



COVID-19 Site-Specific Protection Plan (SPP)

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COVID-19 SITE-SPECIFIC PROTECTION PLAN GUIDANCE & TEMPLATE FOR DEVELOPING YOUR OWN PLAN

Order No. 20-14 - Appendix A

Updated on June 12, 2020

PURPOSE OF THIS DOCUMENT

The purpose of this document is to provide each business with clear guidance for reopening in a manner that provides a safe, clean environment for employees and customers.

This COVID-19 Site-Specific Protection Plan (Revised Appendix A) applies to all businesses, and gives a two week grace period to businesses already allowed to be operating under prior orders. Please note that Essential and Outdoor Businesses, which were permitted to operate prior to May 18, 2020, and are currently following the Public Health Order's prior Appendix A "Social Distancing Protocol" may continue to conduct business consistent with that protocol until June 21, 2020. However, effective June 22, 2020, Essential and Outdoor Businesses shall comply with the updated Appendix A "COVID-19 Site-Specific Protection Plan Guidance & Template for Developing Your Own Plan."

Businesses and organizations allowed to reopen in Alameda County are **not** required to submit their COVID-19 Site-Specific Protection Plan to the State or the Alameda County Public Health Department for review and approval before reopening. Businesses and organizations may reach out to COVIDRecovery@acgov.org for technical assistance.

DESCRIPTION OF A COVID-19 SITE-SPECIFIC PROTECTION PLAN (SPP)

The Site-Specific Protection Plan (SPP) template below combines state-level guidance published in the California State [Resilience Roadmap](#) and guidance from the Alameda County Public Health Department.

The State of California requires all businesses to:

1. Perform a detailed risk assessment and implement a site-specific protection plan (SPP)
2. Train employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home when symptomatic
3. Implement individual control measures and screenings
4. Implement cleaning and disinfecting protocols
5. Implement physical distancing guidelines

As the COVID-19 pandemic evolves and new local or state Public Health Orders are issued, businesses may need to amend their Site-Specific Protection Plans from time to time to incorporate new requirements. The Alameda County Public Health Department's [COVID-19 website](#) will host updated information and guidance.

GUIDANCE FOR DEVELOPING YOUR BUSINESSES' COVID-19 SITE-SPECIFIC PROTECTION PLAN (SPP)

1. Perform a risk assessment of your business practices.
2. Use the template below to create your own SPP by filling in the required details, based on your individual business model, to ensure your business can protect the safety of employees and customers.
3. Finalize your SPP and physically post it at your place of business at a visible location near the entrance where staff and customers can easily review it without touching the document; and distribute copies of the SPP to all employees.
4. Signage also needs to be posted at each public entrance of each worksite to inform all employees and customers that they should:
 - Avoid entering or using the facility if you 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;
 - Wash hands often;
 - Wear face coverings; and
 - Do not shake hands or engage in any unnecessary physical contact.

TOOLS FOR DEVELOPING YOUR SITE SPECIFIC PROTECTION PLAN

1. COVID-19 Site-Specific Protection Plan (SPP) Template

The Alameda County Public Health Department is providing a template that can be used by any business in Alameda County to create their own Site-Specific Protection Plan (SPP). It contains all of the standard content already written for you to re-open your business and prompts you to "fill in the blank" where unique information is required in order to complete your SPP. The template has been authorized by the County's Public Health Officer, so you can be confident you are safely re-opening your business if you use this template.

2. California COVID-19 Industry Guidance

Industry-specific guidance has been developed by California for businesses permitted to open per county health rules can be found [here](#).

3. Alameda County COVID Recovery

The Alameda County Public Health Department will be developing safe reopening guidance for businesses, employers, and employees. Guidance and resources will be posted [here](#).

GENERAL EMPLOYEE PROTECTIONS

Employers have an important role in slowing the community spread of COVID-19 by implementing measures to reduce the risk of workplace exposure. Administrative controls, such as remote work and paid sick leave are important preventive measures for controlling the overall spread of COVID-19. Employers should follow Cal/OSHA and CDC guidance regarding workplace measures to reduce the spread of COVID-19, make reasonable accommodations for people with underlying health conditions, and provide necessary equipment and supplies to prevent illness and injury--including access to cleaning and handwashing supplies and breaks for handwashing, provision of personal protective equipment if required by your industry, and appropriate training. All employers must comply with guidance issued by the California Resilience Roadmap, all Local Health Officer Orders, and applicable federal, California, and local provisions for paid sick leave for individuals who cannot safely work for reasons related to the COVID-19 pandemic. If you fail to do so, you may considered to be out of compliance with this Health Order.

RETURN TO WORK

The Alameda County Public Health Department (ACPHD) has a blanket Isolation/Quarantine Order in place. This means that someone testing positive for COVID-19 is required to isolate, meaning they MUST stay home and away from others for a period of 10-14 days based on the Isolation instructions. ACPHD will follow up with every case reported to identify their contacts, and those contacts are required to quarantine, meaning they MUST stay home and monitor themselves for symptoms for 14 days after their last exposure. ACPHD is not providing return to work documentation for cases or contacts, unless the employee has been excluded by ACPHD based on their designation as a high risk occupation or setting. To facilitate a faster return to work, employers should not require employees who have been isolated/quarantined under the Isolation/Quarantine Order to provide test results or a doctor's note to return to work.

COVID-19 SITE-SPECIFIC PROTECTION PLAN (SPP)

Business name:
SLAM Academy, Inc.

Facility address:
3532 Arden Road, Hayward, CA 94545

Approximate gross square footage of space open to the public:
22,000

This COVID-19 Site-Specific Protection Plan (SPP) was most recently updated on:
6/18/2020

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

Name: Garrett Anaya Title: CEO

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

Name: Garrett Anaya Signature:

Alameda County Shelter in Place Order & Face Coverings Order

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

- 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 provided with and use protective equipment when offloading and storing delivered goods.
- Employees inspect deliveries and perform disinfection measures prior to storing goods in warehouses and facilities.
- Face coverings are required when employees are in the vicinity of others. Face coverings are not shared at this 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.
- 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](#).
*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 return to work policy [here](#). 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:

- Face masks
- Laytex gloves
- Sneeze guards
- Hand sanitizer
- Disinfecting spray and wipes
- Disposable towels
- Contactless thermometers
- Contactless water fountain for filling water bottles
- Contactless payment system

Additional control measure you are implementing at this worksite include:

Social distancing floor type to allow spacing for customers. Social distancing seating. One way floor signs within the hallways to prevent cross traffic.

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.
- 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- approved for use against COVID-19 list.
- Business hours and/ or other procedures have been modified to provide adequate time for regular, thorough cleaning, product 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, 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 that are missing to "Other".

Break rooms:

Every 2 hours. 9am - 11pm.

Restrooms:

Every 2 hours. 9am - 11pm.

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

Every 2 hours. 9am – 11pm.

Shopping carts/baskets:

N/A

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

Every 2 hours. 9am – 11pm.

Registers:

Every 2 hours. 9am – 11pm.

Scanners:

Every 2 hours. 9am – 11pm.

Telephones:

Every 2 hours. 9am – 11pm.

Time clocks:

Every 2 hours. 9am – 11pm.

Handwashing facilities:

Every 2 hours. 9am – 11pm.

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

Every 2 hours. 9am – 11pm.

Conveyor belts:

N/A

Others:

Tables and Chairs: Every 2 hours. 9am – 11pm.

Water Fountain: Every 2 hours. 9am – 11pm.

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

Multiple staff onsite. Staff will rotate cleaning duties throughout the day. Additional hour given after closing for final cleaning/disinfecting.

Additional measures that have been taken at this business location:

No more than 12 people in any designated room, space or court at one time.

Physical Distancing Guidelines

- Employee breaks and break rooms are managed to allow employees to eat on premises in designated areas where they can remain 6 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.
- Customers are permitted to bring their own bags, mugs, or other reusable items from home, but they must not place it on any surfaces.
- 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 _____, 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 physical 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, temperature/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.

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

1

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

Lobby area has social distancing floor tape to separate customers that enter the facility at the same time. Sneeze guards in place at the front desk. Chairs are distance 6 or more feet from each other in the lobby. Floor directional markers in hallways to have one-way traffic entering and exiting the facility.

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

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

Additional measures taken:

Laytex gloves and masks must be worn by employees that distribute food, snacks and beverages to customers.

Notification of COVID-19 Positive Case at your Worksite

- Alameda County Public Health is notified of all positive COVID-19 cases.
- If an employee is diagnosed with COVID-19, Alameda County 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 Alameda County Public Health if a suspected exposure has occurred at:
Alameda County Public Health Department
(510) 268-2101
COVIDWorkplace@acgov.org

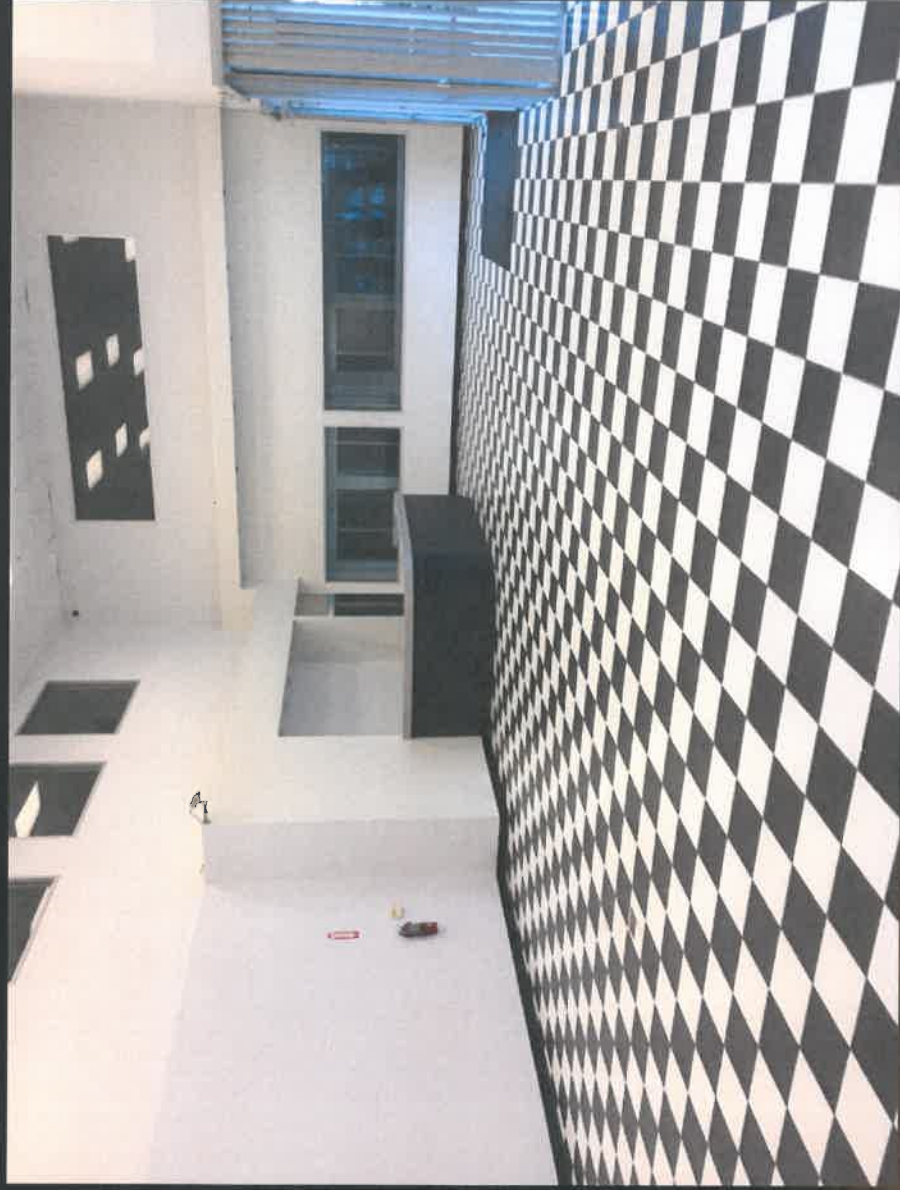
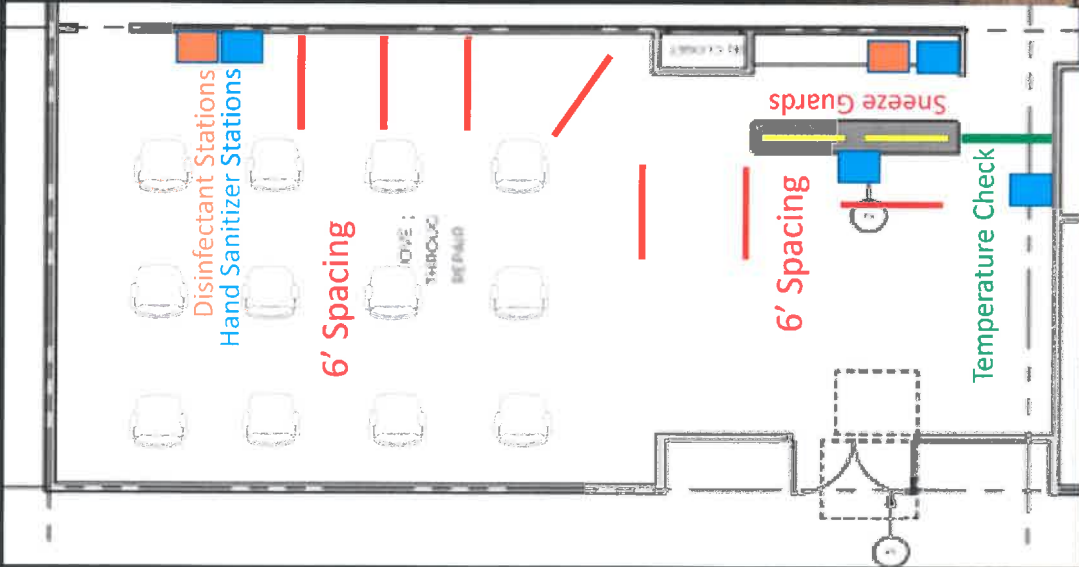
Training

Employees have been trained on the following topics:

- 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.
- 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.
- 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 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.

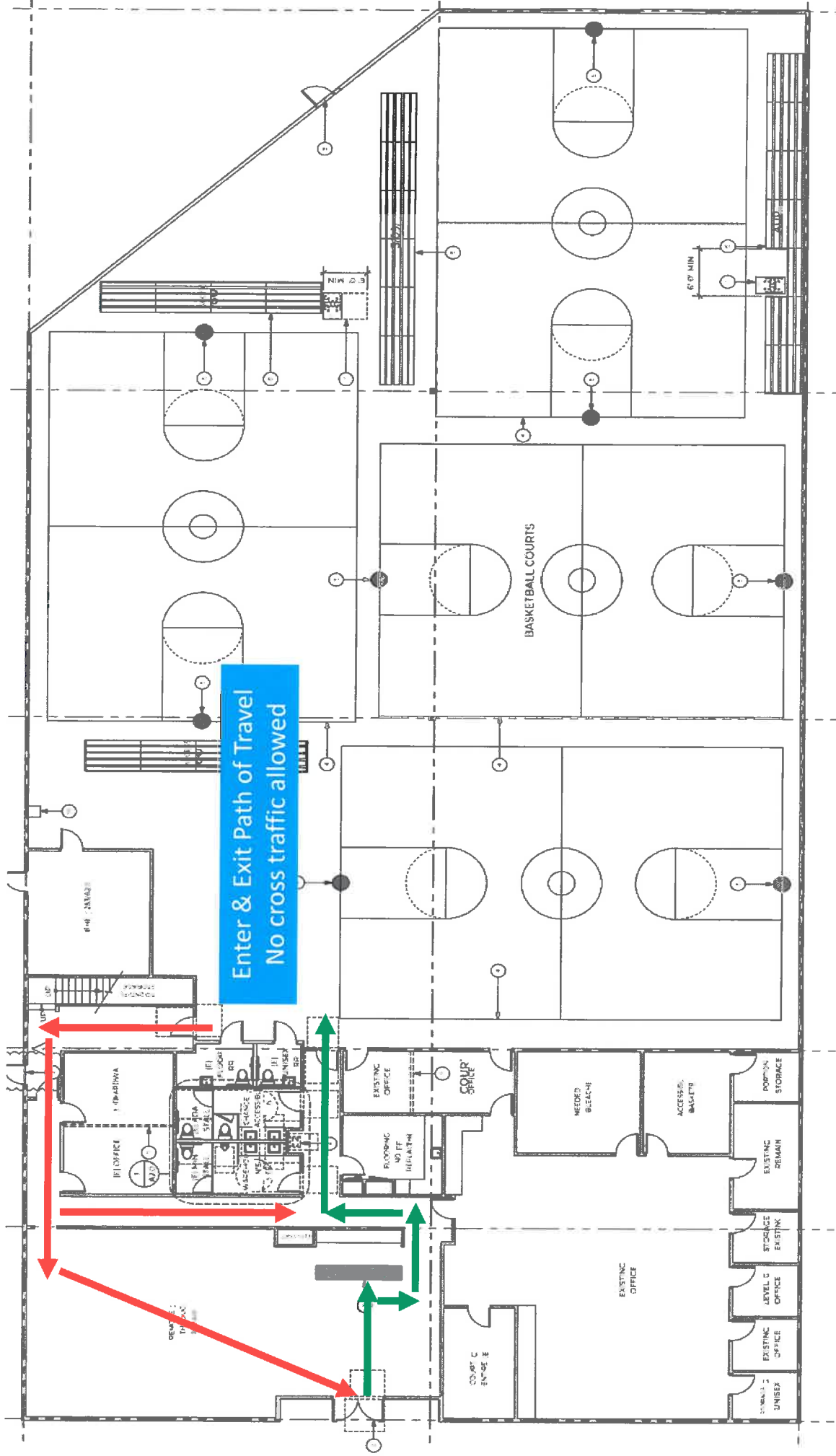
Other worksite training measures taken:

- 'Use of contactless thermometer
- Santizing and cleaning procedures
- Social distancing protocols
- Individual hand washing/santizing practices

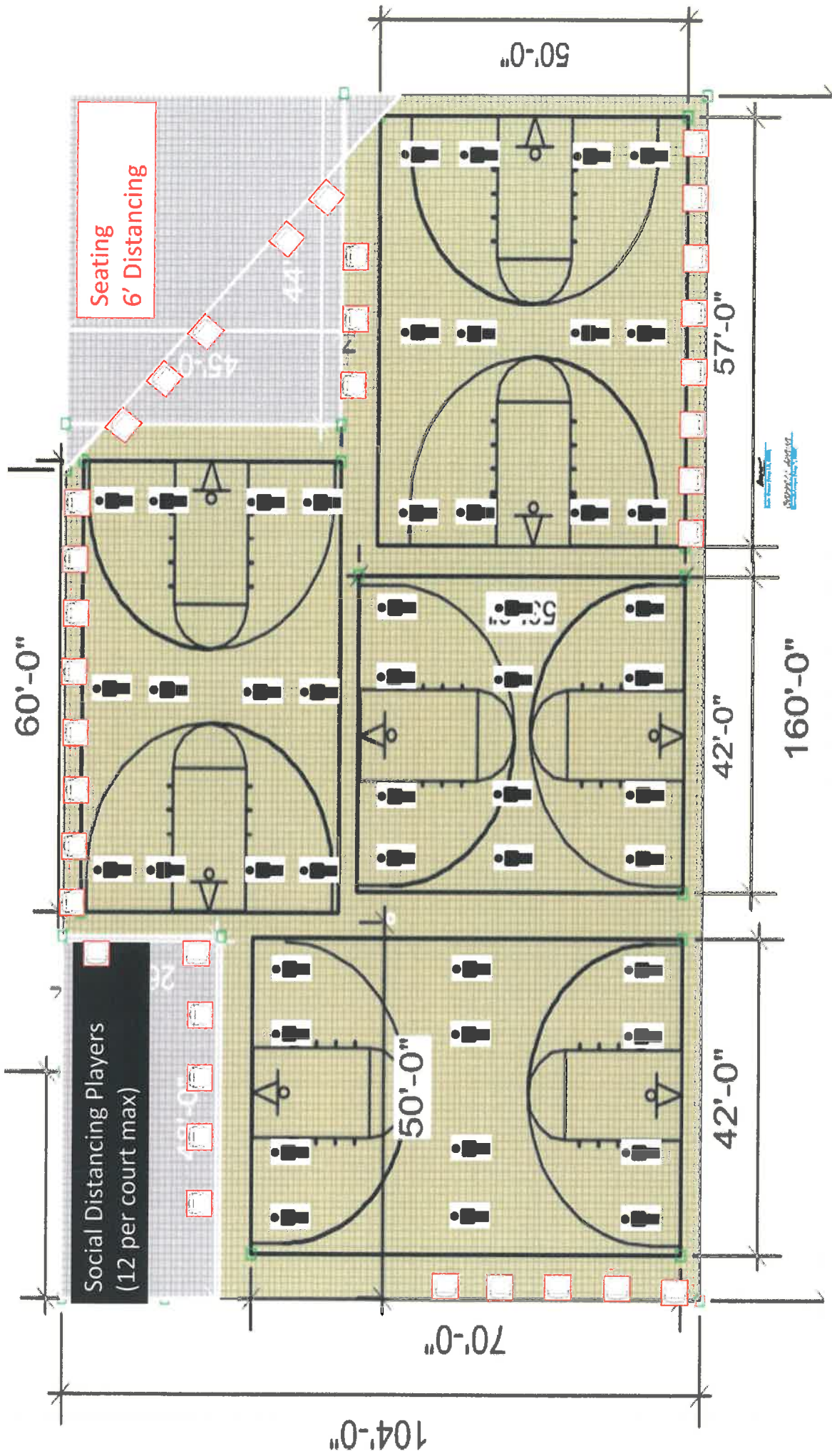


SLAM
ACADEMY





Enter & Exit Path of Travel
No cross traffic allowed



5



SLAM

ACADEMY

COVID-19 Site-Specific Protection Plan (SPP) Employee Safety Protocols

- 1) 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.
- 2) All employee will attend the SLAM Academy COVID-19 safety meeting before being allowed to work.
- 3) 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.
- 4) All employees will have their temperature checked by management upon entering the facility. Anyone with a temperature of 100.4 degrees or higher will not be allowed to enter.
- 5) Administrative site staff will always wear protective masks.
- 6) All employees will wash hands upon entering and apply hand sanitizer.
- 7) Administrative staff will remain behind the front desk and sneeze guards while customers/visitors are in the lobby area.
- 8) Administrative staff is to wear gloves when cash, paperwork or any other items are exchanging hands with customers/visitors.
- 9) Employees take reasonable measures to communicate with the public that they are required to wear face coverings.
- 10) Employees are provided with and use protective equipment when offloading and storing delivered goods.
- 11) Employees inspect deliveries and perform disinfection measures prior to storing goods in warehouses and facilities.
- 12) Employees are to take bathroom and other breaks during different times. No more than one person in any bathroom or break room at any given time.
- 13) No two employees will be at a work area, table or desk at the same time.



**COVID-19 Site-Specific Protection Plan (SPP)
Cleaning and Disinfecting Protocols**

Site staff will be assigned to clean, disinfect and refill all washing, and disinfecting supplies every 2 hours between the hours of 9am and 11pm. Specific duties will include:

1. Masks and disposable gloves are to be worn at all times during cleaning.
2. Employees are to only use the appropriate and approved cleaning equipment and supplies.
3. Thorough cleaning in high traffic areas is performed regularly. Commonly used surfaces are frequently disinfected.
4. Bathrooms cleaned and disinfected.
5. All tables and chairs cleaned and disinfected.
6. Water fountain cleaned and disinfected.
7. All shared equipment and touchable surfaces are cleaned and sanitized between each use.
8. Hand washing stations with soap and disposable hand towels will be refilled.
9. Hand sanitizing stations will be refilled.
10. All equipment to be thoroughly cleaned. Registers, scanner/copier, phones, time clocks, and any other tools used by employees.



**Sports Activities Social Distancing and Sanitizing Guidelines
(As per Alameda County's order effective 7/19/20)**

1. Masks are to be worn as participants enter the facility. Masks can only be removed when participants are at their designated activity space or room, while keeping 6 feet or more of space.
2. Temperature is taken upon entering the facility. Anyone with a 100.4 degree or above temperature will not be allowed to enter.
3. Everyone entering the facility must follow the one-way path of travel throughout the hallways.
4. All participants will wash hands thoroughly upon entering the facility and use hand sanitizer.
5. Participating teams are considered to be within a "Social Bubble". 12 or fewer participants per court. Contact is allowed.
6. Participants must bring their own water bottle. Use of water fountain is not allowed. Only the use of the contactless water refilling station is allowed.
7. Only 12 participants in any given room or space at any given time. (Per 6/19/20 county guidelines) Areas within the facility that are designated as spaces or rooms are:
 - a. One full basketball court
 - b. Lobby
 - c. Educational center classroom
8. Spectators/Visitors
 - a. Masks must be worn at all times.
 - b. 12 people in the lobby sitting in social distancing chairs. Only if participants of SLAM activities are not using this space.
 - c. Designated seating around the perimeter of the gym area. Chairs are not to be moved.
 - d. Spectators are not allowed to wonder around the facility. Only to use the restroom facilities and hand sanitizing stations.
 - e. No spectators or visitors are allowed on the courts.



Food and Beverage Service

1. Staff is required to wear a mask while distributing food, beverage and snack items to customers.
2. Staff is required to wear gloves while unpacking food, beverage and snack items from boxes.
3. Staff is required to dispose of and put on new gloves every time a food, beverage or snack item is distributed.
4. Staff is required to clean and disinfect any tools or food service equipment after every use.
5. Staff is not allowed to eat or drink within the food service areas.
6. All countertops, worksurfaces, equipment and chairs are to be cleaned regularly.
7. Staff is required to wear gloves and use scooping equipment while taking out any ice from the ice maker.
8. Only water from the filtered contactless water fountain is to be used.