



AD HOC COMMITTEE ON COVID-19 ECONOMIC IMPACTS AND RECOVERY

RECORD OF ACTION FOR
May 14, 2020

Supervisor Candace Andersen, Chair
Supervisor Karen Mitchoff, Vice Chair

Present: Chair Candace Andersen
Vice Chair Karen Mitchoff

1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).

The following individuals commented:

Nick Despota regarding budgetary impacts, climate goals and economic recovery goals.

Pamela Hill regarding in-home hands-on cancer (lymphatic drainage) therapy services, which may fall under Stage 3 of the Governor's recovery plan.

Dr. Farnitano clarified that there are some exceptions for medical-based procedures, with proper protection and practices.

3. RECEIVE and APPROVE the Record of Action for the May 7, 2020 meeting.

The Committee approved the Record of Action for the May 7, 2020 meeting as presented.

AYE: Chair Candace Andersen, Vice Chair Karen Mitchoff
Passed

4. CONSIDER the impacts of COVID-19 on the following business sectors and discuss pathways that may allow these business to resume, if possible, within the limitations established by the County Health Officer:
 1. Personal Services
 1. Personal services in the home such as cleaning services, piano tuners
 2. Personal services outside the home in salons, individual suites
 2. Recreation/Lifestyle Services
 1. Health Clubs/Gyms

2. Camping/RV Parks
3. Swimming Schools
4. Municipal Parks and Recreation Programs

Chair Andersen provided an overview of changes in the County's COVID-19 situation since last week's meeting:

- *1089 cases, 919 recovered, 33 deaths, 137 active cases*
- *update to isolation quarantine orders to change period from 7 to 10 days after symptom onset*
- *redefining infectious period or those who are asymptomatic and test positive to 48 hours to identify close contacts, defined as those coming within 6 feet of a case for at least 15 min during infectious period*
- *Orinda care center cases have run their course*
- *SIP changes merging toward Phase 2 forthcoming due to progress in key reopening indicators*
- *More testing sites are now available*
- *New school graduation guidelines on County website*
- *Accepting applications for people who want to assist with contact tracing*

Personal in-home services: Example, piano tuners or house cleaners.

Dr. Farnitano advised that such a service would fall under later part of Phase 2 under the Governor's roadmap. The Governor has identified three groups of counties: those whose recovery would parallel the State, extremely rural with few/no cases that would recover faster than the State, and urban counties with dense population with higher numbers that would trail behind the State. The Bay Area falls into the third group. CCC initial SIP order was more restrictive than the State and our pace is a little slower than the State.

The follow person commented:

Shawna Garvin regarding Christian values and need to meet together in fellowship, and the negative impacts of isolation.

Personal services outside the home: Example salons. Dr. Farnitano advised that these services fall under Phase of the recovery plan. Businesses should read the checklists for each industry to get prepared to open and operate safely once permitted. The County doesn't intend to create different guidelines than the State, though the County's timing might be different. Local orders will be aligned with the State's.

Dr. Farnitano reviewed the varying degrees of safety depending on the type of masks worn and the distance between individuals.

Health Clubs/Gyms/Swimming/

Health Clubs, Gyms and public pools (any pool not in a private home) will be covered in the State's Phase 3. There is evidence that the risk of transmission increases while people are exercising because the particles travel farther. Child camps involving stable groups of less than 12 with consistent adult supervision will be permitted for childcare for persons working during the pandemic. This exception doesn't apply to

adult swimmers or public pools outside this camp setting.

The follow persons commented:

- *Lisa Blackwell regarding swimming for patients and the efficacy of chlorine against the virus.*
- *Marcy regarding studio gyms vs big box gyms.*
- *J Canesa regarding lap swimming in a public pool.*
- *Lauren Sondel regarding fitness studios by appointment only and personal training.*
- *Chris Rasmussen regarding coaching at children's camps, and inconsistency in rules between different types of businesses.*
- *Christine Hernandez regarding how close proximity is defined*
- *Melanie Kress regarding children's camp swim guidelines*
- *Matt Struempf regarding children's camp swim guidelines and lifeguard duties*
- *Liz Claytor regarding swim lessons for the summer season and mixed messaging*
- *Tilde regarding*

Dr. Farnitano explained that differing rules between businesses types relate more to the essentiality of the service. The County's are primarily relying on the State to define the business operating rules. He also clarified that lifeguards could potentially with older kids be considered part of support staff and not part of the staff that work closely with groups of children.

Chair Andersen explained that enforcement of the Health Order is by cities. The County is providing guidance and people and businesses are expected to self-govern.

(Due to technical issues with the County's virtual meeting account, the remainder of the Record of Action could not be completed.)

5. The next meeting is currently scheduled for May 21, 2020 at 1:30 p.m.

The Committee confirmed the next scheduled meeting date/time, as agendized.

AYE: Chair Candace Andersen, Vice Chair Karen Mitchoff
Passed

6. Adjourn

Chair Andersen adjourned the meeting at approximately 3:00 p.m.

For Additional Information Contact:

Julie DiMaggio Enea, Committee Staff
Phone (925) 335-1077, Fax (925) 646-1353
julie.enea@cao.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

AD HOC COMMITTEE ON COVID-19 ECONOMIC IMPACT AND RECOVERY

Meeting Date: 05/14/2020

Subject: RECORD OF ACTION FOR MARCH 7, 2020 MEETING

Submitted For: David Twa, County Administrator

Department: County Administrator

Referral No.:

Referral Name:

Presenter: Julie DiMaggio Enea

Contact: Julie DiMaggio Enea
(925) 335-1077

Referral History:

County Ordinance requires that each County body keep a record of its meetings. Though the record need not be verbatim, it must accurately reflect the agenda and the decisions made in the meeting.

Referral Update:

Attached is the draft Record of Action for the May 7, 2020 meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the May 7, 2020 meeting.

Fiscal Impact (if any):

No fiscal impact.

Attachments

DRAFT Record of Action 5-7-2020

Minutes Attachments

No file(s) attached.



AD HOC COMMITTEE ON COVID-19 ECONOMIC IMPACTS AND RECOVERY

RECORD OF ACTION FOR
May 7, 2020

Supervisor Candace Andersen, Chair
Supervisor Karen Mitchoff, Vice Chair

Present: Candace Andersen, Chair
Karen Mitchoff, Vice Chair

Staff Present: Julie DiMaggio Enea, Senior Deputy County Administrator

Attendees: See Attendance Record, attached.

1. N/A

Welcome, Introductions and Purpose of the Ad Hoc Committee

Chair Andersen convened the meeting and explain how the meeting will be conducted and how participants can indicate that they'd like to comment. She also explained the purpose of the committee.

Vice Chair Mitchoff described the current Health Order and what she hoped to accomplish from the committee meetings. She indicated that the Committee would not be answering questions today but would accept input on how to move forward.

Chair Andersen recognized Health Services Director Anna Roth and County Health Officer Chris Farnitano and thanked them for joining the meeting.

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).

The following individuals spoke during the general public comment period:

Debbie Toth commented on how well Contra Costa County is handling the virus response.

Susan Morgan commented about face coverings. and people who have doctor's notes that they cannot wear face coverings.

3.

RECEIVE report on the impacts of the COVID-19 health order on local industry and businesses.

The following individuals commented

Vice Chair Mitchoff requested clarification regarding what is included in childcare/education: does it include Little League Baseball and swimming schools, for example?

Jenise Falk asked for help from the County Health Officer because her thrift store business model relates to a vulnerable population and she wants to make sure that donations are safe. She wants to collaborate with other thrift stores to prepare for the time when the stores can re-open.

Michelle Klimesh commented about gymnastics schools and how to maintain social distancing and handle masks. She is looking for direction regarding small day camps and the minimum square footage required for certain groups.

Jim Kiloran requested a fair balance between economic impacts and health and safety.

Elias Mandilaras spoke on behalf of the hotel industry, specifically the Renaissance hotel with health club. They would like to assist with the development of policies applicable to this industry. He mentioned three golf clubs that opened in San Diego under specific guidelines. Stacy Litteral commented on family and children's activities and offered to be a support system on the development of SOPs (Standard Operating Procedures) for children's and group activities.

Mike McDermott asked about reopening of churches. He suggested looking at placing limits based the percentage of occupancy per square footage of a facility.

Michelle Lacy, General Manager of the Pleasant Hill Recreation and Park District, pledged to be a resource to the committee and commented that there is confusion on how the health order should be applied.

Liz Claytor, owner of Splash Swim School, appreciated the FAQs and looks forward to working with the Committee on water safety.

Esamer Hook owner of a restaurant and is looking for guidance, particularly at the Veranda in Concord with shares a common area among several businesses. Working with ABC (State Alcohol and Beverage Control) to expand seating.

4.

REVIEW California and County road maps to safety and economic recovery.

Dr. Farnitano, County Health Officer, explained the five indicators on which the Bay Area Health Officers are relying to inform the County's road map:

- 1. cases are stable or decreasing for several continuous weeks*
- 2. hospital cases decreasing*

3. *cases represent less than half ICU (intensive care unit) capacity*
4. *hospitals are prepared with enough PPE (personal protective equipment)*
5. *we are doing sufficient testing, effective tracing to limit spread of the virus*

Monday's changes to the health order related mostly to construction, outdoor work and outdoor recreation.

Chair Andersen reported that anyone in the county can now be tested by appointment. She said that the County isn't yet ready to move to Stage 2 in the way the State has decided to move forward.

Debbie Toth commented on public transportation and says we need to be thoughtful about the safety of the frail and elderly.

Marti Roach with 350 Contra Costa, commented on having a safe and just economic recovery: status of safety net (housing), priorities for economic stimulus funding, silver lining opportunities e.g., less traffic, air pollution, telecommuting).

Nicole, general manager of thrift shops, needs guidelines on how to handle incoming donations and home donations.

5. RECEIVE report on the provision of building permit and inspection services under the New COVID-10 Order of the County Health Officer.

John Kopchik, DCD Director, summarized the staff report and reviewed changes being made in the Application and Permit Center (APC) to comply with the new Health Order. Typically, 90% of the permits were transpired in paper, causing crowded conditions in the APC. DCD was on a 5-year plan to convert to 100% virtual permitting. The 5-year plan has turned into a 5-day plan.

Jason Crapo, Deputy DCD Director, reported on the significant and rapid changes being made to accommodate construction permitting services in a way that complies with the health order. The construction sector is coming back to life. There is still fine-tuning to do as a consequence of rapid changes, but they will manage.

Lisa Vorderbrueggen, Building Industry Association, is working with state legislators to extend building permit deadlines, etc., which makes more sense to do on a statewide level than county by county.

6. CONSIDER approving standing meeting schedule, weekly on Thursdays from 1:30 - 3:00 p.m., and identifying future meeting topics. (Supervisor Andersen)

Chair Andersen note eight categories of businesses that the Committee would cover over the course of the next several meetings. Supervisor Mitchoff suggested that the Committee take at least two categories per meeting to attempt to cover all areas by July:

1. *Faith organizations*
2. *Recreation and Lifestyle (including swim schools)*

3. *Restaurant*
4. *In-home services*
5. *RV/Park*
6. *Small businesses (including salons)*
7. *Thrift sales & collection*
8. *Furniture*

Chair Andersen announced a fee hotline for businesses: 1-888-599-7645, and other business resources, and expressed appreciation for businesses coming together to buoy each other up.

Vice Chair Mitchoff says BAAQD will be discussing how we don't return to business as usual an incentive working at home, but must be balanced with revenue streams that are generated from commuting such as bridge tolls. "Necessity is the mother of invention."

She mentioned a complaints received both about the constraints of the health order but also on lack of enforcement of the order. She encourage personal responsibility for compliance with the health order.

The next meeting was set for Thursday, May 14, 2020 at 1:30 p.m.

Chair Andersen adjourned the meeting.

7. Adjourn

For Additional Information Contact:

Julie DiMaggio Enea, Committee Staff
Phone (925) 335-1077, Fax (925) 646-1353
julie.enea@cao.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

AD HOC COMMITTEE ON COVID-19 ECONOMIC IMPACT AND RECOVERY

Meeting Date: 05/14/2020
Subject: COVID-19 Recovery Road Map for Personal Services
Businesses and Recreation/Lifestyle Services
Submitted For: David Twa, County Administrator
Department: County Administrator
Referral No.:
Referral Name:
Presenter: **Contact:**

Referral History:

Although the Board of Supervisors has authority over County issues, under State law, when an emergency of this nature is declared and there is a pandemic of this magnitude, the Health Officer of each County has the legal authority to impose whatever orders she or he deem necessary to protect the public.

On Tuesday, April 21, the Board of Supervisors formed this ad hoc committee to advise the Health Department on COVID19 impacts. The goal of the committee is to work toward having a sustainable COVID-19 mitigation and recovery plan. The committee will be working with the community and industry on issues of concern, advising the Board of Supervisors and the Health Officer on possible ways to interpret and apply Health Orders so they will continue to keep the community safe, but allow more businesses to re-open and provide common-sense applications to outdoor activities.

The Committee conducted its first meeting on May 7, 2020 and plans to meet weekly, taking up issues related to different business sectors at each meeting. The Committee previously identified eight business sectors to focus on over the course of the next several meetings:

1. Faith organizations
2. Recreation and Lifestyle
3. Restaurant
4. In-home and other personal services
5. RV/Park
6. Small businesses
7. Thrift sales & collection
8. Furniture

Referral Update:

Relevant Excerpts From the California Corona Virus Response Website:

Californians have been staying home and saving lives since the start of the statewide stay-at-home order issued on March 19, 2020. These efforts have allowed the state to move forward on its [roadmap](#) for modifying the statewide order.

STAGE 1: Safety and preparedness

Make workplaces safe for our essential workers.

STAGE 2: Lower-risk workplaces

Gradually reopen retail (curbside only), manufacturing & logistics. Later, relax retail restrictions, adapt & reopen schools, child care, offices & limited hospitality, personal services.

STAGE 3: Higher-risk workplaces

Adapt and reopen movie theaters, religious services, & more personal & hospitality services.

STAGE 4: End of Stay Home Order

Reopen areas of highest risk: e.g. Concerts, conventions, sports arenas.

When modifications are advanced and the state's [six indicators](#) show we've made enough progress, we can move to the next stage of the roadmap. Stage 2 expansion will be phased in gradually. Some communities may move through Stage 2 faster if they are able to show greater progress. Counties that have met the readiness criteria and worked with the California Department of Public Health can open more workplaces as outlined on the [County Variance page](#).

Industry guidance to reduce the risk

California will move into Stage 2 of modifying the state's Stay-at-Home order on May 8, 2020. Our progress in achieving key [public health metrics](#) will allow a gradual re-opening of California's economy. We recognize the impact of economic hardship. We must get our economy roaring once again and put paychecks in people's pockets. But the risk of COVID-19 infection is still real for all Californians and continues to be fatal. That is why every business should take every step humanly possible to reduce the risk of infection:

- Plan and prepare for re-opening
- Make radical changes within the workplace
- Adjust practices by employees and help educate customers

Below are [guidance](#) for each early Stage 2 business to follow. The goal is a safe, clean environment for workers and customers. Businesses may use effective alternative or innovative methods to build upon the guidance. Review the guidance that is relevant to your workplace, prepare a plan based on the guidance for your industry, and put it into action. When complete, you can post the industry-specific checklist (below) in your workplace to show your customers and your employees that you've reduced the risk and are open for business. Before reopening, all facilities must:

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

It is critical that employees needing to self-isolate because of COVID-19 are encouraged to stay at home, with sick leave policies to support that, to prevent further infection in your workplace. See additional information on [government programs supporting sick leave and worker's compensation for COVID-19](#).

The State describes high-risk workplaces/venues to include:

- Personal services such as nail salons, tattoo parlors, gyms and fitness studios
- Hospitality services, such as bars and lounges
- Entertainment venues, such as movie theaters, gaming facilities, and pro sports
- Indoor museums, kids museums and gallery spaces, zoos, and libraries
- Community centers, including public pools, playgrounds, and picnic areas
- Religious services and cultural ceremonies
- Nightclubs
- Concert venues
- Festivals
- Theme parks
- Hotels/lodging for leisure and tourism

Out-of-home personal services such as salons, and recreation and community facilities are generally categorized by the State as high-risk workplaces/venues, which could re-open with limitations at Stage 3 of the State's recovery road map.

It is unclear how at-home personal services are categorized and their category may depend on whether or not social distancing can be maintained and how much personal contact is required.

Community centers, public swimming facilities, picnic areas are included in the State's high-risk category and would not be permitted during Stage 2 of the recovery.

Recommendation(s)/Next Step(s):

CONSIDER the impacts of COVID-19 on the following business sectors and discuss pathways that may allow these business to resume, if possible, within the limitations established by the County Health Officer:

1. Personal Services

1. Personal services in the home such as cleaning services, piano tuners
2. Personal services outside the home in salons, individual suites

2. Recreation/Lifestyle Services

1. Health Clubs/Gyms
2. Camping/RV Parks
3. Swimming Schools
4. Municipal Parks and Recreation Programs

Fiscal Impact (if any):

No fiscal impact. The Committee's meetings facilitate the exchange of information and ideas.

Attachments

Update-on-California-Pandemic-Roadmap

Public Comment Terri Nuno/Stephanie Gan Personal Services

Public Comment Kathy Rennar 5-6-2020

Public Comment Liz Claytor 5-6-2020

Public Comment Zafina Sabar 5-5-2020

Public Comment Kathy Chiverton Thrift Stores

Public Comment Pam Hill 5-11-2020

Public Comment Diablo Crossfit Email 5-11-2020

Public Comment Diablo Crossfit Opening Plan 5-11-2020

Public Comment Troy Kvingedal Furniture 5-12-2020

Public Comment Parks and Recreation Directors 5-12-2020

Public Comment Mustang Soccer 5-13-2020

Public Comment Izamar Hook re Veranda 5-13-2020

Public Comment Robert Garvin 5-13-2020

Public Comment Nat'l Retail Assoc Operation Open Doors 5-13-2020

Public Comment J Kim Swim Teams 5-14-2020

Public Comment Linda Kay Piano Tuning 5-14-2020

Public Comment Tilde Karlson Swim Lessons 5-14-2020

2019 Drowning Prevention Message From Govenor Gavin Newsom

Minutes Attachments

No file(s) attached.

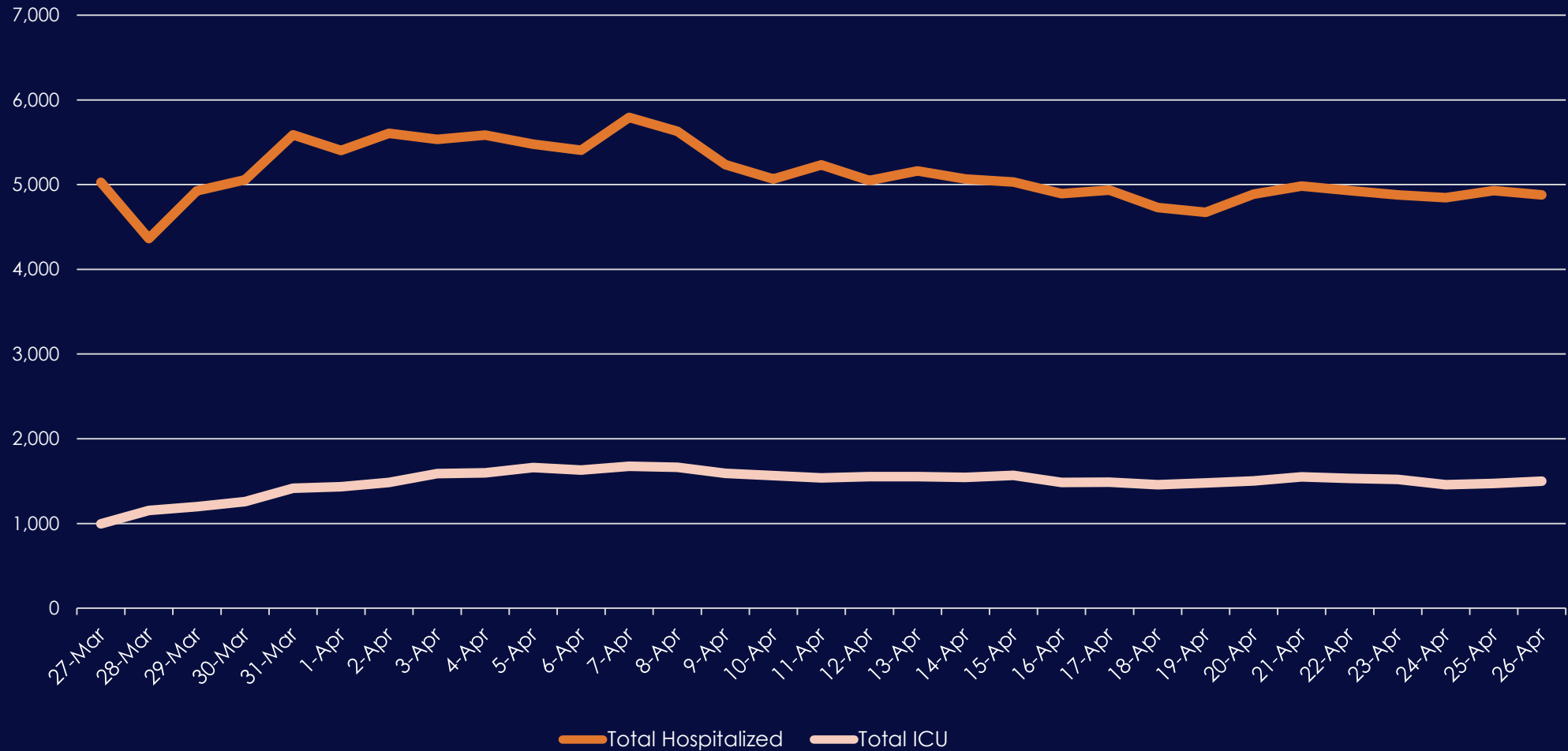


Update on California's Pandemic Roadmap

6 Indicators for Modifying Stay-at-Home Order

- Ability to test, contact trace, isolate, and support the exposed
- Ability to protect those at high risk for COVID-19
- Surge capacity for hospital and health systems
- Therapeutic development to meet the demand
- Ability of businesses, schools, and childcare facilities to support physical distancing
- Determination of when to reinstitute measures like Stay-At-Home

California Hospitalization Trend Lines



Total includes both COVID-19 confirmed positive hospitalizations as well as COVID-19 suspect hospitalizations.

The Basics



COVID-19 is not going away soon.



Modifications to Stay-At-Home Order must be guided by health risk and a commitment to equity.



Taking responsibility is key at all levels – individual, business, and government.

Resilience Roadmap Stages

STAGE 1: Safety and Preparedness

Making essential workforce environment as safe as possible.

STAGE 2: Lower Risk Workplaces

Creating opportunities for lower risk sectors to adapt and re-open.

Modified school programs and childcare re-open.

STAGE 3: Higher Risk Workplaces

Creating opportunities for higher risk sectors to adapt and re-open.

STAGE 4: End of Stay-At-Home Order

Return to expanded workforce in highest risk workplaces.

Requires
Therapeutics.

Stage 1: Safety and Preparedness

This is where we are now.

- **Continue to build out testing, contact tracing, PPE, and hospital surge capacity.**
- **Continue to make essential workplaces as safe as possible.**
 - Physical and work flow adaption
 - Essential workforce safety net
 - Make PPE more widely available
 - Individual behavior changes
- **Prepare sector-by-sector safety guidelines for expanded workforce.**

Stage 2: Lower Risk Workplaces

Gradually opening some lower risk workplaces with ADAPTATIONS:

- Retail (e.g. curbside pickup)
- Manufacturing
- Offices (when telework not possible)
- Opening more public spaces

Expanded Workforce Safety Net:

- Wage replacement so workers can stay home when sick

Stage 2: Lower Risk Workplaces

Schools and Childcare Facilities with Adaptations:

- Summer programs and next school year potentially starting sooner (July/August)
- Childcare facilities to provide more care
- Address learning gaps
- Ensure students and staff are protected
- Allow broader workforce to return to work

Actions needed to get from Stage 1 to Stage 2



Government Actions

- Policies that allow people to stay home when they're sick
- Guidance provided on how to reduce risk



Business Actions

- Wage replacement so workers can stay home when sick
- Implement adaptations to lower-risk workplaces NOW
- Employees continue to work from home when possible



Individual Actions

- Safety precautions – physical distancing, face coverings, etc.
- Avoid all non-essential travel
- Support and care for people who are at high risk

When are we ready for Stage 2?

Key indicator considerations to move to Stage 2:

- Hospitalization and ICU trends stable.
- Hospital surge capacity to meet demand.
- Sufficient PPE supply to meet demand.
- Sufficient testing capacity to meet demand.
- Contact tracing capacity statewide.

Transition to Stage 2 will occur through a statewide modification to the Stay-At-Home Order.

Opportunity for Regional Variations

During Stage 2, counties may choose to relax stricter local orders at their own pace.

Following Stage 2, once a statewide COVID-19 surveillance system is made possible through testing, further regional variations could be supported.

State will consult and collaborate closely with local governments.

Stage 3: Higher Risk Workplaces

Open higher risk environments with adaptations and limits on size of gatherings:

- Personal care (hair and nail salons, gyms)
- Entertainment venues (movie theaters, sports without live audiences)
- In-person religious services (churches, weddings)

Stage 4: End of Stay-At-Home Order

Re-open highest risk workplaces with all indicators satisfied once therapeutics have been developed:

- Concerts
- Convention Centers
- Live audience sports

Be Part of the Solution

Stay Home. Practice Physical Distancing.

We are enlisting all Californians to help inform the development of guidance for sectors across our economy.

This guidance will provide a framework for how to safely re-open.

CALIFORNIA
ALL

**Your Actions
Save Lives**

covid19.ca.gov

From: [Anne O](#)
To: [Julie Enea](#)
Subject: For Ad Hoc: FW: Phone call/ zoom request- Terri Nuno - Liberty Gymnastics - Concord
Date: Thursday, April 30, 2020 11:34:03 AM

Hello Colleen,

How are you doing? It must be super crazy in the current climate with the daily changes.

I am hoping you can lend me a hand. The gymnastics community will be reaching out to our state officials with standards upon re-opening. We have been forming a task force to speak directly to those officials and present our concerns, and plans. I would love Supervisor Mitchoff and Senator Glazier to be a part of the process.

How would I go about getting in contact with them. As an FYI the gymnastics in Northern California alone is over 60 clubs and thousands of athletes. This doesn't even include our Southern California Gyms. Our state is so large we have to separate into two completely different "states."

I look forward to hearing from you.

Terri Nuno CCO

Liberty Gymnastics Training Center

Concord, CA 94520

925-687-8009; 925-687-7009

tnuno@libertygymtrainingcenter.com

www.libertygymtrainingcenter.com

From: [David Twa](#)
To: [Candace Andersen](#); [Karen Mitchoff](#)
Cc: [Julie Enea](#)
Subject: FW: Please help
Date: Friday, April 24, 2020 11:32:44 AM

FYI - Just in case you did not see this

I forwarded it on to Dr. Farnitano for consideration by the Bay Area Health Officers

let me know if you have any questions. Thanks

-----Original Message-----

From: Stephanie Gan <sng925@yahoo.com>
Sent: Friday, April 24, 2020 10:30 AM
To: David Twa <David.Twa@cao.cccounty.us>
Subject: Please help

Hello,

I own a dog grooming business in Oakley, CA. While I have seen other salons remain open in contra costa county, I closed down during the stay at home order because I was originally told we are considered non essential.

While I agree that we are non essential in short term, dogs without grooming for a length of time can cause them serious health issues that could have been avoided with maintenance of skin, coat, and nails.

The main reason is the dog's health, yet It is also tough seeing the big box pet stores staying open and continue to groom dogs while other small business grooming salons are suffering.

My question is do we have to stay closed?

The way I have always ran my salon was grooming one customers dog at a time by appointment only. I can and would follow strict guidelines needed during this time.

I could have no contact with customers by not allowing any one inside the salon. I could also do curbside pick up and drop off of the dogs while using our washable leashes. And making everyone wear masks. Also I would do invoice payments only. My business is one at low risk being that we have very low contact with others, and would have no problem with a 6ft distance. The dogs are suffering with matted coats, skin conditions that we take care of are going untreated, nails that are getting way too long. I do understand vets can take care of some things but most are only taking in emergency cases. It's upsetting to let a dog get this neglected by owners having no choice due to their dog's care facility, their groomer, having to turn them away. This in turn costing them tons in vet bills that could have been avoided.

Please consider us essential as we have been closed too long at this point to where the dogs need us.

Thank you for your time

~Stephanie Gan

Julie Enea

From: Kathy Renner
Sent: Tuesday, May 5, 2020 5:26 PM
To: Julie Enea
Subject: Public comment for May 7 Ad Hoc meeting with Candace Anderson & Karen Mitchoff

In case I am unable to make the zoom call on Thursday, I would like to offer the following suggestions. I am certainly advocating for opening our businesses ASAP as the unemployment far outweighs the shut down that has occurred for the last almost 8 weeks, in my opinion. I also understand the position you need to have on the "safety" of such measures, but the future of our cities, county and state is in jeopardy. With less than 30 covid deaths county wide and under 25 in the hospital, we have not overwhelmed our medical facilities; in fact many have such little activity that staff is being furloughed. In addition, we have seen that the virus affects the elderly and those with "underlying conditions" more. Quarantine the vulnerable but the healthy need to get back to work!

Finally, the measures taken thus far could be considered unconstitutional violating the freedom of movement, freedom of speech, freedom of religion and freedom of assembly. We have to BALANCE civil liberties with public health; not take one at expense of the other. The government must take the least restrictive measures and it's time to loosen up the restrictions. For goodness sakes, it feels like the homeless and formerly incarcerated have more rights & services than the average taxpayer (who is a prisoner in their own home)! Do I have the right to leave my own home to pursue providing for my family?

That being said, we have survived going to the grocery stores and to the home improvement stores under lock down since March 17; we can be trusted as citizens to open the following immediately:

1. Businesses with one on one interaction such as all medical appointments routine and otherwise (doctors, therapists etc.)
2. All elective and routine surgeries to the extent not already OK'd
3. Other businesses with one on one interactions - haircuts, barbers, etc.
4. Drive in movies and other businesses that could operate with a drive in feature - churches, etc.
5. Restaurants, bars etc. that have an outdoor area; keep in store patrons limited to distance requirements as necessary
6. Recreational facilities that could maintain the distance while keeping open (gyms, spas, pools).
7. Retail cannot survive on curb side only; Add in store patrons limited to the distance requirements. (An example: Sears in Sun Valley is such a large store that you could fit a larger number of people inside vs. a small grocery store).

If above follow the standards in place already, it should be fairly easy for everyone. I'm sure there are more ideas but these are a few off the top of my head.

Finally, we must indemnify the businesses & workers and the public such that no one gets sued or in trouble for being an open business. Unfortunately, the virus is not going away and people will continue to get sick. BUT, many of us probably have already had it (myself in late January) and/or have had it with no symptoms. The face covering situation should prevent the virus droplets from landing on anyone close. We have to open up as livelihoods lost will far outweigh the virus. Our business keep us all going; and keep the tax revenue flowing to the city/county services. The federal government money is tapped out and the state government is already blown through its "rainy day" fund and unemployment trust fund. We need to be in charge of our own local destiny.

Thank you for your consideration and expediency in getting this accomplished!
Kathy Renner
Pleasant Hill resident for over 30 years

Dear Chair Anderson and Vice Chair Mitchoff:

My name is Liz Claytor, and I am the owner of Splash Swim School, a learn to swim and water safety program, with commercial facilities in San Ramon and Walnut Creek, California. We provide year-round, indoor swim lessons to children, ages six months and up, and we have taught thousands of children to swim since we opened for lessons in 2006.

I am writing regarding Contra Costa County Health Services' Updated Frequently Asked Questions – 5/5; <https://www.coronavirus.cchealth.org/frequently-asked-questions> (the "FAQs"). Specifically, the following two FAQs under the heading of Caretaking and Education:

Will summer camps for children be allowed to operate?

Yes, but they should follow our guidelines for other types of childcare settings. We recommend that children be in the same camp (with the same fixed cohort of 12 children or less) for at least four weeks at a time, and not switch camps every week. Click to view the Guidance for Modified Childcare During COVID-19 Pandemic.

Are swimming and contact sports allowed in a camp?

Swimming, use of shared equipment and close contact like in contact sports (including gymnastics) are allowed during a child/youth educational or recreational activity if the rules regarding stable groups of 12 or fewer children contained in the health order are followed. Cohorts of the same 12 people at a camp or on a team can swim as long as they function like a camp. They cannot compete with other teams or have members who come and go from one group to another...

At Splash, our primary mission, along with the swim school industry as a whole, is to educate children in the areas of life-saving swim skills and water safety awareness. This mission is especially critical in Contra Costa County where there are swimming pools and bodies of water everywhere.

Drowning is the number one cause of death for children ages 1-4, and a leading cause for kids up to 14 years oldⁱ. In California alone, we average 51 deaths each year of children under four due to drowningⁱⁱ, and the CDC believes that for every child who dies from drowning, another five receive emergency care for near drowningⁱⁱⁱ. The most tragic thing of all is that drowning is preventable. We know that swim lessons add an important layer of protection, and the NIH has found that formal swim lessons decrease the risk of drowning for young children by 88%^{iv}. May is National Water Safety Month, and as the current shelter order stands, this will be the first time in nearly 15 years that Splash will not be able to practice this message with our children. Water safety and drowning prevention is our passion and life's work, and we need to get back to it.

We believe this to be more true than ever in the face of the COVID-19 pandemic. This has been a very uncertain time for a number of reasons, but what is certain is that our children are more at risk than ever. Shelter in place orders mean that children now have an abundance of time to find bodies of water both in and out of the home, and we know that all it takes is a couple of inches^v. Compounding the problem, parents now have a whole host of added distractions, such

as managing a full-time household, being forced into the role of a homeschool teacher, trying to telework and/or restructuring to survive in the face of unemployment. Any of these distractions alone is enough to create opportunity for a child to get to water unsupervised.

Given the life-saving nature of our business, Splash respectfully requests that it be allowed to teach swim lessons under the category of summer camps for children with the same fixed cohorts of 12 children or less in accordance with the FAQs.

If allowed to resume operations, Splash is prepared to adopt various mitigation measures to protect our children, parents and staff. We are willing to engage in a science-based dialogue with health officials regarding which measures might be appropriate for our industry.

Lastly, guidance issued by the CDC suggests that chlorine kills the virus that causes COVID-19, and there is no evidence that the virus can be spread through pools^{vi}. By working in properly chlorinated water, a swim school environment may be safer from COVID-19 than other business environments where critical work surfaces and equipment are not in constant contact with a disinfecting substance.

In closing, we believe there is currently a void in services crucial to the safety of the children in our communities, and we appreciate your consideration that we be permitted to resume teaching these crucial life-saving swimming skills. I am available to discuss further at your convenience. Thank you in advance for your consideration.

Sincerely,

Liz Claytor
President & CFO
Splash Swim School, Inc.

ⁱ "Drowning Prevention Toolkit - AAP.org." <https://www.aap.org/en-us/about-the-aap/aap-press-room/campaigns/drowning-prevention/Pages/default.aspx>. Accessed 28 Apr. 2020.

ⁱⁱ "2019 Drowning Prevention Message From Governor Gavin" <https://www.dds.ca.gov/wp-content/uploads/2019/05/2019-Drowning-Prevention-Message-From-Governor-Gavin-Newsom.pdf>. Accessed 28 Apr. 2020.

ⁱⁱⁱ "Unintentional Drowning: Get the Facts | Home and ... - CDC." <https://www.cdc.gov/homeandrecreationsafety/water-safety/waterinjuries-factsheet.html>. Accessed 28 Apr. 2020.

^{iv} "Association Between Swimming Lessons and Drowning in" <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4151293/>. Accessed 29 Apr. 2020.

^v "Water Safety (for Parents) - Nemours KidsHealth." <https://kidshealth.org/en/parents/water-safety.html>. Accessed 29 Apr. 2020.

^{vi} "Water and COVID-19 FAQs | CDC." 23 Apr. 2020, <https://www.cdc.gov/coronavirus/2019-ncov/php/water.html>. Accessed 28 Apr. 2020.

Julie Enea

Subject: FW: Salon Suites versus Salons, Stage 2 Request

From: "Zafar, Sabina" <szafar@sanramon.ca.gov>

Date: May 5, 2020 at 12:52:59 PM PDT

To: "Candace.Kay.Andersen@gmail.com" <Candace.Kay.Andersen@gmail.com>

Subject: Fw: Salon Suites versus Salons, Stage 2 Request

Candace,

Hope you and your family is doing well and staying safe. Thank you for your leadership and updates at the Mayor's breakfast. I just wanted to share the below email from one of our small business owners, and put it on your radar.

Best Regards,

Sabina Zafar
Vice Mayor, City of San Ramon
7000 Bollinger Canyon Road
San Ramon, CA 94583

Email: szafar@sanramon.ca.gov
Cell Phone: (925) 272-9097
Webpage: http://www.sanramon.ca.gov/our_city/city_council/zafar

From: Nicole Alphin Bartholow

Sent: Monday, May 4, 2020 4:27 PM

To: Zafar, Sabina

Subject: Salon Suites versus Salons, Stage 2 Request !!Think Before You Click - This Message Originated from an EXTERNAL Source!!

Vice Mayor Safar

As Governor Newsom moves to extend control back to the county and local level for re-opening procedures, please hear our plea representing 33 small business in San Ramon. Salons have been unfairly lumped together into one classification when they should be separated into two categories, *salons* and *salon suites*. All salon professionals are licensed by the state and have clear sanitation guidelines that are far beyond those of any retail, daycare or most manufacturing. However, with regard to safety, salon and suites are two very different environments. Respectfully, we submit that *salon suites* should be categorized with the Stage 2 re-opening.

Salon suites are single service salons. All services are 1-on-1 in a closed setting like that of a doctor's exam room, though larger in most cases. We don't have any place in the salon that high concentrations of people are in a shared space, ever. Since our salon suite has a concierge at the front door, we can monitor and

sterilize our minimal common space. We know our clientele well, and they know us. Due to these close relationships we're confident no one would ever risk spreading the virus to get a service done, nor would we risk spreading it to our clientele. Also, because we know our clientele so well, it's easy enough for us to ask a few questions about their recent health and travel to decide if they can enter the salon. Taking extra precautions like; face shields, masks, gloves, disposable capes, and temperature checks for customers and stylists would be the minimum expectation. Our suite owners know how to be safe; a significant part of cosmetology school is centered around safety.

We want to do our part to slow the spread of the virus, but our 33 small businesses in Crow Canyon Commons also want to get back to work under the good graces of our city, county and state officials. As of May 4, 2020, they have not yet received unemployment or stimulus checks. Banks have overlooked their small sole-proprietorships for PPP and EID loans. We have given them free rent during this period so that they may focus on feeding their families. **They are in the gap of government assistance.** They want to get back to work, they need to get back to work, and their families need them to get back to work. Please consider opening salon suites in Stage 2. Every week we lose further damages our ability to come back.

Thank you for your consideration.

Nicole & Brad Bartholow

Owners, Salons by JC San Ramon

Representing the following San Ramon Sole Proprietorships:

Hair Designs by Evelina

Hair by Jodi

Mergie Creative Styling

Melanie Brown Salon

Hair by Shelby

Gone in a Wink

Lash Art

Marta De Leon

Studio N

Estilo toni

Marvella's Skin Care

Star Beauty Lounge

Jasmine Skin Care

Hair by Erika

Hair by Jeaneane Moreno

Mu Salon

Rikki Lee

Tammy Sharifi

The White Opal

Artistic Hair Design

Hair by Jane Joo

Hair by Tammy Q

Blossom Nails

Donna Grooms

Juanita's Hair Design

YPL Hair

Hair by Tara

Skin by Jenn

Grace's Place of Beauty

Kristi K Salon

SH Styling

Jen Woodburn

Julie Enea

Subject: FW: Thrift Stores

This message is being sent on a public e-mail system and may be subject to disclosure under the California Public Records Act.

On Apr 30, 2020, at 2:49 PM, Kathy Chiverton <kathychiverton@discoveryctr.net> wrote:

Hi Jill,

Thank you for your offer of help in determining when and how local thrift stores can re-open. We have seen in the most recent Shelter in Place guidelines that retail will be allowed to operate if they have curbside pick-up. Unfortunately, most thrift stores do not lend themselves to on-line shopping or phone orders. They are, however, critically important in providing funding for essential services.

Would it be possible for you or Candace to convene a meeting of Contra Costa County thrift store operators, e.g., Assistance League, Hospice of the East Bay, Discovery Counseling Center? It would be helpful for all of us to get some guidance from county health officials on when they think we might re-open. Also, what protocols should we implement for the safety of our staff and customers? What procedures should we follow in accepting donations?

This work may already have been done and if there are guidelines, I would greatly appreciate it if you could send them to me. I have copied the President of the Friends of Discovery, Jenise Falk, on this email. She has volunteers (many over 65) who are eager to get back to work. We want to be sure that we are able to keep them safe.

Many thanks, Jill!

Warmest regards,

Kathy Chiverton
Executive Director

Discovery Counseling Center
115A Town and Country Drive
Danville, CA 94526
and
17011 Bollinger Canyon Road
San Ramon, CA 94582
925.837.0505
www.discoveryctr.net

Julie Enea

From: Pam Hill
Sent: Monday, May 11, 2020 2:36 PM
To: Julie Enea
Subject: Ad Hoc Participation

Follow Up Flag: Follow up
Flag Status: Flagged

Hello,

My name is Pam Hill and I am a lymphedema therapist (hands-on treatment for cancer survivors with lymphedema) who I treat in my private practice. It is considered follow-up therapy to treatment for lymphedema in a clinic.

I would like to return to work but am unsure if I can since what I do is a form of massage (albeit medical). It is not "required" treatment but recommended for patients with lymphedema, as all of my clients would attest to its necessity.

I was referred to your meeting on Thursday, this week by Supervisor Mitchoff's office.

I want to do the right thing. So, if I can return to work sooner than later, what precautions would I need to take. Would my clients need medical referrals, even though I've been seeing many for years.

I am hoping to be able to participate on Thursday if possible.

Thank you, Pam Hill

Julie Enea

Subject: FW: Ad Hoc Committee Covid19 Impact & Recovery Meeting March 14th - Diablo CrossFit
Attachments: Diablo CrossFit Re-Opening Plan Post SIP.pdf

From: Craig Howard
Date: Monday, May 11, 2020 at 3:27 PM
To: Supervisor_Andersen <SupervisorAndersen@bos.cccounty.us>, SupervisorMitchoff
<SupervisorMitchoff@bos.cccounty.us>
Cc: Yvonne Howard
Subject: Ad Hoc Committee Covid19 Impact & Recovery Meeting March 14th - Diablo CrossFit

Supervisor Andersen & Supervisor Mitchoff,

My name is Craig Howard. My wife (Yvonne) and I own Diablo CrossFit in Pleasant Hill - a fitness facility. I am very interested in attending your next meeting on May 14th to present our plan to safely re-open our business. I have attached our re-opening plan for the committee's review in advance. We would like to open on or before June 1st and we are confident that we can do so very safely.

Diablo CrossFit is one of the oldest and most recognized CrossFit facilities in the world. We were founded in 2005 and moved to our current 12,000sf warehouse location in Pleasant Hill in 2009. We are not a "studio" type fitness facility. We run group CrossFit & weightlifting classes in a large, well-ventilated, well-lit, warehouse with large roll-up garage doors. I feel very strongly that we can safely open our facilities and meet the County and State requirements for social distancing and hygiene.

Our business is entirely dependent upon the monthly membership dues from our amazing community. We are obviously very eager to open in order to recover from the losses we've experienced so far and more importantly to continue to make our community physically and mentally healthy and strong.

Based upon our 15 years of class & event management, we are supremely confident that we can direct our clients safely and efficiently to their designated safe-space for each class. As an example, every year for the last 10 years, Diablo CrossFit has hosted the CrossFit Games Open workout events (5 workouts over 5 weeks). We run workout heats, assigning athletes to designated, well-marked areas to complete the workout. We've mastered the art of workout organization & leadership - which will apply very well to our current situation.

Please let me know if you'd like more information.

Thank you for your consideration.

Cheers,

Craig Howard

Craig Howard

Founder, Owner & Coach

Diablo CrossFit

Diablo Fitness Partners

[Diablo CrossFit](#)





SHELTER-IN-PLACE RE-OPENING PLAN

OBJECTIVES

- Return to economic viability
- Prevent transmission of COVID-19 within our facility
- Improve the immunity, fitness and mental health of our community

SUMMARY & BACKGROUND

Diablo CrossFit is a fitness business in Pleasant Hill, California. We operate in a large warehouse facility with roll-up garage doors and 20' ceilings. We have approximately 400 members and offer CrossFit and weightlifting classes, limited open gym access, and some private coaching. We are open from 5AM until 9PM weekdays and 8A-4P on weekends. Daily attendance is projected to be 100-120 attendees.

Because of the size of our facilities, and the nature of our class structure, Diablo CrossFit is uniquely positioned to provide more than adequate safe-distance spacing for our members and appropriate sanitation to prevent the spread of coronavirus. Our plan is to limit class sizes and attendance, carefully manage traffic flow, eliminate equipment sharing, require cleaning between classes and communicate daily to our entire community.

FACILITIES & BUSINESS ADVANTAGES

Diablo CrossFit is located at 2447 Estand Way in Pleasant Hill. Our 12,000 square feet facility is a former storage warehouse with ample open floor space, 20' high ceilings, large garage doors, industrial fans and minimal equipment. Members can enter and exit via separate 15'-wide garage doors with physical contact of any kind (doors or human). They are able to proceed to designated exercise areas, each with its own equipment that will be sanitized after each use.

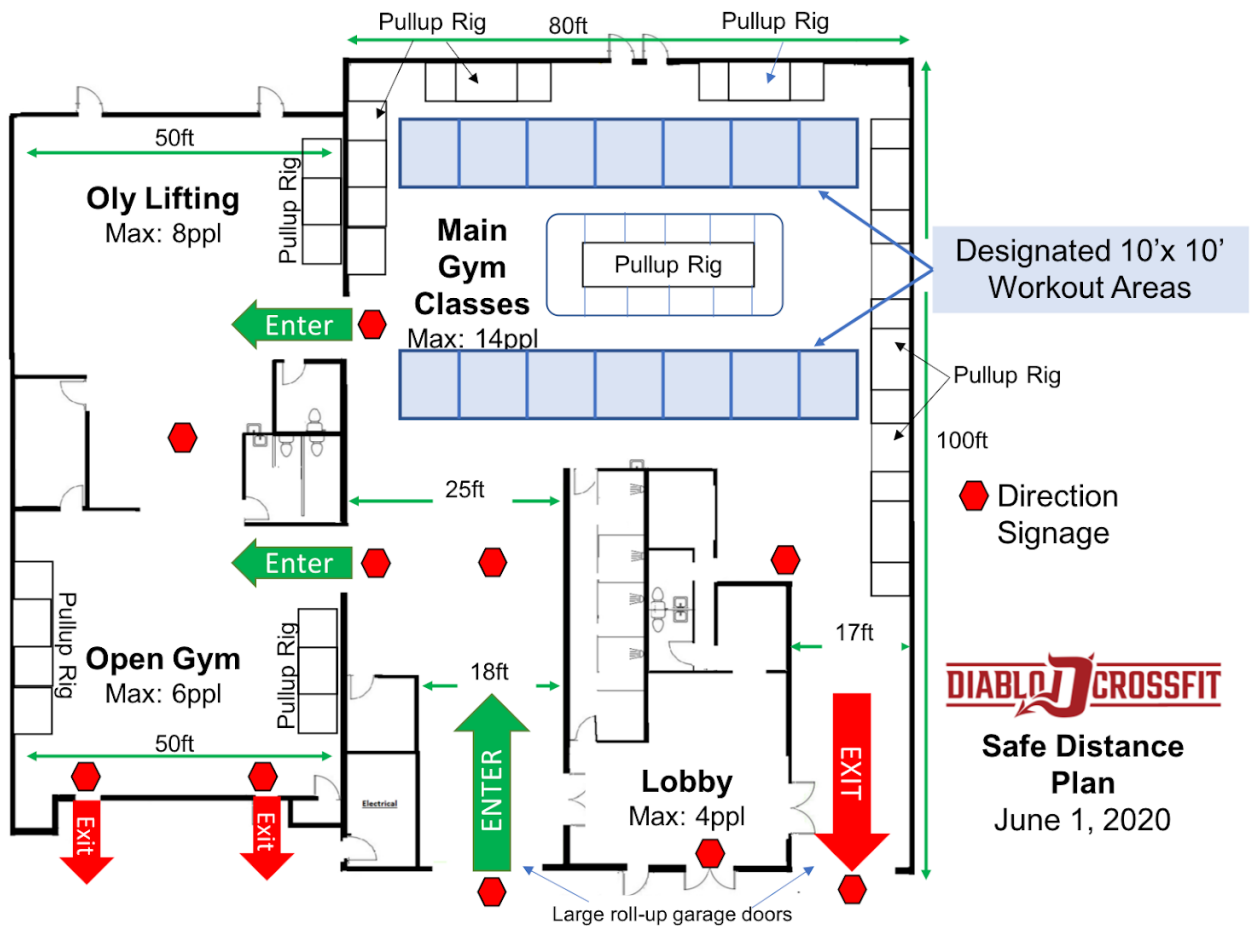
CrossFit & weightlifting classes inherently require safe-distance separation due to the type of equipment and exercises in use. Most of our workouts require the use of a barbell, which is 7' wide. Additional equipment includes kettlebells, dumbbells and plyometric boxes, which all require safe-distancing in order to prevent injuries. A typical CrossFit or Weightlifting class at Diablo CrossFit has on average 10 participants, each with more than 10' of separation between athletes. Diablo CrossFit has been practicing safe-distancing in our classes since our inception.

OUR RE-OPENING STRATEGY

In order to meet our objectives to prevent transmission of COVID-19 within our facility Diablo CrossFit will minimize direct human interactions and physical contact with shared facilities. We will also implement and enforce strict cleaning procedures to prevent direct contact with the virus.

- **Limited Attendance** - we will limit attendance within our facilities to maintain at least 10' of safe-distance between members (see map & diagram). Daily attendance is expected to be 100-120 members. We will be open 16 hours a day.
- **Advance Check-In Required** - Diablo CrossFit has a mobile app that allows members to reserve AND check-in to all classes on their phones.
- **15 Minutes Transition Time Between Classes** - All classes will be separated by 15 minutes on the schedule to allow time for cleaning and the departure of members prior to the next class.
- **Clear Paths Of Travel For Social Distancing** - Diablo CrossFit is installing brightly-colored signs to direct members to the appropriate place for exercise or exit safely. Signs will be installed at each entry or exit or passage (see map & diagram).
- **Designated Workout Areas** - we will use professional floor tape to mark appropriate workout areas for our members. Employee coaches will monitor and manage the use of each space.
- **Access to Sinks & Bathrooms** - Diablo CrossFit has 4 restrooms with sinks and liquid disinfectant soap dispensers. We will establish clear paths of travel to provide adequate space for safe-distancing.
- **Access to Sanitation Supplies and Thermometers** - Diablo has always provided hygienic wipes for our members to clean equipment after use. We have ample supplies to re-open. Additionally, we will provide access to disinfectant spray bottles and paper towels for extraordinary situations. No-touch thermometers will be available for use under the supervision of Diablo staff.
- **Cleaning & Sanitization Policies** - all members will be required to wipe down all equipment used after each class or workout. Additionally, Diablo staff members will wipe down all equipment during large breaks between classes. All Diablo staff will wear appropriate facemasks while on duty.
- **Monitoring, Enforcement & Reporting** - Diablo CrossFit will have a manager or owner on site during all open hours to provide supervision and direction. Weekly emails will be sent to all members to provide updates on our business and direction for the following week. We will ask all of our members to voluntarily report a positive test for COVID-19 so that we may alert City and County officials as well as our community.

FACILITIES MAP



INFORMATION & CONTACT

Owners:

Craig & Yvonne Howard

2303 Lariat Lane

Walnut Creek, CA 94596

craig@diablocrossfit.com

415-238-4941

yvonne@diablocrossfit.com

925-323-9339

Website: diablocrossfit.com

APPENDIX - SIGNAGE

WELCOME!

Advance Reservation Required

Use our app or website:
diablocrossfit.com/schedule

Please enter via roll-up door



Questions: 844-438-3422



ATTENTION

- > Advance Reservation Required
- > Maintain 6' Social Distance
- > Wash Your Hands
- > Follow Coach Instructions
- > Workout In Marked Areas
- > Wipe Down Equipment
- > Exit Other Side



No Entry Here!

Please Use Designated Entry Area



No Exit Here!

Please Use Designated Exit Doors.



Reservation Required



Reservation Required



Julie Enea

Subject: FW: La-Z-Boy Furniture

From: Troy Kvingedal

Date: Tuesday, May 12, 2020 at 10:42 AM

To: John_Gioia <John_Gioia@bos.cccounty.us>, Supervisor_Andersen <SupervisorAndersen@bos.cccounty.us>, Supervisor_Burgis <Supervisor_Burgis@bos.cccounty.us>, SupervisorMitchoff <SupervisorMitchoff@bos.cccounty.us>, District5 <District5@bos.cccounty.us>

Cc:

Subject: La-Z-Boy Furniture

Board of Supervisors,

I find myself unfortunately with too much time on my hands since our operations have been shut down in your county since March 16th. I am writing to you today not to force an opinion but to help educate on a sector of retail that has been forgotten during this pandemic. I'm not going to regurgitate what is essential and what is not as you already are aware of this information, what I would like to do is tell you why the furniture industry should be allowed to re-open under state safety protocols.

- Low Employee Counts: We operate with a maximum of (2) sales associates & (1) office Support
- Low Traffic: On average we see anywhere from 5-10 customers a day, that's 1-2 per hour
- Free Standing Buildings: Our locations are not in high traffic malls & range in size from 12-21,000 sqft
- Medical Product: We sell medical lift chairs, in fact our Pleasant Hill store has led the West coast in this category for year
- Working From Home: The new reality is your fellow tax payers will now be working from home, teaching their children from home, we can provide them a more comfortable environment. Hopefully making them adhere to the stay at home orders.

Since re-opening in Solano County, Fresno County and Stanislaus county we have seen a demand for our products which proves your tax payers are in need of our services. Please consider allowing us to regain some lost ground by re-opening safely and not forcing us to break county protocols.

Troy Kvingedal
Northern California Chair Corp





Pleasant Hill Recreation
& Park District

ADMINISTRATION

147 Gregory Lane
Pleasant Hill, CA 94523
(925) 682-0896
(925) 682-1633 fax

May 12, 2020

TO: Supervisor Candace Andersen and Supervisor Karen Mitchoff
CC: Dr. Chris Farnitano
FROM: Michelle Lacy, General Manager

**Re: RECOMMENDATIONS FROM CONTRA COSTA COUNTY
PARK AND RECREATION PROFESSIONALS**

On behalf of public park and recreation service providers across Contra Costa County, we ask Contra Costa County Health Officer, Dr. Farnitano entrust park and recreation professionals with re-activating park spaces and recreation facilities to the benefit of the public and to build confidence that we can do so in a consistent, progressive and responsible manner.

We acknowledge that we have entered a unique time in our County's history and that social/physical distancing and protections from communicable diseases will be a factor for our industry to bear in mind moving forward. Further, we acknowledge that sacrifices must be made, and we accept our responsibility to make substantive and meaningful changes to the way we deliver services.

We share a common goal to provide vital and accessible services that ensure safe and healthy communities for all residents, with special consideration for youth, seniors and other vulnerable populations.

We believe public parks and recreation spaces, facilities/community centers, programs and services are crucial in the recovery process, as social isolation and lack of physical and outdoor experiences negatively impact the mental, emotional and physical health of citizens. Traditionally local neighborhood and community park utilization by Californians is over 90%, demonstrating the need for community members to access these properties safely. Local parks support social equity, access to nature and healthy spaces in proximity to one's home. In fact, local parks are an equal-access destination and experience for all segments of society regardless of income, racial makeup, religion, or sexual orientation. Parks and outdoor recreation environments provide some of the lowest cost, most effective public health interventions available in our communities.

Parks and recreation professionals can offer programs, services, and facilities in a manner consistent with reducing the opportunity for community transmission of COVID-19 through implementation of safe practices including social distancing, collection of information for contact tracing, education of the public, and sanitation of public spaces.

As of the May 7, 2020 Health Order a variety of low-risk outdoor recreation activities and facilities were opened for participation including golf, tennis, and

skate parks, as well as small group childcare/summer camps for essential and work-from-home employees. With the summer months fast approaching, we believe that we can offer safe recreation activities which will promote overall wellness while educating the public on safe social distancing during such activities and gather vital information on participants to assist with contact tracing.

We believe by controlling access to recreation facilities and programs we can assist the Health Services Department to meet indicator 4 and achieve its goal of reaching 90% of all contacts identified. Therefore, all recommendations for offering access to municipal recreation services include careful monitoring of groups, registrations, and contacts. This is in addition, to physical changes made to facilities to eliminate untraceable groups from interacting such as separating entry and exit routes.

While the most essential activities including hiking, walking, and biking have been available during the Shelter-in-Place orders, we feel that subsequent Health Orders should consider allowing park and recreation professionals to develop guidelines around safe participation in the following activities listed below by risk-assessment for the potential community spread of COVID-19.

Lower-Risk Activities should be considered as a minimum risk to community transmission with the implementation of safety protocols to keep strict social distancing, use of face masks, signage, collection of contact information for tracing, wellness checks, hand-washing stations, staggered start-times, non-shared equipment and frequent sanitization.

Recreation Activities:

- I-on-I Appointments
- Small Group Classes which are sedentary in nature such as art, music, crafts
- Childcare and Summer Camps with up to 25 children in stable group at least one week in length
- Lap Swim
- Private Swim Lessons
- Private or small group instruction in outdoor activities such as tennis
- Art Gallery/Museums/Nature Center

Outdoor Facilities:

- Dog Parks
- Disc Golf
- Pool Facilities (open only to offer approved low-risk activities)
- Park Restrooms

Medium-Risk Activities should be considered when larger groups (25-50 people) can gather with some distance and safety protocols to further reduce the opportunity for community transmission. Including limiting participation based upon space to increase social distance, signage, face masks, wellness checks, stagger start times, increased sanitizing and collecting information for contact tracing.

- Active Group Classes with no or limited shared equipment- sports; enrichment; exercise;
- Sports Leagues with limited contact including softball; baseball; bocce; swim team
- Bingo
- Recreation Swim
- Facility Rentals by reservation only for small groups less than 50
- Dining/Lunch for seniors and those in need
- Group Swim Lessons
- Water Fitness Classes

Outdoor Facilities:

- Group Picnics by Reservation

High-risk activities should be considered when most distance requirements have been loosened, need for contact tracing is eliminated and safety precautions are such that individuals are responsible for reducing opportunity for transmission such as frequent hand-washing, wearing of masks, and no-touching of those not in household.

- Sports with greater physical contact including lacrosse, soccer, basketball, football, rugby
- Events such as concerts, festivals, street fairs
- Games with shared equipment such as mah-jongg; bridge; Pinochle; Bunco
- Drop-in classes and facility use that does not collect contact information
- Theater Performances
- Splash Pads
- Playgrounds

As subsequent Health Orders allow us to provide park and recreation services and facilities to our residents, we will develop strict protocols for each activity and facility prior to opening. The protocol will identify steps, protocols, and rules around safe reopening in the following categories:

- Adherence Management- identify responsible parties for ensuring strict adherence and monitoring for all activities and facilities
- Social Distancing- identify steps for ensuring strict social distancing

- Face Coverings- identify appropriate use of face covering for activity level and age of participant
- Sanitization- identify frequency and surface sanitization schedule
- Facility Changes- identify physical changes to limit interaction of non-cohort groups
- Contact Tracing- identify level of contact information required and availability for ease of use by Health Services
- Wellness Checks- identify protocol for assessing wellness of staff and participants
- Signage- identify necessary signage regarding protocols and safety measures including appropriate locations for posting. Includes but not limited to standing areas, barriers, rules, safety protocols
- Equipment- identify use of equipment including sanitizing requirements when appropriate

Since March 17, we have been working together to make sure that there is consistency throughout the County regarding best practices and strict protocols to reduce the potential for community spread of COVID-19. The National Park and Recreation Association has developed ["Specific Guidance for Common Park and Recreation Spaces, Facilities, and Programs"](#) which has provided the roadmap for our recommendations.

We are committed to developing a cohesive set of guidelines to provide consistency in implementation and enforcement throughout Contra Costa County to reduce the risk of community transmission of the virus while participating in active recreation activities throughout the summer.

Please let us know how we can be of assistance to provide information and guidance in safely opening park and recreation facilities, programs, and activities.

Sincerely,

Michelle Lacy, General Manager
Pleasant Hill Recreation and Park District

Cc: Park and Recreation Directors of Contra Costa County

May 9th, 2020

To:

County of Contra Costa Department of Health CCHS Director Anna Roth
County of Contra Costa Board of Supervisors – John M. Gioia, Candace Anderson, Diane Burgis, Karen Mitchoff, Federal D. Glover
USSoccer COVID-19 Task Force – George Chiampas, Chief Medical Officer

CC: Mr. Newell Arnerich, Mayor of Danville

VIA EMAIL:

RE: Submittal of Social Distancing and Sanitation Protocol Plan (SDSPP) Under Essential Business For Use by Private Soccer Clubs Which are Equivalent to Golf Courses/Essential Child Care and Pose Lowest Risk

Dear Mayor, County Board of Supervisors, Contra Costa Department of Health, and County Board of Supervisors:

This letter represents the request for Mustang Soccer Club located in the City of Danville, Ca in Contra Costa County to reopen under the current guidelines established by Contra Costa County and the State of California. We are committed to both our sport, our place in the community, and keeping our children safe.

We are also a local small businesses and **care deeply about our communities and our children**, We have reviewed the State's proposed phased reopening plan recently released by Governor Newsom April 28, 2020, along with current guidelines released by OSHA, EPA, State, and the local County of Contra Costa required business templates for social distancing plans for child care, essential businesses open to the public, parks and golf courses currently available on the County web site.

We are submitting our SDSPP under "Business." We follow a team formation process which results in a team rosters of children which are set for the entire season. This group of children stays constant and does not change. We also serve as a significant after school anchor program in our communities for children from age groups from 5 through 18. We are not fitness gyms. We do not have rolling memberships which change on a daily basis open to the public like a fitness gym. We align most closely with the requirements outlined for essential businesses (care programs) and golf courses. We pose less risk than any business in Contra Costa County with modified operations. This request is being made for our competitive program only at this time in a very modified and phased return to play. This will allow us to effectively monitor the policies in our SDSPP and make any necessary changes based on those observations.

We have very seriously considered how we as a collective club sports program can significantly modify our operations to meet all of the requirements in the currently available guidelines published by the County of Contra Costa and State of California for training, social distancing, sanitation, and even tracking. We have provided a detailed plan to outline these considerations.

We have determined we can operate in a safe manner and have developed the attached Model SDSPP for your consideration, acceptance, and use by local soccer clubs, including Mustang Soccer Club. Mustang Soccer Club is submitting this SDSPP for your approval based on the criteria to reduce risk for all categories posted by the County. We fall under the requirements that allow golf courses to be open as well as for child-care groups.

We wanted to emphasize the nature of our operations so that you will be able to approve our SDSPP under the “Business” category and understand **why we are a substantially lower risk classification than any other business in Danville**. We should be allowed to be open based on the risk reduction criteria set forth by the County of Contra Costa for Businesses, Golf Courses and Parks:

- Mustang Soccer Club is **not open to the public**. Our rosters are **closed once the teams have been selected**. Therefore, we are more closely in line with the day care criteria.
- **We have complete control of our facility**. We can therefore significantly modify operations to meet all criteria for an essential business, parks, and golf courses.
- Our club has 800 competitive players. Because of set rosters of no more than 11 to 18 players, we have a list of every player so **we can track and control when and how many players, enter our facilities from our set team rosters. We can stagger our schedules to make sure no more than 8 players are entering or exiting a field at any given time**. While we have 800 competitive players, we have attached a plan that makes sure there are no more than 32 players on a field at any given time and no more than 8 players in a 35 yard by 60 yard area of a field. Each space that a child is in is at least 9 feet away from the next player in the modified training environment we have detailed. Coaches will be in masks maintaining a distance of 10 feet or more from the players as they train.
- **Our facility is a large, completely open outdoor turf surface floor. We have two fields that are each 98,000 square feet that are in the direct sunlight outdoors. This allows for successful implementation of the SDSPP through scheduling for sanitation and social distancing**.
- As identified under County of Contra Costa guidelines for essential child-care groups, **team rosters are stable groups of players consisting of between 10 and 18 players that have been consistently together** from November to date. In the cases where a roster exceeds 8 players, it will be split in half to two areas of the field to maintain the distances described above.
- The **small size of a team roster and large field open space lends itself to social distancing** at our facilities with proper scheduling and logistical planning.
- Coaches and players among **teams do not intermix before, during or after practices**.
- **Soccer practices and training can be accomplished in a safe manner through scheduling and utilizing our outdoor facilities to achieve social distancing with very strict guidelines on drills and training to meet all County requirements. All players will return in a modified individual space in which they will train for the time they are with us**.
- Mustang Soccer Club is located in **Contra Costa County in Danville, Ca which by Zip Code is one of the lowest COVID-19 rates in the County at 50 people per 100,000 as of May 9th, 2020**.

Mustang Soccer will follow this plan and the low risk business classification will be maintained. As a part of this plan we are committing to provide tracking of our players in an organized and non-invasive way that will be helpful to the overall goals of the County.

Last, and most importantly, **we are asking for approval as an essential, low risk business** equivalent to a child-care or golf course to open under the attached SDSPP. **We ask that this model be available to Mustang Soccer** in Danville, Ca.

Mustang Soccer Club serves an incredibly important resource in our kid's lives and their families both mentally and physically. We are asking to help our kids out, especially now. We are asking to be a part of the solution as we move forward. We are all prepared to substantially alter how we function to maintain a low risk classification. We are open to any and all suggestions for improvement to our SDSPP from the County and State Health officers to further this cause.

We appreciate the opportunity to be heard and hope that you will review our carefully considered SDSPP and approve our plan. We are lower risk than any golf course in the State or the County and function as a children's program that is in alignment with child care guidelines for a stable group of kids. Our Kids are just as important as being able to golf.

We are available to discuss at any time comments on our SDSPP or any other questions you may have on how we would modify our operations to accommodate all guidelines so this SDSPP can be approved. I can be reached at 925-759-6267 to arrange a discussion or call.

Best Regards,

Fred Wilson

Executive Director
Mustang Soccer Club

MUSTANG SOCCER

Return to Work Criteria for YOUTH SOCCER COACHES with Suspected or Confirmed COVID-19

Symptomatic YOUTH SOCCER COACHES with suspected or confirmed COVID-19 (Either strategy is acceptable depending on local circumstances):

- *Symptom-based strategy.* Exclude from work until:
 - At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
 - At least 10 days have passed *since symptoms first appeared*
- *Test-based strategy.* Exclude from work until:
 - Resolution of fever without the use of fever-reducing medications **and**
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath), **and**
 - Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens)[1]. See [Interim Guidelines for Collecting, Handling, and Testing Clinical Specimens for 2019 Novel Coronavirus \(2019-nCoV\)](#). Of note, there have been reports of prolonged detection of RNA without direct correlation to viral culture.

YOUTH SOCCER COACHES with laboratory-confirmed COVID-19 who have not had any symptoms (Either strategy is acceptable depending on local circumstances):

- *Time-based strategy.* Exclude from work until:
 - 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the *symptom-based* or *test-based strategy* should be used. Note, because symptoms cannot be used to gauge where these individuals

are in the course of their illness, it is possible that the duration of viral shedding could be longer or shorter than 10 days after their first positive test.

- *Test-based strategy.* Exclude from work until:
 - Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens). Note, because of the absence of symptoms, it is not possible to gauge where these individual are in the course of their illness. There have been reports of prolonged detection of RNA without direct correlation to viral culture.

Note that detecting viral RNA via PCR does not necessarily mean that infectious virus is present.

MUSTANG SOCCER will consult with local infectious disease experts when making return to work decisions for individuals who might remain infectious longer than 10 days (e.g., severely immunocompromised).

If YOUTH SOCCER COACHES had COVID-19 ruled out and have an alternate diagnosis (e.g., tested positive for influenza), criteria for return to work should be based on that diagnosis.

Return to Work Practices and Work Restrictions

After returning to work, YOUTH SOCCER COACHES should:

- Wear a facemask for source control at all times while in the MUSTANG FACILITIES until all symptoms are completely resolved or at baseline. A facemask instead of a cloth face covering should be used by these YOUTH SOCCER COACHES for source control during this time period while in the facility.
 - A facemask for source control does not replace the need to wear an N95 or higher-level respirator (or other recommended PPE) when indicated, including when caring for patients with suspected or confirmed COVID-19.

- Of note, N95 or other respirators with an exhaust valve might not provide source control.
- Self-monitor for symptoms, and seek re-evaluation from occupational health if respiratory symptoms recur or worsen

Footnotes

¹All test results should be final before isolation is ended. Testing guidance is based upon limited information and is subject to change as more information becomes available. In persons with a persistent productive cough, SARS-CoV-2-RNA might be detected for longer periods in sputum specimens than in upper respiratory tract specimens.

Definitions

Cloth face covering: Textile (cloth) covers are intended to keep the person wearing one from spreading respiratory secretions when talking, sneezing, or coughing. **They are not PPE and it is uncertain whether cloth face coverings protect the wearer.** CDC has guidance available on [design, use, and maintenance of cloth face coverings](#).

Facemask: Facemasks are PPE and are often referred to as surgical masks or procedure masks. Use facemasks according to product labeling and local, state, and federal requirements. FDA-cleared surgical masks are designed to protect against splashes and sprays and are prioritized for use when such exposures are anticipated, including surgical procedures. Facemasks that are not regulated by FDA, such as some procedure masks, which are typically used for isolation purposes, may not provide protection against splashes and sprays.

Respirator: A respirator is a personal protective device that is worn on the face, covers at least the nose and mouth, and is used to reduce the wearer's risk of inhaling hazardous airborne particles (including dust particles and infectious agents), gases, or vapors. Respirators are certified by the CDC/NIOSH, including those intended for use in healthcare.

Mustang Soccer

PARTICIPANT'S WAIVER

In the consideration of the acceptance of my entry in the Mustang Soccer League in June 2020 for the 2020-2021 season sponsored by _____ I, the undersigned

(Parents)

participant, intending to be legally bound, do hereby for myself and heirs, executors, administrators and assigns, forever waive, release and discharge any and all right, claims and actions for damages that I may have, or that may hereafter accrue to me against the Mustang Soccer League including Norcal Premier, US Youth soccer, Cal North Soccer, US Soccer and US Club Soccer all unit, council and district organizations and all of their officers, directors, members and volunteers.

I attest and verify that I am physically fit and able to participate in the Mustang Soccer League activities and acknowledge that I am aware of the inherent risks in participating in an athletic event of this type. I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending Mustang Soccer events and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the Club sponsored events may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Mustang Soccer employees, volunteers, and program participants and their families.

Signature	Date
-----------	------

Print Name

Address	City	Phone
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COVID-19 PANDEMIC - DISCLOSURES

This disclosure form seeks information from you that we must consider before making decisions in the circumstance of the COVID-19 virus.

A weak or compromised immune system (including, but not limited to, conditions like diabetes, asthma, COPD, cancer treatment, radiation, chemotherapy, and any prior or current disease or medical condition), can put you at greater risk for contracting COVID-19. Please disclose to us any condition that compromises your immune system and understand that we may ask you to consider rescheduling practice after discussing any such conditions with us.

It is also important that you disclose any indication of having been exposed to COVID-19, or whether you have experienced any signs or symptoms associated with the COVID-19 virus.

	Yes	No
Do you have fever or above normal temperature?		
Have you experienced shortness of breath or had trouble breathing?		
Do you have a dry cough?		
a dry cough?		
Do you have a runny nose?		
Have you recently lost or had a reduction in your sense of smell?		
Do you have a sore throat?		
Have you been in contact with someone who has tested positive for COVID-19?		
Have you tested positive for COVID-19?		
Have you been tested for COVID-19 and are awaiting results?		
Have you traveled outside the United States by air or cruise ship in the past 14 days?		
Have you traveled within the United States by air, bus or train within the past 14 days?		

I fully understand and acknowledge the above information, risks and cautions regarding a compromised immune system and have disclosed to my provider any conditions in my health history which may result in a compromised immune system.

By signing this document, I acknowledge that the answers I have provided above are true and accurate

X _____.

Signature

X _____.

Witness

_____.

Date

COVID-19 PANDEMIC NOTICE AND ACKNOWLEDGEMENT OF RISK FORM

Our goal is to provide a safe environment for our patients and staff, and to advance the safety of our local community.

This document provides information we ask you to acknowledge and understand regarding the COVID-19

The COVID-19 virus is a serious and highly contagious disease. The World Health Organization has classified pandemic. You could contract COVID-19 from a variety of sources. Our club wants to ensure you are aware of the additional risks of contracting COVID-19 associated with participation.

The COVID-19 virus has a long incubation period. You or your fellow participants may have the virus and orate symptoms and yet still be highly contagious. Determining who is infected by COVID-19 is challenging and complicated due to limited availability for virus testing.

Due to the frequency and timing of visits by other participants, the characteristics of the virus, and the characteristics of athletic participation, there is an elevated risk of you contracting the virus simply by being a participant in group sports.

I confirm that I have read the notice above and understand and accept that there is an increased risk of contracting the COVID-19 virus while participating. I further confirm I am not infected with the virus to my fullest knowledge. I understand and accept the additional risk of contracting COVID-19 from contact during participation. I also acknowledge that I could contract the COVID-19 virus from outside this and unrelated to my participation.

I have read and understand the information stated above:

X _____.

Signature

X _____.

Witness

_____.

Date

MUSTANG SOCCER
ORGANIZED YOUTH SPORTS PROGRAM
PRACTICE AND DRILL ONLY

SOCIAL DISTANCING & SANITATION PROTOCOLS PLAN FOR REVIEW BY CONTRA COSTA COUNTY

Organized Sport Program Name: Mustang Soccer League

Facility Address: 4680 Camino Tassajara

Danville, Ca 94506

All measures of the CONTRA COSTA COUNTY's Social Distancing and Sanitation Protocols Plan must be in place. **This checklist represents additional requirements for an organized sport program to conduct only limited practices and drills** in CONTRA COSTA COUNTY in order to provide recreational opportunities for the youth of CONTRA COSTA COUNTY within social distancing guidelines.

Organized Sports Programs in CONTRA COSTA COUNTY also provide important opportunities for child -care relief for parents who are essential workers or workers who are currently allowed to go back to work. Organized Sports Programs also provide an additional safety net for youth as required mandatory reporters as school nears completion and kids enter the summer months.

Organized Sports Programs Must Post a copy of this Organized Sports Program Social Distancing & Sanitation Protocols Plan for CONTRA COSTA COUNTY at each entrance to the Organized Sports Program Facility.

Mandatory Criteria for an Organized Sports Program to use this Social Distancing and Sanitation Protocol Plan for Practices and Drills:

Only Organized Sports Programs which meet the following criteria qualify for use of this Social Distancing and Sanitation Protocol Plan for Practices and Drills:

☐ **Coaches Qualified to Instruct:** Instructors are either officially certified in their sport to Coach, are recognized experts in the sport, have degrees related to sports and eligible to coach in an organized sports program, or are employees of the Sports Program with extensive experience playing or coaching in the sport to coach and are personally known to the facility Director to have an expertise to coach the sport.

☐ **Safe Sport Certifications:** All Coaches and employees are Safe Sport Certified <https://uscenterforsafesport.org/>.

Safe Sport requires mandatory reporting protocol for organized Sports programs. Safe Sport is federally authorized under the Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of. Safe Sport requires organizations to obtain certifications to safeguard athletes from bullying, harassment, hazing, physical abuse, emotional abuse, sexual abuse, and sexual misconduct. Safe Sport is the exclusive authority to respond to reports of allegations of sexual abuse and sexual misconduct within the United States Olympic & Paralympic Committee and their recognized National Governing Bodies (NGBs). The mission and vision of Safe Sport:

Our vision is that every athlete will be safe, supported, and strengthened through sport. Athletes are protected from emotional, physical, and sexual abuse. Athletes enjoy welcome, respectful environments and diversity is actively embraced. Athletes use the skills they've learned in sport to contribute to the well-being of their communities. Every athlete thrives, on and off the field of play.

☐ **National or Regional Sports Affiliation:** Organized Sports Program must be Affiliated or Registered with a Regional or National Governing Sports Organization:

Organization Affiliation: ECNL, USYSA, USClub Soccer, Norcal Premier Soccer

☐ **Stable Youth Sports Group Rosters:** Organized Sports Programs must have complete control and ability to set and maintain stable youth sports groups of 12 or less. Rosters of more than 12 will be divided up to maintain the stable groups of 12 or less through this restart period. Stable youth sports youth groups must have been set prior to Stay at Home Order March 16.

☐ **Facility Space Available:** Facility allows for separation and maintenance of social distancing of six feet or greater for stable youth sports groups of 12 or less

Mandatory: Measures to Protect Organized Sports Program Practice and Drill Staff and Youth Sports Program Stable Group Participants:

☐ A copy of this plan will be provided to all staff, parents and guardians, and organized sports program youth participants.

☐ Personal Protective Equipment (PPE) has been provided at a level appropriate to employee job duties (describe below)

☐ All coaches will be required to wear masks. All players will be required to wear masks as they enter and exit the facility. All on site staff will be required to wear masks and all cleaning and sanitation staff will be required to clean and sanitize facilities in masks and gloves

☐ All parents and guardians, and organized sports program youth participants will be required to sign a commitment to abide by the plan requirements and facility social distancing requirements prior to being allowed to participate or entering the facility.

- ☐ The Facility will provide waivers as part of the commitment to the plan for all parents/guardians to sign that acknowledge that they understand the of Symptoms of COVID-19.
- ☐ Sports Organizations will acknowledge and support decisions to not participate among youth, parents, and adult leaders who are uncomfortable participating for any reason.
- ☐ Staff members are instructed to welcome and greet everyone from a distance of six feet.
- ☐ There will be no physical touching permitted with any youth sports program participant or fellow staff member and all must maintain six-feet distancing. All players will bring their own equipment to comply with the no shared equipment policy of the State Order.
- ☐ Staff must be trained in protocols established by the Centers for Disease Control and Prevention (CDC) and health experts. All employees must be provided the requirements of **How to Protect Yourself and Others** <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>.
- ☐ Staff will all be tested prior to returning to the field
- ☐ All players, families and coaches will be required to watch and confirm watching the posted handwashing videos here. <https://www.cdc.gov/handwashing/videos.html>
- ☐ All employees must follow County of Contra Costa and their city's requirements for face coverings and other personal protective equipment (PPE).
- ☐ Staff will be trained to recognize the Symptoms of Coronavirus (COVID-19) and know how to act responsibly if they detect or exhibit symptoms according to the CDC
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>.
- ☐ The temperature of staff must be checked prior to entering the facility. Staff with temperatures 100 degrees or greater will not be allowed to enter.
- ☐ One employee shall be present during facility hours open for practice and drills and assigned to monitor compliance with this Protocol.
- ☐ Hand Sanitizer and soap and water will be available at the following locations:
 - ☐ Office
 - ☐ Restrooms
 - ☐ Field Entrances
 - ☐ Field Exits
 - ☐ Other:

☐ Employers should develop policies for worker protection and provide training to all cleaning staff on site prior to providing cleaning tasks. Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE. Employers must ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard (29 CFR 1910.1200external icon).

☐ When leaving the facility for breaks, lunch, or other reasons every person at the facility is required to wash hands with soap for at least 20 seconds or use an alcohol-based sanitizer before re-entering the facility.

☐ Each Facility shall establish facility specific plans to provide adequate hand hygiene and sanitation.

☐ Limit the number of people in the facility at any one time to no more than 24 players per 98,000 square foot field in phase one of the return. This would graduate to 48 players per 98,000 square foot field which allows for participants and employees to easily maintain at least six-foot distance from one another at all practicable times.

☐ All visitors must wear facial coverings when entering or leaving the facility.

☐ Staff must check the temperature of each Organized youth sports program stable group participant prior to entry to the facility. Participants with temperatures 100 degrees or greater will not be allowed to enter.

☐ Staff will keep a daily record by stable sports group roster of participants allowed to enter facility for practice and drill sessions

☐ Stable sports group rosters will be made available to the County of Contra Costa upon request.

☐ Parents/Guardians of Youth Participants with a fever or symptoms will be immediately notified by phone and the participant will not be allowed to enter the facility. Parents will be asked to contact local health officials regarding the symptoms.

☐ Information Posting. A copy of this Protocol shall be posted at each facility entrance. Signage at each entrance shall inform the facility members not to enter the facility if they have a cough or fever; maintain a minimum of six-foot distance from one another (other than family/household members). Signage at each entrance will outline the requirements regarding PPE and masks.

☐ Restrooms: The Facility will post hand washing flyers from CDC on doors and in bathrooms and post Symptoms of COVID-19.

☐ Facility Sanitation: The facility will follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.). Additionally, diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

☐ The Facility Sanitization Procedures will be consistent with CONTRA COSTA COUNTY, CDC, and State Orders and Guidelines before and after use and as described in this plan. Including high touch areas such as door handles. Products that will be used are Sanitation Products on the EPA List N approved for Corona Virus, Diluted Household Bleach (5 tablespoons (1/3rd cup) bleach per gallon of water / 4 teaspoons bleach per quart of water) or other proprietary sanitation methods as described below :

☐ Employee PPE shall be provided for cleaning the facility and trained to use in accordance with EPA and OSHA guidance.

☐ All training will take place during the day in direct sunlight. In the initial phases of return to play, there will be no training during the evening under lights. Mustang will ensure that all trainings take place outdoors in direct sunlight

Measures to Protect Staff and Organized Youth Sports Program Participants Health Outside of the Facility:

Mandatory

Drop off and Pick Up

☐ Parents should drop off kids and pick them up. No waiting will be allowed.

☐ Mustang will provide an open circuit internet channel that will be available to adult members to be able to view and monitor that the organization is following this SDSPP for all members

☐ Parents / guardians will pick up youth participants outside of the facility. If the youth need supervision while waiting for pickup, adults should be at least six feet apart

☐ The facility will develop a facility specific plan for drop off and pick up that adheres to social distancing guidelines including not allowing carpooling for unrelated participants from different households, designation of lanes or direction for enter and exit for drop off and pick up.

☐ Parking during practice or drills will not be allowed at the facility.

☐ The facility director will create clear pathways into and out of the facility so the stable youth sports groups are not coming into contact with other stable youth sports groups upon entering or exiting the facility.

☐ All organized youth sports program activities are to focus only on individual fitness and skills trainings for the stable youth sports groups in a socially distant environment. The initial plan calls for 10 yard x 10 yard boxes to be created on the field with outlines in which players will be required to stay for the training period.

☐ Instruct participants and staff that all sports recognition protocols involving physical contact such as e.g. hugs, high-fives, etc are not allowed. Facility shall encourage the use of non-contact recognition during practice and drills that meet social distancing guidelines of six feet or greater.

☐ If an Organized Youth Sports Program Participant is sick or are feeling sick, they will not come to the facility.

☐ Require all Organized Youth Sports Program Participants to wash or sanitize their hands before entering the facility.

☐ Hand sanitizer shall be available for each stable youth sports group throughout the facility.

☐ Credit card or charge account payments only, no cash payments will be accepted at the Facility.

☐ Payment for organized youth sports programs will not need to sign credit card receipts

☐ Organized youth sports program participants will handle and care for their own equipment. Staff will not be allowed to handle.

☐ All facilities and equipment will be washed and pre-sanitized before and after each use.

☐ All Organized Sports program participant and staff personal items such as bags, cell phones, personal reusable use water flasks/bottles and back packs **will not be allowed into or on the facility**. Only unopened single use bottled water is allowed into the facility. Each participant will have a designated location for water to meet social distancing guidelines at the designated practice or drill area.

☐ All unnecessary equipment and items will not be available to participants or removed from the facility such as chairs, tables, etc.

☐ The facility will be closed to other sports organizations for clinics or organized games.

☐ Practice or drill times will be monitored to regulate the number of organized sports youth participants within a stable sports group at the facility at one time and to ensure social distancing.

☐ Organized sports youth participants within a stable sports group may not arrive at the facility until the previous group has completely left.

☐ To assist with physical distancing, lines will be marked with six-foot markers for arriving Organized sports youth participants within a stable sports group to maintain safe social distances.

☐ All food service access, vending machines, or snack areas will be closed. No food will be allowed in or onto the facility.

☐ Self-serve water dispensers will be temporarily closed.

☐ No seating will be available in the facility and all gathering areas will be closed.

☐ All areas for practices and drills for stable sports youth groups will be separated by at least six feet including pathways in and out of the facility and into and out of the facility. At no time will the stable youth groups or the staff assigned to that stable youth group be allowed to intermingle or move from the groups designated area or between groups.

Mandatory Measures to Protect Organized Youth Sports Program Participants around Facility Areas:

☐ Limit the number of Organized Youth Sports Program Participants in the facility at any one time to allow for Organized Youth Sports Program Participants and employees to easily maintain at least six-foot distance from one another at all times.

☐ Where appropriate, prop open doors to the facility and restrooms. Identify here all facility doors to remain open by location at facility (ie southwest restroom):

1.All bathroom doors will remain open

2.All entrance and exit gates will remain open

☐ Limit the number of Organized Youth Sports Program Participants in the restrooms and locker rooms to allow for users to easily maintain at least a six-foot distance from one another at all times. Only members of a stable sports youth group will be allowed to enter the restroom at one time.

☐ To assist with physical distancing, lines must be installed with six-foot markers for staff and Organized Youth Sports Program Participants to maintain safe social distances to enter or exit the facility, the designated use area for the stable sports youth group or to enter the restrooms. The lines must identify areas where stable sports youth group may not mingle.

☐ All staff must be instructed to maintain at least a six-foot distance from Organized Youth Sports Program Participants and from other employees.

Mandatory Measures to Protect Stable Sports youth group Health in Practice Areas:

☐ Sports equipment must be designated and marked for each stabilized youth sports group. This equipment must not be allowed to be used by any other stabilized youth sports group. In

phase one there will be no shared equipment. Every player in a stable group will bring their own equipment. If a player does not have their own equipment, a brand new unopened soccer ball will be provided to the player

☐ Sanitize all sports equipment necessary for practice and drills for each stabilized youth sports group after they are collected and before they are returned to circulation. The minimum equipment necessary must be used for practices and drills.

☐ Each Facility/Organization shall Identify how the organization will provide for disinfection of practice and drill spaces and regular cleaning of high-touch surfaces.

☐ Each facility will require hand washing or use hand sanitizer before allowing participation, directly after participation, and breaks will include hand washing or use hand sanitizer during the practice/drill. Breaks will be organized so that designated stable groups will not intermingle and social distancing of six feet or greater can be achieved.

Mandatory Measures to Protect Organized Sports Facility Health at the the Facility

☐ Maximum of 12 participants in a stable sports youth group. Participants cannot be added to this roster.

☐ Designated and separated practice areas and equipment for each stable sports youth group will be pre-positioned to maintain safe social distancing.

☐ Participants are prohibited from touching standards.

☐ All equipment will be placed so that it can be retrieved without touching anything but the equipment. There will be no use of goals or other equipment in the initial restart of the program.

☐ Remove any water dispensers that require contact.

☐ Trash cans should be touchless. Remove lids if present.

☐ Facility restrooms can remain open provided they are cleaned frequently and follow protocols established by the CDC and health experts.

☐ Facility staff will monitor participant compliance of this safety plan while they are on the property. Any staff or participant will be removed from the facility if requirements are not followed.

Measures to Protect Participants and Staff after Completion of Practice and Drills

☐ Participants will be required to dispose of their own trash into garbage cans.

☐ Participants will be required to wash their hands immediately after drills or practice are completed.

☐ Only participants and staff will be allowed to attend the practices and drills. Stable sports youth groups and the designated coaches will not be allowed to mingle or leave the designated area for that group.

☐ Physical distancing will be enforced by staff.

Mandatory Measures To Keep People At Least Six Feet Apart (Check all that apply to the facility):

☐ Placing signs throughout the facility advising all staff and participants to remain at least six-feet apart.

☐ (Placing tape or markings at least six feet apart in any area where staff and participants may form a line.

☐ Identify directional trails/paths and signs throughout the facility that require the staff and participants to travel on paths in and out of the facility, to restrooms, from each stable youth group designated practice/drill area. Paths must be one direction.

☐ Facility Restrooms (Mandatory):

☐ Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:

?????

☐ Any additional measures not included here should be listed on separate pages, which the facility should attach to this document.

Organized Sport Facility Contact Information:

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

Name: Fred Wilson

Phone Number: 925-759-6267

Date of Form Completed: 5/11/2020

Julie Enea

Subject: FW: The Veranda
Attachments: NRF - Operation Open Doors - Checklist.pdf

From: Izamar Hook
Date: Tuesday, May 12, 2020 at 1:32 PM
To: "Colleen A. Isenberg"
Subject: The Veranda

Greetings Colleen,

Thank you for your invitation to the AdHoc committee. I hope to be able to provide input and insight as we consider reopening retail and dining in Contra Costa County.

I would share with your office a guide that has been designed by the National Retail Federation "Operation Open Doors". They have created a program that has become a great working document for Developers and retailers reopening their shopping centers.

I hope this is helpful to your team.

Thank you,

Izamar Hook
General Manager

CENTERCAL PROPERTIES, LLC | *Creating Value for Retailers and Communities*

Concord, CA 94520

<http://www.shoptheveranda.com>
<http://centercal.com/>

Subject: FW: Ad Hoc Committee Covid-19 Impact & Recovery Meeting May 14th - IMPACT Soccer Club

From: Robert Garvin

Date: Tuesday, May 12, 2020 at 6:59 PM

To: Supervisor_Andersen <SupervisorAndersen@bos.cccounty.us>, Supervisor_Burgis <Supervisor_Burgis@bos.cccounty.us>, SupervisorMitchoff <SupervisorMitchoff@bos.cccounty.us>

Subject: Ad Hoc Committee Covid-19 Impact & Recovery Meeting May 14th - IMPACT Soccer Club

Dear Supervisor Andersen, Supervisor Burgis & Supervisor Mitchoff,

My name is Robert Garvin and I am the **IMPACT** Soccer Club (EDYSL) President which is based out of the Brentwood/Oakley Area. I virtually attended the Board of Supervisors meeting that was held at 9:30 am this morning (May 12th) and voiced comments around meeting with you to find a safe, reasonable and accelerated path to resume outdoor activities.

Thank you for extending me the opportunity to speak during open comments and for directing me to attend the Ad Hoc Committee Meeting on COVID-19 Economic Impact and Recovery scheduled for 1:30 pm this coming Thursday (May 14th). I must apologize, as a follow-up to my comments, you had asked me to email you directly – unfortunately I was on my phone and unable to see who made this request, so I've directed this email to the three of you.

Founded in 1982, **IMPACT** is one of the oldest and most recognized Soccer Clubs in Contra Costa County. We are a non-profit organization that is largely made up of volunteers with a mission focused on providing a fun, safe, and rewarding soccer experience for everyone involved. We provide services to over 1,500 members of all ages and demographics and are one of many outdoor organizations in the area who are largely dependent on membership fees and availability / use of recreational areas.

Like **IMPACT**, many of the clubs/organizations in the area provide services which are all vital to the health and well-being of our community. We have all been significantly impacted by this COVID-19 pandemic.

I am reaching out because I am extremely concerned that if we don't find a way to support resumption of outdoor activities quickly, many clubs/organizations will cease to exist, and this would be detrimental to our communities and the residents we all serve. I feel very strongly that we can safely resume outdoor activities and meet the County and State requirements for social distancing and hygiene. As an example, some safe guidelines would be as follows:

- **No Shared Equipment** - Players would bring and use their own ball, and gear.
- **No Shared Water** - There will be no sharing of water/sport drinks or use of drinking fountains.
- **No Physical Contact** - Outdoor training would be fitness and individual skills training in a 10x10 grid (1 player per grid).
- **Limited Attendance** - No spectators, parents would drop off and pick up in designated areas
- **Clear Paths Of Travel For Social Distancing** - We would have clear paths into and exiting the training facility that limit/eliminate player contact
- **Staggered Training Times** - All practices will be staggered to allow time for the departure of members prior to the next session

- **Access to Sinks & Bathrooms** – Ensure there are sinks and liquid disinfectant soap dispensers and establish clear paths of travel to provide adequate space for safe-distancing.
- **Access to Sanitation Supplies** – Ensure hygienic wipes are provided to our members, including access to disinfectant spray bottles and paper towels for extraordinary situations.
- **Monitoring, Enforcement & Reporting** - We will have a site leader present during all practice times to provide supervision and direction. We will continue to provide weekly emails to our members with updates on programs and directions for the following week. We will ask all of our members to voluntarily report a positive test for COVID-19 so that we may alert City and County officials as well as our community.

I am extremely confident we can partner with you and our local agencies to accelerate a “return to play” outdoors in a safe and secure manner. I would love the opportunity to speak with you further and answer any questions that you may have.

Thank you for your consideration.

Sincerely,

Robert Garvin
IMPACT Soccer Club President

<https://www.impactsoccer.org/>

Operation Open Doors Checklist

This checklist represents guidance from members and subject matter experts, and is intended to highlight key topics to consider as retailers seek to re-open operations. Your individual facts and circumstances will be unique, and we encourage you to work with your preferred legal and financial advisors to adapt this guidance to your specific situation. We also recommend using this checklist in conjunction with our [Interactive 50-State Tracker Map](#) (also found in the Members section of www.nrf.com). NOTE: Concepts to consider well in advance of re-opening are in blue font throughout this checklist.

Employment

The heart of returning to work is the workforce. The need to plan ahead is not limited to the initial transition back to work, but rather includes preparing for likely employee relations scenarios that will arise after returning to work. While some of these employee relations issues may be unique to COVID-19, others will not be novel, but how an employer needs to respond very well may be. Assessment of current policies and practices should be undertaken to ensure they meet the needs of the workforce and business during this transition back to work, along with the creation of new policies. In particular, development of a protocol to limit the spread of COVID-19 and how to respond if an employee contracts COVID-19 is essential. Likewise, employers should plan for how to respond to employees who are in vulnerable populations or are fearful of returning to work. Employers would also be well-served to assess factors competing with an employee's ability or interest in returning to work, such as child or elder care responsibilities or generous unemployment insurance benefits.

- ☐ [Appoint Return to Work Team](#): Consider HR, IT, facilities, health and safety team, office managers and senior management who can make company-wide decisions; identify new roles and responsibilities. If a COVID-19 "playbook" is created, revisit the document frequently to ensure that practices and protocols are updated based on changing conditions and guidance.
- ☐ [Determine Transition Plan](#): Consider whether to (i) reopen operations and get employees back to work as quickly as permitted under the applicable law, or (ii) implement a slow or phased approach. Develop a process to handle re-integration logistics. Recognize your approach may differ in different parts of the country.
- ☐ [Determine Which Shelter-in-Place Law and Orders Apply](#): Laws will vary by jurisdiction, and the law is likely to impose different requirements or restrictions on "essential" and "non-essential" retailers. Monitor and follow all applicable employee and customer safety directives. Provide employees with the tools to engage with law enforcement

to the extent practices at the retail location are questioned. Visit our [Interactive 50-State Tracker](#) for the latest on Shelter-in-Place and Return to Work orders.

- ☐ [Identify Who Returns to Work and When](#): Consider timing issues (e.g., bringing back all employees, or staggering return to work dates), amount of notice to provide employees, and how many employees will be allowed in store at once (including any applicable occupancy limits required by law). Determine if individual employees are safe to return to work by implementing screening measures (see below), and consider plans for “at-risk” employees. Evaluate whether any roles that have traditionally been performed in store can and should be performed remotely now.
- ☐ [Workplace Policies and Other Practices; Training](#): Develop new or update existing policies and other practices, and consider how such policies or protocols will be communicated to employees, including formal training. Policies to consider include:
 - ☐ Paid time off from work (e.g., paid sick leave, paid time off, vacation, personal days, etc.).
 - ☐ Leaves of absence (e.g., family and medical leave [including for childcare during school and summer program closures], personal leave, etc.) and accommodation requests, including whether medical certification can be obtained.
 - ☐ Complaint procedure, including conducting remote investigations.
 - ☐ Whistleblower protections, with a particular emphasis on protocols for responding to employee complaints of violations of COVID-19 laws.
 - ☐ Expense reimbursement for PPE or other workplace equipment.
- ☐ [Transition from Furlough](#): Prepare a communication plan for calling employees back to work. Review local laws concerning recall and worker retention rights. Prepare strategy for securing onboarding paperwork, including I-9s, for employees who were laid off (especially in states where a furlough constitutes a termination). Create a plan for notifying local unemployment agency of furloughed employees who refuse to return to work.
- ☐ [Determine How to Handle Refusal to Work and Requests for Accommodations](#): Consider issues around “at-risk” groups, accommodations due to logistical and other barriers to returning to the worksite, exceptions and processes for parents/caregivers when schools are closed or other caregivers are unavailable, etc. Plan for swift transition to Human Resources if an employee’s rationale for not wanting to return to work or requesting an accommodation warrants engagement in the interactive process.
- ☐ [Establish Well-Defined Protocol for Dealing with Suspected and Confirmed Cases of COVID-19](#): What specific information is the employee required to disclose and to whom? With whom will the information be shared? Determine if there is any requirement to notify any government agencies, public authorities, or third parties. If

- possible, implement workforce contact tracing protocol to identify and inform individuals who have been in close contact with the affected employee, and ensure such protocol complies with privacy and disability discrimination laws. Plan ahead for the need to contact trace by limiting scope of employee contact through scheduling and limiting workspaces. Develop protocol for how long employees with suspected or confirmed cases of COVID-19, as well as the individuals in contact with those employees, must remain away from work. Consider how to respond if the contact is from a customer or a close contact of an employee.
- ☐ Consider Screening/Testing Measures: Consider different screening processes and protocols, including questionnaires, [self-certifications](#), temperature and other symptom checks, and virus and/or antibody testing, if available and legally permissible. See Health section below.
 - ☐ Determine Rules for Visitors, Vendors and Other Workers in the Workplace: Determine how or to what extent the above policies, practices, and protocols will be applicable to temporary workers, staffing agency workers, independent contractors, vendors, delivery workers, and other visitors when they are in the workplace. Create a plan & guidance for employee who must engage with visitors, including customers, who are not adhering to the required employer or state/local mandates.
 - ☐ Consider Potential Changes in Pay, Hours, Schedules, Duties, Wage/Hour. Consider how bonuses, incentive pay, or free benefits (such as a daily free meal) may implicate regular rate calculations, potentially impacting overtime, vacation, and sick time pay.
 - ☐ Assess Employee Benefits Offerings: Assess offerings to support employee physical and mental health. Explore remote Employee Assistance Programs.
 - ☐ Determine Which Workplace Safety Law and Orders Apply: Law will vary by jurisdiction, and the law is likely to impose different requirements for masks and other PPE, social distancing protocols, and cleaning requirements, in addition to related notices. Include in your consideration the impact of social distancing requirements on shared employee spaces, such as the break room. See Health section below. Also, reference our [Interactive 50-State Tracker](#) for the latest on state and municipal PPE and social distancing requirements.
 - ☐ Evaluate Hiring Practices/Hiring Needs in Light of COVID-19: Evaluate the need to hire additional employees due to increased business needs or unavailability of current employee pool. Assess ability to conduct applicant screening and onboarding remotely. Develop recruiting checklist and interview guidelines that specific address avoiding questions about an applicant's health or health history to avoid the appearance of discriminatory practices.

Logistics/Operations

A returning workforce needs a place to return to and goods to sell. This section will highlight various key considerations to keep in mind as you seek a return to normal (or quasi-normal) operations for your distribution centers, stores, and supply chains.

- ☐ [Appoint Return to Work Team](#): Consider HR, IT, facilities, health and safety team, office managers and senior management who can make company-wide decisions; identify new roles and responsibilities. If a COVID-19 “playbook” is created, revisit the document frequently to ensure that practices and protocols are updated based on changing conditions.
- ☐ [Facilities: Deciding Which to Open](#)
 - ☐ [Economic Analysis](#): Pre-crisis performance vs. re-opening projections; also, cost of lease termination should a given location no longer prove viable post-COVID.
 - ☐ [Co-Tenancy Considerations](#): Have COVID-19 closures implicated one or more co-tenancy provisions in your portfolio? If so, have you taken any necessary steps to claim the relief provided under your lease(s)?
 - ☐ [Evaluate the Landlord/Tenant Relationship](#): Is this a multi-site Landlord with cross-default considerations? Is this a location where we did not pay (or short-paid) April or May rent? If so, has a strategy been devised to restore that relationship?
 - ☐ [Sublease / Assignment / Give Back / Repurposing Opportunities](#): Is this a site where it might make more sense to seek an alternative user or convert to a support use (e.g., ghost kitchen, BOPIS, curb-side delivery, or dark store)? Do you have rights in your lease to “give back” square footage and shrink your footprint?
 - ☐ [Retrofit](#): Do the costs of post-COVID retrofits (to meet new health and safety requirements - including social distancing) render a site no longer financially viable?
- ☐ [Facilities: Preparing the Store for Opening](#)
 - ☐ For leased properties, work with your landlord and your local jurisdiction to obtain early access to store location to ready it for return-to-work (deep cleaning, retrofitting as necessary for new regulations, installation of new signage [see below], etc.).
 - ☐ Thoroughly inspect facilities for any damage or issues caused by vacancy including mechanical, air, and water systems.
 - ☐ Clean and prepare equipment for startup; install sneeze guards or other protective measures, as necessary and/or required.
 - ☐ Consider facility enhancements such as increased fresh air circulation, installing highest efficiency rated filter recommended or allowed by manufacturer.

- ☐ Identify which vendors and/or distribution centers are functioning, and the extent to which they may be delayed or limited in their operations. Establish contingency plan for vendor disruptions.
- ☐ Establish protocol for monitoring store occupancy (metering) in compliance with any applicable laws.
- ☐ If applicable, establish procedure for use of escalators and elevators to avoid crowding (e.g., elevator attendants, queue management for waiting passengers, etc.).
- ☐ In multi-tenant situations, obtain clarity on *what* customer screening (e.g., temperature) may be required and *who* will perform it (landlord on behalf of all mall tenants, each individual tenant, etc.). Reference our [Interactive 50-State Tracker](#) for the latest on screening requirements.
- ☐ If customer screening is to occur within your store, identify an appropriate location for such screening (such that privacy and social distancing protocols are respected).
- ☐ Signage
 - ☐ Familiarize yourself with new signage requirements & needs (occupancy, social distancing, customer flow, BOPIS, etc.).
 - ☐ Consider the public relations and health & safety (e.g., capacity) concerns related to any promotional signage you might otherwise normally employ.
 - ☐ Do you need to limit quantities of certain items or implement other anti-hoarding signage?
- ☐ Supply Chain & Inventory
 - ☐ Assess supply needs and explore options for sourcing additional supplies required for business operations; assess how to best leverage existing relationships with vendors.
 - ☐ Create a plan for how you will source and distribute cleaning products and PPE, accounting for existing and/or future shortages. Establish a protocol to monitor this on a frequent basis as rules and health guidance ebb and flow with the prevalence of the virus.
 - ☐ If you have international operations, consider current challenges with respect to shipping certain products (such as PPE) across borders. You may have to modify your traditional supply chain routing.
 - ☐ Establish procedure for regularly disinfecting inventory and newly-received deliveries.
 - ☐ Establish protocols for handling and processing shipping and receipts (including disinfection).

- ☐ Evaluate current situation as it relates to ports of entry and trucking logistics for your product. Will this impact your ability to timely re-supply, both now and in the medium term? Keep an eye out for future legislation which might have the effect of requiring truck drivers to quarantine upon crossing state-lines, etc., thereby further disrupting the supply chain.
- ☐ Business Hours
 - ☐ Adjust store hours of operation, as necessary, to support social distancing efforts by limiting store traffic.
 - ☐ Ensure staff has sufficient time to rest, sanitize and restock inventory.
 - ☐ Consider offering seniors and other high-risk individuals exclusive early hours.
 - ☐ Consider increasing pickup hours to serve more online customers.
- ☐ Establish Protocol for Vendors & Non-Employees
 - ☐ Notify vendors of re-opening, and any revised protocol as it relates to store entry, deliveries, paperwork, etc.
 - ☐ Consider implementing measures to ensure vendor safety, including:
 - ☐ Disabling/suspending access (e.g., temporarily suspending all non-employee truck drivers from entering stores, warehouses and manufacturing plants).
 - ☐ Transitioning to contactless signatures/e-signatures for deliveries.
 - ☐ Adjusting store delivery windows to spread out deliveries.
 - ☐ Requesting that vendors accessing your store locations to direct their employees follow all social distancing guidelines and health directives issued by the applicable public authorities.
- ☐ Security Operations
 - ☐ Revise security protocol to conform to local & state health directives.
 - ☐ Consider in-store announcements to remind customers of proper traffic flow and queuing protocols.
 - ☐ How might your anti-shoplifting procedures change in the COVID-19 era?
 - ☐ Consider employee training in safe de-escalation - both in the case of shoplifting as well as customer violation of health and safety rules.
- ☐ Promote "Contactless" Shopping Options
 - ☐ On-line shopping.
 - ☐ Contactless payment options (e.g., RFID credit and debit cards, Apple Pay, etc.).

- ☐ Self-checkout.
- ☐ Pickup and delivery services.
- ☐ Merchandise
 - ☐ Returns and Exchanges
 - ☐ Consider suspending or modifying return and exchange policies.
 - ☐ Establish procedures for processing, handling, and disinfecting returns and exchanges. Consider requiring returned items to be sealed and stored separately, requiring employees to use PPE to process, handle and disinfect returns, and storing returns in isolation for a safe time period before returning them to sales floor.
 - ☐ Fitting Rooms
 - ☐ Decide whether to re-open fitting rooms.
 - ☐ If you decide to open them, ensure fitting rooms are “customer ready” by cleaning prior to any customer usage. Similarly, ensure that fitting room is properly sanitized after customer use.
 - ☐ Encourage customers to use hand sanitizer/wipes before trying on items and to keep protective mask on during fitting.
 - ☐ Determine procedure for disinfecting fitting room items (not just clothing, but also jewelry, eyewear, etc.). For example, consider having items that have been tried on segregated and steamed, and wait a safe time period before putting items back on sales floor.
 - ☐ Fragrance & Beauty Testers
 - ☐ Prohibit customer use; consider entirely removing from sales floor.

Health Policy

A returning workforce needs appropriate health policies, practices, engineering controls, and protective equipment. Employer practices should be designed to discourage contagious employees and customers from entering the store, screen those who enter, and mitigate the effect of contagious individuals in the store. This section will highlight various key health protections and safeguards to keep in mind as you seek a return to normal (or quasi-normal) operations for your distribution centers, stores, and supply chains.

Social Distancing

- ☐ Place signage in conspicuous locations throughout the store, particularly high-traffic areas such as entrances and exits, checkouts, fitting rooms, etc. Signage may include:
 - ☐ Asking invitees and employees not to enter the store if they are sick or have felt sick within the last 72 hours.
 - ☐ Encouraging invitees and employees to maintain six feet of distance at all times, per CDC guidelines.
 - ☐ Floor markers located six feet apart any place where invitees are likely to queue.
 - ☐ Entrance-exit or one-way only signs.
 - ☐ Recommended hygiene practices, how to stop the spread of germs.
 - ☐ CDC posters promoting frequent and thorough handwashing in all restrooms.
 - ☐ Requesting customers temporarily cease using reusable bags, or to bag their own purchases if they choose to use reusable bags, and to clean reusable bags
 - ☐ Information on pick-up/carryout options.
 - ☐ Temperature screening of customers through infrared thermometers or thermal scanners, with employees or third party contractors turning away employees with fevers.
- ☐ Consider programming in-store audio messaging to frequently remind employees and customers to follow CDC guidance on hygiene and physical distancing.
- ☐ For high-traffic retailers and retailers with checkout counters that do not allow adequate distance between the customer and employee, consider installing Plexiglas “sneeze-guards.”
- ☐ Capacity limits have been considered; if implemented, distance markers are located outside of store to allow for queuing while maintaining physical distance; employees can also be assigned to assist customers with waiting to enter.
- ☐ To the extent possible, use of point-of-sale terminals and other workstations is staggered.

- ☐ Implement and encourage use of contactless payment options for employees and patrons, contactless signatures for deliveries. If contactless signature for deliveries is not possible, require employees to use own pen.
- ☐ Where possible, employee shifts and meal breaks have been staggered to avoid crowding.
- ☐ High-traffic areas have been widened to the extent store configuration allows.

Face Masks and Personal Protective Equipment (PPE)

- ☐ Encourage or require employees and customers to wear approved facial coverings, gloves, and personal protective equipment (PPE) at all times, if possible.
 - ☐ Offer face masks and/or PPE to customers who enter the store without any.
- ☐ Determine whether employees will be permitted to use their own face masks and PPE, and on what terms and conditions, with special attention to potential use of filtering face-piece respirators (e.g. N95 or equivalent)
- ☐ Designate receptacles for discarded face masks PPE.

Cleaning / Sanitization

- ☐ Obtain cleaning products that are on the EPA's List N: Disinfectants for Use Against SARS-CoV-2.
- ☐ Cleaning "kits" including disinfectant wipes or sprays, disposable gloves, paper towels, masks, hand sanitizer and other cleaning supplies are readily accessible throughout store, including point of sale terminals and other stations that will be cleaned periodically throughout the day.
- ☐ Implement a cleaning regime targets frequently touched surfaces and spaces, which are most likely to result in the transmission of communicable diseases:
 - ☐ General:
 - ☐ Shopping carts and baskets.
 - ☐ Door and drawer handles.
 - ☐ Light and other power switches (consider signage to keep lights on at all times, or utilizing exiting motion sensor capabilities).
 - ☐ Shared tools such as pricing guns, pallet jacks, tape guns, box cutters, etc.
 - ☐ Chairs, tables, and benches.
 - ☐ Vending machines and self-serve kiosks.
 - ☐ Refrigerators, microwave, and other frequently touched objects and surfaces in employee breakroom.

- ☐ Time clocks
- ☐ Point of sale/checkout:
 - ☐ Cash register, including touch screens, keyboards, mouse.
 - ☐ PIN Pads (touch screen, keypad, and pen).
 - ☐ Checkout counter and/or conveyor belt.
 - ☐ Cabinet pulls.
 - ☐ Checkout dividers.
- ☐ Restrooms (consider temporarily closing restrooms to public, if possible):
 - ☐ Door handles and flush levers.
 - ☐ Toilet bowl and toilet paper holder.
 - ☐ Sinks and faucets.
 - ☐ Paper towel holders and/or air dryers.
 - ☐ Diaper-changing stations.
- ☐ Sales floor:
 - ☐ Fixtures with handles or pulls.
 - ☐ Any other identified “high-touch” surfaces.
- ☐ Hand sanitizer is available throughout store for customers and employee use, including store entrance(s), and checkouts.

Employee Training

- ☐ Social distancing guidelines and expectations.
- ☐ How to monitor personal health and body temperature at home.
- ☐ How to properly wear, remove, and dispose of face masks and PPE.
- ☐ Guidance on how to launder cloth face masks and uniforms.
- ☐ Cleaning protocol, including how to safely and effectively use cleaning supplies.

Julie Enea

Subject: FW: Swim teams/ competitions

From: J Kim

Date: Wednesday, May 13, 2020 at 4:56 PM

To: Supervisor_Andersen <SupervisorAndersen@bos.cccounty.us>

Subject: Swim teams/ competitions

Dear Supervisor,

Thank you for reading this message. As you go into the stage of how to ease restrictions for Contra Costa County, I wanted to suggest consideration of allowing swim team competitions if all the participants are covid tested. Since the testing is now available to all residents of CCC, this process would be modeling after the process that the US and international professional teams (soccer, basketball) are already following to allow for normal practice and competition to resume.

This would be for all youth team sports as well.

An additional screening could be a touch less temperature check of participant.

The only thing that is clear is that we do not know how long the virus will fluctuate, probably years. We need to adapt, innovate and not halt all sporting events.

It seems reasonable that the kids should be allowed to have competition if every player/ coach/ participant is tested. The testing could even be repeated after 4 weeks if there was concern.

I would appreciate your strong consideration of this idea and thank you for supporting the kids!

Sincerely,

Joanne Kim

Walnut Creek, CA

Julie Enea

Subject: FW: Piano Tuner

From: Kay Linda
Date: April 26, 2020 at 10:18:58 AM PDT
To: Supervisor Candace Andersen
Subject: self-employed
Dear Ms. Anderson,

Darlene Gee suggested I contact you.

I believe you should allow some in-home services. I am a piano tuner and when we go into people's homes we usually work alone, certainly distanced, we disinfect the instruments, wear masks and gloves, and can be paid electronically. With more people turning to music as solace and with piano teachers working remotely and giving lessons via zoom our services are needed more than ever and we can perform them without putting people at risk.

Thank you for your consideration.

Linda Kay

Linda Kay, RPT

www.itune88.com

"Let the beauty of what you love be what you do"...Rumi

Candace J. Kay Andersen
Chair, Contra Costa County
Board of Supervisors
District 2

San Ramon Valley Office
[309 Diablo Road](#)
[Danville, CA. 94526](#)

Lamorinda Office
3338 Mt. Diablo Blvd.
[Lafayette, CA. 94549](#)

Julie Enea

From: Tilde Karlsen
Sent: Thursday, May 14, 2020 11:16 AM
To: Julie Enea
Subject: Swim lessons and Water safety
Attachments: 2019 Drowning Prevention Message From Govenor Gavin Newsom.pdf

Hi Julie,

Thank you so much for taking my call. I hope you can help getting swim lessons to be considered as essential.

Here are my reasonings:

Drowning is the 5th leading cause of accidental death in the country per the CDC.

In California drowning is the leading cause of injury related death among children under 5, with the majority in June, July and August, in backyard pools.

With summer approaching there should be a concern that an increasing amount of parents are going to have a hard time keeping their children out of their backyard pools, especially while working from home during shelter in place, and will either attempt to teach them themselves or hire inexperienced swim instructors.

This will be hard to control and should be a liability concern. As shelter in place drags on, my instructors are increasingly being contacted on social media by parents interested in having them teach in their backyards. I obviously don't allow for this due to liability reasons, also when not closed due to the virus.

With a swim school like mine, we offer private lessons by well-trained CPR and first aid certified instructors in a safe and sanitary environment. My pools are UV and carbon filtered saltwater serviced daily by a professional pool service, and the HVAC system takes in 100% outside air with no recirculation. While we would be able to provide social distancing and limited amount of people in each area, it is also important to note that chlorine kills the virus.

As May happens to be drowning prevention month, as the attached decree by Gavin Newsome informs, I'm hoping that the Ad Hoc Committee will consider this.

--

Thank you, Tilde



OFFICE OF THE GOVERNOR

May 2019

Drowning Prevention Month

This summer, many Californians will enjoy outdoor activities involving water and swimming. Our Golden State has abundant sources of water, including hundreds of miles of Pacific Ocean coastline, beautiful rivers, lakes and aqueducts and communities with swimming pools. I urge Californians to enjoy these resources and the warm weather, while also being safe and vigilant to prevent drowning.

According to the Drowning Prevention Foundation, drowning is a leading cause of injury-related deaths among California children ages four and under, with an average of 51 new deaths per year. Children and adults who survive near-drowning accidents often suffer permanent brain damage. The California Department of Developmental Services (DDS) currently provides services to 775 survivors of near-drowning accidents who require lifelong assistance for their disabilities.

Knowing how to prevent drowning is a critical step in keeping children safe. Teach them survival skills, ensure they have constant supervision by an adult in and around water, install isolation fencing and alarms around pool areas and know how to respond in an emergency. Basic training in water rescue skills, first aid and cardiopulmonary resuscitation (CPR) could save a life.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gavin Newsom', is written over a horizontal line.

GAVIN NEWSOM
Governor of the State of California