

# Protect yourself and others from COVID-19

**Please stay home if...**

You are experiencing COVID-19 symptoms, such as

- cough
- fever
- difficulty breathing or shortness of breath



**Wash your hands first.**

Please wash your hands with soap and water or use hand sanitizer.



**Social distancing (at least 6-feet) must be maintained.**

Sneeze and cough into a cloth or tissue, or if not available, into your elbow. Do not shake hands or engage in any unnecessary physical contact.



**Our COVID-19 business written plan is posted**

so you can see how we are operating safely.



**You must wear a face covering.**



Businesses: Post this sign at each public entrance of your facility.

For more information, contact Environmental Health Services at (650) 372-6200, or visit [smchealth.org/eh](http://smchealth.org/eh).



6/9/20 Concept and design created by County of San Diego Department of Environmental Health.

# COVID-19 PREPARED



**This business has completed a Social Distancing Protocol to prevent the spread of COVID-19.**

To report a complaint about this or another business not following a Social Distancing, please contact  
**San Carlos Police** 650-802-4277. The person responsible for implementing this protocol is: **Stephanie Schaefer** Corporate Counsel [sschaefer@shfb.org](mailto:sschaefer@shfb.org) 408-266-8866 x344



**Everyone must wear a face covering and stay 6 feet apart.**

Covering your face helps prevent the spread of COVID-19.

**Todos deben usar máscara cubre boca y mantenerse a 6 pies de distancia de otra persona.**

Cubrirse la cara ayuda a prevenir la propagación de COVID-19.

**Tất cả mọi người phải đeo khẩu trang và giữ khoảng cách xa 2 mét giữa Quý vị và những người khác.**

Đeo khẩu trang giúp ngăn chặn sự lây lan của COVID-19.

**每個人均須配戴面罩且與他人保持六英尺的間距。**

請遮住面部以預防冠狀病毒感染。



Dr. Scott Morrow, Health Officer  
 Cassius Lockett, PhD, Director  
 Public Health, Policy & Planning  
 225 37th Avenue  
 San Mateo, CA 94403  
[smchealth.org](http://smchealth.org)

## APPENDIX A: Social Distancing Protocol (Updated June 17, 2020)

Facility name: **Second Harvest of Silicon Valley**

Facility Address: **Food distribution sites throughout San Mateo County**

Approximate gross square footage of space open to the public: **Varies**

**Facility 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 the public that they should: avoid entering the facility if they have COVID-19 symptoms; 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; wear face coverings, as appropriate; 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.

### Measures To Protect Employee & Public 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 space.
- Employees are required to wear face coverings, as appropriate.
- 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:
  - Bathrooms:
  - Other:
- Disinfectant and related supplies are available to all employees at the following location(s):
  - Sanitizer and wipes are available from Site Lead
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):
  - Sanitizer and wipes are available from Site Lead
- Soap and water are available to all employees at the following location(s):

- All employees and members of the public are required to comply with the Face Covering Requirements of the Health Order (Order c19-11).
- Copies of this Protocol have been distributed to all employees.
- Optional—Describe other measures:

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

- Limit the number of individuals in the facility at any one time, which allows for individuals 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 individuals in the facility set forth above is not exceeded.
- Placing signs outside the facility reminding people to be at least six feet apart, including when in line.
- Placing tape or other markings at least six feet apart in areas where individuals stand or sit for prolonged periods of time inside and outside the facility with signs directing customers to use the markings to maintain distance.
- All employees have been instructed to maintain at least six feet distance from other individuals, except employees may momentarily come closer when necessary or when the employees are providing a service that requires being within six feet.
- Optional—Describe other measures:

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

- Preventing people from self-serving any items.
- Bulk-item food bins are not available for individuals self-service use.
- Not permitting individuals to bring their own pens/pencils, bags, mugs, or other reusable items from home.
- Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly. Describe: N/A
- Optional—Describe other measures (e.g. providing senior-only hours):

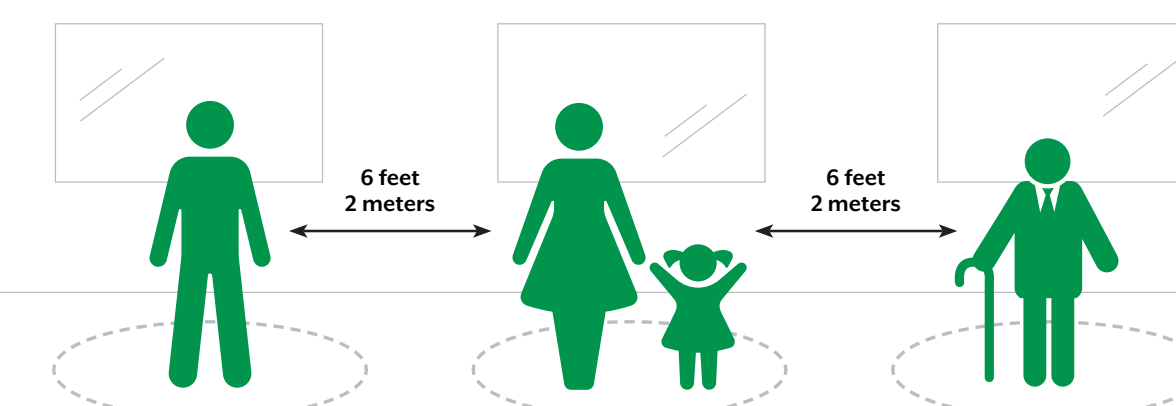
### Measures To Increase Sanitization (check all that apply to the facility):

- Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
- Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility and anywhere else 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 and attached to this document.

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

Name: **Stephanie Schaefer** Phone number: **408-266-8866 x344**



## SOCIAL DISTANCING

Please remember that while at our food distribution we ask that you...

- Do not enter if you have COVID-19 symptoms
- Maintain at least 6 feet of distance from others at all times
- Cover sneezes and coughs with cloth, tissue or elbow
- Do not shake hands
- Do not engage in unnecessary physical contact

**Thank you for your continued support and understanding.**

## GIỮ KHOẢNG CÁCH XA

Xin nhớ khi đi lãnh thực phẩm, chúng tôi yêu cầu Quý vị...

- Không nên vào địa điểm nếu Quý vị có các triệu chứng của COVID-19
- Duy trì ít nhất 2 mét khoảng cách xa từ những người khác ở bất cứ lúc nào
- Khi hắt hơi và ho nên dùng vải, khăn giấy hoặc khuỷu tay để che lại
- Không bắt tay
- Không tham gia vào các liên hệ vật lý không cần thiết

**Cảm ơn sự hợp tác và hiểu biết của Quý vị**

## DISTANCIAMIENTO SOCIAL

Recuerde que mientras estamos en nuestra distribución de alimentos le pedimos que:

- No entre, si tiene síntomas de COVID-19
- Mantenga al menos, 6 pies de distancia de los demás, en todo momento
- Cubra los estornudos y la tos, con un pañuelo, trapo o su codo
- No saludar de mano
- No participe en ningún contacto físico innecesario

**Gracias por su apoyo continuo y su comprensión.**

## 社交距離

請記得我們要求您到達食物派發站時...

- 如您出現病徵請勿進入
- 全程與他人保持六英尺以上的間距
- 打噴嚏或咳嗽時，請用衣物、紙巾或手肘遮覆
- 請勿握手
- 請勿從事任何非必要的肢體碰觸

感謝您的繼續支持和理解



**SECOND HARVEST**  
of SILICON VALLEY

**San Mateo County**