



## COVID-19 Site-Specific Protection Plan (SPP)

Business name: Graduate Theological Union

Facility address: 2400 Ridge Road, 2465 LeConte and 2452 Virginia Street. Berkeley

Approximate gross square footage of space open to the public: 55,000

This COVID-19 Site-Specific Protection Plan (SPP) was most recently updated on: December 8, 2020

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The person(s) responsible for implementation of this Plan is:

Name: Marie Lucero

Title: Managing Director of Administration & Operations

I, Marie Lucero certify that all employees have been provided a copy of it and have reviewed it and received training as required in this SPP.

Name: Marie Lucero

Signature:

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### Site specific protection plan elements

The City of Berkeley Shelter in Place Order & Face Coverings Order	2
Individual Control Measures and Screenings	2
Cleaning and Disinfecting Protocols	3
Schedule for Disinfecting High Traffic Areas and Commonly Used Surfaces	4
Physical Distancing Guidelines	7
Food Facilities Guidance including Restaurants, Mobile Food Facilities, Stores/Convenience Stores	8
Responding to a COVID-19 Positive Case at your Worksite	9
Training	9



## The City of Berkeley Shelter in Place Order & Face Coverings Order

- ☒ Employer has read the City of Berkeley [Shelter in Place Order](#) to determine if the business is allowed to reopen.
- ☒ Employer has read the City of Berkeley [Face Coverings Order](#) and is complying with and implementing measures identified in the Order.

## Individual Control Measures and Screenings

- ☒ 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.
- ☒ All employees have been provided with symptom screenings at the beginning of their shift and all other employees entering the worksite at all times. The individual conducting the symptom screening will avoid close contact with employees to the extent possible. Both screeners and employees wear face coverings during each screening. See [symptom screening guidance](#) here.
- ☒ Employees should be provided with all required protective equipment (i.e., face coverings) and the employer ensures this equipment is worn properly at all times.  
*Employees are encouraged to wear their own face coverings, however, if they come to work without a face covering, one will be provided.*
- ☐ Employees are provided with and use protective equipment when offloading and storing delivered goods.  
N/A
- ☐ Employees inspect deliveries and perform disinfection measures prior to storing goods in warehouses and facilities.  
N/A
- ☒ Face coverings are required when employees are in the vicinity of others.
- ☒ Face coverings are not shared at the worksite.
- ☒ Employees take reasonable measures to communicate with the public that they are required to wear face coverings.

*\*Please note that children 12 years old or younger and those who cannot wear one because of medical reasons are exempt from wearing a face covering. Children two years or younger must not wear face coverings.*



## Individual Control Measures and Screenings, continued

- ☒ Employees who are sick or exhibiting symptoms of COVID-19 are directed to stay home.  
*\*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.*

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

Masks if an employee comes to work without a mask. Gloves for specific tasks.

Additional control measure you are implementing at this worksite include:

Plastic shields as needed to separate seating at tables (common use rooms), sanitizer stations

## Cleaning and Disinfecting Protocols

- ☒ Thorough cleaning in high traffic areas is performed regularly. Commonly used surfaces are frequently disinfected.
- ☒ All shared equipment and touchable surfaces are cleaned and sanitized between each use.
- ☒ Customer entrances and exits, and points of sale are equipped with proper sanitation products, including hand sanitizer and/or sanitizing wipes.
- ☒ 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.
- ☒ Hand sanitizer will be provided where businesses do not have indoor plumbing.



### **Cleaning and Disinfecting Protocols, continued**

- ☒ 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.
- ☒ Cleaning products are used that meet the Environmental Protection Agency (EPA)'s [COVID-19 list](#) of approved, safe products.
- ☒ Business hours and/ or other procedures have been modified to provide adequate time for regular, thorough cleaning, product re-stocking, or other measures.
- ☒ Employees are provided adequate time to implement cleaning practices before and after shifts.
- ☒ Hands-free devices have been installed, if possible, including motion sensor lights, contact-less payment systems, automatic soap and paper towel dispensers, foot operated lidded trash bins, and timecard systems.

### **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 fields/areas that are missing to "Other".

Break rooms:

Daily

Bathrooms:

Daily

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

Daily





### **Schedule for Disinfecting High Traffic Areas and Commonly Used Surfaces, continued**

*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 fields/areas that are missing to "Other".*

Shopping carts/baskets:

N/A

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

N/A

Registers:

Library front desk equipment sanitized as needed between employee use.

Scanners:

Copiers have sanitizer available to wipe down between employee use.

Telephones:

N/A

Time clocks:

N/A

Handwashing facilities:

N/A

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

Library carts are sanitized after use.

Conveyor belts:

N/A



**Schedule for Disinfecting High Traffic Areas and Commonly Used Surfaces, continued**

*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 fields/areas that are missing to "Other".*

Others:

Library front desk-daily

Description of specific operational procedures being implemented to ensure there is adequate time for cleaning/disinfecting:

Maintenance staff devotes additional time during their day to cleaning/disinfecting

Additional protective and preventative measures that have been taken at this business location:



## 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.
- ☒ 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. *Particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene.*
- ☒ Customers are permitted to bring their own bags, mugs, or other reusable items from home, but they must not place them on any surfaces.  
*Library patrons may bring laptops and other study materials. Provision will be made to clean the desk area used after they leave.*
- ☒ 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.
- ☒ Limit the number of customers in the store at any one time to, *Library* 55 which allows for customers and employees to easily maintain at least six feet distance from one another at all practicable times.
- ☒ 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.
- ☒ 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.
- ☐ If employers provide shuttles, symptom checks should be conducted before employees board the shuttle, and employees should physical distance while waiting in line and on the shuttle. Physical distancing on the shuttle can include reducing the shuttle capacity.  
N/A
- ☐ 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



## **Physical Distancing Guidelines, continued**

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

- Library desks and chairs are set up for physical distancing. Additional chairs have been removed.
- Conference and common use rooms are set up for physical distancing with plastic shields available when additional seating is required.
- Each common use room will be marked with maximum occupancy with shields and without.

## **Food Facilities Guidance including Restaurants, Mobile Food Facilities, Stores/Convenience Stores**

For information please contact the City of Berkeley Environmental Health Division at:  
[envhealth@cityofberkeley.info](mailto:envhealth@cityofberkeley.info). Please reference COVID-19 Site Specific Plan in subject line.

If you've implemented additional measures specific to your food facilities business, include them below.  
Additional measures taken:

N/A





## Responding to a COVID-19 Positive Case at your Worksite

- ☒ The City of Berkeley Public Health is notified of all positive COVID-19 cases.
- ☒ If an employee is diagnosed with COVID-19, The City of Berkeley Public Health will provide assistance in the assessment of potential worksite exposures, and any recommended testing, quarantine, or isolation instructions.
- ☒ Employers and employees are aware that they can contact The City of Berkeley Public Health if a suspected exposure has occurred at:
  - The City of Berkeley Public Health Department, (510) 981-5292.
  - Non-urgent emails regarding reportable communicable diseases: [COBCD@cityofberkeley.info](mailto:COBCD@cityofberkeley.info)
  - OR Alameda County Public Health Department
  - (510) 268-2101; [COVIDWorkplace@acgov.org](mailto:COVIDWorkplace@acgov.org)

## Training

Employees have been trained on the following topics:

Training to be offered through and online course. This information has also been provided in memos to employees and is available on our website

- ☒ Information from the [Centers for Disease Control and Prevention \(CDC\)](https://www.cdc.gov) on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
- ☒ Self-screening at home, including temperature and/or symptom checks using 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.
- ☒ 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.
- ☒ 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.



## **Training, continued**

- ☒ 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).
- ☒ Manufacturer's directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products.
- ☒ The importance of physical distancing, both at work and off work time (see Physical Distancing section above).
- ☒ **Proper use of face coverings, including:**
  - ☒ Face coverings do not protect the wearer and are not personal protective equipment (PPE).
  - ☒ 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.

Other worksite training measures taken: