

Appendix A: Social Distancing Protocol, Page 1 (effective at 12:01am on May 26, 2020)

Business name: Fresno Pacific University

Facility Address: 1717 S. Chestnut Ave. Fresno, CA 93702

Approximate gross square footage of space open to the public: _____

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.

MANDATORY SIGNAGE (in addition to posting both pages of this protocol):

- 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 other 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):

- 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.
- Employees and visitors (but not customers) are screened using the Fresno County Department of Health Non-Medical Employer Screening Form before they may enter the work space.
- All desks or individual work stations are separated by at least six feet or employees are protected by barriers such as plexiglass dividers.
- Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:
 - Break rooms: Twice a day
 - Bathrooms: Twice a day
 - Other: High touch surfaces twice a day
- Disinfectant and related supplies are available to all employees at the following location(s):
Facilities Department; Atrium or near entrance of some buildings
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s): Facilities Department; Atrium or near entrance of some buildings
- Soap and water are available to all employees at the following location(s):
All restrooms in each building
- All employees are wearing protective facial coverings while working.
- Customers must wear protective facial coverings in order to shop at this business. Customer without facial coverings will be denied entry to this business.
- Copies of this Protocol have been distributed to all employees.
- Optional—Describe other measures: Removed or rearranged furniture in service areas, lounges and classrooms

MEASURES TO PROTECT CROWDS FROM GATHERING (check all that apply to the facility):

N/A

- Limit the number of customers in the store at any one time to 25%-50%, which allows customers and employees to easily maintain at least six-foot distance from one another at all practicable times. 50% of your allowed or typical occupancy is a good rule of thumb to use to calculate your limit.
- Post an employee at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.

N/A

- Placing per-person limits on goods that are selling out quickly to reduce crowds and lines. Explain:

- Optional—Describe other measures: Removed or rearranged furniture/seating in service areas, lounges and classrooms

Appendix A: Social Distancing Protocol, Page 2 (effective at 12:01am on May 26, 2020)

MEASURES TO KEEP PEOPLE AT LEAST SIX FEET APART (check all that apply to the facility):

- Placing signs outside the store 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: Closed athletic facilities and fields; Classes on-line; non-essential employees working from home

MEASURES TO PREVENT UNNECESSARY CONTACT (check all that apply to the facility):

- 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.
- Do not allow customers to bring their own bags, mugs, or other reusable items from home.
- Provide for contactless payment systems or, if not feasible, sanitizing payment systems regularly.
Describe: Sanitizing payment systems regularly
- Optional—Describe other measures (e.g. providing senior-only hours): _____

MEASURES TO INCREASE SANITATION (check all that apply to the facility):

- N/A* Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
- N/A* Employee(s) assigned to disinfect carts and baskets regularly.
- 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.
- 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: Javier Campos **Phone number:** 559-453-4600

Failure to complete and post this form, or failure to comply with any City of Fresno emergency order, as required, including Appendix A: Social Distancing Protocol, may subject the business to penalties under state and local law.