



# SAFE REOPENING PLAN

Business Name:

Facility Address: 1635 Faraday Ave, Carlsbad, CA 92008

*This plan does not need to be submitted at this time. This plan is to be used to prepare when businesses open per the Governor's Order. The County will not require approval for this plan.*

*Businesses must implement all mandatory measures listed in A and B below. Businesses shall select applicable measures listed in C and D below and be prepared to explain why any measure that is not implemented is inapplicable to the business. Businesses shall also provide specific details regarding their Safe Reopening Plan pertaining to their business in section E below.*

## A. Signage (Mandatory):

- Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; wear facial coverings, maintain a minimum six-foot distance from one another; and not shake hands or engage in any unnecessary physical contact.
- Signage posting a copy of the Safe Reopening Plan at each public entrance to the facility.

## B. Measures To Protect Employee Health (Mandatory):

- Teleworking opportunities have been maximized.
- All employees have been told not to come to work if sick.
- All employees must either be screened for symptoms (cough, shortness of breath or trouble breathing, headache, fever, chills, muscle or body aches, fatigue, sore throat, congestion or runny nose, new loss of taste or smell, nausea or vomiting, diarrhea, exposure to individuals who have tested positive for COVID-19), or have their temperature taken upon returning to work. Alternatively, employees may self-screen or take their temperature before reporting to work. All employees with symptoms or a temperature of 100 degrees or more, should not be allowed in the workplace.
- All employees must wear facial coverings in the workplace, if within six feet of others.
- All desks or individual work stations are separated by at least six feet.
- Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:

Restrooms disinfected twice a day. Common areas and high touch surfaces disinfected twice a day. Small conference rooms disinfected daily. Large conference rooms not used for large in-person gatherings/meeting during initial reopening phase; High occupancy meetings to be held virtually. Small conference rooms may be used for limited small in-person staff meetings with social distancing and face coverings. Cleaning/disinfecting materials located in each conference room. Signage posted to clean surfaces frequently. Health screening stations located at each employee entrance. Disinfecting stations installed at the public entrance. Remove high touch items (phones, etc.) Employee fitness center remains closed

- Personal Protective Equipment (PPE) has been provided at a level appropriate to employee job duties (describe below)

Departments provide face masks/coverings, cleansing wipes, hand sanitizers, disposable gloves and other cleaning materials to employees. PPE provided at several staff locations for employees.

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### B. Measures To Protect Employee Safety (Mandatory) Continued:

- Soap and water are available to all employees at the following location(s):

Restrooms, break rooms and coffee nooks

- Copies of the Protocol have been distributed to all employees.

### C. Measures To Protect Customer Safety (Check all that apply to the facility):

- Limit the number of customers in the store at any one time to 16 which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.
- All patrons/visitors must have facial coverings in their possession and wear them within 6 ft. of another person
- Curbside or outdoor service is made available where feasible.
- Optional – Describe other measures:

COMMUNITY DEVELOPMENT/FINANCE:  
Counter inquiries open to the public during limited days/times. Receptionist to greet customers on type of service walk-in for finance and appointment system for Development Services counter.

COMMUNITY DEVELOPMENT  
Capacity controls in the public space with use of in-person Services via appointment-only. Appointments on select days and times. When counter has customer, others directed outside schedule appointment and queue outside or in car and wait to be summoned. Floor decals located at each station for social distancing when meeting with the public. Plexiglass screens added at stations as an additional measures. No waiting/gathering in Faraday.

Submittals & Permits: Continue curbside services.

Staffing: Provide limited staffing for coverage for counter open days/times. Many staff remain teleworking.

FINANCE  
Walk-ins for transactions only. Online payments offered to avoid in-person visits. Floor decals used for social distancing for cashier customers. Customers beyond capacity instructed to queue outside practicing social distancing.

HR:  
Not open to public at this time.

PUBLIC WORKS:  
Not open to public at this time.

### D. Measures To Keep People At Least Six Feet Apart (Check all that apply to the facility):

- Placing signs outside the store reminding people to be at least six feet apart, including when in line. Including encouragement for pedestrian traffic to follow one-way migration paths, if appropriate.
- Placing tape or other markings at least six 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.
- All employees have been instructed to maintain at least six 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.
- Appointment system is utilized, when appropriate.
- Optional – Describe other measures:

Reduce the # of staff & public in the building with use of appointments and social distancing and open on select open days & times during the week. Signage posted at entrance for social distancing, use of face masks, and not to enter with fever-like symptoms.

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### E. Additional Measures Specific to Business (Mandatory):

Refer additional protocols in the city's COVID-19 Prevention Program.  
HVAC filters have been changed to MERV 13 from MERV 8. HVAC mixture with fresh air maximized.

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

You may contact the Health and Safety Coordinator with any questions or comments about this protocol:

Name: **Jeremy Riddle** Phone Number: **760-602-2785**

Signature, Appointing Authority or Designee



Date of Form Completed: 4/6/21

