

COMPLETE GUIDE TO

ESSENTIAL BUSINESS DURING COVID-19

A Comprehensive
Guide to
**Keep Your
Business
Essential**





KEEPING YOUR BUSINESS ESSENTIAL

During this unprecedented time, constantly evolving mandates have sparked concern across essential industries about best practices to keep these businesses operational and safe for everyone. Luckily, this complete resource will help simplify the process of understanding the most updated rules during this pandemic. Use this guide to stay current with implementing elevated standards to protect the safety and health of all employees, partners, clients, and the public.



The Right Staff Right Now

Keeping businesses essential and our workforce safe are our top priorities. If you find yourself in need of extra help during the COVID-19 pandemic, we are here to be your resource.



SNAPSHOT

What This Guide Will Show You:

- Four key tools to help keep designated businesses open and essential
- The growing demand and need for new roles such as COVID-19 Coordinators & sanitation staff
- Learn what these positions are and how to implement them
- Ways to keep ALL personnel feeling comfortable and safe to work, ensuring that production can move forward
- Comprehensive checklists for coordinators and cleaning procedures

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NEW IN-DEMAND ROLES

There are 2 new roles on that should be implemented immediately:

1. **COVID-19 Coordinator**
2. **Sanitation Cleaner**

Adding these 2 types of positions temporarily during COVID-19 can make a huge difference in keeping businesses essential.

You can use the tools in this resource guide to implement these positions yourself, if you have coordinators or additional staff available, in which case Go-Staff has an **in-house Certified Training Program** for the COVID Coordinator for your use.

Wherever you are in the stages of bringing on and training these members, whether it's providing and managing these new team members or certifying your own, we can help.

COVID-19 COORDINATOR

Recently, Los Angeles County announced new guidelines and with that comes an important new position, a COVID-19 Coordinator. The purpose of this role is to help monitor COVID-19 sanitation standards and notify owners/general contractors when these standards are not being met so they can take the appropriate corrective action. Los Angeles County is one of the first counties to recommend this and it is looking to be only a matter of time before other counties follow suit.

As if running a business right now is not hectic enough, many companies now find themselves scrambling to organize, train, and implement the new and evolving recommendations. We are prioritizing being a partner to you and have already set up an in-house orientation and certification for COVID-19 Coordinators. You can review the job description we created to ensure that your team is in compliance with the new recommendations.

Have the peace of mind and trust that we, as your staffing partner have you covered. Your employees deserve to feel at ease knowing you're being proactive about their safety with increased sanitation and enforcement of COVID-19 policies.

TOPIC

COVID-19 SAFETY GUIDANCE FOR CONSTRUCTION SITES

The following guidelines are based on Interim CDC's Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), OSHA's Guidance on Preparing Workplaces for COVID-19, and other publications. Please check <https://ladbs.org/> for latest updates.

Construction industry employers shall develop a comprehensive COVID-19 exposure control plan, which includes control measures such as social distancing; symptom checking; hygiene; decontamination procedures, and training. An exposure control plan and the following practices must be followed to prevent any onsite worker from contracting COVID-19, as many people with COVID-19 are asymptomatic and can potentially spread disease. Failure to comply with this guidance shall be deemed as creating unsafe conditions and may result in withheld inspections or shutting down the construction site until corrected.

LADBS staff will verify compliance with these guidelines during regular scheduled inspections for projects under construction as well as during investigations associated with complaints that may be submitted to LADBS (Call Center – 311 or (213) 473-3231 – Calls will then be routed to LADBS' Call Center. OR, use the MyLA311 Website at <https://myla311.lacity.org/> or submit via the MyLA311 mobile app.)

1. Practice social distancing by maintaining a minimum 6-foot distance from others.
2. Preclude gatherings of any size, and anytime two or more people must meet, ensure minimum 6-foot separation.
3. Provide personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate for the activity being performed.
4. The owner/contractor shall designate a site specific COVID-19 Supervisor to enforce this guidance. A designated COVID-19 Supervisor shall be present on the construction site at all times during construction activities. The COVID-19 Supervisor can be an on-site worker who is designated to carry this role.

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SOCIAL DISTANCING AND SANITATION PROTOCOL

Business Name:

Facility Address:

Businesses must implement all mandatory measures listed in A, B, and F below. Businesses shall select applicable measures listed in C, D, and E below and be prepared to explain why any measure that is not implemented is inapplicable to the business.

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; 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 Social Distancing Protocol at each public entrance to the facility.

B. Measures To Protect Employee Health (Mandatory):

- Everyone who can carry out their work duties from home has been directed to do so.
- All employees have been told not to come to work if sick.
- 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:

Breakrooms:

Bathrooms:

Other:

:

- Disinfectant and related supplies are available to all employees at the following location(s):

- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

SOCIAL DISTANCING AND SANITATION PROTOCOL

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

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

Copies of the Protocol have been distributed to all employees.

C. Measures To Prevent Crowds From Gathering (Check all that apply to the facility):

Limit the number of customers in the store at any one time to which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.

Ensure an employee is at the door to monitor that the maximum number of customers in the facility set forth above is not exceeded.

Placing per-person limits on goods that are selling out quickly to reduce crowds and lines.

Optional – Describe other measures:

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.

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.

Separate order areas from delivery areas to prevent customers from gathering.

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.

Optional – Describe other measures:

SOCIAL DISTANCING AND SANITATION PROTOCOL

E. Measures To Prevent Unnecessary Contact (Check all that apply to the facility):

- Preventing people from self-serving any items that are food-related.
 - Lids for cups and food-bar type items are provided by staff; not to customers to grab.
 - Bulk-item food bins are not available for customer self-service use.
- Not permitting customers to bring their own bags, mugs, or other reusable items from home.
- Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly. Describe below:

- Optional – Describe other measures (e.g., providing senior-only hours):

F. Measures To Increase Sanitization (Mandatory):

- Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shipping baskets.
- Employee(s) assigned to disinfect carts and baskets regularly.
- Hand sanitizer, soap, and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions.
- Disinfecting all payment portals, pens, and styluses after each use.
- Disinfecting all high-contact surfaces frequently.

G. Hospitals/Health Care Facility Only:

- Symptoms/temperature checks to ensure any staff or visitors (allowed pursuant to Section 2c of the Order) entering the facility are not ill.

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

You may contact the following person with any questions or comments about this protocol:

Name:

Phone Number:

Date of Form Completed:



The Right Staff Right Now

COVID-19 Coordinator

This is a completely new role in the market and needs clearly defined duties and qualifications. Regardless of who fills this position, they need to know the requirements that it entails.

Job Description

Job Summary

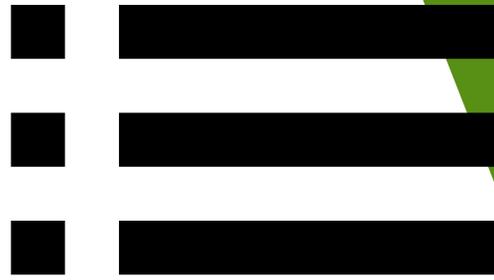
You are the first line of defense in helping to keep all workers, vendors, and visitors to and on the site safe! You are responsible for taking all of the following actions to assess and monitor the worksite for compliance with the laws as they pertain to working safely during this crisis.

Job Description

- Practice social distancing by maintaining a minimum 6-foot distance from others.
- Discourage and prevent gatherings of any size, and anytime two or more people must meet, you must preserve minimum 6-foot separation.
- Provide personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate for the job or task being performed. Monitor workers and site visitors for appropriate face coverings while working or on site.
- Administer temperature screenings for any personnel or visitors upon their arrival to site.

- Be present on the construction site at all times during construction activities.
- Identify “high-risk areas” where workers may stand together, such as hallways, hoists and elevators, break areas, and buses, and redirect them so social distancing is maintained.
- Minimize interactions when picking up or delivering equipment or materials.
- Assist Superintendents in directing and checking in staggered trades and/or deliveries as necessary to reduce site traffic/density.
- Discourage workers from using other workers' phones, desks, offices, work tools and equipment. If necessary, facilitate cleaning and disinfecting of equipment before and after use. This includes monitoring and redirecting employees for compliance with 6-foot separation requirements during employee breaks and while on the site.
- Post, in areas visible to all worker, required hygienic practices including not touching face with unwashed hands or with gloves; washing hands often with soap and water for at least 20 seconds; use of hand sanitizer with at least 60% alcohol, cleaning AND disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs; covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the CDC.
- Monitor wash stations for sufficient supplies of soap and/or hand sanitizers in multiple locations and encourage hand hygiene.
- If you are informed of illness, or notice employees exhibiting symptoms of Covid-19 report it to the Superintendent immediately. Help to isolate any worker exhibiting symptoms from others, until the Superintendent dismisses them from work, or allows their return. Remember, one person being sick and exposing others can potentially close down the site. This is your responsibility to report illness PROMPTLY!
- Have employees inform their supervisor if they have a sick family member at home with COVID-19.
- Maintain a daily attendance log of ALL workers and visitors.

COVID-19 COORDINATOR CHECKLIST



We compiled the best of the best right here so you don't have to! This is a handy list to have for your designated COVID-19 Coordinator to know what is required at all times, so you can have your daily and weekly checklists all in one place. We haven't seen one that has everything we needed, so we created our own after reviewing lists published by other industry leaders. Your jobsite may already have one and it could be slightly different. You can use ours or incorporate pieces into your own.

- Daily Attendance Log
- COVID-19 Coordinator Checklist
- Other Available Checklists



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Daily Attendance Log

- If workers or visitors respond Yes to any of the last 3 questions, they should be asked to leave work and go home, leaving their residence only to seek medical treatment.
- You may and should instruct workers with signs and symptoms of COVID-19 to leave the site, return home, and seek medical treatment and/or advice.
- Given the Pandemic, per the CDC, it is acceptable to ask employees questions concerning health issues that are, or may be directly related to, COVID-19 exposure.
- Sick employees should not return to work until criteria to [discontinue home isolation](#) are met in consultation with health care providers, and state and local health departments.

Date: ___/___/___

Name	Worker/Visitor (W/V)?	Company	Have you or anyone you've been in contact with travelled outside of the United States in the last 30 days? (Y/N)	Have you or anyone in your household been exposed to person(s) who have tested positive for COVID-19? (Y/N)	Have you or anyone in your household been medically directed to self-quarantine? (Y/N)	In the last 48 hours have you experienced: cough, runny nose, shortness of breath, fever, chills, fatigue,or body aches? (Y/N)



COVID-19 CHECKLIST

Company Name: _____ Manager: _____

Project Name: _____ COVID-19 Supervisor: _____

Date: _____

Sanitation Management

Who is Responsible:

Initial When Done:

Sanitizer or disinfectant wipes available at each counter/cashier, deli station, and at all cart stations		
Common areas frequently sanitized		
High touch equipment (key pads, door handles, bag dispensers, hangars, carts, etc) should be cleaned and frequently sanitized		
"High-Risk" areas are acknowledged & frequently sanitized		
All trash receptacles are "no touch" and garbage is removed regularly		
Tools/Equipment that must be shared are sanitized after every use		
Shared vehicles/heavy equipments santized after every use		

Employee Management

All required posters are displayed and in good condition		
Social Distancing & Sanitation Protocol posted at every entrance		
All employees who are able to work remotely are instructed to do so		
Health questionnaire completed for all employees & logged		
All employees have their essential worker card/travel document		
All employees are wearing all PPE including face covering		
All employees stay 6ft away from each other whenever possible		
All meetings held outdoors with participants standing 6ft apart		
New employees oriented to the site and all safety protocols discussed		
New employees given Social Distancing Protocol handout		
Coordinate deliveries of equipment/materials to maintain social distancing		
Remind employees not to share tools/equipment whenever possible		
Employees reminded not to gather during lunch and breaks		

Vendor Management

All meetings held follow Social Distancing guidelines		
All vendors/contractors are staggered as much as possible		
Deliveries are staggered to avoid as much interaction as possible		



INCREASED SANITATION RECOMMENDATIONS

Having designated Sanitation Cleaners provides peace of mind and safer conditions to keep your employees and subs on site. Managing a businesses is challenging enough without these added pressures, and companies right now are calling for designated cleaners. In response, Go-Staff has been ramping up to be ready as these needs grow.

We have sanitation staff on hand and ready to go if you need the extra help to maintain the rigorous cleaning standards. The best strategy to keep your business operational is a combination of a COVID-19 Coordinator and designated Sanitation Cleaning staff.

Give everyone in your business peace of mind regarding their health and safety.

OTHER AVAILABLE CHECKLISTS

Other helpful checklists we consulted before creating our own:

- [San Diego County Social Distancing & Sanitation Protocol](#)
- [The Builders Association](#)
- [Building Industry Association of San Diego County](#)
- [Los Angeles Department of Building & Safety](#)
- [AGC Exposure Response & Prevention Plan](#)



GO-STAFF COVID-19 IMPLEMENTATIONS



The Right Staff Right Now

Our priority is the health and safety of employees, staff, and clients. We have adjusted our business practices during this COVID-19 pandemic to ensure that we remain a highly responsible employer and staffing partner. Here are the new measures we have implemented to give you peace of mind that we are doing our part to slow the curve while we support essential businesses and keep our employees safe.

- The majority of our internal staff is working remotely but are still available for essential in-person duties
- Created employee orientation to generate awareness of COVID-19 symptoms, workplace hygiene, and social distancing
- Added additional cleaning staff, solely dedicated to disinfecting our workspaces
- Facial coverings are required of all staff who are working and provided as needed
- Health check questionnaire administered for all employees prior to their arrival at any job
- Essential Worker certification cards distributed to all working employees to maintain workflow

Keeping businesses essential and our workforce safe are our top priorities. If you find yourself in need of extra help during the COVID-19 pandemic, we are here to be your resource.



OUTSOURCE & STAY LEGALLY SAFE

**Don't leave your business
susceptible to shutdown or
deemed nonessential.**

In order to stay operational during these ongoing changes, turn to staffing specialists to keep your business and your workers healthy. Your best bet is to find a staffing company that is endorsed by attorneys during this complicated time.

You and your employees deserve peace of mind on the job every single day. Make sure you are staying in touch with Go-Staff for ongoing developments and new requirements.

We have a team of attorneys from Procopio, one of the top law firms here in San Diego, advising us by the minute.



INDUSTRY PARTNERSHIPS

In order to stay operational during these ongoing changes, staffing specialists can help keep your business and workforce safe and productive. Ensure that the staffing company you partner with has a backing of experience, knowledge, and solid attorneys in this complicated ever-changing environment. We feel a responsibility to share the knowledge we acquire through our resources with our network.

Go-Staff's deep level of understanding of employment law is derived from the relationship with our law firm, Procopio, Cory, Hargreaves & Savitch. We actively attend webinars to consistently remain up-to-date on new information and how to best handle the COVID-19 pandemic. Our team is regularly checking in with Cal-OSHA and the CDC to obtain updates, recommendations, and clarification.

Gaining peace of mind for yourself, your employees, and all entities you come into contact with is the major goal during these trying times. You can count on Go-Staff to have your best interests at heart and be aware of all the constantly changing COVID-19 updates. We believe effective business partnerships are built on trust and the ability to deliver a mutually beneficial service.

ARE YOU PREPARED?



WE CAN HELP!



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You don't have to do all this alone.

Need help finding the perfect person to come in as a
COVID-19 Coordinator or **Sanitation Staff**?

Reach out to us at info@go-staff.com or
(858) 751-0360 and we'll do the work for you.

www.go-staff.com