

COVID-19 WORKSITE-SPECIFIC PROTECTION PLAN (WPP)

Business name: California Genealogical Society

Facility address: 2201 Broadway, Suite LL2, Oakland, CA 94612-3031

Approximate gross square footage of space open to the public: 4,350 square feet

Date this COVID-19 Worksite-Specific Protection Plan (WPP) was most recently updated: June 14, 2021

The person(s) responsible for implementation of this COVID-19 Worksite-Specific Protection Plan (WPP):

Name	Title/Role
James Sorenson	President, California Genealogical Society
Maureen Hanlon	Vice President, California Genealogical Society
Richard Kehoe	Chair, Facilities Committee

I, [James Sorenson](#), certify that all volunteers will be provided a copy of this plan, and have received training as required in this COVID-19 Worksite-Specific Protection Plan.

[James Sorenson](#) _____ /s/ [James Sorenson](#) _____ June 14, 2021 _____
Name Signature Date

Alameda County Shelter in Place Order and Face Coverings Guidance

X - Employer has read the [Alameda County Shelter in Place Order](#) to determine if the business is allowed to reopen.

X - Employer has read the [California Guidance for the Use of Face Coverings](#) and is complying with and implementing measures identified in the guidance.

Individual Control Measures and Screenings

Note: The California Genealogical Society (CGS) has no employees. All work is performed by volunteers. The questions below are answered based on that fact.

- Employees whose work duties can be conducted remotely are doing so and will continue to do so until the Shelter in Place Order is lifted, with particular consideration for employees above the age of 60 and those with underlying health issues who are at increased risk for more severe disease if infected.

Since all CGS staff are volunteers, no one is required to be in the library. Volunteers have been informed of this additional risk in the training provided (see Slide 2 of COVID-19 Safety Training).

- All employees have been provided with temperature and/or symptom screenings at the beginning of their shift and all other employees entering the worksite at all times. The individual conducting the temperature/symptom screening will avoid close contact with employees to the extent possible. Both screeners and employees wear face coverings during each screening. See screening guidance [here](#).

CGS is providing self-screening forms that volunteer staff must review prior to each shift. They have been instructed not to report for their shift if they are exhibiting symptoms. (see Symptom Self-check form, Desk Volunteer COVID-19 checklist and Volunteer sign-in sheet.)

- Employees must be provided with all required protective equipment (i.e. face coverings) and the employer ensures this equipment is worn properly at all times.

Volunteers may bring their own masks or use those provided by CGS. Volunteers are instructed during training on requirements for mask-wearing.(see Slide 12 of COVID-19 Safety Training). After July 31, CalOsha has ordered that unvaccinated volunteers must be provided with N-95 masks if physical distancing is not required. Since CGS is maintaining physical distancing, this will not be required.

- Employees must be provided with and use protective equipment when offloading and storing delivered goods. Volunteers may open mail or other packages delivered to the library. Masks, hand sanitizer, gloves, disinfecting wipes and spray are provided for this process. (see COVID-19 Safety Training, slide 9.)

- Employees inspect deliveries and perform disinfection measures prior to storing goods in warehouses and facilities. Volunteers will re-shelve books and materials one week after they were in use by visitors.(see COVID-19 Safety Training, slide 11.)

- Face coverings are required when employees are in the vicinity of others. Face coverings are not shared at this worksite.

Volunteers are instructed that face coverings are required, and a supply of disposable masks is available for any volunteers or visitors who need a face covering. No sharing is allowed. (see Desk Volunteer COVID-19 Checklist)

- Employees take reasonable measures to communicate with the public that they are required to wear face coverings.

***Please note that persons younger than 2 and those who cannot wear one because of medical reasons are exempt from wearing a face covering. For additional exemptions, please see [State guidance](#).**

Volunteers are instructed to remind visitors to wear masks and ask visitors to leave if they do not comply. Disposable masks available if someone needs one. There is also signage in the library regarding face covering requirements as well information provided to visitors as to requirements for their visit when they register in EventBrite and when they arrive at the library. (see Desk Volunteer COVID-19 Checklist, COVID

Protocol Visitor Checklist).

- Employees who are sick or exhibiting symptoms of COVID-19 are directed to stay home and follow the Alameda County Public Health Department's Criteria for Returning to Work after Isolation or Quarantine guidelines located [here](#).

Volunteers are instructed during training as to COVID-19 symptoms and to stay home if ill. (see COVID-19 Safety Training slide deck).

Please note that employees who self-quarantine and who are not ill do not need a doctor's note to return to work after staying home for 14 days. Requiring employees to obtain a doctor's note is impacting the medical system and preventing doctors from seeing patients who are ill. If any employee has been isolated because they were diagnosed with COVID-19, they may return to work once they meet the criteria described in ACPHD's [Home Isolation and Quarantine Instructions](#). Repeat testing for COVID-19 is not required before an employee can return to work.

Types of protective equipment provided to employees at this worksite location include:

- Hand sanitizer
- Disinfecting wipes and spray
- Disposable gloves
- Soap and water
- Disposable masks

Additional control measure you are implementing at this worksite include:

- Pre-registration for all visitors
- Capacity limits for number of visitors
- Time limited appointments for visitors (2 ½ hours for each shift)
- Signage
- Plexiglass shield for desk duty volunteer
- Distanced work/research stations
- Kitchen closed
- Traffic in book aisles restricted to one at a time
- Books used during a shift are not re-shelved by visitors
- Access to Board or other supportive CGS member to assist in enforcing policies for visitors

Cleaning and Disinfecting Protocols

- Thorough cleaning in high traffic areas is performed regularly. Commonly used surfaces are frequently disinfected. Volunteers wipe down the areas at closing and the Breuner Building janitors clean nightly. (see [Volunteer COVID-19 Checklist](#) and [COVID Protocol 2 Pager_2201 Broadway 02-2021.](#))

- All shared equipment and touchable surfaces are cleaned and sanitized between each use. Visitors and volunteers are asked to wipe down all surfaces (including keyboards) after use and sanitizing wipes are provided. Gloves are provided and instructed to be used for the copier/printer. The Breuner Building janitors clean the library each night. (see [COVID Protocol Visitor Checklist](#) and [Desk Volunteer COVID-19 Checklist](#) and [COVID Protocol 2 Pager_2201 Broadway 02-2021.](#))

- Customer entrances and exits, and points of sale are equipped with proper sanitation products, including hand sanitizer and/or sanitizing wipes. Hand sanitizer and wipes are provided for visitors and volunteers.

- Hand washing facilities will be made available and will stay operational and stocked at all times and additional soap, paper towels, and hand sanitizer are supplied when needed. There are two restrooms on the premises and an additional sink in the former kitchen. One restroom is in the library, which will be closed until further notice. The other is in the Breuner building common area on the same floor as the library. Instructions are provided to visitors as to their use. Breuner building janitors restock the common area restroom as needed. CGS volunteers check the supplies in the kitchen sink and resupply at the start of each shift. They notify the chair of the Facilities Committee if supplies need to be re-ordered. (see [COVID Protocol Visitor Checklist](#) and [Desk Volunteer COVID-19 Checklist.](#))

- Hand sanitizer will be provided where businesses do not have indoor plumbing. N/A – indoor plumbing available.

- Sanitizing supplies are provided to promote employees' personal hygiene. This may include tissues, no-touch trash cans, hand soap, adequate time for hand- washing, alcohol-based hand sanitizers, disinfectants, and disposable towels. Yes, as described above, hand soap and paper towels are provided in the restroom and the kitchen sink. Also provided with hand sanitizer, wipes, disinfecting spray and gloves.

- Cleaning products are used that meet the Environmental Protection Agency (EPA)'s- approved for use against [COVID-19 list](#). Yes. Breuner Building staff use approved products (see [COVID Protocol 2 Pager_2201 Broadway 02-2021.](#))

- Business hours and/ or other procedures have been modified to provide adequate time for regular, thorough cleaning, product stocking, or other measures. Library visits are limited to 2 ½ hour appointments. Capacity is restricted to 5 visitors and 2 volunteers at all sessions and is enforced through pre-registration via EventBrite. The library is now open only 3 days per week and closed on Saturday. (see [CGS Library Visit COVID-19 FAQ](#)).

- Employees are provided adequate time to implement cleaning practices before and after shifts. Volunteers are instructed to arrive 15 minutes before opening and are given a checklist of procedures for before and after shift. (see [Desk Volunteer COVID-19 Checklist.](#))

- Hands-free devices have been installed, if possible, including motion sensor lights, contact-less payment systems, automatic soap and paper towel dispensers, and timecard systems.
Payment for non-members to visit the library is collected at registration via EventBrite. Copier and printer fees have been suspended and visitors are encouraged to donate online if they wish to cover costs.

Schedule for Disinfecting High Traffic Areas and Commonly Used Surfaces

Fill in the fields below with the schedule for how often each area is disinfected.

Mark N/A for all that do not apply to your specific worksite and add any that are missing to “Other”.

Note: All procedures are documented in COVID Protocol Visitor Checklist and Desk Volunteer COVID-19 Checklist and COVID Protocol 2 Pager_2201 Broadway 02-2021

Break rooms:

Visitors are not allowed to use the kitchen. When the library is closed between shifts, volunteers may eat at their work area(e.g. Front Desk) and are instructed to wipe down any surfaces after use.

Restrooms:

Visitors and volunteers are instructed to wipe down surfaces with sanitizing wipes provided after each use. Breuner building janitors clean the space nightly.

Handrails/door handles/counters/shelving/buttons (elevator/door):

Volunteers are instructed to wipe down areas after each shift and at closing and the Breuner Building janitors clean the space nightly.

Shopping carts/baskets:

N/A – None.

Handheld devices (payment portals, including ATM PIN pads, stylus):

N/A – None.

Registers:

N/A – None.

Scanners:

N/A – None.

Telephones:

Volunteers are instructed to wipe down the desk phone after each shift.

Time clocks:

N/A – None.

Handwashing facilities:

Visitors and volunteers are instructed to wipe down surfaces with sanitizing wipes provided after each use. Breuner building janitors clean the space nightly.

Custom equipment and tools (i.e., pallet jacks, ladders, supply carts):

N/A – None.

Conveyor belts:

N/A – None.

Others:

Visitors are instructed to place books that they have used on the cart provided and NOT re-shelve them. This allows for time for disinfection of one week. Books will be re-shelved by trained volunteers the week after the books are used. (see COVID-19 Safety Training slide deck and COVID Protocol Visit Checklist.)

Operational procedures being implemented to ensure there is adequate time for cleaning/disinfecting:

Volunteers are instructed to arrive 15 minutes before opening and are given a checklist of procedures for before and after shift. (see Desk Volunteer COVID-19 Checklist.)

Additional measures that have been taken at this business location:

Ventilation is provided by the Breuer Building and they have certified that it follows California requirements. See COVID Protocol 2 Pager_2201 Broadway 02-2021. In addition, the library will only be open on weekdays since the ventilation system is not run on weekends unless the tenant pays an additional fee.

Physical Distancing Guidelines

- Employee breaks and break rooms are managed to allow employees to eat on premises in designated areas where they can remain six feet apart.
There are only two volunteers for a shift, and they have been instructed that they can eat at their desk during the break between shifts when no visitors are present.
- 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.
Volunteers have been instructed in training about physical distancing. There are decals on the floor and signs posted to remind visitors to maintain physical distance. Computers and workstations are placed six feet apart, and visitors are instructed not to move furniture closer together. Only one person is allowed in a library aisle at a time to ensure proper distancing. Volunteers will remind visitors about physical distancing, if needed.
- Customers are permitted to bring their own bags, mugs, or other reusable items from home if they do not require handling by employees.
Visitors may bring their own computers to work in the library. COVID Protocol Visit Checklist
- Tape or other markings have been placed at least six feet apart in customer line areas on sidewalks or other walkways near public entrances with signs directing customers to use the markings to maintain distance.
Decals have been placed on the carpet to ensure distancing and signs are posted to remind visitors.
- Limit the number of customers in the store at any one time to, which allows for customers and employees to easily maintain at least six feet distance from one another at all practicable times.
Capacity is limited and enforced via EventBrite sign-up. Capacity is limited to 5 visitors and 2 volunteers per 2 ½-hour shift. Visitors must register in advance online via EventBrite and agree to COVID-19 policies. Visitors' names are given by CGS to the Breuner Building and visitors must check in with the security guard at the lobby before being allowed to go to the CGS library. Anyone not on the list as a registered visitor will not be allowed to enter. The number of visitors and volunteers was limited by providing 6 feet of distance at the workstations and tables. See the map provided in the Returning to the CGS Library document.
- All desks or individual workstations are separated by at least six feet or employees otherwise maintain six feet if workspace is limited. Physical partitions can be used if workstations and/or employees cannot physically distance.
All workstations and chairs have been set up six feet apart and visitors are instructed not to move them. (see schematic of library floor plan in Returning to the CGS Library .) The Front Desk is shielded by plexiglass partitions.
- Employees are informed that they should not carpool to and from the jobsite except by workers living within the same household unit, or as necessary for workers who have no alternative means of transportation.
N/A - all volunteers
- If employers provide shuttles, symptom checks should be conducted before employees board the shuttle, and employees should physically distance while waiting in line and on the shuttle. Physical distancing on the shuttle can include reducing the shuttle capacity.
N/A – None

The following per-person limits have been placed on goods that are selling out quickly to reduce crowds and lines. If not applicable mark as "N/A".

N/A – None

Description of the layout of your worksite and how we accomplish physical distancing measures:

Workstations have been set up six feet apart (see library floor plan). Visitors have been instructed not to move furniture and to maintain distance from other visitors and volunteers. Decals have been placed on the carpet to ensure distancing when interacting with Front Desk volunteers or for using the copier/printer. A plexiglass shield was installed around the Front Desk. Signs are posted to remind visitors to maintain physical distance.

Elevator and stair access is handled by the Breuner Building in the common areas of the lobby. They provide signage and monitor the number of people using the elevator and stairs.

Food Facilities Guidance Including Restaurants, Mobile Food Facilities, Stores/Convenience Stores – N/A – not a food facility

- Go to the Alameda County Department of Environmental Health [website](#) and review the Guidance for Food Facilities and Food Safety for Food Delivery and Pickup Guidance.
- Complete and implement the Restaurant Operating Procedures posted on the Alameda County Department of Environmental Health [website](#).
- If you've implemented additional measures specific to your food facilities business, include them

below. Description of any additional measures taken:

N/A – not a food facility

Notification of Covid-19 Positive Case at Your Worksite

Employers are required to report workplace related outbreaks to the Alameda County Public Health Department (ACPHD) **within 48 hours** and provide additional information when requested by ACPHD. Volunteers have been instructed to notify CGS contact if they test positive for COVID. (see COVID-19 Safety TRaining and Desk Volunteer COVID-19 Checklist). CGS will monitor these notifications and comply with Alameda County requirements in the event of a breakout.

An outbreak at a non-healthcare or non-residential congregate setting workplace is defined as three or more cases within a 14-day period among employees who do not live in the same household.

To report new outbreak cases, an employer must complete the California Shared Portal for Outbreak Tracking (SPOT) Intake Form for Workplaces located [here](#).

For health care settings, such as acute care hospitals and outpatient clinics, as well as congregate living facilities, please visit [here](#) for more information on how to report cases.

For more information about reporting cases, please visit [here](#) and see section "Recording and Reporting COVID-19".

Employers are required to comply with the State's COVID-19 Emergency Temporary Standard effective November 30, 2020. As employers implement the new regulations, Cal/OSHA enforcement personnel will consider an employer's good faith efforts in working towards compliance, but some aspects, such as eliminating hazards and implementing testing requirements during an outbreak, are essential. Visit [here](#) for the Emergency Temporary Standard.

For questions related to positive employees in the workplace, please contact the COVID Workplace Response Team at COVIDworkplace@acgov.org or (510) 268-2101.

Training

Employees have been trained on the following topics:

Note: See [COVID-19 Safety Training slides](#) and [Desk Volunteer COVID-19 Checklist](#) for documentation.

- Information from the [Centers for Disease Control and Prevention \(CDC\)](#) on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
[COVID 19 Safety Training](#)
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
[Symptom Self-Check form complies with CDC guidelines.](#)
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
[COVID 19 Safety Training.](#)
- The importance of seeking medical attention if an employees' symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on the CDC's webpage.
[COVID 19 Safety Trainings.](#)
- The vulnerability of those 60 years of age or older and people with chronic medical conditions, and the need to practice particular caution to protect these groups.
[COVID 19 Safety Trainings.](#)
- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).
[COVID 19 Safety Trainings.](#)
- Manufacturer's directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products.
[COVID 19 Safety Trainings.](#)
- The importance of physical distancing, both at work and off work time (see Physical Distancing section above).
[COVID 19 Safety Training.](#)

■ Proper use of face coverings, including:

- Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
- The importance of washing and/or sanitizing hands before and after using or adjusting face coverings.
- Avoid touching eyes, nose, and mouth.
- Face coverings to be washed after each shift.

[COVID 19 Safety Trainings.](#)

Other worksite training measures taken:

A training session using the slides was held on June 4, 2021 for all volunteers. Any new volunteers or those that missed this session must attend a session and review the slides before beginning their volunteer work. They are also provided with a Desk Volunteer COVID-19 checklist that they are instructed to use at the start of their shift to ensure compliance with all protocols.