



MONTEREY COUNTY HEALTH DEPARTMENT  
ENVIRONMENTAL HEALTH BUREAU

1270 Natividad Road, Salinas, CA 93906, (831) 755-4508, FAX (831)755-4880

EHB COVID19 Information Site: [mtyhd.org/covid-19-EHB](http://mtyhd.org/covid-19-EHB)

## **Social Distancing Protocol for Employee Housing**

Company Name/ Email Address:

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List Employee Housing facilities under your company:

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### **Signage:**

- Signage at each public entrance of the facility to inform all employees and customers that they should:
  - avoid entering the facility if they have a cough or fever
  - sneeze and cough into a cloth or tissue, or if not available, into one's elbow
  - not shake hands or engage in any unnecessary physical contact
- Signage posting a copy of the social distancing protocol at each public entrance to the facility.

### **Measures to Protect Employee Health (Check all that apply to the facility):**

- All employees have been told not to come to work if sick.
- Symptom checks are being conducted before employees may enter the work site.
- All desks or individual work stations are separated by at least six feet.
- Sleeping area, break rooms, bathrooms, and other common areas are being disinfected frequently.
- Disinfectant, soap and water, hand sanitizer, and related supplies are available to all employees at the following location(s):
  - Portable toilets
  - Food areas such as: Preparation, dining, and other areas where food is consumed
  - Bathroom
- Copies of this protocol and COVID-19 Infection Prevention and Control Guidance has

been distributed to all employees.

**Measures to Prevent Crowds from Gathering (check all that apply to the facility):**

- Limit the number of employees at any one time to allow for employees to easily maintain at least 6 feet distance from one another at all practicable times.
  - MAX number of Employees: \_\_\_\_\_ people
- Optional—describe other measures.

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**Measures to Keep People At Least Six Feet Apart (check all that apply to the facility):**

- Placing signs throughout the facility reminding employees to be at least six feet apart, including when in line to obtain meals.
- Placing tape or other markings at least six feet apart in employee line areas when obtaining meals with signs directing customers to use the markings to maintain distance.
- Separate employees in the eating areas to prevent customers from gathering.
- All employees have been instructed to maintain at least six feet distance from each other.
- Food being acquired from food trucks (Mobile Food Facility) must be obtained in smaller groups and eat in their rooms if area is not enough to maintain employees 6 feet apart from each other.
- Optional – describe other measures.

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**Measures to Prevent Unnecessary Contact (check all that apply to the facility):**

- Preventing people from self-serving any items that are food-related.
  - Utensil items are provided by staff.
  - Bulk-item food bins are not available for employee self-service use.
- Not permitting employees to bring their own bags, mugs/ utensil, or other reusable items.
- Optional – describe other measures.

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**Measures to Increase Sanitization (check all that apply to the facility):**

- Disinfecting wipes that are effective against COVID-19 are readily available.
- Employee(s) assigned to disinfect personnel area regularly.
- Hand sanitizer, soap and water, or effective disinfectants are available to the public at or near the entrance of the facility, at food delivery area, and anywhere else inside the facility or immediately outside where people have direct interactions.
- Disinfecting all high-contact surfaces frequently.
- Optional – describe other measures.

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**\*\*Any additional measures not included here should be listed on separate pages, facility must attach to this document\*\*\***