

SAFE REOPENING PLAN

User Group:

Facility Address:

This plan is to be used to prepare when businesses open per the Governor's Order. The City of Riverside, Parks Recreation will require submittal of this plan prior to allowing reopening of recreational service/activity.

User group must implement all mandatory measures listed in A and B below. User group shall select applicable measures listed in C and D below and be prepared to explain why any measure that is not implemented is inapplicable to the activity/program. User group shall also provide specific details regarding their Safe Reopening Plan pertaining to their activity/program in section E below. Attached additional required information (guidelines, site plan, sign examples, etc.) per County Reopening Guidelines

A. Signage (Mandatory):

- 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; wear facial coverings, maintain a minimum six-foot distance from one another; and not shake hands or engage in any unnecessary physical contact.

Signage posting a copy of the Safe Reopening Plan at each public entrance to the facility; or signed to inform public where a copy can be reviewed when facility is outdoors.

B. Measures To Protect Employee Health (Mandatory):

Teleworking opportunities have been maximized.

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

All employees must have temperature taken upon reporting to work; if 100 degrees or more, should not be allowed in workplace. Employees must be screened for symptoms (cough, shortness of breath or trouble breathing, headache, fever, chills, muscle or body aches, fatigue, sore throat, congestion or runny nose, new loss of taste or smell, nausea or vomiting, diarrhea, exposure to individuals who have tested positive for COVID-19)

All employees must wear facial coverings in the workplace, if within six feet of others, or as otherwise ordered.

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:

Personal Protective Equipment (PPE) has been provided at a level appropriate to employee job duties (describe below)

SAFE REOPENING PLAN

B. Measures To Protect Employee Safety (Mandatory) Continued:

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

Copies of the Protocol have been distributed to all employees.

C. Measures To Protect Customer Safety (Check all that apply to the facility):

Limit the number of users in the facility at any one time to _____ which allows for user /customer and employees to easily maintain at least six-foot distance from one another at all practicable times.

All patrons/visitors must have facial coverings in their possession and wear them within 6 ft. of another person

Curbside or outdoor service is made available where feasible.

Describe other measures (attach additional documentation as needed/required):

D. Measures To Keep People At Least Six Feet Apart (Check all that apply to the facility):

Placing signs outside the facility reminding people to be at least six feet apart, including when in line. Including encouragement for pedestrian traffic to follow one-way migration paths, if appropriate.

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

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.

Appointment system is utilized, when appropriate.

Optional – Describe other measures:

SAFE REOPENING PLAN

E. Additional Measures Specific to Activity/Program (Mandatory):

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

User Group, designated Safe Reopening Coordinator contact listed below to be available for questions and/or reported plan deviations.

Name: Phone Number:

Signature of User Group designee:

Date of Form Completed: