



## Business Checklist – Mitigation Measures

### 1. Minimizing In-Person Interactions:

Evidence has shown that creating physical distancing decreases the spread of COVID-19. As a mitigation measure, please certify your company has taken the following steps:

- Encourages employees to work remotely to promote social distancing in the workplace, when feasible.
- Re-engineered/restructured operations to provide for six feet distancing.
- Where work cannot be done remotely, physical contact is limited by six feet between employees at/within the work site.
- When feasible, products and services are offered online.
- When products or services cannot be offered online, physical contact is limited between employees and customers
- The number of people allowed in the business at a given time has been limited

### 2. Daily Monitoring of Employee Health Requirements:

We understand that business want to provide a safe environment for staff and patrons. For ease of use, the County of Sonoma has developed an application called SoCo COVID-19 that employees and employers can utilize to check symptoms and verify that employees are in good health and eligible to report to work. As a mitigation measure, please certify that your company has taken the following steps:

- Employees temperature is verified to be below 100.00 degrees Fahrenheit
- Appropriate face coverings are used by all employees and staff, and is verified upon entry to the workplace.
- Employees are required to conduct self-assessments using the SoCoCOVID-19 application or approved alternative method.
- Implementation of personal protective equipment such as gloves, masks and other protective measures deemed appropriate for the nature of the business operations.

### 3. Health and Safety Guidelines:

As a mitigation measure, please certify that your company has taken the following steps:

- Communicates and educates employees and management to carry out COVID-19 mitigation plans and protocols.
- Makes available to all employees hand sanitizer and other sanitation products for the frequent cleaning of employee and customer work spaces.
- Wipes down doors, handles, and surfaces on a very frequent basis and between customers.
- Provides training to employees on COVID-19 mitigation measures for customer-facing activities (e.g., cleaning and sanitizing standards, etc.).



On March 18, 2020, The Sonoma County Health Officer issued a Shelter-in-Place Order to aggressively mitigate the spread of the COVID-19 virus. After six weeks of concerted efforts and decisive action by people across Sonoma County we appear to be flattening the curve against COVID-19.

The County is committed to supporting the business community in a phased approach to reopening that focuses on an individual business’s ability to assess and mitigate the risk of the spread of COVID-19 rather than industry-wide approaches to reopening. The risk of the spread of the COVID-19 virus is based on the extent to which there is person-to-person contact that results in the transmission of the virus. A business must make an individual assessment and mitigate accordingly.

The mitigation measures required by the Sonoma County Health Officer intend to reduce the risks of transmission by assessing three key person-to-person risk factors in a business’s operations and determining whether those risks that are determined to be medium or high and can be reduced by implementing the key mitigation measures.

<b>Person-to-Person Transmission Risks Factors</b>		
<b>Risk Factors</b>	<b>Risk Factor Definition</b>	<b>Risk Scoring</b>
1. Proximity/closeness of Contacts	Whether person-to-person contacts range from close to distant	Low, medium, high
2. Duration of Contacts	Whether person-to-person contacts range from brief to long	Low, medium, high
3. Number of Contacts	Whether person-to-person contacts involve a few number of people to lots of people	Low, medium, high

There are three broad categories of key mitigation measures that are required by the Sonoma County Health Officer:

1. Minimizing Person-to-Person Interactions;
2. Daily Monitoring of Employee Health; and
3. Health and Safety Guidelines

All businesses in Sonoma County will be required to implement these mitigation measures to the extent that their business operations have medium and high risk of person-to-person transmission based on the factors above.



## Mitigation Measures

### 1. Minimizing In-Person Interactions:

As a mitigation measure, you must be able to implement the following:

- a. Where work can be done remotely, implement remote work options for employees.
- b. Re-engineer/restructure your operations to provide for six-foot distancing (i.e., implementing physical barriers or business traffic flow, etc. to support management of customer/employee traffic).
- c. Where work cannot be done remotely, you must limit physical contact (six-foot distancing) between your employees within the work site.
- d. Sell your service or product online or via physical distancing.
- e. Where your service or product cannot be sold virtually, limit physical contact (six-foot distancing) between employees and customers.
- f. Limit the number of people physically entering your business during operating hours.

### 2. Daily Monitoring of Employee Health Requirements:

As a mitigation measure, you must be able to implement the following:

- a. Each day at the start of shifts, verify the employee's temperature is below 100.00 Fahrenheit before entry into workplace.
- b. Each day upon entry into your workplace, verify that an employee is wearing an appropriate face covering.
- c. Each day require employees to conduct self-assessments for COVID-19 symptoms using the Sonoma County SoCoCOVID-19 Check.
- d. Implement the use of personal protective equipment such as gloves, masks and other protective measures deemed appropriate for the nature of the business operations.

### 3. Health and Safety Guidelines:

As a mitigation measure, you must be able to implement the following:

- a. Communicate and educate employees and management to carry out COVID-19 mitigation plans and protocols.
- b. Make available to all employees hand sanitizer and other sanitation products for the frequent cleaning of employee and customer work spaces.
- c. Wipe down doors, handles, and surfaces on a very frequent basis and between customers.
- d. Provide training to employees on COVID-19 mitigation measures for customer-facing activities (e.g., cleaning and sanitizing standards, etc.).