



MARIN  
RECOVERS

Purpose of this Document  
COVID-19 Site-Specific Protection  
Plan Guidance & Template for  
Developing Your Own Plan  
(Appendix A)

The purpose of this document is to provide each business with clear guidance for reopening in a manner that provides a safe, clean environment for employees and customers.

This COVID-19 Site-Specific Protection Plan (Revised Appendix A) applies to all businesses but gives a two week grace period to businesses already allowed to be operating under prior orders. Please note that Essential and Outdoor Businesses, which were permitted to operate prior to May 18, 2020, and are currently following the Public Health Order's prior Appendix A "Social Distancing Protocol" may continue to conduct business consistent with that protocol until June 1, 2020. However, effective June 1, 2020, Essential and Outdoor Businesses shall comply with the updated Appendix A "COVID-19 Site-Specific Protection Plan Guidance & Template for Developing Your Own Plan."

### Description of a COVID-19 Site-Specific Protection Plan (SPP)

The Site-Specific Protection Plan (SPP) template below combines state-level guidance published in the California State [Resilience Roadmap](#) and [local Marin County public health policies](#).

The State of California requires all businesses to:

1. Perform a detailed risk assessment and implement a site-specific protection plan (SPP)
2. Train employees on how to limit the spread of COVID-19, including how to [screen themselves for symptoms](#) and stay home if they have them
3. Implement individual control measures and screenings
4. Implement disinfecting protocols
5. Implement physical distancing guidelines

As the COVID-19 public health crisis continues to evolve and new Public Health Orders are issued both at the State and local levels, amendments to individual businesses' SPPs may be needed in order to incorporate new requirements. The Marin Recovers website will post and disseminate updated information and tools for you to use in developing any needed amendments.



## Guidance for Developing Your Businesses' COVID-19 Site-Specific Protection Plan (spp)

1. Perform a risk assessment of your business practices and use the Approved Business-Specific Protocols found at [MarinRecovers.org](https://MarinRecovers.org)<sup>1</sup> as a guide for conducting your assessment.
2. Use the template below to create your own SPP by filling in the required details, based on your individual business model, to ensure your business can protect the safety of employees and customers. Use the Approved Business-Specific Protocols published on the [Marin Recovers Website](#) in developing your SPP. These protocols were developed for your specific business type (i.e., retail, restaurant, etc.) and have been (or will be once they are posted) approved for use by the County of Marin's Public Health Officer.
3. Finalize your SPP and physically post it at your place of business at a visible location near the entrance where staff and customers can easily review it without touching the document.
4. Signage also needs to be posted at each public entrance of each worksite to inform all employees and customers that they should:
  - Avoid entering or using the facility if you have COVID-19 symptoms;
  - Maintain a minimum six-foot distance from one another;
  - Sneeze and cough into a cloth or tissue or, if not available, into one's elbow; ● Wear face coverings, as appropriate; and
  - Do not shake hands or engage in any unnecessary physical contact.

Sign templates can be downloaded for use from the [Marin Recovers website](#).

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## Tools for Developing Your Site-Specific Protection Plan

### 1. COVID-19 Site-Specific Protection Plan (SPP) Template

Marin Recovers is providing a template that can be used by any business in Marin to create their own Site-Specific Protection Plan (SPP). It contains all of the standard content already written for you to re-open your business and prompts you to "fill in the blank" where unique information is required in order to complete your SPP. The template has been authorized by the County's Public Health Officer, so you can be confident you are safely reopening your business if you use this template.

### 2. Business Specific Best Practices

Industry-specific Marin Recovers working groups comprised of Marin business owners have also helped to develop specific best practices for each type of business/industry which can be [found on the Marin Recovers website](#). These best practices are based on State and industry guidelines and have been approved by the county's Public Health Officer. There is a section in the Template document that instructs you to cut/paste these best practices by business type (i.e., retail, restaurant, etc.) right into your SPP.

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Business Name:

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<sup>1</sup> Each of the Industry specific Marin Recovers group is developing this specific guidance in real time. If they are not yet posted, please subscribe and you will be notified as soon as new content is posted.



## University of Redlands, Marin Campus

Facility Address:

Baird Hall, 30 Waverly Rd., San Anselmo, Ca, 94960

This COVID-19 Site-Specific Protection Plan (SPP) was most recently updated on:  
4/27/2021

The person(s) responsible for implementation of this Plan is:

Name:

Title:

Heidi Mejia Operations Manager, Event Services <sup>1</sup>, Heidi Mejia certify that all employees have been provided a copy of it and have reviewed it and received training as required in this SPP.

Name:  
Heidi Mejia

Signature:

*Claire Heidi Mejia*

## Individual Control Measures and Screenings

Employees whose work duties can be conducted remotely are doing so and will continue to do so until the Shelter in Place Order is lifted, with particular consideration for employees above the age of 65 and others at increased risk for more severe disease if infected.

All employees have been provided with temperature and/or symptom screenings at the beginning of their shift and all other employees entering the worksite at all times. The individual conducting the temperature/symptom screening will avoid close contact with employees to the extent possible. Both screeners and employees wear face coverings during each screening. Screening follows [CDC Guidelines](#).

Employees are provided with all required protective equipment (i.e., face coverings) and the employer ensures this equipment is worn properly at all times.

Employees are provided with and use protective equipment when offloading and storing delivered goods. Employees inspect deliveries and perform disinfection measures prior to storing goods in warehouses and facilities. Face coverings are required when employees are in the vicinity of others. Face coverings are not shared at this worksite.

Employees take reasonable measures to communicate with the public that they should use face coverings.

Employees who are sick or exhibiting symptoms of COVID-19 are directed to stay home and Centers for Disease Control guidelines will be followed for when that employee can return to work.

Types of protective equipment provided to employees at this worksite location include:

**Disposable masks, gloves, sanitizers and cleaning materials**



Additional control measures you are implementing at this worksite include:

We have implemented a detailed cleaning process for each unit, which is implemented after each stay. Please see attached cleaning checklist.

Laundry. All bed linen and laundry are washed at a high temperature and in accordance with CDC guidelines.

#### Room Recovery Protocol.

In the event of presumptive case of COVID-19 the Airbnb unit will be removed from service and quarantined. The unit will not be returned to service until case has been confirmed or cleared. In the event of a positive case, the room will only be returned to service after undergoing an enhanced sanitization protocol by a licensed third-party expert.

Disposable collateral will be discarded after each guest stay in Airbnb units.

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## Cleaning and Disinfecting Protocols

Thorough cleaning in high traffic areas is performed regularly. Commonly used surfaces are frequently disinfected.

All shared equipment and touchable surfaces are cleaned and sanitized between each use.

Customer entrances and exits, and points of sale are equipped with proper sanitation products, including hand sanitizer and/or sanitizing wipes

Hand washing facilities will be made available and will stay operational and stocked at all times and additional soap, paper towels, and hand sanitizer are supplied when needed. Hand sanitizer will be provided where businesses do not have indoor plumbing.

Sanitizing supplies are provided to promote employees' personal hygiene. This may include tissues, no-touch trash cans, hand soap, adequate time for hand-washing, alcohol based hand sanitizers, disinfectants, and disposable towels. Cleaning products are used that meet the Environmental Protection Agency (EPA)'s-approved for use against COVID-19ist.

Business hours and/ or other procedures have been modified to provide adequate time for regular, thorough cleaning, product stocking, or other measures. Employees are provided adequate time to implement cleaning practices before and after shifts. Hands-free devices have been installed, if possible, including motion sensor lights, contact-less payment systems, automatic soap and paper towel dispensers, and timecard systems.



## Schedule for disinfecting high traffic areas and commonly used surfaces.

Fill in the fields below with the schedule for how often each area is disinfected.

Mark N/A for all that do not apply to your specific worksite and add any that are missing to "Other"

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Break rooms:

N/A

Scanners:

N/A

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Bathrooms:

Disinfected with anti-bacterial and anti-viral cleaners

Telephones:

N/A

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Handrails/door handles/counters/shelving:

Disinfected with anti-bacterial & anti-viral cleaners

Time clocks:

NA

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Shopping carts/baskets:

N/A

Handwashing facilities:

Bathrooms. Disinfected with anti-bacterial and anti-viral cleaners

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Hand/held devices (payment portals, including ATM PIN pads, stylus):

N/A

Custom equipment and tools (i.e., pallet jacks, ladders, supply carts):

N/A

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Registers:

Conveyor belts: N/A

N/A

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Others:

Description of specific operational procedures being implemented to ensure there is adequate time for cleaning/disinfecting:

Please see Exhibit B, below



Additional measures that have been taken at this business location:

Covid-19 cleaning checklist in keeping with CDC recommendations. Signed off by housekeeping supervisor for each cleaning

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## Physical Distancing Guidelines

Employee breaks and break rooms are managed to allow employees to eat on premises in designated areas where they can remain 6 feet apart.

Customers are not permitted to bring their own bags, mugs, or other reusable items from home.

Tape or other markings have been placed at least six feet apart in customer line areas on sidewalks or other walkways near public entrances with signs directing customers to use the markings to maintain distance. All desks or individual workstations are separated by at least six feet or employees otherwise maintain six feet if workspace is limited.

The following per-person limits have been placed on goods that are selling out quickly to reduce crowds and lines.

If not applicable mark as "N/A"

Tape or markings for lines are not applicable for lodging.

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Description of the layout of your worksite and how we accomplish physical distancing measures: This unit is rented to family cohorts only

## Business/industry (i.e., retail, restaurant) Best Practices

Go to [Marin Recovers](#) website and find the list of specific best practices for your type of business and copy/paste them into the section .

If you've implemented additional measures specific to your business type, include them here as well.

Best Practices for:

Cleaning and Janitorial Services shall follow all applicable state and federal guidelines, including the COVID-19 Industry Guidance: Limited Services and the safer cleaning methods set forth by the California Department of Public Health and all applicable recommendations for sanitizing, ventilating, cleaning and disinfecting spaces set forth by the Centers for Disease Control and Prevention;



Cleaning and Janitorial Services shall complete a COVID-19 Site-Specific Protection Plan ( 11 SPP " ) and shall have a copy of the same with them whenever performing services.

Cleaning and Janitorial Services shall show their SPP to any client upon request;

For residential properties, residents will not be present in the home during cleaning; and For commercial properties, no tenant or member of the public will be present in the immediate office or space during cleaning.

Lodging operators should allow housekeepers extra time to clean rooms to account for required precautions and to allow them to conduct more thorough cleaning and disinfection of rooms between guests.

If possible, avoid early arrivals or late departures to minimize the possibility of disrupting the enhanced cleaning process between guest stays.

Housekeepers and others who must enter guest rooms should be provided with and required to wear face coverings. Housekeeping must only service rooms when guests are not present. Housekeepers should be instructed to minimize contact with guests ' personal belongings when cleaning. Housekeepers should be instructed to have ventilation systems operating and/or open windows whenever possible to increase air circulation.

To reduce the risk of asthma related to disinfecting, Lodging operators should aim to select disinfectant products on the N list with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid). Avoid products that mix these ingredients with peroxyacetic acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma. Follow the asthma-safer cleaning methods recommended by the California Department of Public Health. Vacuum cleaners must be equipped with HEPA filters. Avoid sweeping floors with a broom; if possible, use a vacuum cleaner instead.

Kitchen items, including pots, pans, and utensils, must be cleaned between each guest stay. All dishes must be washed, including the ones in the cabinet and others that may have been left in different rooms. Provide adequate dish soap and new, unused sponges for each guest upon arrival. Consider replacing utensils with one-time use dinnerware, if feasible.

Properly clean all appliances and kitchen areas, including refrigerator shelving, the oven stovetop, coffee-makers, toasters, pantry shelves, and other areas.

Dirty linens should be removed and transported from guest rooms in single-use, sealed bags. Removal and cleaning of all towels and linens at the conclusion of each guest stay should include all items, regardless of whether they appear to have been used or not. These items should be bagged in the guest room to eliminate excess contact while being transported. All bed linen and laundry should be washed at a high temperature and cleaned in accordance with CDC guidelines.



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## Notification of COVID-19 Positive Case at your Worksite

County of Marin Public Health is notified of all positive COVID-19 cases.

If an employee is diagnosed with COVID-19, Marin County Public Health will provide assistance in the assessment of potential worksite exposures, and any recommended testing, quarantine, or isolation instructions.

Other worksite training measures taken:

Employers and employees are aware that they can call Marin Public Health if a suspected exposure has occurred at 415-473-7191.

## Training

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, and which underlying health conditions may make individuals more susceptible to contracting the virus. 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 seeking medical attention if an employees' symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.

The vulnerability of older adults and people with chronic medical conditions, and the need to practice particular caution to protect these groups.

The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).\ Manufacturer's directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products. The importance of physical distancing, both at work and off work time (see Physical Distancing section above).

Proper use of face coverings, including: Face coverings do not protect the wearer and are not personal protective equipment (PPE).

Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.

The importance of washing and/or sanitizing hands before and after using or adjusting face coverings.

Avoid touching eyes, nose, and mouth.

Face coverings to be washed after each shift.

Using AirBnB cleaning checklist created per CDC guidelines as well as Marin Recovers best practices, above. Please see Exhibit B, below:

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## Compliance and Documentation

This worksite is regularly inspected for compliance with this Site-Specific Protection Plan (SPP) and any deficiencies are documented and corrected.





All new business operations will continue to be accessible to consumers and employees with disabilities, complying with the Americans with Disabilities Act, Title III which covers private business entities.

## Exhibit A - Physical Distancing for Operating Indoors<sup>2</sup>

02/24/2021

Effective date this business is permitted to operate indoors:

The number of individuals allowed indoors at any one time is limited to based on square footage which allows customers and employees to easily maintain at least six-foot distance from one another at all practicable times.

An employee will be assigned during all operating hours to ensure that the maximum number of customers indoors is not exceeded.

### Exhibit B:

Rental unit owners and operators must only rent unoccupied units and cannot rent rooms or spaces within an occupied residence until otherwise notified. A residence or unit that is rented while the operator is not physically present, or has a separate exterior entrance and exit that does not require the use of shared facilities, and is otherwise unoccupied, should be considered an unoccupied unit. It can be very difficult to maintain proper cleaning and disinfecting protocols when residents, tenants, and guests from different households share common items like kitchen appliances, laundry facilities, etc. Shared, temporary housing also presents challenges with physical distancing to prevent the spread of COVID-19. Rental unit owners and operators should offer self or remote check-in and checkout, where possible. Consider installing a key lockbox or smart lock with a keypad, and provide renters the appropriate self check-in instructions. No parties or events will be allowed. Guests staying in short term rental must be a household unit. Property use is limited to the maximum occupancy per the unit. No outside visitors allowed. Remove all leftover recycling, garbage, and trash from the rental unit. Line all the garbage cans, which will make it easier to dispose of tissues and other waste. Empty any food items the previous guest may have left in the refrigerator, freezer, and pantry. All linens must be removed and laundered between each guest stay, including items that appear to not have been used. When cleaning bedding, towels, or other laundered items in rental units, wear disposable gloves when handling dirty laundry and discard them after each use. Wash hands with soap or use hand sanitizer immediately after gloves are removed. Do not store extra linens or in the rental unit. Provide such items only on request. Do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air. Launder items as appropriate in accordance with the manufacturer's instructions. Launder items using the warmest appropriate water setting for the items and dry items completely. Clean and disinfect laundry hampers according to guidance above for surfaces. If possible, consider placing a bag liner that is either disposable and thrown away after each use or can be laundered after each use. Clean all soft surfaces based on the manufacturer's instructions. This could include items like carpet, bedding, curtains, and upholstery. Remove visible dirt and grime and then clean with the appropriate cleaner for the material. If possible, machine-wash items according to the manufacturer's directions. Equip the rental unit with additional hand soap, paper towels, toilet paper, disinfecting spray or wipes, and hand sanitizer. If using an external or professional cleaning company, communicate expectations and plans for cleaning and disinfection standards, and get periodic confirmation that they are being followed by the contracted company. Communicate with guests on the cleaning and safety measures implemented, both pre-stay and during stay, via the listing content and property information booklet. Ensure guests understand all check-in and checkout protocols and any updated building or amenity policies (e.g. changes to services in apartment buildings). To limit exposure, defer nonessential maintenance while the rental unit is occupied and handle only emergency

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<sup>2</sup> Not all businesses are permitted to operate indoors yet. The State and County Public Health Orders provide specific direction as to when and what type of businesses are permitted to operate indoors. Please incorporate Exhibit A into your Worksites Specific Plan when your business type is permitted to do so.



or urgent issues. Ensure that any HVAC/air filters have been replaced per the manufacturer's directions. Consider whether more regular replacement of the filters is necessary. Use high filtration efficiency filters. Do not touch the surface of used air filters and remove and dispose of them with minimal disturbance using disposable gloves. Consider instituting a 24-72 hour waiting period after a guest checks out before cleaning the rental units.