

**Worksite Specific COVID-19 Prevention Plan
County of Ventura, State of California**

Business Name: _____

Business Sector: **Pet Grooming**

Person Responsible for Implementing Plan: _____

COVID-19 General Checklist Items for Employers (Release May 12, 2020)	Procedure (write a short statement on how you will address the checklist item)	Frequency (hourly, dailiy, etc...)	Resources Needed (gloves, signage, barriers etc...)
1. Worksite Plan			
1	The person(s) responsible for implementing the plan.		
2	A risk assessment and the measures that will be taken to prevent spread of the virus.		
3	Training and communication with employees and employee representatives on the plan.		
4	A process to check for compliance and to document and correct deficiencies.		
5	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.		
2. Employee Training			
1	Information on COVID-19, preventing spread, and who is especially vulnerable.		
2	Self-screening at home, including temperature and/or symptom checks using CDC guidelines.		
3	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.		
4	When to seek medical attention.		
5	The importance of hand washing.		

6	The importance of physical distancing, both at work and off work time.			
7	Proper use of face coverings.			
8	Information on leave and workers' compensation benefits.			
9	For HVAC workers, the hazards of working near HVAC exhaust air, which could contain COVID-19 if infected persons are in the building.			
10	For janitorial workers and plumbers the hazards associated with working on sewage or plumbing, and performing janitorial services, since COVID-19 has been found in feces of infected persons.			
3. Individual Control Measures & Screening				
1	Symptom screenings and/or temperature checks.			
2	Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.			
3	Consider providing gloves as a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.			
4	Strongly recommend cloth face covers.			
5	Require face covers when providing haircutting and other close contact hair services.			
6	For tradespeople working near plumbing vents and rooftop HVAC exhaust or other types of exhaust fans: Provide a face shield and a NIOSH-approved particulate respirator. If respirators are not available, provide an ASTM-rated surgical mask.			
7	Provide mechanical tradespeople with a face shield and an impermeable face cover and ensure they use them. Provide a NIOSH-approved particulate respirator, if they may be exposed to aerosolized sewage droplets, if available.			
8	Post signage to remind the public to wear face coverings and practice physical distancing.			

4. Cleaning and Disinfecting Protocols				
1	Perform thorough cleaning in high traffic areas.			
2	Frequently disinfect commonly used surfaces.			
3	Regularly clean and sanitize shared equipment when transferred to a new customer or employee.			
4	Provide time for workers to implement cleaning practices during their shift.			
5	Ensure that sanitary facilities stay operational and stocked at all times.			
6	Post signs in workplace and common areas emphasizing basic infection prevention measures, including posting hand-washing signs in restrooms.			
7	Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.			
8	Discontinue use of shared food and beverage equipment in employee breakrooms.			
9	Consider upgrades to improve air filtration and ventilation.			
5. Physical Distancing Guidelines				
1	Implement measures to ensure physical distancing by at least six feet between and among workers and customers, using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).			
2	Use Plexiglas or other barriers where physical distancing cannot be maintained.			
3	Use an appointment system, stagger appointments, and reduce walk-ins.			
4	Clearly mark areas where customers or employees queue to maintain physical distancing, or use alternative entry requirements.			

5	Implement strategies to have customers wait outside where possible, such as “no contact” pick-up or delivery or curbside payment.			
6	Designate drop-off and pick-up locations away from high traffic areas.			
7	Clearly designate entrances and separate exits if possible.			
8	Prop doors open if they do not open and close automatically.			
9	Stagger shifts, split or rotate work schedules, and stagger employee breaks, in compliance with wage and hour regulations, to minimize employee overlap and maintain physical distancing protocols.			
10	Reconfigure reception and waiting areas, lobbies, workstations, and employee breakrooms, if possible, to allow for at least six feet of distance between customers and employees.			
11	Establish directional hallways and passageways for foot traffic, if possible, to eliminate customers and employees from passing by one another.			
12	Adjust any staff meetings to ensure physical distancing and use phone or webinars if possible.			
13	Limit the number of workers in enclosed areas.			
14	Close break rooms and provide alternative where physical distancing can be practiced, such as outdoor break areas.			
6. Services That Operate Out of Vehicles				
1	All work trucks and vehicles must have hand sanitizer available and all workers should sanitize their hands when arriving on-site.			
2	Provide workers with an adequate supply of materials required to clean and disinfect frequently touched surfaces of the delivery vehicle. Provide lined trash receptacles to be placed in delivery vehicles.			
3	Clean and disinfect the cabs and touch points of work trucks and vehicles.			

4	Where physical contact with delivery-related items cannot be avoided, wipe down and disinfect equipment shared with customers after each use.			
5	Workers should limit contact with frequently touched surfaces during deliveries.			
6	Inform workers where they can access hand-washing materials and provide hand sanitizers.			
7	Provide alternative restroom locations in case the normally accessible ones on the route are closed, and allow time for use.			
8	For linen services, place dirty linens in closed, non-porous containers and wash at a high temperature, then stored in a closed cabinet or covered shelving.			
7. Pet Grooming and Dog Walking				
1	Evaluate existing cleaning and sanitation protocols to determine what additional measures are needed.			
2	Require customers to make reservations and stagger appointments.			
3	Use a contactless process to have customers drop off pets.			
4	Use slip leads to transfer pets to and from grooming services, and do not handle anything belonging to pets.			
5	Place tape on the grooming room floors and other areas to indicate where customers should stand and where groomers can walk. Maintain six feet of distance between people, including fellow groomers.			
6	Limit the number of groomers in the facility.			
7	Dog walking services should establish protocols to ensure customers cancel their dog walking service if any person in the household has been diagnosed with COVID-19 or is sick or exhibiting any symptoms.			
8	Dog walking services should maintain regular contact with customers to ask about any such issues if not told by the customer in advance. If the dog walker or pet owner has any COVID-19 symptoms, has been sick, or has been exposed to someone who has, cancel dog walking services.			

9	Limit interactions with pet owners for dog walking. Discuss important pet care details virtually or use six-foot physical distancing for any in-person interaction.			
10	Use contactless hand-offs of pets.			
11	If a lead hand-off is necessary, keep the interaction quick and wash hands after or use proper hand sanitizer.			
12	When the pet owner is not home, they should make sure the pet is easily accessible and should gate the pet near the entry area whenever possible.			
13	If the pet owner is dropping the dog off at the dog walker's residence, the dog walker should ensure the drop-off occurs at the home's door or, in a multi-family building, an established common area, preferably outdoors.			
14	When possible, the dog walker should bring and use their own lead and disposable waste bags. Clean and sanitize all materials, including leads, food containers, water, and food bowls before and after a walk.			

This document serves as notice of participation and compliance with the guidelines set forth by the State of California and the County of Ventura. This checklist and procedures shows how our firm complies with orders to reopen our business in compliance with State and county orders regarding the Covid crisis.

Signature: _____

Date: _____