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# COVID-19 PLAN

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# COVID-19 MONITORS

LOCATION	PRIMARY	SECONDARY
2 NORTH POINT	Isaiah Brown	Spencer Sayles, Jon Lee
950 EL CAMINO REAL	Julian Sanchez	Mike Joyce, John Davis
1990 FOLSOM	Gerardo Andrade	Adam Sandow, Gael Guzman
2012 BERKELEY WAY	Carter Hannigan	Paul Apodaca, Dan Hanley
2515 EL CAMINO REAL	Julian Sanchez	Benny Zhang, Ricky Rolfes
3268 SAN PABLO	Sarah Kahn	O'Neil Marovich, Robert Martinez
331 PENNSYLVANIA	Luis Cisneros	Joshua Chan, Roberto Landi
420 TAYLOR	Claudia Trujillo	Gina Grimsby, John Millette
490 SOUTH VAN NESS	Jennifer Medina	Joseph Barton, Adan Serrano
BERNAL DWELLINGS	Scott Hansen	John Espino, Mike Simpson
BROOKLYN BASIN	Michael Hansen	Oscar Hernandez, Alejandro Guzman, Tyler Mendoes
CCA	Ryan Ortiz	Luis Mendoza, Scott Brunell
COLISEUM PLACE	Trevor Trzebiatowski	Brennan Smith, Bob Buchner
HAYES VALLEY SOUTH	Mark Hutchison	Joe Lenz, Reid Etcheverry
HUNTERS VIEW 10 REPAIRS	Pierre Cugini	Adan Flores, Manuel Brito
SUNNYDALE BLOCK 6	Jackson Thomas	Alex Durbin, Kevin Jones
VICTORY VILLAGE	Carter Hannigan	Paul Apodaca, Saul Sanchez

This plan must be posted at all jobsite entrances (via QR Code Poster) and translated as necessary by employers of non-English and non-Spanish speaking employees.

NIBBI BROTHERS COVID-19 PLAN

# INTRODUCTION

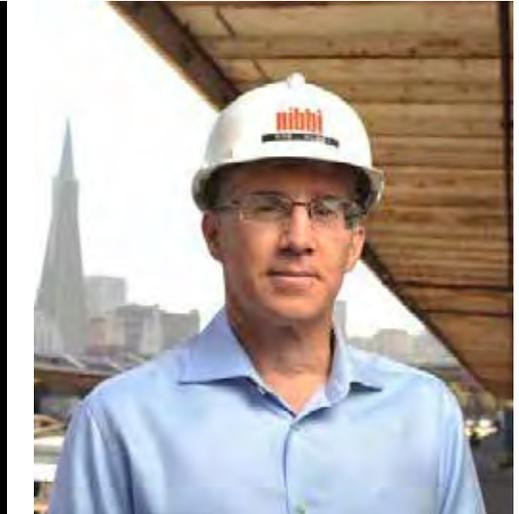
The impact of the Coronavirus has caused quite a bit of uncertainty. Shelter-in-Place, working from home, what are considered Essential Functions, what to do if you're sick and most importantly how do we safely navigate these evolving conditions with integrity & humility?

Fortunately, the Shelter-in-Place order has allowed for construction projects to continue operations which means all of our projects have been able to progress. This is a blessing to our livelihood yet does not come without risk. As always, our highest priority is the safety of our employees and your families. As such, our Safety Team has remained vigilant to the evolving guidelines set forth by regulatory agencies. They have continuously updated the enclosed COVID-19 Plan that establishes our prevention measures, exposure protocol, and provides resources to uphold it. I urge you to remain vigilant in upholding the plan as your safety and the safety of those around you depends on it.

As the pandemic continues to evolve, our response measures, protocols and resources shall continue to as well. Our plan includes guidance from the CDC, public health agencies, and best practices for our field crews and subcontractors.

I want to thank all of you for your continued professional attitude, calm demeanor and commitment to each other, our clients and the company during this worldwide crisis. We are all doing our best to navigate these uncertain waters.

Bob Nibbi  
President



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# 1. INTRODUCTION

This section will provide some background information about COVID-19, symptoms, statistics, and other information.

## WHAT ARE THE SYMPTOMS?

Many cases start with fever, fatigue and mild respiratory symptoms, like a dry cough. Most cases don't get much worse, but some do progress into a serious illness. We are still learning about the full spectrum of symptoms and severities but the most common symptoms known to date (in order of frequency rate) are as follows:

Fever Dry cough Shortness of breath Fatigue Coughed up phlegm	<b>Common</b>
Body aches Sore throat Headache Chills New loss of taste or smell	<b>Sometimes</b>
Nausea or vomiting Nasal congestion Diarrhea	<b>Rare</b>

## HOW SEVERE IS THE INFECTION? QUICK STATS!

- **80%** of cases are expected to be mild with complete recovery within 2 weeks.
- About **14%** of cases have been severe with serious difficulty in breathing and decreased blood oxygen levels; but still able to recover fully.
- Nearly **5%** of cases have been critical with complications that include respiratory failure, septic shock, and/or multiple organ dysfunction or failure. About half of these patients tend to recover. The majority of those that don't recover have underlying health conditions. The fatality rate among patients with no underlying health conditions is under **1%**.
- The overall fatality rate is estimated to be between **2-3%**. However, the fatality rate can easily fluctuate depending on social restrictions in place and healthcare facilities capacity to handle cases.

*\*All statistics presented are based on a study of almost 45,000 of confirmed cases in China (at the outset of the pandemic). Global rates have been consistent with the findings in this study.*

“ In every crisis, doubt or confusion, take the higher path—the path of compassion, courage, understanding and love.

- AMIT RAY

”

# 1. INTRODUCTION *(cont.)*

## WHAT IS CORONAVIRUS & HOW IS IT SPREAD?

Coronavirus (also known as SARS-CoV-2) spreads mainly in respiratory droplets launched from the mouth or nose when breathing heavily, talking, coughing, or sneezing. Once airborne, these fall rapidly onto the ground and typically don't land more than 3 feet away. If any droplets containing Coronavirus land on a nearby person and gain access to the eyes, nose, or mouth—or are delivered there by a germy hand—that person can get infected.

Surface contamination appears to play a role in the epidemic. If droplets containing Coronavirus land on surfaces, they can get picked up by others who can then contract the infection by touching their own mouth, nose, or possibly their eyes. It is unclear how long Coronavirus can survive on any given surface. The World Health Organization (WHO) has indicated it cannot survive longer than 72 hours on any surface, and seems to last longest on plastic and steel surfaces.

Coronavirus is not thought to be transmitted in air, but it is unknown how long the air inside a room occupied by someone with confirmed COVID-19 remains potentially infectious. Regardless of where it is, Coronavirus is quickly killed by surface disinfection procedures with 62–71% ethanol, 0.5% hydrogen peroxide, or 0.1% sodium hypochlorite (bleach) within 1 minute.

## HOW CONTAGIOUS IS IT?

COVID-19 is spreading more efficiently than the flu but not as efficiently as the measles (which is highly contagious). It is most easily transmitted when in close contact with a person with symptoms. ***It is important to note that many people with COVID-19 experience only mild symptoms. This is particularly true at the early stages of the disease. It is therefore very possible to catch COVID-19 from someone who has, for example, just a mild cough and does not feel sick. This is why it's so important to practice social distancing.***

Furthermore, studies suggest that the virus may be able to be spread a couple of days before a person develops symptoms, or in some cases, by a person who carries the virus but never develops any symptoms. **This is another reason to practice social distancing.**

The WHO still reports that, based on the current data, the biggest drivers of COVID-19 spread are symptomatic people coughing and sneezing.



Figure 1: Coronavirus, named for its shape resembling a crown.

“ Prepare and prevent. Don't repair and repent. ”

- AUTHOR UNKNOWN

# 1. INTRODUCTION *(cont.)*

## WHO IS MOST AT RISK?

- Age 65+
- Cardiovascular disease
- Chronic lung disease
- Moderate to severe asthma
- Severe obesity (BMI>40)
- Diabetes
- Chronic kidney disease on dialysis
- Liver disease
- Immunocompromised (includes cancer treatment, bone marrow/organ transplant, and poorly controlled HIV or AIDS, etc.)



## CHILDREN ARE AT A LOWER RISK

Given the data to date, children are the smallest fraction of cases and have very few reported deaths. **94%** of cases in children are mild. Of the **6%** of severe cases, children under 5 appear to be most at risk, especially infants.

## PREGNANCY—A SPECIAL CASE

To date, the little data available does not indicate a more severe disease than the rest of the population. However, pregnant women are at increased risk of getting severely ill or dying from other respiratory infections, such as flu, and SARS (which is related to COVID-19).

As such, The American College of Obstetricians and Gynecologists (ACOG) recommends that pregnant women be considered an at-risk population even though they're most likely to have mild to moderate symptoms. Severe symptoms are not the norm, but can occur and should be promptly treated—particularly if she has underlying health conditions.

There is no evidence of increased risk of miscarriage, early-pregnancy loss, or that the virus infects in utero.

“ When I was a boy and I would see scary things in the news, my mother would say to me, ‘Look for the helpers. You will always find people who are helping.’ ”

- FRED ROGERS

## 2. PREVENTION

The most important things you can do to protect yourself from COVID-19 is to practice good, basic hygiene and social distancing.

### COVID-19 CODE OF SAFE PRACTICES (NOTICE OF REQUIRED COVID-19 PRACTICES)

- Do not enter the workplace if you have a fever, cough, or any symptoms of illness. If you feel sick, stay home for at least 10 days to get better and avoid spreading the infection. **OR**, get a confirmed negative test. Contact Nibbi Safety before returning to work.
- If you have been exposed to someone who is sick, stay home and contact Nibbi Safety.
- If you live with someone who is quarantined as a close contact to a COVID-19 positive person, leave work immediately and notify your supervisor and Nibbi.
- Frequently wash hands with soap and water for 20 seconds at the start and end of work day, when changing tasks, before/after eating/drinking, after using the restroom, or sneezing/coughing/blowing your nose. Use hand sanitizer with at least 60% alcohol if a sink is unavailable.
- Do not touch your eyes, nose, and mouth with unwashed hands or gloves. Wash your hands and face immediately if you do.
- Constantly observe your work distances in relation to others and maintain 6 feet distance at all times possible between you and anyone who does not live with you.
- Do not attend any gatherings in which 6-foot distancing cannot be maintained. Limit to 10 people.
- Use a face mask **IN ADDITION TO** 6-foot distancing. Face masks do not replace 6' distancing!
- Do not use N95 masks for COVID-19. Use half- or full-mask respirators for tasks normally requiring N95 respirators. (N95s are to be reserved for medical personnel)
- Gloves must be worn at all times and be appropriate to the task.
- Avoid touching common surfaces with bare hands.
- Do not shake hands or engage in unnecessary physical contact.
- Clean and disinfect your workspace daily, including frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, doorknobs, kitchen appliances, etc.
- Do not share PPE, phones, desks or personal items with coworkers (tools, food/drink, dishes/towels, etc.). Sharing of food/water is subject to suspension.
- Do not use microwaves, water coolers, or any other similar group equipment on jobsites. Such equipment can be used in an office setting only **IF** disinfected prior to each use.
- Clean group tools/equipment prior to each use by a different individual.
- Clean and maintain your personal PPE and do not loan any item to coworkers, including phones.
- Deposit disposable PPE, paper towels, and similar waste in non-touch waste bins.
- Do not carpool with anyone outside your household unless absolutely necessary. In that case, wear face coverings while riding together, sit at greatest distance possible, and keep windows open for ventilation, if possible.
- Workers should change work clothes & shoes prior to arriving at home. Do not shake out clothes.
- Cover your mouth and nose when coughing or sneezing; or cough/sneeze into the crook of your arm at your elbow/sleeve. If you use a tissue, throw it away promptly, then wash your hands.

**Note:** Information on this page must be posted at all jobsite entrances via QR Code Poster. [See page 23.](#)

# 3. PROTOCOLS & GUIDELINES

To mitigate the community spread of COVID-19, each employee is required to follow these advisories every day.

## EMPLOYEE ADVISORIES

1. If you have a fever, cough, difficulty breathing, fatigue, body aches, sore throat, headache, chills, new loss of smell/taste, congestion, nausea, or diarrhea, you must stay home. If you come to work with any of these symptoms, you will be sent home. See the [Stay at Home Guidelines \(page 9\)](#).
2. If you are living with someone with a fever, cough, shortness of breath, fatigue, or other cold/flu symptoms, you must stay home.
3. Any employees self-isolating at home due to their own symptoms or the symptoms of someone living with them are to notify Cassie Hilaski for tracking purposes.
4. Any employees planning a trip by plane or ship must notify their PX or Department Head prior to travel; and will be required to self-isolate for 14 days before returning to work.
5. If you travel to any countries noted on the CDC's Travel Advisories regarding COVID-19, you will be required to stay home from work for 14 days upon your return. See updates at <https://wwwnc.cdc.gov/travel/notices>
6. Employees are not to bring their children to work due to school closures.
7. Personnel in any high risk categories identified on page 6 are advised to follow all CDC guidelines and maximize telecommuting options. Please notify your supervisor or Department Head if you have any questions or concerns.
8. Any employee with a medical condition that precludes them from wearing a face covering must present medical documentation so an ADA Accommodation Study can be completed to assess whether alternative solutions are available for their role.

## PPE TRAINING QR CODE



All employees must be trained in the use of PPE, and a log maintained of their training. Use the QR Code (above) for PPE Training.

## PUTTING ON ADDITIONAL PPE

- Identify and gather PPE.
- Wash hands using soap and water, or hand sanitizer.
- Put on face covering over nose and mouth, and glasses/goggles; and face shield if necessary/desired.
- Ideal to wash hands again.
- Put on gloves.

## REMOVING ADDITIONAL PPE

- Remove gloves and dispose of, if appropriate.
- Wash hands using soap and water, or hand sanitizer.
- Remove and clean face mask/shield, glasses/goggles, and tools.
- Wash hands again.

**Notes:** It is important to avoid touching used PPE and then your face. Wash hands immediately after removing PPE. Reusable items should be cleaned and disinfected at least daily.

## COVID-19 STAY AT HOME - RETURN TO WORK GUIDELINES

Revised July 6, 2020

SYMPTOMS / DIAGNOSIS	STAY AT HOME	RETURN TO WORK
<p><b>ONE OR MORE OF THESE SYMPTOMS:</b></p> <ul style="list-style-type: none"> <li>• Fever (&gt;38°C / 100.4°F)</li> <li>• Dry/Wet Cough</li> <li>• Shortness of Breath</li> <li>• Fatigue</li> <li>• Chills</li> <li>• New loss of smell/taste</li> <li>• Body aches / Muscle pain</li> <li>• Headache</li> <li>• Sore throat</li> <li>• Congestion</li> <li>• Nausea/Vomiting</li> <li>• Diarrhea</li> </ul>	<p style="text-align: center;"><b>Stay at home</b></p> <ul style="list-style-type: none"> <li>• Get tested or self-isolate at home for 10 days.</li> <li>• Call Cassie Hilaski</li> </ul>	<ul style="list-style-type: none"> <li>• Negative COVID-19 test OR 10 days of self-isolation <b>AND</b></li> <li>• At least 72 hours of no fever without the use of fever-reducing medications <b>AND</b></li> <li>• Symptoms have significantly improved over previous 3 days.</li> <li>• If able, work from home.</li> <li>• If symptoms get worse, call Cassie Hilaski.</li> <li>• Call Cassie Hilaski prior to return to work.</li> </ul>
<p><b>Diagnosis of COVID-19</b></p>	<p><b>Quarantine for minimum 14 days, and monitor symptoms</b></p>	<ul style="list-style-type: none"> <li>• 14 days after the onset of symptoms or date of positive test <b>OR</b></li> <li>• 5 days after the resolution of symptoms (7 days for Santa Clara jobsites), <b>whichever is longer AND</b></li> <li>• Contact Cassie Hilaski prior to your return to work.</li> </ul>
<p><b>Close Contact Exposure to COVID-19</b></p> <p>(within 6' for at least 10 cumulative minutes; or contact with infectious secretions like being coughed on; or living the same household, or being an intimate partner)</p>	<p><b>Quarantine for minimum 14 days, and monitor symptoms.</b></p> <p>Close contacts should get tested immediately, and, if they test negative, test again on Day 10 of quarantine.</p>	<ul style="list-style-type: none"> <li>• 14 days after exposure</li> <li>• Contact Cassie Hilaski prior to your return to work.</li> </ul>

**Exposure Period:** Starts 48 hours prior to onset of symptoms or positive testing date.

# 3. PROTOCOLS & GUIDELINES *(cont.)*

## **SUPERVISOR ADVISORIES**

### **STAY AT HOME GUIDELINES**

Access to Nibbi jobsites and offices is prohibited to anyone falling into a “Stay at Home” category on page 9. Notify Cassie Hilaski of these cases so we can be aware of the impact to our business.

### **COMMUNICATION TO SUBCONTRACTORS**

Project teams are responsible to ensure all subcontractors on the jobsite are kept up to date on all Nibbi COVID-19 policies. The most recent version of the Subcontractor COVID-19 Manual is to be distributed upon publication.

### **VISITORS**

Visitors are to be kept to a minimum and must check-in at the jobsite trailer or Nibbi office. All visitors are subject to all COVID-19 protocols including temperature scans and health surveys.

### **ZERO TOLERANCE POLICY**

Any non-compliance issues will be immediately addressed; and work halted until corrections are made. Repeat offenders will be subject to suspension and/or termination.

### **MEETINGS**

All meetings are to be held via conference call or Webex whenever possible. Face-to-face meetings should only be held if absolutely necessary. Job-wide safety meeting content to be distributed to all foremen for discussion with their crews. For crew safety meetings, attendance must be collected verbally and noted by the supervisor. Meetings to be limited to maximum 10 people who remain at least 6 feet apart. These parameters also apply during Stretch n Flex.

## **SUPPLIES**

Project teams are responsible to ensure adequate supplies are maintained and distributed (soap, disinfectant, hand sanitizer, etc.)

## **WORK STATIONS/BREAK AREAS**

All desks and individual work stations are to be separated by at least 6 feet. The same goes for chairs and tables in break areas. Microwaves, water coolers and other similar group equipment are not to be used on jobsites. If used in jobsite trailer/offices, they must be disinfected before every use. In Santa Clara County, workers are to take breaks outdoors if possible.

## **STAGGERED SCHEDULES AND BREAKS**

Start times are to be staggered to the extent feasible to limit the number of workers on the jobsite. In addition, stagger trade-specific work when necessary to maintain social distancing.

Staggered break times should be considered to minimize the opportunity for close contact. Workers can also be directed to break in place rather than gather as crews during breaks. “Choke points” and “high-risk areas” where 6-foot distancing isn’t possible are to be strictly controlled for limited access.

## **PRETASK PLANS**

Every crew must complete a pretask plan prior to the start of work that includes social distancing measures necessary for each task.



# 3. PROTOCOLS & GUIDELINES *(cont.)*

## SUPERVISOR ADVISORIES *(cont.)*

### SIGNAGE

The following must be posted at jobsite entrances:

- [COVID-19 Plan \(via QR Code Poster, page 23\)](#)
- [COVID-19 Symptoms and Required Practices \(pages 24-25\)](#), translated as necessary for all non-English-speaking workers
- [Cleaning and Decontamination Protocol \(pages 26-27\)](#)
- [Appendix A \(pages 28-30\)](#) to be posted at entrances to Nibbi's SF office.

It is also important to maintain informational posters in well-traveled locations throughout the jobsite and offices. These are to include the mandatory posters referenced above, and other optional posters as follows: Social Distancing [\(pages 37-38\)](#), Face Mask Do's and Dont's [\(pages 39-40\)](#), Handwashing Instructions [\(pages 41-42\)](#), and Risk Levels [\(pages 43-44\)](#).

### DECONTAMINATION STATIONS

At least one wash station must be located near the jobsite entrances and in multiple locations throughout the jobsite. If the wash station is not visible from the entrance, provide directional signage. Workers are required to wash their hands every time they enter or exit the jobsite. Start times are to be staggered if necessary to avoid bottlenecks at wash stations. Allow enough time for proper hygiene at the start and end of each day.



### DISINFECTION OF WORK SPACE

Commonly touched surfaces are to be disinfected three times daily with EPA-approved product: at first break, at lunch, and at end of day.

#### This includes, at a minimum:

- Meeting/break/kitchen areas
- Access/egress doors/gates/ladders
- Stair handrails
- Hand-washing stations
- Restroom areas
- Door knobs, chair arm rests, keyboards, cell phones, tables, desks, faucet handles
- Forklift steering wheels
- Manhoist/elevator/lifts
- Tools/equipment
- Trailers

Gloves, face mask, and eye protection must be worn by anyone performing disinfection duties.

**SF Office:** A daily checklist must be posted and maintained in each common space (bathrooms, kitchens, conference rooms) documenting each time disinfection was completed.

All employees are to disinfect their own work areas daily.



### TEMPERATURE SCANS

All personnel and visitors on Nibbi jobsites and offices will be scanned for temperature daily and a daily roster recorded. Anyone with a fever of at least 100.4 will be denied access to the jobsite/office. During temperature scans, 6' distancing must be visibly marked and workers directed to use the markings while waiting in line.

GO TO TEMP SCAN SECTION  
*(page 53)*



# 3. PROTOCOLS & GUIDELINES *(cont.)*

## HEALTH SURVEY & PROTOCOL REVIEW

Each crew leader is to digitally complete a daily Personnel Advisory and Health Survey ([page 18](#)) prior to the start of work. This includes subcontractors. The COVID-19 protocols on the top half must be reviewed daily with all personnel. Reports of illness (on the bottom half) are to be communicated verbally to Nibbi (the form is NOT the mechanism for reporting).

Reports of illness from subcontractors should not include names, just symptoms. **Maintain each worker's privacy by not discussing names or symptoms in a group setting.** Social distancing shall also be maintained when reviewing the form with crews.

This process must also be completed by anyone entering Nibbi offices (San Francisco or Oakland).

All personnel must immediately report if they test positive for COVID-19 and were on the jobsite within 48 hours of the onset of symptoms or, if asymptomatic) the date of the test.



## DAILY ATTENDANCE LOG

A daily attendance log must be maintained of each crew's workers and all visitors to the jobsite/office that includes name, address, phone number, email address, and enter/exit times of each individual. Attendance to be collected verbally, filed electronically, and available upon request.

## EMPLOYEE NOTIFICATIONS

This COVID-19 Plan is to be distributed to all Nibbi employees. [Appendix A with attachment on pages 28-30](#) are to be distributed to all Nibbi office employees at the SF office.

## COVID-19 MONITOR (SAFETY COMPLIANCE OFFICER)

Each jobsite will be assigned a COVID-19 Monitor to ensure all measures in this manual are in place, with an emphasis placed on social distancing, health surveys, pretask plans, and personal hygiene. The Monitor will complete a daily checklist documenting compliance ([page 20](#)) which must be available upon request to the County. The Monitor will:

- Communicate daily with crew leaders to confirm completion of all protocols, convey updates, and solicit worker feedback;
- Develop and post remediation plan for non-compliance;
- Stop non-compliant work; and
- Report repeated non-compliance to the project team.

In Santa Clara County, the Monitor must be on site during all work activities; & their contact information posted at entrances.

## JOBSITE SAFETY ACCOUNTABILITY SUPERVISOR

Each jobsite will be routinely visited by a third-party entity to audit COVID-19 compliance and issue a written report within 7 days of the audit (available upon request to the County). Failure to correct non-compliance issues will result in a remediation plan being sent to the County within 5 days of the visit.

# 3. PROTOCOLS & GUIDELINES *(cont.)*

## REMEDIATION PLAN

Non-compliant work activities or behavior will be halted and corrections immediately implemented. If corrections cannot be made immediately, work will not resume in that area until a remediation plan is developed and implemented by the COVID-19 Monitor and project team. This remediation plan will be posted in the affected area(s) until completed; and translated as necessary into all workers' languages.

The following hierarchy of controls will be used to address non-compliance: Elimination of Hazard, Substitution with Alternative, Engineering out the Hazard, Administrative Controls (changing the way people work), and PPE.

## WORKING IN OCCUPIED BUILDINGS

Construction areas must be sealed off from any areas open to tenants with physical barriers such as plastic sheeting or closed doors sealed with tape. If possible, a separate access point must be set up for the workers' exclusive use. Available windows/doors must be used to ventilate the work area. If residents have access to work areas between work days, work areas must be cleaned and sanitized at the beginning and end of workdays. Contact between workers and residents must be kept to a minimum.

## SANTA CLARA COUNTY REQUIREMENTS

### SOCIAL DISTANCING PROTOCOL & SIGNAGE

Each Nibbi jobsite in Santa Clara County must create a site-specific Social Distancing Protocol (SDP) and post the respective SDP Visitor Information Sheet, and COVID-19 Prepared sign at jobsite entrances (go to [www.COVID19Prepared.org](http://www.COVID19Prepared.org) to complete the form and print the required signage). The names of the COVID-19 Monitor and JSAS must also be added to this signage and include their phone numbers and email addresses.

Each subcontractor on Santa Clara County jobsites must also complete the SDP webform for their operation as a whole and submit it to Nibbi. The sub's form is not site-specific and can be used for more than one jobsite.

Subcontractors are prohibited from accessing the jobsite until they have completed the SDP webform; and submitted and complied with the certification form found on [page 32](#).

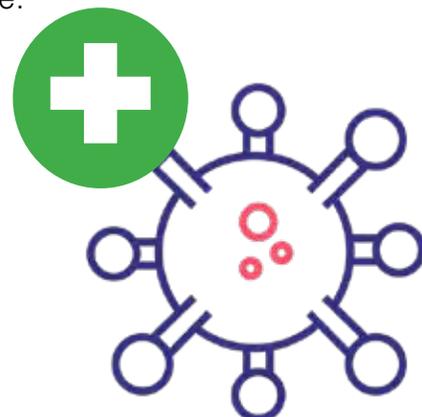
A full copy of the SDP Protocol must be distributed to all employees by all employers on the jobsite. Nibbi and each subcontractor is required to ensure their respective workers are trained on Nibbi's and their employer's SDP Protocol in a language they can understand.

## DENSITY LIMITATIONS

Santa Clara County jobsites are limited to 1 person per 250 gross square feet of indoor space where construction work is actively being performed. Laydown and staging areas are not included in this calculation.

## REPORTING COVID-19 POSITIVE CASES

Subcontractors must report COVID-19 cases to Nibbi within 1 hour of discovery regardless of time of day; and Nibbi must report to the Santa Clara DPH within 4 hours at [www.sccsafeworkplace.org](http://www.sccsafeworkplace.org). See Exposure Protocol on next page.



# 4. EXPOSURE PROTOCOL

## Nibbi's Response Plan to a positive diagnosis of COVID-19 in the workplace

### STEPS TO BE TAKEN

1. Immediately remove the infected individual from jobsite/office with directions to seek medical care.
2. Immediately notify Cassie Hilaski, Robert Ortiz, Greg Narvick, Project Executive, and project safety professional.
3. Complete **RISK ASSESSMENT QUESTIONNAIRE** ([see page 15](#)).
4. Isolate and disinfect affected areas per Risk Assessment Questionnaire. Disinfection is required in areas where the infected individual spent 10 minutes or more. Cease all work in these areas until decontamination is complete. Those performing disinfection must use a half- or full-face respirator and gloves. If safe, open outside doors and windows and use fans to increase ventilation.
5. Notify affected employees identified through the Risk Assessment Questionnaire. Use the Close Contact Advisory Notice on [page 61](#).
  - a. **Close contacts:** Notify individuals to self-isolate for 14 days and contact physician if they are, or become, symptomatic.
  - b. **"Enclosed contacts":**
    1. Notify symptomatic individuals to self-isolate for 14 days and to contact their physician.
    2. Notify asymptomatic individuals to self-monitor for and immediately report if any symptoms develop. They do not need to self-isolate.
6. If appropriate, distribute General Advisory Notice on [page 62](#) to others who were in the workplace during the time of exposure.

7. Notify subcontractors and Owner using Nibbi Notification Templates on [pages 59-60](#).
8. Notify the local County Department of Public Health:
  - **San Francisco**, 415-554-2830
  - **Alameda**, 510-267-3250
  - **Santa Clara**, 408-885-4214 **AND** email the completed "Case and Contact Data Collection Form" ([pages 57-58](#)) to [coronavirus@phd.sccgov.org](mailto:coronavirus@phd.sccgov.org) within 4 hours of discovery of the positive case. Information can be updated if additional information is discovered after the initial report.

Cases resulting in hospitalization must be reported to Cal/OSHA's local district office.

**PLEASE NOTE: The identity of a COVID-19 positive individual cannot be shared and is protected information under HIPPA laws.**

### Notes/Definitions:

- **Close Contact:** Within 6' for at least 10 cumulative minutes during exposure period; or contact with infectious secretions (being coughed on); or living in the same household or being an intimate partner.
- **Enclosed Contact:** A shared indoor environment (ex: waiting/conference room) for a prolonged period of time.
- **Contacts of contacts** are not considered at risk. Only those with close contact to the confirmed case need to self-isolate.
- **Exposure Period:** From 48 hours prior to the onset of symptoms through last time on jobsite/office.

**GO TO RISK ASSESSMENT QUESTIONNAIRE**

(page 15)



# RISK ASSESSMENT QUESTIONNAIRE FOR INFECTED INDIVIDUALS

Suspected/Confirmed COVID-19 Individual: \_\_\_\_\_ Company: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Person/Title Completing Form \_\_\_\_\_

1. When did symptoms develop? (Date and Time) \_\_\_\_\_

2. When was COVID-19 test taken? (Date and Time) \_\_\_\_\_

3. When was test result/diagnosis confirmed? (Date and Time) \_\_\_\_\_

4. Where did the individual go where they may have touched common surfaces?

a. \_\_\_\_\_ f. \_\_\_\_\_

b. \_\_\_\_\_ g. \_\_\_\_\_

c. \_\_\_\_\_ h. \_\_\_\_\_

d. \_\_\_\_\_ i. \_\_\_\_\_

e. \_\_\_\_\_ j. \_\_\_\_\_

5. Who did the individual (potentially) have close contact with? Close contact is defined as within 6 feet for at least 10 cumulative minutes during the exposure period (to start 48 hours prior to symptom onset); or direct contact with infectious secretions (being coughed on).

a. \_\_\_\_\_ f. \_\_\_\_\_

b. \_\_\_\_\_ g. \_\_\_\_\_

c. \_\_\_\_\_ h. \_\_\_\_\_

d. \_\_\_\_\_ i. \_\_\_\_\_

e. \_\_\_\_\_ j. \_\_\_\_\_

6. Who did the individual (potentially) have "enclosed contact" with? "Enclosed contact" is a shared indoor environment (Ex: waiting room, conference room) for a prolonged period of time but not meeting the definition of close contact.

a. \_\_\_\_\_ f. \_\_\_\_\_

b. \_\_\_\_\_ g. \_\_\_\_\_

c. \_\_\_\_\_ h. \_\_\_\_\_

d. \_\_\_\_\_ i. \_\_\_\_\_

e. \_\_\_\_\_ j. \_\_\_\_\_

## RISK ASSESSMENT TABLE

RISK	EXPOSURES IDENTIFIED THROUGH CONTACT INVESTIGATION	MANAGEMENT IF ASYMPTOMATIC	MANAGEMENT IF SYMPTOMATIC
<b>High</b>	Living in the same household as, being an intimate partner of, or providing care in a non-healthcare setting (such as a home) for a person with symptomatic laboratory-confirmed COVID-19 infection <b>without using recommended precautions</b> for <a href="#">home care</a> and <a href="#">home isolation</a>	<ul style="list-style-type: none"> <li>Quarantine (voluntary or under public health orders) in a location to be determined by public health authorities.</li> <li>No public activities.</li> <li>Daily active monitoring, if possible based on local priorities</li> <li>Controlled travel</li> </ul>	<ul style="list-style-type: none"> <li>Immediate isolation with consideration of public health orders</li> <li>Public health assessment to determine the need for medical evaluation; if medical evaluation warranted, diagnostic testing should be guided by CDC's <a href="#">PUI definition</a></li> <li>If medical evaluation is needed, it should occur with pre-notification to the receiving HCF and EMS, if EMS transport indicated, and with all recommended infection control precautions in place.</li> </ul>
<b>Medium</b> (assumes no exposures in the high-risk category)	<ul style="list-style-type: none"> <li>Close contact with a person with symptomatic laboratory-confirmed COVID-19</li> <li>Living in the same household as, an intimate partner of, or caring for a person in a non-healthcare setting (such as a home) with symptomatic laboratory-confirmed COVID-19 infection <b>while consistently using recommended precautions</b> for <a href="#">home care</a> and <a href="#">home isolation</a></li> </ul>	<b>Close contacts in this category:</b> <ul style="list-style-type: none"> <li>Recommendation to remain at home or in a comparable setting</li> <li>Practice social distancing</li> <li>Active monitoring as determined by local priorities</li> </ul>	<b>Close contacts in this category:</b> <ul style="list-style-type: none"> <li>Self-isolation</li> <li>Public health assessment to determine the need for medical evaluation; if medical evaluation warranted, diagnostic testing should be guided by CDC's <a href="#">PUI definition</a></li> <li>If medical evaluation is needed, it should ideally occur with pre-notification to the receiving HCF and EMS, if EMS transport indicated, and with all recommended <a href="#">infection control precautions</a> in place</li> </ul>
<b>Low</b> (assumes no exposures in the high-risk category)	Being in the same indoor environment (e.g., a conference room, enclosed office, job site trailer) as a person with symptomatic laboratory-confirmed COVID-19 for a prolonged period of time but not meeting the definition of close contact.*	<ul style="list-style-type: none"> <li>No restriction on movement</li> <li>Self-observation</li> </ul>	<ul style="list-style-type: none"> <li>Self-isolation, social distancing</li> <li>Person should seek health advice to determine if medical evaluation is needed.</li> <li>If sought, medical evaluation and care should be guided by clinical presentation; diagnostic testing for COVID-19 should be guided by CDC's <a href="#">PUI definition</a>.</li> </ul>
<b>No Identifiable Risk</b>	Interactions with a person with symptomatic laboratory-confirmed COVID-19 infection that do not meet any of the high-, medium- or low-risk conditions above, such as walking by the person or being briefly in the same room.  "Contacts of contacts": Interactions with an asymptomatic person who was exposed to someone with the virus.	None	<ul style="list-style-type: none"> <li>Self-isolation, social distancing</li> <li>Person should seek health advice to determine if medical evaluation is needed.</li> <li>If sought, medical evaluation and care should be guided by clinical presentation; diagnostic testing for COVID-19 should be guided by CDC's <a href="#">PUI definition</a>.</li> </ul>

\***Close Contact:** Within 6' for at least 10 cumulative minutes; or contact with infectious secretions (being coughed on).

# 5. RESOURCES

Find helpful resources, mandatory forms, and signage

## SEE FOLLOWING PAGES FOR

- A. Health Survey with Pretask Plan ([pages 18-19](#))
- B. COVID-19 Safety Monitor Daily Checklist ([page 20](#))
- C. Attendance Log Templates ([pages 21-22](#))
- D. Signage Required at Worksite Entrances and throughout Workplace
  - 1. QR Code Poster ([page 23](#))
  - 2. COVID-19 Symptoms and Required Practices (Graphics) ([pages 24-25](#))
  - 3. Cleaning and Decontamination Protocol ([pages 26-27](#))
- E. Site-specific Signage and Notification Requirements
  - 1. 1000 Brannan Appendix A with attachment ([pages 28-30](#))
  - 2. Site-Specific Social Distancing Protocols and Notification ([pages 31-36](#))
- F. Additional Signage Options
  - 1. Social Distancing ([pages 37-38](#))
  - 2. Face Mask Do's & Dont's ([pages 39-40](#))
  - 3. Handwashing Instructions ([pages 41-42](#))
  - 4. Risk Levels ([pages 43-44](#))
- G. QR Code Poster Documents
  - 1. Cal/OSHA Construction Checklist ([pages 45-47](#))
  - 2. Notice for Workers & Visitors of Required COVID-19 Practices ([pages 48-49](#))
  - 3. Get Tested SF Flyer ([pages 50-51](#))
- H. Nibbi Employee Authorization Letter ([page 52](#))
- I. Temperature Scan Handouts ([pages 53-54](#))
- J. 10 Things - How to Self-Care at Home with COVID-19 ([page 55-56](#))
- L. Suspected/Confirmed Case Forms and Notifications:
  - 1. Case and Contact Data Collection Form ([pages 57-58](#)) (*mandatory for Santa Clara County*)
  - 2. Potential COVID-19 Exposure Notification Template ([page 59](#))
  - 3. Positive COVID-19 Exposure Notification Template ([page 60](#))
  - 4. Close Contact and General Advisory Notices ([pages 61-62](#))
  - 5. Isolation and Quarantine Guidelines (SF DPH) ([pages 63-68](#))
- N. County and Cal/OSHA Contact Information ([page 69](#))
- O. Emergency Sick Leave Notice ([pages 70-71](#))
- P. Tips during Social Distancing ([page 72](#))

# COVID-19 Personnel Advisory and Health Survey

Archive Document - DO NOT DISCARD



SCAN ME

To limit the spread of COVID-19, each employer or individual is required to review the recommendations outlined below and complete the survey (with their team, as applicable) each day before the start of work.

**CREW LEADERS:** *To prevent stigma and discrimination in the workplace, use only the questions described below to determine the risk of COVID-19. Do not make determinations of the risk based on race or country of origin and be sure to maintain the confidentiality of people with confirmed COVID-19. Maintain privacy of individuals by not discussing the nature of an individual's specific symptoms in a group setting. Maintain social distancing while completing this survey with crews.*

**Notice to Workers and Visitors of Required Practices:**

- Do not enter the workplace if you are sick with any symptoms. Notify Nibbi.
- If you have been exposed to someone with COVID-19, stay home and notify Nibbi.
- If you live with someone quarantined as a close contact, notify Nibbi immediately.
- Wash hands often with soap and water for at least 20 seconds.
- Do not touch your eyes, nose, and mouth with unwashed hands or gloves.
- Maintain 6 feet distance from others at all times possible.
- Use a face mask IN ADDITION TO 6-foot distancing.
- Do not use N95 masks for COVID-19. They must be reserved for medical personnel.
- Wear gloves at all times appropriate to the task.
- Do not shake hands or engage in unnecessary physical contact.
- Clean and disinfect your workspace daily.
- Clean group tools/equipment prior to each use by a different individual.
- Do not share PPE, phones, personal items.
- Do not carpool with anyone outside your household.
- Please share your suggestions on improving safety and sanitation.

<b>Health Survey</b>				
As the crew leader, I reviewed the recommendations outlined above and the QUESTIONS listed below with: <ul style="list-style-type: none"> <li>• Each worker referred from the union hall or transferred to the project today (before orientation)</li> <li>• Each existing worker during the daily huddle/pretask plan, and</li> <li>• Each existing worker that called in sick</li> </ul>				
<b>QUESTIONS</b>				
? Do you have, or have you had within the past 24 hours, any of the following symptoms: fever/chills, cough, shortness of breath/difficulty breathing, fatigue/unusual weakness, body aches/muscle pain, sore throat, headache, new loss of smell/taste, congestion, nausea/vomiting, or diarrhea?				
? Have you been diagnosed with, or tested positive for, COVID-19 in the past 14 days?				
? Do you live in the same household with, or had close contact with, someone who in the past 14 days has been in isolation/quarantine for COVID-19 or tested positive for the virus? (Close contact = within 6 feet for at least 10 cumulative minutes; or being coughed on.)				
? Have you traveled by air/ship, or outside of California, in the last 14 days?				
<b>RESPONSES and ACTIONS</b>				
<input type="checkbox"/> NO to ALL questions, the worker(s) may begin and/or continue work.				
<input type="checkbox"/> YES to ANY question, the worker(s) is required to immediately leave the project and remain off work for the duration outlined in Nibbi's Stay at Home Guidelines (minimum 10 days or negative test). Nibbi employees must call Cassie Hilaski prior to return to work. <b>Subcontractors must verbally report to Nibbi Project Management if YES to ANY question.</b>				
Name of Crew Leader (print)			Date	
Crew Leader (signature)		Sub Name	# of workers	

**SUBMIT THIS SURVEY ELECTRONICALLY USING THE SCAN CODE ABOVE TO NIBBI BY 8:00 AM**

**Review Pretask Plan with Crew Prior to Start;  
Complete Inspection by Day's End**

# Pretask Plan & Jobsite Inspection

**Project Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Crew Leader:** \_\_\_\_\_

**Scope of Work:** \_\_\_\_\_ **Specific Locations of Work:** \_\_\_\_\_

**Check If Any of the Following Apply:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Fall Hazards           | <input type="checkbox"/> Cranes / Hoists / Rigging | <input type="checkbox"/> Hoses, Compressors   |
| <input type="checkbox"/> Confined Space         | <input type="checkbox"/> Lockout/Tagout            | <input type="checkbox"/> Chemicals / Hazcom   |
| <input type="checkbox"/> Ventilation            | <input type="checkbox"/> Ladders / Scaffolding     | <input type="checkbox"/> Adverse Weather      |
| <input type="checkbox"/> Electrical Hazards     | <input type="checkbox"/> Public Interface          | <input type="checkbox"/> Heat Illness Hazards |
| <input type="checkbox"/> Excavations / Trenches | <input type="checkbox"/> Power Tools               | <input type="checkbox"/> Barricades / Signs   |

Evaluation of Workplace and Tasks	YES	NO	N/A
Are there hazards created by <b>other workers</b> in your area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there <b>adequate lighting</b> present?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there <b>mobile equipment</b> or are <b>moving vehicles</b> involved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there <b>hot work</b> involved? Ex: Torch cutting, welding, metal grinding etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the work involve the creation of <b>silica dust</b> ? Ex: concrete drilling, mixing etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will the work involve <b>heavy lifting, bending, or twisting</b> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will the work require any <b>special PPE</b> ? (Respirator, Face Shield, Goggles, Ear Plugs, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have the right tools for the job? Do you have all materials needed for the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does every crew member know how to use the assigned tools and equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Address all safety items identified in the above questions in the Pretask worksheet below.**

Major Work Steps	Hazards & Controls
Example: Standing wall assemblies	Strains/Sprains: Lift with knees; use mechanical means when possible. COVID-19: Use mechanical means to eliminate close contact. Use face masks and/or shields when lifting as a team is required.
	<i>(Include Social Distancing Measures for each task)</i>

**Crew Leader to Write In Names of All Crew Members Here (Do NOT have crew members sign in):**


**JOBSITE SAFETY INSPECTION:**     All hazards reported to Nibbi.     All incidents reported to Nibbi.

**Positive Observations:** 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**Hazards & Corrections:** 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

# COVID-19 SAFETY MONITOR DAILY REPORT

**Project Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Monitor Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_

Evaluation of Crews, Workplace and Tasks	YES	NO
<b>Daily Check-in With Each Crew Leader:</b> Reminder of all requirements listed below; and request for suggestions for improvement on the jobsite.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Health Surveys (bottom half):</b> All crew leaders have confirmed the health of their workers and submitted the health survey electronically to Nibbi.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Toolbox Talks (Health Surveys top half):</b> All crew leaders have reviewed COVID-19 protocols with their workers and solicited feedback regarding safety and sanitation.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pretask Plans:</b> All crews have completed a pretask plan to include social distancing measures for each task.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Attendance Log:</b> All crews have documented the names of their crews members and submitted this information electronically to Nibbi (these can be on the Pretask Plan or other documentation of the crew's choosing).	<input type="checkbox"/>	<input type="checkbox"/>
<b>Social Distancing:</b> During job walks throughout the day, all workers have been observed to maintain social distancing; or immediately corrected as needed.	<input type="checkbox"/>	<input type="checkbox"/>
<b>PPE:</b> During job walks throughout the day, all workers have been observed to properly maintain and wear their PPE (face masks, face shields, gloves); or immediately corrected as needed.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Cleaning Supplies:</b> Jobsite is adequately stocked with soap, handwash stations, disinfectant, hand sanitizer, and signage.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hand Washing:</b> At least one handwash station is located at each jobsite entrance. All workers were observed to wash their hands every time they entered or exited the jobsite.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Any signs of illness</b> observed during job walks has been reported to Nibbi.	<input type="checkbox"/>	<input type="checkbox"/>

**Posters required at each jobsite entrance and throughout jobsite in well-traveled locations:**

- QR Code Poster
- COVID-19 Symptoms and Required Practices (graphics poster)
- Cleaning and Decontamination Protocol (Handwashing)
- Handwashing Instructions posted **at handwash stations**.

**List any Notable Issues and/or Corrections Required**

Issue	Corrective Action



# COVID-19 Temperature Scan Roster

Archive Document – DO NOT DISCARD

Jobsite: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name	Company	Pass	Fail
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
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18.			
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25.			
26.			
27.			
28.			
29.			
30.			
31.			
32.			
33.			
34.			
35.			



# COVID-19 VISITOR LOG

All Personnel & Visitors Must Take Their Temperature and Complete a Health Survey Prior to Entering the Workplace



Archive Document – **DO NOT DISCARD**

Jobsite: \_\_\_\_\_

Print Name	Company	Address	Phone	Email	Date	Time In	Time Out
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							
21.							
22.							
23.							
24.							
25.							

**ALL PERSONNEL AND VISITORS MUST TAKE THEIR TEMPERATURE AND COMPLETE HEALTH SURVEY PRIOR TO ENTERING WORKPLACE.**

***TODO EL PERSONAL Y LOS VISITANTES DEBEN DE TOMAR SU TEMPERATURA Y COMPLETAR LA ENCUESTA DE SALUD ANTES DE ENTRAR EL LUGAR DE TRABAJO.***

Download the QR code reader from your mobile app store

**OR** Hover your phone's camera over the QR code and follow the link.

*Descargue el lector de códigos QR desde la tienda de aplicaciones móviles de su teléfono. O pase la cámara de su teléfono sobre el código QR y sigue el enlace.*



**HEALTH SURVEY  
ENCUESTA DE SALUD**



**COVID-19 PLAN  
English & Spanish**



  
**Construction  
Checklist**



**PPE  
TRAINING**



**COVID-19  
TRAINING**



**COVID-19 NOTICE OF  
REQUIRED PRACTICES**



**FREE TESTING  
San Francisco**

# COVID-19 SYMPTOMS AND REQUIRED PRACTICES

## Do not enter the workplace with any symptoms of illness:

Or if you have been exposed to anyone with potential COVID-19 symptoms.



Fever



Cough



Diarrhea



Headache



Sore Throat



Body aches and muscle pain



Shortness of breath



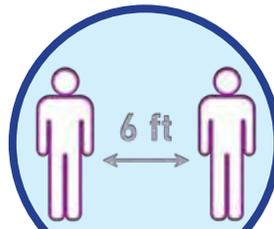
Unexplained loss of taste or smell



Chills



Wash hands often.



Maintain 6-foot physical distancing.



Wear face coverings.



Disinfect common surfaces and shared tools/equipment.



Complete daily health surveys.



Do not touch eyes, nose or mouth.



Do not shake hands or engage in any unnecessary physical contact.



Hold daily briefings to review protocols.



Reserve N95 masks for healthcare workers.



Do not share PPE or personal items.



Do not carpool.



Cover your cough.

# COVID-19 SÍNTOMAS Y PRÁCTICAS REQUERIDAS

**No entre al lugar de trabajo si tienes cualquier síntoma de enfermedad:**  
O si ha estado expuesto a alguien con posibles síntomas de COVID-19.



Fiebre



Tos



Diarrea



Dolor de cabeza



Dolor de garganta



Dolores corporales y dolor muscular



Dificultad para respirar



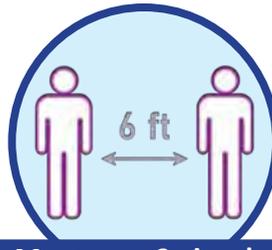
Perdida inexplicable de sabor y olfato



Resfriado



Lávanses los manos con frecuencia.



Mantenga 6 pies de distancia físico.



Use tapabocas.



Desinfecte áreas/superficies comunes y herramientas/equipamiento compartidos



Cumpla las encuestas de salud diario.



No toque los ojos, la nariz o la boca.



No se le da la mano, ni participe en ningún contacto físico innecesario.



Sostenga sesiones informativas de la salud diaria para revisar protocolos.



Reserva las máscaras N95 para los trabajadores del sector de salud.



No comparta EPP o artículos personales.



No comparta viaje en auto.



Tápese la boca cuando toses.

# Wash Your Hands

EVERY TIME you enter or exit the jobsite!

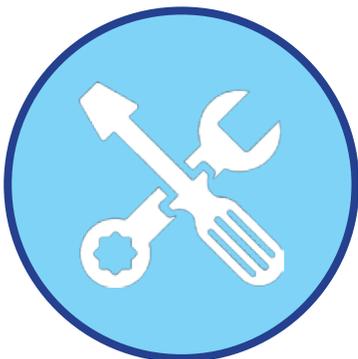


## When to wash your hands:

- After **touching your face, blowing your nose, coughing, sneezing**
- After **using the toilet**
- After **touching garbage**
- Before and after **removing PPE (face masks/shields, gloves, etc.)**
- Before, during, and after **preparing food**

## Remember!

Use hand sanitizer that has at least 60% alcohol if a sink is unavailable.



Disinfect group tools prior to each use.



Properly remove & store PPE at breaks and end of day.



Workers should change work clothes and shoes prior to arriving at home.

CLEANING & DECONTAMINATION PROTOCOL

# Lávate las manos

¡CADA VEZ que entre o salga del lugar de trabajo!

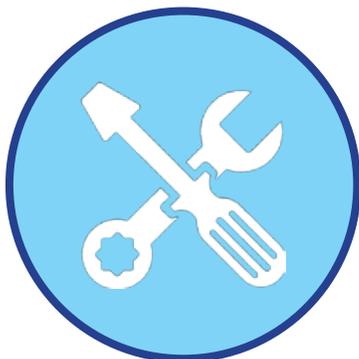


## Cuándo lavarse las manos:

- Después de tocarse la cara, sonarse la nariz, toser o estornudar
- Después de usar el baño
- Después de tocar la basura
- Antes y después de quitarse el EPP (mascarillas / protectores faciales, guantes, etc.)
- Antes, durante y después de preparar la comida.

## ¡Recuerda!

Use desinfectante para manos que tenga al menos un 60% de alcohol si no hay jabon de mano disponible.



Desinfectar herramientas de grupo antes de cada uso.



Quite y guarde el EPP durante los descansos y **al final del dia.**



Los trabajadores deben cambiarse de ropa y zapatos de trabajo antes de llegar a casa.



**Health Officer Order No. C19-07e**  
**Appendix A: Social Distancing Protocol** (revised 6/1/2020)

Each business operating in San Francisco must complete, post onsite, and follow this Social Distancing Protocol. See the attached **Instructions and Requirements** for details on what is required and how to complete this checklist.

Check off all items below that apply and list other required information.

*Business/Entity name:* Nibbi Bros Associates, Inc.

*Contact name:* Cassie Hilaski

*Facility Address:* 1000 Brannan St, Suite 102

(You may contact the person listed above with any questions or comments about this protocol.)

### SIGNAGE & EDUCATION

- Post signage at each public entrance of the facility requiring of everyone:
  - (1) avoid entering if experiencing COVID-19 symptoms;
  - (2) maintain a minimum six-foot distance from others in line and in the facility; and
  - (3) wear a Face Covering
- Post a copy of this two-page Social Distancing Protocol checklist at each public entrance.
- Post signage showing maximum number of patrons who can be in line and in the facility.
- Educate Personnel about this Protocol and other COVID-19 related items.

### PROTECTIVE MEASURES

- Follow Sections 2.1 through 2.4 below, including:
  - Ensure Personnel stay home or leave work if they are sick.
  - Provide a copy of the Attachment to Personnel to ensure they understand when to stay home; translated versions of the Attachment are available online.
  - Ensure Personnel review health criteria before each shift and advise Personnel what to do if they are required to stay home.
  - Require Personnel and Visitors to complete health survey prior to entering office.
  - Require Personnel and Visitors to complete temperature scan prior to entering office.
- Require Personnel and patrons to wear a face covering as required by Health Officer orders.
- Implement a plan to keep site Personnel safe, including by limiting the number of Personnel and customers onsite to a number that ensures physical distancing and favoring allowing Personnel to carry out their duties from home when possible.

### MEASURES TO PREVENT UNNECESSARY CONTACT

- Tell Personnel and visitors to maintain physical distancing of at least six feet, except Personnel may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- Separate all desks or individual work stations by at least six feet.
- Place markings in patron line areas to ensure six foot social distancing (inside and outside)
- Provide for contactless payment systems or, if not feasible, disinfect payment systems regularly. Describe:
- Maintain Plexiglas or other barriers between patrons and Personnel at point of payment (if not possible, then ensure at least six foot distance)



**Health Officer Order No. C19-07e**  
**Appendix A: Social Distancing Protocol** (revised 6/1/2020)

- Limit the number of patrons in the store at any one time to: \_
- Separate order areas from delivery areas or similarly help distance patrons when possible
- Optional—Describe other measures:

**SANITIZING MEASURES**

- Regularly disinfect high touch areas, and do so continuously for surfaces patrons touch (countertops, pens, and styluses).
- Provide disinfecting wipes that are effective against SARS-CoV-2 near high-touch surfaces and provide hand sanitizer.
- Have Personnel disinfect carts and baskets after each use
- Provide hand sanitizer, soap and water, and/or disinfecting wipes to patrons and Personnel at or near the entrance of the facility, at checkout counters, and anywhere else where people have direct interactions
- Disinfect break rooms, bathrooms, and other common areas frequently, on the following schedule:
  - Break rooms: Daily
  - Bathrooms: Daily
  - Conference/Training Rooms: After each use by a group.
- Prevent people from self-serving any items that are food-related:
  - Provide lids and utensils for food items by Personnel, not for patrons to grab
  - Limit access to bulk-item food bins to Personnel—no self-service use
- Prohibit patrons from bringing their own bags, coffee mugs, or other reusable items
- Prohibit Personnel from using shared food prep equipment for their own use (e.g., microwaves, water coolers), but microwaves may be used if disinfected between each use and hand sanitizer is available nearby
- Optional—Describe other measures (e.g., providing senior-only hours):

**INDUSTRY-SPECIFIC DIRECTIVES**

- Ensure that you have read and implemented the attached list of requirements.
- In addition to complying with the Social Distancing Protocol, many businesses must comply with additional, industry-specific directives. Go to [www.sfdph.org/directives](http://www.sfdph.org/directives) and check to see if your business is subject to one or more additional directives. For each one, you must review the Health and Safety Plan (HSP) requirements and post an additional two-page checklist for each one that applies. In the event that any directive changes the requirements of the Social Distancing Protocol, the more specific language of the directive controls, even if it is less restrictive. Check this box after you have checked the list and posted any other required HSP.

\* Any additional measures may be listed on separate pages and attached.

**City and County of San Francisco Health Officer Order Appendix A - Attachment  
Handout for Personnel (Employees, Contractors, Volunteers) of Essential Business and  
Other Businesses Permitted to Operate During the Health Emergency (May 18, 2020)**

Any business or entity that is subject to a Health Officer Directive to which this handout is attached (each "Business") must give a copy of this handout to Personnel who work in the City outside their household during this emergency. Go to [www.sfgcdcp.org/covid19](http://www.sfgcdcp.org/covid19) for more info or a copy of this form.

**All Personnel:** If you work outside your household in the City during this local health emergency, you may qualify for a free test for the virus that causes COVID-19, even if you have no symptoms. Contact your healthcare provider or go to **CityTestSF** at <https://sf.gov/get-tested-covid-19-citytestsf> to sign up for a free test.

**Part 1 – You must answer the following questions before starting your work every day that you work.**

You may be required to provide the answers in person or via phone or other electronic means to the Business before the start of each shift. If any answers change while you are at work, notify the Business by phone and leave the workplace.

1. Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?
2. Do you live in the same household with, or have you had **close contact\*** with someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus?

If the answer to either question is "yes", do not go to work and follow the steps listed in Part 2 below.

3. Have you had any one or more of these symptoms today or within the past 24 hours, which is new or not explained by another reason?

- |  |                           |
|--|---------------------------|
| • Fever, Chills, or Repeated Shaking/Shivering | • Loss of Taste or Smell  |
| • Cough  | • Muscle pain             |
| • Sore Throat                                  | • Headache                |
| • Shortness of Breath, Difficulty Breathing    | • Runny or congested nose |
| • Feeling Unusually Weak or Fatigued           | • Diarrhea                |

If the answer to Question 3 is "yes", do not go to work and follow the steps listed in Part 3 below.

**Part 2 –**

- If you answered **yes to Question 1**: you are subject to the Health Officer Isolation Directive. Do not go to work. **Follow Isolation Steps** at: <https://www.sfgcdcp.org/Isolation-Quarantine-Packet>
- If you answered **yes to Question 2**: you are subject to the Health Officer Quarantine Directive. Do not go to work. **Follow Quarantine Steps** at: <https://www.sfgcdcp.org/Isolation-Quarantine-Packet>
- Do not return to work until the Isolation or Quarantine Steps tell you it is safe to return!
- The meaning of **\*Close Contact** is explained in this document: <https://www.sfgcdcp.org/Isolation-Quarantine-Packet>

**Part 3 – If you answered yes to Question 3:**

You may have COVID-19 and **must be tested for the virus** before returning to work. Without a test, the Business must treat you as being positive for COVID-19 and require you to stay out of work for at least **10** calendar days. In order to return to work sooner and to protect those around you, you must get tested for the virus. Follow these steps:

1. Contact your usual healthcare provider about getting tested for the virus, or sign up for free testing at CityTestSF <https://sf.gov/get-tested-covid-19-citytestsf>. If you live outside the City, you can check with the county where you live, get tested by your usual healthcare provider, or use CityTestSF.
2. Wait for your test results at home while minimizing exposure to those you live with. A good resource is <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- If your result is positive (confirms that you have the virus) go to **Part 2** above and follow **Isolation Steps**.
- If your result is negative, do not return to work until you have had at least 3 days in a row without fever and with improvement in your other symptoms. Consult with your healthcare provider to decide.

If you have questions about any part of this Handout, please see FAQs at [www.sfgcdcp.org/covid19](http://www.sfgcdcp.org/covid19) under "Isolation & Quarantine Directives" or call 3-1-1



1000 Brannan Street, Suite 102  
San Francisco, CA 94103  
Office: 415.863.1820  
Fax: 415.863.1150

---

DATE:

TO: ALL SUBCONTRACTORS

RE: **SANTA CLARA COUNTY SHELTER IN PLACE ORDER, JULY 2, 2020  
CONSTRUCTION DIRECTIVE, JULY 7, 2020**

Santa Clara County's shelter in place order that went into effect on Monday, July 13, 2020 mandates:

***"The Social Distancing Protocol:*** All businesses must fill out and submit the newest version of the Social Distancing Protocol to the County using the online form. The Protocol is submitted under penalty of perjury, meaning that everything written on the form must be truthful and accurate to the best of the signer's knowledge, and submitting false information is a crime. The Protocol must be distributed to all workers, and it must be accessible to all officials who are enforcing the Order. Businesses are responsible for ensuring that workers understand and are trained on Protocol requirements in a language that they understand.....

Subcontractors do not need to submit their own jobsite-specific Social Distancing Protocols for the same site, but the General Contractor must not allow any subcontractor onto the jobsite unless that subcontractor has given the General Contractor a signed certification that:

- a. the subcontractor has reviewed the Order and Construction Directive and will comply with them;
- b. the subcontractor has reviewed the General Contractor's jobsite-specific Social Distancing Protocol and trained its workers on that Protocol; and
- c. the subcontractor has completed and submitted its own Social Distancing Protocol covering its operations (<https://www.sccgov.org/sites/covid19/Pages/social-distancing-protocol.aspx>), and has provided a copy of that Protocol to the General Contractor.

*The General Contractor's responsibility for ensuring jobsite compliance under this paragraph 4 does not, however, relieve any subcontractors of their own responsibilities under the Order, their Social Distancing Protocol, this Directive, and all other applicable laws and regulations."*

**PLEASE READ THE ATTACHMENTS, COMPLETE THE SOCIAL DISTANCING PROTOCOL FORM ONLINE, AND RETURN TO NIBBI'S PROJECT TEAM PRIOR TO THE START OF WORK.**

Thank you.

Attachments:  
Santa Clara SIP Order dated 7/2/2020  
Santa Clara Construction Directive dated 7/7/2020  
Nibbi's site-specific SDP

NIBBI BROTHERS GENERAL CONTRACTORS

State Contractors License No. 757362 | An Equal Opportunity Employer

# SUBCONTRACTOR CERTIFICATION OF COVID-19 COMPLIANCE

Company Name: \_\_\_\_\_

Jobsite: \_\_\_\_\_

Date: \_\_\_\_\_

This letter certifies that our company is in compliance with the Santa Clara County Shelter in Place Construction Directive dated July 7, 2020 as follows:

- a. We have reviewed the Order and Directive and will comply with them;
- b. We have reviewed the Nibbi's jobsite-specific Social Distancing Protocol and trained our workers on that Protocol; and
- c. We have completed and submitted our own Social Distancing Protocol covering our operations (<https://www.sccgov.org/sites/covid19/Pages/social-distancing-protocol.aspx>), and have provided a copy of that Protocol to Nibbi. See attached.

Signed:

\_\_\_\_\_

Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_

# Social Distancing Protocol

## Visitor Information



**Last updated:** 7/10/2020

**Business Name:** Nibbi Bros Associates, Inc.

**Address:** 2515 El Camino Real

Palo Alto

94306

The maximum number of personnel allowed in this facility is 327

The maximum number of customers/members of the public allowed in this facility is 0

### Summary of Customer-Facing Requirements

- Handwashing facilities or sanitizer is available near the facility entrance.
- An employee has been designated to monitor the facility entrance to ensure the maximum number of customers is not exceeded and all persons are wearing face coverings.
- Tape or markings have been placed at least six feet apart where people form lines.

### Report a Complaint

If you are a customer or member of the public and would like to report a complaint about this or another business not following a Social Distancing Protocol, visit [www.santaclara-da.org](http://www.santaclara-da.org).

If you are an employee, and would like to report a complaint about this business, visit [www.sccfairworkplace.org](http://www.sccfairworkplace.org) or call the Office of Labor Standards Enforcement at 866-870-7725.

**COVID-19 MONITOR:** Julian Sanchez

### Learn More

**JSAS:** Sierra Safety, Mike Thorpe

To view the County Health Officer's Order and other information related to COVID-19, visit [sccgov.org/coronavirus](http://sccgov.org/coronavirus). To view this business' social distancing protocol visit [www.covid19prepared.org](http://www.covid19prepared.org).

The person responsible for implementing this business's protocol is:

James Girk Jr

Name

Superintendent

Title

# COVID-19 Prepared

Health Order Issuance Date: **July 2, 2020**



This business, Nibbi Bros Associates, Inc., has completed a **Social Distancing Protocol** to prevent the spread of **COVID-19**.

For more information or to learn how to file a complaint, see this business's Social Distancing Protocol Visitor Information Sheet (required to be posted with this sign). To see this business's Social Distancing Protocol visit [www.covid19prepared.org](http://www.covid19prepared.org)

Santa Clara County  
**PUBLIC HEALTH**



# Social Distancing Protocol

## Visitor Information



**Last updated:** 7/10/2020

**Business Name:** Nibbi Bros Associates, Inc.

**Address:** 950 West El Camino Real  
Mountain View

94087

The maximum number of personnel allowed in this facility is 106

The maximum number of customers/members of the public allowed in this facility is 0

### Summary of Customer-Facing Requirements

- Handwashing facilities or sanitizer is available near the facility entrance.
- An employee has been designated to monitor the facility entrance to ensure the maximum number of customers is not exceeded and all persons are wearing face coverings.
- Tape or markings have been placed at least six feet apart where people form lines.

### Report a Complaint

If you are a customer or member of the public and would like to report a complaint about this or another business not following a Social Distancing Protocol, visit [www.santaclara-da.org](http://www.santaclara-da.org).

If you are an employee, and would like to report a complaint about this business, visit [www.sccfairworkplace.org](http://www.sccfairworkplace.org) or call the Office of Labor Standards Enforcement at 866-870-7725.

**COVID-19 MONITOR:** Pierre Cugini

[Learn More](#)

**JSAS:** Sierra Safety, Mike Thorpe

To view the County Health Officer's Order and other information related to COVID-19, visit [sccgov.org/coronavirus](http://sccgov.org/coronavirus). To view this business' social distancing protocol visit [www.covid19prepared.org](http://www.covid19prepared.org).

The person responsible for implementing this business's protocol is:

# COVID-19 Prepared

Health Order Issuance Date: **July 2, 2020**



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Santa Clara County  
**PUBLIC HEALTH**



**YOU CAN HELP PREVENT THE SPREAD  
OF RESPIRATORY DISEASES LIKE COVID-19.  
STAY HOME IF YOU ARE SICK.**



## **SOCIAL DISTANCING**

**Keep 6 feet between you and  
others when possible.**

**Avoid crowded public places  
where close contact with others  
may occur.**

**Avoid mass gatherings.**



**USTED PUEDE AYUDAR A PREVENIR LA PROPAGACION DE ENFERMEDADES RESPIRATORIAS COMO EL COVID-19. QUEDESE EN CASA SI ESTA ENFERMO.**



## **DISTANCIA SOCIAL**

**Mantener 6 pies de distancia entre usted y los otros cuando sea posible.**

**Evite lugares publicos congestionados donde el contacto cercano pueda ocurrir con otros.**

**Evite las reuniones en masa**



# FACE COVERING DO'S & DONT'S:

## DO:



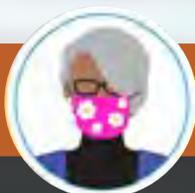
- ✓ Wear it while on the jobsite
- ✓ Make sure it covers your nose and mouth
- ✓ Wash after using
- ✓ Use anti-fog safety glasses/wipes or goggles/face shields if necessary

## DON'T:

- ✗ Use if you can't breathe through it.
- ✗ Use N95s or surgical masks intended for healthcare workers
- ✗ Use in place of social distancing (maintaining 6' distance is the best protection!)

# CARA CUBIERTA QUE HACER Y NO HACER

## QUE HACER:

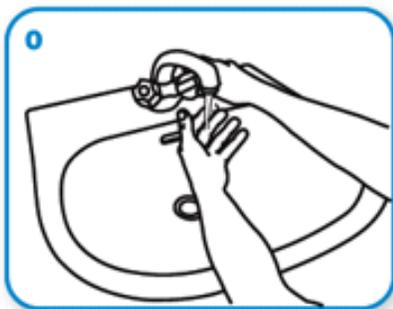


- ✓ Úsela mientras está en el lugar de trabajo
- ✓ Asegúrese de que cubra su nariz y boca
- ✓ Lavar después de usar
- ✓ Use lentes de seguridad antiniebla/ toallitas o gafas / caretas si es necesario

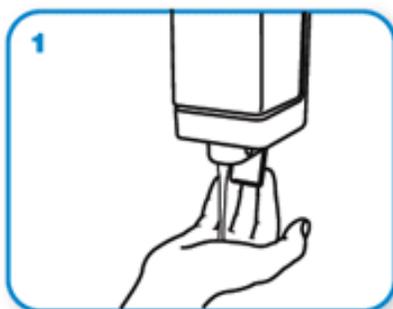
## LO QUE NO DEBE HACER:

- ✗ Úselo si no puede respirar a través de él.
- ✗ Utilice N95 o máscaras quirúrgicas destinadas a trabajadores de la salud
- ✗ Úselo en lugar de distanciamiento social (¡mantener una distancia de 6 pies es la mejor protección!)

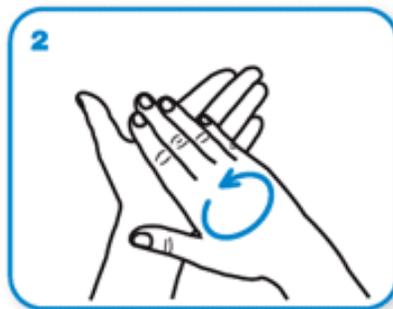
# THE WORLD HEALTH ORGANIZATION (WHO) RECOMMENDED METHOD FOR HAND WASHING



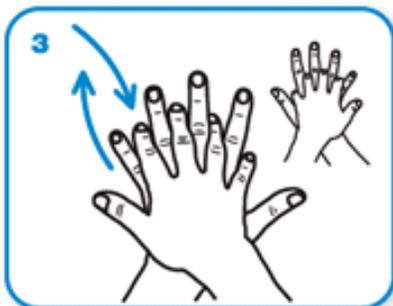
Wet hands with water



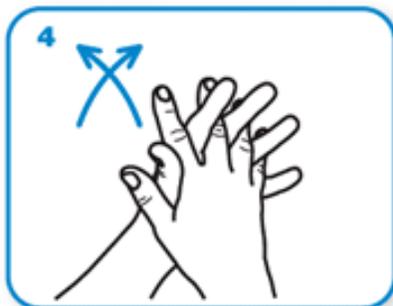
apply enough soap to cover all hand surfaces.



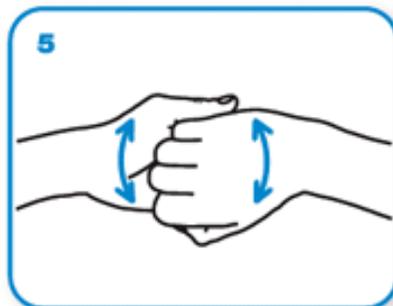
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



palm to palm with fingers interlaced



backs of fingers to opposing palms with fingers interlocked



rotational rubbing of left thumb clasped in right palm and vice versa



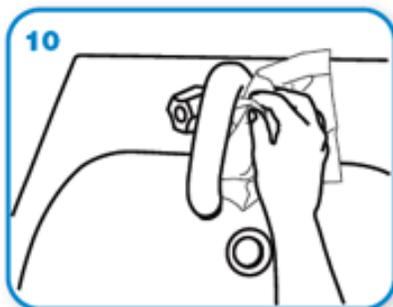
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



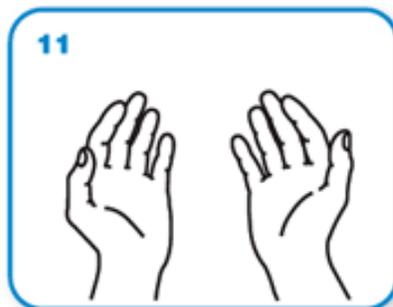
Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet

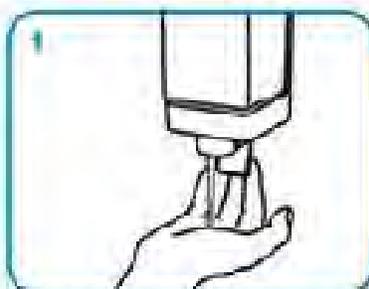


...and your hands are safe.

METODO RECOMENDADO PARA LAVARSE LAS MANOS SEGUN LA ORGANIZACION MUNDIAL DE LA SALUD (OMS)



Moje las manos con agua.



Aplicar suficiente jabón para cubrir todas las superficies manuales.



Frotar manos de palma a palma.



La palma derecha sobre el dorso izquierdo con los dedos entrelazados y viceversa.



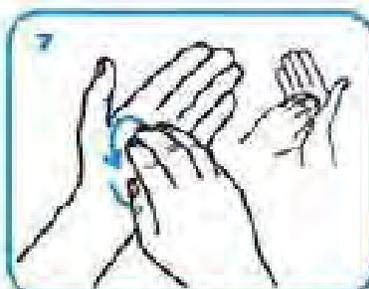
De palma a palma entrelazadas.



La parte posterior de los dedos a las palmas opuestas con los dedos entrelazados



Rotación rotatoria en el pulgar izquierdo apretada en la palma derecha y viceversa.



Rotación hacia atrás y hacia adelante con los dedos de mano derecha y palma izquierda y viceversa.



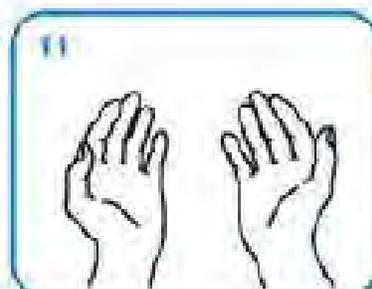
Enjuague las manos con agua.



Seque a fondo con una sola toalla.



Use una toalla para cerrar el grifo.



...y sus manos están seguras.

# WHAT'S YOUR RISK LEVEL?

## High Risk

Living in the same household with someone confirmed to have COVID-19.

## Medium Risk

Close contact of a symptomatic person with COVID-19.  
(Within 6 feet for 5-10 minutes; or being coughed on)

## Low Risk

Being in the same room for a prolonged period of time with a symptomatic person who tested positive.  
(i.e. waiting room, work meeting)

## No Risk

Walking by or briefly being in a room with a symptomatic person who tested positive.

- ❖ “Contacts of contacts” are not considered at risk of contracting Coronavirus.
- ❖ If you interacted with someone who was exposed to someone with Coronavirus, you are not considered at risk.

# ¿CUÁL ES SU NIVEL DE RIESGO?

## **Alto Riesgo**

Vivir en la misma casa con alguien confirmado que tiene COVID-19.

## **Riesgo Medio**

Contacto cercano de una persona sintomática con COVID-19.  
(Dentro de 6 pies durante 5-10 minutos; o toser)

## **Riesgo Bajo**

Estar en la misma habitación durante un período prolongado de tiempo como una persona sintomática que dio positivo. (es decir, sala de espera, reunión de trabajo)

## **Sin Riesgo**

Caminar o estar brevemente en una habitación con una persona sintomática que dio positivo.

- ❖ Los "contactos de contactos" no se consideran en riesgo de contraer Coronavirus.
- ❖ Si interactuó con alguien que estuvo expuesto a alguien con Coronavirus, no se lo considera en riesgo.

# COVID-19 General Checklist for Construction Employers

July 2, 2020

This checklist is intended to help construction employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the [Guidance for Construction Employers](#). This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.



## Contents of Written Workplace Specific Plan

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Use of face coverings, in accordance with the [CDPH guidance](#).
- Training and communication with workers and worker representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts and infected workers.
- Protocols for when the workplace has an outbreak, in accordance with [CDPH guidance](#).
- Update the plan as necessary to prevent further cases.



## Topics for Employee Training

- Information on [COVID-19](#), preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- The importance of not coming to work if workers have a cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, congestion or runny nose, nausea or vomiting, or diarrhea, or if they or someone they had contact with has been diagnosed with COVID-19.
- To return to work after a COVID-19 diagnosis only after 14 days since symptom onset and 72 hours of no fever.
- When to seek medical attention.
- The importance of hand washing.
- The importance of physical distancing, both at work and off work time.

- ☑ Proper use of cloth face covers, including information in the [CDPH guidance](#).
- ☑ Information on leave benefits, including the [Families First Coronavirus Response Act](#) and the Governor's [Executive Order N-51-20](#), and workers' compensation benefits under the Governor's [Executive Order N-62-20](#) while that Order is in effect.
- ☑ Train any independent contractors, temporary, or contract workers in these policies and ensure they have necessary PPE.



## Individual Control Measures & Screening

- ☑ Symptom screenings and/or temperature checks.
- ☑ Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- ☑ Encourage frequent handwashing and use of hand sanitizer.
- ☑ Provide and ensure workers use PPE, such as eye protection and gloves.
- ☑ Provide disposable gloves to workers as a supplement to frequent hand washing for tasks such as handling commonly touched items or conducting symptom screening.
- ☑ Restrict non-employee personnel on the job site and conduct screening.



## Cleaning and Disinfecting Protocols

- ☑ Perform thorough cleaning in high traffic areas.
- ☑ Frequently disinfect commonly used surfaces.
- ☑ Clean and sanitize shared equipment between each use.
- ☑ Clean touchable surfaces between shifts or between users, whichever is more frequent.
- ☑ Require workers to wash hands or use sanitizer after using shared equipment.
- ☑ Sanitize PPE at the end of the shift.
- ☑ Avoid sharing phones, work tools, etc., wherever possible.
- ☑ Provide adequate time for workers to clean during their shift.
- ☑ Keep sanitary facilities operational and stocked at all times.
- ☑ Provide additional toilets and hand washing stations if needed for physical distancing during breaks.
- ☑ Ensure all water systems and features are safe to use after a prolonged facility shutdown.
- ☑ Use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and train workers on chemical hazards, product instructions, ventilation requirements, and Cal/OSHA requirements. Follow CDPH [asthma-safer cleaning methods](#).
- ☑ Install hands-free devices if possible, including motion sensor sinks, soap dispensers, sanitizer dispensers, and paper towel dispensers.
- ☑ Consider upgrades to improve air filtration and ventilation.



## Physical Distancing Guidelines

- ☑ Implement measures to ensure workers stay at least six feet apart.
- ☑ Adjust on-site meetings to ensure physical distancing.
- ☑ Limit the number of workers on the jobsite at one time if necessary.
- ☑ Stagger worker breaks, if needed, to maintain physical distancing protocols.
- ☑ Reconfigure break areas for physical distance.
- ☑ Avoid congested areas at lunch.
- ☑ Use the following hierarchy to prevent transmission of COVID-19 in production and other work areas: engineering controls, administrative controls, and PPE.



## **NOTICE FOR WORKERS & VISITORS OF REQUIRED COVID-19 PRACTICES**

- Do not enter the workplace if you have a fever, cough, or any symptom of illness. If you feel sick, stay home for at least 10 days to get better and avoid spreading the infection. OR, get a confirmed negative test. Contact Nibbi Safety before returning to work.
- If you have been exposed to someone who is sick, stay home and contact Nibbi Safety.
- If you live with someone who is quarantined as a close contact to a COVID-19 positive person, leave work immediately and notify your supervisor and Nibbi.
- Frequently wash hands with soap and water for 20 seconds at the start and end of work day, when changing tasks, before/after eating/drinking, after using the restroom, or sneezing/coughing/blowing your nose. Use hand sanitizer with at least 60% alcohol if a sink is unavailable.
- Do not touch your eyes, nose, and mouth with unwashed hands or gloves. Wash your hands and face immediately if you do.
- Constantly observe your work distances in relation to others and maintain 6 feet distance at all times possible between you and anyone who does not live with you.
- Do not attend any gatherings in which 6-foot distancing cannot be maintained. Limit to 10 people.
- Use a face mask IN ADDITION TO 6-foot distancing. Face masks do not replace 6' distancing!
- Do not use N95 masks for COVID-19. Use half- or full-mask respirators for tasks normally requiring N95 respirators. (N95s are to be reserved for medical personnel.)
- Gloves must be worn at all times and be appropriate to the task.
- Avoid touching common surfaces with bare hands. Do not shake hands or engage in unnecessary physical contact.
- Clean and disinfect your workspace daily, including frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, doorknobs, kitchen appliances, etc.
- Do not share PPE, phones, desks or personal items with coworkers (tools, food/drink, dishes/towels, etc.). Sharing of food/water is subject to suspension.
- Do not use microwaves, water coolers, or any other similar group equipment on jobsites. Such equipment can be used in an office setting only IF disinfected prior to each use.
- Clean group tools/equipment prior to each use by a different individual.
- Clean and maintain your personal PPE and do not loan any item to coworkers, including phones.
- Deposit disposable PPE, paper towels, and similar waste in non-touch waste bins.
- Do not carpool with anyone outside your household unless absolutely necessary. In that case, wear face coverings while riding together, sit at greatest distance possible, and keep windows open for ventilation, if possible.
- Workers should change work clothes & shoes prior to arriving at home. Do not shake out clothes.
- Cover your mouth and nose with a tissue when coughing or sneezing; or cough/sneeze into the crook of your arm at your elbow/sleeve – never into your hands. If you use a tissue, throw it away promptly, then wash your hands.

## **AVISOS PARA TRABAJADORES Y VISITANTES DE PRACTICAS REQUERIDAS DE COVID-19**

- No entren el lugar del trabajo si tienes fiebre, tos, o otras síntomas de COVID-19. Si está enfermo, quédese en casa al menos 10 días para mejorar y evitar la propagación de la infección. O, hazte una prueba que confirma que sos negativo del virus. Contacte a Cassie Hilaski antes de volver al trabajo.
- Si ha estado expuesto a alguien que está enfermo, quédese en casa.
- Si alguien con quien vive está en cuarentena como contacto cercano de una persona positiva de COVID-19, deje el trabajo inmediatamente y notifique a su supervisor y a Nibbi.
- Lávese regularmente las manos con agua y jabón durante al menos 20 segundos antes de comer, después de ir al baño, estornudos, toser o sonarse la nariz. Use desinfectante de manos que tenga al menos 60% de alcohol si un lavamanos no está disponible.
- Evite tocarse los ojos, la nariz y la boca. Lávese las manos y la cara inmediatamente si lo hace
- Observe constantemente sus distancias de trabajo en relación con los demás y mantenga la distancia de 6 pies en todo el tiempo posible entre usted y cualquier persona que no vive con usted. No dé la mano ni haga otro contacto directo con cualquier persona fuera de su hogar.
- No asistea a ninguna reunión en donde no se puede mantener el distanciamiento de 6 pies. Límite a 10 personas.
- Usa una máscara facial ADEMÁS de el distanciamiento de 6 pies. Las máscaras faciales no reemplazan a las distanciamiento social de 6 pies.
- No utilicen máscaras N95 para COVID-19. Usen máscaras-respiradores faciales media o completa cobertura para tareas que normalmente usan respiradores N95. (Los N95 deben de ser reservarse para trabajadores de el sector médico.)
- Los guantes deben usarse en todo momento y ser apropiados para la tarea
- Evite tocar superficies comunes con manos descubiertas. No se le da la mano, ni participe en ningún contacto físico innecesario”
- Limpie y desinfecte su espacio de trabajo diariamente, incluyendo objetos y superficies frecuentemente tocados como estaciones de trabajo, teclados, teléfonos, pasamanos, máquinas, herramientas compartidas, botones de control de ascensores, pomos de puerta, electrodomésticos de cocina, etc.
- No comparta EPP, teléfonos, escritorios o artículos personales con compañeros de trabajo (herramientas, comida /bebida, platos/toallas, etc.). El uso compartido de alimentos/agua está sujeto a suspensión.
- No utilicen microondas, enfriadores de agua, ni ningún otro equipo de grupo similar en los lugares de trabajo. Dicho equipo se puede utilizar en un entorno de oficina sólo SI se desinfecta antes de cada uso.
- Limpie las herramientas de grupo antes de cada uso.
- Limpiar y mantener su EPP personal y no prestar ningún artículo a los compañeros de trabajo, incluyendo telefonos.
- Depositar el EPP desechables, toallas de papel y residuos similares en contenedores de residuos que no se tocan.
- No compartes el coche con nadie fuera de su hogar, a menos que no hay otra forma alternativa de transporte. En este caso, use cubiertas faciales mientras se conmutan juntos, siéntese a la mayor distancia posible y mantengan las ventanas abiertas para la ventilación, si es posible.
- Los trabajadores deben cambiarse de ropa de trabajo y zapatos antes de llegar a casa. No sacuden la ropa.
- Cúbrase la boca y la nariz con un pañuelo de papel al toser o estornudar; o toses/estornudas en el landrón del brazo en el codo/manga, nunca en sus manos. Si usas un pañuelo, tíralo de inmediato y lávate las manos.



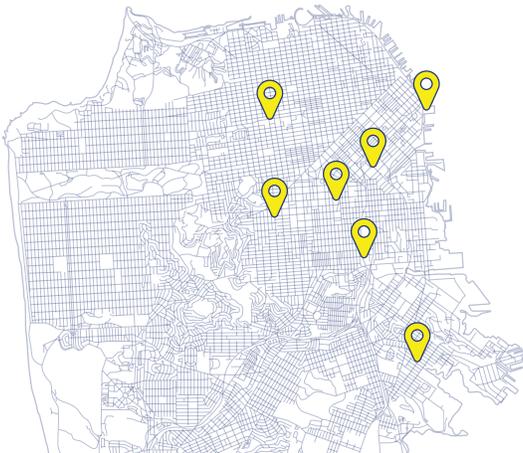
# Get Tested SF

## COVID-19 Testing Sites

### San Francisco is providing expanded COVID-19 testing.

Anyone who lives or works in San Francisco with at least one of the COVID-19 symptoms, or recent contact with someone with COVID-19 is eligible. All essential workers can get tested regardless of symptoms.

- **Testing is free.**
- You do not need a doctor's note to schedule a test or need medical insurance to get tested.
- Appointments are required and can be made online or by phone.
- Results are available in 2 to 5 days.



### Symptoms of COVID-19:

- Body aches
- Chills
- Cough
- Diarrhea or vomiting
- Fatigue
- Fever (100.4° F/38° C)
- Headache
- Loss of smell or taste
- Nasal congestion
- Runny nose
- Shortness of breath
- Sore throat

### Test sites:

CityTest SF locations:

- **Embarcadero**  
Pier 30/32 | 7 Days a week: 8am-6pm
- **SOMA**  
7th and Brannan | M-F: 9am-5pm

Visit [sf.gov/GetTestedSF](https://sf.gov/GetTestedSF) or call **311** to schedule a test at one of these locations.

Additional neighborhood locations:

- **Castro Mission**  
3850 17th Street | M-F: 8-5pm | S-S: 12-4pm
  - **Maxine Hall**  
1181 Golden Gate Avenue | M-F: 8-5pm
  - **Southeast Health Center**  
2401 Keith Street | M-F: 8-5pm
  - **ZSFG**  
1001 Potrero Avenue | M-F: 9-6pm
- Call **415-682-1740** to schedule a test at one of these locations.

- **Mission Neighborhood Health Center**  
Shotwell Parking Lot | 240 Shotwell Street  
M-F: 8-5pm
- Call **415-552-3870** to schedule a test here.

**Note:** A test detects if you have the virus at the time you take the test. It does not test for immunity or if you had the virus in the past. If your test is negative, you must remain cautious as you can still get infected.



[sf.gov/GetTestedSF](https://sf.gov/GetTestedSF)



City & County of San Francisco  
Department of Public Health



# ¡Hágase la prueba, San Francisco!

## Información acerca de la prueba de COVID-19

### San Francisco ofrece pruebas de COVID-19 para cualquier persona que viva y/o trabaje en la ciudad.

Todos los trabajadores esenciales pueden hacerse la prueba aunque no presenten síntomas. Todas las demás personas deben tener al menos un síntoma de COVID-19 como fiebre o tos, o haber estado expuesta al virus COVID-19.

- Las pruebas son gratuitas en distintos lugares de la ciudad.
- No se requiere seguro ni una nota de su doctor para programar una cita y hacerse la prueba.
- Solo se atiende con cita previa. Puede hacer la cita por teléfono o internet.
- Los resultados están disponibles de 1 a 3 días.

### Llame al 415-682-1740 para programar una prueba en uno de los siguientes lugares.

Verá a aquellos que ha tenido contacto reciente y cercano con una persona que resultó positiva a la prueba de COVID-19, incluso si no tiene síntomas.

#### Centro de pruebas Castro Mission

3850 17th Street | de lunes a viernes: 8-5pm  
sábado y domingo: 12-4pm

#### Centro de pruebas Maxine Hall

1181 Golden Gate Avenue | de lunes a viernes: 8-5pm

#### Centro de pruebas Southeast Health Center

2401 Keith Street | de lunes a viernes: 8-5pm

#### Centro de pruebas Zuckerberg SF General

1001 Potrero Avenue | de lunes a viernes: 9-6pm

### Llame al 415-552-3870 para programar una cita

#### Estacionamiento de Mission Neighborhood Health Center

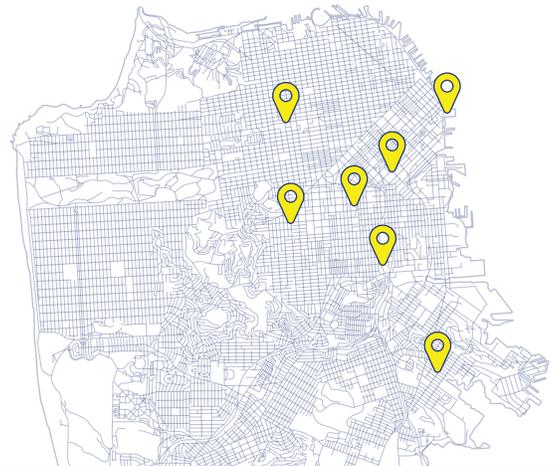
240 Shotwell Street  
de lunes a viernes: 8-5pm

### Ubicaciones de CityTestSF:

Lugares para hacerse la prueba desde su coche o si llega caminando

- Muelle 30/32
- SOMA, en la esquina de 7th y Brannan

Para programar una prueba en uno de los siguientes lugares, visite [sf.gov/citytestsf](https://sf.gov/citytestsf).



### Síntomas de COVID-19:

- Dolor de cuerpo
- Escalofríos
- Dificultad para respirar
- Diarrea o vómito
- Pérdida del olfato y gusto
- Fiebre (100.4° F/38° C)
- Dolor de cabeza
- Fatiga
- Congestión nasal
- Secreción nasal
- Tos
- Dolor de garganta

**Tenga en cuenta:** La prueba detecta si tiene el virus al momento de tomarla. No detecta si tiene inmunidad o si tuvo el virus en el pasado. Aunque su prueba salga negativa, todavía debe mantener sus precauciones, ya que aún puede contagiarse.



[sf.gov/GetTestedSF](https://sf.gov/GetTestedSF)



City & County of San Francisco  
Department of Public Health



1000 Brannan Street, Suite 102  
San Francisco, CA 94103  
Office: 415.863.1820  
Fax: 415.863.1150

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July 16, 2020

To Whom It May Concern:

The bearer of this document is an employee of Nibbi Brothers General Contractors and is engaged in the construction of an essential project. Construction is considered an essential service under the county health order and the governor's executive order. Therefore, this individual is exempt from the Shelter-In-Place Order and is allowed to travel to and from the worksite.

Thank you.

NIBBI BROTHERS GENERAL CONTRACTORS

A handwritten signature in blue ink that reads "Rob Nibbi".

Robert L. Nibbi  
President

# TEMPERATURE SCAN – FEVER

You have been identified as having a fever. As such, in an overabundance of caution, you may not work on a Nibbi job site until you meet our **Return to Work Guidelines** outlined below.

**Please notify your immediate supervisor/foreman by phone (off-site) that you cannot work on a Nibbi job site for the immediate future.**

Please know that while fever is the most common symptom of the Coronavirus, it is just one potential symptom and **does not mean that you have the virus**. You could simply have a cold or flu. However, any germs on the job site is not good for the overall health of the community during the Coronavirus pandemic and, therefore, it is prudent that you self-isolate until your symptoms resolve per the guidelines below.

## SELF-CARE INSTRUCTIONS

**Call your doctor:** Before going to the doctor's office or emergency room, call ahead and tell them your symptoms. They will tell you what to do.

**Stay away from others:** As much as possible, you should stay in a specific "sick room" and away from other people in your home. Use a separate bathroom, if available. This includes pets and other animals.

**Wash your hands** often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.

**Avoid touching** your eyes, nose, and mouth. Wash your hands.

**Avoid sharing personal household items:** Do not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.

**Clean and disinfect:** Routinely clean high-touch surfaces in your "sick room" and bathroom. Let someone else clean and disinfect surfaces in common areas, but not your bedroom and bathroom. High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.

For more information, visit: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

## RETURN TO WORK GUIDELINES

**If you have a fever**, you can return to work only after you have tested negative for COVID-19 **AND** been fever-free for at least 72 hours without the use of antipyretics (i.e., fever-reducing medications, such as Tylenol®, Motrin®, etc.)

**AND**

Symptoms have generally improved.

**AND**

You have contacted Nibbi Safety (if Nibbi employee) or your direct supervisor (if subcontractor employee) prior to return to work.

**If you are diagnosed with COVID-19**, you can return to work only after 14 days after the onset of symptoms OR at least 5 days after the resolution of symptoms, whichever is longer

**AND**

Contact Nibbi Safety (if Nibbi employee) or your direct supervisor (if subcontractor employee) prior to return to work.

# FEVER NOTIFICATION TO SUBCONTRACTOR

One of your employees was identified with a fever today at \_\_\_\_\_ job site. They have been instructed to isolate at home and will not be allowed to work on a Nibbi job site until they meet our **Return to Work Guidelines** outlined below. *We are relying on you to ensure this employee is not allowed to return to the job site until their symptoms resolve per the Guidelines.*

Please know that while fever is the most common symptom of the Coronavirus, it is just one potential symptom and does not mean that your employee has the virus. They could simply have a cold or flu. However, any germs on the job site is not good for the overall health of the community during the Coronavirus pandemic and, therefore, it is prudent that they self-isolate until their symptoms resolve per the guidelines below.

## RETURN TO WORK GUIDELINES

**For a fever**, the employee can return to work only after they have tested negative for COVID-19

**AND** been fever-free for at least 72 hours without the use of antipyretics (i.e., fever-reducing medications, such as Tylenol®, Motrin®, etc.)

### AND

Symptoms have generally improved.

### AND

They have contacted their direct supervisor prior to return to work.

**For confirmed diagnosis of COVID-19**, they can return to work only after 14 days after the onset of symptoms

### OR

at least 5 days after the resolution of symptoms, whichever is **longer**

### AND

They have contacted their direct supervisor prior to return to work.

# 10 things you can do to manage your COVID-19 symptoms at home

Accessible Version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

## If you have possible or confirmed COVID-19:

1. **Stay home** from work and school. And stay away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.



6. **Cover your cough and sneezes.**



2. **Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.



7. **Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



3. **Get rest and stay hydrated.**



8. As much as possible, **stay** in a specific room and **away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a cloth face covering.



4. If you have a medical appointment, **call the healthcare provider** ahead of time and tell them that you have or may have COVID-19.



9. **Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.



5. For medical emergencies, call 911 and **notify the dispatch personnel** that you have or may have COVID-19.



10. **Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

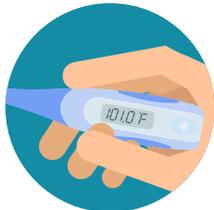
# 10 maneras de manejar los síntomas respiratorios en casa

**Si tiene fiebre, tos o dificultad para respirar, llame a su proveedor de atención médica. Es posible que le recomienden manejar el cuidado de su salud en casa. Siga estos consejos:**

- 1. Quéedese en casa**, no vaya al trabajo ni a la escuela, y evite visitar otros lugares públicos. Si debe salir, evite usar transporte público, vehículos compartidos o taxis.



- 2. Monitoree sus síntomas** con mucha atención. Si sus síntomas empeoran, llame de inmediato a su proveedor de atención médica.



- 3. Descanse y manténgase hidratado.**



- 4.** Si tiene una cita médica, **llame al proveedor de atención médica** antes de ir, e infórmele que tiene o podría tener COVID-19.



- 5.** Si tiene una emergencia médica, llame al 911 y **avísele a la operadora** que tiene o podría tener COVID-19.



- 6. Cúbrase la nariz y la boca al toser o estornudar.**



- 7. Lávese las manos frecuentemente** con agua y jabón por al menos 20 segundos o límpieselas con un desinfectante de manos que contenga al menos un 60 % de alcohol.



- 8.** En la medida de lo posible, **quéedese** en una habitación específica y **alejado de las demás personas** que viven en su casa. Además, de ser posible, debería utilizar un baño separado. Si debe estar en contacto con otras personas dentro o fuera de su casa, use una mascarilla.



- 9. Evite compartir artículos personales** con las demás personas en su casa, como platos, vasos, cubiertos, toallas y ropa de cama.



- 10. Limpie todas las superficies** que se tocan frecuentemente, como los mesones, las mesas y las manijas de las puertas. Utilice limpiadores de uso doméstico, ya sea en rociador o toallitas, según las instrucciones de la etiqueta.



Para obtener más información: [www.cdc.gov/COVID19-es](http://www.cdc.gov/COVID19-es)

# CASE AND CONTACT DATA COLLECTION FORM



## INFORMATION ABOUT THE BUSINESS

Business Name:

Type of business:

Address of business facility:

Name of person reporting:

Position of person reporting:

Contact Direct Phone Number:

Contact Direct Email:

## INFORMATION ABOUT THE CASE

COVID-19 Positive Worker Name:	DOB (mm/dd/yy) [Optional]:
COVID-19 Positive Worker Phone Number:	COVID-19 Positive Worker Phone Number:
Symptoms? (yes/no)	Date of Symptom Onset (mm/dd/yy):
Date of Positive Test (mm/dd/yy):	Date Last Worked (mm/dd/yy):
Worker's Role at Workplace:	

### INFORMATION ABOUT THE CONTACTS

#	Close Contact Name (Last name, First name)	Phone Number	Physical Address	DOB (mm/dd/yy) [Optional]
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				



1000 Brannan Street, Suite 102  
San Francisco, CA 94103  
Office: 415.863.1820  
Fax: 415.863.1150

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**TO: ALL JOBSITE SUBCONTRACTORS**

**Date:**

**RE: POTENTIAL COVID-19 EXPOSURE ON JOBSITE**

To Whom It May Concern:

Nibbi has been informed that an individual who is experiencing potential COVID-19 symptoms was on this jobsite within 48 hours of the onset of symptoms. In order to proactively address the potential exposure, contact tracing has been completed to identify any individuals who may be considered a close contact during the possible exposure period. These individuals have been notified to quarantine until test results are received. In addition, disinfection of potentially affected areas has been completed in an overabundance of caution.

Following CDC Guidelines, a close contact is defined as being within 6 feet of and infected individual for a total of 10 cumulative minutes during the possible exposure period; or having direct contact with bodily fluids/secretions (like being coughed on).

If your company has not been notified of any potential close contacts, it is because no one in your crew has been possibly exposed as such. HIPPA laws prevent the release of the identity of the potentially infected individual.

**Case Summary**

Jobsite:

Employer:

Date of Symptom Onset (or Date Test Administered if Asymptomatic):

Date Employee was Last on Jobsite:

Area(s) Where Employee Worked During Potential Exposure Period (from date of symptom onset thru last date on jobsite):

If you have any concerns or questions, please do not hesitate to contact the Nibbi project team.

Thank you,



1000 Brannan Street, Suite 102  
 San Francisco, CA 94103  
 Office: 415.863.1820  
 Fax: 415.863.1150

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**TO: ALL JOBSITE SUBCONTRACTORS**

**Date:**

**RE: POSITIVE COVID-19 EXPOSURE ON JOBSITE**

To Whom It May Concern:

Nibbi has been informed that an individual who has tested positive for COVID-19 was on this jobsite within 48 hours of the onset of symptoms. As a result, contact tracing has been completed to identify any individuals deemed to be considered a close contact during the exposure period. Any close contacts have been notified to quarantine for 14 days. In addition, all disinfection has been completed as required per the County’s Shelter in Place orders.

Following CDC Guidelines, a close contact is defined as being within 6 feet of the infected individual for a total of 10 cumulative minutes during the exposure period; or having direct contact with bodily fluids/secretions (like being coughed on).

If your company has not been notified of any close contacts, it is because no one in your crew has been exposed as such. HIPPA laws prevent the release of the identity of the infected individual.

**Case Summary**

Jobsite:

Employer:

Date of Symptom Onset (or Date Test Administered if Asymptomatic):

Date Employee was Last on Jobsite:

Area(s) Where Employee Worked During Exposure Period (from date of symptom onset thru last date on jobsite):

If you have any concerns or questions, please do not hesitate to contact the Nibbi project team.

Thank you,

# COVID-19 Close Contact Advisory

Contact tracing conducted at your workplace indicates a possible exposure to a confirmed COVID-19 case. You have been identified as an employee who may have been exposed to this virus as a close contact. According to the Centers for Disease Control and Prevention (CDC), the virus is spread mainly between people who are in close contact with one another (less than 6 feet apart for 10 minutes or longer) through respiratory droplets produced when an infected person coughs or sneezes.

Learning of a potential exposure can be upsetting, but contact with someone with COVID-19 does not necessarily mean that you will get COVID-19 or become seriously ill. Most people with COVID-19 have mild illness and can recover at home. Some people who have the virus may not have any symptoms at all. That is why your employer is working closely with the local County of Public Health Department to take precautions to prevent further exposure.

Please see below instructions regarding quarantine, work exclusion, clinical care, and testing.

## Testing & 14-Day Quarantine

As an employee who has come into close contact with an individual who tested positive for COVID-19, you are directed to **self-quarantine for 14 days** from the last date of close contact with that individual. **You must get tested twice and remain at home for 14 days regardless of any negative test results:**

- First Test: Should be done as soon as possible
- Second Test: Should be done on approximately Day 10 from last exposure to confirmed case (tests should be 7 days apart).
  - Note: If the first test is on Day 8 from last exposure to the confirmed case, no need to retest

Since it can take up to 14 days for symptoms to develop after exposure, it is very important you get tested as soon as possible, remain in isolation at home for 14 days, and monitor for COVID-19 symptoms.

If the test result is positive, you must remain isolated at home until at least 14 days have passed since the date of your positive COVID-19 test result AND, if you had any symptoms, until at least 5 days have passed since recovery (7 days in Santa Clara County).

If the test result is negative, you must still remain quarantined at home for a full 14 days. This is because it can take up to 14 days for symptoms to develop (and a test to become positive) after exposure to someone with COVID-19.

If at any point you develop symptoms consistent with COVID-19 (fever, cough, shortness of breath, chills, night sweats, sore throat, nausea, vomiting, diarrhea, tiredness, muscle or body aches, headaches, confusion, or loss of sense of taste/smell), contact your doctor immediately. If you do not have a doctor, and are working on a Santa Clara County jobsite, you may contact the Santa Clara Valley Medical Center, Valley Connections Line at 1-888-334-1000 and ask to speak to an advice nurse. Do not go to the emergency room or urgent care without an appointment.

## Work Exclusion

You are excluded from coming to work during the quarantine period. Once the above testing and quarantine period requirements are met, you may return to work in combination with your employer's recommendations, which may be specific to your position.

For more information on COVID-19, please visit your jobsite County's website at <https://www.sfdph.org/dph/alerts/coronavirus.asp> (San Francisco), <http://www.acphd.org/2019-ncov.aspx> (Alameda), or [www.sccgov.org/covid19](http://www.sccgov.org/covid19) (Santa Clara). Thank you for doing your part to stop the spread of the virus and keep our community healthy.

# General Advisory for Personnel

An investigation in your workplace identified several individuals who may have been exposed to a known case of COVID-19. **At this point, all those identified as close contacts to the case have been notified. If you did not receive such a notification, you are not known to be a close contact.** However, it is possible other unidentified exposures took place at work or in other settings, so it is important that you continue to protect yourself, your coworkers, and your loved ones by following the guidelines outlined below.

## Self-Monitor for Symptoms for 14 Days

You are advised to **self-monitor for symptoms for 14 days** from the day you received this notice. Symptoms usually begin about 5 days after exposure but may appear as soon as 2 days or up to 14 days after exposure.

If at any point you develop symptoms consistent with COVID-19 (fever, cough, shortness of breath, chills, night sweats, sore throat, nausea, vomiting, diarrhea, tiredness, muscle or body aches, headaches, confusion, or loss of sense of taste/smell), you should notify your employer and leave work as soon as possible. Contact your doctor immediately.

If you must seek emergency medical care, notify them that your symptoms may be concerning for COVID-19.

## Social Distancing and Personal Hygiene

As you continue to work, remember to maintain six feet between yourself and other employees or clients. Face coverings are now mandated in the State of California ([CDPH, 2020](#)). You must wear a face covering at all times (except while eating or drinking, if it is medically inadvisable for you to wear a face covering, or for communication by or with a person who is hearing impaired). Be sure to clean your hands regularly, especially before and after eating and after using the restroom. An alcohol-based hand sanitizer can be used except when hands are wet or visibly soiled and after using the restroom. Avoid touching your face, and always wear a face covering when feasible. Other ways you can stay safe and healthy include:

- Avoid using common areas (like conference rooms, cafeterias, and break rooms).
- Eat meals at your desk.
- Stagger breaks to maintain adequate social distancing.
- Minimize any in-person meetings, and opt for virtual meetings whenever possible; for meetings that must be in-person, arrange to ensure adequate social distancing.
- Use disposable wipes to clean commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) before each use.
- Avoid using other co-workers' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

You should follow any other worksite policies as directed by your employer to prevent spread of infection. Thank you for your dedication to keeping yourself, your coworkers, and your community safe and healthy. Please let your employer know if you have any further questions.

## **Isolation and Quarantine Steps for People Before and After COVID-19 Diagnostic Test Results**

There are a number of reasons why you may test for COVID-19 – because you have symptoms of possible infection, because you were the close contact of someone with COVID-19, or because you are in a job that recommends or requires testing. The directions below will help you to determine what you should do while you are waiting for your diagnostic test results, and what to do after your test results are available.

### **What to do while you're waiting for test results:**

If you have any COVID-19 symptoms\*, then follow the **Isolation Steps** while you are waiting for results.

\*COVID-19 symptoms include:

- Fever, Chills, or Repeated Shaking/Shivering
- Cough
- Sore Throat
- Shortness of Breath, Difficulty Breathing
- Feeling Unusually Weak or Fatigued
- Loss of Taste or Smell
- Muscle pain
- Headache
- Runny or congested nose
- Diarrhea

If you have no symptoms but were the close contact<sup>#</sup> of a person with COVID-19, then follow the **Quarantine Steps** while you are waiting for your test results.

<sup>#</sup>You are a close contact of a COVID-19 positive person if, from 48 hours before their symptoms began, the person with COVID-19:

- Lived or stayed overnight with you
- Was your intimate sex partner
- Took care of you or you took care of them
- Stayed within 6 feet of you for more than 10 minutes
- Exposed you to direct contact with their body fluids or secretions (e.g., coughed or sneezed on you)

If you do not have COVID-19 symptoms, and are not a close contact, you just need to wait for your test results. You do not need to follow Isolation or Quarantine Steps.

### **What to do after you get your test results:**

If you test **positive**, follow the **Isolation Steps**

If you test **negative** AND:

1. You were not a close contact and have no COVID-19 symptoms: you can **resume your regular activities**.
2. You were a close contact\* of a COVID-19 positive person: continue to follow the **Quarantine Steps**.
3. You were not a close contact but have COVID-19 symptoms\*:
  - If your healthcare provider thinks you have COVID-19, continue to follow the **Isolation Steps**.
  - If you are in close contact with a vulnerable person,\*\* you should consider remaining in isolation for the entire isolation period, as described in **Isolation Steps**.
  - Otherwise, follow **Isolation Steps** until your fever has been gone without taking fever-lowering medication and your symptoms have been improving, both for 72 hours.

\*\*A vulnerable person is someone who is:

- Age 60 years or older
- Staying in a nursing home or long-term care facility
- Has asthma (moderate-to-severe)
- Has chronic lung disease
- Has diabetes (type 1, type 2, or gestational)
- Has serious heart conditions (including heart failure, coronary artery disease, congenital heart disease, cardiomyopathies, and pulmonary hypertension)
- Has high blood pressure
- Has chronic kidney disease being treated with dialysis
- Has severe obesity (body mass index of 40 or greater)
- Has chronic liver disease
- Immunocompromised (including cancer treatment, bone marrow or organ transplantation, immune deficiencies, HIV with a low CD4 cell count or not on HIV treatment, and prolonged use of corticosteroids and other immune weakening medication)

## Home Isolation and Quarantine Guidelines for People with Coronavirus-2019 (COVID-19) Infection and their Household or Close Contacts

- 1) If you have a test confirmation or a doctor's diagnosis of COVID-19, you are subject to Health Officer Isolation Directive, which is available at <https://www.sfdph.org/dph/alerts/files/Blanket-Isolation-Directive-05.2020.pdf>
- 2) If you are in a household that has COVID-19 or you have had close contact with a person who has COVID-19, you are subject to Health Officer Quarantine Directive, which is available at <https://www.sfdph.org/dph/alerts/files/Blanket-Quarantine-Directive-05.2020.pdf>
- 3) If you are awaiting test results, follow the Home Isolation Steps (below) until results arrive. If your results are negative, check with your doctor before you stop following the Home Isolation Steps.

### Home Isolation Steps

If you have been diagnosed with COVID-19 **or** you are awaiting COVID-19 test results, you must follow these Home Isolation Steps to prevent the spread of disease.

#### **Stay home until you have recovered**

- Most people with COVID-19 have mild illness and can recover at home. If you are 60 years or older or have a condition such as heart, lung, or kidney disease, diabetes, high blood pressure, or a weakened immune system, you are at higher risk of getting more seriously ill.
- Do not go to work, school, or public areas.
- Stay home until recovered. Recovery means: your fever is gone for the past 72 hours without the use of fever-reducing medicine like acetaminophen (Tylenol®) **and** your cough or trouble breathing has improved, **and** it's been at least **14 days** after your first symptoms. If you had a positive COVID-19 test but never had symptoms, stay home for at least **14 days** after the date of your test.

#### **Close Contacts**

- People in your home, your sex partners, and people who take care of you or who you take care of, are considered "close contacts." Also considered close contacts are people who you can identify who stayed within 6 feet of you for more than 10 minutes, or who had direct contact with your body fluids or secretions.
- If you have a test confirmation or doctor's diagnosis of COVID-19, then everyone who you had close contact with from 48 hours before your symptoms began until you self-isolated, should follow the Home Quarantine Steps. Please share this document with them. To request help in notifying your Close Contacts without revealing your identity to them, please call 415-554-2830.

#### **What if you can't separate yourself from others?**

- Anyone who continues to be in close contact with you will need to begin a new quarantine cycle of 14 full days after the last day that person had close contact with you, or from the date that your isolation ends.

### Home Quarantine Steps

If you live in a household with **or** had close contact with someone diagnosed with COVID-19 (including contact from 48 hours before that person had any symptoms, until they self-isolated) you must follow these Home Quarantine Steps. It can take up to 14 days to develop symptoms if you become infected with COVID-19. You must stay home and monitor your own health during this time to prevent passing infection to anyone else.

#### **Stay home to see if you develop symptoms**

- You must stay in home quarantine for 14 full days after you were last in close contact with the person with COVID-19.
- Close contact with a person with COVID-19 is described in the column to the left.
- If you are unable to avoid close contact with the person with COVID-19, you must stay in quarantine for **14 full days** after the day that person completed their self-isolation. This is likely to be at least 24 days total.

#### **What if you develop symptoms?**

- COVID-19 symptoms include fever, chills, cough, shortness of breath, sore throat, runny nose, or muscle pain, headache, nausea, vomiting, diarrhea, or losing the sense of smell or taste.
- If you develop any of the above symptoms, and they are new symptoms that you don't usually have in daily life, then you may have COVID-19 and you must follow the Home Isolation Steps.
- Monitor your symptoms closely and seek medical advice or medical care if symptoms worsen, especially if you are at a higher risk of serious illness.
- Check with your medical provider or seek COVID-19 diagnostic testing to confirm the diagnosis.

## Restrictions and Information that Apply to BOTH Home Isolation and Home Quarantine

- Stay home except to seek medical care. Do not go to work, school, or public areas.
- Do not use public transportation, ride shares or taxis.
- Separate yourself from others in your home, especially people who are at higher risk of serious illness.
- Stay in a specific room and away from other people in your home as much as possible. Use a separate bathroom, if available.
- Do not prepare or serve food to others.
- Do not allow visitors into your home.
- Limit your contact with pets.

If you cannot meet the requirements for Isolation or Quarantine where you currently live, you can contact 3-1-1 to request assistance with housing, food, or other needs.

### Prevent the spread:

- Wear a face covering or mask if you are in the same room with others. If you are unable to wear a face covering or mask, others should wear a face covering or mask if they share or enter the room.
- Cover your coughs and sneezes. Cover your mouth and nose with a tissue or sneeze into your sleeve -- not into your hands -- then throw away the tissue into a lined trashcan and immediately wash hands.
- Wash your hands often and thoroughly with soap and water for at least 20 seconds - especially after coughing, sneezing, or blowing your nose, or after going to the bathroom. Alcohol-based hand sanitizer with a minimum content of 60% alcohol can be used instead of soap and water if the hands are not visibly dirty.
- Do not share household items such as dishes, cups, utensils, towels, bedding with other people. After using these items, wash them thoroughly with soap and water. Laundry may be washed in a standard washing machine with warm water and detergent; bleach may be added but is not necessary.
- Clean and disinfect all “high-touch” surfaces every day (including counters, tabletops, doorknobs, faucets, toilets, phones, tv remotes, keys, keyboards), and especially any surfaces that may have body fluids on them. Use household cleaning and disinfectant sprays or wipes, according to the product label instructions. More info: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>

### Practice home care:

- Rest and drink plenty of fluids. You may take acetaminophen (Tylenol®) to reduce fever and pain.
  - Do not give children younger than age 2 years any medications without first checking with a doctor.
  - Note that medicines do not “cure” COVID-19 and do not stop you from spreading the virus.
- Seek medical care if your symptoms get worse, especially if you are at a higher risk of serious illness.
- **Symptoms that indicate you should seek medical care include:**



- If possible, call ahead before going to your doctor's office or hospital and tell them you are in Isolation for COVID-19 to prepare health care personnel for your arrival and protect others from getting infected.
  - Do not wait in any waiting rooms and do wear a face covering or mask at all times if possible.
  - Do not use public transportation.
  - If you call 911, first notify the dispatch and paramedics that you are under isolation for COVID-19.

**Thank you for your cooperation in this important public health matter.**

## **Pasos para el aislamiento y la cuarentena para personas antes y después de obtener los resultados de la prueba de diagnóstico de COVID-19**

Existen varias razones por las cuales puede hacerse la prueba de COVID-19: porque tiene síntomas de una posible infección, porque es el contacto cercano de alguien con COVID-19 o porque está en un trabajo que recomienda o requiere realizarse pruebas. Las siguientes instrucciones le ayudarán a determinar lo que debe hacer mientras espera los resultados de las pruebas diagnósticas y qué hacer después de que los resultados estén disponibles.

### **Qué hacer mientras espera los resultados de la prueba:**

**Si tiene síntomas de COVID-19\*, siga los pasos para el aislamiento mientras espera los resultados.**

*\*Los síntomas de COVID-19 incluyen:*

- fiebre, escalofríos o temblores o escalofríos constantes
- tos
- dolor de garganta
- falta de aliento, dificultad para respirar
- sentirse inusualmente débil o cansado
- pérdida del gusto o del olfato
- dolor muscular
- dolor de cabeza
- secreción o congestión nasal
- diarrea

**Si no tiene síntomas, pero es el contacto cercano# de una persona con COVID-19, entonces siga los pasos para la cuarentena mientras espera los resultados de la prueba.**

*#Usted es el contacto cercano de una persona positiva por COVID-19 si, 48 horas antes de que comenzaran sus síntomas, la persona con COVID-19:*

- vivió o pasó la noche con usted
- fue su pareja sexual
- lo cuidó a usted o usted cuidó de él o ella
- estuvo a 6 pies de usted por más de 10 minutos
- lo expuso al contacto directo con sus fluidos corporales o secreciones (por ejemplo, tosió o estornudó sobre usted)

**Si no tiene síntomas de COVID-19 y no es un contacto cercano, solo necesita esperar los resultados de la prueba. No necesita seguir los pasos para el aislamiento o la cuarentena.**

### **Qué hacer después de obtener los resultados de la prueba:**

**Si su prueba es positiva, siga los pasos para el aislamiento.**

**Si su prueba es negativa Y:**

1. No es un contacto cercano y no tiene síntomas de COVID-19, ⇒usted puede reanudar sus actividades regulares.
2. Usted es un contacto cercano# de una persona positiva por COVID-19, ⇒ siga los pasos para la cuarentena.
3. No es un contacto cercano, pero tiene síntomas de COVID-19\* ⇒
  - Si su proveedor de atención médica piensa que tiene COVID-19, siga los pasos para el aislamiento.
  - Si es un contacto cercano de una persona vulnerable,\*\* debe considerar permanecer en aislamiento por el periodo de aislamiento completo, como se describe en los pasos para el aislamiento.
  - De lo contrario, siga los pasos para el aislamiento hasta que su fiebre haya desaparecido sin tomar medicamentos para bajar la fiebre y sus síntomas hayan mejorado durante 72 horas.

**\*\*Una persona vulnerable es alguien que:**

- tiene más de 60 años
- está en un hogar de ancianos o centro de atención a largo plazo
- tiene asma (moderada a grave)
- tiene una enfermedad pulmonar crónica
- tiene diabetes (tipo1, tipo 2 o gestacional)
- tiene una condición cardíaca grave (esto incluye insuficiencia cardíaca, arteriopatía coronaria enfermedad congénita del corazón, cardiomiopatías e hipertensión pulmonar)
- tiene presión arterial alta
- tiene una enfermedad renal crónica, que está siendo tratada con diálisis
- tiene obesidad grave (índice de masa corporal de más de 40)
- Tiene enfermedad hepática crónica
- inmunocomprometido (esto incluye el tratamiento de cáncer, el trasplante de médula ósea o de órganos, las inmunodeficiencias, el VIH con un recuento bajo de, y con uso prolongado de corticosteroides y otros medicamentos inmunodebilitantes)

## Pautas para el aislamiento y la cuarentena en el hogar para personas con infección por Coronavirus 2019 (COVID-19), para sus contactos cercanos y las personas que viven con ellas

- 1) Si su prueba de laboratorio de COVID-19 es positiva, o si se lo diagnostica un médico, está sujeto a la orden de aislamiento del funcionario de salud que puede encontrar en <https://www.sfdph.org/dph/alerts/files/Blanket-Isolation-Directive-05.2020.pdf>.
- 2) Si usted vive con una persona con COVID-19, o es un contacto cercano, está sujeto a la orden de cuarentena del funcionario de salud, que puede encontrar en <https://www.sfdph.org/dph/alerts/files/Blanket-Quarantine-Directive-05.2020.pdf>.
- 3) Si está esperando los resultados de la prueba, siga los pasos para el aislamiento en el hogar (a continuación) hasta que lleguen los resultados. Si sus resultados son negativos, verifique con su médico antes de dejar de seguir los pasos para el aislamiento en el hogar.

### Pasos para el aislamiento en el hogar

Si le diagnosticaron COVID-19 o está esperando los resultados de la prueba para el COVID-19, debe seguir estos pasos para el aislamiento en el hogar con el fin de prevenir la propagación de la enfermedad.

#### **Quédese en casa hasta que se haya recuperado**

- La mayoría de las personas con COVID-19 tendrán una enfermedad leve y se pueden recuperar en casa. Si tiene 60 años o más o tiene una afección como cardiopatía, enfermedad pulmonar, enfermedad renal, diabetes, presión arterial alta o un sistema inmunitario debilitado, tiene un mayor riesgo de enfermarse de manera más grave.
- No vaya a trabajar, a la escuela o a áreas públicas.
- Quédese en casa hasta que se recupere. La recuperación significa que ya no tiene fiebre durante un periodo de 72 horas sin el uso de medicamentos para disminuir la fiebre como acetaminofén (Tylenol®) **y** que su tos o dificultad para respirar mejoraron, **y** que han pasado al menos **14 días** después de sus primeros síntomas. Si tuvo una prueba positiva de COVID-19, pero nunca presentó síntomas, quédese en casa durante al menos **14 días** después de la fecha en que se hizo la prueba.

#### **Contactos cercanos**

- Las personas que viven en su hogar, sus parejas sexuales y las personas que cuidan de usted o las que usted cuida se consideran "contactos cercanos". También se consideran contactos cercanos las personas que sabe que estuvieron a menos de 6 pies de distancia de usted durante más de 10 minutos, o aquellas personas que tuvieron contacto directo con los fluidos o secreciones de su cuerpo. Si sabe que tiene COVID-19 por la confirmación de una prueba o por un diagnóstico médico, todas las personas con quienes tuvo contacto cercano durante las 48 horas que van desde antes de que comenzaran sus síntomas hasta que inició su autoaislamiento deben seguir los pasos para la cuarentena en el hogar. Comparta este documento con esas personas. Para solicitar ayuda para notificar a sus contactos cercanos sin revelarles su identidad, llame al 415-554-2830.

#### **¿Qué sucede si no puede alejarse de las demás personas?**

- Cualquier persona que continúe en contacto cercano con usted deberá comenzar un nuevo ciclo de cuarentena de 14 días completos después del último día que tuvo contacto cercano con usted o desde la fecha en que termine su aislamiento.

### Pasos para la cuarentena en el hogar

Si vive en el mismo hogar o tuvo contacto cercano con alguien diagnosticado con COVID-19 (incluido el contacto a partir de 48 horas antes de que dicha persona presentara síntomas y hasta el inicio de su autoaislamiento), debe seguir estos pasos para la cuarentena en el hogar. Si se infecta con el COVID-19, los síntomas pueden tardar en presentarse hasta 14 días. Debe quedarse en casa y controlar su propia salud durante este tiempo para evitar transmitir la infección a otra persona.

#### **Quédese en casa para ver si presenta síntomas**

- Debe permanecer en cuarentena en el hogar durante 14 días completos después de haber estado en contacto por última vez con una persona con COVID-19.
- El contacto cercano con una persona con COVID-19 se describe en la columna de la izquierda.
- Si no puede evitar el contacto cercano con la persona con COVID-19, debe permanecer en cuarentena durante **14 días completos** a partir del día en que esa persona haya concluido su autoaislamiento. Es probable que esto tarde al menos 24 días en total.

#### **¿Qué sucede si presenta síntomas?**

- Los síntomas de COVID-19 incluyen fiebre, escalofríos, tos, dificultad para respirar, dolor de garganta, secreción nasal o dolor muscular, dolor de cabeza, náuseas, vómito, diarrea o pérdida del sentido del olfato o del gusto.
- Si presenta alguno de los síntomas anteriores y son síntomas nuevos que generalmente no tiene en su vida diaria, entonces puede tener COVID-19 y debe seguir los pasos para el aislamiento en el hogar.
- Supervise atentamente sus síntomas y busque atención médica o asesoramiento médico si los síntomas empeoran, especialmente si tiene un mayor riesgo de padecer una enfermedad grave.
- Consulte a su proveedor médico o procure hacerse una prueba para confirmar el diagnóstico de COVID-19.

## Restricciones e información que se aplican a las personas que están TANTO aisladas en el hogar como en cuarentena

- Quéedese en casa, excepto para buscar atención médica. No vaya a trabajar, a la escuela o a áreas públicas.
- No utilice el transporte público, taxis o vehículos compartidos.
- Manténgase separado de las demás personas en su hogar, especialmente las personas que corren un mayor riesgo de padecer una enfermedad grave.
- En la medida de lo posible, permanezca en una habitación específica alejado de las otras personas en su hogar. Use un baño diferente, en caso de que haya otro disponible.
- No prepare ni sirva comida a otras personas.
- No permita que las visitas entren a su hogar.
- Limite su contacto con las mascotas.

Si no puede cumplir con los requisitos del aislamiento o de la cuarentena donde vive actualmente, puede llamar al 3-1-1 para solicitar ayuda de vivienda, alimentación u otras necesidades.

### Evite el contagio:

- Use cubrebocas o mascarilla si está en la misma habitación con otras personas. Si no le es posible usar un cubrebocas o una mascarilla, entonces que sea la otra persona quien los use si comparte o entra a su habitación.
- Cúbrase cuando tosa o estornude. Cúbrase la boca y la nariz con un pañuelo desechable o estornude en la manga, no en las manos, luego tire el pañuelo desechable en un basurero cubierto e inmediatamente lávese las manos.
- Lávese las manos minuciosamente y con frecuencia, usando agua y jabón durante al menos 20 segundos, especialmente después de ir al baño y después de sonarse la nariz, toser o estornudar. Es posible usar desinfectante para manos a base de alcohol con un contenido mínimo de 60 % de alcohol, en lugar de agua y jabón si las manos no están visiblemente sucias.
- No comparta artículos del hogar como platos, tazas, utensilios, toallas o ropa de cama con otras personas. Después de usar estos artículos, lávelos cuidadosamente con agua y jabón. Es posible lavar la ropa en una lavadora estándar con agua tibia y detergente; se puede agregar cloro, pero no es necesario.
- Limpie y desinfecte todas las superficies de "mayor contacto" todos los días (incluyendo barras de cocina, mesas, perillas, llaves del agua, inodoros, teléfonos, controles remotos, llaves, tableros), y especialmente cualquier superficie que pueda tener fluidos corporales en ella. Use aerosoles o toallitas desinfectantes de limpieza doméstica de acuerdo con las instrucciones de la etiqueta del producto. Para obtener mayor información visite: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>

### Cuidese en casa:

- Descanse y beba muchos líquidos. Puede tomar acetaminofén (Tylenol®) para reducir la fiebre y el dolor.
  - Los niños menores de 2 años no deben recibir medicamentos sin consultar primero a un médico.
  - Tenga en cuenta que los medicamentos no "curan" el COVID-19 y no le impiden propagar el virus.
- Busque atención médica si los síntomas empeoran, especialmente si tiene un mayor riesgo de padecer una enfermedad grave.
- **Los síntomas que indican que debe buscar atención médica incluyen:**



- Si es posible, llame con anticipación antes de ir al consultorio de su médico u hospital y dígales que se encuentra en aislamiento por COVID-19 para así preparar al personal de atención médica para su llegada y proteger a otras personas del riesgo de infectarse.
  - No espere en las salas de espera y, si es posible, use un cubrebocas o una mascarilla en todo momento.
  - No utilice el transporte público.
- Si llama al 911, notifique primero al despacho y a los paramédicos que está bajo aislamiento por COVID-19.

**Gracias por su cooperación en este importante asunto de salud pública.**

# Resources

## County Departments of Public Health

### **San Francisco County:**

<https://www.sfdph.org/dph/alerts/coronavirus.asp>

Notification of Positive COVID-19 Cases: Notify the County Public Health Department Communicable Disease Control (CD Control) immediately at 415-554-2830.

### **Alameda County:**

1000 Broadway, Suite 500  
Oakland, CA 94607  
510-267-8000

<http://www.acphd.org/2019-ncov.aspx>

<http://www.acphd.org/contact-acphd/contact-form.aspx>

Notification of Positive COVID-19 Cases: The Alameda County Public Health Department, Acute Communicable Disease Unit must be notified immediately by phone at (510) 267-3250.

### **Santa Clara County:**

<https://www.sccgov.org/sites/covid19/Pages/public-health-orders.aspx>

<https://www.sccgov.org/sites/scc/Pages/ContactSCCGOV.aspx>

Notification of Positive COVID-19 Cases: The County Public Health Department must be notified immediately by both telephone (by calling 408.885.4214) and by email (by sending an email to [coronavirus@phd.sccgov.org](mailto:coronavirus@phd.sccgov.org)).

## Cal/OSHA District Offices

### **San Francisco District Office**

Dennis McComb, District Manager  
455 Golden Gate Ave., Rm 9516  
San Francisco, CA 94102

*phone:*(415) 557-0100

*fax:*(415) 557-0123

*email:*[DOSH\\_SF@dir.ca.gov](mailto:DOSH_SF@dir.ca.gov)

### **Fremont District Office**

Kelly Tatum, District Manager  
39141 Civic Center Dr., Ste. 310  
Fremont, CA 94538

*phone:*(510) 794-2521

*fax:*(510) 794-3889

*email:*[DOSH\\_Fremont@dir.ca.gov](mailto:DOSH_Fremont@dir.ca.gov)

### **Foster City District Office**

Barbara Kim, District Manager  
1065 East Hillsdale Blvd., Ste. 110  
Foster City, CA 94404

*phone:*(650) 573-3812

*fax:*(650) 573-3817

*email:*[DOSH\\_FC@dir.ca.gov](mailto:DOSH_FC@dir.ca.gov)

### **Oakland District Office**

Wendy Hogle-Lui, District Manager  
1515 Clay Street, Ste. 1303  
Oakland, CA 94612

*phone:*(510) 622-2916

*fax:*(510) 622-2908

*email:*[DOSH\\_OAK@dir.ca.gov](mailto:DOSH_OAK@dir.ca.gov)

Cal/OSHA prefers calls by phone but will also accept email reports of positive COVID-19 cases: [Cal/OSHA Accident Report inbox](#)

# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ▶ PAID LEAVE ENTITLEMENTS

**Generally, employers covered under the Act must provide employees:**

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

### ▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li><li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li><li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li><li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li></ol> | <ol style="list-style-type: none"><li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li><li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li></ol> |
|---|---|

### ▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:  
1-866-487-9243  
TTY: 1-877-889-5627  
[dol.gov/agencies/whd](https://dol.gov/agencies/whd)





# LEY FAMILIAS PRIMERO DE RESPUESTA AL CORONAVIRUS: DERECHOS DEL EMPLEADO SOBRE LICENCIA LABORAL PAGADA

La **Ley Familias Primero de Respuesta al Coronavirus (FFCRA o Ley)** requiere que ciertos empleadores provean a empleados licencias laborales pagadas o expansión de la licencia familiar y por enfermedad por razones especificadas y relativas al COVID-19. La División de Horas y Salarios (WHD) del Departamento de Trabajo (Departamento) administra y se encarga del cumplimiento de los requerimientos de licencia laboral pagada de la nueva Ley. Sus provisiones aplicarán desde su puesta en vigor hasta el 31 de diciembre del 2020.

Generalmente, la Ley establece que los empleados de empleadores cubiertos son elegibles a: [2]

- **Dos semanas (hasta 80 horas) de licencia pagada por enfermedad a la tasa regular de pago del empleado** cuando el empleado no pueda trabajar por estar en cuarentena (de acuerdo a orden del gobierno Federal, Estatal, o local, o por dictamen de un proveedor de cuidados de la salud), y/o por estar teniendo síntomas de COVID-19 y requiriendo diagnóstico médico; o
- **Dos semanas (hasta 80 horas) de licencia pagada por enfermedad a dos-tercios de la tasa regular de pago del empleado** cuando el empleado no pueda trabajar en base a una causa justificable de necesidad por cuidar a un individuo sujeto a cuarentena (de acuerdo a una orden del gobierno Federal, Estatal, o local, o por dictamen de un proveedor de cuidados de la salud), o por cuidar a un hijo (menor de 18 años) cuya escuela o proveedor de cuidado está cerrado o no disponible, por causas relacionadas al COVID-19, y/o el empleado esté experimentando una condición sustancialmente similar a la especificada por el Secretario de Salud y Servicios Humanos, en consulta por los Secretarios del Tesoro y de Trabajo; y
- **Hasta 10 semanas adicionales de expansión pagada de la licencia familiar y por enfermedad a dos-tercios de la tasa regular de pago del empleado** donde el empleado, que ha estado contratado al menos 30 días laborales, no puede trabajar debido a una causa justificada de necesidad de licencia para cuidar de un hijo cuya escuela o proveedor de cuidados está cerrado o no disponible por razones relacionadas al COVID-19.

**Empleadores Cubiertos:** Las provisiones de licencias pagadas por enfermedad y de expansión de la licencia familiar y por enfermedad de la FFCRA aplican a ciertos empleados públicos, y empleadores privados con menos de 500 empleados. [1] La mayoría de los empleados del gobierno federal están cubiertos bajo el Título II de la Ley de Ausencia Familiar y Médica, que no fue repasada por esta Ley, y por ello no están cubiertos por la provisiones de expansión de la licencia familiar y por enfermedad de la FFCRA. Sin embargo, los empleados federales cubiertos por el Título II de la Ley de Ausencia Familiar y Médica están cubiertos por la provisión de licencia laboral pagada.

Las pequeñas empresas con menos de 50 empleados podrían cualificar para la exención del requerimiento de tener que proveer licencias debido a cierres escolares o no disponibilidad de cuidado infantil si los requerimientos para la licencia afectarían la viabilidad del negocio.

**Empleados Elegibles:** Todos los empleados de empleadores cubiertos son elegibles para dos semanas de licencia pagada por enfermedad por razones especificadas en relación al COVID-19. Empleados en nómina por al menos 30 días son elegibles por hasta 10 semanas adicionales de licencia familiar pagada para cuidar a un hijo bajo ciertas circunstancias relativas al COVID-19. [2]

**Aviso:** Cuando la licencia sea previsible, un empleado deberá tanto como sea posible notificar al empleador. Después del primer día laboral en licencia pagada por enfermedad, un empleador podrá requerir a empleados que sigan procedimientos razonables de avisos para poder continuar recibiendo tiempo pagado por enfermedad.

## ► Razones Calificables para la Licencia:

Bajo la FFCRA, un empleado no puede trabajar (**o no puede trabajar remotamente**) debido a su necesidad de licencia porque el empleado:

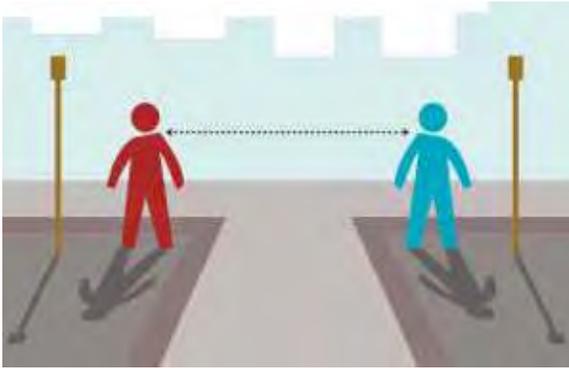
1. está sujeto a una orden de cuarentena o aislamiento Federal, Estatal, o local relacionada al COVID-19;
2. ha sido instruido por un proveedor de servicios de salud que se ponga en cuarentena por COVID-19;
3. está experimentando síntomas de COVID-19 y está solicitando diagnóstico médico;
4. está cuidando a una persona sujeta a una orden descrita en (1), o en cuarentena tal y como se describe en (2);
5. está cuidando a un hijo cuya escuela o lugar de cuidados está cerrado (o cuidados infantiles no están disponibles) por razones relativas al COVID-19; o
6. está experimentando otras condiciones sustancialmente similares a las especificadas por el Secretario de Salud y Servicios Humanos, en consulta con los Secretarios del Tesoro y de Trabajo.

Bajo la FFCRA, un empleado cualifica para una expansión de la licencia familiar y por enfermedad si el empleado está cuidando a un hijo cuya escuela o lugar de cuidados está cerrado (o el proveedor de cuidados infantiles no está disponible) por razones relativas al COVID-19.

[1] Ciertas provisiones no aplican a ciertos empleadores con menos de 50 empleados. Ver regulaciones FFCRA del Departamento (previstas en abril, 2020).

[2] Bajo la Ley, reglamentaciones especiales aplican para Trabajadores de Salud y Personal de Respuesta a Emergencias.

## COVID-19 pandemic: Tips to remain 'sane and safe' during social distancing



Maintaining a routine, helping others and taking time to focus on self-care are among the tips suggested to help people stay “sane and safe” while practicing social distancing during the COVID-19 pandemic.

Here are 15 recommendations to “counterbalance” the physical and psychological effects of social distancing, which involves reducing close contact with others in an effort to help stop the spread of the disease, per guidance from the Centers for Disease Control and Prevention.

- Maintain a routine. As much as possible, social distancing should not disrupt your sleep-wake cycle, working hours and daily activities.
- Make social distancing a positive by taking time to focus on your personal health, training, diet, physical activity levels and health habits.
- Cook for yourself and others in need. Add more fruits, vegetables, vitamins and proteins to your diet. (Most U.S. adults don't consume enough fruits and vegetables). Eat two or three meals a day.
- Go for a walk or exercise at home. “Definitely go out in nature as much as possible. Only half of American adults today get enough exercise.”
- Don't let anxiety or being at home lead to binge eating or alcohol and drug use.
- Don't oversleep, but try to sleep at least seven hours a day.
- Know that social distancing can cause anxiety and depression because of disruption to routines, isolation and fear over a pandemic. If you or someone you know is experiencing either, help is available.
- Make the best use of technology to finish your work, attend meetings and engage with coworkers with the same frequency required during active office hours.
- Small breaks during social distancing are also good times to reassess your skills and training – consider taking an online course, pursuing certification, undergoing training or personality development, or learning a new language.
- Engage in spring cleaning, clear clutter and donate household items. Home clutter can harbor pollutants, lead to infections and result in unhygienic spaces.
- Social distancing shouldn't translate to an unhealthy life on social media. Although you can certainly become a victim of myths, misinformation, anxiety and fearmongering, you can also inadvertently become a perpetrator, creating more trouble for communities. One to two times a day to watch, read or listen to news for updates on the Coronavirus is plenty. Any more is simply taking away time for yourself and your family.
- Reach out to others and offer help. Social distancing should help reinvest in and recreate social bonds. Consider providing for and helping those at risk or marginalized (e.g., the elderly, disabled and homeless; survivors of natural disasters; and people living in shelters). “You will certainly find someone in the neighborhood who needs some help.” This can be done from a distance via a phone or by online activities, as well as giving.
- Check your list of contacts on email and your phone. It may be a good time to check on your friends' and family members' well-being. This will also help you feel more connected, social, healthier and engaged. “Be kind to all; you never know who is struggling and how you can make a difference.”
- Engage in alternative activities to keep your mind and body active. For example, listen to music or sing; try dancing or biking, yoga or meditation; take virtual tours of museums and places of interest; sketch or paint; read books or novels; solve puzzles or play board games; try new recipes; and learn about other cultures.
- Don't isolate yourself completely – social distancing shouldn't become social isolation. Use today's technology to reach out to people and reconnect with distant friends and family.
- Don't be afraid, don't panic and do keep communicating with others.



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