

Monterey County Agriculture Industry

Health and Safety Protocol for Stages 2 & 3 of the COVID Pandemic Recovery

May 22, 2020



The first iteration of this guidance (developed in March) and subsequent versions have been developed by a consortium of Agricultural partners and the County of Monterey including Monterey County Agriculture Commissioner's Office and Supervisors Luis Alejo and Christopher Lopez, along with Grower-Shipper Association of Central California, Monterey County Farm Bureau, Monterey County Vintners and Growers Association, Coastal Growers Association, and California Strawberry Commission.

The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory, or collectively bargained, and is not exhaustive, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA.

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COVID-19 Industry Guidance

1. Introduction

This document provides guidance protocols to protect the community at large and the employees of the Monterey County Agriculture industry and its' related business operations moving forward into Stages 2 and 3 of the COVID pandemic. The guidelines include information about Agriculture Tourism and Child Care for Essential Workforce along with protocol for the following subsectors:

1. Agriculture and Agriculture Support Industries
2. Cannabis: Cultivation and Dispensaries
3. Wine Industry: Vineyards, Wineries, and Tasting Rooms
4. Beer Industry: Breweries and Beer Tasting Rooms
5. Farmers Markets

BACKGROUND

Maintaining safe and healthy work environments for our farm and other Agricultural employees has always been a priority in the industry. To prevent, decrease, and lower the impact of COVID-19 in the workplace, Monterey County leadership and the Agricultural industry have added enhanced measures to further protect worker health, safety, and hygiene. We recognize that, as an essential industry, we must continue to provide and maintain the food supply chain while protecting our workers' health and the broader community.

These protocols were compiled incorporating the Agriculture industry's existing, already stringent, regulated practices aligned with the best practices for preventing the spread of COVID-19 offered by the Center for Disease Control (CDC), CA Department of Public Health (CDPH), World Health Organization, and our local public health department. Further. The protocols align with both state and local regulations.

By creating a uniform, science-based protocol, we will:

- Prevent and reduce transmission among staff and the community.
- Protect people who are at higher risk of adverse health complications.
- Maintain business operations.
- Minimize adverse effects on other entities in their supply chains.

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2. Agriculture Tourism

Except for guests to wineries and wine and beer tasting rooms, during stages 2 and 3, visits to farms from trade and other groups will be discouraged.

3. Child Care & Education for Essential Workers During COVID-19 Response

In order for families to work, children need to have safe and nurturing child care. The United Way of Monterey County is available to assist essential Agricultural workers in navigating child care. Eligibility requirements and costs have changed to accommodate needs of essential workers during the COVID-19 emergency response.

Resources for finding child care:

- Monterey County Child Care: montereycountychildcare.org (English and Spanish)
- Monterey County Child Care Resource & Referral: 831-757-0775 (English and Spanish)

Workplace Protocol

As an employer in an essential industry, recognize that typical child care arrangements may not be available. Employees with children in child care may need accommodations to keep their families as safe and healthy as possible. Protocols at child care and education sites may have changed to reduce the likelihood of transmission of the virus. As much as possible, be flexible with employees as child care is limited and new protocols may be put in place by their child care provider to reduce chances of transmitting the virus (e.g., during pick up or drop off). For example, drop-off and pick-up may require the same parent/guardian for both or may take longer than usual, so shifts might need to be adapted so this can happen. These protocols can be different for different child care and education providers, depending on their own situation.

ADDITIONAL TIPS FOR EMPLOYERS TO SHARE WITH ESSENTIAL WORKERS WITH YOUNG CHILDREN IN CHILD CARE

- 1) Inform families about the health check prior to releasing children to care facilities. Educators must conduct health check to ensure child is not ill upon drop off.
- 2) Bring own pen or wipe pen off prior to using when signing children in or out.
- 3) Wash hands prior to bringing child inside
- 4) Be flexible. Some facilities may require caregivers to remove shoes upon entering facility. Or some facilities may not want caregivers inside to reduce exposure.
- 5) Some facilities may require only one parent picks up and drops off children.
- 6) Keep kids home if they are not feeling well. Believe it or not this is hard for all parents.
- 7) Wear masks.
- 8) Talk to kids about social distancing and what it means.
- 9) Be reachable by phone at all times.

4. Agriculture (including Cannabis Cultivation) and Agriculture Support Industries

MONTEREY COUNTY RE-ENGAGEMENT PLAN Checklist for Agricultural Employers & Support Industries

STAGE II Lower Risk Workplaces	STAGE III Higher Risk Workplaces	STAGE IV End of Stay-at-Home Order
<i>Creating opportunities for lower risk sectors to adapt and re-open.</i>	<i>Creating opportunities for higher risk sectors to adapt and re-open.</i>	<i>Return to expanded workforce in highest risk workplaces.</i>

Develop and Maintain a Written Worksite Specific Plan	REQUIRED	REQUIRED	REQUIRED
Designate a responsible individual for implementing the plan.	REQUIRED	REQUIRED	Suggested
Conduct a site assessment to determine the measures needed to prevent the spread of COVID-19.	REQUIRED	REQUIRED	Suggested
Communicate the plan with employees and their representatives.	REQUIRED	REQUIRED	Suggested
Determine a process to verify compliance with the plan and correct deficiencies.	REQUIRED	REQUIRED	Suggested
Include a process to investigate COVID-19 cases of contact tracing, with notification to the County Health Department.	REQUIRED	REQUIRED	REQUIRED
Update the plan as necessary or as health guidelines change.	REQUIRED	REQUIRED	REQUIRED
Train Employees on Important Containment Topics	REQUIRED	REQUIRED	REQUIRED
Provide information on preventing the spread and exposure of COVID-19.	REQUIRED	REQUIRED	REQUIRED
Describe the high risk and vulnerable population groups.	REQUIRED	REQUIRED	REQUIRED
Give instructions on self-screening for symptoms at home, including temperature checks.	REQUIRED	REQUIRED	REQUIRED
Assert that anyone not well Suggested not come to work; employees Suggested check for fever, difficulty breathing, frequent cough, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if a household member has been diagnosed positive for COVID-19.	REQUIRED	REQUIRED	REQUIRED or Suggested post vaccination availability
Describe when and how to seek medical attention.	REQUIRED	REQUIRED	Suggested
Emphasize the importance of personal hygiene and responsibilities, both at work and at home, particularly frequent hand washing, facial coverings, and social distancing.	REQUIRED	REQUIRED	Suggested

MONTEREY COUNTY RE-ENGAGEMENT PLAN

Checklist for Agricultural Employers & Support Industries

STAGE II Lower Risk Workplaces	STAGE III Higher Risk Workplaces	STAGE IV End of Stay-at-Home Order
<i>Creating opportunities for lower risk sectors to adapt and re-open.</i>	<i>Creating opportunities for higher risk sectors to adapt and re-open.</i>	<i>Return to expanded workforce in highest risk workplaces.</i>

Provide Individual Screenings and Control Measures	REQUIRED	REQUIRED	As directed by guidelines
Follow guidelines from all federal and state agencies.	REQUIRED	REQUIRED	As directed by guidelines
Develop screening processes for temperature checks, when appropriate.	REQUIRED	REQUIRED	As directed by guidelines
Provide handwashing stations and hand sanitizer at worksites and workstations.	REQUIRED	REQUIRED	REQUIRED
Supply disposable gloves as needed.	REQUIRED	REQUIRED	REQUIRED
Sanitize frequently touched items, equipment, spaces, and common areas.	REQUIRED	REQUIRED	REQUIRED
Reconfigure common areas to maintain proper social distancing.	REQUIRED	As directed by guidelines	As directed by guidelines
Continue to monitor for use of facial coverings.	REQUIRED	As directed by guidelines	As directed by guidelines
Institute Disinfecting Protocols and Frequent Cleanings	REQUIRED	REQUIRED	REQUIRED
Perform frequent cleanings in high-traffic and common areas.	REQUIRED	REQUIRED	REQUIRED
Frequently disinfect commonly used and touch surfaces.	REQUIRED	REQUIRED	REQUIRED
Clean and sanitize shared equipment between each use.	REQUIRED	REQUIRED	REQUIRED
Develop a cleaning protocol for working areas and surfaces between work shifts or crew changes.	REQUIRED	REQUIRED	REQUIRED
Clean and disinfect shared vehicles, tractors, and harvest equipment between uses.	REQUIRED	REQUIRED	REQUIRED
Avoid employees sharing of phones, food, and personal items.	REQUIRED	As directed by guidelines	As directed by guidelines

MONTEREY COUNTY RE-ENGAGEMENT PLAN
Checklist for Agricultural Employers & Support Industries

STAGE II Lower Risk Workplaces	STAGE III Higher Risk Workplaces	STAGE IV End of Stay-at-Home Order
<i>Creating opportunities for lower risk sectors to adapt and re-open.</i>	<i>Creating opportunities for higher risk sectors to adapt and re-open.</i>	<i>Return to expanded workforce in highest risk workplaces.</i>

Stock all restrooms and sanitary facilities with required items; develop schedule for stocking and cleaning.	REQUIRED	REQUIRED	REQUIRED
Practice social distancing by spacing employees during breaks and consider staggered break times.	REQUIRED	As directed by guidelines	As directed by guidelines
Provide time for employees to conduct cleaning efforts; encourage frequent practices sessions with employees on proper cleaning practices.	REQUIRED	REQUIRED	REQUIRED
Utilize EPA-approved sanitation products and follow all CalOSHA requirements.	REQUIRED	REQUIRED	REQUIRED
Practice Proper Physical Distancing	REQUIRED	As directed by guidelines	As directed by guidelines
Implement measures to physically distance employees by six feet at all times; encourage use of physical partitions and visual cues, when appropriate or needed.	REQUIRED	As directed by guidelines	As directed by guidelines
Minimize exposure between employees when physical distancing is not possible, such as facial coverings and Plexiglas dividers.	REQUIRED	As directed by guidelines	As directed by guidelines
Add physical distancing discussions to all safety and training sessions or tailgate meetings.	REQUIRED	As directed by guidelines	As directed by guidelines
Change work practices to limit the number of workers needed to maintain physical distancing.	REQUIRED	As directed by guidelines	As directed by guidelines
Stagger employees in alternating crop rows and make multiple harvest passes throughout the same area.	REQUIRED	As directed by guidelines	As directed by guidelines
Alternatively provide individual bottles of water instead of water containers and cups.	REQUIRED	As directed by guidelines	As directed by guidelines
Designate areas where deliveries of supplies can be safely distanced from employees, such as packaging and equipment supplies.	REQUIRED	As directed by guidelines	As directed by guidelines

5. Beer Industry: Breweries & Beer Tasting Rooms

Source: <https://covid19.ca.gov/pdf/guidance-manufacturing.pdf> & <https://covid19.ca.gov/pdf/guidance-dine-in-restaurants.pdf>

A. Worksite Specific Plan	Brewery	Tasting Room
☐ Establish a written, worksite-specific COVID-19 prevention plan at every facility, perform a comprehensive risk assessment of all work areas, and designate a person at each facility to implement the plan.	x	x
☐ Identify contact information for the local health department where the facility is located for communicating information about COVID-19 outbreaks among employees.	x	x
☐ Train and communicate with employees and employee representatives on the plan.	x	x
☐ Regularly evaluate the workplace for compliance with the plan and document and correct deficiencies identified.	x	x
☐ Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.	x	x
☐ Identify close contacts (within six feet for 15 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.	x	x
☐ Adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause operations to be temporarily closed or limited.	x	x

B. Topics for Employee Training	Brewery	Tasting Room
☐ Information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.	x	x
☐ Self-screening at home, including temperature and/or symptom checks using CDC guidelines.	x	x
☐ 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.	x	x
☐ To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.	x	x
☐ 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).	x	x

☐ The importance of physical distancing, both at work and off work time (see Physical Distancing section below).	x	x
☐ 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. ○ Employees should wash or sanitize hands before and after using or adjusting face coverings. ○ Avoid touching eyes, nose, and mouth. ○ Face coverings should be washed after each shift.	x	x
☐ Ensure temporary or contract workers at the facility are also properly trained in COVID-19 prevention policies and have necessary PPE. Discuss these responsibilities ahead of time with organizations supplying temporary and/or contract workers.		x
☐ Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on government programs supporting sick leave and worker's compensation for COVID19, including employee's sick leave rights under the Families First Coronavirus Response Act and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20.	x	x

C. Individual Control Measures and Screening	Brewery	Tasting Room
☐ Provide temperature and/or symptom screenings for all workers at the beginning of their shift and any vendors, contractors, or other workers entering the establishment. Make sure the temperature/symptom screener avoids close contact with workers to the extent possible. Both screeners and employees should wear face coverings for the screening.	x	x
☐ If requiring self-screening at home, which is an appropriate alternative to providing it at the establishment, ensure that screening was performed prior to the worker leaving the home for their shift and follows CDC guidelines, as described in the Topics for Employee Training section above.	x	x
☐ Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.	x	x
☐ Employers should provide and ensure workers use all required protective equipment, including face coverings and gloves where necessary.	x	x
☐ Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling	x	x

commonly touched items. Workers should wear gloves when handling items contaminated by body fluids.		
☐ Face coverings are strongly recommended when employees are not required to wear respirators for other hazards and are in the vicinity of others. Workers should have face coverings available and wear them when at work, in offices, or in a vehicle for work-related travel with others. Face coverings must not be shared.	x	
☐ Non-employees entering the facility should be restricted to only those classified as essential by management and they must complete a temperature and/or symptom screening before entering. Contractors, vendors, and all others entering the facility are strongly recommended to wear face coverings.	x	
☐ Establishments must take reasonable measures, including posting signage in strategic and highly visible locations, to remind the public that they should use face coverings and practice physical distancing while waiting for service and take-out.		x
☐ Servers, bussers, and other workers moving items used by customers (dirty cups, plates, napkins, etc.) or handling trash bags should use disposable gloves (and wash hands before putting them on and after removing them) and provide aprons and change frequently.		x
☐ Dishwashers should use equipment to protect the eyes, nose, and mouth from contaminant splash using a combination of face coverings, protective glasses, and/or face shields. Dishwashers must be provided impermeable aprons and change frequently. Reusable protective equipment such as shields and glasses should be properly disinfected between uses.		x

D. Cleaning and Disinfecting Protocols	Brewery	Tasting Room
☐ Perform thorough cleaning on high traffic areas such as break rooms, lunch areas, and changing areas, and areas of ingress and egress including, stairways and stairwells, handrails, and elevators controls. Frequently disinfect commonly used surfaces, including, doorknobs, toilets, and handwashing facilities.	x	
☐ Perform thorough cleaning in high traffic areas, such as customer waiting areas and lobbies, break rooms, lunch areas and areas of ingress and egress including host stands, and entry ways. Frequently disinfect commonly used surfaces including doors, door handles, crash bars, light switches, waiting area chairs, credit card terminals, ATM PIN pads, receipt trays, bus tubs, serving trays, water pitcher handles, phones, toilets, and handwashing facilities.		x
☐ Clean touchable surfaces between shifts or between users, whichever is more frequent, including but not limited to working surfaces, tools, handles and latches, controls on stationary and mobile equipment, cabs of all vehicles, phones, registers, touchpads/touchscreens, tablets,	x	x

timeclocks, appliances, kitchen and bar utensils and implements, oven doors, grill and range knobs, carts and trolleys, keys, etc.		
☐ Frequently clean items touched by patrons, especially those that might attract contact from children including candy and toy vending machines, decorative fish tanks, display cases, decorative fountains, etc.		x
☐ Avoid sharing phones, audio equipment office supplies, tablets, laptops, desks, pens, handheld mobile communications equipment, and other work supplies and tools, wherever possible. Never share PPE.	x	x
☐ Individually assigned peripheral equipment (keyboards, handsets, headsets, chairs, etc.) should be provided wherever possible. If necessary, clean and disinfect them before and after each use.	x	
☐ Discontinue shared use of audio headsets and other equipment between employees unless the equipment can be properly disinfected after use. Consult equipment manufacturers to determine appropriate disinfection steps, particularly for soft, porous surfaces such as foam earmuffs.		x
☐ Provide time for workers to implement cleaning practices during their shift. Cleaning assignments should be assigned during working hours as part of the employee's job duties.	x	x
☐ Procure options for third-party cleaning companies to assist with the increased cleaning demand, as needed.		x
☐ Equip spaces such as dining rooms, bar areas, host stands, and kitchens with proper sanitation products, including hand sanitizer and sanitizing wipes to all staff directly assisting customers.		x
☐ Ensure restrooms and handwashing stations stay operational and stocked with soap and hand sanitizer at all sites. Provide additional soap, paper towels, and hand sanitizer when needed.	x	x
☐ Stagger breaks and provide additional sanitary facilities (including portable toilets and handwashing stations) if feasible and necessary to maintain physical distancing during scheduled breaks. No-touch sinks, soap dispensers, sanitizer dispensers, and paper towel dispensers should be installed whenever possible.	x	
☐ When choosing cleaning chemicals, employers should use product approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions. Use disinfectant labels labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves as required by the product instructions.	x	x
☐ Employees must be provided and use protective equipment when offloading and storing delivered goods. Employees should inspect deliveries and perform disinfection measures prior to storing goods in warehouses and facilities, when deliveries appear tampered with.	x	

☐ Require that hard hats and face shields be sanitized at the end of each shift. Clean the inside of the face shield, then the outside, then wash hands.	x	
☐ Clean delivery vehicles and equipment before and after delivery routes, carry additional sanitation materials during deliveries, and use clean personal protective equipment for each delivery stop.	x	
☐ For delivery drivers, normally accessible restrooms on routes (e.g., restaurants, coffee shops) may be closed. Employers should provide employees alternative restroom locations and allow time for employees to use them.	x	
☐ Increase fresh air circulation by opening windows or doors, if possible, to do so.	x	x
☐ Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in work and break areas.	x	x
☐ Modify offerings in on-site cafeterias, including using prepackaged foods, and safe options for drink, condiment, and flatware dispensing.	x	
☐ Provide disposable menus to guests and make menus available digitally so that customers can view on a personal electronic device, if possible. If disposable menus cannot be provided, properly disinfect menus before and after customer use. Consider options for customers to order ahead of time.		x
☐ Discontinue pre-setting tables with napkins, cutlery, glassware, food ware, etc. These should be supplied individually to customers as needed. Do not leave card stands, flyers, napkin holders, or other items on tables.		x
☐ Suspend use of shared food items such as condiment bottles, salt and pepper shakers, etc. and provide these foods in single serve containers, if possible. Where this is not possible, shared items such as condiment bottles, shakers, etc., should be supplied as needed to customers and disinfected after each use.		x
☐ Pre-roll utensils in napkins prior to use by customers. Employees must wash hands before pre-rolling utensils in napkins. The pre-roll should then be stored in a clean container. After customers are seated, the pre-roll should be put on the table by an employee who recently washed their hands.		x
☐ Reusable customer items including utensils, food ware, etc., must be properly washed, rinsed, and sanitized. Cleaned glassware etc., must be properly stored away from customers and personnel until ready for use. Use disposable items if proper cleaning of reusable items is infeasible.		x
☐ Dirty linens used at dining tables such as tablecloths and napkins should be removed after each customer use and transported from dining areas in sealed bags. Employees should wear gloves when handling dirty linens.		x

☐ Thoroughly clean each customer dining location after every use. This will include disinfecting tables, chairs, booster seats, highchairs, booths, etc. and allowing adequate time for proper disinfection, following product instructions. Many EPA-approved disinfectants require minimal contact time (seconds to one minute) against human coronavirus.		x
☐ Close self-serve areas where customers may congregate or touch beer or other goods.		x
☐ Do not leave out snacks for customers. Provide only on request.		x
☐ Install hand sanitizer dispensers, touchless if possible, at guest and employee entrances and contact areas.		x
☐ Discontinue use of shared entertainment items such as board games, pool tables, arcade games, vending machines, etc. Close game and entertainment areas where customers may share items such as bowling alleys, etc.		x
☐ Continue to follow existing codes regarding requirements for sanitizing (rather than disinfecting) food contact surfaces.		x

E. Physical Distancing Guidelines	Brewery	Tasting Room
☐ Implement measures to ensure physical distancing of at least six feet between workers. This can include use of physical partitions or visual cues (e.g., floor markings, or signs to indicate to where workers should stand).	x	
☐ Adjust safety or other in-person meetings, including interviews, to ensure physical distance and use smaller individual meetings at facilities to maintain physical distancing guidelines.	x	
☐ Utilize work practices, when feasible, to limit the number of workers on site at one time. This may include scheduling (e.g., staggering shift start/end times) or rotating access to a designated area during a shift. Stage facilities to stagger work and limit overlap of work crews.	x	
☐ Consider offering workers who request modified duties options that minimize their contact with customers and other employees (e.g., managing inventory or managing administrative needs through telework).	x	
☐ Stagger employee breaks, within compliance with wage and hour regulations, to maintain physical distancing protocols. Reassign lockers or limit/stagger locker use to increase distance between employees.	x	
☐ Place additional limitations on the number of workers in enclosed areas, to ensure at least six feet of separation to limit transmission of the virus.	x	
☐ Close breakrooms, use barriers, or increase distance between tables/chairs to separate workers and discourage congregating during breaks. Where possible, create outdoor break areas with shade covers and seating that ensures physical distancing.	x	

☐ Workers should consider bringing a lunch made at home or purchase take out or delivery where available as long as they can avoid congested areas.	x	
☐ Use the following hierarchy to prevent transmission of COVID-19 in work areas especially where physical distancing is difficult to maintain engineering controls, administrative controls, and PPE. ○ Engineering controls include creating physical or spatial barriers between employees such as Plexiglas or other sturdy and impermeable partitions. ○ Administrative controls include increasing the number of shifts to reduce the number of personnel present at one time and ensure adequate physical distancing. ○ PPE includes face shields, some masks, and impermeable gloves. Note that some disposable equipment such as some face shields and respirators are prioritized for health care workers and workers that handle pathogens and should not otherwise be used.	x	
☐ Install production transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person production hand-offs.	x	
☐ Designate separate entrance and exits and post signage to this effect. 1Additional requirements must be considered for vulnerable populations. The manufacturing industry must comply with all Cal/OSHA standards and be prepared to adhere to its guidance as well as guidance from the Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH). Additionally, employers must be prepared to alter their operations as those guidelines change.	x	
☐ Prioritize outdoor seating and curbside pickup to minimize cross flow of customers in enclosed environments. If able, expand outdoor seating, and alcohol offerings in those areas, if they comply with local laws and regulations.		x
☐ Provide takeout, delivery, and drive through options for customers when possible.		x
☐ Encourage reservations to allow for time to disinfect restaurant areas and provide guidance via digital platforms if possible to customers for physical distancing while at the restaurant.		x
☐ Consider allowing dine-in customers to order ahead of time to limit the amount of time spent in the establishment.		x
☐ Ask customers to wait in their cars or away from the establishment while waiting to be seated. If possible, alert patrons through their mobile phones when their table is ready to avoid touching and use of “buzzers.”		x
☐ Implement measures to ensure physical distancing of at least six feet between workers and customers. This can include use of physical partitions or visual cues (e.g., floor markings or signs to indicate to where employees and/or guests should stand).		x

☐ Install physical barriers or partitions at cash registers, bars, host stands, and other areas where maintaining physical distance of six feet is difficult.		x
☐ Any area where guests or employees queue should also be clearly marked for appropriate physical distancing. This includes check-stands and terminals, deli counters and lines, restrooms, elevator lobbies, host stands and waiting areas, valet drop off and pickup, and any other area where customers congregate.		x
☐ Physical distancing protocols should be used in any office areas, kitchens, pantries, or other high-density, high-traffic employee areas. Face coverings are required where employees cannot maintain physical distancing including in kitchens, storage areas, etc.		x
☐ Employee pre-shift meetings and trainings should be conducted virtually or in areas that allow for appropriate physical distancing between employees. Food, beverages, food ware, etc., should not be shared.		x
☐ Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.		x
☐ Consider offering workers who request modified duties options that minimize their contact with customers and other employees (e.g., managing inventory rather than working as a cashier or managing administrative needs through telework.		x
☐ Reconfigure office spaces, lobbies, beverage bars, kitchens and workstations, host stand areas, and other spaces wherever possible to allow for at least six feet of distance between people dining, working, and passing through areas for entry and exit.		x
☐ Remove tables and chairs from dining areas so that six feet of physical distance can be maintained for customers and employees. If tables, chairs, booths, etc., cannot be moved, use visual cues to show that they are not available for use or install Plexiglas or other types of impermeable physical barriers to minimize exposure between customers.		x
☐ Optimize floor space for table seating. If bar space is the only option, install a system that provides for 6-foot social distancing between customers and staff.		x
☐ Discontinue seating of customers where customers cannot maintain six feet of distance from employee work and food and drink preparation areas.		x
☐ Adjust maximum occupancy rules inside the establishment based on its size to limit the number of people inside and/or use impermeable barriers between service tables to protect customers from each other and employees. For outdoor seating, maintain physical distancing standards outlined above.		x
☐ Limit the number of patrons at a single table to a household unit or patrons who have asked to be seated together. People in the same party seated at the same table do not have to be six feet apart. All members of		x

the party must be present before seating and hosts must bring the entire party to the table at one time.		
☐ Limit the number of employees serving individual parties, in compliance with wage and hour regulations.		x
☐ Face coverings are strongly encouraged for all employees, however, they are required for any employee (e.g., server, manager, busser, food runner, etc.) who must be within six feet of customers. All restaurant workers should minimize the amount of time spent within six feet of guests.		x
☐ Close breakrooms, use barriers, or increase distance between tables/chairs to separate workers and discourage congregating during breaks. Where possible, create outdoor break areas with shade covers and seating that ensures physical distancing		x
☐ Reconfigure kitchens (if applicable) to maintain physical distancing in those areas where practical and if not practical staggers shifts if possible to do work ahead of time.		x
☐ Discourage employees from congregating in high traffic areas such as bathrooms, hallways, bar areas, reservation and credit card terminals, etc.		x
☐ Establish directional hallways and passageways for foot traffic, if possible, to eliminate employees from passing by one another.		x
☐ Require employees to avoid handshakes and similar greetings that break physical distance.		x
☐ Eliminate person-to-person contact for delivery of goods whenever possible. Designate drop-off locations to receive deliveries away from high traffic areas. Maintain physical distance of at least six feet with delivery drivers.		x
☐ Guests should enter through doors that are propped open or automated, if possible. Hand sanitizer should be available for guests who must touch door handles.		x
☐ Implement peak period queueing procedures, including a host to remind guests to queue with at least six feet of distance between parties outside or in waiting areas.		x
☐ Avoid touching others' pens and clipboards. If possible, install transfer aiding materials, such as shelving and bulletin boards, to reduce person to-person hand-offs		x

F. Other Considerations	Brewery	Tasting Room
☐ Display a set of clearly visible rules for customers and staff at the entrance(s) that are to be a condition of entry. The rules could include instructions to use hand sanitizer, maintain physical distance from other customers, avoid unnecessary touching of surfaces, contact information for the local health department, and changes to restaurant services.		x

Whenever possible, the rules should be available digitally, include pictograms, and included on/with menus.		
☐ Guests and visitors should be screened for symptoms upon arrival, asked to use hand sanitizer, and to bring and wear a face covering when not eating or drinking. Appropriate signage should also be prominently displayed outlining proper face covering usage and current physical distancing practices in use at all entrances and throughout the property.		x

6. Cannabis Industry: Dispensaries

Sources: <https://covid19.ca.gov/pdf/guidance-retail.pdf> & <https://covid19.ca.gov/pdf/guidance-dine-in-restaurants.pdf>

A. Worksite Specific Plan
☐ Establish a written, worksite-specific COVID-19 prevention plan at every facility, perform a comprehensive risk assessment of all work areas, and designate a person at each facility to implement the plan.
☐ Identify contact information for the local health department where the facility is located for communicating information about COVID-19 outbreaks among employees.
☐ Train and communicate with employees and employee representatives on the plan.
☐ Regularly evaluate the workplace for compliance with the plan and document and correct deficiencies identified.
☐ Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.
☐ Identify close contacts (within six feet for 15 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.
☐ Adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause operations to be temporarily closed or limited.

B. Topics for Employee Training
☐ Information 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.
☐ To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.
☐ 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).

☐ The importance of physical distancing, both at work and off work time (see Physical Distancing section below).
☐ 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. ○ Employees should wash or sanitize hands before and after using or adjusting face coverings. ○ Avoid touching eyes, nose, and mouth. ○ Face coverings should be washed after each shift.
☐ Ensure temporary or contract workers at the facility are also properly trained in COVID-19 prevention policies and have necessary PPE. Discuss these responsibilities ahead of time with organizations supplying temporary and/or contract workers.
☐ Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on government programs supporting sick leave and worker's compensation for COVID19, including employee's sick leave rights under the Families First Coronavirus Response Act and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20.

C. Individual Control Measures and Screening
☐ Provide temperature and/or symptom screenings for all workers at the beginning of their shift and any vendors, contractors, or other workers entering the establishment. Make sure the temperature/symptom screener avoids close contact with workers to the extent possible. Both screeners and employees should wear face coverings for the screening.
☐ If requiring self-screening at home, which is an appropriate alternative to providing it at the establishment, ensure that screening was performed prior to the worker leaving the home for their shift and follows CDC guidelines, as described in the Topics for Employee Training section above.
☐ Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
☐ Employers should provide and ensure workers use all required protective equipment, including face coverings and gloves where necessary.
☐ Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items. Workers should wear gloves when handling items contaminated by body fluids.
☐ Establishments must take reasonable measures, including posting signage in strategic and highly visible locations, to remind the public that they should use face coverings and practice physical distancing while waiting for service and take-out.

D. Cleaning and Disinfecting Protocols

☐	Perform thorough cleaning in high traffic areas, such as break rooms, lunch areas and areas of ingress and egress including stairways, stairwells, escalators, handrails, and elevator controls. Frequently disinfect commonly used surfaces, including shopping carts, baskets, conveyor belts, registers (including self-checkout), scanners, register telephones, hand held devices, counters, door handles, shelving, ATM PIN pads, customer assistance call buttons, handwashing facilities, etc.
☐	Clean and sanitize shared equipment, including but not limited to, pallet jacks, ladders, supply carts, time clocks, payment portals, and styluses between each use.
☐	Clean touchable surfaces between shifts or between users, whichever is more frequent, including but not limited to working surfaces, tools, and stationary and mobile equipment controls.
☐	Equip customer entrances and exits, checkout stations, customer changing rooms with proper sanitation products, including hand sanitizer and sanitizing wipes, and provide personal hand sanitizers to all frontline staff (e.g., cashiers).
☐	Ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed.
☐	Provide resources to promote employees' personal hygiene. This will include tissues, no-touch trash cans, hand soap, adequate time for handwashing, alcohol-based hand sanitizers, disinfectants, and disposable towels.
☐	When choosing cleaning chemicals, employers should use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves and other protective equipment as required by the product instructions.
☐	Adjust or modify store hours to provide adequate time for regular, thorough cleaning and product stocking. Stagger stocking so that associates are in different aisles.
☐	Provide time for workers to implement cleaning practices during their shift. Cleaning assignments should be assigned during working hours as part of the employees' job duties. Procure options for third-party cleaning companies to assist with the increased cleaning demand, as needed.
☐	Install hands-free devices, if possible, including motion sensor lights, contactless payment systems, automatic soap and paper towel dispensers, and timecard systems.
☐	Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in offices and other spaces.

E. Physical Distancing Guidelines

- | | |
|--------------------------|--|
| ☐ | Retailers should create clearly-marked curbside or outside pickup points that maintain physical distance with visual cues or other measures, and have purchased goods available there or available through home delivery |
|--------------------------|--|

☐	Implement measures to ensure physical distancing of at least six feet between workers and customers. This can include use of physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers and/or employees should stand).
☐	Take measures at checkout stations to minimize exposure between cashiers and customers, such as Plexiglas barriers. Employees should also wear face coverings and customers are strongly recommended to wear face coverings as well. Some jurisdictions already require face coverings outside the home. Display signage at entrances, checkout lanes, and registers to remind customers of physical distancing at every opportunity.
☐	Place additional limitations on the number of workers in enclosed areas to ensure at least six feet of separation to limit transmission of the virus.
☐	Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.
☐	Close breakrooms, use barriers, or increase distance between tables/chairs to separate workers and discourage congregating during breaks. Where possible, create outdoor break areas with shade covers and seating that ensures physical distancing.
☐	Close in-store bars, bulk-bin options, and public seating areas and discontinue product sampling.
☐	Dedicate shopping hours for vulnerable populations, including seniors and those medically vulnerable, preferably at a time following a complete cleaning.
☐	Increase pickup and delivery service options for customers to help minimize in-store contact and maintain social distancing, such as online ordering and curbside pick-up.
☐	Provide a single, clearly designated entrance and separate exit to help maintain physical distancing where possible.
☐	Adjust maximum occupancy rules based on the size of the facility to limit the number of people in a store at one time, using no more than 50% maximum occupancy.
☐	Be prepared to queue customers outside while still maintaining physical distance, including through the use of visual cues.
☐	Encourage employees to practice physical distancing during pickup and delivery by talking with the customer through a passenger window, loading items directly into the customer's trunk without contact, or leaving items at their door.
☐	Make some locations pickup- or delivery-only to minimize employee/customer contact, where possible.
☐	Install transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person hand-offs where possible. Wherever possible, use contactless signatures for deliveries.
☐	Expand direct store delivery window hours to spread out deliveries and prevent overcrowding.
☐	Ask non-employee truck drivers, delivery agents, or vendors who are required to enter retail locations to have their employees follow the guidance of local, state, and federal governments regarding wearing face coverings and PPE.

7. Farmers Markets

The following guidelines have been copied verbatim from the CDFA's [Guidance for Operating Certified Farmers' Markets During COVID-19 Pandemic](#). As this guidance from the CDFA evolves, so shall the Monterey County guidance.

Guidance for Operating Certified Farmers' Markets During COVID-19 Pandemic

This guidance is based on what is currently known about the transmission and severity of coronavirus disease 2019 (COVID-19). The California Department of Food and Agriculture (CDFA) will update this guidance as needed and as additional information becomes available. Local environmental health and public health agencies may have additional guidance and/or requirements regarding these operations in their jurisdiction.

A. BACKGROUND

Certified Farmers' Markets (CFMs) have been operating in California since the late 1970s. They began because packaging and labeling regulations added costs that often made it difficult for small growers to compete in the marketplace. CDFA recognized those hardships and provided regulatory exemptions at CFMs for growers wanting to sell directly to consumers. Participation rules then and now require that growers only sell products they have produced; no buying and reselling is allowed. Certified Farmers' Markets then started appearing in all counties and most cities, allowing consumers access to fresh produce, dairy, meat and eggs directly from the producer. As the markets became successful, many added additional opportunities for community participation. Soon, coffee vendors, food trucks, crafts tables, musicians, and other non-agricultural entities became a mainstay, selling in what is commonly referred to as the "non-certified" section of the market. In some cases those sellers outnumbered the producers by a significant amount, turning farmers' markets into community events.

B. FOOD SUPPLY

As defined by the federal government, the food supply makes up [critical infrastructure](#) from farm to table and includes assets, systems, networks and functions that provide vital services to the nation. It is essential that federal government-defined critical infrastructure and supply chains are protected, and that all elements pertaining to the food supply remain operational, including a workforce that is vital to production of the food supply. More information is provided in the [National Infrastructure Protection Plan](#) to help further clarify these critical infrastructure systems. Certified Farmers' Markets are recognized as important sources of fresh food in many communities and CDFA is working to ensure communities can maintain access to healthy food during this COVID-19 pandemic. Local health officials are questioning the need for the "non-certified" section of the market to remain open. CDFA understands their concerns and is asking each market to first focus on the needs of producers and patrons during these times.

CFM Market Managers will need to work with their local environmental health agencies to ensure that all local laws, regulations and ordinances are being met. The following are guidelines for markets during this COVID-19 outbreak.

C. CERTIFIED FARMERS' MARKETS

i. Market Layout and Signage

- Space booths accordingly to meet physical distancing guidelines of 6 feet among patrons in line and walking about the market.
- Create entry/exit points that serve as crowd control.
- Provide signage/cues indicating which way to walk inside of the market and placemarks to stand in line ensuring physical distancing is adhered to.
- Ensure that physical distancing of 6 feet per person for non-family members is maintained. Family members can participate together (stand in line together, etc), but best practices encouraged families to limit the number of members who conduct essential activities, like shopping for groceries, away from the home.
- Encourage expedited purchasing to avoid lingering to help minimize crowds within the market.
- Limit the number of patrons in the market at any given time as necessary to reduce outdoor/indoor crowding and long lines that do not meet physical distancing guidance.

ii. **Enhanced Sanitation and Hygiene**

- Post signs with COVID-19 safety and hygiene [guidelines](#).
- Offer additional hand washing or sanitizing stations throughout the venue, especially at entry and points of payment.
- Install check stand protective shields and/or adhere to [state](#) and [federal](#) guidance on the use of face coverings.
- Increase frequency of cleaning of tables, payment devices and other surfaces.
- Increase cleaning and sanitizing frequency of restrooms and other high contact areas.
- Ensure each vendor has hand sanitizer or a hand-washing option.
- Train employees on best hygiene practices including washing their hands often with soap and water for at least 20 seconds.
- Separate employees should be accepting payment and handling produce/restock at tables. If this cannot be accomplished, then handwashing or use of a sanitizer should happen between each transaction.
- Encourage activities such as pre-bagging to minimize contact and expedite shopping and transactions.
- Producers should avoid touching reusable bags belonging to customers.
- Suspend any sampling activities.

iii. **Suspend Non-Essential Activities**

- Eliminate non-essential/non-related services, such as bands, crafts, seating/dining areas or other entertainment.

iv. **Enhanced Services**

- Create opportunities (curb-side pickup and pre-order or alternate hours) in order to accommodate individuals that the California Department of Public Health (CDPH) has identified as [higher risk of serious illness for COVID-19](#).
- At the end of the market, continue to utilize local food recovery systems to contribute/donate extra products to populations in need.
- If applicable, continue accepting government nutrition funds and EBT payment.

Additional information can be found in the CDPH document [“Coronavirus Disease 2019 \(COVID-19\) and Retail Food, Beverage, and Other Related Service Venues, March 16, 2020.”](#) and at the U.S. Food and Drug Administration [Best Practices on Safe Food Handling and Employee Health in Retail Food Settings During COVID-19 Pandemic.](#)

8. Wine Industry: Growers, Wineries, Tasting Rooms

a. Wineries, Vineyards & Business Operations

This section contains the recommended protocol for the Monterey County Wine Industry during Phase 2 of the COVID-19 crisis. During this phase, we will continue to implement critical protocols to prevent, decrease, and lower the impact of COVID-19 in the workplace and to ensure that these protocols comply with regulatory guidance. It is important to note that many of these protocols were part of our standard operating procedures in vineyards and wineries before COVID.

Under the federal, state, and local guidelines, the wine industry continued to operate as an essential industry. The wine industry has four overarching business segments:

- Vineyards (wine grape growing),
- Wineries (winemaking),
- Tasting Rooms (On-premise experiences (wine tasting) and Off-Premise Sales),
- Operations (Marketing, HR, Admin, Sales, etc.)

The first section is for those business segments that continued operations as an essential industry in Phase 1: Vineyards, Wineries, and Operations. All protocols are based on established governmental health and safety guidance (CDC, OSHA, FDA, CDPH, and the County of Monterey Health Officer.) We have incorporated most of the requirements from the Monterey County Agricultural Advisory under COVID.

A. Regulatory Compliance
REQUIRED FOR ALL WINERIES, VINEYARDS, and GENERAL BUSINESS OPERATIONS
☐ Implement all health & safety regulatory guidelines and county, state, and federal mandates. Including the direction from County Health Officer.

B. Worksite Specific Plan
REQUIRED FOR ALL WINERIES, VINEYARDS, and GENERAL BUSINESS OPERATIONS
☐ Establish a written, worksite-specific COVID-19 prevention plan at every facility, perform a comprehensive risk assessment of all work areas, and designate a person at each facility to implement the plan.
☐ Identify contact information for the local health department where the facility is located for communicating information about COVID-19 outbreaks among employees.
☐ Train and communicate with employees and employee representatives on the plan.
☐ Regularly evaluate the workplace for compliance with the plan and document and correct deficiencies identified.

☐	Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.
☐	Identify close contacts (within six feet for 15 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.
☐	Adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause operations to be temporarily closed or limited.

C. Educating Employees	
REQUIRED FOR ALL WINERIES, VINEYARDS, and GENERAL BUSINESS OPERATIONS	
☐	Educate employees on safety, illness prevention (CDC), and other regulatory guidelines, including: - Proper sanitization and personal hygiene requirements. - Frequent hand washing and social distancing. - Maintaining a minimum distance of 6 feet from co-workers when possible; this includes during breaks (social distancing). - Facial coverings are required as a protective safeguard to help reduce the risk of transmission or infection. Employees do not need to wear facial coverings when alone or when co-workers are not nearby. - Not sharing personal items with co-workers (i.e., food, dishes, cups, gloves, engaging in activities such as playing cards, etc.). - Covering coughs and sneezes; train them in the following CDC protocol. - Importance of not coming to work if sick. - Symptom criteria for COVID-19.
☐	Implement a practice of on-going training and daily follow-up; utilize a progressive disciplinary practice to instill good hygiene practices.
☐	Create and maintain records of employee training on all required health and safety protocols.
☐	Develop or compile educational materials for employees on social distancing and hygiene requirements. Ensure materials are in English and Spanish (and any other language) to reflect your workforce's needs.
☐	Implement practices and protocols and monitor implementation (checklists).
RECOMMENDED FOR ALL WINERIES, VINEYARDS, and GENERAL BUSINESS OPERATIONS	
☐	Encourage employees to be safe outside of work and follow the Monterey County "Shelter-in-Place" and California "Stay-at-Home" Orders when not at work, as well as all CDC recommendations.

D. Employee Wellness Screening	
REQUIRED FOR ALL WINERIES, VINEYARDS, and GENERAL BUSINESS OPERATIONS	
☐	Inform employees who develop symptoms outside of work to notify their supervisor and stay home.
☐	Provide for daily wellness screens of employees following city, county, state, and EEOC guidance on primary symptom checks for COVID-19. These screens can be observational or completed by the employees. EEOC Guidance

○ County Guidance
☐ Immediately separate employees who have symptoms when they arrive at work or become sick during the day from other employees, customers, and visitors and send them home.
☐ Have a process in place to ensure employees who are observed with COVID-19 symptoms or have a temperature above 100.4° know where to call to get medical advice to evaluate their condition.
☐ Sick employees should follow CDC-recommended steps . Employees should not return to work until they have met the criteria to discontinue home isolation and have consulted with a healthcare provider and state or local health department.
☐ Employers should not require sick employees to provide a COVID-19 test result or healthcare provider's note to validate their illness, qualify for sick leave, or return to work.
☐ Follow appropriate privacy requirements when wellness checks are conducted. ○ Office for Civil Rights Bulletin ○ HIPAA Bulletin
☐ Provide a privacy notice to each employee and retain a copy on file.
☐ Provide employees with written protocol on the COVID related health issues above, including when to stay home, taking temperature, employee wellness check-in's, process if employees are ill, and who, on staff, to contact if they are unclear about the process or if they need help.
RECOMMENDED FOR ALL WINERIES, VINEYARDS, and GENERAL BUSINESS OPERATIONS
☐ Inform and encourage employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.
☐ At a minimum, wellness screens should include the following questions: ○ Have you developed any of the following symptoms... ▪ Shortness of breath or trouble breathing? ▪ Cough? ▪ Fever or feel feverish? ▪ Any other symptoms that might indicate you are ill? ○ CDC COVID-19 Symptoms Information
☐ Employee Temperature. Consider: ○ requiring employees to perform at-home temperature checks and symptom reviews. - OR ○ performing temperature checks consistent with CDC guidance daily for employees where appropriate and equipment is available.
☐ Communicate regularly with employees to identify if they are in regular contact (i.e., at home, carpools) with someone positive for COVID-19. If so, employees should be guided on self-monitoring for 14 days and strongly encouraged to consult with their doctor for clinical management. Remaining in contact with ill employees is imperative to providing support as conditions and needs may change.
E. Safety & Sanitization Requirements
REQUIRED FOR ALL WINERIES, VINEYARDS, and GENERAL BUSINESS OPERATIONS
☐ Require employees to maintain a six-foot distance from other employees, contractors, and visitors and use of PPE as regulatorily advised.

☐ Provide hand sanitizer, soap, and water, disinfectant wipes, or other effective disinfectants at or near the entrance of the facility and in other appropriate areas for use by the public and employees, and in locations where there is high-frequency employee interaction.
☐ Reinforce that meticulous hand hygiene (frequent and proper handwashing) is of utmost importance for all employees. <i>And allow staff to wash hands regularly*</i>
☐ Sanitize workspaces and frequently touched surfaces at regular intervals throughout the day. Establish tracking processes to ensure sanitization is occurring with appropriate frequency (checklists).
☐ Clean and disinfect frequently touched surfaces and spaces according to CDC disinfection protocol, including: ○ Administrative, shipping/processing facilities, and any other enclosed areas where people work multiple times throughout the day. ○ Frequently touched areas including door handles, bathroom areas, lunchroom table and chairs, kitchen areas, shared space and facilities, time clock areas, shared computers, tools, and any vehicles used at the facility (i.e., forklift or golf cart steering wheels) and more. ☐ Utilize off-hours time to complete aggressive sanitation of frequently touched surfaces and spaces daily.
☐ Use only sanitization materials that are approved for use in contact with vineyards and wine, as described on the label.
☐ Ensure that all bathrooms (portable and in place) are adequately stocked and serviced at regular intervals and disinfected as appropriate with a plan to clean and monitor.
☐ Regularly sanitize any transportation or equipment used by employees.
☐ Post Educational and Warning Signage for Employees and essential Vendors, Visitors, and Contractors.
☐ Wear protective clothing as positions require, guided by pre-existing regulatory guidelines.
RECOMMENDED FOR ALL WINERIES, VINEYARDS, and GENERAL BUSINESS OPERATIONS
☐ Discontinue non-essential International Travel.
☐ Encourage employees to take breaks outside and create adequate space for social distancing and shade coverage (as necessary).

F. Operations
REQUIRED FOR ALL WINERIES, VINEYARDS, and GENERAL BUSINESS OPERATIONS
☐ Adhere to guidance outlined in this document as well as all applicable statutes and administrative rules to which the business usually is subject.
☐ Limit visitors to those necessary for the operation.
☐ Reduce meetings and group gatherings to essential communication only and limit such meetings to no more than 10 people if possible; maintain 6-feet spacing during meetings.
☐ Limit personal contact and grouping within the facility and worksites and limit the number of people using common facilities at any one time; maintain 6-feet spacing while in lines. In the case where this is not possible, wear appropriate PPE.
☐ Follow CDC and other regulatory guidelines on health and hygiene as they evolve.
RECOMMENDED FOR ALL WINERIES, VINEYARDS, and GENERAL BUSINESS OPERATIONS
☐ Identify critical processes and product and immediately cross-train employees in back-up positions, to be prepared when people must stay home.

☐ To limit exposure of employees, create a plan for safely managing deliveries and sales.
☐ Visitors must be approved before arriving, and employees should keep social distancing (6 feet) away from any visitor.
☐ Eliminate all non-essential and non-related services, including entertainment activities.

b. Wine Tasting Rooms

During Phase 1, tasting rooms were permitted to sell wines opened “Off-Premise” (Phase 1). Health and safety protocols, aligned with regulatory guidance, for “Off-Premise” sales, have been implemented by Tasting Rooms that have chosen to operate during Phase 1. During Phase 2, the provision of “On-Premise” tastings will be permitted. As with Phase 1 protocols, the following Phase 2 health and safety protocols for reopening winery tasting rooms are based on established State and local governmental health and safety guidance (CDC, OSHA, FDA, and CDPH). Many of them are taken verbatim from the Wine Institute’s California Winery Reopening Protocols. The protocols have been developed in an open process with Monterey County wineries and tasting rooms and facilitated by the Monterey County Vintners & Growers Association.

About the development of the Wine Institute California Winery Reopening Protocols: “These health and safety protocols for reopening winery tasting rooms are based on established governmental health and safety guidance (CDC, OSHA, FDA, and CDPH). Importantly, Wine Institute consulted with Dr. Petros Karakousis, medical expert in the area of infectious diseases and Professor of Medicine at the Johns Hopkins University School of Medicine; David Sarvardi, Partner, Keller and Heckman LLP and senior OSHA legal expert; the Wine Institute COVID-19 Health and Safety ad hoc Working Group; members of the Wine Institute Legal Subcommittee; and hospitality representatives from Wine Institute member companies. In addition, we have received extensive input from California regional winery associations and are coordinating content with various state winery trade associations.”

A. Regulatory Compliance
REQUIRED
☐ Implement all health & safety regulatory guidelines and county, state, and federal mandates. Including the direction from County Health Officer.

B. Worksite Specific Plan
REQUIRED
☐ Establish a written, worksite-specific COVID-19 prevention plan at every facility, perform a comprehensive risk assessment of all work areas, and designate a person at each facility to implement the plan.
☐ Identify contact information for the local health department where the facility is located for communicating information about COVID-19 outbreaks among employees.
☐ Train and communicate with employees and employee representatives on the plan.
☐ Regularly evaluate the workplace for compliance with the plan and document and correct deficiencies identified.
☐ Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.

☐	Identify close contacts (within six feet for 15 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.
☐	Adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause operations to be temporarily closed or limited.

C. Educating Employees	
REQUIRED	
☐	Educate employees on safety, illness prevention (CDC), and other regulatory guidelines, including: ○ Proper sanitization and personal hygiene requirements. ▪ Frequent hand washing and social distancing. ▪ Maintaining a minimum distance of 6 feet from co-workers when possible; this includes during breaks (social distancing). ▪ Facial coverings are required as a protective safeguard to help reduce the risk of transmission or infection. Employees do not need to wear facial coverings when alone or when co-workers are not nearby. ▪ Not sharing personal items with co-workers (i.e., food, dishes, cups, gloves, engaging in activities such as playing cards, etc.). ▪ Covering coughs and sneezes; train them in the following CDC protocol. ○ Importance of not coming to work if sick. ○ Symptom criteria for COVID-19.
☐	Create and maintain records of employee training on all required health and safety protocols.
RECOMMENDED	
☐	Develop or compile educational materials for employees on social distancing and hygiene requirements.
☐	Develop health and safety guidance for customers on social distancing and hygiene requirements related to tasting room visits.
☐	Implement practices and protocols and monitor implementation (checklists).
☐	Encourage employees to be safe outside of work and follow the Monterey County “Shelter-in- Place” and California “Stay-at-Home” Orders when not at work, as well as all CDC recommendations.

D. Employee Wellness Screening	
REQUIRED	
☐	Inform employees who develop symptoms outside of work to notify their supervisor and stay home.
☐	Provide for daily wellness screens of employees following city, county, state, and EEOC guidance on primary symptom checks for COVID-19. These screens can be observational or completed by the employees. ○ EEOC Guidance ○ County Guidance
☐	Follow appropriate privacy requirements when wellness checks are conducted. ○ Office for Civil Rights Bulletin ○ HIPAA Bulletin

☐ Provide a privacy notice to each employee and retain a copy on file.
☐ Provide employees with written protocol on the COVID related health issues above, including when to stay home, taking temperature, employee wellness check-in's, process if employees are ill, and who, on staff, to contact if they are unclear about the process or if they need help.
RECOMMENDED
☐ Employee Temperature. Consider: - o requiring employees to perform at-home temperature checks and symptom reviews. OR - o performing temperature checks consistent with CDC guidance daily for employees where appropriate and equipment is available.
☐ Have a process in place to ensure employees who answer yes to any of the wellness screening questions or have a temperature above 100.4° know where to call to get medical advice to evaluate their condition.
☐ Provide employees with written protocol on the COVID related health issues above including when to stay home, taking temperature, employee wellness check-in's, process if employees are ill, and who, on staff, to contact if they are unclear about the process or if they need help.

E. Safety & Sanitization Requirements
REQUIRED
☐ Require employees to maintain a six-foot distance from other employees, contractors, and visitors and use of PPE as regulatorily advised.
☐ Provide hand sanitizer, soap, and water, or effective disinfectant at or near the entrance of the facility and in other appropriate areas for use by the public and employees, and in locations where there is high-frequency employee interaction with members of the public (e.g., cashiers).
☐ Reinforce that meticulous hand hygiene (frequent and proper handwashing) is of utmost importance for all employees. <i>And allow staff to wash hands regularly*</i>
☐ Provide for contactless payment systems or, if not feasible, disinfect all payment portals, pens, and styluses after each use
☐ Sanitize customer-contact surfaces at tables before and after each tasting, including seats, tables, menus, and all other touchpoints
☐ Use only sanitization materials that are approved for use in contact with food as described on the label.
☐ Maintain a well-stocked restroom with a plan to monitor and clean.
☐ Maintain a well-stocked restroom with a plan to monitor and clean.
☐ Ensure that all employees wear face coverings consistent with individual county requirements.
☐ Provide an adequate number of face coverings for all employees or require employees to bring their face coverings to work consistent with county order
RECOMMENDED
☐ Minimize employees' bare-hand contact with food through the use of utensils.
☐ Ensure employees wear gloves as required by sanitization material label instructions when performing cleaning, sanitizing, or disinfecting activities. Wearing gloves for activities that might overlap with food handling can foster cross-contamination.

○ When employees use gloves, they must use non-latex gloves and prevent cross-contamination by replacing gloves after touching faces or changing tasks (e.g., food preparation versus taking out the garbage).
☐ Ensure employees change gloves frequently and at minimum after each break in work activity.
☐ Implement practices to maintain the safety of staff and guests in usage of glass stemware - including the transfer of wine and cleaning of glassware (preference); if not, use reusable plastic.
☐ Place (or remove) all wine bottles and other products for sale to a location that guests cannot reach and touch.

- **Distancing and Occupancy**

F. Distancing & Occupancy
REQUIRED
☐ Require that all tasting room visits be by appointment only OR have a guest management plan in place for social distancing effectiveness.
☐ Inform customers at the time of reservations that face coverings will be required.
☐ Ensure that all employees and customers wear face coverings. ○ Customers do not need to wear face coverings while seated at the table once orders have been taken, and wine service begins.
☐ Require employees to maintain a six-foot distance from other employees and customers.
☐ Configure seating to comply with physical distancing requirements. Ensure tables are spaced at least six feet apart so that distancing of six feet between parties is maintained, including when customers approach or leave tables.
☐ Place visual cues to ensure people are six feet apart, such as floor markings to ensure customers maintain a six-foot distance while waiting to pay or be seated.
☐ Post signage as required by individual counties to ensure that customers meet the six-foot distancing requirement.
☐ Monitor the number of customers on premises at one time to ensure physical distancing requirements are maintained and to comply with any capacity restrictions imposed by state and local authorities.
☐ Limit parties to six people or fewer who have chosen to congregate together. People in the same party seated at the same table do not have to be six feet apart.
☐ If lines are waiting to get into your tasting room, place 6-foot indicators on sidewalks.
RECOMMENDED
☐ Urge online, phone, or email orders for off-premise sales.
☐ Assign a designated greeter or host to manage customer flow and monitor distancing while customers are waiting to be seated and during the entering and exiting process.
☐ Consider holding outdoor tastings. ○ If any outside areas are tented, all walls and windows that may be opened in the tented area should remain open during service.
☐ Have contactless payment systems available for payment of all tastings and purchases.

☐	Provide an adequate number of face coverings for all employees or require employees to bring their face coverings to work.
☐	Eliminate all food service, except for prepackaged items such as breadsticks or crackers, during the initial phase of opening. <i>(Unless use permit contains other permitted food service provision.)</i>

G. Operations	
REQUIRED	
☐	Adhere to guidance outlined in this document as well as all applicable statutes and administrative rules to which the business usually is subject.
☐	Post a sign at the entrance of the facility and work area informing all employees and customers that they should (mandated by our County): ○ avoid entering the facility if they have a cough or fever ○ maintain a minimum six-foot distance from one another ○ sneeze and cough into one's elbow ○ not shake hands or engage in any unnecessary physical contact
☐	Have an established policy regarding the refusal of service to customers displaying symptoms consistent with COVID-19 (see symptom information above) and communicate this policy to customers.
☐	End all on-site consumption of food and drinks, including alcoholic beverages, in accordance with the times in the use permit.
☐	Prohibit customer self-service operations.
☐	Sanitize customer-contact surfaces at tables before and after each tasting, including seats, tables, menus, and all other touchpoints.
☐	Frequently sanitize all common areas and touch points, including payment devices.
☐	Use menus that are single-use, cleanable between customers (laminated), online, or posted on a whiteboard or something similar to avoid multiple contact points.
RECOMMENDED	
☐	Consider requiring customers to sign a waiver of liability at the time of reservation, since currently, there is not adequate testing, contact tracing, effective treatment, or a COVID-19 vaccination.
☐	Assign a designated greeter or host to manage customer flow and monitor distancing while customers are waiting to be seated and during the entering and exiting process.
☐	Consider the use of signage to: ☐ Inform customers, "... if they are displaying symptoms consistent with COVID-19, they will be asked to leave." Please note, individual counties may have more specific requirements regarding the use of such signage. ☐ List COVID-19 symptoms at the entrance to the facility ○ Symptoms of Coronavirus (COVID-19) Signage ☐ Inform employees and customers with symptoms that they should stay home ○ Stop the Spread of Germs Signage ☐ Inform employees on who to contact if they need assistance

☐	Consider staging handwashing or hand sanitizing stations for customer use at the entrance to the tasting area and throughout the tasting area. Hand sanitizers must not replace handwashing by employees.
☐	Limit the number of staff who serve individual parties. Consider assigning the same employee to each party for the entire experience (service, bussing of tables, payment). An employee may be assigned to multiple parties but must practice proper hand hygiene when moving between parties.
☐	Assign employee(s) to monitor customer access to common areas such as restrooms to assure that customers do not congregate.
☐	Increase ventilation for indoor spaces to allow for greater air turnover.