

April 6, 2020**WORK SAFE PLAN**

Businesses and organizations identified by Department of Homeland Security, through the National Cyber Security and Infrastructure Agency, as critical to the nation's infrastructure may continue to operate. However, any business or organization that continues to operate **must implement and enforce distancing, sanitation, and hygiene practices.**

To comply with Emergency Order No. 2020-04, all operating businesses and organizations must submit a **Work Safe Plan** to the City of Mercedes by email to jcampos@cityofmercedes.com within 48 hours of opening after 11:59 pm, April 6, 2020.

As owner, operator, or representative of _____, a business or organization that will continue to operate, I certify that:

- ☐ To the maximum extent possible, ensure that all customers and all employees stay at least six feet away from each other at all time.

Additional Comments: _____

- ☐ To the maximum extent possible, minimize employees on site, minimize in person meeting, and allows employees to work from home.

Additional Comments: _____

- ☐ Provide sanitation supplies accessible and available to all employees such as disinfectants, hand sanitizer comprised of at least 60% alcohol, and soap.

Additional Comments: _____

- ☐ Provide hand sanitation at all entrances for customers.

Additional Comments: _____

- ☐ If an employee reports possible exposure, or reports or shows symptoms of COVID-19, send the employee home and sanitize the employees work area.

Additional Comments: _____

- ☐ Mandate that employees clean and sanitize work areas, including vehicles, at least twice during the workday.

Additional Comments: _____

- ☐ Perform through cleaning/sanitation of all common areas and surface areas at least once during the workday.

Additional Comments: _____

- ☐ Prior to beginning work, screen all employees and send home any employees who:
1. Show signs or symptoms of a respiratory infection, such as a cough, shortness or breath, sore throat, and low grade fever, or
 2. In the previous 14 days has had contact with someone with a confirmed diagnosis of COVID-19; is under investigation for COVID-19; or is ill with a respiratory illness.
 3. If employee is sent home due to COVID-19 symptoms, alert Mercedes EMC at jcampos@cityofmercedes.com

Date: _____, 2020

BUSINESS NAME/TRADE NAME

Business/Organization Name Address:

OWNER/OPERATOR/REPRESENTATIVE'S SIGNATURE

Name; Title: _____

Phone Number: _____

Work Safe Plans should be submitted via email to jcampos@cityofmercedes.com

Work Safe Plan Guidelines

- Name of company, contact person, and phone number;
- How many employees will be at your facility per shift;
- What are your operation hours and specific shift hours;
- What will you be giving your employees to show to Law Enforcement to travel to and from work;
- How you will ensure that all customers and all employees will stay at least 6 feet away from each other at all times;
- How you will minimize employees on site, minimize in person meetings, and if you will be allowing employees to work from home;
- Where are your sanitation supplies as disinfectants, hand sanitizer comprised at least 60% alcohol, and soap? Is it accessible to the employees?
- Locations of hand sanitizer for customers;
- What is your procedure if any employee reports a possible exposure, reports or shows symptoms of COVID-19? Please include that they will be sent home after sanitizing their work area.
- Show us your plan for mandating employees to clean and sanitize their work areas, including vehicles, at least twice a day.
- Show us your plan on performing a thorough cleaning/sanitation of all common areas and surfaces areas at least once during the workday;
- Show us your plan on how you're going to begin each workday by screening all employees. Be sure to include the following criteria:
 1. Show signs or symptoms of a respiratory infection, such as a cough, shortness or breath, sore throat, and low grade fever, or
 2. In the previous 14 days has had contact with someone with a confirmed diagnosis of COVID-19; is under investigation for COVID-19; or is ill with a respiratory illness.