

# SOCIAL DISTANCING PROTOCOL

**BUSINESS NAME:**

**FACILITY ADDRESS:**

Approximate gross square footage of space open to the public: (not applicable on construction sites).

Contractors must implement all applicable measures listed below, and be prepared to explain why any measure that is not implemented is inapplicable to the job site.

## SIGNAGE

- Signage at each entrance to the job site to inform all employees and vendors that they should avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another to the extent possible; sneeze and cough into a cloth or tissue or; if not available, into one's elbow; and not shake hands or engage in any unnecessary physical contact.
- Post a copy of this Social Distancing Protocol at each entrance to the job site.

## MEASURES TO PROTECT EMPLOYEE HEALTH (CHECK ALL THAT APPLY TO THE JOB SITE)

- 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.
- Symptom checks are being conducted before employees may enter the job site.
- All desks/workstations are separated by at least six feet.
- Break rooms, bathrooms, and other common areas (including all common touch surfaces) are being disinfected frequently, on the following schedule:
  - o Break rooms:
  - o Bathrooms:
  - o Other:
- Disinfectant and related supplies are available to all employees at the following locations:
- Hand sanitizer effective against COVID-19 is available to all. Employees at the following locations:
- Soap and water are available to all employees at the following locations:
- Copies of this Protocol have been distributed to all employees.
- Conduct a daily pre-job "Safety Huddle" to review this Protocol.
- Ensure that all tools are wiped with disinfectant when transferred to another employee; and, that equipment common touch areas are disinfected upon change of operator.

### MEASURES TO KEEP PEOPLE AT LEAST SIX FEET APART

- All employees have been instructed to maintain at least six feet distance from each other and vendors, except employees may momentarily come closer when necessary to transfer tools, construction materials or equipment, or as otherwise necessary.
- Markings on ground at temperature testing site, and cones placed at 6' intervals at lunch trucks.

### MEASURES TO PREVENT UNNECESSARY CONTACT

- Prevent employees from sharing food items, utensils, or beverage containers.

### MEASURES TO INCREASE SANITIZATION

- Disinfecting wipes that are effective against COVID-19 are available at the following locations: *Main Office*
- Employee(s) assigned to disinfect all common touch areas.

*Note: any additional measures not included here should be listed on separate pages.*

### YOU MAY CONTACT THE FOLLOWING PERSON WITH ANY QUESTIONS OR COMMENTS ABOUT THIS PROTOCOL:

**NAME:**

**PHONE NUMBER:**

**Got questions? Visit us at [stmooreinsurance.com](http://stmooreinsurance.com) or contact us:**

**Jared Layel**

[jared@stmooreinsurance.com](mailto:jared@stmooreinsurance.com)  
(909) 809-0866 (c)

**Amy Vasquez**

[amy@stmooreinsurance.com](mailto:amy@stmooreinsurance.com)  
(909) 800-6010 (c)

**Chris Moore**

[chris@stmooreinsurance.com](mailto:chris@stmooreinsurance.com)  
(951) 313-3998 (c)

