



GARDEN GROVE

# WORKSITE SPECIFIC PLAN TEMPLATE

ggcity.org

## GENERAL INFORMATION

**Business name, Garden Grove address(es), brief description**

## PLAN SUMMARY

**Person(s) responsible for plan**

*Names, titles, contact numbers*

**Summary of measures to prevent coronavirus spread**

*Provide summary here: Physical distancing, sanitizing, other measures*

**Summary of employee training and communication**

*Provide summary here: awareness of state guidelines, training sessions, signs*

**Procedure for alerting Orange County Health Care Agency to any Covid-19 cases**

*Describe procedure here: Follow up with sick employees, alert OC with confirmed cases*

**Alert OC Health  
(833) 426-6411**

**Describe plans to trace anyone in contact with infected employee**

*Describe plans here: check schedules for others on duty at time, check work assignments*

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## EMPLOYEE TRAINING

### **Summary of information provided to employees about coronavirus**

*Answer here: state guidelines, CDC information, city information, posters, flyers, signs, training sessions*

### **Summary of employee prevention measures**

*Staying home when sick, self-screening at home, taking temperature, frequent hand washing, use of face masks and coverings and proper cleaning*

## PHYSICAL DISTANCING

### **Summary of physical distancing measures**

*Signs, partitions, floor markings, Plexiglass, minimizing contact between customers and employees, staggering breaks, dedicated entrances or exits*

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## CONTROL MEASURES, SCREENING

### **Summary of control and screening measures**

*Screening employees for symptoms, temperature checks, keeping sick workers home, hand sanitizer, require or recommend face coverings, use of gloves as needed, spacing out seating*

## CLEANING, DISINFECTING

### **Summary of cleaning, disinfecting**

*Cleaning of high traffic areas, disinfecting of commonly used services, cleaning shared equipment, touchable surfaces, sanitizer at entrances and exits, use EPA disinfectants, adjust shifts or business operations for regular cleaning*