REVISED Social Distancing Protocol
COVID-19 Site-Specific Protection Plan

Legal Business Name: Speck Product Design LLC

Fictitious Business Name (if any): Speck Design

Address of the specific facility or worksite that is the subject of this Protocol (Complete one protocol for each facility or worksite. If the 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: 1445 Koll Circle, Suite 108

City: San Jose

Zip Code: 95112

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

Mailing Street Address:

City:

Zip Code:

Type of Business: Other, please specify
Engineering Design Services

Facility/Worksite visited by public: YES or NO or Not Applicable **YES** X **NO** **Not Applicable**

Individual Owner or Manager Responsible for Ensuring Compliance with Protocol

(Note: This information will be publicly accessible)

Name: Michael Sprauve **Title:** President/CEO

Phone number: 408-568-7302 **Email Address:** michael.sprauve@speckdesign.com

This Protocol was submitted on: 3/1/2021

Please check if applicable:

☐ **Replacement Protocol:** This business already submitted a Revised Social Distancing Protocol on the County's website after October 11, 2020 using this webform. This protocol **replaces** a Revised Protocol that was previously submitted on the County's website after October 11, 2020.

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;

☒ Stay at least six feet away from others at all times;

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☒ Face coverings required to enter (except for very young children, if medically inadvisable, or for communication by or with people who are hearing impaired);

☒ Cover sneezes and coughs with cloth, tissue, or elbow;

☒ Do not shake hands or engage in unnecessary physical contact.

☒ Post signage at appropriate locations throughout the facility/worksite reminding everyone to wear face coverings and stay at least six feet away from others.

☒ Post a copy of your updated COVID-19 PREPARED Sign and Social Distancing Protocol Visitor Information Sheet at each entrance where they can easily be viewed. These documents will be provided to you electronically when you submit this Revised Social Distancing Protocol.

Personnel Training:

☒ After submission, distribute copies of the completed Protocol to all personnel, and train all personnel on this Protocol.

☐ For businesses that perform services for facilities or worksites that the business does not own or operate, distribute a copy of the completed Protocol to the owner or operator of each facility or worksite where the business performs services.

☒ Train personnel on basic information regarding COVID-19 from the CDC available at https://www.cdc.gov/coronavirus/2019-ncov/index.html , including how to prevent COVID-19 from spreading, who is especially vulnerable to the disease, and when to seek medical attention.

☒ Train personnel on screening themselves for COVID-19 symptoms, including temperature and/or symptom checks using CDC guidelines available at https://www.cdc.gov/coronavirus/2019- ncov/symptoms-testing/symptoms.html

☒ Train personnel on the need to stay home and get tested if they have a frequent cough, fever, difficulty breathing, chills, muscle or body aches, headache, sore throat, nausea, vomiting, diarrhea, tiredness, or recent loss of taste or smell. Ensure all personnel know they must also stay home if they or someone they live with has been diagnosed with COVID-19, or if they've had close contact with someone diagnosed with COVID-19.

☒ Train personnel on County guidance for when it is safe to return to work if they have COVID-19 symptoms, have tested positive for COVID-19, or have had close contact with someone who has tested positive for COVID-19. County guidelines are available at: https://www.sccgov.org/sites/covid19/Pages/business-guidance.aspx#business_safety_guidance

☒ Train personnel on the need for frequent handwashing with soap and water, mandatory face coverings, the importance of social distancing, and other measures required in this Protocol.

☒ Train personnel on the importance of getting tested for COVID-19 in accordance with County guidance available at https://www.sccgov.org/sites/covid19/Pages/covid19-testing.aspx , and explain that testing is available through their healthcare provider or at free community testing sites (www.sccfreetest.org).

☒ Inform personnel that they can report any deficiencies in compliance with Social Distancing Protocol requirements by this business or any other at which they may work at www.sccCOVIDconcerns.org or by calling the County Office of Labor Standards Enforcement Advice Line at 866-870-7725.

☒ Inform personnel about employer or government-sponsored leave benefits that personnel may be entitled

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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:

Individual Control Measures and Screenings:

☒ Maximize the number of personnel who work from home. Businesses must direct all personnel who can perform their assigned work duties from home to do so, and they must prohibit those personnel from performing those work duties at the facility or worksite.

☒ For personnel who are not working from home:

- ☒ 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 exempted 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 the Health Officer's Order. Exemptions 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:

Handwashing and Hand-Sanitizing Protocols:

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

☒ 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 (including seating areas, break rooms, bathrooms, and other common areas) and frequently disinfect any high-contact surfaces (including doorknobs, handrails, counters, tables, checkout areas, cash registers, telephones, elevator controls, etc.).

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☐ 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.

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

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

☒ To improve ventilation, filtration, and outdoor air exchange:

- ☒ Evaluate HVAC system (if applicable) to make sure it is properly functioning, and have it regularly serviced.
- ☒ Consider upgrades to HVAC and building air filtration systems and implement any feasible improvements to these systems (for example, to enhance air filtration efficiency and increase the percentage of outdoor air through the HVAC system).
- ☐ Open windows and doors throughout the facility when environmental, building, and safety conditions allow.

☐ 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 capacity restrictions in the Health Officer Order.

- ☒ Review, comply with, and enforce any applicable capacity limitations for the facility, following all instructions listed at www.sccgov.org/covidcapacity

☒ Designate a staff person to ensure that the maximum number of occupants is not exceeded, that all persons are wearing face coverings if required by the Health Officer Order, and that people entering comply with other provisions of this Protocol. Ensure that this person is more than six feet away from others to maintain adequate social distance.

☒ Require that all persons at the facility/worksite stay at least six feet away 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 social distance.

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

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

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

☐ Stagger personnel breaks, in compliance with wage and hour regulations, to reduce the number of workers taking breaks together.

☐ Where possible, create outdoor break areas with shade covers as a substitute for indoor break areas. Encourage staff to eat their meals and take their breaks socially distanced outdoors when conditions allow.

☐ Limit access to or close indoor break rooms to encourage use of outdoor break areas and prevent crowding. Discourage or prohibit eating or drinking in small, enclosed break rooms if less risky alternative areas exist for staff to take their meals (such as outdoors or socially distanced at individual workstations).

☐ Require workers to maintain 6-foot social distance at all times while on breaks, and preferably more distance if eating or drinking. Reconfigure break areas to facilitate social distancing.

☐ 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:

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

☒ Review and comply with all measures listed at www.sccsafeworkplace.org in the event of a confirmed case of COVID-19 amongst personnel.

☒ Create, and post in an area easily viewable by personnel, a plan to comply with all applicable measures listed at www.sccsafeworkplace.org in the event of a confirmed case of COVID-19 amongst personnel. Depending on the type of facility, these measures will likely include, among others:

- ☐ Immediately removing the infected person from the facility/worksite and ensuring they are no longer occupying the same space as any other personnel.
- ☐ Instructing the infected person to stay home and isolate in accordance with the instructions listed at www.sccsafeworkplace.org
- ☒ Notifying the County Public Health Department within four hours of learning of the positive case by following the instructions at www.sccsafeworkplace.org
- ☐ Identifying any workers (and customers, if known) who had close contact with the infected person.
- ☐ Complying immediately with any case investigation, contact tracing, and worksite investigation 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.
- ☐ Excluding all close contacts from the facility/worksite or any other jobsite in accordance with

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the instructions listed at www.sccsafeworkplace.org

☐ Implementing cleaning and disinfection measures for areas recently visited by the infected person as set forth in www.sccsafeworkplace.org , and closing off areas visited by the infected person until cleaning and disinfection is complete.

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

Certification

☒ I affirm that this business will provide all personnel with a copy of this Revised Social Distancing Protocol and conduct trainings as required in this Revised Social Distancing 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 any signage posted pursuant to the instructions listed at www.sccgov.org/covidcapacity is accurate; that the business will implement all applicable measures as set forth herein; that this Revised Social Distancing Protocol may be made publicly available; 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 Revised Social Distancing Protocol) is unlawful and may subject the business or responsible individuals to punishment by imprisonment or a fine or both; that this business accepts service by email at the email address indicated below of all documents associated with administrative enforcement of the Health Officer Order; and that all information in this Revised 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: Michael Sprauve

Date: 3/1/2021

Title: President/CEO

Email: michael.sprauve@speckdesign.com

Phone: 408-568-7302

Signature: DocuSigned by: Michael Sprauve B2BB5821CE1D471...

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