

## **SAFER AT HOME ORDER FOR CONTROL OF COVID-19**

Continuation of the Safer at Home Order to Transition the City Through  
Stage 2 of the California's COVID-19 Resilience Roadmap  
REVISED ORDER ISSUED: May 29, 2020

**Please read this Order carefully. Violation of or failure to comply with this Order is a crime punishable by fine, imprisonment, or both. (Ca. Health & Safety Code § 120275 et seq; Long Beach Municipal Code § 8.120.030.A and 8.120.030.E.3)**

**Summary:** This Long Beach Health Officer Order (Order) amends and supersedes the Order issued on May 27, 2020 (Prior Order) to control the spread of the Novel Coronavirus (COVID-19) within the City of Long Beach (City). This Order also amends, clarifies, and continues certain terms of the Prior Order to ensure continued physical distancing and person-to-person contact is limited to reduce the rate of transmission of COVID-19.

This Order is issued to comply with Executive Order N-33-20 and N-60-20 issued by Governor Gavin Newsom, and any State Health Officer Orders and guidance issued thereto, to align with California's COVID-19 Resilience Roadmap (Resilience Roadmap).

The spread of COVID-19 through asymptomatic carriers remains a major risk to the community and the danger COVID-19 poses to the health and welfare of all continues. While the search continues, there is not yet an effective treatment or cure for the virus. Thus, the vast majority of the population remains susceptible to infection. As businesses and activities continue to be allowed or open, it's critical that the community and the public remains vigilant with practices that prevent the spread of COVID-19, like maintaining a 6-foot distance from individuals outside your household, frequent hand washing, and staying home when sick.

This Order continues the operation of lower-risk businesses, including retail, limited services, manufacturing, and logistics in support of those sectors with modifications. This Order now allows for the operation of dine-in restaurants, hair salons, and barbers subject to modifications. This Order continues to allow persons to engage in permitted activities, as defined by the Order, but requires persons to at all times, practice physical distancing while out in public, to lower the risks of person-to-person contact for themselves and others.

The Health Officer will continue to monitor the rate of COVID-19 disease spread, the severity of the resulting illnesses and deaths caused, CDPH and Centers for Disease Control and Prevention (CDC) recommendations, and the effect of this Order. If needed, this Order may be extended, expanded, or otherwise modified to protect the public's health.

**UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 101040, 101085, AND 120175, THE HEALTH OFFICER OF THE CITY OF LONG BEACH ORDERS AS FOLLOWS:**

## INDIVIDUALS

1. All persons residing within the City of Long Beach are to remain at their place of residence whenever practicable. Individuals who do not currently reside in the City must comply with all applicable requirements of this Order when in the City.
2. All public and private gatherings of any number of people occurring outside a single household are prohibited within the City, except for the limited purposes expressly permitted by this Order. Nothing in this Order prohibits members of a single household from engaging in Permitted Activities together.
3. All people residing within the City who are age 65 or older and all people of any age who have underlying health conditions are strongly urged to remain in their residences, except as necessary to seek medical care, to obtain food, or to obtain other necessities. Employers should offer telework or other accommodations to persons 65 or older and/or people with underlying health conditions whenever possible.
4. Any person leaving their residence for Permitted Activities defined below must strictly comply with Physical Distancing Measures specified by Section 20 of this Order, including wearing a Face Covering when accessing businesses or services and while in close contact with other people (6ft or less for 10 minutes or more), except members of the same household. Face Coverings are not required during physically distanced exercise.
5. The following “Permitted Activities” are allowed by this Health Order:
  - a. Performing work for, or accessing businesses or services permitted to operate under this Order, including carrying out Minimum Basic Operations for businesses that are closed or operating remotely;
  - b. Traveling to engage in any activities allowed by this Order;
  - c. Engaging in activities or performing tasks essential to health and safety, or to the health and safety of their family or household members (including pets);
  - d. Obtaining necessary services or supplies for themselves and their family or household members, or to deliver those services or supplies to others;
  - e. Engaging in active outdoor recreation and personal exercise (including outdoor activities with pets), such as, walking, cycling, hiking, running, tennis, or golf;
  - f. Engaging in legally mandated governmental purposes, such as, access to court, social, and administrative services or complying with an order of law enforcement or court;
  - g. Attending an in-person religious service or cultural ceremony;
  - h. Participating in a vehicle-based parade. Any participants and the host of the vehicle-based parade must comply with all local and State traffic control requirements, and any applicable State and local laws; and
  - i. Political Protests. Pursuant to guidance issued by the State Health Officer for “Protected

activities: Can I engage in political protest?" found [here](#), in-person protests are permitted as long as (1) attendance is limited to 25% of the relevant area's maximum occupancy, as defined by the relevant local permitting authority or other relevant authority, or a maximum of 100 attendees, whichever is lower, and (2) physical distancing of 6 feet between persons or groups of persons from different households is maintained at all times. This subsection does not allow for any gathering or the operation of any business or activity prohibited by this Order.

- j. Persons experiencing homelessness are exempt from this Section but are strongly urged to obtain shelter and abide by Physical Distancing Measures.
6. This Order considers employees of government agencies working in the course and scope of their public service employment to be Essential Infrastructure.
- a. This Order declares that all government employees to be essential, including, but not limited to, health care providers and emergency responders.
  - b. While all government employees are essential, employees called to serve in their Disaster Service Worker capacity must be available to serve the public or assist in response or continuity of operations efforts during this public health crisis to the maximum extent allowed under the law.
  - c. This Order does not, in any way, restrict: (a) first responder access to the site(s) named in this Order during an emergency or (b) local, state or federal officers, investigators, or medical or law enforcement personnel from carrying out their lawful duties at the site(s) named in this Order. Government agencies are expected to follow this order to the fullest extent possible, with limited exceptions as needed to continue to sustain critical government operations.

## BUSINESSES

7. All businesses and organizations permitted to operate under this Order shall comply with local and State orders, guidance, protocols, and laws. All businesses are required to complete a risk assessment, implement, and post the [Physical Distancing Protocols](#) (attached as Appendix A) or any City-issued Industry-Specific Protocol required by this Order, as they may be amended from time to time, required by this Order, pursuant to Section 12 of this Order prior to operation. All businesses are strongly encouraged to maximize the number of employees who telework, to the extent feasible.
- a. State Orders and guidance are located at the following sites:
    - Industry Guidance - <https://covid19.ca.gov/industry-guidance/>
    - Executive Orders and Health Orders - <https://covid19.ca.gov/stay-home-except-for-essential-needs/#top>
    - Essential Workforce Sector Guidance - <https://covid19.ca.gov/essential-workforce/>

- b. City Health Orders, guidance, [Physical Distancing Protocols](#) (Appendix A) and any City-issued Industry-Specific Protocols are located here:

<http://www.longbeach.gov/health/diseases-and-condition/information-on/coronavirus/covid-19-orders/>

- 8. Essential Businesses, Essential Infrastructure, and Healthcare Operations may remain open to the public and conduct normal business operations, provided they operate in accordance with this Order and State and local guidance, which includes any City-issued Industry-Specific Protocol required by the Long Beach Health Officer in this Order.
- 9. Lower-Risk Businesses may operate under this Order, provided they operate in accordance with this Order and State and local guidance, which includes any City-issued Industry-Specific Protocol required by the Long Beach Health Officer in this Order. “Lower-Risk Businesses” are those businesses, organizations, gatherings, or activities not specified as an Essential Business, Essential Infrastructure, or a Healthcare Operation where there is a lower risk of transmission of COVID-19 due to little to no incidents of intense and/or prolonged person-to-person contact because they can routinely meet 6 foot physical separation between individuals or can implement physical barriers, except for very brief, incidental periods necessary to accept payment, deliver goods or services, or as otherwise necessary. Lower-Risk Businesses include:
  - a. Any retail establishments that provide goods to the public in accordance with the [Retail In-Person Shopping Protocols](#) attached as Appendix B, as amended from time to time. Retail establishments include:
    - i. Shopping malls, strip and outlet malls, and swap meets (collectively “Shopping Center Operations”). Shopping Center Operations may operate up to 50% of overall shopping center capacity. Higher-Risk Businesses, as defined by Section 15 of this Order, located within a Shopping Center Operation must remain closed until each of those types of establishments are permitted by this Order to resume modified or full operations. Shopping Center Operation food courts, dining areas, or dine-in restaurant operations must comply with requirements for restaurants in this Order.
    - ii. Libraries, for curbside, doorside, or other outdoor pickup only. Patrons must reserve or place items on-hold in advance via a reservation-based system, including a telephone option for individuals without internet access at home. Pickups may occur by appointment only.
  - b. Any manufacturing and logistics sector businesses which supplies retail establishments permitted to operate by this subsection;
  - c. Limited services or activities, which include, but is not limited to:
    - i. Businesses that provide services for animals/pets (such as, grooming, walking, and training), car washes, residential cleanings;
    - ii. Staff of organizations or associations for the sole purpose of preparing and

facilitating live-stream services with their members, including worship services, provided that the staff gathering is limited to 10 people or fewer.

- iii. In-person counseling services where the service cannot reasonably be practiced remotely and the counselling is limited to members of a single household.
  - iv. In-person behavioral health or substance use disorder support in therapeutic small group meetings, such as Alcoholics Anonymous or Narcotics Anonymous, provided that the gathering is limited to 10 people or fewer.
  - v. Small charter services, in accordance with the [Small Charter Services Protocols](#), as amended from time to time, attached as Appendix C.
  - vi. Outdoor equipment rental services, in accordance with the [Outdoor Equipment Rental Services Protocol](#), as amended from time to time, attached as Appendix D.
  - vii. Tennis centers, in accordance with the [Tennis Protocols](#), as amended from time to time, attached as Appendix E. This subsection does not allow for the operation tennis courts located within gyms or fitness centers.
  - viii. Public and private golf courses, including any associated parking lots, in accordance with the [Golf Course Protocols](#), as amended from time to time, attached as Appendix F.
- d. Businesses whose operations require employees work from an office worksite who are not identified as an Essential Business, Healthcare Operation, or Essential Infrastructure in this Order, and in accordance with the [Office Worksite Protocols](#), as amended from time to time, attached as Appendix G.
  - e. Outdoor museums, for the limited purpose of active outdoor recreational activities and physical exercise, such as walking. All indoor portions of the museum shall remain closed to the public. Stationary activities or exhibits that involve touching or contact of any kind are prohibited. This subsection does not allow for gatherings.
  - f. Drive-in operations, including movie theaters and restaurants provided any City-issued permit required for the activity is obtained and in compliance with State-issued guidance found [here](#). Drive-in operations are subject to the following restrictions: (1) vehicles must be spaced at least 6 feet apart; (2) gatherings outside vehicles are prohibited; (3) all people must remain in their vehicle if not utilizing restroom facilities or picking up concessions or food; (4) each vehicle may only be occupied by members of the same household; (5) drive-in operations for restaurants are limited to parking assigned to the restaurant and may not utilize the public right-of-way; and (6) restaurants are prohibited from serving alcoholic beverages to customers dining in their vehicles at a drive-in operation.
10. Medium-Risk Businesses may operate under this Order, provided they operate in accordance with this Order and State and local guidance, which includes any City-issued Industry-Specific

Protocol, as it may be amended, required by the Long Beach Health Officer in this Order. “Medium-Risk Businesses” are those businesses, organizations, gatherings, or activities not specified as an Essential Business, Essential Infrastructure, or a Healthcare Operation where, by the nature of their operation, cannot readily implement physical distancing methods, such as spatial separation or use of barriers, due to the need of prolonged contact individuals to provide or receive services or engage in the activity. Since physical distancing of 6 feet or more cannot be readily maintained or implemented while providing service for performing the activity, the use of personal protective equipment, such as Face Coverings is required for any employee that must be within less than 6 feet of customers as mitigation for the inability to physically distance. Medium-Risk Businesses include:

- a. Dine-in restaurants, which includes, brewpubs, breweries, bars, pubs, craft distilleries, and wineries that are licensed to provide sit-down, dine-in meals, in accordance with the [Dine-In Restaurant Protocols](#), as amended from time to time, attached as Appendix H. Establishments that only serve alcohol and who are not licensed to provide food service are not permitted to operate under this Section.
  - b. Hair salons and barbershops, in accordance with [Hair Salon and Barbershop Protocols](#), as amended from time to time, attached as Appendix I.
11. In-Person Religious Services and Cultural Ceremonies. Pursuant to guidance issued on March 25, 2020 by the State Health Officer titled “COVID-19 Industry Guidance: Places of Worship and Providers of Religious Services and Cultural Ceremonies” found [here](#), in-person religious services and cultural ceremonies are permitted provided that the total number of individuals gathering indoors and outdoors during a service or ceremony is limited to the lower 25% of the total maximum occupancy (or occupancy load) assigned for the building on its Certificate of Occupancy or as determined by Section 1004 of the 2019 California Building Code, or a maximum of 100 people for the entire site, whichever is less. Service of self-service food and/or beverages is prohibited. This subsection does not allow for any gathering or the operation of any business or activity prohibited by this Order. Alternative methods of providing service (such as via the internet, streaming, or telephone) services in-person services are strongly encouraged, wherever possible.
12. Physical Distancing Protocols Required. The owner or operator of any business permitted to operate pursuant to this Order shall perform a detailed risk assessment and prepare, implement, and post a [Physical Distancing Protocols](#) (attached as Appendix A), or any City-issued Industry-Specific Protocol required by this Order, as they may be amended from time to time, at each of their facilities in the City frequented by the public or employees subject to the requirements herein prior to operation. All businesses operating under this Order shall provide evidence of its implementation to any authority enforcing this Order upon demand. The Physical Distancing Protocols or City-issued Industry-Specific Protocol must be posted at or near the entrance of the relevant facility, and shall be easily viewable by the public and employees. A copy of the Physical Distancing Protocols or City-issued Industry-Specific Protocol must also be provided to each employee performing work at the facility. The Physical Distancing Protocols or City-issued Industry-Specific Protocol any business operating pursuant to this Order must explain how the business is achieving the following, as applicable:

- a. 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 a business activity. This requirement includes providing adequate security of staffing to implement any necessary crowd control. As a general rule, the number of people allowed in the facility at one time should be fifty percent (50%) of allowed occupancy, or otherwise adjusted to easily maintain a minimum six-foot distance depending on the size of the facility. Persons who are household contacts, may stand or move together, but must be separated from others by a distance of at least six (6) feet.
- b. Where lines may form at a facility, marking six-foot increments at a minimum, establishing where individuals should stand to maintain adequate physical distancing, whether outside or inside the facility. Businesses electing to, or required to, operate for curbside, doorside, or other outdoor pickup or delivery must also explain how the business is preventing the public right-of-way and/or ADA accessibility on sidewalks, surrounding areas, and other businesses during pickups. This includes, but is not limited to, creating a system for people to stand in socially distanced line, indicators on the ground where people should stand, and any other crowd control measures (e.g. staff to assigned to crowd control).
- c. Providing, at the business' expense, hand sanitizer that contains at least 60% alcohol, soap and water, or disinfectant qualified for use against COVID-19 at or near the entrance of the facility and in other appropriate areas for use by the public and employees, and in locations where there is high-frequency employee interaction with members of the public (e.g. cashiers). Restrooms normally open to the public shall remain open to the public.
- d. Providing for the regular disinfection of high-touch surfaces and disinfection of all payment portals, pens, and styluses after each use, including sufficient staffing to ensure an employee is assigned to regularly disinfect such surfaces. Businesses are encouraged to also offer touch-less payment mechanisms, if feasible.
- e. Providing physical space between employees and customers (e.g. plexiglass at point of sale locations, drive through, partitions).
- f. Posting a sign at the entrance of the facility informing all employees and customers that they should: (1) avoid entering the facility if they are experiencing symptoms of respiratory illness, including cough or fever; (2) to maintain a minimum six-foot distance from one another; (3) sneeze and cough into one's elbow; (4) not shake hands or engage in any unnecessary physical contact.
- g. Require, and permit adequate time for, employees to wash their hands at least every 30 minutes, or as needed if gloves are provided. Where hand washing is impracticable to the nature of the employee's work, the employer shall provide hand sanitizer that contains at least 60% alcohol to the employee. Such employees shall also be required and permitted adequate time to sanitize their hands at least every 30 minutes, or as

needed if gloves are provided.

- h. Ensure sanitary bathrooms are made available to employees, which are stocked with necessary soap, towels, toilet seat covers, and toilet paper.
  - i. Providing, at the employer's expense, Face Coverings for employees and contracted workers whose duties require close contact (being with 6 feet or less for 10 minutes or more), with other employees and/or the public, as well as appropriate training on their proper use.
  - j. Require that members of the public who enter the facility, or obtain products or service via curbside, doorside, or other outdoor pickup or delivery, wear a Face Covering during their time in the facility or during their interaction with employees. Businesses may refuse admission or service to any individual who fails to wear a Face Covering required by this subsection.
  - k. Make every effort to implement Physical Distancing Protocols or City-issued Industry-Specific Protocols, as required, with employees, including, but not limited to: (i) allow employees to telework; (ii) allow for flexible schedules, such as, staggering schedules of employees so less individuals occupy a worksite at any given time; (iii) separate employees by at least six (6) feet; (iv) allow teleconferencing or video conferencing for meetings; (v) limit meetings or gatherings of any sort, especially in locations where employees could interact or come in contact with any member of the public, including limiting the need for employees to work in teams of two or more.
  - l. Any additional measures required by the Centers for Disease Control and Prevention's guidance at: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>) and Cal/OSHA at <https://www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html>.
13. Minimum Basic Operations. All businesses not permitted by this Order to operate are required to cease all activities, except for Minimum Basic Operations. "Minimum Basic Operations" means all persons and businesses required to cease in-person operations may continue to work from home and may travel to those businesses for the following reasons:
- a. 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;
  - b. The minimum necessary activities to facilitate owners, employees, 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.

### RECREATIONAL SITES

14. The following recreational sites may open for limited uses, subject to the restrictions herein:
- a. Public park and beach parking lots, beach bike and pedestrian paths that traverse the sanded portion of the beach, public trails, trailheads, dog parks, and dog beaches.

- b. Public beaches may open for the limited purpose of active outdoor recreational activities and physical exercise by individuals or members of the same household, such as, swimming in the ocean, running, walking, kitesurfing, kayaking, walking a dog, or other similar activities. Gatherings of any size are prohibited, including, but not limited to, events, athletic competitions, picnics, youth camps, and recreational programming. The use of chairs, canopies, coolers, grills, sunbathing, or any similar stationary activity on the public beach are prohibited.
- c. Public parks may remain open for the limited purpose of active outdoor recreational activities and physical exercise by individuals or members of the same household, such as, running, walking, rollerskating, cycling, walking a dog, or other similar activities. Gatherings of any size are prohibited, including, but not limited to, events, athletic competitions, group sports, picnics, youth camps, and recreational programming. The use of chairs, canopies, coolers, grills, or any similar stationary activity in public parks are prohibited.

### CONTINUED CLOSURES

15. Higher-Risk Businesses. “Higher-Risk Businesses” are those businesses, organizations, gatherings, or activities not specified as an Essential Business, Essential Infrastructure, or a Healthcare Operation that by their nature may not readily adhere to physical distancing requirements of maintaining 6 feet or more between individuals or that have long, frequent duration of Close Contract between individuals, especially large groups of individuals. The Health Officer orders the continued closure of the following Higher-Risk Businesses:
- a. Indoor or outdoor playgrounds for children, except for those located within childcare centers.
  - b. All basketball courts, volleyball courts, playgrounds, skate parks, and picnic areas.
  - c. All public piers.
  - d. Bars and nightclubs that do not serve food.
  - e. Gyms and fitness centers, including, but not limited to, private gyms and fitness centers located in multifamily housing complexes, such as, apartment buildings and condominiums.
  - f. Movie theaters, live performance theaters, concert halls, arenas, stadiums, and festivals.
  - g. Nail salons, massage, spa, or body art establishments.
  - h. Bowling alleys and arcades.
  - i. The portion of wineries, breweries, and tap rooms that provide tastings to the public. This subsection(i) does not restrict the ability of such businesses to offer pickup or delivery.

- j. All public or private swimming pools, spas, hot tubs, splash pads, saunas, and steam rooms, except as follows:
  - i. Those located in a single-family residence, multi-unit residence, or part of a Homeowner's Association. The owner or operator of a pool in a in multi-unit residence or part of a Homeowner's Association must implement and post the [Protocols for Pools in Shared Residential Facilities](#), as amended from time to time, attached as Appendix K.
  - ii. Medical or therapy pools that provide medically prescribed and/or medically necessary supervised therapy. Therapy sessions should maintain at least six (6) feet of physical distance between individuals at all times possible.
  - iii. Routine maintenance, including, cleaning, chemical balancing and adjustments are permitted at any facility required to closed by this subsection.
- k. Indoor museums, indoor or outdoor children museums, gallery spaces, community centers, and aquariums. This subsection(k) does not restrict the ability of such establishments from selling retail products for curbside, doorside, or other outdoor pickup or delivery.
- l. All events and gatherings, unless specifically allowed by this Order.

### DEFINITIONS

For Purposes of this Order, the following definitions shall apply:

- 16. "Essential Businesses" shall refer to those establishments whose primary business, per their City-issued business license is any of the following:
  - a. Grocery stores, certified farmers' markets, farm and produce stands, supermarkets, food banks, convenience stores, warehouse stores, and other establishments engaged in the retail sale of canned food, dry goods, fresh fruit and vegetables, animal/pet supply, water, fresh meats, fish, and poultry, and any other business where the primary function of the business is to sell household consumer products (such as cleaning products or personal care products). This includes stores that sell groceries and sell other non-grocery products, and products necessary to maintaining the safety, sanitation, and essential operation of residences. Establishments in this subsection shall operate in accordance with the [Grocery Facility Protocols](#), as amended from time to time, attached as Appendix L;
  - b. Food processors, confectioners, food packagers, food testing labs that are not open to the public, and food cultivation, including farming, livestock, and fishing;
  - c. Organizations and businesses that provide food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals (including gang prevention and intervention, domestic violence, and homeless service agencies);
  - d. Newspapers, television, radio, magazine, podcast and other journalism activities,

including taped, digitally recorded or online-streamed content of any sort that is produced by one or more members of a single household, within the household's residence and without the physical presence of any non-member of the household. Entertainment industry studios and other related production may resume upon authorization of the State Public Health Officer only in adherence to State and Long Beach Health Officer issued protocols;

- e. Gas stations, auto-supply, mobile auto-repair operations, automobile sales, auto repair shops, bicycle repair shops, towing and recovery services, and related distribution, sales, rental, leasing, repair, and maintenance facilities;
- f. Banks, credit unions, financial institutions, and insurance companies;
- g. Hardware stores, garden nurseries, building supply stores;
- h. Plumbers, electricians, professional pest control, custodial/janitorial workers, handyman services, funeral home workers and morticians, moving services, HVAC installers, carpenters, vegetation service, tree maintenance, landscapers, gardeners, property managers, private security personnel and other service providers who provide services to maintain the security, safety, sanitation, and essential operation to properties and other Essential Businesses;
- i. Businesses providing mailing and shipping services, including post office boxes;
- j. Educational institutions (including public and private K-12 schools, colleges, and universities) for purposes of facilitating distance learning, providing meals for pick-up, or performing Minimum Basic Operations, provided that Physical Distancing Measures are practiced. Nothing in this subsection shall prevent a student from picking up their diploma by appointment only, so long as appointments are no less than 10 minutes apart, Face Coverings are worn by employees and students during the pickup, and all Physical Distancing Measures pursuant to Section 20 of this Order are adhered to;
- k. Laundromats, dry cleaners, and laundry service providers;
- l. Restaurants and other food facilities. Restaurants and bars that serve food may sell market products (such as, produce, pantry goods, meat, and eggs) if they offer such products for pickup or delivery only. Restaurants shall obtain market products for the customer. Restaurants are prohibited from converting indoor or outdoor seating areas into a market. Restaurants shall operate in accordance with the [Dine-In Restaurant Protocols](#), as amended from time to time, attached as Appendix H. Mobile food vendors, such as food trucks and food carts, shall operate in accordance with the [Mobile Food Vendor Protocols](#), as amended from time to time, attached as Appendix J.
- m. Businesses that supply office or computer products needed by people who work from home;
- n. Non-manufacturing, transportation, or distribution businesses that ship, truck, transport, or provide logistical support to deliver groceries, food, goods or services directly to

- residences, Essential Businesses, Healthcare Operations, Essential Infrastructure, or Lower-Risk Businesses;
- o. Airlines, taxis, ride sharing services, and other private transportation providers providing transportation services necessary for activities of daily living and other purposes expressly authorized in this Order;
  - p. Businesses that provide manufacture and/or provide necessary service for Essential Infrastructure and Healthcare Operations;
  - q. Businesses that supply other Essential Businesses with the support or supplies necessary to operate;
  - r. Home-based care for seniors, adults, people with a disability, or children;
  - s. Residential facilities and shelters for people experiencing homelessness, seniors, adults, people with a disability, and children;
  - t. Professional services, such as legal, payroll, or accounting services, when necessary to assist in compliance with legally mandated activities, and the permitting, inspection, construction, transfer and recording of ownership of housing, including residential and commercial real estate and anything incidental thereto, provided that appointments and other residential 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 still residing in the residence) and following Physical Distancing Protocols;
  - u. Childcare facilities. To the extent possible, childcare facilities must operate under the following mandatory conditions:
    - i. Childcare must be carried out in stable groups of 10 or fewer and shall not exceed capacity requirements in guidance issued by the California Department of Social Services ("stable" means the same 10 or fewer children are in the same group each day);
    - ii. Children shall not change from one group to another;
    - iii. If more than one (1) group of children is cared for at one (1) facility, each group shall be in a separate room. Groups shall not mix with each other; and
    - iv. Childcare providers shall remain solely with one group of children.
    - v. Any other conditions required by the California Department of Social Services found [here](#) or at [https://www.cdss.ca.gov/Portals/9/CCLD/PINs/2020/CCP/PIN\\_20-06-CCP.pdf](https://www.cdss.ca.gov/Portals/9/CCLD/PINs/2020/CCP/PIN_20-06-CCP.pdf)
  - v. Hotels, motels, shared rental units, and similar facilities.
  - w. Construction, which includes the operation, inspection, and maintenance of construction

sites and construction projects for construction of commercial, office and institutional buildings, residential, mixed-use, and housing construction.

x. Manufacturers and retailers of fabric or cloth that is made into personal protective equipment, such as, Face Coverings.

17. "Face Covering" or "Face Coverings" means a cloth cover that fully covers the tip and nostrils of the nose and the mouth. Face Coverings required by this Order are not surgical masks or N-95 respirators. Per CDC guidelines, surgical masks and N-95 respirators are critical supplies that must continue to be reserved for healthcare workers and other first responders.

**Face Coverings should not be used as a substitute for other evidence-based measures to prevent the spread of COVID-19. Face Coverings should be used in addition to, but not in place of, other evidence-based measures (e.g. physical distancing; frequent hand washing practices; avoiding touching our eyes, nose and mouth with unwashed hands; avoiding being around sick people).**

18. "Essential Infrastructure" includes, but shall not be limited to: public health, public works construction; airport operations; port operations; water; sewer; gas; electrical; oil refining and extraction; road and highways; government operations; public transportation; solid waste collection and removal; emergency services; flood control and watershed protection; internet and telecommunications systems (including the provision of essential global, national, local infrastructure for computing services, business infrastructure, communications, and web-based services); and manufacturing and distribution companies deemed essential as part of the Essential Infrastructure supply chain, provided that they carry out those services or that work in compliance with Physical Distancing Measures, to the extent practical.

19. "Healthcare Operations" includes, but shall not be limited to: hospitals, clinics, laboratories, dentists, optometrists, pharmacies, physical therapists, and chiropractors; pharmaceutical and biotechnology companies; other licensed healthcare facilities, healthcare suppliers, home healthcare service providers, mental or behavioral health providers; alcohol and drug treatment providers; medical cannabis dispensaries with all required state and local licenses; medical or scientific research companies or any related and/or ancillary healthcare services; manufacturers, distributors and servicers of medical devices, diagnostics, and equipment (including personal protective equipment); veterinary care; and all healthcare provided to animals. This Order does not apply to businesses that provide support, supplies, or services deemed essential as part of the supply chain to Healthcare Operations. This exemption shall be broadly construed to avoid any impact to the delivery of healthcare, broadly defined. Healthcare Operations does not include fitness and exercise gyms and similar exercise or training facilities. In working for, volunteering at, or obtaining services from Healthcare Operations, individuals must comply with the specific Physical Distancing Measures and infection control guidance for that clinical or non-clinical setting.

20. "Physical Distancing Measures" means (1) maintaining at least six-foot physical distance from other individuals, (2) frequently washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer that contains at least 60% alcohol,

(3) covering coughs or sneezes (into the sleeve, elbow, or tissue, not hands), (4) regularly cleaning high-touch surfaces, (5) not shaking hands; (6) avoiding all social interaction outside the household when sick with fever or cough, (7) wearing a Face Covering while when in close contact (being with 6 feet or less for 10 minutes or more) with others, excluding contact with members of a single household and while engaging in physically distanced exercise. Face Coverings are not required during physically distanced exercise.

### REASONS FOR THE ORDER

21. This Order amends and supersedes the Order issued on May 27, 2020 (Prior Order). This Order also amends, clarifies, and continues certain terms of the Prior Order to ensure continued physical distancing and person-to-person contact is limited to reduce the rate of transmission of COVID-19. In light of the progress achieved in slowing the spread of COVID-19 in the City, this Order allows the conditional reopening of specific businesses and subject to specified conditions and safety precautions to reduce associated risk of COVID-19 transmission. This gradual and measured resumption of activity is designed to manage the overall volume, duration, and intensity of person-to-person contact by ensuring continued Physical Distancing and adherence to other infection control to protocols prevent a surge in COVID-19 in the City. As further provided in Section 26 below, the Health Officer will continue to monitor the risks of the activities and businesses allowed under this Order based on the COVID-19 Indicators (as defined in Section 26) and other data, and may, if conditions support doing so, incrementally add to the list of businesses and activities permitted with modifications. The Health Officer will assess the activities allowed by this Order on an ongoing basis and determine whether this Order needs to be modified (including, without limitation, temporarily restricted or prohibited) if the public health risk associated with COVID-19 increases in the future.
22. This Order's intent is to continue to ensure that City residents remain in their residences as much as possible and to limit close contact (being with 6 feet or less for 10 minutes or more) with others outside their household in both indoor and outdoor spaces. Although this Order allows some activities and business operations to resume, physical distancing and good hygiene practices remain the most effective tool available to prevent the spread of virus between people. This includes all persons who can telework or work from home continuing to do so as much as feasible during the course of this pandemic. Sustained Physical Distancing Measures and infection control measures by residents will continue slow the spread of COVID-19, thereby diminishing its impact on the delivery of critical healthcare services. This Order allows a limited number of businesses and activities to resume while the Health Officer continues to assess the transmissibility and clinical severity of COVID-19 and monitors indicators described in Section 26. All provisions of this Order must be interpreted to effectuate this intent. Failure to comply with any of the Order's provisions constitutes an imminent threat and menace to public health, and a public nuisance, and is punishable by fine, imprisonment or both.
23. This Order is based upon scientific evidence and best practices, as currently known and available, to protect members of the public from avoidable risk of serious illness and death resulting from the spread of COVID-19, as well as to protect the healthcare system from a surge of cases into its emergency rooms and hospitals. The intent of this Order is to ensure

that the maximum number of people remain in their places of residence to the maximum extent feasible to stem the spread of COVID-19 and mitigate the impact on delivery of critical healthcare services to those in need, as well as to protect the healthcare system from a surge of cases into emergency rooms and hospitals. The Order supports the CDC's efforts to institute more stringent and necessary Physical Distancing Measures to reduce community transmission of COVID-19.

24. This Order is issued based on evidence of continued significant community transmission of COVID-19 within the City; 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 City 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 City. 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.
25. Evidence suggests that 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. Currently, there is no vaccine available to protect against and no specific treatment for COVID-19. As of May 29, 2020, there have been at least 1,857 cases of COVID-19 and 81 deaths reported in the City of Long Beach. The cumulative number of confirmed cases continues to increase, though the rate of increase has slowed in the weeks leading up to this Order. Evidence suggests that the restrictions on mobility and physical distancing requirements imposed by the Prior Health Order of the Long Beach Health Officer (Prior Orders) 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.
26. In line with the State Public Health Officer, the City of Long Beach Health Officer is monitoring several key indicators ("COVID-19 Indicators") within the City. 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 Orders. However, the prevalence of the virus that causes COVID-19 requires other restrictions to continue. Activities and business operations that are permitted must be conducted in accordance with the required Physical Distancing Measure and Physical Distancing Protocols and any other infection control protocols ordered by the Health Officer. The Health Officer will continue monitoring COVID-19 Indicators to determine whether modification to this Order are

warranted 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. Those Indicators include, but are not limited to:

- a. The trend of the number of new COVID-19 cases, hospitalization rates, and death rates.
- b. The capacity of hospitals and the healthcare system in the City, including acute care beds, Intensive Care Unit beds, and ventilators to provide care for existing COVID-19 patients and other patients, and capacity to surge with an increase of COVID-19 cases.
- c. The supply of personal protective equipment (PPE) available for hospital staff, nursing home staff and other healthcare providers and personnel who need PPE to safely respond to and treat COVID-19 patients and other patients.
- d. The ability and capacity to quickly and accurately test persons to determine whether individuals are COVID-19 positive, especially those in vulnerable populations or high-risk settings or occupations, and to identify and assess outbreaks.
- e. The ability to conduct case investigation and contact tracing for the volume of future cases and associated contacts, isolating confirmed cases and quarantining persons who have had contact with confirmed cases.

27. The virus that causes COVID-19 can be spread easily through person-to-person contact. This risk of transmission is increased when people are in close proximity. All gatherings and pose an increased risk for community transmission of COVID-19 and thus, are a substantial risk to public health. In the absence of a specific immunization or treatment for COVID-19, physical distancing is essential to preventing this disease. Increasing physical distancing, increasing worker protections, and prohibiting events and gatherings is intended to slow transmission of COVID-19. Accordingly, to reduce the community transmission of COVID-19, the Health Officer has ordered the temporary prohibition of all events and gatherings, the continued closure of certain commercial properties and businesses, and certain recreational sites that present a higher-risk of transmission of COVID-19 due to intense and prolonged person-to-person contact, and all businesses operating in-person under this Order to prepare, post, and implement a Physical Distancing Protocols or City-issued Industry-Specific Protocols, as required, at each facility at which they maintain operations.

28. 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. Continuation of the Prior Order is necessary to slow the spread of the COVID-19 disease, preserving critical and limited healthcare capacity in the City 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 City has continued to make 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, in addition to those

already allowed to operate under the Prior Order, it is appropriate at this time to begin allowing operation of specified businesses and recreational activities. These businesses are identified based on health-related considerations and transmission risk factors including, but not limited to, the intensity and quantity of contacts and the ability to substantially mitigate transmission risks associated with the operations.

29. This Order is also issued in light of the March 19, 2020 Order of the State Public Health Officer (the "State's 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's Shelter Order. The May 4, 2020 Executive Order issued by Governor Newsom and May 7, 2020 Order of the State Public Health Officer permit certain businesses to reopen if a local health officer believes the conditions in that jurisdictions warrant it, but expressly acknowledge the authority of local health officers to establish and implement public health measures within their respective jurisdictions that are more restrictive than those implemented by the State Public Health Officer. This Order adopts in certain respects more stringent restrictions addressing the particular facts and circumstances in this City, which are necessary to control the public health emergency as it is evolving within the City. 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 City will worsen to the point at which it may overtake available health care resources within the City and increase the death rate. Also, this Order enumerates additional restrictions on non-work-related travel not covered by the State's Shelter Order; sets forth mandatory Physical Distancing requirements for all individuals in the City 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 Physical Distancing Requirements.

#### ADDITIONAL TERMS

30. Licensed Cannabis Dispensaries approved by the City to deliver cannabis may provide curbside pickup service under the following conditions:
- a. Customers must submit proof of a valid government-issued identification prior to the curbside pickup.
  - b. Upon pickup, the Dispensary must verify that the identification of the customers is the same person who ordered curbside pickup via a valid government-issued identification.
  - c. Products must be delivered to customers in opaque packaging.
  - d. Uniformed and licensed security personnel must be present during all curbside pickup transactions.
  - e. All other local and State laws, regulations, and lawful orders are adhered to.
  - f. The City Manager is authorized to issue reasonable rules and policies to further restrict curbside pickup activities allowed by this Section to protect the health, safety, and welfare

of the residents of Long Beach and the public.

31. Any and all City regulations governing the sale of alcoholic beverages are modified to allow:
  - a. Restaurants and bars that prepare and serve food for off-site consumption to sell alcoholic beverages together with food for delivery and take-out.
  - b. Sales, by retail stores, of alcoholic beverages for off-site consumption, including deliveries and extended sales hours, from 6 a.m. to 2 a.m. daily.
32. This Order does not waive, suspend or amend any regulations promulgated by the State, including those under the authority of the Department of Alcoholic Beverage Control; nor does it suspend or supersede existing prohibitions against drinking in public and similar regulations pertaining to public consumption and possession of alcohol. Alcoholic beverages sold under this Order must be sold in containers that are fully sealed in a manner designed to prevent consumption without removal of the lid or cap.
33. All businesses permitted to operate pursuant to this Order shall operate in accordance with all current local licenses or permits, including business licenses, health permits, and the like.
34. This Order does not, in any way, prohibit individuals from utilize walking paths, both paved any unpaved, located within public parks for the purpose of engaging in outdoor Permitted Activities provided that Physical Distancing Measures are strictly followed.
35. This Order does not, in any way, prohibit fishing from the shore, in accordance with Cal. Const., art. I, § 25, nor does it prohibit an individual from traversing the sand to enter the ocean to launch a boat, kayak, and the like.
36. The City shall promptly provide copies of this Order by: (a) posting it on the Long Beach's Department of Health and Human Services website (<http://www.longbeach.gov/health/>), (b) posting it at the Civic Center located at 411 W. Ocean Blvd., Long Beach, CA 90802, (c) providing it to any member of the public requesting a copy, (d) issuing a press release to publicize the Order throughout the City, and (e) by serving via email on large facilities known to the Health Officer that are likely to be subject to this Order (but service via email is not required for compliance). The owner, manager, or operator of any facility that is likely to be impacted by this Order is strongly encouraged to post a copy of this Order onsite and to provide a copy to any member of the public requesting a copy.
  - a. The owner, manager, or operator of any facility that is likely to be impacted by this Order is strongly encouraged to post a copy of this Order onsite and to provide a copy to any member of the public requesting a copy.
  - b. Because guidance may change, the owner, manager, or operator of any facility that is subject to this Order is ordered to consult the Long Beach Department of Health and Human Services' website (<http://www.longbeach.gov/health/>) daily to identify any modifications to the Order and is required to comply with any updates until the Order is terminated.
37. If any section, subsection, sentence, clause, phrase, or word of this Order or any application

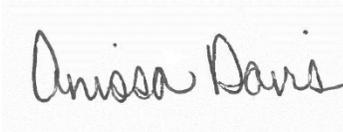
of it to any person, structure, gathering, or circumstance is held to be invalid or unconstitutional by a decision of a court of competent jurisdiction, then such decision will not affect the validity of the remaining portions or applications of this Order.

38. 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 City.
39. 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 and the and the March 4, 2020 Proclamation of Local Emergency by the City Manager, and the Declaration of Local Health Emergency by the Health Officer, ratified by the City Council on March 10, 2020, respectively, and guidance issued by the California Department of Public Health, as each of them have been and may be supplemented.
40. The Water Department, in consultation with the City Attorney, is permitted to shut off water service to businesses operating in violation of this Order, as appropriate.
41. The entities subject to this Order that are not required to close may otherwise remain open for business and perform operations during the duration of this Order under the condition that entities adhere to this Order any state public health order related to the COVID-19 pandemic. Entities permitted to remain open for businesses that do not adhere to this Order may be subject to mandatory closure for the duration of this Order, including any amendment or extension hereto. This Section shall not apply to the Long Beach Airport, or any business identified as federal critical infrastructure therein.
42. 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. To protect the public's health, the Health Officer of the City of Long Beach may take additional action(s) for failure to comply with this Order. Violation of this Order is a misdemeanor punishable by imprisonment, fine or both under California Health and Safety Code Section 120275 et seq and Chapter 1.32 of the Long Beach Municipal Code.
43. Pursuant to Long Beach City Charter Section 109, Sections 8634 and 41601 of the California Government Code; Sections 101040 and 120175 of the California Health and Safety Code; and Chapters 8.08 and 8.26 of the Long Beach Municipal Code, these Orders and Directives as issued by the Health Officer shall be enforceable by the Chief of Police of the City of Long Beach to ensure compliance with and enforcement of this Order and the Directives set forth herein.
44. Further, and in addition to the criminal penalties set forth herein, these Orders and Directives as issued by the Health Officer shall be enforceable by the City Manager of the City of Long Beach. For the duration of the declared health emergency, the City Manager is permitted to

designate and authorize appropriate employees of the City to issue Administrative Citations and levy civil fines and penalties to those individuals, businesses, and others who are in violation of the Orders and Directives contained herein in accordance with the provisions of Chapter 9.65 of the Long Beach Municipal Code.

45. This Order shall become effective immediately on May 29, 2020 and will continue to be until it is extended, rescinded, superseded, or amended in writing by the Health Officer.

IT IS SO ORDERED:



Anissa Davis, MD, DrPH,  
Health Officer, City of Long Beach  
Date: May 29, 2020

#### PROMULGATION OF EMERGENCY REGULATIONS

As Director of Civil Defense for the City of Long Beach pursuant to Long Beach Municipal Code ("LBMC") section 2.69.060.A, and in accordance with the provisions of LBMC Chapter 8.120, I am authorized to promulgate regulations for the protection of life and property as affected by the COVID-19 emergency pursuant to Government Code section 8634, and LBMC sections 2.69.070.A and 8.120.020. The following shall be in effect for the duration of the Long Beach Health Order, SAFER AT HOME ORDER FOR CONTROL OF COVID-19, issued above, which is incorporated in its entirety by reference:

The Long Beach Health Officer Order, SAFER AT HOME ORDER FOR CONTROL OF COVID-19, shall be promulgated as a regulation for the protection of life and property.

Any person who, after notice, knowingly and willfully violates or refuses or neglects to conform to the above referenced lawfully issued Health Order shall be guilty of a misdemeanor punishable by a fine not to exceed one thousand dollars (\$1,000), by imprisonment for a period not exceeding six (6) months, or by both such fine and imprisonment. (Long Beach Municipal Code sections 8.120.030.A and 8.120.030.E.3.)

IT IS SO ORDERED:



Thomas B. Modica  
City Manager, City of Long Beach  
Date: May 29, 2020

## Physical Distancing Protocols: Appendix A

This protocol is to be completed by a business when an Industry-Specific Protocol has not been required by the Long Beach Health Officer. The requirements below apply to all businesses generally. In addition to the conditions imposed on business sectors by the Governor, businesses must also be in compliance with the conditions laid out in this Physical Distancing Protocol. This protocol must be implemented and posted prior to a business operating.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at [www.longbeach.gov/covid19](http://www.longbeach.gov/covid19) regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

**All businesses must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.**

Business Name:

---

Facility Address:

---

### **A. SIGNAGE**

- Signage at each public entrance of the facility to inform all employees and customers that they should: (i) avoid entering the facility if they have a cough or fever; (ii) maintain a minimum six-foot distance from one another; (iii) sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and (iv) not shake hands or engage in any unnecessary physical contact.
- Signage posting a copy of the Physical Distancing Protocol at each public entrance to the facility.

### **B. MEASURES TO PROTECT EMPLOYEE HEALTH (check all that apply to the facility):**

- All employees have been told not to come to work if sick.
- Symptom checks are being conducted before employees may enter the work space. All desks or individual work stations are separated by at least six (6) feet.
- Physical space between employees and customers increased (e.g. drive through, partitions, plexiglass at point of sale locations)
- Where possible, employees who can carry out their work duties from home have been directed to do so.

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- Flexible meetings (e.g. teleconferencing or video conferencing).
- Flexible travel options (e.g. postpone non-essential meetings or events).
- Flexible work hours (e.g. staggered shifts).
- Delivering services remotely (e.g. phone, video, or web).
- Break rooms, bathrooms, and other common areas are being disinfected frequently, and stocked with necessary hygiene supplies on the following schedule:
  - Break rooms:
  - Bathrooms:
  - Other:
- Disinfectant effective against COVID-19 and related supplies are available to all employees at the following location(s):
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):
- Soap and water are available to all employees at the following location(s):
- Employees are required and permitted adequate time for, to wash their hands at least every 30 minutes, or as needed if gloves are provided. Where hand washing is impracticable, hand sanitizer with that contains at least 60% alcohol has been provided to the employee instead.
- Copies of this Protocol have been distributed to all employees.
- Require that employees and contracted workers whose duties require close contact with other employees and/or the public wear Face Coverings.

*NOTE: Face Coverings should not be used as a substitute for other evidence-based measures to prevent the spread of COVID-19. Face Coverings should be used in addition to, but not in place of, other evidence-based measures (e.g. physical distancing; frequent hand washing practices; avoiding touching our eyes, nose and mouth with unwashed hands; avoiding being around sick people).*

- Require use of Face Coverings and gloves and/or frequent handwashing for interaction with customers and deliveries.
- Optional - Describe other measures:

**C. 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, which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times. Number of customers allowed in the store at one time:

*As a general rule, the number of people allow int facility at one time should be fifty percent (50%) of allowed occupancy, or otherwise adjusted to easily maintain a minimum six-foot distance depending on the size of the facility.*

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- Post an employee or security at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.
- Explain:
- Optional—Describe other measures

**D. MEASURES TO KEEP PEOPLE AT LEAST SIX (6) FEET APART (check all that apply to the facility):**

- Placing signs outside the store reminding people to be at least six (6) feet apart, including when in line.
- Placing tape or other markings at least six (6) 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.
- Explain how the business is preventing the public right-of-way and/or ADA accessibility on sidewalks, surrounding areas, and other businesses during pickups. This includes, but is not limited to, creating a system for people to stand in socially distanced line, indicators on the ground where people should stand, and any other crowd control measures (e.g. staff assigned to crowd control).
- Separate order areas from delivery areas to prevent customers from gathering.
- All employees have been instructed to maintain at least six (6) 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.
- Deliver products to customers through curbside, doormat, or other outdoor pickup or delivery.
- Establish operating hours to better serve vulnerable populations.
- Optional—Describe other measures:

**E. MEASURES TO PREVENT UNNECESSARY CONTACT (check all that apply to the facility):**

- Preventing people from self-serving any items that are food-related, including pot-lucks.
- Not permitting customers to bring their own bags, mugs, or other reusable items from home. Customers bringing their own reusable items that do not require handling by employees is permissible. Encourage customers with reusable bags to clean them frequently.
- Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly. Describe:
- Optional—Describe other measures:

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**F. MEASURES TO INCREASE SANITIZATION (check all that apply to the facility):**

- Disinfecting wipes that are effective against COVID-19 are available near high-touch surfaces.
- Hand sanitizer (with at least 60% alcohol), soap and water, or disinfectant effective against COVID-19 is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where there is high-frequency employee interaction with members of the public (e.g. cashiers).
- Providing for disinfecting all payment portals, pens, and styluses after each use Employee(s)
- assigned to disinfect all high-touch surfaces frequently.
- Optional—Describe other measures:

**Any additional measures not included here should be listed on separate pages should be attached to this document.**

**You may contact the following person with any questions or comments about this protocol:**

**Business Contact  
Name:**

\_\_\_\_\_

**Phone number:**

\_\_\_\_\_

**Date Last  
Revised:**

\_\_\_\_\_

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## Retail In-Person Shopping Protocols: Appendix B

This protocol is to be completed by retail establishments permitted to reopen for in-person shopping pursuant to the Long Beach Health Officer's Health Order on May 27, 2020. In addition to the conditions imposed on specific retail businesses by the Governor, these types of businesses must also be in compliance with the conditions laid out in this Retail In-Person Shopping Protocol. This protocol must be implemented and posted prior to a business operating.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at [www.longbeach.gov/covid19](http://www.longbeach.gov/covid19) regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

**All retail businesses must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.**

**Business Name:**

**Facility Address:**

### **A. Contents of Written Worksite Specific Plan**

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Training and communication with employees and employee representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.

### **B. Topics for Employee Training**

- Information on [COVID-19](#), preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).

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- 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.
- When to seek medical attention.
- The importance of hand washing.
- The importance of physical distancing, both at work and off work time.
- Proper use of cloth face covers.

### **C. Individual Control Measures & Screening**

- Symptom screenings and/or temperature checks.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Encourage frequent handwashing and use of hand sanitizer.
- Provide disposable gloves to workers using cleaners and disinfectants when required. Consider gloves as a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.
- Employees are required and permitted adequate time for, to wash their hands at least every 30 minutes, or as needed if gloves are provided. Where hand washing is impracticable, hand sanitizer with that contains at least 60% alcohol has been provided to the employee instead.
- Require that employees and contracted workers whose duties require close contact with other employees and/or the public wear Face Coverings.

NOTE: Face Coverings should not be used as a substitute for other evidence-based measures to prevent the spread of COVID-19. Face Coverings should be used in addition to, but not in place of, other evidence-based measures (e.g. physical distancing; frequent hand washing practices; avoiding touching our eyes, nose and mouth with unwashed hands; avoiding being around sick people). Close or increase distance between tables/chairs in breakrooms or provide break areas in open space to ensure physical distancing.

- Communicate frequently to customers that they should use face masks/covers while in the facility.
- Break rooms, bathrooms, and other common areas are being disinfected frequently, and stocked with necessary hygiene supplies on the a schedule.
- Disinfectant effective against COVID-19 and related supplies are available to all employees at the following location(s):
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):
- Soap and water are available to all employees at the following location(s):

### **D. Cleaning and Disinfecting Protocols**

- Perform thorough cleaning in high traffic areas.
- Frequently disinfect commonly used surfaces.
- Clean and sanitize shared equipment between each use.

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- Clean touchable surfaces between shifts or between users, whichever is more frequent.
- Equip customer entrances and exits, checkout stations, and customer changing rooms with proper sanitation products, including hand sanitizer and sanitizing wipes, and provide personal hand sanitizers to all frontline staff (e.g., cashiers).
- Ensure that sanitary facilities stay operational and stocked at all times.
- Make hand sanitizer and other sanitary supplies readily available to employees.
- Use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and follow product instructions and Cal/OSHA requirements.
- Adjust or modify store hours to provide adequate time cleaning and stocking with physical distancing.
- Provide time for workers to implement cleaning practices before and after shifts, hire third-party cleaning companies.
- Install hands-free devices if possible.
- Encourage the use of debit or credit cards by customers.
- Encourage customers with reusable bags to clean them frequently and require them to bag their own purchases.
- Consider upgrades to improve air filtration and ventilation.

#### **E. Physical Distancing Guidelines**

- Implement measures to physically separate people by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- Minimize exposure between cashiers and customers. Where physical distancing cannot be maintained, use barriers such as Plexiglas. Where barriers are not feasible, strongly recommend that employees and customers wear face covers.
- Use signage to remind customers of physical distancing at every opportunity.
- Adjust in-person meetings, if they are necessary, to ensure physical distancing.
- Place additional limitations on the number of workers in enclosed areas to ensure at least six feet of separation.
- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.
- Close in-store bars, bulk-bin options, and public seating areas and discontinue product sampling.
- Dedicate shopping hours for seniors and other vulnerable populations.
- Increase pickup and delivery service options such as online ordering for curbside pickup.
- Provide separate, designated entrances and exits.
- Limit the number of in-store customers based on the size of the facility. As a general rule, the number of people allowed into a facility at one time should be fifty percent (50%) of allowed occupancy, or otherwise adjusted to easily maintain a minimum six-foot distance depending on the size of the facility.

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- Be prepared to queue customers outside while still maintaining physical distance.
- Encourage and train employees to practice physical distancing during pickup and delivery.
- Make some locations pickup- or delivery-only to minimize physical interaction, if possible.
- Install transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person hand-offs where possible. Wherever possible, use contactless signatures for deliveries.
- Expand direct store delivery window hours to spread out deliveries and prevent overcrowding.
- Ask non-employee truck drivers, delivery agents, or vendors who are required to enter retail locations to have their employees follow the guidance of local, state, and federal governments regarding wearing masks.
- Signage at each public entrance of the facility to inform all employees and customers that they should: (i) avoid entering the facility if they have a cough or fever; (ii) maintain a minimum six-foot distance from one another; (iii) sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and (iv) not shake hands or engage in any unnecessary physical contact.
- Signage posting a copy of the Physical Distancing Protocol at each public entrance to the facility.

**Any additional measures not included here should be listed on separate pages should be attached to this document.**

**You may contact the following person with any questions or comments about this protocol:**

**Business Contact  
Name:**

**Phone number:**

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**Date Last  
Revised:**

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## Protocols for Small Charter Services

This protocol is to be completed by businesses with office worksites. The requirements below apply to all office worksites. In addition to the conditions imposed on office-based businesses by the Governor, businesses must also be in compliance with this protocol. This protocol must be implemented and posted prior to an office-worksite operating.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at [www.longbeach.gov/covid19](http://www.longbeach.gov/covid19) regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

**All Small Charter Services must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.**

**Business Name:**

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**Facility Address:**

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### A. RESTRICTION ON RENTALS

- The crew allowed on a water vessel during a charter is limited to one employee necessary to operate the water vessel and one additional crew member. Physical distancing must be maintained between the crew and customers.
- Charters are limited to individuals or members of the same household only. Gatherings and charters that allow more than one household at a time are prohibited.
- High-touch surfaces and common areas of the water vessel and each item of equipment rented must be wiped down in its entirety with disinfectant effective against COVID-19 after each use.
- The number of individuals allowed in interior spaces of a water vessel, such as a cabin, shall be limited to allow for physical distancing of 6ft or more.
- Customers and attendants must wear face coverings except where customers are engaging in physically distanced exercise.
- Hand sanitizer (with at least 60% alcohol) and/or hand washing facilities, including soap, water, and paper towels, must be made available to customers on the water vessel.
- Employees are assigned to disinfect rental equipment and the water vessel between uses.

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- Instructional signage is posted on the water vessel regarding physical distancing.

## **B. GENERAL FACILITY & CHARTER RESTRICTIONS**

- Indoor portions of the business must be closed to the public. Rental equipment must be available on the charter or made available to customer via pick up rentals curbside, doorside, or other outdoor or outside pickup.
- Instructional and informational signage is posted throughout the outdoor facility regarding infection control, physical distancing, and the use of face coverings.
- Inform customers of all safety protocols ahead of time.
- All employees and customers must use cloth face coverings at all times when in close contact (6ft or less for 10 minutes or more).
- Reservations are required and customers are encouraged to pre-pay using debit/credit cards at the time of reservation.
- On-site payment of fees is done from an existing outdoor facing starter window or from a check-in table outside the facility. Six-foot physical distancing markings are installed to let customers know where to wait to pay. Touchless payment is used, where feasible.
- Encourage payment by gift, debit, or credit card.
- Physical space between employees and customers increased (e.g. partitions, plexiglass at point of sale locations)
- Markings or delineators are set up to create a six-foot barrier to minimize close contact between employees and the public.
- Hand sanitizer, soap and water, or effective disinfectant/wipes is made available to customers at or near each entrance to the facility at any beverage carts and food stations/facilities and restrooms, and other main points of contact.
- Reservations are no less than 10 minutes apart. Customers are encouraged to come to the facility no more than 10 minutes before the time expected to start the charter.
- Trash cans are touchless. Lids have been removed if present.
- All restrooms are serviced and disinfected frequently. Doors are propped open when possible to minimize touching of door handles or surfaces.
- Retail sales must adhere to the Retail Physical Distancing Protocol. Facility doors are propped open wherever possible.
- Customers are required to leave the property immediately once their charter time has expired. No congregating or tailgating in the parking lot is allowed.
- Any education or explanation of how to use rental equipment or safety instruction for the charter must be done by video or staff must be 6ft from customers.
- This protocol is posted in a location visible to employees and the public.
- Require that employees whose duties require close contact with other employees and/or the public wear Face Coverings.

NOTE: Face Coverings should not be used as a substitute for other evidence-based measures to prevent the spread of COVID-19. Face Coverings should be used in addition to, but not in place of, other evidence-based measures (e.g. physical distancing; frequent hand washing practices;

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avoiding touching our eyes, nose and mouth with unwashed hands; avoiding being around sick people). Require use of Face Coverings and gloves and/or frequent handwashing for interaction with customers, food preparation, and food delivery.

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**C. FOOD AND BEVERAGE**

- Concession stands must operate in accordance with the Mobile Food Vendor Physical Distancing Protocol. Six-foot markers for guests to maintain physical distances are installed. Hand sanitizer is available at all sites serving food and/or beverages.
- Benches and tables are removed to discourage congregation.
- Beverage carts may be operated. Staff manning the carts wear a face covering and protective gloves to conduct transactions. Physical Distancing Protocols are observed.
- Drinking fountains and water coolers have been removed or covered.

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**D. DISINFECTING PROTOCOLS**

- Point of sale station screen/monitor is disinfected after each transaction with disinfectant effective against COVID-19
- High touch areas are wiped down regularly.
- Public counters and service windows are frequently sanitized with disinfectant effective against COVID-19.
- Provide for disinfecting all payment portals, pens, and styluses after each use.
- Employees assigned to disinfect high-touch surfaces frequently
- The water vessel and each item of equipment rented must be wiped down in its entirety with disinfectant effective against COVID-19 after each use.
- Employees assigned to disinfect rental equipment and the water vessel between uses.
- Hand sanitizer (with at least 60% alcohol), soap and water, or disinfectant effective against COVID-19 is available to the public anywhere there is high-frequency employee interaction with members of the public.

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**E. EMPLOYEE PROTOCOLS**

- Staggered start times for staff and split shifts are put in place to limit the number of staff on site, at team meetings, at lunch breaks, and during departure times. No one is allowed to congregate in groups.
- Staff meetings are held in open air spaces in order to maintain physical distancing.
- No visitors or sales representatives are allowed on or within the facility. This includes outside distributors and manufacturer representatives. Meetings are held via telephone, zoom or other virtual platforms.
- The use of time clocks has been discontinued, if possible.
- Employees are required and permitted adequate time to wash or sanitize their hands every 30 minutes or as needed if gloves are provided. Locker room facilities are cleared of all belongings. Additional uniforms, gear and all belongings can be kept in personal vehicles on-site. No personal belongings are allowed to be stored on-site.
- The use of the breakroom facility common use items (e.g. coffee pots, vending machines, refrigerators and microwaves) has been suspended. Personal coolers are suggested for

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meals/personal beverages and should be stored in personal vehicles.

- A secondary break and lunch area has been set up if possible to allow for greater physical distancing.
- Management will set guidelines for cleaning facilities at least three times daily; (In the morning after staff arrivals and teams depart to the facility, after the lunch hour and at the end of the shift once everyone has departed for the day and focus on all key touch points (doorknobs, restrooms, tables, chairs, sinks, computers/keyboards etc.). High touch areas may require more frequent cleaning.
- Employees have been reminded to adhere to personal prevention actions including:
  - Stay home when you are sick. Stay home for at least 3 days (72 hours) after recovery, which means your fever has resolved without the use of fever-reducing medications and there is improvement in your respiratory symptoms (e.g., cough, shortness of breath), AND at least 10 days have passed since your symptoms first appeared.
  - Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use alcohol-based hand sanitizer that contains at least 60% alcohol. Wash your hands before meals, after using the restroom and after coughing and sneezing.
  - Cover your coughs and sneezes with a tissue, and then dispose of the tissue and clean your hands immediately. If you do not have a tissue, use your elbow (not your hands).
  - Do not touch your mouth, eyes, nose with unwashed hands.
  - Avoid contact with people who are sick.
  - Avoid sharing items such as phones or other devices. If devices must be shared be sure to wipe them down with a disinfectant wipe before and after sharing.
  - Constantly observe your work distances in relation to other staff. Always maintain the recommended minimum 6 feet separation from others unless specific work assignments require less distancing and wear a face cloth covering when working near or with others.
  - Disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared devices, and doorknobs. This should be done hourly during business hours.
  - Encourage staff to replace handshakes with other touch-less forms of greeting to customers and members
- Eliminating time clocks or assigning management/one individual the responsibility of punching employees in/out.
- Copies of this Protocol have been distributed to all employees.
- Disinfectant effective against COVID-19 and related supplies are available to all employees at the following location(s):
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):
- Soap and water are available to all employees at the following location(s):

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**F. END OF SHIFT PROCEDURES**

- Staff are responsible for disinfecting equipment after operation. Disinfectant at key tool stations will be available for staff to wipe down tools prior to and after use.
- All staff members are required to leave the property immediately after their shift.
- Each team member is reminded of the importance of physical distancing away from the job as well as on the job.

**G. MONITORING PROTOCOLS**

- Friendly, yet firm communication with any patron violating the required safety protocols is a must. Patrons are reminded that any violation of Physical Distancing Protocols will jeopardize the continued operation of local charter businesses.
- Any patron who refuses to adhere to the safety protocols after one warning is asked to leave the property immediately.

**Any additional measures not included above should be listed on separate pages, which the business should attach to this document.**

**You may contact the following person with any questions or comments about this protocol:**

**Business Contact Name:**

\_\_\_\_\_

**Phone number:**

\_\_\_\_\_

**Date Last Revised:**

\_\_\_\_\_

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## Protocols for Outdoor Equipment Rental Services: Appendix D

This protocol is to be completed by businesses providing outdoor equipment rental services, such as, kayaks, standup paddleboards, paddleboats, kitesurfing, electric boat rentals, and bikes. The requirements below apply to all businesses that provide outdoor equipment rental services. In addition to the conditions imposed on business sectors by the Governor, businesses must also be in compliance with the conditions laid out in this Protocol for Outdoor Equipment Rental Services. This protocol must be implemented and posted prior to a business operating.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at <http://www.longbeach.gov/covid19> regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

**All Outdoor Recreation Rental Services must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.**

**Business Name:**

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**Facility Address:**

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### A. RESTRICTION ON RENTALS

- Equipment rentals are limited to transportation and/or physical activities only, such as kayaks, standup paddleboards, paddleboats, kitesurfing, electric boat rentals, and bikes.
- Rentals must be checked in and checked out by an employee. Self-service rental are prohibited. Staff must be present during hours of operation to disinfect between rentals/uses by customers.
- Attendants or crew allowed on rental equipment while in use by customers is limited to one employee necessary to operate the water vessel and one additional crew member. Physical distancing must be maintained between the attendants/crew and customers. Where an attendant is not present rental equipment must be self-guided or personally-operated by a customer.
- If an attendant is present on the rental equipment, customers and attendants must wear face coverings except where customers are engaging in physically distanced exercise.
- Rentals where multiple people can use the same piece of equipment (such as kayaks, paddleboats, electric boats, bicycles) are limited to individuals or members of the same household only. Sharing

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of equipment by individuals who are not from the same household is prohibited.

- Each item of equipment rented must be wiped down in its entirety with disinfectant effective against COVID-19 after each use.

## **B. GENERAL FACILITY RESTRICTIONS**

- Instructional and informational signage is posted throughout the outdoor facility regarding infection control, physical distancing, and the use of face coverings.
- Inform customers of all safety protocols ahead of time.
- All employees and customers must use cloth face coverings at all times when in close contact (6ft or less for 10 minutes or more).
- Reservations are required and customers are encouraged to pre-pay using debit/credit cards at the time of reservation.
- On-site payment of fees is done from an existing outdoor facing starter window or from a check-in table outside the facility. Six-foot physical distancing markings are installed to let customers know where to wait to pay. Touchless payment is used, where feasible.
- Encourage payment by gift, debit, or credit card.
- Physical space between employees and customers increased (e.g. partitions, plexiglass at point of sale locations)
- Markings or delineators are set up to create a six-foot barrier to minimize close contact between employees and the public.
- Hand sanitizer, soap and water, or effective disinfectant/wipes is made available to customers at or near each entrance to the facility at any beverage carts and food stations/facilities and restrooms, and other main points of contact.
- Reservations are no less than 10 minutes apart. Customers are encouraged to come to the facility no more than 10 minutes before the time expected to start rental.
- Trash cans are touchless. Lids have been removed if present.
- All restrooms are serviced and disinfected frequently. Doors are propped open when possible to minimize touching of door handles or surfaces.
- Retail sales must adhere to the Retail Physical Distancing Protocol. Facility doors are propped open wherever possible.
- Customers are required to leave the property immediately once the rental time has expired. No congregating or tailgating in the parking lot is allowed.
- Any education or explanation of how to use rental equipment must be done by video or staff must be 6ft from customers.
- This protocol is posted in a location visible to employees and the public.
- Require that employees whose duties require close contact with other employees and/or the public wear Face Coverings.

NOTE: Face Coverings should not be used as a substitute for other evidence-based measures to prevent the spread of COVID-19. Face Coverings should be used in addition to, but not in place of, other evidence-based measures (e.g. physical distancing; frequent hand washing practices; avoiding touching our eyes, nose and mouth with unwashed hands; avoiding being around sick people). Require use of Face Coverings and gloves and/or frequent handwashing for interaction

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with customers, food preparation, and food delivery.

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**C. FOOD AND BEVERAGE**

- On-site restaurants must operate in accordance with the Dine-In Restaurant Protocols. Concession stands must operate in accordance with Mobile Food Vendor Protocols. Six-foot markers for guests to maintain physical distances are installed. Hand sanitizer is available at all sites serving food and/or beverages.
- Benches and tables are removed to discourage congregation.
- Beverage carts may be operated. Staff manning the carts wear a face covering and protective gloves to conduct transactions. Physical Distancing Protocols are observed.
- Drinking fountains and water coolers have been removed or covered.

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**D. DISINFECTING PROTOCOLS**

- Point of sale station screen/monitor is disinfected after each transaction with disinfectant effective against COVID-19
- High touch areas are wiped down regularly.
- Public counters and service windows are frequently sanitized with disinfectant effective against COVID-19.
- Provide for disinfecting all payment portals, pens, and styluses after each use.
- Employees assigned to disinfect high-touch surfaces frequently
- Each item of equipment rented must be wiped down in its entirety with disinfectant effective against COVID-19 after each use.
- Employees assigned to disinfect rental equipment between uses.
- Hand sanitizer (with at least 60% alcohol), soap and water, or disinfectant effective against COVID-19 is available to the public anywhere there is high-frequency employee interaction with members of the public.

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**E. EMPLOYEE PROTOCOLS**

- Staggered start times for staff and split shifts are put in place to limit the number of staff on site, at team meetings, at lunch breaks, and during departure times. No one is allowed to congregate in groups.
  - Staff meetings are held in open air spaces in order to maintain physical distancing.
  - No visitors or sales representatives are allowed on or within the facility. This includes outside distributors and manufacturer representatives. Meetings are held via telephone, zoom or other virtual platforms.
  - The use of time clocks has been discontinued, if possible.
  - Employees are required and permitted adequate time to wash or sanitize their hands every 30 minutes or as needed if gloves are provided. Locker room facilities are cleared of all belongings. Additional uniforms, gear and all belongings can be kept in personal vehicles on-site. No personal belongings are allowed to be stored on-site.
  - The use of the breakroom facility common use items (e.g. coffee pots, vending machines, refrigerators and microwaves) has been suspended. Personal coolers are suggested for
- 

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meals/personal beverages and should be stored in personal vehicles.

- A secondary break and lunch area has been set up if possible to allow for greater physical distancing.
- Management will set guidelines for cleaning facilities at least three times daily; (In the morning after staff arrivals and teams depart to the facility, after the lunch hour and at the end of the shift once everyone has departed for the day and focus on all key touch points (doorknobs, restrooms, tables, chairs, sinks, computers/keyboards etc.). High touch areas may require more frequent cleaning.
- Employees have been reminded to adhere to personal prevention actions including:
  - Stay home when you are sick. Stay home for at least 3 days (72 hours) after recovery, which means your fever has resolved without the use of fever-reducing medications and there is improvement in your respiratory symptoms (e.g., cough, shortness of breath), AND at least 10 days have passed since your symptoms first appeared.
  - Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use alcohol-based hand sanitizer that contains at least 60% alcohol. Wash your hands before meals, after using the restroom and after coughing and sneezing.
  - Cover your coughs and sneezes with a tissue, and then dispose of the tissue and clean your hands immediately. If you do not have a tissue, use your elbow (not your hands).
  - Do not touch your mouth, eyes, nose with unwashed hands.
  - Avoid contact with people who are sick.
  - Avoid sharing items such as phones or other devices. If devices must be shared be sure to wipe them down with a disinfectant wipe before and after sharing.
  - Constantly observe your work distances in relation to other staff. Always maintain the recommended minimum 6 feet separation from others unless specific work assignments require less distancing and wear a face cloth covering when working near or with others.
  - Disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared devices, and doorknobs. This should be done hourly during business hours.
  - Encourage staff to replace handshakes with other touch-less forms of greeting to customers and members
- Eliminating time clocks or assigning management/one individual the responsibility of punching employees in/out.
- Copies of this Protocol have been distributed to all employees.
- Disinfectant effective against COVID-19 and related supplies are available to all employees at the following location(s):
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):
- Soap and water are available to all employees at the following location(s):

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## **F. END OF SHIFT PROCEDURES**

- Staff are responsible for disinfecting equipment after operation. Disinfectant at key tool stations will be available for staff to wipe down tools prior to and after use.
- 

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- 
- All staff members are required to leave the property immediately after their shift.
  - Each team member is reminded of the importance of physical distancing away from the job as well as on the job.

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**G. MONITORING PROTOCOLS**

- Friendly, yet firm communication with any patron violating the required safety protocols is a must. Patrons are reminded that any violation of Physical Distancing Protocols will jeopardize the continued operation of local outdoor recreation rental businesses.
  - Any patron, who refuses to adhere to the safety protocols after one warning is asked to leave the property immediately.
- 

**Any additional measures not included above should be listed on separate pages, which the business should attach to this document.**

**You may contact the following person with any questions or comments about this protocol:**

**Business Contact Name:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Date Last Revised:** \_\_\_\_\_

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## Protocols for Tennis Centers

This protocol is to be completed by tennis centers. The requirements below apply to all golf courses. In addition to the conditions imposed by the Governor, the tennis centers must also be in compliance with the conditions laid out in this Golf Course Protocols. This protocol must be implemented and posted prior to a golf course operating.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at <http://www.longbeach.gov/covid19> regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

**All Tennis Centers must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.**

**Tennis Center Name:**

**Facility Address:**

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### A. PLAYER CHECK-IN, TENNIS PLAY AND CLUBHOUSE SURROUNDS - RESTRICTIONS

- The clubhouse remains closed to the public.
- Instructional and informational signage is posted throughout the facility regarding infection control, physical distancing and the use of face coverings.
- Inform customers and members of all safety protocols ahead of time
- All employees, visitors, and players must use cloth face coverings at all times when in contact or near other people.
- No visitors or sales representatives are allowed within the clubhouse and pro-shop areas. This includes outside distributors and manufacturer representatives. Meetings are held via telephone or virtual platforms.
- Payment of fees is done from an existing outdoor facing starter window or from a check-in table inside the facility. Six-foot physical distancing markings are installed to let customers know where to wait to pay.
- Reservations are required and players are encouraged to pre-pay using debit/credit cards at the time of reservation.

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- Encourage payment by gift, debit, or credit card.
- Markings or delineators are set up to create a six-foot barrier to minimize close contact between employees and the public.
- Hand sanitizer, soap and water, or effective disinfectant/wipes is made available to players at or near each entrance to the facility at any beverage carts and food stations/facilities and restrooms, and other main points of contact.
- Reservations are no less than 10 minutes apart. Players are encouraged to come to the facility no more than 10 minutes before the time expected to play.
- Games are limited to no more than 4 players who need not be from the same household or living unit. Each group must be stable (i.e., persons may not substitute in or out of the group).
- Each item of equipment rented must be wiped down in its entirety with disinfectant effective against COVID-19 after each use.
- Employees are assigned to disinfect rental equipment between rentals.
- Public counters and service windows are frequently sanitized with disinfectant effective against COVID-19.
- All court gates and stair rails are wrapped with caution tape to discourage touching, or else should be wiped down every hour.
- All gates are roped off or left open to prevent touching, if feasible. If the facility has a wide open side entrance to the courts, its use is recommended.
- Alternate courts are reserved for play if there is no barrier, such as fencing, between courts.
- All score tenders are taken off the courts to prevent touching.
- Trash cans are touchless. Lids have been removed if present.
- All restrooms are serviced and disinfected frequently. Doors are propped open when possible to minimize touching of door handles or surfaces.
- Pro shop sales must adhere to the Retail Physical Distancing Protocol. Facility doors are propped open wherever possible.
- No group play or tournaments are allowed.
- Players are required to leave the property immediately upon completion of play. No congregating or tailgating in the parking lot is allowed.
- Players are required to stay on their side of court and avoid changing ends.
- Employees have been reminded to adhere to personal prevention actions including:
  - Stay home when you are sick. Stay home for at least 3 days (72 hours) after recovery, which means your fever has resolved without the use of fever-reducing medications and there is improvement in your respiratory symptoms (e.g., cough, shortness of breath), AND at least 10 days have passed since your symptoms first appeared.
  - Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use alcohol-based hand sanitizer that contains at least 60% alcohol. Wash your hands before meals, after using the restroom and after coughing and sneezing.
  - Cover your coughs and sneezes with a tissue, and then dispose of the tissue and clean your hands immediately. If you do not have a tissue, use your elbow (not your hands).
  - Do not touch your mouth, eyes, nose with unwashed hands.
  - Avoid contact with people who are sick.
  - Avoid sharing items such as phones or other devices. If devices must be shared be sure

to wipe them down with a disinfectant wipe before and after sharing.

- Constantly observe your work distances in relation to other staff. Always maintain the recommended minimum 6 feet separation from others unless specific work assignments require less distancing and wear a face cloth covering when working near or with others.
- Disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared devices, and doorknobs. This should be done hourly during business hours.
- Encourage staff to replace handshakes with other touch-less forms of greeting to customers and members
- Eliminating time clocks or assigning management/one individual the responsibility of punching employees in/out.
- Copies of this Protocol have been distributed to all employees.

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## **B. FOOD AND BEVERAGE**

- On-site restaurants must operate in accordance with the Restaurant Physical Distancing Protocol. Concession stands must operate in accordance with the Mobile Food Vendor Physical Distancing Protocol.
- Six-foot markers for guests to maintain physical distances are installed. Hand sanitizer is available at all sites serving food and/or beverages.
- Benches and tables are removed to discourage congregation.
- Beverage carts may be operated. Staff manning the carts wear a face covering and protective gloves to conduct transactions. Physical Distancing Protocols are observed.
- Drinking fountains and water coolers have been removed or covered.

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## **C. COACHING**

- Private lessons are allowed using proper physical distancing techniques. Group lessons or coaching (2 or more players) are prohibited.
- Teaching professionals are assigned specific courts and specific days and times, where feasible.
- Only baskets, ball dispensing machines, and ball mowers are permitted on the court.
- Players are encouraged to use their racquet/foot to push balls back and/or hit them to their instructor to avoid using hands and touching the balls.
- Players will not handle any of the coaching equipment.
- Balls are restricted to each student. Balls may be provided by either the pro or the student. Using the same set of balls between multiple students is prohibited.
- The pros will use a glove on their non-dominant hand.

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## **D. TENNIS BALLS**

- Players must bring their own balls which should be marked to indicate which balls they brought. Players must take their balls with them when they leave.

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## **E. TENNIS EQUIPMENT**

- Sharing of tennis equipment is prohibited.
  - Ball dispensing machines, ball baskets, and ball mowers are sanitized between uses. Use of ball tubes and baskets to pick up loose balls after ball machine use limits contact and is
-

encouraged.

- Avoid using unnecessary equipment, such as throw-down lines.

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## **F. EMPLOYEE PROTOCOLS**

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- Staggered start times for staff and split shifts are put in place to limit the number of staff on site, at team meetings, at lunch breaks, and during departure times. No one is allowed to congregate in groups.
- Staff meetings are held in open air spaces such as parking lots or large storage bays in order to maintain physical distancing.
- No visitors or sales representatives are allowed on or within the tennis center facility. This includes outside distributors and manufacturer representatives. Meetings are held via telephone, zoom or other virtual platforms.
- The use of time clocks has been discontinued, if possible.
- Employees are required and permitted adequate time to wash or sanitize their hands every 30 minutes or as needed if gloves are provided. Locker room facilities are cleared of all belongings. Additional uniforms, gear and all belongings can be kept in personal vehicles on-site. No personal belongings are allowed to be stored on-site.
- The use of the breakroom facility common use items (e.g. coffee pots, vending machines, refrigerators and microwaves) has been suspended. Personal coolers are suggested for meals/personal beverages and should be stored in personal vehicles.
- A secondary break and lunch area has been set up if possible to allow for greater physical distancing.

Management will set guidelines for cleaning facilities at least three times daily; (In the morning after staff arrivals and teams depart to the facility, after the lunch hour and at the end of the shift once everyone has departed for the day and focus on all key touch points (doorknobs, restrooms, tables, chairs, sinks, computers/keyboards etc.). High touch areas may require more frequent cleaning.

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## **G. END OF SHIFT PROCEDURES**

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- Staff are responsible for disinfecting equipment after operation. Disinfectant at key tool stations will be available for staff to wipe down tools prior to and after use.
- All staff members are required to leave the property immediately after their shift.
- Each team member is reminded of the importance of physical distancing away from the job as well as on the job.

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## **H. MONITORING PROTOCOLS**

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- The tennis center operator has a 'Safety Ambassador' on-site during all business hours. The sole purpose of said staff member is to ensure that staff and patrons are practice all required Physical Distancing Protocols. The Safety Ambassador wears a name tag and indication that they are the "Safety Ambassador". The Safety Ambassador always has this document with them to reference the required safety protocols.
  - Friendly, yet firm communication with any patron violating the required safety protocols is a must. Patrons are reminded that any violation of Physical Distancing Protocols will jeopardize the continued operation of local tennis centers.
  - Any patron, who refuses to adhere to the safety protocols after one warning is asked to leave the property immediately.
-

**Any additional measures not included above should be listed on separate pages,  
which the business should attach to this document.**

You may contact the following person with any questions or comments about this protocol:

**Tennis Center  
Contact Name:**

**Phone number:**

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**Date Last  
Revised:**

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## Golf Course Protocols: Appendix F

This protocol is to be completed by Golf Courses. The requirements below apply to all golf courses. In addition to the conditions imposed on golf courses by the Governor, the golf course must also be in compliance with the conditions laid out in this Golf Course Protocols. This protocol must be implemented and posted prior to a golf course operating.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at <http://www.longbeach.gov/covid19> regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

**All Golf Courses must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.**

Golf Course Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

### A. GOLFER CHECK-IN, GOLF PLAY AND CLUBHOUSE SURROUNDS - RESTRICTIONS

- The clubhouse remains closed to the public.
- Instructional and informational signage is posted throughout the facility regarding infection control, physical distancing and the use of face coverings.
- Inform customers and members of all safety protocols ahead of time
- All employees, visitors, and golfers must use cloth face coverings at all times when in contact or near other people.
- No visitors or sales representatives are allowed within the clubhouse and pro-shop areas. This includes outside distributors and manufacturer representatives. Meetings are held via telephone or virtual platforms.
- Payment of green fees is done from an existing outdoor facing starter window or from a check-in table inside the facility. Six-foot physical distancing markings are installed to let customers know where to wait to pay.
- Reservations are required and golfers are encouraged to pre-pay using debit/credit cards at the

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time of reservation.

- Encourage payment by gift, debit, or credit card.
- Markings or delineators are set up to create a six-foot barrier around the golf starter area in order to minimize close contact between employees and the public.
- Hand sanitizer, soap and water, or effective disinfectant/wipes is made available to golfers at or near each entrance to the facility at any beverage carts and food stations/facilities and restrooms.
- Tee time intervals are no less than 10 minutes apart.
- Tee times are limited to no more than 4 players who need not be from the same household or living unit. Each group must be stable (i.e., persons may not substitute in or out of the group).
- Players are not allowed to arrive on any tee box until the previous group has left the teeing ground.
- Score cards and pencils are handed out when requested only, and not placed on the counter.
- Each item of equipment rented must be wiped down in its entirety with disinfectant effective against COVID-19 after each use.
- Employees are assigned to disinfect rental equipment between rentals.
- Public counters and service windows are frequently sanitized with disinfectant effective against COVID-19.
- Club racks are removed or cordoned off.
- Trash cans are touchless. Lids have been removed if present.
- Only single riders or members of the same household are allowed in golf carts.
- Golf carts are spaced 10 ft apart from one another.
- Encourage customers or members to show up to a pre-positioned sanitized cart, and proceed to the first tee without personal contact.
- Golfers are not allowed to touch, remove or adjust the flag stick during their round.
- Golf carts, riding and hand carts, are sanitized before and after each use.
- All golf course restrooms are serviced and disinfected frequently. Doors are propped open when possible to minimize touching of door handles or surfaces.
- Pro shop sales must adhere to the Retail Physical Distancing Protocol. Facility doors are propped open wherever possible.
- Since bunker rakes are not available, golfers are instructed, as per USGA COVID 19 Rules, to "try their best to smooth the disturbed area with a foot or a golf club after playing their ball."
- Private lessons are allowed using proper physical distancing techniques. Both the student and instructor will be required to wear face masks. No group lessons (2 or more golfers) are allowed.
- No group play or tournaments are allowed.
- Golfers are required to leave the property immediately upon completion of play. No congregating or tailgating in the parking lot is allowed.
- Employees have been reminded to adhere to personal prevention actions including:
  - Stay home when you are sick. Stay home for at least 3 days (72 hours) after recovery, which means your fever has resolved without the use of fever-reducing medications and there is

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improvement in your respiratory symptoms (e.g., cough, shortness of breath), AND at least 10 days have passed since your symptoms first appeared.

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use alcohol-based hand sanitizer that contains at least 60% alcohol. Wash your hands before meals, after using the restroom and after coughing and sneezing.
  - Cover your coughs and sneezes with a tissue, and then dispose of the tissue and clean your hands immediately. If you do not have a tissue, use your elbow (not your hands).
  - Do not touch your mouth, eyes, nose with unwashed hands.
  - Avoid contact with people who are sick.
  - Avoid sharing items such as phones or other devices. If devices must be shared be sure to wipe them down with a disinfectant wipe before and after sharing.
  - Constantly observe your work distances in relation to other staff. Always maintain the recommended minimum 6 feet separation from others unless specific work assignments require less distancing and wear a face cloth covering when working near or with others.
  - Disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared devices, and doorknobs. This should be done hourly during business hours.
  - Encourage staff to replace handshakes with other touch-less forms of greeting to customers and members
- Eliminating time clocks or assigning management/one individual the responsibility of punching employees in/out.
  - Copies of this Protocol have been distributed to all employees.

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#### **B. FOOD AND BEVERAGE**

- On-site restaurants must operate in accordance with Dine-In Restaurant Protocols. Concession stands must operate in accordance with Mobile Food Vendor Protocols.
- Six-foot markers for guests to maintain physical distances are installed. Hand sanitizer is available at all sites serving food and/or beverages.
- Benches and tables are removed to discourage congregation.
- Beverage carts may be operated. Staff manning the cars wear a face covering and protective gloves to conduct transactions. Social Distancing Safety Protocols are observed.

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#### **C. GOLF COURSE SET-UP**

- Rakes, ball washers, benches, divot boxes and sand bottles have been removed in order to eliminate common touch points.
- Golf course putting green cups are installed in a 'touchless' manner. Foam or another material may be inserted. At no time is the entire ball resting below the putting surface.
- Drinking fountains and water coolers have been removed or covered.

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#### **D. PRACTICE FACILITY**

- Practice putting and chipping green remain closed.
- No congregating is allowed on the driving range. All golfers must 'practice' and then leave the

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facility. If necessary, a 1-hour maximum time limit for use of the driving range has been implemented.

- No golfer is allowed to stand behind a hitting station while waiting for another golfer to finish.
- Driving range mat centerlines are no less than 12 feet apart. Driving ranges with fixed partitions use only every other stall.
- Range baskets are regularly sanitized.
- Range balls are washed after each use.
- Ball dispensing machines are frequently sanitized.

#### **E. MAINTENANCE EMPLOYEE PROTOCOLS**

- Staggered start times for staff and split shifts are put in place to limit the number of staff on site, at team meetings, at lunch breaks, and during departure times. No one is allowed to congregate in groups.
- Staff meetings are held in open air spaces such as parking lots or large storage bays in order to maintain physical distancing.
- No visitors or sales representatives are allowed on or within the golf course maintenance facility. This includes outside distributors and manufacturer representatives. Meetings are held via telephone, zoom or other virtual platforms.
- The use of time clocks has been discontinued, if possible.
- Employees are required and permitted adequate time to wash or sanitize their hands every 30 minutes or as needed if gloves are provided. Locker room facilities are cleared of all belongings. Additional uniforms, gear and all belongings can be kept in personal vehicles on-site. No personal belongings are allowed to be stored on-site.
- The use of the breakroom facility common use items (e.g. coffee pots, vending machines, refrigerators and microwaves) has been suspended. Personal coolers are suggested for meals/personal beverages and should be stored in personal vehicles.
- A secondary break and lunch area has been set up if possible to allow for greater physical distancing.
- No employees other than the golf course mechanic are permitted in mechanics area. Mechanics are instructed to take all necessary precautions to ensure all tools and key touch points are cleaned and wiped down regularly (i.g. grinders, workbenches and commonly used tools). All mechanics are encouraged to always use good hand hygiene and wear protective latex gloves during work hours.
- Management will set guidelines for cleaning facilities at least three times daily; (In the morning after staff arrivals and teams depart to golf course, after the lunch hour and at the end of the shift once everyone has departed for the day and focus on all key touch points (doorknobs, restrooms, tables, chairs, sinks, computers/keyboards etc.). High touch areas may require more frequent cleaning.

#### **F. ON COURSE WORK ENVIRONMENT**

- A minimum of 6 feet physical distancing is maintained at all times.
- Disposable protective gloves are worn and changed out when necessary by staff. Employees are required and permitted adequate time to wash or sanitize their hands every 30 minutes or

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as needed if gloves are provided.

- Equipment such as carts and radios are assigned to staff. Protocols for cleaning all touch points on all equipment are put in place. Staff will be responsible for disinfecting equipment prior to usage and periodically during operation. Disinfectant at key tool stations are available for staff to wipe down tools prior to and after use. (e.g. shovel, rakes, fuel cans, cup cutters etc.).
- Crews will be broken up into pods of a front nine crew and back nine crew and remain in these pods as much as possible in order to reduce interaction of the entire crew.
- Training on various pieces of equipment is done while maintaining physical distancing. When possible, equipment training will be executed by mirroring, with the trainer and trainee each working with their own identical piece of equipment to eliminate the need for sharing equipment in close proximity.

#### **G. END OF SHIFT PROCEDURES**

- Staff are responsible for disinfecting equipment after operation. Disinfectant at key tool stations will be available for staff to wipe down tools prior to and after use. (i.e. shovel, rakes, fuel cans, cup cutters etc.).
- All staff members are required to leave the property immediately after their shift.
- Each team member is reminded of the importance of physical distancing away from the job as well as on the job.

#### **H. MONITORING PROTOCOLS**

- The golf course operator has a 'Safety Ambassador' on-site during all business hours. The sole purpose of said staff member is to ensure that golf course staff and patrons are practice all required Social Distancing Safety Protocols. The Safety Ambassador wears a name tag and the golf cart used shall be clearly marked with 'Safety Ambassador'. The safety monitor always has this document with them to reference the required safety protocols.
- Friendly, yet firm communication with any patron violating the required safety protocols is a must. Patrons are reminded that any violation of Social Distancing Safety Protocols will jeopardize the continued operation of local golf courses.
- Any patron, who refuses to adhere to the safety protocols after one warning is asked to leave the property immediately.

**Any additional measures not included above should be listed on separate pages, which the business should attach to this document.**

**You may contact the following person with any questions or comments about this protocol:**

**Golf Course  
Contact Name:**

**Phone number:**

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**Date Last  
Revised:**

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## Office Worksite Protocols: Appendix G

This protocol is to be completed by businesses with office worksites. The requirements below apply to all office worksites. In addition to the conditions imposed on office-based businesses by the Governor, businesses must also be in compliance with this protocol. This protocol must be implemented and posted prior to an office-worksite operating.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at [www.longbeach.gov/covid19](http://www.longbeach.gov/covid19) regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

**All businesses must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.**

Business Name:

Facility Address:

### **A. Contents of Written Worksite Specific Plan**

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Training and communication with employees and employee representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.

### **B. Topics for Employee Training**

- Information on [COVID-19](#), preventing spread, and who is especially vulnerable.
- 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.

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- When to seek medical attention.
- The importance of hand washing.
- The importance of physical distancing, both at work and off work time.

### **C. Individual Control Measures & Screening**

- Symptom screenings and/or temperature checks.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Encourage frequent handwashing and use of hand sanitizer.
- Provide disposable gloves to workers using cleaners and disinfectants if required. Consider gloves a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.
- Require that employees and contracted workers whose duties require close contact with other employees and/or the public wear Face Coverings.

*NOTE: Face Coverings should not be used as a substitute for other evidence-based measures to prevent the spread of COVID-19. Face Coverings should be used in addition to, but not in place of, other evidence-based measures (e.g. physical distancing; frequent hand washing practices; avoiding touching our eyes, nose and mouth with unwashed hands; avoiding being around sick people). Close or increase distance between tables/chairs in breakrooms or provide break areas in open space to ensure physical distancing.*

- Close or increase distance between tables/chairs in breakrooms or provide break areas in open space to ensure physical distancing.
- Communicate frequently to customers that they should use face masks/covers.
- Break rooms, bathrooms, and other common areas are being disinfected frequently, and stocked with necessary hygiene supplies on the a schedule.
- Disinfectant effective against COVID-19 and related supplies are available to all employees at the following location(s):
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):
- Soap and water are available to all employees at the following location(s):

### **D. Cleaning and Disinfecting Protocols**

- Perform thorough cleaning in high traffic areas.
- Frequently disinfect commonly used surfaces and personal workareas.
- Clean and sanitize shared equipment between each use.
- Clean touchable surfaces between shifts or between users, whichever is more frequent.
- Equip shared spaces with proper sanitation products, including hand sanitizer and sanitizing wipes and ensure availability.
- Ensure that sanitary facilities stay operational and stocked at all times.
- Use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and follow product instructions and Cal/OSHA requirements.

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- Provide time for workers to implement cleaning practices before and after shifts and consider third-party cleaning companies.
- Install hands-free devices if possible.
- Consider upgrades to improve air filtration and ventilation.

**E. Physical Distancing Guidelines**

- Implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- Reconfigure office spaces, cubicles, etc. and decrease maximum capacity for conference and meeting areas.
- Adjust in-person meetings, if they are necessary, to ensure physical distancing.
- Stagger employee breaks, in compliance with wage and hour regulations, if needed.
- Reconfigure, restrict, or close common areas and provide alternative where physical distancing can be practiced.
- Limit the number of individuals riding in an elevator and ensure the use of face covers.
- Utilize work practices, when feasible and necessary, to limit the number of employees at the office at one time, such as telework and modified work schedules.
- Signage at each public entrance of the facility to inform all employees and customers that they should: (i) avoid entering the facility if they have a cough or fever; (ii) maintain a minimum six-foot distance from one another; (iii) sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and (iv) not shake hands or engage in any unnecessary physical contact.
- Signage posting a copy of the Physical Distancing Protocol at each public entrance to the facility.
- Prohibit people from providing and self-serving any items that are food-related, including pot-lucks or self-serve catered lunches.

**Any additional measures not included above should be listed on separate pages, which the business should attach to this document.**

**You may contact the following person with any questions or comments about this protocol:**

**Business Name:** \_\_\_\_\_ **Phone number:** \_\_\_\_\_

**Date Last Revised:** \_\_\_\_\_

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## Dine-In Restaurant Protocols - Appendix H

This protocol is to be completed by dine-in restaurants, which includes, brewpubs, breweries, bars, pubs, craft distilleries, and wineries that are licensed to provide sit-down, dine-in meals. Stand-alone bars, pubs, craft distilleries, and wineries that do not have an existing health permitted kitchens are prohibited from opening until permitted by the Long Beach Safer at Home Order. The requirements below apply to all dine-in restaurants. In addition to the conditions imposed on dine-in restaurants sectors by the Governor, businesses must also be in compliance with the conditions laid out in this Dine-In Restaurant Protocols. This protocol must be implemented and posted prior to a dine-in restaurant operating.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at [www.longbeach.gov/covid19](http://www.longbeach.gov/covid19) regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

**All businesses must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.**

<b>Business Name:</b>	
<b>Facility Address:</b>	

**A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH  
(CHECK ALL THAT APPLY TO THE FACILITY):**

- All employees have been informed not to come to work if sick and to follow Long Beach Health Officer guidance for self-isolation, when applicable.
- Symptom checks are conducted before employees may enter the workspace. Checks must include a verbal check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing.
- All employees who have contact with the public or other employees during their shift(s) are offered, at no cost, a cloth face covering.
  - Employees who provide service to customers that have removed their cloth face covering to eat and drink, including employees that serve food or beverages to customers and employees that bus tables, are required to wear both (1) a face shield and (2) a face covering or mask. A face shield is to be worn in addition to the face covering.
  - The covering is always to be worn by the employee during the work day, when in contact, or likely to come into contact with others. Employees do not need to wear a cloth face covering when the employee is alone in a private office or a walled cubicle. Additional

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face coverings must be provided as needed.

- Employees are instructed to wash their face coverings daily.
- All workstations are separated by at least six feet.
- Distribution areas (for curbside pickup), break rooms, restrooms and other common areas are disinfected frequently, on the following schedule:
  - Distribution area \_\_\_\_\_
  - Break rooms \_\_\_\_\_
  - Restrooms \_\_\_\_\_
  - Other \_\_\_\_\_
- Breaks are staggered to ensure that six (6) feet between employees can be maintained in designated break rooms/ break areas at all times.
- Employees are prohibited from eating or drinking anywhere inside the workplace other than designated break rooms/ break areas.
- Disinfectant and related supplies are available to employees at the following location(s):
  - Type of sanitizer used \_\_\_\_\_
  - Concentration \_\_\_\_\_
  - Method of testing \_\_\_\_\_
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):
- Employees are required and permitted adequate time to wash or sanitize their hands every 30 minutes or as needed if gloves are provided, or when changing job tasks to avoid any potential cross-contamination.
- A copy of this protocol has been distributed and training has been provided to each employee.
- All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.

## **B. MEASURES TO ENSURE PHYSICAL DISTANCING**

- Limit occupancy within the restaurant to ensure there is adequate distancing and/or physical barriers between tables that minimizes contact between customers at different tables.
  - Indoor and outdoor in-person dining capacity is not to exceed of 60% maximum occupancy to allow sufficient space to physical distance between groups of customers. Distancing should be 6 feet between groups of seated customers and/or use physical barriers. Facilities that cannot operate with appropriate physical distancing must lower occupancy until appropriate physical distancing can be achieved.
  - All tables are spaced at least six feet apart, or if un-movable, a barrier or partition has been added to separate the tables that extends above the heads of the customers while seated.
  - Provide physical barriers and partitions at host stands, registers, and other areas where physical distance of six feet is difficult.
- A staff person, wearing a cloth face cover is posted near the door, but at least 6 feet from the

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nearest customers, to direct customers to line up six feet apart and in the correct line.

- Provide adequate security or staffing to implement any necessary crowd control and Physical Distancing Protocols.
- If the site entry space permits, customers are directed to one of two lines at the door: one for pickup of preordered items, and one for on-site dining.
- Tape or other markings identify both a starting place for customers arriving for pick-up and 6-foot intervals for subsequent customers who are joining the line.
- When offering on-site ordering and pick-up, customers should be encouraged to use their phone device to view the menu or offered a menu (preferred. If reusable menus are used, they must be disinfected after each use), to allow for ease of ordering, and items orders should be gathered, packaged and picked up by the customer.
- Customers waiting for items may not congregate at the business. They should either remain in their car, wait outside separated by 6ft or more, or return within a specified amount of time set when food is ready to obtain their order.
- Employees have been instructed to maintain at least a six (6) feet distance from customers and from each other in the pickup and payment areas. Employees may momentarily come closer when necessary to accept payment, deliver food, or as otherwise necessary.
- Employee workstations are separated by at least 6 feet and the common areas are configured to limit employee gatherings to ensure physical distancing of at least 6 feet.
- Bars, wineries, breweries, restaurants, and markets that serve meals may open their dining rooms if physical distance of (6) six or more feet can be met.
- Promote delivery and curbside pickup.
- Prioritize outdoor seating when customers are dining onsite.
- Strongly recommend that only members of the same household dine together.
- Do not seat customers within 6 feet from employee work stations, food and drink preparation, and storage areas.
- Consider requiring reservations to prevent people from gathering.
- A maximum of 6 people may be seated together.

### **C. MEASURES TO ENSURE INFECTION CONTROL**

- The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased.
- Ensure sufficient staffing to properly clean the facilities
- Contactless payment systems are in place or, if not feasible, payment systems are sanitized regularly. Describe: \_\_\_\_\_
- Common areas and frequently touched objects in the customer pickup and payment (e.g., tables, doorknobs or handles, credit card readers) are disinfected on an hourly basis during business hours using EPA approved disinfectants.
- Closely follow manufacturer's instructions when sanitizing food contact surfaces.
  - Sanitizer type \_\_\_\_\_
  - Concentration \_\_\_\_\_
  - Method of testing \_\_\_\_\_

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PLEASE CALL: (562) 570-2633 OR  
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- Require use of Face Coverings and gloves and/or frequent handwashing for employee interaction with customers, food preparation, and food delivery.
- Clean and disinfect dining tables, chairs, booths, and/or other surfaces in between customer use.
- Customers are instructed that they must wear cloth face coverings during the time in the facility unless seated for dining. This applies to all adults and to children over the age of 2. Businesses may refuse admission to any individual who does not wear a face covering.
- No food items can have multiple contacts or be shared between tables such as condiment bottles, salt and pepper shakers, or breadbasket, and must be sanitized in between customer uses. Single service packets may be provided for each customer.
- Customer self-service is prohibited except when using no contact dispensing units/machines, such as soda dispensers and soft-serve machines. Employee monitoring and disinfecting is required in case of any contamination.
- No outdoor storage of utensils, wares, or beverage/wait stations.
- Pre-roll utensils in napkins prior to use by customers and store in a clean container.
- Multiuse customer utensils and wares should be handled with gloves and washed with dish soap and hot water (100°F min.) rinsed, then sanitized or in a well-stocked and well-maintained mechanical dishwasher. Employees should wash their hands after removing their gloves or after directly handling soiled wares.
- Provide takeout containers as needed and ask customers to pack their own leftovers.
- Provide hand sanitizer to customers at or near the entrance of the facility and at dining tables and other appropriate areas.
- When possible, install hands-free devices such as soap and towel dispensers.
- Provide contactless pick-up and delivery.
- All payment portals, pens, and styluses are disinfected after each use.
- Customer restroom is disinfected regularly.
- Close bar areas.
- No food or beverages shall be served to or consumed by a customer who is not seated at a table designated by the restaurant for dining.
- Shared entertainment items, such as board games, arcade games, and vending are prohibited. Customers shall not have access to game and entertainment area, such as pool tables or darts.

#### **D. MEASURES THAT COMMUNICATE TO THE PUBLIC**

- A copy of this protocol is posted at all public entrances to the facility.
- Post a sign at the entrance(s) of the facility informing all employees and customers that they should (i) avoid entering the facility if they are experiencing symptoms of respiratory illness; including fever or cough; (ii) maintain a minimum of six-foot distance from one another; (iii) sneeze and cough into one's elbow; (iv) not shake hands or engage in any unnecessary physical contact.
- Signage at the entry and/or where customers line up notifies customers of options for and advantages preordering and prepayment.
- Online outlets of the establishment (website, social media, etc.) provide clear information about store hours, required use of face coverings, policies regarding preordering, prepayment, pickup and/or delivery and other relevant information.

#### **E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES**

**TO REPORT A VIOLATION  
PLEASE CALL: (562) 570-2633 OR  
EMAIL: CETASKFORCE@LONGBEACH.GOV**

- Measures are instituted to assure access to goods and services for customers who have mobility limitations and/or are at high risk in public spaces.

**F. MEASURES TO ENSURE FOOD SAFETY AND ADDITIONAL RESOURCES**

- Review the [City of Long Beach Food Safety Manual](#)
- California Department of Public Health and Cal/OSHA [Dine-In Guidance](#)
- Centers for Disease Control [Food Safety and Coronavirus Disease 2019](#)

**Any additional measures not included above should be listed on separate pages, which the business should attach to this document.**

**You may contact the following person with any questions or comments about this protocol:**

**Business Contact  
Name:**

**Phone number:**

**Date Last  
Revised:**

**TO REPORT A VIOLATION  
PLEASE CALL: (562) 570-2633 OR  
EMAIL: CETASKFORCE@LONGBEACH.GOV**

## Hair Salon and Barbershop Protocols: Appendix I

The requirements below apply to all hair salons and barbershops. In addition to the conditions imposed on hair salons and barbershops by the Governor, hair salons and barbershops must also be in compliance with the conditions laid out in this Hair Salon and Barbershop Protocol. This protocol must be implemented and posted prior to a business operating.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at [www.longbeach.gov/covid19](http://www.longbeach.gov/covid19) regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

**All businesses must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.**

<b>Business Name:</b>	
<b>Facility Address:</b>	

**A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH (CHECK ALL THAT APPLY TO THE FACILITY)**

- All employees have been told not to come to work if sick and to follow Long Beach Health Officer guidance for self-isolation, if applicable.
- Symptom checks are conducted before employees may enter the workspace. Checks must include a verbal check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing.
- All employees who have contact with the public or other employees during their shift (s) are offered, at no cost, a cloth face covering. The covering is to be worn over the mouth and nose by the employee at all times during the work day when in contact or likely to come into contact with others. Employees need not wear a cloth face covering when the employee is alone.
- Employees are instructed to wash their face coverings daily.
- All workstations are separated by at least six feet.
- Break rooms, restrooms and other common areas are disinfected frequently, on the following schedule:
  - Break rooms \_\_\_\_\_
  - Restrooms \_\_\_\_\_

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Other \_\_\_\_\_

- Breaks are staggered to ensure that six (6) feet between employees can be maintained in break rooms at all times. Where possible, create outdoor break areas with shade covers and seating that ensures physical distancing.
- Employees are prohibited from eating or drinking anywhere inside the workplace other than designated break rooms to assure that masks are worn consistently and correctly.
- Discourage workers from congregating in high traffic areas, such as bathrooms, hallways, or credit card terminals.
- Disinfectant and related supplies are available to employees at the following location(s):  
\_\_\_\_\_
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):  
\_\_\_\_\_
- Employees are required and permitted adequate time to wash or sanitize their hands every 30 minutes or as needed if gloves are provided. Wearing gloves should be done in conjunction with regular hand washing and is not a substitute for regular hand washing. Gloves may not be reused once removed.
- Disinfectant and related supplies are available to employees at the following location(s):  
\_\_\_\_\_
- Hand sanitizer effective against COVID-19 is available to the public at the following location(s):  
\_\_\_\_\_
- Employees are required to use glasses, goggles, or face shields in addition to face coverings during the provision of services, particularly during face to face encounters.

**B. MEASURES TO ENSURE PHYSICAL DISTANCING**

- Ensure physical distancing of at least six feet between and among workers and customers, except when providing haircutting services to customers and necessary close contact services. This can include use of physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers and/or customers should stand).
- Take measures at reception desks or other areas where physical distancing cannot be maintained to minimize exposure between workers and customers, such as clear plastic or other barriers.
- Contact customers before visits to confirm appointments and ask if they are exhibiting any symptoms, have been sick, or whether they have been exposed to someone who has been sick. If the customer answers in the affirmative for any of those questions, reschedule the appointment at least 10 to 14 days in the future.
- Stagger appointments to reduce reception congestion and ensure adequate time for proper cleaning and sanitation between each customer visit. Consider servicing fewer customers each day or expanding operating hours to allow for more time between customers. Workers are prohibited from seeing multiple customers at the same time. Services for one customer must be completely rendered before a new customer is seen by the same worker.

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- Suspend walk-in appointment availability.
- Ensure that workers do not see multiple customers at once (e.g. while one customer's hair is drying, another receives a haircut). Services for one customer should be completely rendered before a new customer is seen by the same worker
- If possible, implement virtual check-in technology to ensure that workers are notified when a customer arrives.
- Ask customers to wait outside or in their cars rather than congregating in the salon or barbershop. In larger locations, reception areas should only have one customer at a time or modify the area for adequate physical distancing, including removing chairs and sofas.
- Employees have been instructed to maintain at least a six (6) feet distance from customers and from each other in the payment area. Employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- Employee workstations are separated by at least 6 feet and common areas are configured to limit employee gatherings to ensure physical distancing of at least 6 feet.
- Adjust any staff meetings to ensure physical distancing and use smaller individual meetings at facilities to maintain physical distancing guidelines. Hold meetings over the phone or via webinar for workers wherever possible.

**C. MEASURES TO ENSURE INFECTION CONTROL**

- Discontinue the use of shared food and beverage equipment in breakrooms (including shared coffee brewers).
- Each worker is assigned their own tools, equipment and defined work space. Sharing held items is eliminated.
- A copy of this protocol has been distributed to each employee and have been trained on this protocol.
- All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.
- Create a written plan for cleaning and disinfecting at the beginning and end of each shift and in between customers. Perform thorough cleaning in high traffic areas, such as reception areas, and areas of ingress and egress including stairways, stairwells, and handrails.
- Wherever possible, doors should be left open if they do not open and close automatically
- The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased.
- Contactless payment systems are in place or, if not feasible, payment systems are sanitized regularly. Describe:  
  
\_\_\_\_\_
- Common areas and frequently touched objects in the customer pickup and payment (e.g., tables, doorknobs or handles, credit card readers) are disinfected frequently and as needed during business hours using EPA approved disinfectants.
- All payment portals, pens, and styluses are disinfected after each use by a different person.

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- Clean and disinfect all tools (e.g. combs, spray bottles, clippers) using EPA registered disinfectants approved for use against COVID-19. Follow the disinfectant's manufacturer instructions for time required to properly disinfect. Fully submerge non-electrical tools in disinfectant after cleaning. Electric tools must be cleaned then sprayed or wiped with disinfectant.
- Gloves must be changed and hands must be washed after each customer.
- Limit service to hair services only (haircuts, color, blow drying and treatments). Non-hair services are not permitted (eyebrows, beard trimming, lip waxing, manicurists, etc.)
- Workspaces and the entire facility are cleaned at least daily, with restrooms and frequently touched areas/objects cleaned more frequently.
- Require customers to bring and use face coverings during the visit. If appropriate for the service, consider asking customers to come to the salon with their hair freshly cleaned in order to minimize time for the appointment. Customers should be asked not to bring children or others with them to the appointment.
- Customers must use face coverings during haircutting and other close contact hair services. Customers are encouraged to wear face coverings with earloops, where possible, to ensure the face covering does not interfere with the hair service. Customers without a face covering will be refused service.
- Clean and disinfect all handles, hoses, spray nozzles, and other equipment before and after use on a customer. Chairs, headrests, shampoo bowls, and other items should also be thoroughly cleaned and sanitized between each use.
- Where appropriate, consider adding a paper cover, sheet, or clean towel that can be easily disposed of or cleaned for use between customers.
- All single use items, such as disposable wax collars, cotton, neck strips, and applicators, must be used once and immediately thrown away.
- All dirty linens, including towels, smocks, and reusable capes, should be placed in a closed container and not used again until properly laundered either by a commercial laundering service or a laundering process which includes immersion in water of at least 160 degrees Fahrenheit for at least 25 minutes. Store all clean linens in a clean, covered place. Ensure workers who handle dirty linens or laundry wear gloves.
- Provide time for workers to implement cleaning practices during their shift. Cleaning assignments should be assigned during working hours as part of the employee's job duties
- Remove amenities, including magazines, books, coffee, water, and self-serve stations, and other items from customers to help reduce touch points and customer interaction.
- Consider upgrading to touchless faucets, soap and paper towel dispensers, and adding touchless, automatic hand sanitizer dispensers.
- Product samples, including make-up, must not be used at any time.
- Thoroughly clean any product display areas, including all shelving and display cases. Remove and discard any open "test" products and discontinue this practice to help reduce contamination.
- Hand sanitizer is available to customers at reception areas and workstations
- Workstations must be cleaned and disinfected between each customer appointment.

**TO REPORT A VIOLATION**  
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**EMAIL: CETASKFORCE@LONGBEACH.GOV**

**D. MEASURES THAT COMMUNICATE TO THE PUBLIC**

- A copy of this protocol is posted at all public entrances to the facility.
- Signage at each public entrance of the facility to inform all employees and customers that they should: (i) avoid entering the facility if they have a cough or fever; (ii) maintain a minimum six-foot distance from one another; (iii) sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and (iv) not shake hands or engage in any unnecessary physical contact
- Online outlets of the establishment (website, social media, etc.) provide clear information about store hours, required use of face coverings, policies in regard to other relevant issues.

**E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES**

- Transactions or services that can be offered remotely have been moved on-line.
- Measures are instituted to assure access to goods and services for customers who have mobility limitations and/or are at high risk in public spaces.

**F. MEASURES THAT ENSURE BARBERING AND COSMETOLOGY SAFETY**

- [California Board of Barbering and Cosmetology Rules](#)
- [CDPH and Cal/OSHA COVID-19 Guidance for Hair Salons and Barber Shops](#)

**Any additional measures not included above should be listed on separate pages, which the business should attach to this document.**

**You may contact the following person  
with any questions or comments about  
this protocol:**

**Business  
Contact  
Name:**

**Phone number:**

\_\_\_\_\_

**Date Last  
Revised:**

\_\_\_\_\_

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PLEASE CALL: (562) 570-2633 OR  
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## Mobile Food Vendor Protocols: Appendix J

This protocol is to be completed by mobile food vendors, such as food trucks and food carts. The requirements below apply to all mobile food vendors. In addition to the conditions imposed on mobile food vendors by the Governor, mobile food vendors must also be in compliance with the conditions laid out in this Mobile Food Vendor Protocols. This protocol must be implemented and posted prior to a business operating.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at [www.longbeach.gov/covid19](http://www.longbeach.gov/covid19) regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

**All businesses must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.**

<b>Business Name and License Plate Number:</b>	
--	--

**A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH  
(CHECK ALL THAT APPLY TO THE FACILITY):**

- All employees have been informed not to come to work if sick and to follow Long Beach Health Officer guidance for self-isolation, when applicable.
- Symptom checks are conducted before employees may enter the workspace. Checks must include a verbal check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing.
- All employees who have contact with the public or other employees during their shift(s) are offered, at no cost, a cloth face covering. The covering is to be worn by the employee at all times during the work day, when in contact or likely to come into contact with others. Employees do not need to wear a cloth face covering when the employee is alone in a private office or a walled cubicle. Additional face coverings must be provided as needed.
- Employees are instructed to wash their face coverings daily.
- All workstations are separated by at least six feet.
- Distribution areas (for curbside pickup), break rooms, restrooms and other common areas are disinfected frequently, on the following schedule:
  - Distribution area \_\_\_\_\_
  - Break rooms \_\_\_\_\_

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- Restrooms \_\_\_\_\_
- Other \_\_\_\_\_

- Breaks are staggered to ensure that six (6) feet between employees can be maintained in designated break rooms/ break areas at all times.
- Employees are prohibited from eating or drinking anywhere inside the workplace other than designated break rooms/ break areas.
- Disinfectant and related supplies are available to employees at the following location(s):
  - Type of sanitizer used \_\_\_\_\_
  - Concentration \_\_\_\_\_
  - Method of testing \_\_\_\_\_
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):
- Employees are required and permitted adequate time to wash or sanitize their hands every 30 minutes or as needed if gloves are provided, or when changing job tasks to avoid any potential cross-contamination.
- A copy of this protocol has been distributed and training has been provided to each employee.
- All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.

**B. MEASURES TO ENSURE PHYSICAL DISTANCING**

- A staff person, wearing a cloth face cover is charged with directing customers to line up six feet apart.
- Provide adequate security or staffing to implement any necessary crowd control and Physical Distancing Protocols
- Tape or other markings identify both a starting place for customers arriving and 6 foot intervals for subsequent customers who are joining the line.
- Employees have been instructed to maintain at least a six (6) feet distance from customers and from each other. Employees may momentarily come closer when necessary to accept payment, deliver food, or as otherwise necessary.
- Customers waiting for orders may not congregate.
- Dining onsite is prohibited,
- Provide physical barriers where physical distance of six feet is difficult.

**C. MEASURES TO ENSURE INFECTION CONTROL**

- The ventilation hood in the vehicle is in good, working order; to the maximum extent possible, ventilation has been increased.
- Contactless payment systems are in place or, if not feasible, payment systems are sanitized regularly. Describe: \_\_\_\_\_
- Common areas and frequently touched objects in the customer pickup and payment (e.g.,

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tables, doorknobs or handles, credit card readers) are disinfected on an hourly basis during business hours using EPA approved disinfectants.

- Closely follow manufacturer's instructions when sanitizing food contact surfaces.
  - Sanitizer type \_\_\_\_\_
  - Concentration \_\_\_\_\_
  - Method of testing \_\_\_\_\_
- Require use of Face Coverings and gloves and/or frequent handwashing for employee interaction with customers, food preparation, and food delivery.
- Customers are instructed that they must wear cloth face coverings while in line and during interaction with staff. This applies to all adults and to children over the age of 2. Businesses may refuse admission to any individual who does not wear a face covering.
- Remove all customer self-service such as condiment bottles, utensils, salt and pepper shakers, and beverages. Beverages and single service packets may be provided to each customer by an employee.
- Pre-roll utensils in napkins prior to use by customers and store in a clean container.
- Provide hand sanitizer to customers at or near the vehicle/cart or other appropriate areas.
- When possible, install hands-free devices such as soap and towel dispensers.
- Provide contactless payment options, pick-up and delivery.
- All payment portals, pens, and styluses are disinfected after each use.
- Food trucks and carts employees must have access to a restroom if they are parked or stationary for more than one hour. A letter of approval from the restroom owner as proof of access to a commercial restroom that is routinely cleaned and disinfected.

#### **D. MEASURES THAT COMMUNICATE TO THE PUBLIC**

- A copy of this protocol is posted at all public entrances to the facility.
- Post a sign at the entrance(s) of the facility informing all employees and customers that they should (i) avoid entering the facility if they are experiencing symptoms of respiratory illness; including fever or cough; (ii) maintain a minimum of six-foot distance from one another; (iii) sneeze and cough into one's elbow; (iv) not shake hands or engage in any unnecessary physical contact.
- Signage at the entry and/or where customers line up notifies customers of options for and advantages preordering and prepayment.
- Online outlets of the establishment (website, social media, etc.) provide clear information about store hours, required use of face coverings, policies regarding preordering, prepayment, pickup and/or delivery and other relevant information.

#### **E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES**

- Measures are instituted to assure access to goods and services for customers who have mobility limitations and/or are at high risk in public spaces.

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EMAIL: CETASKFORCE@LONGBEACH.GOV**

**F. MEASURES TO ENSURE FOOD SAFETY AND ADDITIONAL RESOURCES**

- Review the [City of Long Beach Food Safety Manual](#)
- Centers for Disease Control [Food Safety and Coronavirus Disease 2019](#)

**Any additional measures not included above should be listed on separate pages, which the business should attach to this document.**

**You may contact the following person with any questions or comments about this protocol:**

**Business  
Contact  
Name:**

**Phone number:**

**Date Last  
Revised:**

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PLEASE CALL: (562) 570-2633 OR  
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## Protocols for Pools in Shared Residential Facilities: Appendix K

The requirements below apply to all pools, spas, and hot tubs (collectively "pools") located in shared residential facilities, such as apartment complexes and condominium complexes. In addition to the conditions imposed on pools by the Governor and the Center for Disease Control, shared residential facilities with pools must also be in compliance with the conditions laid out in this Protocols for Pools in Shared Residential Facilities. This protocol must be implemented and posted prior to the opening the pool.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at [www.longbeach.gov/covid19](http://www.longbeach.gov/covid19) regularly for any updates to this document.

This checklist covers:

- (1) Measures to ensure physical distancing
- (2) Measures to ensure infection control
- (3) Communication with employees and the public
- (4) Measures to ensure equitable access to critical services

**All shared residential facilities with a pool, spa, or hot tub must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.**

<b>Facility Address:</b>	
--------------------------	--

### A. MEASURES TO ENSURE PHYSICAL DISTANCING AND HYGIENE

- Six feet separation is required, and no more than one swimmer per lane where lanes exist.
- No large groups or pool parties allowed. Members of from the same household may remain together.
- Implement scheduled time slots for use on the busiest days to control the flow of users.
- Close the spa or limit use to 1 person or household at a time (post signage).
- Lounge chairs and/or tables should be properly distanced of a minimum of 6ft from each other. If they cannot be distanced, they should be secured and stored.
- Remind residents to wear a cloth face covering when traveling through common areas of the property where it may not be possible to maintain physical distancing, including to and from the pool and shared restrooms.
- Provide, or ask that residents bring hand sanitizer.
- Frequently check shared restrooms to ensure they are stocked with hand soap and paper towels.

### B. MEASURES TO ENSURE DISINFECTION

- Create a written disinfection plan that identifies frequently touched surfaces, which must include a schedule and designated person to complete disinfection tasks.
- Use an EPA approved disinfectant on commonly touched surfaces, including but not limited to:
  - Pool Area - gate, latch, tables, chairs, drinking fountain, pool handrails, and countertops
  - Shared Restroom - door handles, light switches, faucets, latches, and dispensers

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EMAIL: CETASKFORCE@LONGBEACH.GOV**

**C. MEASURES THAT COMMUNICATE TO THE PUBLIC**

- A copy of this protocol is posted at all public entrances.
- Post signage reminding residents to wash their hands frequently with soap and water, cover coughs and sneezes.
- Posting a sign at the entrance of the facility informing all that they should: (1) avoid entering the facility if they are experiencing symptoms of respiratory illness, including cough or fever; (2) to maintain a minimum six-foot distance from one another; (3) sneeze and cough into one's elbow; (4) not shake hands or engage in any unnecessary physical contact.

**Any additional measures not included above should be listed on separate pages, which the business should attach to this document.**

**You may contact the following person with any questions or comments about this protocol:**

**Business Contact Name:**

**Phone number:**

---

**Date Last Revised:**

---

**TO REPORT A VIOLATION  
PLEASE CALL: (562) 570-2633 OR  
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## Grocery Facility Protocols: Appendix L

This protocol is to be completed by grocery facilities, which include, grocery stores, convenience stores and other establishments engaged in the retail sale of canned food, dry goods, fresh fruit and vegetables, fresh meats, fish, and poultry. The requirements below apply to all grocery facilities. In addition to the conditions imposed on grocery facilities by the Governor, the grocery facility must also be in compliance with these Grocery Facility Protocols. This protocol must be implemented and posted at the facility.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at [www.longbeach.gov/covid19](http://www.longbeach.gov/covid19) regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

**All businesses must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.**

**Business Name:** \_\_\_\_\_

**Facility Address:** \_\_\_\_\_

**A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH  
(CHECK ALL THAT APPLY TO THE FACILITY):**

- All employees have been informed not to come to work if sick and to follow Long Beach Health Officer guidance for self-isolation, when applicable.
- Symptom checks are conducted before employees may enter the workspace. Checks must include a verbal check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing.
- All employees who have contact with the public or other employees during their shift(s) are offered, at no cost, a cloth face covering. The covering is to be worn by the employee at all times during the work day, when in contact or likely to come into contact with others. Employees do not need to wear a cloth face covering when the employee is alone in a private office or a walled cubicle. Additional face coverings must be provided as needed.
- Employees are instructed to wash their face coverings daily.
- All workstations are separated by at least six feet.

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- Distribution areas (for curbside pickup), break rooms, restrooms and other common areas are disinfected frequently, on the following schedule:
  - Distribution area \_\_\_\_\_
  - Break rooms \_\_\_\_\_
  - Restrooms \_\_\_\_\_
  - Other \_\_\_\_\_
- Breaks are staggered to ensure that six (6) feet between employees can be maintained in designated break rooms/ break areas at all times.
- Employees are prohibited from eating or drinking anywhere inside the workplace other than designated break rooms/ break areas.
- Disinfectant and related supplies are available to employees at the following location(s):
  - Type of sanitizer used \_\_\_\_\_
  - Concentration \_\_\_\_\_
  - Method of testing \_\_\_\_\_
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):
- Employees are required and permitted adequate time to wash or sanitize their hands every 30 minutes or as needed if gloves are provided, or when changing job tasks to avoid any potential cross-contamination.
- A copy of this protocol has been distributed and training has been provided to each employee.
- All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.

**B. MEASURES TO ENSURE PHYSICAL DISTANCING**

- A staff person, wearing a cloth face cover is posted near the door, but at least 6 feet from the nearest customers, to direct customers to line up six feet apart.
- Provide adequate security or staffing to implement any necessary crowd control and Physical Distancing Protocols.
- Tape or other markings identify both a starting place for customers and 6-foot intervals for subsequent customers who are joining the line.
- Employees have been instructed to maintain at least a six (6) feet distance from customers and from each other. Employees may momentarily come closer when necessary to accept payment, deliver food, or as otherwise necessary.
- Employee workstations are separated by at least 6 feet and the common areas are configured to limit employee gatherings to ensure physical distancing of at least 6 feet.
- Grocery stores that have an existing dining area may open their dining area as long as physical distance of (6) six or more feet can be met between tables.
- All tables are spaced at least six feet apart, or if un-movable, a barrier or partition that extends above the heads of the customers while seated has been added to separate the tables

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- Promote delivery and curbside pickup.
- Prioritize outdoor seating when customers are dining onsite.
- Members of the same household may dine together.
- Do not seat customers within 6 feet from employee work stations, food and drink preparation, and storage areas.
- Provide physical barriers and partitions at bars, host stands, registers, and other areas where physical distance of six feet is difficult

### **C. MEASURES TO ENSURE INFECTION CONTROL**

- The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased.
- Contactless payment systems are in place or, if not feasible, payment systems are sanitized regularly. Describe: \_\_\_\_\_
- Common areas and frequently touched objects in the customer pickup and payment (e.g., tables, doorknobs or handles, credit card readers) are disinfected on an hourly basis during business hours using EPA approved disinfectants.
- Closely follow manufacturer's instructions when sanitizing food contact surfaces.
  - Sanitizer type \_\_\_\_\_
  - Concentration \_\_\_\_\_
  - Method of testing \_\_\_\_\_
- Require use of Face Coverings and gloves and/or frequent handwashing for employee interaction with customers, food preparation, and food delivery.
- Clean and disinfect dining tables, chairs, booths, and/or other surfaces in between customer use.
- Sanitize shopping cart and basket handles- either by making wipes easily accessible to customers or by having employees sanitize between each customer use.
- Ensure sufficient staffing to properly clean the facilities and shopping carts between use.
- Customers are instructed that they must wear cloth face coverings during the time in the facility unless seated for dining. This applies to all adults and to children over the age of 2. Businesses may refuse admission to any individual who does not wear a face covering.
- Discontinue all self-service of unpackaged food (e.g. salad bar, soup bar, bulk bins of food)
- Discontinue all self-service items (e.g. condiment bottles, utensils, salt and pepper shakers) Single service packets may be provided by an employee.
- Self-service machines, such as soda machines or yogurt machines, are dispensed by a food employee and cleaned and sanitized frequently.
- Pre-roll utensils in napkins prior to use by customers and store in a clean container.
- Multiuse customer utensils and wares should be handled with gloves and washed with dish soap and hot water (100°F min.) rinsed, then sanitized or in a well-stocked and well-maintained mechanical dishwasher. Employees should wash their hands after removing their gloves or after directly handling soiled wares.
- Provide hand sanitizer to customers at or near the entrance of the facility and at dining tables and other appropriate areas.
- When possible, install hands-free devices such as soap and towel dispensers.

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- Provide contactless payment options, pick-up and delivery.
- All payment portals, pens, and styluses are disinfected after each use.
- Customer restroom is disinfected regularly.
- Close bar areas.

**D. MEASURES THAT COMMUNICATE TO THE PUBLIC**

- A copy of this protocol is posted at all public entrances to the facility.
- Post a sign at the entrance(s) of the facility informing all employees and customers that they should (i) avoid entering the facility if they are experiencing symptoms of respiratory illness; including fever or cough; (ii) maintain a minimum of six-foot distance from one another; (iii) sneeze and cough into one's elbow; (iv) not shake hands or engage in any unnecessary physical contact.
- Signage at the entry and/or where customers line up notifies customers of options for and advantages preordering and prepayment.
- Online outlets of the establishment (website, social media, etc.) provide clear information about store hours, required use of face coverings, policies regarding preordering, prepayment, pickup and/or delivery and other relevant information.

**E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES**

- Measures are instituted to assure access to goods and services for customers who have mobility limitations and/or are at high risk in public spaces.
- Develop protocols to establish operating hours to better serve vulnerable populations and ensure adequate time to re-stock stores.

**F. MEASURES TO ENSURE FOOD SAFETY AND ADDITIONAL RESOURCES**

- Review the [City of Long Beach Food Safety Manual](#)
- California Department of Public Health and Cal/OSHA [Dine-In Guidance](#)
- Centers for Disease Control [Food Safety and Coronavirus Disease 2019](#)

**Any additional measures not included above should be listed on separate pages, which the business should attach to this document.**

**You may contact the following person with any questions or comments about this protocol:**

**Business Contact  
Name:**

**Phone number:**

**Date Last  
Revised:**

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