Legal Business Name: J. Cyril Johnson Investment Corp.

Fictitious Business Name (if any): Foothill Heights Apartments

Address of the specific facility or worksite that is the subject of this Protocol (Complete one protocol for each facility or worksite. If business only performs services at facilities or worksites that the business does not own or operate (for example, a housecleaning or lawncare business), the business must check the “No Business Facility” box below and this protocol must cover those services):

Street Address and Unit Number: 10210 North Foothill Blvd.
City: Cupertino
Zip Code: 95014

☐ No Business Facility: Only check this box if the business only performs services at various facilities/worksites that the business does not own or operate, and provide full mailing address for the business here:

Type of Business: Real estate

Facility/Worksite visited by public: YES or NO or Not Applicable  
☑ YES ☐ NO ☒ Not Applicable

Individual Owner or Manager Responsible for Ensuring Compliance with Protocol
(Note: This information will be publicly accessible)

Name: Denis Melnichenko  
Title: Regional Property Manager
Phone number: (650) 800-7507
Email Address: denis@jcjinvestment.com

This Protocol was submitted on: 7/10/2020

Please check if applicable:
☐ Replacement Protocol: This business already submitted a Social Distancing Protocol on the County’s website after July 1, 2020 using this webform. This protocol replaces the protocol that was previously submitted on the County’s website.

Businesses must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is inapplicable to the business. Businesses must regularly evaluate the facility or worksite that is the subject of this submission for compliance with this Protocol.

Signage:
☑ Post signage at each entrance of the facility or worksite that informs personnel and customers of the following (signage meeting this requirement can be downloaded and printed from the County’s COVID-19 website):

☑ Do not enter if you have COVID-19 symptoms;
☑ Maintain at least six-foot distance from others at all times;
☑ Face coverings required to enter (except for very young children, if medically inadvisable, or for communication by or with people who are hearing impaired);
盖住喷嚏和咳嗽，用衣物、纸巾或肘部；
不摇手或不进行不必要的身体接触。

- 在设施/工作现场的适当位置张贴通知，提醒大家在所有时间都佩戴口罩，并保持至少六英尺的社会距离。
- 将修订后的COVID-19准备协议和社会距离协议访客信息单张贴在每个入口，以便易于查看。这些文件将通过电子方式提供给您，当您提交此社会距离协议时。

**人员培训：**

- 在提交后，分发完成的协议副本给所有人员，并培训所有人员了解此协议。
- 对于提供服务的营业场所或工作场所的公司不拥有或运营的公司，分发完成的协议副本给每个设施或工作场所的拥有者或经营者。
- 培训员工对COVID-19的基本信息，包括如何防止COVID-19传播，谁特别容易受到这种疾病的影响，以及何时寻求医疗建议。
- 培训员工在出现COVID-19症状时需要呆在家里并接受检测，包括频繁咳嗽、发烧、呼吸困难、寒战、肌肉疼痛、头痛、喉咙痛、最近失去味觉或嗅觉。确保所有人员了解，如果他们或他们与之同住的人被诊断为COVID-19，或者他们与被诊断为COVID-19的人有密切接触，他们必须也呆在家里。
- 培训员工需要频繁用肥皂和水洗手，强制佩戴口罩，社会距离的重要性，以及在这个协议中需要采取的其他措施。
- 培训员工了解COVID-19的检测，可以免费通过他们的医疗服务提供者或免费社区检测网站（www.sccfreetest.org）进行。
- 通知员工他们可以联系县劳工标准执法办公室，通过www.sccfairworkplace.org或拨打劳工标准执法办公室建议热线866-870-7725报告任何违反社会距离协议要求的业务或其他工作场所的任何缺陷。
☑ Inform personnel about employer or government-sponsored leave benefits that personnel may be entitled to receive, including those benefits identified at the following address: https://www.labor.ca.gov/coronavirus2019/#chart.

☑ Train personnel on new or modified COVID-19 safety measures immediately upon updating this Protocol.

☐ Optional—Describe other measures this business plans to take to train personnel on COVID-19 safety and related issues:

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**Individual Control Measures and Screenings:**

☑ Direct all personnel who can carry out employer-assigned work duties from home to do so. No personnel who can carry out employer-assigned work duties from home can perform those duties at the facility or worksite.

☑ Direct all workers not to come to work if sick or exhibiting symptoms of COVID-19.

☑ Ask all personnel if they have COVID-19 symptoms at the beginning of each shift, and screen all other people before they enter the facility or worksite. Send personnel home if they report COVID-19 symptoms. (*Note, temperature screenings with thermometer or thermal scanner are not required, and can increase COVID-19 risk if many employees convene in the same place for temperature screening.*)

☑ Require all persons, except those excepted from face covering requirements, to properly wear face coverings at all times in accordance with the California Department of Public Health’s mandatory Guidance for the Use of Face Coverings and also in compliance with the Health Officer’s Order. Exceptions to the face coverings requirement include very young children, people for whom face coverings are medically inadvisable, or for communication by or with people who are hearing impaired.

☐ Optional—Describe other measures:

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**Handwashing and Hand-Sanitizing Protocols:**

☑ Encourage frequent handwashing or use of hand sanitizer and provide frequent breaks for handwashing.

☑ Soap and water or hand sanitizer are available to all personnel at the following location(s):
  
  Office, Fitness Room, and Clubhouse Area

☑ Hand sanitizer effective against COVID-19 is available to all frontline staff as well as to other personnel at the following location(s):
  
  Manager's Office, Fitness Room, Clubhouse

☑ Hand sanitizer and/or soap and water are available at or near the site entrance, at checkout counters, and at various locations throughout the site to enable the public and staff to frequently clean their hands.

☑ Handwashing and other sanitary facilities are operational and stocked at all times.

☐ Optional—Describe other measures:
Cleaning and Disinfecting Protocols

☐ Thoroughly and regularly clean any high traffic areas and frequently disinfect any high-contact surfaces (including doorknobs, handrails, counters, tables, checkout areas, cash registers, telephones, elevator controls, etc.).

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

☐ Break rooms:
☐ Bathrooms: Three Times Per Week
☐ Other ( ):

☐ Regularly clean and sanitize all public seating areas.

☐ Disinfectant and related supplies are available to all personnel at the following location(s):
Manager's Office, Clubhouse, Fitness Room

☐ Disinfecting wipes that are effective against COVID-19 are available for use by customers and personnel near shopping carts and baskets if shopping carts and baskets are used at the facility.

☐ Assign staff to disinfect carts and baskets regularly that are used at the facility if shopping carts and baskets are used at the facility.

☐ Disinfect any shared equipment and touchable surfaces like payment portals and pens after each use.

☐ Adjust operational hours to provide adequate time for cleaning and stocking with social distancing, and provide time for any workers to clean between shifts.

☐ Consider upgrades to HVAC and building air filtration system and other measures (such as opening windows) to improve ventilation, filtration, and outdoor air exchange.

☐ Optional—Describe other measures:

Measures to Maintain Social Distancing:

☐ Limit the number of people in the facility/worksite to allow adequate social distancing (six feet minimum) at all times and to comply with any applicable density/occupancy restrictions in the Order. To determine the maximum number of occupants:

1. Measure square footage of the facility/worksite:
   - Total (gross) square footage of the facility/worksite: 2000
   - Square footage open to the public: 2000

2. The maximum number of occupants allowed at any time based on applicable square footage is:
• Maximum number of personnel: 8
• Maximum number of customers/members of public: 13

*Note: Unless otherwise specifically exempt, the total number of workers present at a business facility may not exceed one worker per 250 gross square feet of the facility, and the total number of customers or members of the public may not exceed one person per 150 square feet of space open to the public.

☐ Designate a person to monitor the facility/worksite entrance to ensure that the maximum number of occupants is not exceeded, that all persons are wearing face coverings except for those exempted from face covering requirements, and that people entering comply with other provisions of this Protocol. Ensure that this staff person is more than six feet away from others to maintain adequate social distance.

☒ Require that all persons at the facility/worksite maintain at least six feet social distance from all other persons, except as strictly necessary to perform job functions.

☐ Place tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.

☐ Separate order areas from delivery areas to prevent customers from gathering.

☐ Minimize exposure between cashiers and customers through social distancing or use of barriers where social distancing cannot be maintained. Describe:

☐ If feasible, increase remote (online and telephone) purchasing, delivery, and curbside pickup service options.

☐ Stagger personnel breaks, in compliance with wage and hour regulations, to maintain adequate social distancing.

☒ Minimize any in-person meetings and adjust those that are necessary to ensure adequate social distancing.

☐ Separate all desks, chairs, and individual workstations by at least six feet.

☐ Reconfigure, restrict, or close break rooms and other common areas to maintain social distancing. Where possible, create outdoor break areas with shade covers.

☐ Maximize the use of outdoor space for interactions or transactions with customers to minimize the time that customers and personnel are indoors, particularly when in close proximity to one another.

☐ Optional—Describe other measures:

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**Measures to Prevent Unnecessary Contact:**

☒ If using public seating areas, space seats at least 6 feet apart and sanitize seats after each use. Otherwise, close all public seating areas.

☐ Prevent people from self-serving any food-related items, including from food bars, bulk-item bins, beverage machines, and shared containers in breakrooms. Discontinue product sampling.
☐ Implement measures to prevent contact between staff and items that customers bring from home (such as reusable bags, cups, and food containers) or prohibit use of reusable items as appropriate to operation.

*Examples:* Require customers using reusable bags to bag their own groceries or to place cups on stable surface for beverage pouring by staff.

Describe measures:

☒ Install contactless devices (including contactless payment systems, motion sensor lights, automatic soap and towel dispensers, and contactless timecard systems) if possible.

☐ Optional—Describe other measures (e.g. providing restricted shopping hours for seniors and other individuals at high-risk for COVID-19):

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**Procedure if a Person at the Facility/Worksite Tests Positive for COVID-19**

☒ Create, and post in an area easily viewable by personnel, a plan to comply with the measures listed in this section in the event of a confirmed case of COVID-19 amongst personnel.

☒ Immediately remove the infected person from the facility/worksite and ensure they are no longer occupying the same space as any other personnel. Instruct them to stay home and isolate for 14 days from the date they tested positive or, if symptomatic, seven days after symptoms resolve, whichever is longer.

☒ Notify the County Public Health Department within four hours of learning of the positive case by following the instructions at [www.sccsafeworkplace.org](http://www.sccsafeworkplace.org).

☒ Immediately close each location within a facility or worksite used by the infected person within the last 48 hours until decontamination and sanitization of these areas is complete.

☒ Decontaminate and sanitize each area used by the infected person within the last 48 hours, focusing on frequently touched surfaces. Work in these locations must cease until decontamination and sanitization is complete.

☒ Open outside doors and windows and use ventilating fans to increase air circulation in any area used by the infected person.

☒ Identify any workers (and customers, if known) who had close contact with the infected person. A close contact is someone who was within six feet of the infected person for at least 15 minutes, beginning two days before the person had symptoms or tested positive and ending the last day they came to work.

☒ Comply with any case investigation and contact tracing measures by the County Public Health Department. This will include providing the names, addresses, phone numbers, and work dates and times for close contacts of the infected person, which employers are required by law to provide to the County Public Health Department upon request.
Examine all close contacts from the facility/worksite or any other jobsite for 14 days from their last contact with the infected individual, even if they test negative for COVID-19. Close contacts should be tested for COVID-19.

Instruct all others who are not identified as close contacts and who are at the facility/worksite or any other jobsite where the infected person was present to self-monitor for COVID-19 symptoms for 14 days after the last day the infected person was at work.

Follow other instructions on What to Do if Someone at the Worksite Has COVID-19 at www.sccsafeworkplace.org.

Additional Measures

☐ Review and implement measures in any applicable industry-specific directives issued by the County Health Officer and COVID-19 Industry-Specific Guidance issued by the California Department of Public Health.

☐ Describe any additional health and safety measures implemented:

Certification

☐ I affirm that this business will provide all personnel with a copy of this Protocol and conduct trainings as required in this Protocol; that this business will post copies of the updated COVID-19 PREPARED Sign, Social Distancing Protocol Visitor Information Sheet, and signage as required herein; that the business will implement all applicable measures as set forth herein; that I am authorized to complete and sign this certification on behalf of this business; that I understand that failure to comply with requirements imposed by the Health Officer of the County of Santa Clara (including this Social Distancing Protocol) is unlawful and may subject the business or responsible individuals to punishment by imprisonment or a fine or both; and that all information in this Social Distancing Protocol is complete and accurate to the best of my knowledge formed after diligent and thorough investigation.

☐ I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Name: Denis Melnichenko
Date: 7/10/2020
Title: Regional Property Manager
Email: denis@jcjinvestment.com
Phone: (650) 800-7507
Signature: Denis Melnichenko