

## Appendix A: Social Distancing Protocol

**Business name:** Southern California IBEW-NECA Administrative Corp

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**Facility Address:** 100 Corson Street, Suite 200, Pasadena, CA 91103

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**Approximate gross square footage of space open to the public:** 17,230 ft<sup>2</sup>

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**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.**

### A. SIGNAGE

- Signage at each public entrance of the facility to inform all employees and customers that they should: NOT enter the facility if they have a cough or fever; 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; and not shake hands or engage in any unnecessary physical contact.

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- Signage at each public entrance of the facility instructing members of the public to wear a face covering at all times while in line to enter the facility and during their time inside the facility.

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- Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

### B. 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.

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

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- Symptom checks (fever, cough, sneezing, sore throat, runny nose, not feeling well, stomach cramps or diarrhea) are being conducted before employees may enter the workspace.

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- All employees that have contact during their shift(s) with the public or other employees are offered, at no-cost, a cloth face covering to be used at work when interacting with them.

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- Members of the public who enter the facility are required to wear a face covering while in line to enter the facility and during their time inside the facility.

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- Protective, plastic barriers are installed at the register between the ~~cashier and customer~~. (Reception and Consultation Rooms)

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- All desks, individual workstations, and break tables/seats are separated by at least six feet

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- Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:
  - Break rooms: Room is closed. Room only available for water and washing hands. Employees instructed to clean area following use.

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  - Bathrooms: Landlord in charge; provides cleaning of restrooms on hourly basis.

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  - Other: Hand Sanitizers and disinfectant sprays are available throughout the office for employees to disinfect tier work spaces or following use of copiers/printers.

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- Disinfectant and related supplies are available to all employees at the following location(s):  
Throughout the Admin Corp Office and additional supplies may be obtained by request from the Assistant Administrator

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- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):  
Throughout the office near printer, copiers, at each department and by requesting supplies for the Assistant Administrator

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

In all restrooms and kitchen/breakroom.

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- Employees are allowed frequent breaks to wash their hands.

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- Copies of this Protocol have been distributed to all employees.

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- Optional—Describe other measures:

Communications with Plan participants and professionals is limited to phone, e-mail and fax.

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**C. MEASURES TO PREVENT CROWDS FROM GATHERING  
(CHECK ALL THAT APPLY TO THE FACILITY)**

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- Limit the number of customers in the store at any one time, which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.

Maximum number of customers in the facility: 15 employees

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- Post an employee at the door to ensure the maximum number of customers in the facility is not exceeded.

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- Placing per-person limits on goods that are selling out quickly to reduce crowds and lines. Explain:

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- Optional-Describe other measures:

Communications with Plan participants and professionals is limited to phone, e-mail and fax.

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**D. MEASURES TO KEEP PEOPLE AT LEAST SIX FEET APART  
(CHECK ALL THAT APPLY TO THE FACILITY)**

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- Placing signs outside the store reminding people to be at least six feet apart, including when in line.

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

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- Separate order areas from delivery areas to prevent customers from gathering.

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- 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.

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- Optional—Institute one-way aisles to facilitate social distancing.

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- Optional—Describe other measures:

Communications with Plan participants and professionals is limited to phone, e-mail and fax.

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**E. MEASURES TO PREVENT UNNECESSARY CONTACT (CHECK ALL THAT APPLY TO THE FACILITY)**

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- Preventing people from self-serving any items that are food-related.

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- All items are pre-packaged in sealed containers by staff.

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- Bulk-item food bins are not available for customer self-service use.

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- Food samples are prohibited.

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- Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly.  
Describe:

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- Optional-Describe other measures (e.g. providing senior-only hours):

Communications with Plan participants and professionals is limited to phone, e-mail and fax.

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**F. MEASURES TO INCREASE SANITIZATION (CHECK ALL THAT APPLY TO THE FACILITY)**

- Food facilities keep their customer restrooms open for use by the public and employees.
- Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets. Near printer, copiers, and at each department.
- Employee(s) assigned to disinfect carts and baskets frequently, preferably after each use.
- Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions.
- Disinfecting all payment portals, pens, and styluses after each use.
- Disinfecting all high-contact surfaces frequently.
- Optional- Describe other measures:

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

**You may contact the following person with any questions or comments about this protocol:**

**Business**

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