



COVID-19 PLAN

Version 6.0 Published: November 11, 2020
PUBLISHED BY: Nibbi Safety Department



COVID-19 MONITORS

LOCATION	PRIMARY	SECONDARY
2 NORTH POINT	Isaiah Brown	Spencer Sayles, Jon Lee
331 PENNSYLVANIA	Luis Cisnero	Josh Chan, Willie Romero
950 EL CAMINO REAL	Trevor Gifford	Mike Joyce, John Davis
1990 FOLSOM	Ryan Ortiz, Jennifer Medina	Adam Sandow, Colby Abelee
2012 BERKELEY WAY	Mansi Patel	Josh Bazinet, Dan Hanley
2515 EL CAMINO REAL	Julian Sanchez	Colin Leong, Ricky Rolfes
3268 SAN PABLO	Jose Perez	O'Neil Marovich, Jim Galloway
BERNAL DWELLINGS	Terry Watters	John Espino, Mike Simpson
BROOKLYN BASIN (F)	Michael Hansen	Oscar Hernandez, Tyler Mendoes
BROOKLYN BASIN (A1)	Michael Hansen, Ryan Ortiz	Reid Etcheverry, Chris Brown
COLISEUM PLACE	Gabriel Alfaro	Luis Mendoza, Kevin Jones
FEDERICK DOUGLAS HAYNES	Eduardo Villegas	Art Carlos Jr, Benny Zhang
HAYES VALLEY SOUTH	Reggie Higgens	Isa Bey, Mark Hutchison
SUNNYDALE BLOCK 6	Craig Moore, Carlos Chong	Alex Durbin, Roberto Landi

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 Cough Shortness of breath Fatigue	Common
New loss of taste or smell Body aches Chills Sore throat Headache	Sometimes
Nausea or vomiting Nasal congestion Diarrhea Conjunctivitis (Pink Eye) Skin Rash Discoloration of fingers/toes	Rare

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 (a.k.a. SARS-CoV-2) spreads mainly in respiratory droplets launched from the mouth or nose when breathing, talking, coughing, or sneezing. These droplets cause infection when they are inhaled or land on mucous membranes (like the inside of the nose and mouth) of individuals within 6 feet of the infected person. The concentration of these droplets decreases the further they are from the infected person. And, the amount of infectious virus in the respiratory droplets decreases over time.

However, these droplets can also linger in the air for minutes to hours and can sometimes infect people who are further than 6 feet away. This “aerosol transmission” is not common but can occur in specific settings like crowded, enclosed spaces with inadequate ventilation.

Surface contamination also appears to play a minor role in the pandemic. 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 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.

Regardless, 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 spreads 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, the virus is able to be spread a couple of days before a person develops symptoms, or by a person who carries the virus but never develops any symptoms. **This is another reason to practice social distancing.**

The virus rarely spreads between people and animals but is possible, mostly after close contact with people with COVID-19.

The WHO and CDC still report that the biggest driver of COVID-19 spread is close contact with an infected individual.

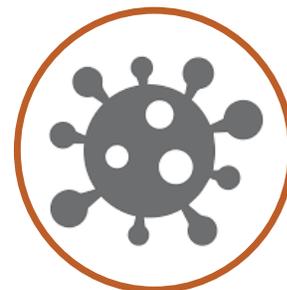


Figure 1: Coronavirus, named for its shape resembling a crown.

“ 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)
- Type 2 Diabetes
- Chronic kidney disease on dialysis
- Liver disease
- Immunocompromised (cancer treatment, bone marrow/organ transplant, and advanced or poorly controlled HIV or AIDS, etc.)
- Pregnancy
- Sickle cell disease
- Smoking
- Obesity (BMI > 40 kg/m²)
- High blood pressure



CHILDREN ARE AT A LOWER RISK

Most children with COVID-19 have mild symptoms or none at all. Those at highest risk for severe illness might be babies under 1 year of age and children with any of the following underlying medical conditions:

- Asthma or chronic lung disease
- Diabetes
- Genetic, neurologic, or metabolic conditions
- Heart disease since birth
- Immunosuppressions due to certain medical conditions or medications
- Obesity

PREGNANCY

Data now suggests that pregnant women are at increased risk of severe illness from COVID-19 during pregnancy; more specifically, pregnant women or recently pregnant women who are older, overweight, and have pre-existing medical conditions such as hypertension and diabetes. When pregnant women develop severe disease, they also seem to more often require care in intensive care units than non-pregnant women of reproductive age.

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 w/soap and water for 20 seconds at the start and end of work day, when changing tasks, before/after eating/drinking/smoking, 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.
- 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)
- Do not use face masks with a one-way valve.
- 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. 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 individual is required to follow these advisories every day.

PERSONNEL ADVISORIES

1. If you have a fever, cough, difficulty breathing, fatigue, body aches, sore throat, headache, chills, new loss of smell/taste, congestion, nausea, diarrhea, or conjunctivitis ("pink eye") 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 any of the above symptoms, you must stay home.
3. Anyone self-isolating at home due to their own symptoms or the symptoms of someone living with them are to notify Nibbi Supervision and Safety personnel so we can ensure the health of the jobsite.
4. Anyone planning a trip by plane or ship, or outside the state of California, must notify their supervisor (PX or Department Head for Nibbi employees) prior to travel; and will be required to self-isolate for 14 days before returning to work.
5. Nibbi employees are not to bring their children to work due to school closures.
6. Nibbi 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.
7. Anyone 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 personnel must be trained in the use of PPE, and a log maintained by their employer of their training. The QR Code (above) contains suggested 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 November 11, 2020

SYMPTOMS / DIAGNOSIS	STAY AT HOME	RETURN TO WORK
<p style="text-align: center;">ONE OR MORE OF THESE MINOR SYMPTOMS:</p> <ul style="list-style-type: none"> • Headache • Sore Throat • Congestion • Nausea/Vomiting • Diarrhea • Skin Rash 	<p style="text-align: center;">Stay at home for at least 2 days to monitor symptoms</p> <ul style="list-style-type: none"> • If able, work from home • Call Nibbi Supervision and Safety Personnel • If more common symptoms develop, move to next row below. 	<ul style="list-style-type: none"> • If symptoms get significantly better after 2 days, contact Nibbi Safety Personnel to return to work.
<p style="text-align: center;">ONE OR MORE OF THESE SIGNIFICANT COVID-19 SYMPTOMS:</p> <ul style="list-style-type: none"> • Fever (>38°C / 100.4°F) • Dry/Wet Cough • Shortness of Breath • Fatigue • Chills • New loss of smell/taste • Body aches / Muscle pain • Conjunctivitis ("Pink Eye") • Discoloration of fingers/toes 	<p style="text-align: center;">Stay at home for up to 10 days</p> <ul style="list-style-type: none"> • Get tested or self-isolate at home for 10 days. • If test positive, follow guidelines in the row below for Diagnosis of COVID-19. • If opt not to test, stay home for 10 days. • Call Nibbi Supervision and Safety Personnel • If able, work from home 	<ul style="list-style-type: none"> • Negative test OR • 10 day quarantine • Contact Nibbi Safety Personnel prior to return to work.
<p style="text-align: center;">Diagnosis of COVID-19</p>	<p style="text-align: center;">Quarantine for minimum 10 days</p>	<ul style="list-style-type: none"> • 10 days from first symptom onset or, if asymptomatic, test date • AND 2 days fever-free without medication • AND 2 days of symptoms improving • AND no cough • Contact Nibbi Safety Personnel prior to return to work.
<p style="text-align: center;">Close Contact Exposure to COVID-19</p> <p>(within 6' for at least 15 total minutes during exposure period; or contact with infectious secretions like being coughed on; or living in the same household; or being an intimate partner)</p>	<p style="text-align: center;">Quarantine for minimum 14 days, and monitor symptoms.</p> <p style="text-align: center;">Close contacts CANNOT test out of quarantine.</p> <ul style="list-style-type: none"> • If symptoms develop, get tested. If results are positive, follow guidelines in row above for positive diagnosis. If results are negative, continue to quarantine the balance of the 14 days. 	<ul style="list-style-type: none"> • 14 days after exposure (exposure date is Day Zero). • Contact Nibbi Safety Personnel prior to return to work.

Exposure Period: Starts 48 hours prior to the 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 Nibbi Safety personnel of these cases so we can ensure the safety of our worksites.

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 COVID-19 Manual is to be distributed upon publication.

Subcontractors are required to ensure their employees, subs, vendors, suppliers, etc. follow ALL Nibbi COVID-19 protocols and procedures including notification to Nibbi of ALL illnesses.

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 necessary and with proper 6’ social distancing in place. Jobwide 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. As much as possible, meeting attendance should not exceed 10 people. 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. Workers are to take breaks outdoors whenever possible. 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.

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 needed for any non-English-speaking workers
- *Cleaning and Decontamination Protocol* ([pages 26-27](#))
- *Appendix A* ([pages 28-30](#)) is to be posted at entrances to Nibbi's SF office.
- For Santa Clara County, the jobsite-specific Social Distancing Protocol

Reporting of Violations signage must be posted at employee break areas & jobsite Right to Know Boards ([via QR Code Poster, page 23](#)).

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 32-33](#)), Face Mask Do's and Don'ts ([pages 34-35](#)), Handwashing Instructions ([pages 36-37](#)), and Risk Levels ([pages 38-39](#)).

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 an 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
- Printers, copiers

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.

3. PROTOCOLS & GUIDELINES *(cont.)*

HEALTH SURVEY & PROTOCOL REVIEW

Each crew leader is to digitally complete a daily Personnel Advisory and Health Survey ([page 17](#)) 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). The QR Code on [page 23](#) provides access to the digital version which is the preferred method. Paper should only be used when the digital version is not available.

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 Personnel Advisory and Health Survey with crews.

This process must also be completed by anyone entering Nibbi company offices.

All individuals must immediately report if they test positive for COVID-19 and were at a Nibbi work location within 48 hours of the onset of symptoms or, if asymptomatic, the test date.



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](#) is 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 19](#)) 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; and their phone number and email address posted at entrances.

3. PROTOCOLS & GUIDELINES *(cont.)*

JOBSITE SAFETY ACCOUNTABILITY SUPERVISOR

Each jobsite will be routinely visited by a third-party entity to audit COVID-19 compliance (at least weekly for Santa Clara jobsites). A written report will be issued within 7 days of the audit if any non-compliance issues are found. Failure to correct non-compliance issues will result in a remediation plan being sent to the County within 5 days of the visit.

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 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.

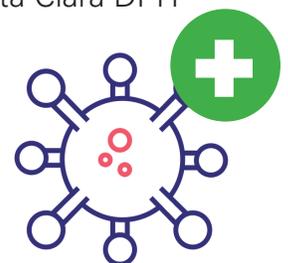
Each subcontractor on Santa Clara County jobsites must also complete the SDP webform for their operation as a whole and submit it to Nibbi. The sub's form is not site-specific and can be used for more than one jobsite.

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 64](#).

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 is in a language they can understand.

REPORTING COVID-19 POSITIVE CASES

Subcontractors must report COVID-19 cases to Nibbi within 1 hour of discovery regardless of time of day; and to the Santa Clara DPH within 4 hours at www.sccsafeworkplace.org. They must also complete the Risk Assessment Questionnaire on [page 15](#) and submit it to Nibbi Safety personnel.



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. Provide the infected individual with the Home Isolation and Quarantine Guidelines on [pages 52-58](#).
2. Immediately notify Cassie Hilaski, Robert Ortiz, Greg Narvick, Project Executive, and project safety professional.
3. **COMPLETE THE RISK ASSESSMENT QUESTIONNAIRE** 
(page 15)
4. Isolate and disinfect affected areas per Risk Assessment Questionnaire. Disinfection is required in areas where the infected individual spent a total of 15 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 Close Contacts identified through the Risk Assessment Questionnaire to self-isolate for 14 days and contact physician if they are, or become, symptomatic. Provide Close Contacts with the Home Isolation and Quarantine Guidelines on [pages 52-58](#).
6. Notify subcontractors and Owner using Nibbi Notification Templates on [pages 50-51](#).



7. Notify the local County Public Health Dept:
 - **San Francisco:** Nibbi must report all cases (including sub employees) to 628-217-6100. Information required is listed on [page 47](#).
 - **Alameda:** Employer must report cases within 48 hours using the county's form (<https://veoci.com/veoci/p/form/c4phekhj29yh#tab=entryForm>). Information required is listed on [page 48](#). Refer questions to COVIDworkplace@acgov.org or (510) 268-2101.
 - **Santa Clara:** Employer must report cases using the County's Worksite Case and Contact Reporting Portal within 4 hours of discovery of the positive case. Information can be updated if additional information is discovered after the initial report. The link to the portal can be found at <https://www.sccgov.org/sites/covid19/Pages/business-guidance.aspx#employee>

Cases resulting in hospitalization must be reported by the employer to Cal/OSHA's local district office (see Contact Information on [page 65](#)).

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 a total of 15 minutes during exposure period; or contact with infectious secretions (being coughed on); or living in the same household or being an intimate partner.
- **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.

RESPONSE PLAN TO POSITIVE DIAGNOSIS OF COVID-19 CASE

RISK ASSESSMENT QUESTIONNAIRE FOR INFECTED INDIVIDUALS

Suspected/Confirmed COVID-19 Individual Identification: _____
(To protect the identity of a confirmed COVID-19 individual, an employee number or other generic ID can be used.)

Company: _____ Date: _____ Time: _____

Person/Title Completing Form: _____

***For confirmed cases, email the name, address, phone number, job site, and company name of the infected individual and any close contacts to covid19case@nibbi.com for reporting purposes.

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

2. When was the individual last on site? (Date and Time) _____

3. When was COVID-19 test taken? (Date and Time) _____

4. When was test result/diagnosis confirmed? (Date and Time) _____

5. Who did the individual (potentially) have close contact with? Close contact is defined as within 6 feet for a total of at least 15 minutes during the exposure period (to start 48 hours prior to symptom onset); or direct contact with infectious secretions (being coughed on).

a. _____ e. _____

b. _____ f. _____

c. _____ g. _____

d. _____ h. _____

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

a. _____ f. _____

b. _____ g. _____

c. _____ h. _____

d. _____ i. _____

e. _____ j. _____

5. RESOURCES

Find helpful resources, mandatory forms, and signage

SEE FOLLOWING PAGES FOR

- A. Health Survey with Pretask Plan ([pages 17-18](#))
- B. COVID-19 Safety Monitor Daily Checklist ([page 19](#))
- C. Attendance Log Templates ([pages 20-21](#))
- D. Signage Required at Worksite Entrances and throughout Workplace
 - 1. QR Code Poster ([page 23](#)) *(also at Office break areas and Jobsite Right to Know)*
 - 2. COVID-19 Symptoms and Required Practices (Graphics) ([pages 24-25](#))
 - 3. Cleaning and Decontamination Protocol ([pages 26-27](#))
 - 4. SF Office ONLY: 1000 Brannan Appendix A with attachment ([pages 28-30](#))
- E. Additional Signage Options
 - 1. Social Distancing ([pages 32-33](#))
 - 2. Face Mask Do's & Dont's ([pages 34-35](#))
 - 3. Handwashing Instructions ([pages 36-37](#))
 - 4. Risk Levels ([pages 38-39](#))
- F. QR Code Poster Documents
 - 1. Cal/OSHA Construction Checklist ([pages 41-43](#))
 - 2. Notice for Workers & Visitors of Required COVID-19 Practices ([pages 44-45](#))
- G. Suspected/Confirmed Case Forms and Notifications:
 - 1. Reporting Cases to San Francisco, Alameda, & Santa Clara Counties ([pages 47-49](#))
 - 2. Potential COVID-19 Exposure Notification Template ([page 50](#))
 - 3. Positive COVID-19 Exposure Notification Template ([page 51](#))
 - 4. Home Isolation and Quarantine Guidelines (SF DPH) ([pages 52-58](#))
 - 5. Flow Charts for Minor Symptoms, Suspected Cases, Positive Cases, and Close Contacts ([pages 59-62](#))
- H. Subcontractor Certification Form ([page 64](#))
- I. County and Cal/OSHA Contact Information ([page 65](#))
- J. Emergency Sick Leave Notice ([pages 66-67](#))
- K. Tips during Social Distancing ([page 68](#))

COVID-19 Personnel Advisory and Health Survey

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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.

Health Survey				
As the crew leader, I reviewed the recommendations outlined above and the QUESTIONS listed below with: <ul style="list-style-type: none"> • Each existing worker during the daily huddle/pretask plan, and • Each existing worker that called in sick 				
QUESTIONS				
? Do you have, or have you had any of the following symptoms in the last 24 hours: 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, diarrhea, conjunctivitis (“pink eye”), skin rash, or discoloration of fingers/toes?				
? Have you been diagnosed with, or tested positive for COVID-19 in the past 10 days, or live with someone who has?				
? Have you had close contact with someone who is in isolation/quarantine or tested positive for COVID-19 in the past 14 days? (Close contact = within 6 feet for a total of at least 15 minutes; or being coughed on.)				
? Have you traveled by air/ship, or outside of California, in the last 14 days?				
RESPONSES and ACTIONS				
<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 Nibbi Safety prior to return to work. Subcontractors must verbally report to Nibbi Project Management if YES to ANY question.				
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 other workers in your area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate lighting present?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there mobile equipment or are moving vehicles involved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there hot work involved? Ex: Torch cutting, welding, metal grinding etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the work involve the creation of silica dust ? Ex: concrete drilling, mixing etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will the work involve heavy lifting, bending, or twisting ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will the work require any special PPE ? (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
Daily Check-in With Each Crew Leader: Reminder of all requirements listed below; and request for suggestions for improvement on the jobsite.	<input type="checkbox"/>	<input type="checkbox"/>
Health Surveys (bottom half): All crew leaders have confirmed the health of their workers and submitted the health survey electronically to Nibbi.	<input type="checkbox"/>	<input type="checkbox"/>
Toolbox Talks (Health Surveys top half): All crew leaders have reviewed COVID-19 protocols with their workers and solicited feedback regarding safety and sanitation.	<input type="checkbox"/>	<input type="checkbox"/>
Pretask Plans: All crews have completed a pretask plan to include social distancing measures for each task.	<input type="checkbox"/>	<input type="checkbox"/>
Attendance Log: 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"/>
Social Distancing: 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"/>
PPE: 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"/>
Cleaning Supplies: Jobsite is adequately stocked with soap, handwash stations, disinfectant, hand sanitizer, and signage.	<input type="checkbox"/>	<input type="checkbox"/>
Hand Washing: 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"/>
Any signs of illness 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 (also at Office Break Areas and jobsite Right to Know Boards)
- 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

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Jobsite: _____ Date: _____

Print Name	Company	Pass	Fail
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
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33.			
34.			
35.			



COVID-19 VISITOR LOG

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



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Jobsite: _____

Print Name	Company	Address	Phone	Email	Date	Time In	Time Out
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
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19.							
20.							
21.							
22.							
23.							
24.							
25.							

SIGNAGE REQUIRED AT WORKSITE ENTRANCES & THROUGHOUT WORKPLACE



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**



STATE OF CALIFORNIA
CAL OSHA
DEPARTMENT OF INDUSTRIAL RELATIONS
CDPH
California Department of Public Health
**Construction
Checklist**



**PPE
TRAINING**



**COVID-19
TRAINING**



**COVID-19 NOTICE OF
REQUIRED PRACTICES**

To report violations of COVID-19 health orders and directives in San Francisco, call 311 or visit www.sf.gov/report-health-order-violation. For Santa Clara County, call 866-870-7725 or email www.sccCOVIDconcerns.org. For Alameda County, call 510-268-2101 or email COVID19compliance@acgov.org.

Para reportar violaciones de las ordenes de salud COVID-19, comuníquese con los condados locales de la siguiente manera: San Francisco: 311
Santa Clara: 866-870-7725
Alameda: 510-268-2101

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



Nausea,
Diarrhea



Headache



Sore Throat



Body aches and
muscle pain



Shortness of breath



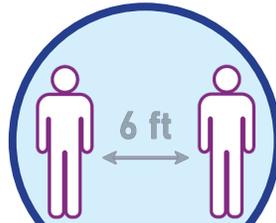
Unexplained loss
of taste or smell



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



Náusea,
Diarrea



Dolor de cabeza



Dolor de garganta



Dolores corporales y
dolor muscular



Dificultad para respirar



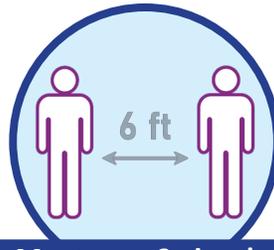
Perdida inexplicable de
sabor y olfato



Resfriado



Lávanses los manos
con frecuencia.



Mantenga 6 pies de
distancia físico.



Use tapabocas.



Desinfecte áreas/superficies
communes 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!

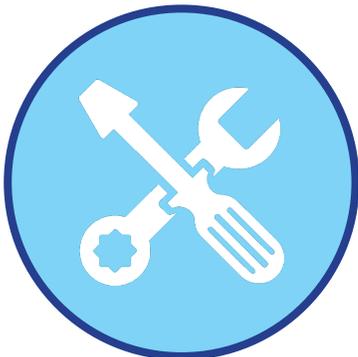


When to wash your hands:

- **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!

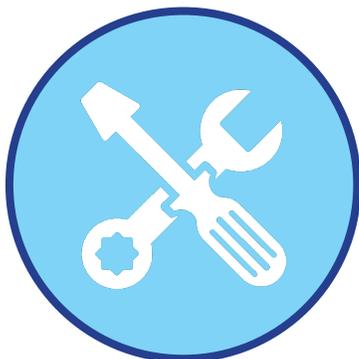


Cuándo lavarse las manos:

- 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.

PROTOCOLO DE LIMPIEZA Y DESCONTAMINACIÓN



Health Officer Order No. C19-07m
Appendix A: Social Distancing Protocol (revised 11/3/2020, attachments revised 11/2/2020)

Each business allowed to operate in San Francisco must complete, post onsite, and follow this Social Distancing Protocol checklist. The attached **Instructions and Requirements** detail what is required and how to complete this checklist.

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

Business name: **Nibbi Bros Assoc, 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) do not enter if experiencing COVID-19 symptoms. List the symptoms in the San Francisco COVID-19 Health Screening Form for non-personnel (**Attachment A-2**). The list of symptoms can also be found online at www.sfcddcp.org/covid19symptoms.
 - (2) maintain a minimum six-foot distance from others in line and in the facility;
 - (3) wear a face covering; and
 - (4) for self-brought bags, keep bags in a cart/basket or carry them and self-place items in bags after checkout
- 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 safety requirements

PROTECTIVE MEASURES

- Follow Sections 2.1 through 2.4 below, including:
 - Ensure Personnel stay home or leave work if they are sick or have any single symptom of COVID-19 that is new or not explained by another condition. See www.sfcddcp.org/covid19symptoms or the Personnel Screening Attachment (A-1).
 - Provide Personnel a copy of the Personnel Screening Attachment (A-1) to ensure they understand when to stay home and for how long. Generally speaking, Personnel with any single COVID-19 symptom that is new or not explained by another condition **MUST** have a negative COVID-19 test **OR** stay out of work for at least 10 days since symptoms started in order to return to work. Those who are close contacts of someone with COVID-19 must remain out of work for 14 days since their last close contact. Translated versions of the Personnel Screening Attachment (A-1) are available online at www.sfcddcp.org/screen.
 - Ensure Personnel review health criteria on the Personnel Screening Attachment (A-1) before each shift and advise Personnel what to do if they are required to stay home.
- 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 patrons onsite to a number that ensures physical distancing and favoring allowing Personnel to carry out their duties from home when possible
- Require that patrons cancel or reschedule appointments or reservations for non-essential services if they have COVID-19 symptoms or exposure, as described in San Francisco COVID-19 Screening Form (Attachment A-2). Ensure that patrons can cancel an appointment or reservation for COVID-19 symptoms or exposure without financial penalty. You may offer to reschedule for another time if the patron wants to reschedule instead of to cancel,

MEASURES TO PREVENT UNNECESSARY CONTACT

- Tell Personnel and patrons to maintain physical distancing of at least six feet, except Personnel may



Health Officer Order No. C19-07m
Appendix A: Social Distancing Protocol (revised 11/3/2020, attachments revised 11/2/2020)

momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary

- Separate all used desks or individual work stations by at least six feet
- Place markings in patron line areas to ensure six feet physical distancing (inside and outside)

- Provide for contactless payment systems or, if not feasible, disinfect payment systems regularly. The Board of Supervisors has required businesses to accept cash—if cash is used encourage exact change.
- Maintain Plexiglas or other barriers between patrons and Personnel at point of payment (if not possible, then ensure at least six feet of distance)
- Limit the number of patrons in the business at any one time to: _____
- Separate ordering 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, payment systems, pens, and styluses)
- Provide disinfecting wipes that are effective against SARS-CoV-2 near shopping carts, shopping baskets, and high-touch surfaces and provide hand sanitizer
- Have Personnel disinfect carts and baskets after each use
- Provide hand sanitizer, sink with 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**
 - Other: **Conference Rooms, Kitchen Areas - Daily**
- 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
- Require patrons and Personnel to follow requirements of Section 3.25 below for self-brought bags, and prohibit patrons from bringing any other reusable items such as coffee mugs.
- 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 and water coolers may be used as outlined in Section 3.14 below.
- 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 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 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 of directives and posted any other required HSP.
* Any additional measures may be listed on separate pages and attached.

ATTACHMENT A-1: Personnel Screening Form

(November 2, 2020)

Any business or entity that is allowed to operate in San Francisco during the COVID-19 pandemic MUST screen Personnel with the questions below on a daily basis as part of its Social Distancing Protocol compliance and provide this information to Personnel. Go to www.sfgcdcp.org/screen for more information or a copy of this form. Do not use this form to screen customers, visitors, or guests. The screening form for Non-Personnel is available at www.sfgcdcp.org/screen. Health Officer orders or directives may provide additional screening requirements.

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. In the last 14 days, have you been diagnosed with COVID-19 or had a test confirming you have the virus? |
| 2. In the past 14 days, have you had “Close Contact” with someone who was diagnosed with COVID-19 or had a test confirming they have the virus while they were contagious [†] ?

† “Close Contact” means you had any of the following types of contact with the person with COVID-19 (regardless of whether you or the person with COVID-19 were masked) while they were contagious [‡] : <ul style="list-style-type: none">• Were within 6 feet of them for a total of 15 minutes or more in a 48 hour period• Lived or stayed overnight with them• Were their intimate sex partner, including only kissing• Took care of them or they took care of you• Had direct contact with their body fluids or secretions (e.g., they coughed or sneezed on you or you shared eating or drinking utensils with them)
‡ Contagious Period: People with COVID-19 are considered contagious starting 48 hours before their symptoms began until 1) at least 10 days have passed since their symptoms began, 2) they haven’t had a fever for at least 48 hours AND 3) their symptoms have improved. If the person with COVID-19 never had symptoms, they are considered contagious starting 48 hours before their positive COVID-19 test was collected until 10 days after they were tested. |
| 3. In the past 24 hours, including today, have you had one or more of these symptoms that is <u>new or not explained by another condition</u> ? <ul style="list-style-type: none">• Fever (100.4°F/38.0°C or greater), chills, repeated shaking/shivering• Cough• Sore throat• Shortness of breath, difficulty breathing• Feeling unusually weak or fatigued• Loss of taste or smell• Muscle or body aches• Headache• Runny or congested nose• Diarrhea• Nausea or vomiting |

If you answer “YES” to ANY of these 3 questions, do not enter any business or facility and follow the steps listed in Part 2 below.

PART 2 –

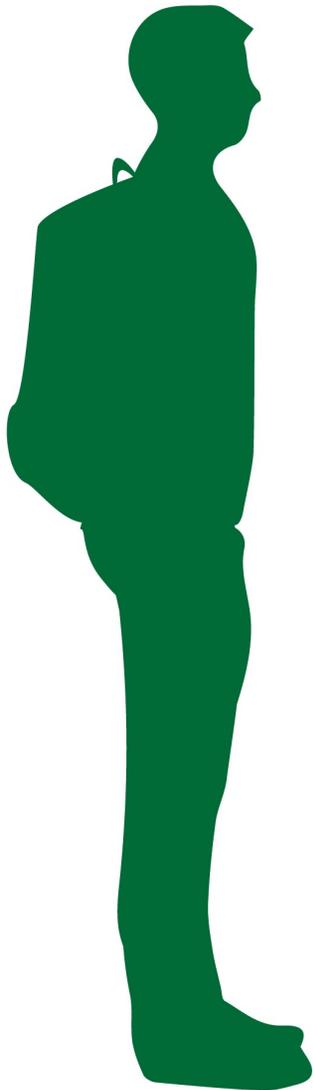
- If you answered **YES to Question 1 or Question 2. DO NOT GO TO WORK.** And:
 - **Follow Isolation/Quarantine Steps** at: www.sfgcdcp.org/Home-Isolation-Quarantine-Guidelines
You **MUST** follow these isolation/quarantine rules, as **mandated** by the Health Directive No 2020-03c/02c.
 - Do not return to work until the Isolation or Quarantine Steps tell you it is safe to return!
- 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. To return to work sooner and protect others, **follow these steps**:
 1. **GET TESTED!** If you have insurance, contact your healthcare provider to get tested for COVID-19. If you do not have insurance, you can sign up for free testing at CityTestSF (<https://sf.gov/citytestsf>). If you live outside the City, check with the county where you live, get tested by your usual healthcare provider, or use CityTestSF.
 2. Wait for your results at home and follow the instructions at www.sfgcdcp.org/Home-Isolation-Quarantine-Guidelines to determine next steps. Only return to work when those guidelines say it is safe.

Your health on the job is important! To report a violation of San Francisco COVID-19 health orders and directives (www.sfdph.org/healthorders), including requirements to screen and exclude sick personnel from work as well as social distancing and facial covering requirements, call: 311 or 415-701-2311 (English) or 415-701-2322 (Español, 中文, TTY). You can request for your identity to remain confidential.

ADDITIONAL SIGNAGE OPTIONS



**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:



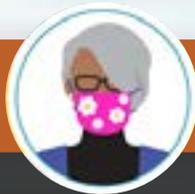
- ✓ Wear it while on the jobsite
- ✓ Make sure it covers your nose and mouth
- ✓ Wash after using
- ✓ Use anti-fog safety glasses/wipes or goggles/face shields if necessary

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:

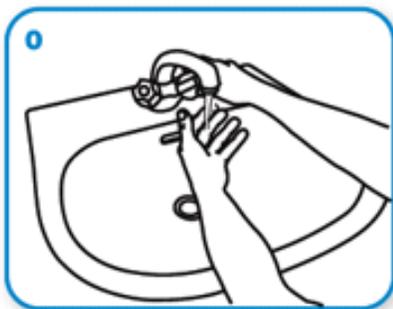


- ✓ Úsela mientras está en el lugar de trabajo
- ✓ Asegúrese de que cubra su nariz y boca
- ✓ Lavar después de usar
- ✓ Use lentes de seguridad antiniebla/ toallitas o gafas / caretas si es necesario

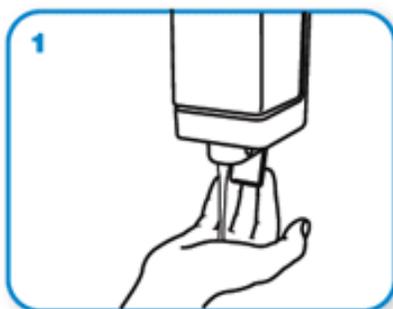
LO QUE NO DEBE HACER:

- ✗ 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



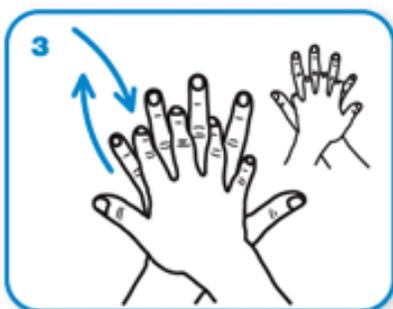
Wet hands with water



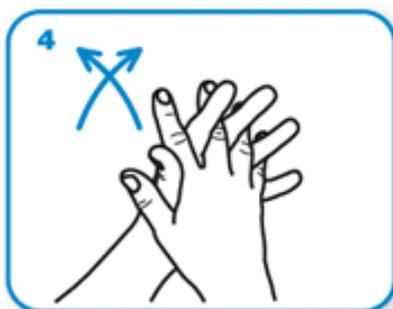
apply enough soap to cover all hand surfaces.



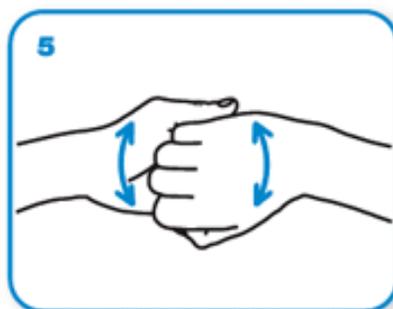
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



palm to palm with fingers interlaced



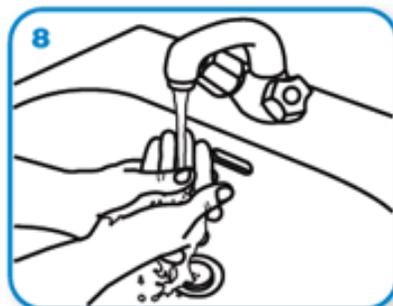
backs of fingers to opposing palms with fingers interlocked



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



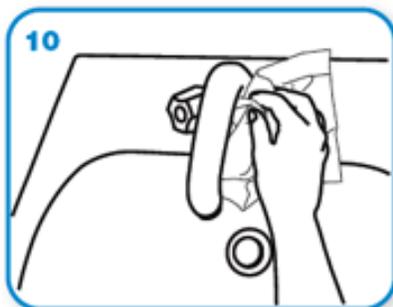
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



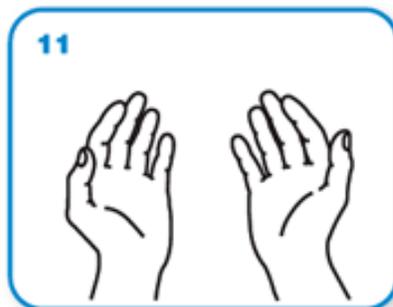
Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet

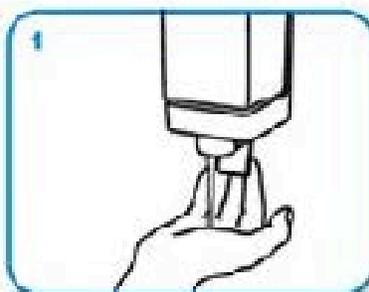


...and your hands are safe.

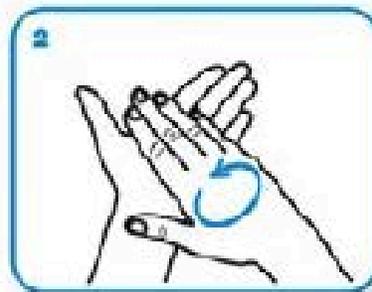
METODO RECOMENDADO PARA LAVARSE LAS MANOS SEGUN LA ORGANIZACION MUNDIAL DE LA SALUD (OMS)



Moje las manos con agua.



Aplicar suficiente jabón para cubrir todas las superficies manuales.



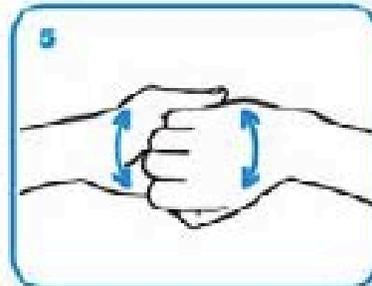
Frotar manos de palma a palma.



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.



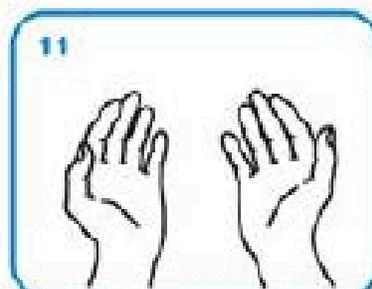
Enjuague las manos con agua.



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.

QR CODE POSTER DOCUMENTS



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. Do not use face masks with one-way valves.
- 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 sintomas 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 asistan 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. No usa máscaras con válvulas.
- 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.

SUSPECTED / CONFIRMED CASE FORMS & NOTIFICATIONS



Reporting Positive Cases in San Francisco County

Each subcontractor, upon learning that one of its employees is infected, must notify the General Contractor immediately, if you have one, and provide all of the information specified below.

The General Contractor or other appropriate supervisor must notify the County Public Health Department Communicable Disease Control (CD Control) at **415-554-2830** immediately of every project site worker found to have a confirmed case of COVID-19, and provide all the information specified below.

Information to be reported to CD Control regarding the jobsite:

- 1) Address of jobsite;
- 2) Name of project, if any;
- 3) Name of General Contractor; and
- 4) General Contractor point of contact, role, phone number and email.

Information to be reported to CD Control regarding the COVID-19 case(s):

- 5) First and last name;
- 6) Date of birth;
- 7) Phone;
- 8) Date tested positive;
- 9) Date last worked;
- 10) City of residence; and
- 11) If the case is an employee of a subcontractor, please provide the following information:
 - Subcontractor;
 - Subcontractor contact name;
 - Subcontractor contact phone; and
 - Subcontractor contact email.

Information to be reported to CD Control regarding Close Contacts. For each reported case(s) above, please provide the following information (if you are reporting more than one positive case, please include the name of the positive case for each close contact):

- 1) Close contact's first and last name;
- 2) Phone;
- 3) City of residence; and
- 4) Positive case name.

A "Close Contact" in the workplace is anyone who:

- Was within 6 feet of a person with COVID-19 for a period of time that adds up to at least 15 minutes in any 48 hours during the contagious period; The contagious period starts 48 hours before their symptoms began until 1) at least 10 days have passed since their symptoms began, 2) they haven't had a fever for at least 48 hours, AND 3) their symptoms have improved. Asymptomatic people are considered contagious starting 48 hours prior to their test date until 10 days after the test date.

OR

- Had direct contact for any amount of time with the body fluids and/or secretions of the Person With COVID-19 (e.g., was coughed or sneezed on, shared utensils with, etc.).

Reporting Positive Cases in Alameda County

Employers must use this form (<https://veoci.com/veoci/p/form/c4phekjh29yh#tab=entryForm>) to report cases within 48 hours and provide additional information when requested by the Alameda County Public Health Department. For questions related to positive employees in the workplace, contact the COVID Workplace Response Team at COVIDworkplace@acgov.org or (510) 268-2101.

Reporter Information

- Name
- Position/Title
- Email
- Phone
- Business Name
- Business Type
- Business Address
- NAICS Code

Employee Information (Infected Individual)

- Full Name
- Date of Birth
- Email
- Home Address
- Occupation (drop-down menu)
- Work Location Type (drop-down menu)
- Worksite Address
- Late Date Employee was at Worksite
- Assigned Work Zone (Building, Floor, Area, etc.)
- Total Number of Employees at Worksite (best estimate)
- Number of Employees in Work Area (office, room, etc.)
- Number of Employees on same work shift
- Did the employee experience COVID-19 symptoms? Yes/No
- Was the employee tested? Yes/No

Close Contacts at Workplace

A "close contact" is considered someone who stayed within 6 feet of a COVID-19 infected person for more than 15 minutes after that person was diagnosed, or up to two days before that person first developed symptoms. This applies even if both people are wearing a face covering, mask, or an N95 respirator.

Close contact can also take place during brief interactions where there is unprotected direct contact with the COVID-19 infected person's body secretions (e.g. sneezing, coughing, sharing utensils, exchanging saliva, etc.). Cumulative exposures that add up to 15 minutes within 48 hours may be considered close contact depending on intensity of exposure (e.g. if the person had multiple interactions in a confined space with a symptomatic COVID-19 infected person).

Do you have any close contacts to report?

- Name
- Address
- Phone

Reporting Positive Cases in Santa Clara County

Complete the worksite case and contact reporting form on the Worksite Case and Contact Reporting Portal. The link to the portal can be found at <https://www.sccgov.org/sites/covid19/Pages/business-guidance.aspx#employee>. Under the Health Officer Order, reports must, **as a matter of law**, be made within four hours after the employer learns of the positive case(s). The information provided will remain confidential and does not affect immigration status. You may update the information you provide if you discover additional information after your initial report.

Business Information

- Business Name
- Worksite/Jobsite Address
- Business Address
- Name/Position of Person Reporting
- Phone
- Email

Information about the COVID-19 Positive Worker

- Name
- Date of Birth
- Phone Number
- Home Address
- Symptoms? Yes or No
- Date of Symptoms Onset
- Date of Collection of Positive Test
- Date Last Worked
- Worker's Role at Workplace

Information About the COVID-19 Positive Worker Close Contacts

- Name
- DOB
- Phone
- Home Address
- Date of Last Exposure to Case

Other Information

- If the COVID-19 Positive Worker has worked at multiple worksites within the last 14 days before symptoms started (if worker had symptoms) or within the last 14 days before the date of collection of the positive test (if the worker had no symptoms), provide the worksite names and addresses below.
- Any other relevant information



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 an infected individual for a total of 15 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 was identified as a close contact. 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,



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 15 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 was identified as a close contact. 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,



What you Need to Know	If You're Getting a COVID-19 Test – page 1
	Home Isolation Steps – page 2
	Home Quarantine Steps – page 2
	Steps for BOTH Isolation & Quarantine– page 3

If You're Getting a COVID-19 Test

- The test checks for COVID-19 virus in your body right now
- Results are reported to the Department of Public Health, so that health staff can help identify infections and keep them from spreading. Health staff are trained to keep your personal information private

WHILE WAITING FOR TEST RESULTS

- **If you have COVID-19 symptoms** → follow **Home Isolation Steps** (page 2) **Note:** If you have COVID-19 symptoms AND you have tested positive for COVID-19 in the last 3 months, talk to your healthcare provider about what to do next
- **If you do not have COVID-19 symptoms, but you have recently had "Close Contact" with a person who has COVID-19** → follow **Home Quarantine Steps** (page 2)
- **If no COVID-19 symptoms or close contacts** → stay safe, wait for test results.

For more detailed information about what to do after you get tested for COVID-19, please see the booklet:
<https://sf.gov/sites/default/files/2020-09/AfterYourCovid19Test-082520-web.pdf>

WHEN YOU RECEIVE YOUR TEST RESULTS

Positive Results (virus detected). A "positive" viral test generally means you had COVID-19 infection on the day you were tested. Follow **Home Isolation Steps** (page 2) **Note:** If you tested positive for COVID-19 in the last 3 months AND you have recovered from that past infection but your test is still positive, talk to your healthcare provider about what to do next.

Negative Results (virus not detected). A "negative" viral test means you probably do not have COVID-19 infection right now. This is a little tricky, so read carefully:

- If you have had no COVID-19 symptoms or close contacts, then you do not have COVID-19. Done!
- If you have had no COVID-19 symptoms but you did have recent close contact with a person who has COVID-19, then continue to follow **Home Quarantine Steps** (page 2).
- If you had COVID-19 symptoms, the negative test result could be wrong -- you still might have COVID-19. This is because the test is excellent but not perfect.
 - At a minimum, follow **Home Isolation Steps** until you feel better, with at least 2 days with no fever
 - Or, ask your healthcare provider when you should stop following the **Home Isolation Steps**
 - Or, if you are in close contact with a "vulnerable" person, you might want to keep following **Home Isolation Steps** until at least 10 days have passed since your symptoms first started

COVID-19 symptoms: fever at least 100.4°F, chills, cough, shortness of breath, difficulty breathing, sore throat, muscle aches, headache, feeling unusually weak or tired, nausea, vomiting, diarrhea, congested or runny nose, losing the sense of smell or taste, conjunctivitis "pink eye", or discoloration of fingers/toes.

A **Close Contact** is someone who had any of the following types of contact with a person with COVID-19 (regardless of whether either party was masked) while they were contagious: 1) was within 6 feet of the person with COVID-19 for a total of 15 minutes or more during a 48 hour period, 2) lived or stayed overnight with a person with COVID-19, 3) was the intimate sex partner of a person with COVID-19, including only kissing, 3) took care of or got taken care of by someone with COVID-19, OR 4) had direct contact with the body fluids or secretions with a person with COVID-19 (e.g. got coughed or sneezed on or shared eating or drinking utensils)

Vulnerable means age 50 years or more, or has medical conditions such as heart, lung, or kidney disease, diabetes, obesity, cancer, sickle cell, or a weakened immune system. See more at www.sfdcp.org/vulnerable



**Home Isolation and Quarantine Guidelines
for People with COVID-19 Infection and their Household or Close Contacts**

Follow **Home Isolation Steps** if you have:

- Positive test for COVID-19 viral infection, or
- Healthcare provider diagnosis of COVID-19, or
- COVID-19 symptoms and you had close contact with someone who has COVID-19, or
- COVID-19 symptoms and you are waiting for test results

Reference: [Health Officer Isolation Directive](#)

Follow **Home Quarantine Steps** if:

- You live in a household with, or had close contact with, someone who has COVID-19

→ see definition of Close Contact, page 1

Reference: [Health Officer Quarantine Directive](#)

Home Isolation Steps

Most people with COVID-19 have mild illness. Persons of any age can become seriously ill, but the risk is higher for those age 50 years or older or who have medical conditions such as heart, lung, or kidney disease, diabetes, obesity, cancer, sickle cell, or a weakened immune system.

Follow steps on page 3, plus:

Stay home for at least 10 days

- You can end your isolation after at least **10 days** since your symptoms began, **and** your fever is gone for the past 48 hours without taking fever-reducing medicine like acetaminophen (Tylenol®) **and** your other symptoms have improved. If you had a positive COVID-19 test but never had symptoms, stay home for at least **10 days** after the day you were tested.
- If you have severe immune system weakness you may need to stay in isolation longer. Please discuss with your healthcare provider.
- You do not need, and should not get, a second COVID-19 test in order to end your Isolation. Just follow the instructions in the bullets above.

Close Contacts

- See definition of Close Contact, page 1
- If you had a positive COVID-19 viral test or a healthcare provider’s diagnosis of COVID-19, then everyone who you had close contact with from 48 hours before your symptoms began (if you never had symptoms, then from 48 hours before your test) 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 628-217-6102.

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.
- Persons unable to care for themselves must stay home but don’t have to isolate from their caregiver.

Home Quarantine Steps

It can take up to 14 days to develop symptoms if you become infected with COVID-19.

Follow steps on page 3, plus:

Stay home to see if you develop symptoms

- You must stay in home quarantine for at least 14 full days after you were last in close contact with the person with COVID-19.
- If you cannot avoid having close contact with the person with COVID-19 while they are sick (for example, you are their caregiver), 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 total days of home quarantine.)

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, should get tested, and 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.
- Get COVID-19 diagnostic testing to confirm that you have it and notify your Close Contacts they should quarantine. Call your healthcare provider or contact 3-1-1 for testing locations.

Which groups do not have to quarantine?

- Essential COVID-19 Response Workers* (check employer’s policy; try to follow Home Quarantine Steps while not at work)

***Essential COVID-19 Response Workers** are healthcare workers, laboratory personnel handling COVID-19 specimens, morgue workers, first responders, law enforcement, sanitation workers, 911 and 311 operators, emergency management personnel, individuals assigned to work as Disaster Service Workers, and individuals who work in long-term care facilities or homeless shelters.



Steps for **BOTH** Home Isolation and Home Quarantine

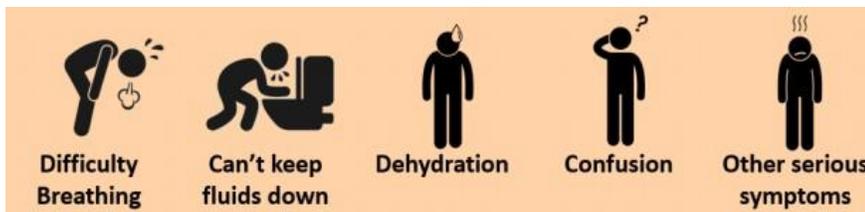
- Stay home except to seek medical care. Do not go to work, school, or public areas. Do not use public transportation, ride shares or taxis. If you must take transit to get to testing or other essential needs, see www.sfgdcp.org/safertransit
- Separate yourself from others in your home, especially people with higher risk of serious illness. Stay in a specific room and away from other people as much as possible. Use a separate bathroom, if available
- Do not allow visitors into your home, and do not prepare or serve food to others
- Limit your contact with pets
- If you cannot meet the requirements for Isolation or Quarantine where you currently live, contact 3-1-1 to request help with housing, food, or other needs
- If your employer requests a letter or a negative test to return to work, you can direct them to <https://www.sfgdcp.org/workletter>
- If you have other concerns related to the impact of isolation and quarantine on your work, visit <https://www.sfgdcp.org/workerFAQ>

Prevent the spread:

- Wear a face covering or mask if you are in the same room with others. Others should wear a face covering or mask if they share or enter the room with you.
- 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 with soap and water - 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 healthcare provider.
 - 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 healthcare provider’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; 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.

For more information, or to get these guidelines in another language, visit <http://www.sfgdcp.org/I&Q> or call 3-1-1.

Thank you for your cooperation in this important public health matter



Lo que debe saber	Si va a hacerse una prueba de COVID-19 – página 1
	Pasos para el aislamiento en el hogar – página 2
	Pasos para la cuarentena en el hogar – página 2
	Pasos <u>tanto</u> para el aislamiento como para la cuarentena– página 3

Si va a hacerse una prueba de COVID-19

- Se introducirá un hisopo (similar a un Q-Tip) en su boca o nariz.
- La prueba determina la presencia del virus de COVID-19 en su cuerpo en este momento.
- Los resultados se informan al Departamento de Salud Pública para que el personal de salud pueda ayudar a identificar las infecciones y evitar su propagación. El personal de salud está capacitado para mantener la confidencialidad de su información personal.

MIENTRAS ESPERA LOS RESULTADOS DE LA PRUEBA

- *Si usted tiene síntomas de COVID-19* → siga los *Pasos para el aislamiento en el hogar* (página 2).
- *Si usted no tiene síntomas de COVID-19 pero en fecha reciente tuvo contacto cercano con una persona con COVID-19* → siga los *Pasos para la cuarentena en el hogar* (página 2).
- *Si no tiene síntomas ni ha tenido contacto cercano con personas con COVID-19* → manténgase a salvo y espere los resultados de la prueba.

CUANDO RECIBA LOS RESULTADOS DE LA PRUEBA

Resultados positivos (se detectó el virus). Una prueba viral “positiva” significa que usted tenía la infección por COVID-19 el día que se realizó la prueba. Siga los *Pasos para el aislamiento en el hogar* (página 2).

Resultados negativos (no se detectó el virus). Una prueba viral “negativa” significa que probablemente usted no esté infectado con COVID-19 en este momento. Lo que sigue es un poco complicado, lea con atención:

- Si usted no ha tenido síntomas ni contacto cercano con personas con COVID-19, usted no tiene COVID-19. ¡Listo!
- Si no ha tenido síntomas de COVID-19, pero en fecha reciente tuvo contacto cercano con una persona con COVID-19, continúe siguiendo los *Pasos para la cuarentena en el hogar* (página 2).
- Si tuvo síntomas de COVID-19, el resultado negativo de la prueba podría estar equivocado; es posible que aún tenga COVID-19. Esto se debe a que la prueba es excelente, pero no perfecta.
 - Como mínimo, siga los *Pasos para el aislamiento en el hogar* hasta que se sienta mejor y pase por lo menos 2 días sin fiebre.
 - O bien, pregunte a su proveedor de atención médica cuándo puede dejar de seguir los *Pasos para el aislamiento en el hogar*.
 - O bien, si tiene contacto cercano con una persona “vulnerable”, sería recomendable que continuara siguiendo los *Pasos para el aislamiento en el hogar* hasta que hayan transcurrido al menos 10 días desde que comenzaron sus síntomas.

Síntomas de COVID-19: fiebre de al menos 100.4 °F (38 °C), escalofríos, tos, falta de aire, dificultad para respirar, garganta irritada, dolor muscular, dolor de cabeza, sentirse inusualmente débil o cansado, diarrea, congestión o secreción nasal o pérdida del sentido del olfato o del gusto.

Contacto cercano se refiere a las personas que viven en su hogar, sus parejas sexuales y las personas que cuidan de usted o las que usted cuida. También se consideran contactos cercanos las personas que estuvieron a menos de 6 pies de distancia de usted durante más de 15 minutos, o aquellas personas que tuvieron contacto directo con los fluidos o secreciones de su cuerpo y no usaban mascarilla, bata y guantes.

Vulnerable se refiere a personas de más de 50 años o que presentan afecciones médicas como enfermedades cardíacas, pulmonares o renales; diabetes, obesidad, cáncer, anemia drepanocítica o un sistema inmunitario debilitado. Obtenga más información en www.sfcpc.org/vulnerable.



Pautas para el aislamiento y la cuarentena en el hogar para las personas con COVID-19, las personas que viven con ellas y sus contactos cercanos

Siga los **Pasos para el aislamiento en el hogar** si usted tiene:

- Una prueba positiva a la infección viral por COVID-19, o
- Un diagnóstico de COVID-19 emitido por un proveedor de atención médica, o
- Síntomas de COVID-19 y tuvo contacto cercano con alguien que tiene COVID-19, o
- Síntomas de COVID-19 y está esperando los resultados de la prueba.

Fuente: [Health Officer Isolation Directive](#) (Orden de aislamiento del funcionario de salud)

Siga los **Pasos para la cuarentena en el hogar** si:

- Vive en la misma casa o tuvo contacto cercano con alguien que tiene COVID-19.

→ consulte la definición de Contacto cercano en la página 1

Fuente: [Health Officer Quarantine Directive](#) (Orden de cuarentena del funcionario de salud)

Pasos para el aislamiento en el hogar

La mayoría de las personas con COVID-19 tendrán una enfermedad leve. Las personas de cualquier edad se pueden enfermar de gravedad, pero el riesgo es mayor para las personas mayores de 50 años o que presentan afecciones médicas como enfermedades cardíacas, pulmonares o renales; diabetes, obesidad, cáncer, anemia drepanocítica o un sistema inmunitario debilitado.

Siga los pasos en la página 3, y además:

Quéedese en casa por lo menos 10 días

- Puede terminar su aislamiento luego de por lo menos **10 días** a partir de que comenzaron sus síntomas, **y** la fiebre haya desaparecido durante las últimas 48 horas sin tomar medicamentos para bajar la temperatura como acetaminofén (Tylenol®) **y** sus otros síntomas hayan mejorado. Si tuvo una prueba positiva de COVID-19, pero nunca presentó síntomas, quéedese en casa durante al menos **10 días** después del día en que se hizo la prueba.
- Si presenta debilidad grave del sistema inmunitario, es posible que deba permanecer aislado durante más tiempo. Platíquelo con su proveedor de atención médica.
- No necesita y no debe hacerse una segunda prueba de COVID-19 para terminar su aislamiento. Únicamente siga las instrucciones incluidas en las viñetas anteriores.

Contactos cercanos

- Consulte la definición de Contacto cercano en la página 1.
- Si obtuvo un resultado positivo en la prueba viral de COVID-19 o un diagnóstico de COVID-19 emitido por un proveedor de atención médica, todas las personas con quienes tuvo contacto cercano durante las 48 horas que van desde antes de que comenzaran sus síntomas (si nunca presentó síntomas, entonces 48 horas antes de la prueba) 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 se infecta con el COVID-19, los síntomas pueden tardar en presentarse hasta 14 días.

Siga los pasos en la página 3, y además:

Quéedese en casa para ver si presenta síntomas

- Debe permanecer en cuarentena en el hogar durante al menos 14 días completos después de haber estado en contacto cercano por última vez con una persona con COVID-19.
- Si no puede evitar el contacto cercano con la persona con COVID-19 mientras está enferma (por ejemplo, si usted es su cuidador), debe permanecer en cuarentena durante 14 días completos **a partir** del día en que esa persona haya concluido su autoaislamiento. (Es probable que sean al menos 24 días en total de cuarentena en el hogar).

¿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.
- Hágase una prueba diagnóstica de COVID-19 para confirmar que lo tiene. Comuníquese con su proveedor de atención médica o llame al 3-1-1 para conocer los lugares donde se realizan las pruebas.



- Las personas que no puedan cuidar de sí mismas deben quedarse en casa, pero no es necesario que se aislen de su cuidador.

¿Qué grupos no tienen que ponerse en cuarentena?

- Los trabajadores esenciales para el manejo del COVID-19*
(verifique la política del empleador; trate de seguir los pasos para la cuarentena en el hogar mientras no esté trabajando).

***Trabajadores esenciales para el manejo del COVID-19** son los trabajadores de la salud, el personal de laboratorio que maneja muestras de COVID-19, los trabajadores de la morgue, los socorristas, los agentes de la ley, el personal de desinfección, operadores del 911 y 311, el personal de gestión de emergencias, las personas asignadas para trabajar como Trabajadores del Servicio de Desastres y personas que trabajen en centros de atención a largo plazo o en refugios para personas sin hogar.

Pasos TANTO para el aislamiento en el hogar como para la cuarentena en el hogar

- Quédese 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. Use un baño diferente, en caso de que haya otro disponible.
- No permita que lo visiten en su hogar y no prepare ni sirva alimentos a otras personas.
- Limite su contacto con las mascotas.
- Si no puede cumplir con los requisitos del aislamiento o de la cuarentena donde vive actualmente, llame al 3-1-1 para solicitar ayuda de vivienda, alimentación u otras necesidades.
- Si su empleador le solicita una carta o una prueba negativa para regresar al trabajo, puede pedirle que se dirija a <https://www.sfgdcp.org/workletter>.
- Si tiene otras inquietudes relacionadas con el impacto del aislamiento y la cuarentena sobre su trabajo, visite <https://www.sfgdcp.org/workerFAQ>.

Evite el contagio:

- Use cubrebocas o mascarilla si está en la misma habitación con otras personas. Los demás deben usar cubrebocas o mascarilla si comparten o entran a una habitación con usted.
- 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 a menudo con agua y jabón, especialmente después de toser, estornudar, sonarse la nariz o ir al baño. 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 mostradores 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>.



Cúidese en casa:

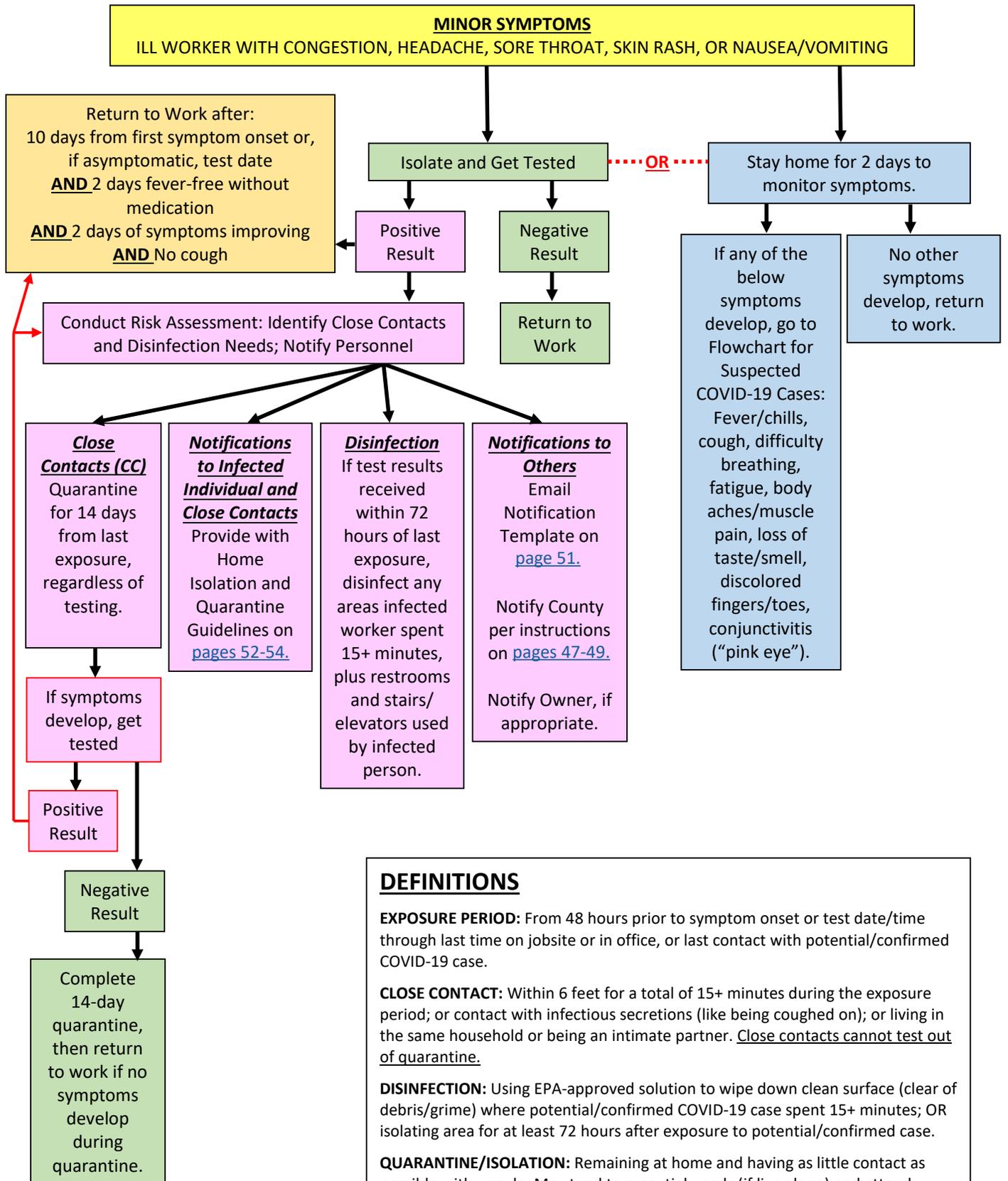
- Descanse y beba muchos líquidos. Puede tomar acetaminofén (Tylenol®) para reducir la fiebre y el dolor.
 - Los niños menores de 2 años no deben recibir medicamentos sin consultar primero a un proveedor de atención médica.
 - Tenga en cuenta que los medicamentos no “curan” el COVID-19 y no le impiden 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:**

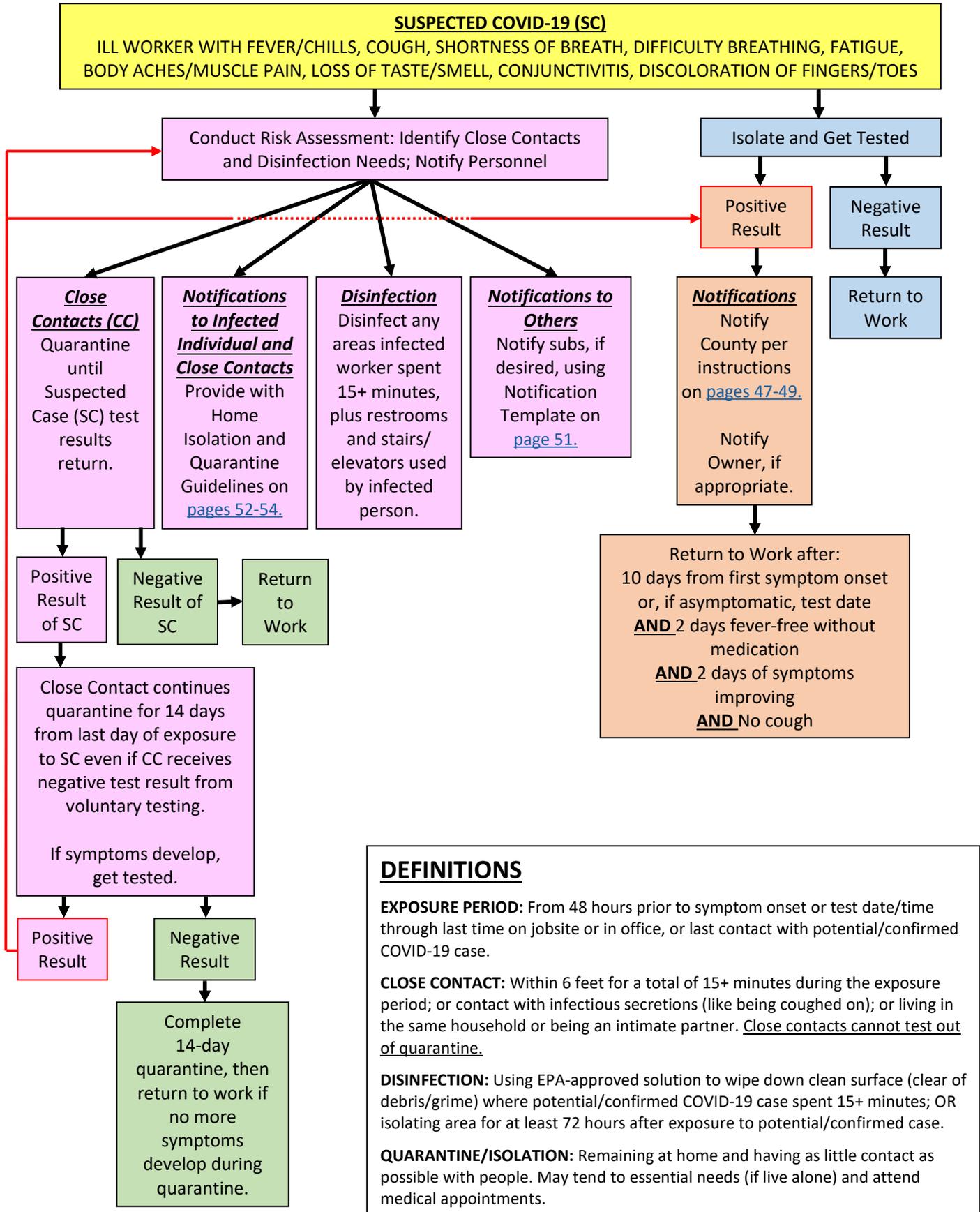


- Si es posible, llame con anticipación antes de ir al consultorio de su proveedor de atención médica u hospital y dígalos que se encuentra en aislamiento por COVID-19 para así preparar al personal de atención médica para su llegada y proteger a otras personas del riesgo de infectarse.
 - No espere en 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.

Para obtener más información o para obtener estas pautas en otro idioma, visite <http://www.sfdcp.org/I&Q> o llame al 3-1-1.

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





DEFINITIONS

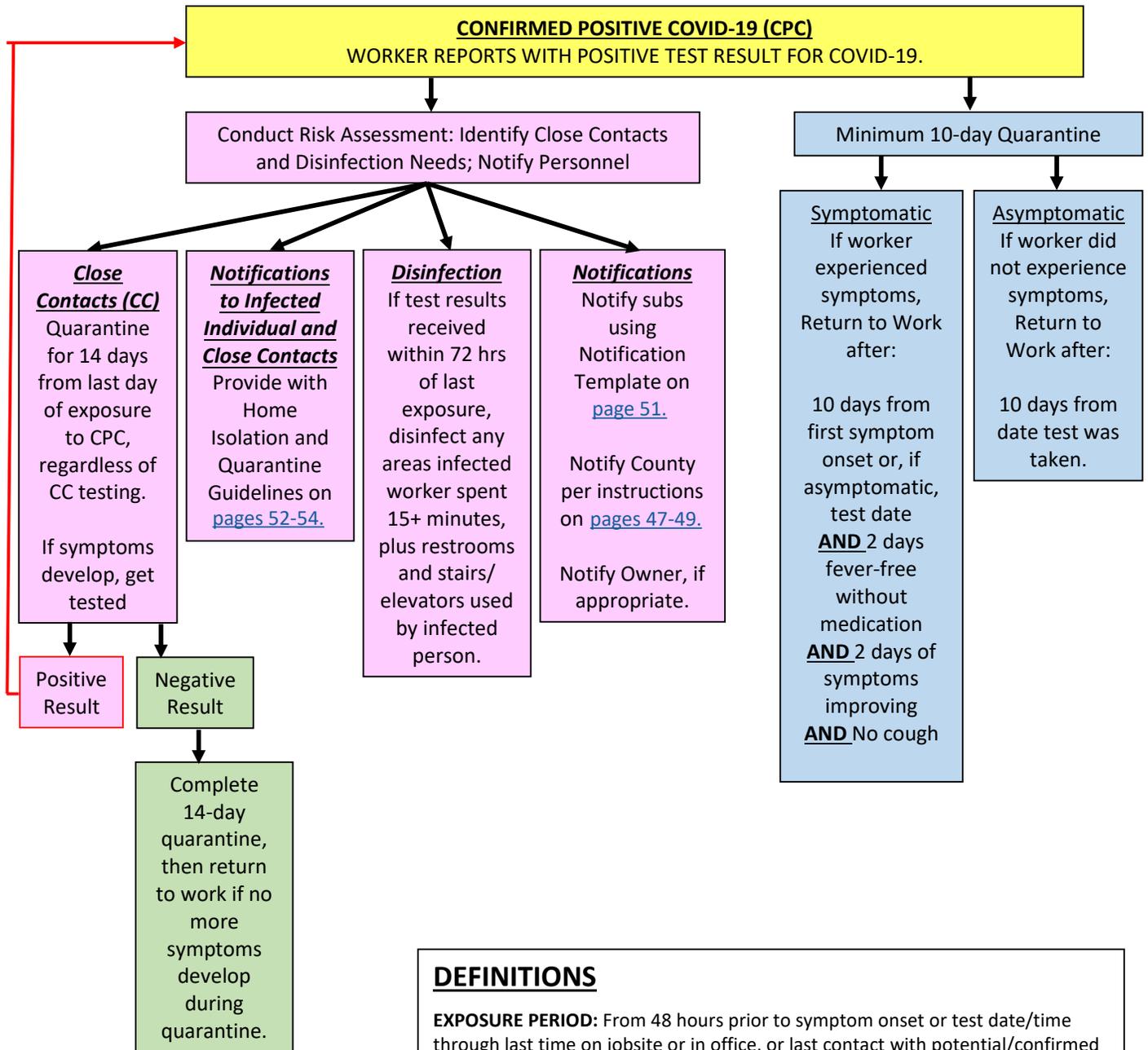
EXPOSURE PERIOD: From 48 hours prior to symptom onset or test date/time through last time on jobsite or in office, or last contact with potential/confirmed COVID-19 case.

CLOSE CONTACT: Within 6 feet for a total of 15+ minutes during the exposure period; or contact with infectious secretions (like being coughed on); or living in the same household or being an intimate partner. Close contacts cannot test out of quarantine.

DISINFECTION: Using EPA-approved solution to wipe down clean surface (clear of debris/grime) where potential/confirmed COVID-19 case spent 15+ minutes; OR isolating area for at least 72 hours after exposure to potential/confirmed case.

QUARANTINE/ISOLATION: Remaining at home and having as little contact as possible with people. May tend to essential needs (if live alone) and attend medical appointments.

Page references are for Nibbi's COVID-19 Plan version 6.0.



DEFINITIONS

EXPOSURE PERIOD: From 48 hours prior to symptom onset or test date/time through last time on jobsite or in office, or last contact with potential/confirmed COVID-19 case.

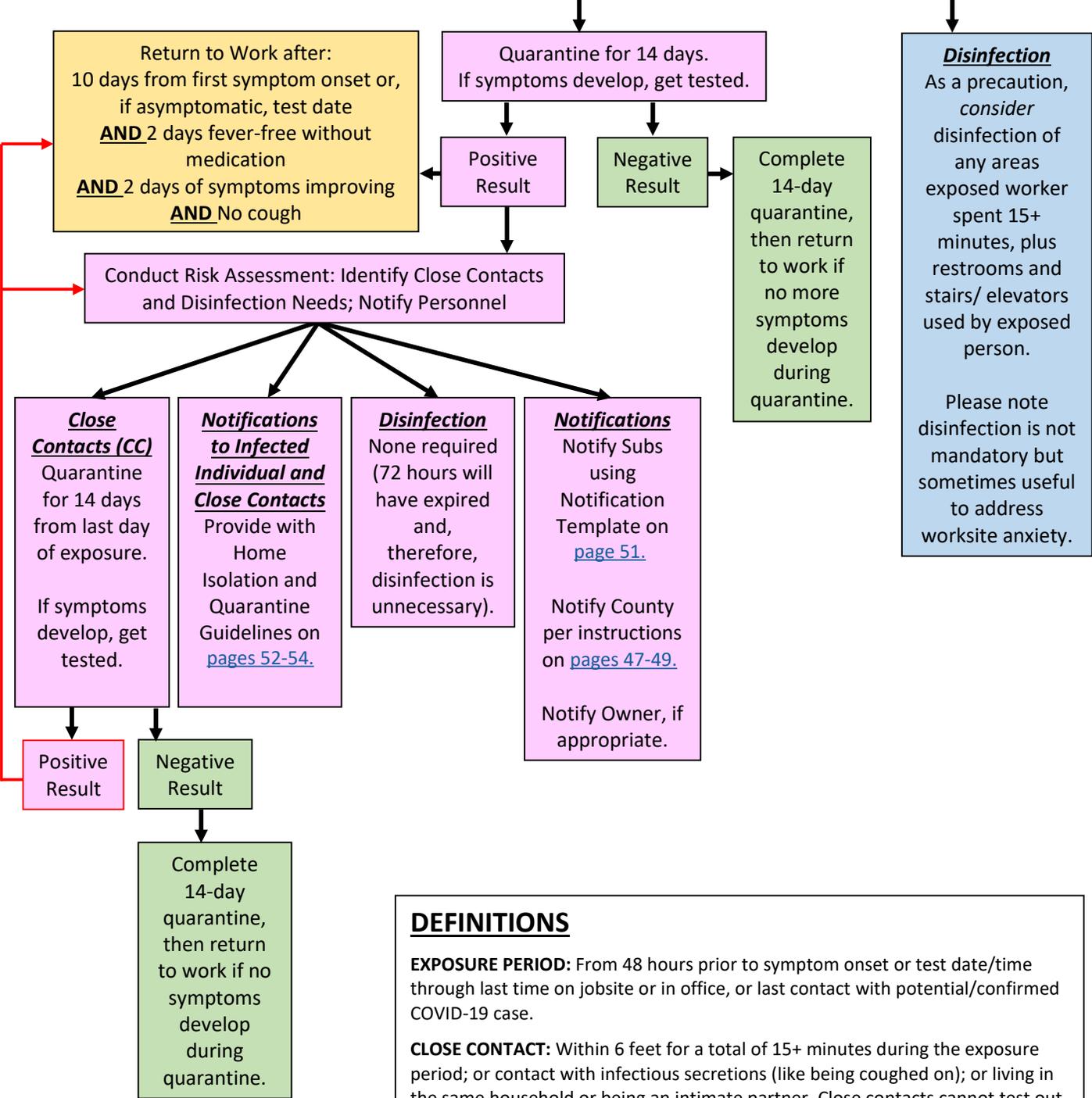
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QUARANTINE/ISOLATION: Remaining at home and having as little contact as possible with people. May tend to essential needs (if live alone) and attend medical appointments.

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WORKER WITHOUT SYMPTOMS EXPOSED TO COVID-19 POSITIVE CASE **OUTSIDE OF WORK**
 (For Symptomatic Workers, reference other Flowcharts as applicable)



DEFINITIONS

EXPOSURE PERIOD: From 48 hours prior to symptom onset or test date/time through last time on jobsite or in office, or last contact with potential/confirmed COVID-19 case.

CLOSE CONTACT: Within 6 feet for a total of 15+ minutes during the exposure period; or contact with infectious secretions (like being coughed on); or living in the same household or being an intimate partner. Close contacts cannot test out of quarantine.

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Page references are for Nibbi's COVID-19 Plan version 6.0.

OTHER INFORMATION



SUBCONTRACTOR CERTIFICATION OF COVID-19 COMPLIANCE For Santa Clara County Jobsites

Company Name: _____

Jobsite: _____

Date: _____

This letter certifies that our company is in compliance with the most recent Santa Clara County Shelter in Place Order and Construction Directive 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 and have provided a copy of that Protocol to Nibbi. See attached.

Signed:

Name (Print): _____

Title: _____

Resources

County Departments of Public Health

San Francisco County:

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

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>

Santa Clara County:

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

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

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:[DOSHSF@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

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

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

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">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">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; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

► 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





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:

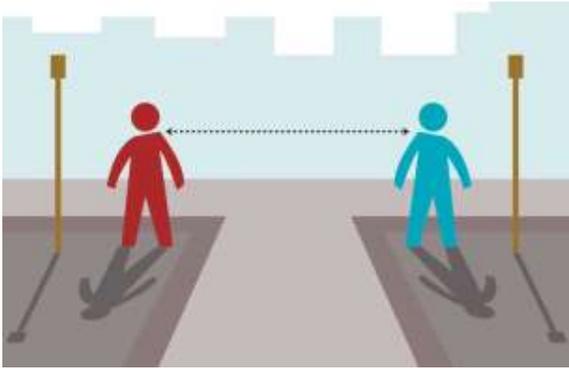
1. está sujeto a una orden de cuarentena o aislamiento Federal, Estatal, o local relacionada al COVID-19;
2. ha sido instruido por un proveedor de servicios de salud que se ponga en cuarentena por COVID-19;
3. está experimentando síntomas de COVID-19 y está solicitando diagnóstico médico;
4. está cuidando 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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