



APPENDIX A: Social Distancing Protocol (Updated April 29, 2020)

Business name: City Hall

Facility Address: 567 El Camino Real

Approximate gross square footage of space open to the public: 2706

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 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 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.

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: 7am and 1pm

Bathrooms: 7am and 1pm

Other (Click or tap here to enter text.): Click or tap here to enter text.

Disinfectant and related supplies are available to all employees at the following location(s): a spray bottle of disinfectant with rags will be supplied at all public counters – please contact Facilities at 650-333-6043 for additional supplies

Hand sanitizer effective against COVID-19 is available to all employees at the following location(s): in all public areas

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

Copies of this Protocol have been distributed to all employees.





APPENDIX A: Social Distancing Protocol (Updated April 29, 2020)

Business name: CityNet

Facility Address: 398 El Camino Real

Approximate gross square footage of space open to the public: 200

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 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 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.

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: 10am and 3pm

Bathrooms: 10am and 3pm

Other (Click or tap here to enter text.): Click or tap here to enter text.

Disinfectant and related supplies are available to all employees at the following location(s): a spray bottle of disinfectant with rags will be supplied at all public counters – please contact Facilities at 650-333-6043 for additional supplies

Hand sanitizer effective against COVID-19 is available to all employees at the following location(s): in all public areas

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

Copies of this Protocol have been distributed to all employees.





APPENDIX A: Social Distancing Protocol (Updated April 29, 2020)

Business name: San Bruno Fire, Station 51

Facility Address: 555 El Camino Real

Approximate gross square footage of space open to the public: 553

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 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 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.
- 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: 7am and 1pm
 - Bathrooms: 7am and 1pm
 - Other (Click or tap here to enter text.): Click or tap here to enter text.
- Disinfectant and related supplies are available to all employees at the following location(s): a spray bottle of disinfectant with rags will be supplied at all public counters – please contact Facilities at 650-333-6043 for additional supplies
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s): in all public areas
- Soap and water are available to all employees at the following location(s): bathrooms and breakrooms
- Copies of this Protocol have been distributed to all employees.





APPENDIX A: Social Distancing Protocol (Updated April 29, 2020)

Business name: San Bruno Fire, Station 52

Facility Address: 1999 Earl Ave

Approximate gross square footage of space open to the public: 471

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 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 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.
- 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: 7am and 1pm
 - Bathrooms: 7am and 1pm
 - Other (Click or tap here to enter text.): Click or tap here to enter text.
- Disinfectant and related supplies are available to all employees at the following location(s): a spray bottle of disinfectant with rags will be supplied at all public counters – please contact Facilities at 650-333-6043 for additional supplies
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s): in all public areas
- Soap and water are available to all employees at the following location(s): bathrooms and breakrooms
- Copies of this Protocol have been distributed to all employees.





APPENDIX A: Social Distancing Protocol (Updated April 29, 2020)

Business name: Library

Facility Address: 701 West Angus Avenue

Approximate gross square footage of space open to the public: 812

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 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 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.

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: 11am

Bathrooms: 11am

Other (Click or tap here to enter text.): Click or tap here to enter text.

Disinfectant and related supplies are available to all employees at the following location(s): a spray bottle of disinfectant with rags will be supplied at all public counters – please contact Facilities at 650-333-6043 for additional supplies

Hand sanitizer effective against COVID-19 is available to all employees at the following location(s): in all public areas

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

Copies of this Protocol have been distributed to all employees.





APPENDIX A: Social Distancing Protocol (Updated April 29, 2020)

Business name: Parks Corp Yard

Facility Address: 1125 Crystal Springs Road

Approximate gross square footage of space open to the public: 0

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 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 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.

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: 10am and 2pm

Bathrooms: 10am and 2pm

Other (Click or tap here to enter text.): Click or tap here to enter text.

Disinfectant and related supplies are available to all employees at the following location(s): a spray bottle of disinfectant with rags will be supplied at all public counters – please contact Facilities at 650-333-6043 for additional supplies

Hand sanitizer effective against COVID-19 is available to all employees at the following location(s): in all public areas

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

Copies of this Protocol have been distributed to all employees.





APPENDIX A: Social Distancing Protocol (Updated April 29, 2020)

Business name: Police Department

Facility Address: 1177 Huntington Avenue

Approximate gross square footage of space open to the public: 440

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 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 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.

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: 5am and 1pm

Bathrooms: 5am and 1pm

Other (Click or tap here to enter text.): Click or tap here to enter text.

Disinfectant and related supplies are available to all employees at the following location(s): a spray bottle of disinfectant with rags will be supplied at all public counters – please contact Facilities at 650-333-6043 for additional supplies

Hand sanitizer effective against COVID-19 is available to all employees at the following location(s): in all public areas

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

Copies of this Protocol have been distributed to all employees.





APPENDIX A: Social Distancing Protocol (Updated April 29, 2020)

Business name: Public Works Corp Yard

Facility Address: 225 Huntington Avenue

Approximate gross square footage of space open to the public: 0

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 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 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.

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: 7am and 2pm

Bathrooms: 7am and 2pm

Other (Click or tap here to enter text.): Click or tap here to enter text.

Disinfectant and related supplies are available to all employees at the following location(s): a spray bottle of disinfectant with rags will be supplied at all public counters – please contact Facilities at 650-333-6043 for additional supplies

Hand sanitizer effective against COVID-19 is available to all employees at the following location(s): in all public areas

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

Copies of this Protocol have been distributed to all employees.





APPENDIX A: Social Distancing Protocol (Updated April 29, 2020)

Business name: Recreation Center

Facility Address: 251 City Park Way

Approximate gross square footage of space open to the public: 210

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 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 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.

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: 11am

Bathrooms: 11am

Other (Click or tap here to enter text.): Click or tap here to enter text.

Disinfectant and related supplies are available to all employees at the following location(s): a spray bottle of disinfectant with rags will be supplied at all public counters – please contact Facilities at 650-333-6043 for additional supplies

Hand sanitizer effective against COVID-19 is available to all employees at the following location(s): in all public areas

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

Copies of this Protocol have been distributed to all employees.





APPENDIX A: Social Distancing Protocol (Updated April 29, 2020)

Business name: Senior Center

Facility Address: 1555 Crystal Springs Road

Approximate gross square footage of space open to the public: 1280

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 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 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.
- 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: 12:30pm
 - Bathrooms: 12:30pm
 - Other (Click or tap here to enter text.): Click or tap here to enter text.
- Disinfectant and related supplies are available to all employees at the following location(s): a spray bottle of disinfectant with rags will be supplied at all public counters – please contact Facilities at 650-333-6043 for additional supplies
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s): in all public areas
- Soap and water are available to all employees at the following location(s): bathrooms and breakrooms
- Copies of this Protocol have been distributed to all employees.

