

Appendix A: Social Distancing Protocol

Business name: **Saint Mary's College of California**

Facility Address: **1928 St. Mary's Rd., Moraga, CA 94575**

Approximate gross square footage of space open to the public: The campus is closed to the public. Employees, approved contracted services, and students are permitted to access the campus to provide and/or receive essential services.

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

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; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and not shake hands or engage in any unnecessary physical contact.

Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

This form is posted at the front gate and in academic spaces designated for online learning. A separate form is posted in the

Measures To Protect Employee Health (check all that apply to the facility): dining area by the food services provider.

Everyone who can carry out their work duties from home has been directed to do so.

All employees have been told not to come to work if sick.

Symptom checks are being conducted before employees may enter the work space.

All desks or individual work stations are separated by at least six feet.

Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:

Break rooms: Twice Daily

Bathrooms: Twice Daily

Other (Academic spaces used for online learning): Twice daily and as needed

Disinfectant and related supplies are available to all employees at the following location(s):

Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):
Hand sanitizer is available at the building entries.

Soap and water are available to all employees at the following location(s): In all restrooms.

Copies of this Protocol have been distributed to all employees.

Optional—Describe other measures:

Measures To Prevent Crowds From Gathering (check all that apply to the facility):

Limit the number of individuals in to appropriate proportions in academic facilities, which allows for occupants to easily maintain at least six-foot distance from one another at all practicable times.

Post an employee at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.

Placing per-person limits on goods that are selling out quickly to reduce crowds and lines. Explain: Click or tap here to enter text.

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Optional—Describe other measures: [Click or tap here to enter text.](#)

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

Placing signs outside the building reminding people to be at least six feet apart, including when in line.

Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.

Separate order areas from delivery areas to prevent customers from gathering.

All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.

Optional—Describe other measures: [Click or tap here to enter text.](#)

Measures To Prevent Unnecessary Contact (check all that apply to the facility): A separate Social Distancing Protocol form is provided in the dining area by the food services provider.

Preventing people from self-serving any items that are food-related.

Lids for cups and food-bar type items are provided by staff; not to customers to grab.

Bulk-item food bins are not available for customer self-service use.

Not permitting customers to bring their own bags, mugs, or other reusable items from home

Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly.

Describe:

Optional—Describe other measures (e.g. providing senior-only hours):

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

Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets. Not applicable

Employee(s) assigned to disinfect carts and baskets regularly. Not applicable

Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions.

Disinfecting all payment portals, pens, and styluses after each use. Not applicable

Disinfecting all high-contact surfaces frequently.

Optional—Describe other measures:

* Any additional measures not included here should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Name: Laurie Panian, AVP/ Chief Human Resources Officer

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