



COMMON AREA PROTOCOL

TO HELP PREVENT THE SPREAD OF COVID-19 PLEASE UTILIZE THESE PROTOCOLS IN COMMON AREAS

COMMON AREA CLEANING PROCEDURES

- Break rooms, bathrooms, and other common areas are being disinfected daily and stocked with necessary hygiene supplies.
- Employees have been assigned to disinfect all high-touch surfaces frequently.

PERSONAL MEASURES TO BE TAKEN

- Hand sanitizer, effective against COVID-19, is available to all employees at the entrances to facilities and is available in all offices and workspaces.
- Employees are required and permitted adequate time to wash their hands at least every 30 minutes, or as needed if gloves are provided. Where handwashing is impracticable, hand sanitizer that contains at least 60% alcohol has been provided to employees.
- It is required that employees and contracted workers, whose duties require close contact with other employees and/or the public, wear Face Coverings (available upon request). Per the Governor's June 18th order, it is also expected that employees wear a facial covering when moving through hallways, stairways, parking structures and other common areas.

NOTE: Face coverings should not be used as a substitute for other evidence-based measures to prevent the spread of COVID-19. Face coverings should be used in addition to, but not in place of, other evidence-based measures (e.g. social distancing; frequent hand washing practices; avoiding touching our eyes, nose, and mouth with unwashed hands; avoiding being around sick people).*

COMMON ROOMS

- Respect social distancing* in lunch and break rooms
- Utilize other areas for lunch consumption

MEETING ROOMS

- Respect social distancing* in meeting rooms
- New capacity limits for common meeting areas in the buildings have been posted

TRAFFIC AREAS

- Respect social distancing* in traffic areas such as hallways, stairs and building lobbies and entrances.
- Elevators should be limited to 2-3 riders. Please use stairs whenever possible.

*Social Distancing: Limit "close contact" of less than 6 feet apart for 10 minutes or more. (Source: Long Beach Health Department) Protocols will be reviewed and/or revised when facilities open to the public or additional guidance is provided by the Long Beach Health Department

You may contact the Office of the Chief Business & Financial Officer at (562) 997-8189 with any questions or comments about this protocol.