

Social Distancing and Sanitation

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Definition

Social distancing is a public health safety intervention used to reduce the likelihood of transmitting communicable disease. Social distancing involves minimizing exposure to infected individuals by avoiding large public gathering venues, adhering to spacing requirements in the workplace, and following proper personal hygiene practices.

Signage

- Signage at both CDA facilities will be posted at common entrances and throughout the office to inform all employees and clients that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; wear facial coverings at all times, and not shake hands or engage in any unnecessary physical contact.
- Signage with a copy of this COVID-19 Safety Protocol will be posted at each public entrance to a CDA facility.

Measures to Protect Employee Health

- Employees who can carry out their work duties from home have been directed to do so.
- All employees have been told not to come to work if sick.
- All employees have been provided with temperature and/or symptom screenings at the beginning of their shift. All employees have been provided with symptom screenings and temperature checks at the beginning of their shift. Both screeners and employees wear face coverings during each screening.
- All employees who have contact with the public or other employees during their shift(s) are provided a face covering. Facial coverings are to be worn by the employee at all times during their shift when in contact or likely to come into contact with others. A facial covering is not required to be worn when the employee is alone at their work station.
- Employees are provided with and use additional protective equipment other than facial coverings when cleaning and disinfecting areas within the facility.
- Face coverings are required when employees are in the vicinity of others. Face coverings are not shared at this facility.
- Types of protective equipment provided to employees at this facility include:
 - Facial coverings/Face shield
 - Gloves
 - Smocks
- Employees are directed to ensure hand hygiene practices including hand wash frequency, use of hand sanitizer and proper glove use are adhered to.
- Employees are reminded to cover coughs and sneezes with a tissue. Used tissue should be thrown in the trash and hands washed immediately with soap and warm water for at least 20 seconds.
- Employees are prohibited from eating or drinking anywhere inside the facility other than designated break areas and their work station.
- Cubicles have been retro-fitted to increase height between physical barriers between low cubicles.
- Breaks are staggered, in compliance with wage and hour regulations, to ensure that six (6) feet between employees can be maintained in break areas at all times.
- All work stations are separated by at least six feet from other employees.
- Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:
 - Break rooms: Monday through Friday, regularly
 - Bathroom: Monday through Friday, regularly
 - Public Meeting Rooms: Before and after each use
 - Other: Common areas, Furniture, Counters, Equipment and Elevators, hourly
- Disinfectant and related supplies are available to all employees at all entrances to the facility, kitchens, break rooms and common walking areas within the facility.

- Hand sanitizer effective against COVID-19, is available all employees at all entrances to the facility, kitchens, break rooms and common walking areas within the facility.
- Soap and water are available to all employees at all sink locations including the kitchen, kitchenette and restroom in the facility.
- Copies of this Protocol will be distributed to all employees.

Measures to Keep Prevent Crowds from Gathering

- CDA may conduct symptom checks for all guests before entering this facility.
- Guests are instructed to enter through doors that are propped open.
- Lobby areas are limited to 3 guests at any one time.
- Floor decals have been placed at least six feet apart in lobby areas with signs directing guests to use the markings to maintain distance.
- Mobile physical barriers have been placed in consult areas to reduce person-to-person transmission.
- Hand sanitizer is available for guests entering the facility.
- Guests are instructed to wear face coverings upon entry to the facility, when walking anywhere in the facility, and when using the restrooms. This applies to all adults and to children over the age of 2. Only individuals with chronic respiratory conditions or other medical conditions that make the use of a face covering hazardous are exempted from this requirement.
- Guests who refuse to wear a face covering may be refused service and asked to leave.
- Guests are instructed to not arrive to the facility with children and to limit accompanying guests to 1 person.
- Guests who may not be able to be seen right away will be provided with a call back pager so they may wait in their car, outside, or designated area.
- Guest seating areas are cleaned and sanitized after each use.
- A copy of this protocol is posted at all public entrances to the facility.
- A sign notifying guests to use hand sanitizer and to wear a face covering is posted at all entrances.
- Signage is posted and located within the facility that reminds guests to maintain physical distancing of six feet, wash hands or use sanitizer upon entry into the facility, and to stay home if they are ill or have symptoms consistent with COVID-19.

Measures to Keep People at Least Six Feet Apart

- All employees have been instructed to maintain at least six feet distance from customers and from each other.
- All lobby seating for guests are separated by at least six feet.

Measures to Increase Sanitization

- Business hours and/ or other procedures have been modified to provide adequate time for regular, thorough cleaning.
- Employees are provided adequate time to implement cleaning practices before and after shifts.
- Gloves will be made available for staff who will be in the office taking the mail, picking up items from the drop box, accepting deliveries, going out to make purchases, or in any way dealing with the public.
- All employees have been instructed to disinfect all high-contact surfaces frequently.
- All shared equipment, such as copy machines and touchable surfaces are cleaned and sanitized between each use.
- Sanitation baskets will be used to collect items that require cleaning and sanitation.

Training

All employees have been trained on the following topics:

- Information from the Centers for Disease Control and Prevention (CDC) on COVID-19, how to prevent it from spreading.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- The importance of frequent handwashing with soap and water.
- The importance of physical distancing, both at work and off work time.
- Proper use of face coverings and their importance.