "safety meeting" at the residence. Notify the supervisor or manager of the physical distancing and wear of masks.
6. Encourage having additional communication with physical distancing and wear of masks.

PHYSICAL DISTANCING

1. Provide a designated single entry/exit for vendors.
2. If multiple vendors are required to be present at different times or different locations, they should be directed to different areas.
3. Vendors shall be directed to different areas, but not less than 6 feet apart.
4. Establish a contactless system for the occupant, have the vendor communicate with the occupant.
5. Direct vendors that they must maintain physical distancing and wear of masks.

PERSONAL HYGIENE

1. Vendors are required to perform hand washing and hand sanitizing at the location and immediately upon leaving the location. Health Organization (WHO) guidelines.

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COVID-19 SAFETY PLAN City of Richmond Best Practices for Public Health

Guidance for Customers and Visitors

Following are the public health practices for customers or visitors (henceforth visitors) that will enter our property during progressing stages of pandemic concerns and mandated or recommended public access controls. These practices are intended to provide protection to both the visitors/customers and our staff. Corresponding postings and handouts with summarized versions of the practices are available in the appendices of this addendum. All questions should be directed to the designated COVID-19 Safety Representative, Bob Safety, (xxx) xxx-xxxx.

PHYSICAL DISTANCING

PHYSICAL DISTANCING FOR CUSTOMERS/VISITORS MAY BE VERY DIFFICULT TO ENFORCE. METHODS MAY INCLUDE ANY COMBINATION OF THE ACTIONS LISTED BELOW.

1. One-way entry and exit doors shall be identified and clearly marked.
2. Traffic flow arrows shall be placed on floors and walls, as needed, to clearly communicate the direction of flow from entry to the building(s), through each station/area the customer/visitor may travel and to the exit.
3. The maximum number of visitors to this area shall not exceed ___ people. If more than ___ visitors are present, the excess visitors should be directed to wait outside and maintain physical distancing in accordance with the signage and markings provided.
4. Visitors shall be directed to maintain physical distancing to the maximum extent feasible, but not less than 6 feet. Floor and/or wall markings shall be placed to provide guidance to visitors so they can maintain 6 feet of separation while in queue lines, waiting areas and other common areas.
5. Signs and overhead announcements shall be used to remind visitors of the importance of physical distancing, hand hygiene and the infographics provided. The frequency of overhead reminders should be adequate to ensure each visitor hears at least one reminder during a typical/average visit.
6. Additional signs shall be posted to communicate areas to which visitor access is not allowed.
7. Physical barriers such as room dividers, desks, plexiglass walls, etc. may be installed to restrict visitor access or to help direct traffic patterns.
8. Access to seats in waiting areas shall be arranged to ensure a minimum of 6 feet of physical distance is maintained at all times. This can be accomplished through various methods such as removing or relocating seats or placing tape and signs on select seats to prevent usage.
9. Visitors may not socialize or linger in public areas.

PERSONAL HYGIENE

1. Hand sanitizer should be made available at public entries and visitors should be directed to conduct hand hygiene per World Health Organization (WHO) guidelines. Signage with instructions for proper hand hygiene should be placed near all hand sanitizer dispenser and hand washing sinks.
2. Signage shall be posted so that visitors can easily find hand hygiene stations.
3. Signage shall be posted to remind visitors of the importance of frequent hand hygiene, covering their cough, and avoiding touching of their face.
4. Avoid use of shared items such as pens, supplies, and paperwork when possible.

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Thank You!

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Right
People.

Right
Perspective.

Right
Now.