COVID-19 REOPENING AND RECOVERY RESOURCES

SANTA CLARA COUNTY GUIDANCE
Santa Clara County Public Health Order May 18, 2020
Includes Attachment A Social Distancing Protocol, Guide to What's Open, Guide for Recreational Activities and Facilities, Guide for Summer Camps, Guide for Outdoor Swimming Pools, Additional Activities, **POSTER:** Prevent the Spread in 4 languages

STATE GUIDANCE
Overview of the State's Phases of Re-Opening Roadmap
PowerPoint slide deck summary.

CalOSHA Guidelines
Lists 25 industries/groups such as childcare, healthcare, houses of worship and "general workforce."

CalOSHA Guidance for Preparing Workplaces for COVID-19
Contains recommendations as well as descriptions of mandatory safety and health standards and is intended to assist employers in providing a safe and healthful workplace.

CDC GUIDANCE
CDC Symptoms Guide
Includes an online questionnaire that allows individuals to evaluate their symptoms

CDC Database of Disinfectants Effective Against COVID-19
To find a product, enter **the first two sets** of its **EPA registration number** into the search bar below. You can find this number by looking for the EPA Reg. No. on the product label.

CDC Guidelines for disinfecting
Includes guidance for disinfecting different types of facilities; Healthcare Settings, Community Locations, Home Setting, Transportation, Bars & Restaurants. (Starts on Page 7)

CDC "decision tools" for opening facilities, released 5/14
- Childcare decision tool
- Youth programs and camps decision tool
- Schools decision tool

- ○ Workplace decision tool
- ○ Cleaning & Disinfecting decision tool

GUIDEBOOKS / CHECKLISTS

Whitehouse. Opening Up America May 14, 2020
President Trump has unveiled Guidelines for Opening Up America Again, a three-phased approach based on the advice of public health experts. These steps will help state and local officials when reopening their economies, getting people back to work, and continuing to protect American lives.

Cushman Wakefield. The Recovery Readiness: A How-to Guide for Reopening your Workplace outlines some of the best thinking and practices that our more than 53,000 professionals have compiled across the globe and also includes insights from key partners. The recommended practices and protocols already have been implemented at locations across the globe with tremendous success. Enter your email address to download.

Kaiser. Getting back to business will take a safe and sustainable strategy. But with so many different sources offering guidance, where should you begin? Our new Planning for the Next Normal at Work playbook cuts through the clutter by providing advice, considerations, and curated tools and resources to help you:
- · Update your workplace safety plans and HR policies
- · Handle specific COVID-19 workplace scenarios
- · Support the social, economic, and mental and physical health needs of your employees and communities
- · Stay connected to regulatory and legislative guidance

Oklahoma Center for Nonprofits. Going Forward: Best Practices and Considerations for Nonprofit Re-engagement.
Very comprehensive. Some info is state-specific but most is applicable and easy to understand.

Salesforce. Reopening will be a journey. Here's your guide.. Free guide with lots of good checklists. Also sells software solutions.

Oneworkplace.COVID-19 Hierarchy of Needs
Good info on creating a great experience for employees.

FEMA. Exercise Starter Kit for Workshop on Reconstituting Operations
Provides resources to conduct a discussion-based exercise to think through what needs to be done to reopen.

Reopening Guidelines for Businesses. Cobb Chamber. Developed for the State of Georgia. Lots of good information. Just be careful to not contradict Santa Clara County Orders.

Raymond Cox. Interactive Checklists Reopening Office Plan Checklists. Download from the website.

Reopening checklist. Covering policies, health and safety, and best practices.ThinkHR

Fisher Phillips. Back-To-Business FAQs for Employers. Lots of HR Considerations. One Justice. Healthy Nonprofits Program. COVID-19 Adaptive Leadership Checklist Simple two page checklist with good information.

WEBINARS (PRE-RECORDED)

CADRE/SVCN. Road to Re-Opening. Santa Clara County Counsel overview of Public Health COVID-19 orders. Q&A. Review of Social Distancing Protocols. Re-Opening Guidance, best practices from 5 local nonprofits.

SCC Board of Supervisors. Presentation by Community Solutions who were unable to present during the CADRE webinar on Re-Opening. Board of Supervisor meetings are available on YouTube (search sccgov chambers) or here:
http://sccgov.iqm2.com/Citizens/calendar.aspx

Kaiser Permanente COVID-19 Update — Restarting the Workforce webinar.
The webinar covers:
- Factors that led to the country's shelter-in-place orders
- Strategies to stop the spread of coronavirus, and what to expect if there's a second surge
- Guidelines and recommendations on returning to work
- Common clinical and operational questions about restarting your workforce

Cushman & Wakefield. Recovery Readiness
Watch the webinar to hear Cushman & Wakefield's Recovery Readiness Task Force (RRTF) discuss the Recovery Readiness Protocols that address many questions pertaining to the eventual return to the workplace post-COVID-19 recovery, outlining some of the best thinking and practices our more than 53,000 professionals have compiled across the globe and with the help of insights from partners. *Scroll down and click "Watch the Replay"*

JLL. COVID 19: Strategies for re-activating workspaces
Developing a solid plan to re-activate workspaces is challenging and complex. Organizations must determine which workers need to come back, create a phased approach for welcoming them back, and adjust workspaces to accommodate social distancing and provide a safe and healthy environment. Learn about JLL's three-pronged approach for re-activating space from Susan Wasmund, global occupancy planning operations lead.

Seattle/King County. [Business Not as Usual: Preparing for Pandemic Flu](#)
2013 Video presenting potential scenarios and planning considerations for Pandemic Influenza.

MESSAGING/SIGNS/POSTERS/TRAINING MATERIALS

[Sample letter to employees regarding face coverings](#) (downloadable doc) / ThinkHR

[Coronavirus returning to work check-in template](#), SurveyMonkey

CDC Posters
[Stop the Spread of Germs Poster in 30 languages](#)
[Educational Posters](#)
Sorted by Community Settings, Healthcare Facilities, Healthcare Professionals, High-Risk Populations, Home, Travel
[What to Do If You Are Sick](#)
[COVID-19 Symptoms](#)

County Public Health Posters
[Prevent the Spread Poster in 4 languages](#)
[Guidance for Grocery and Retail (Employees)](#)
[Guidance for Grocery and Retail (Public)](#)
[Cover Your Cough](#)
[Limit the Spread](#)
[Wash Your Hands](#)

[Free downloadable Posters](#) (must provide an email to *signs.com* and they'll email you the graph. MANY choices for Social Distancing, Masks Required, Temperature Screening, Hand Washing, Max Occupancy

[World Health Organization Handwashing Technique Training Video](#) 1:25 min
[Why Wash Your Hands? Training Video](#) 3:44 min

Sample Waiver Wording
In lieu of employee COVID-19 waivers, as part of their return to work procedures, employers should clearly and effectively communicate with their employees the measures the employer has taken to prevent and mitigate any spread of COVID-19 in the workplace. In doing so, employers should consider requesting employees to sign an acknowledgment and receipt of company "Best Practices" or policies regarding the COVID-19 pandemic.

This acknowledgment should contain language to the effect that, despite its best effort to mitigate the virus in the workplace, the employer does not have the ability to

supervise every employee's actions throughout the day and cannot guarantee with certainty an employee will not contract the virus. Further, the acknowledgement should provide reporting procedures for employees who feel a co-worker is not adhering to company policies.

SAMPLE Oath of Personal Responsibility [NONPROFIT NAME]

I, _____, am aware of the potential spread of COVID-19 that could result in severe illness and potential death. Therefore, I will, to the best of my ability, practice proper social distancing at work and outside of the office as recommended by health department directives, as well as practice good hygiene (handwashing, use of hand sanitizer, wearing of a mask when required, etc.) and follow other health recommendations. Should I become ill, I promise to self- report the illness and contact my nonprofit to let them know of my condition. I will adhere to testing guidelines and work with my own primary care providers. Finally, if I am exposed or suspected to be exposed to COVID-19, I will self-quarantine and notify my nonprofit.

Signed,

HANDLING COVID-19 IN THE WORKPLACE

4-Step Plan for Handling Confirmed COVID-19 Cases When Your Business Reopens, Fisher Phillips. Santa Clara County recommendation for isolation is different than this describes. All other info is good and helpful. County guidance: 10 days after symptoms and 3 days without a fever.

SPACE

Maptitian Care office-space management software for social distancing, free through the end of 2020 for "small/medium homeless shelters, women's shelters, community organizations, and clinics."

HGA (an architecture firm) – Workplace Redesign
Slide show with many suggestions on how to redesign/improve the workplace for staff

Space Design Ideas dezeen.com Creative workspace redesigns.

WORKING REMOTELY

5 Tips for Managing Remotely During COVID-19 (The Management Center)
Nonprofit Resources for Remote Work During the COVID-19 Outbreak (TechSoup, March 6, 2020)

Guide for Working Remote (Move Minneapolis)

Understanding the Videoconferencing Tools Available to Your Nonprofit (TechSoup, January 20, 2020)
Remote Hiring: A Step by Step Guide by Paycor; guidance on best virtual onboarding practices

FAITH BASED

Basic Guide for Returning to your Church Building after COVID-19. Includes widely-applicable steps for facilities and gatherings. Georgia Baptist Mission Board.

CDPH. COVID-19 Industry Guidance. Places of Worship and Providers of Religious Services and Cultural Ceremonies

WHO. Practical Considerations and Recommendations for Religious Leaders and Faith-Based Communities in the Context of COVID-19