Thank you for your interest in our Small Business COVID-19 toolkit for employers. The UCSD COVID Business Outreach Program is a team of volunteers committed to providing material that supports the public during the Coronavirus pandemic.

This toolkit provides information, checklists and graphics to help:

- Learn more about COVID-19
- Implement on-site safety measures in your business, including employee health screening and social distancing
- Review your business’s compliance to federal, state, and county guidelines

The toolkit and its materials are based on recommendations from the CDC, San Diego Public Health Services, and other reputable health information organizations. The information provided in the toolkit does not replace legal or medical advice. If you or an employee is a contact of someone with COVID-19, experiencing any symptoms of COVID-19, or has been tested for COVID-19, please contact a healthcare provider or call 2-1-1.

The information provided in this toolkit does not, and is not intended to, constitute legal advice; instead, all information, content, and materials available in this toolkit are for general informational purposes only. Information in this toolkit may not constitute the most up-to-date legal or other information.

If you have additional questions, contact the resources below.

**San Diego County Business Resources**
General questions and resources: COVID-Business@sdcounty.ca.gov
Reopening questions: COVID19BusinessQuestions@sdcounty.ca.gov

**2-1-1 San Diego**: A free 24 hour confidential phone service
Phone: 2-1-1
https://211sandiego.org/

**Contact the UCSD Business Outreach Program**
Email: CoRespond.Business@gmail.com
Phone: 619-335-5882
www.UCSDBusinessOutreach.org
STAY CONNECTED

Support for Businesses and Employers

Stay connected during the Coronavirus (COVID-19) public health pandemic. The resources below will help you stay up-to-date on all COVID-19 related issues as they emerge.

Here are the ways you can stay connected!

Coronavirus-SD.com/Business

Our Businesses and Employers page offers updated information about announcements, updates, communications, financial resources, and more for sector-specific support. Please regularly review this webpage to make sure your business is well prepared during the reopening phases of the statewide stay-at-home order.

For general questions and resources, please email: COVID-Business@sdcounty.ca.gov

Business Telebriefings: Every 2nd & 4th Wednesday | 9:30 AM

Join us for telebriefings to hear the latest updates on COVID-19 and reopening efforts in San Diego County. Frequency of telebriefings are subject to change. Please check the page above for updates.

How to Participate:

Option 1—Computer (preferred): Visit the following link: https://zoom.us/j/157409037 using your computer.

Meeting ID: 157 409 037.

Option 2—Phone (listen-in only): Call into the meeting using this number: 1 (669) 900-6833 or 1 (346) 248-7799.

Meeting ID: 157 409 037.

We encourage you to submit your questions 24 hours before the telebriefing at: https://bit.ly/35FbNeo

Safe Reopening Plan & Restaurant Info

Businesses will need to complete and post the their Safe Reopening Plan. Restaurants/Food Facilities will need to complete and post their Restaurant Operating Protocol. These resources are available at Coronavirus-SD.com/Business. The County will not require approval for this plan. Essential businesses already operating do not need to submit a new plan.

For reopening questions, please email: COVID19BusinessQuestions@sdcounty.ca.gov

Email Updates


Media Briefing

Effective June 17, 2020, updates will be streamed LIVE Monday and Wednesday at 2:30 PM on the County’s Facebook, Instagram, and Twitter accounts.

For latest updates, visit: www.coronavirus-sd.com
Business Referral Guidelines

Quick Guide for the Business Community

COVID-Business@sdcounty.ca.gov

The Business Sector is here to help with:

- Resources for small business loans, Disaster Assistance in response to COVID-19 and Economic Injury Disaster Loan Program Information.
- Get connected to sector video telebriefing every 2nd and 4th Wednesdays.
- Request resource materials: posters, flyers, informational cards, and brochures. Materials are available in multiple languages.
- Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus.

Other Helpful Resources

- For Safe Reopening and Blueprint for Safer Economy questions, email: COVID19BusinessQuestions@sdcounty.ca.gov.
- To report businesses or organizations that are open and have been ordered to close, or otherwise not following health order, contact the Health Compliance Call Center: (858) 694-2900 or email: SafeReopeningComplianceTeam@sdcounty.ca.gov
- For questions concerning COVID-19 Guidance for Food Facilities, contact Department of Environmental Health (DEH), Food and Housing Duty Specialist. Call (858) 505-6900 or email: fhdutyeh@sdcounty.ca.gov
- For County coordinated free testing sites or receive test results, call 2-1-1 to speak to the COVID-19 Nurse Help Line.
- Questions concerning if an individual is eligible for Unemployment Insurance Benefit (UIB) can be directed to the ASK EDD online assistance: askedd.edd.ca.gov
- Access the Small Business COVID-19 Safety toolkit for employers and employees created by UCSD to help businesses and employees stay safe. Contact the UCSD Business Outreach Program for FREE consultation to go over the toolkits. www.UCSDBusinessOutreach.org Email: CoRespond.Business@gmail.com Phone: 619-335-5882

For latest updates, visit: www.coronavirus-sd.com
# Five Key Points

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<td><strong>Know what to do</strong> if an employee has symptoms of COVID-19 (p. 9)</td>
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<td>5.</td>
<td><strong>Additional resources</strong> (p. 16)</td>
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1. Safety Requirements

STATE REQUIREMENTS
COVID-19 Prevention Plan: Cal/OSHA requires most employers to develop a written COVID-19 Prevention Program, also known as CPP, that includes employee training. For more information, see “What Employers Need to Know” (p. 6). For more information, and to download a CPP template, visit: https://www.dir.ca.gov/dosh/coronavirus/ETS.html

California has additional COVID-19 related reporting, recording, and employee notification requirements. See “Reporting and Recording” for more information.

COUNTY REQUIREMENTS
The county of San Diego requires that businesses prepare, implement, and display a safety plan for their business.

Essential Businesses: Social Distancing & Sanitation Protocol

State authorized sectors: Safe Reopening Plan

Restaurants: COVID-19 Restaurant Operating Protocol

LOCAL REQUIREMENTS
Some cities in San Diego County have additional requirements. Visit your city’s website to learn about additional requirements or special permits that may be offered in your city.
Cal/OSHA COVID-19 Emergency Temporary Standards – What Employers Need to Know

November 30, 2020

California approved emergency temporary Cal/OSHA standards on COVID-19 infection prevention on November 30, 2020. These new temporary standards apply to most workers in California not covered by Cal/OSHA’s Aerosol Transmissible Diseases standard.

Requirements for employers covered by the COVID-19 Prevention standard

- Establish, implement, and maintain an effective written COVID-19 Prevention Program that includes:
  - Identifying and evaluating employee exposures to COVID-19 health hazards.
  - Implementing effective policies and procedures to correct unsafe and unhealthy conditions (such as safe physical distancing, modifying the workplace and staggering work schedules).
  - Providing and ensuring workers wear face coverings to prevent exposure in the workplace.
- Provide effective training and instruction to employees on how COVID-19 is spread, infection prevention techniques, and information regarding COVID-19-related benefits that affected employees may be entitled to under applicable federal, state, or local laws.

Cal/OSHA has developed a COVID-19 Model Prevention Program to assist employers with developing their own written program

When there are multiple COVID-19 infections and COVID-19 outbreaks

Employers must follow the requirements for testing and notifying public health departments of workplace outbreaks (three or more cases in a workplace in a 14-day period) and major outbreaks (20 or more cases within a 30-day period).

- COVID-19 testing for employees who might have been exposed
  Requires employers to offer COVID-19 testing at no cost to their employees during their working hours who had potential COVID-19 exposure in the workplace and provide them with the information on benefits.

- Notification requirements to the local health department
  A new requirement that obligates employers to contact the local health department immediately but no longer than 48 hours after learning of three or more COVID-19 cases to obtain guidance on preventing the further spread of COVID-19 within their workplace.

Recordkeeping and reporting COVID-19 cases

Employers must maintain a record of and track all COVID-19 cases, while ensuring medical information remains confidential. These records must be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed. When a COVID-19-related serious illness (e.g., COVID-19 illness requiring inpatient hospitalization) or death occurs, the employer must report this immediately to the nearest Cal/OSHA enforcement district office.

This guidance document is an overview. For the full requirements, see title 8 sections 3205, 3205.1, 3205.2, 3205.3, 3205.4

For assistance with developing a COVID-19 Prevention Program, employers may contact Cal/OSHA Consultation Services at 1-800-963-9424 or at InfoCons@dir.ca.gov
For Consultation information, publications, access the following link or copy the site address: DOSHConsultation www.dir.ca.gov/dosh/consultation.html
Safety Tips

Make sure that the following best safety practices are implemented in your business:

- All employees should wear a facemask in accordance with state guidelines
- Maintain 6 feet social distancing
- Frequent hand washing or hand sanitizer
- Screen employees daily for symptoms and exposures


Breakrooms: minimize the number of employees in breakrooms at any time. Ensure employees are at least 6 feet apart and increase ventilation as much as possible, especially if eating or drinking.

Carpooling: employees should only carpool to work with members of their household.

Proper facemask use:
- Wash hands before and after use
- Cover nose and chin
- Do not touch mask throughout the day

Safe at home: Encourage employees to follow safety practices outside of work.
Employee Health Screening Form (sample)

Screen each employee for these symptoms before their shift. Circle the employee’s answer (Y=yes, N=no) for each symptom. If an employee has a temperature greater than 100 degrees fahrenheit / 37.8 degrees celsius or reports any symptoms or exposures:

1. Send the employee home immediately
2. Advise the employee to contact their medical provider or 2-1-1 for further guidance

CALL 911 if experiencing: trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips/face, or any other severe symptoms

Symptoms from CDC. Updated November 7, 2020

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<th>Known exposure*</th>
<th>Temperature (less than 100°F/37.8°C to be able to work)</th>
<th>Cough</th>
<th>Shortness of breath</th>
<th>Sore Throat</th>
<th>Congestion or runny nose</th>
<th>Nausea, Vomiting, Or Diarrhea</th>
<th>Other (headache, fatigue, body aches, loss of taste/smell)</th>
<th>Date</th>
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*Known exposure is defined as within 6 feet of an individual with COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period
2. What to do if an employee has symptoms of COVID-19

Make sure that employees:

1. **KNOW** the symptoms of COVID-19*

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<th>症状</th>
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<td>Fever or chills</td>
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<td>Congestion</td>
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<td>Shortness of breath</td>
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<td>Sore throat</td>
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<td>Body aches</td>
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<td>Fatigue</td>
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<td>Headache</td>
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<td>Diarrhea</td>
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<tr>
<td>Cough</td>
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<tr>
<td>Nausea or vomiting</td>
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<tr>
<td>Loss of taste/smell</td>
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<tr>
<td>Runny nose</td>
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2. **DO NOT COME INTO WORK** and stay home if they have any COVID-19 symptoms.

3. **NOTIFY** their employer that they have or are seeking a diagnosis for COVID-19.

4. **CALL 211** or their healthcare provider to get **free COVID-19 testing**

5. If an employee has suspected or confirmed COVID-19, follow the flowchart on the next page. Report the case to County Public Health Services **online here** or by calling **(888) 950-9905**

*seek immediate medical attention if experiencing life-threatening symptoms
**STEPS TO TAKE IF AN EMPLOYEE IS SUSPECTED OR CONFIRMED POSITIVE TO HAVE COVID-19**

1. Instruct employee to stay home at least 10 days* after symptoms started (or since first positive PCR test if person is asymptomatic / does not have symptoms).

2. If it has been less than 7 days since employee has been in the facility, temporarily close area where employee worked until cleaning is completed. Wait 24 hours or as long as practical before conducting [deep cleaning](#) of area where employee worked and may have been (breakrooms, restrooms, travel areas) with [EPA-approved cleaning agents](#). Ensure cleaning personnel are equipped with appropriate personal protective equipment (PPE).

   If it has been more than 7 days since employee has been in the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.

3. Promptly report employee was diagnosed with COVID-19 to the County Public Health Services by completing the [COVID-19 Notification Form](#) or calling 888-950-9905. Include 1) name, 2) date of birth, and 3) contact information of employee1.

4. Cooperate with County Public Health Services COVID-19 response team to identify and provide contact information for any persons exposed by the employee at the workplace1.

5. Record and report work-related COVID-19 illnesses or fatality as per other [occupational health reporting requirements](#).

6. Provide notice of exposure to any employees and contractors (who regularly work at the workplace) who may have been exposed to COVID-19, as stated in the State’s [COVID-19 Employer Playbook for a Safe Reopening](#).

   *For patients with [severe to critical illness](#) or are severely immunocompromised, the recommended duration for Transmission-Based Precautions was changed to at least 10 days and up to 20 days after symptom onset.  

   1 As per [San Diego County Public Health Order](#).

   For school guidance: [COVID-19 Industry Guidance: Schools and School-Based Programs](#).

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**EMPLOYEE MAY RETURN TO WORK WHEN:**

- **At least 10 days** since start of symptoms (or since first positive PCR test if person is asymptomatic)
- **At least 24 hours** since last fever without use of fever-reducing medications
- Improvement in symptoms

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**PREVENTION**

- Actively encourage sick employees to stay home.
- Accommodate employees through social distancing or telework (if possible).
- Emphasize face coverings and hand hygiene.
- Perform routine environmental cleaning.
- Check government websites (CDC, State Department) for any travel advisories.
- Plan for infection disease outbreaks in the workplace.

---

**IF EMPLOYEE…**

- Has any severe symptoms: Advise them to seek medical attention immediately.
- Has any health-related questions or concerns: Have employee contact their healthcare provider.
- Does not have health coverage, has other general questions about COVID-19, or would like information about community resources: Have them call 2-1-1.

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*Revised 12/03/2020*
Record and Report

Cal/OSHA Recording
California employers that are required to record work-related fatalities, injuries and illnesses must record a work-related COVID-19 fatality or illness on their Log 300 if the case of COVID-19 is work-related and meets the recordable illness criteria. http://bit.ly/cal-osha-record

Workers’ Compensation Reporting
California employers must report to their workers’ compensation claims administrator any case of COVID-19 in the workplace, without including any personally identifying information of the employee who tested positive for COVID-19 unless the employee asserts the infection is work related or has filed a claim. https://www.dir.ca.gov/dwc/

Employee notification requirements
Under AB 685, employers are required to notify all employees at a worksite of potential exposures, COVID-19-related benefits and protections, and disinfection and safety measures that will be taken at the worksite in response to the potential exposure. http://bit.ly/FAQ-AB685

Outbreak reporting
Under AB 685, employers are required to notify local public health agencies of all workplace outbreaks, which are defined as three or more laboratory-confirmed cases of COVID-19 among employees who live in different households within a two-week period. http://bit.ly/reporting-AB685

Note: this list may not be comprehensive
3. Paid Sick & Family Leave and Tax Credits

The FFCRA, which required employers to provide special COVID-19-related paid sick and extended family leave, expired on December 31, 2020. However, employers with fewer than 500 employees can still receive dollar for dollar tax credit reimbursements for COVID-19-related paid sick leave and expanded family leave voluntarily provided to employees until March 31, 2021.

https://www.dol.gov/newsroom/releases/whd/whd20201231-1

What are the reasons for reimbursable paid sick and family leave, and how many hours of leave can employees take? See the handout on the next page (p. 12) for an overview of the available paid sick and family leave.

How can employers apply for tax credit reimbursements? Visit the following “How to claim the tax credits” page on the IRS website or refer to the tax credit resources on our Business Resources page (p. 16).

https://www.irs.gov/newsroom/how-to-claim-the-credits

Additional paid sick and family leave: visit the Department of Labor’s website for more information on paid sick and family leave that employees may be eligible for.


Quick BENEFITS TIPS FROM DOL

How much paid leave can employees take?
In general, applies to you if you are an employee of either a private employer with fewer than 500 employees or a covered public sector employer.

- **You are following a federal, state, or local quarantine or stay-at-home order or are quarantined by a health care provider**
- **You have COVID-19 symptoms and are seeking a diagnosis**

**TIME OFF**
Up to two weeks or 80 hours of paid sick leave at higher of regular rate or minimum wage.*

- **You must care for someone under a federal, state, or local quarantine or stay-at-home order or are quarantined by a health care provider**
- **You must care for your child whose school, child care provider, or place of care is unavailable due to COVID-19**

**TIME OFF**
Up to two weeks or 80 hours of paid sick leave at higher of 2/3 regular rate or minimum wage.*

- **You must care for your child whose school, child care provider, or place of care is unavailable due to COVID-19**
- **You’ve been employed at least 30 calendar days**

**TIME OFF**
Up to 10 additional weeks of family leave paid at 2/3 regular rate.*

*Paid leave is capped at specific maximum amounts per worker.

Learn more at dol.gov/FFCRA
4. Flu and COVID-19 Vaccines

Flu Vaccine
The flu vaccine does not protect against COVID-19. However, the flu vaccine does protect against the flu.

- Flu symptoms can mimic COVID-19 symptoms, which may impact an employee’s ability to work while seeking a diagnosis
- Getting the flu shot is free, safe, and effective

Find a flu shot location near you.

COVID-19 Vaccine
COVID-19 vaccines have been determined by the FDA to be safe and effective. San Diego County plans to distribute the vaccine in three phases. Vaccination is currently ongoing.

Learn more about San Diego County’s distribution plan on the county’s website http://bit.ly/sd-covid-vaccines
SAFETY RESOURCES

Compliance Resources

**San Diego County Businesses and Employers Website**
Latest information on reopening guidelines, including operating restrictions and closures. Additional resources include financial assistance, frequently asked questions, and ways to stay updated on COVID-19 developments.

**Cal/OSHA Industry-Specific Guidelines**
Employers must implement all mandatory measures and suggested measures that are necessary for sanitation, employee screening, social distancing and facial coverings.

**California COVID-19 Employer Playbook**
Detailed guidance for employers on best safety practices, handling a case of COVID-19 in the workplace, Cal/OSHA reporting and recording requirements, and workers’ rights and benefits.

Consulting Resources

**Cal/OSHA Consultation Service**
Cal/OSHA provides consultative assistance to employers and employees through a variety of services.
Email: infocons@dir.ca.gov
Call: 1-800-963-9424
Visit: https://dir.ca.gov/dosh/consultation.html

**UCSD COVID-19 Business Outreach Project**
Consult with a team of UCSD School of Public Health affiliated faculty, staff, and students regarding the development and implementation of COVID-19 safety procedures or your business.
Text or Call: (619) 335-5882
Email: UCSDBusinessOutreach@gmail.com
BUSINESS RESOURCES

Coronavirus Relief Resources

**sba.gov** Website for the U.S. Small Business Administration. Contains the latest information on COVID-19 relief options and additional resources, including loans and grants.

[https://sba.gov](https://sba.gov)

**San Diego County Small Business Stimulus Grant** If your business has been impacted by COVID-19, you may be eligible for the County’s small business grant. Visit the following website to apply.

[https://www.sandiegocounty.gov/stimulusgrant/](https://www.sandiegocounty.gov/stimulusgrant/)

Tax credit Resources

**covid-sb.org** The official federal resource website for small businesses affected by COVID-19. Includes information on financial assistance, tax filing, and more.

[https://covid-sb.org](https://covid-sb.org)

**IRS COVID-19-Related Tax Credits for Paid Sick and Family Leave** Provides more information on claiming tax credits for COVID-19-related sick and family leave, including frequently asked questions.


Consulting Resources

**SCORE** A free resource that connects small businesses with experienced business mentors who can offer guidance for a variety of small business needs.

[https://www.score.org/](https://www.score.org/)

**San Diego & Imperial Small Business Development Center (SBDC)** A free resource for small business owners and entrepreneurs needing help with financing, human resources, marketing, business planning, and more. They are a confidential resource funded by the US Small Business Administration and State of California.

**Call:** (619) 482-6391

**Schedule online:** [https://sdsbdc.ecenterdirect.com/signup](https://sdsbdc.ecenterdirect.com/signup)
California Regional Stay at Home Order
The order is in effect in regions with less than 15% ICU availability. It prohibits private gatherings of any size, closes sector operations except for critical infrastructure and retail, and requires 100% masking and physical distancing in all others.