



County of Santa Clara

Parks and Recreation Department

298 Garden Hill Drive
Los Gatos, California 95032-7669
(408) 355-2200 FAX (408) 355-2290
Reservations (408) 355-2201

www.parkhere.org

June 12, 2020

Jaime Velez, Director of Rowing
Los Gatos Rowing Club
10000 Alma Bridge Road,
Los Gatos, CA 95030

Subject: Approval for the Summer Camps for Youth and the General Rowing Practice at the Rowing Facility

Dear Mr. Velez:

Thank you for the submission of your proposals for the additional activities at the rowing facility at Lexington Reservoir to the Department for review.

The Santa Clara County Parks and Recreation Department is hereby authorizing the Los Gatos Rowing Club to offer summer camps for youth and conduct general rowing practice (as described in your submitted proposals, dated 6/10/2020) effective of the date of this letter per the Santa Clara County Health Orders and the attached Protocol.

As a condition of this re-opening approval, you are required to post the Protocols, Appendix A, this memo, and the required signage (as mentioned in Appendix A) at your site.

To reduce overcrowding of the site, parking shall be limited to the Los Gatos Rowing Club members only at this time. Please continue to post of signage to inform the public that the access to the site and the parking lot is available for only the LGRC members currently. LGRC staff shall be responsible for the closure and opening of the gate to the parking lot before and after operation each day by LGRC staff. If unauthorized vehicles are in the lot when closing occurs, the Rowing Club will be responsible for reimbursement to County Parks for any staff/operational expenses associated with resolving the unauthorized use.

Please remind all campers and members that all boats should be out of the water 30 minutes prior to sunset.

Any proposed changes of your modified operations must be submitted in writing to the Real Estate Services Group, attention to Sophie Duong (sophie.duong@prk.sccgov.org).



You are required to monitor all advisories and directives from the CDC, WHO, County Health Officer, and seek written approval from the Parks and Recreation Department to modify operations as outlined in this approval.

Any violations of the Health Orders or repeated non-compliance of the attached Protocols will result in the cease of operations for the rowing facility.

Sincerely,

Don Rocha

Don Rocha, Director
Santa Clara County Parks and Recreation Department

Attachments: LGRC Summer Junior Camp Rowing Protocols 6-10-20
LGRC Junior and Adult Rowing Protocols Updated 6-10-20
Summer Camps Social Distancing Protocols (Appendix A)
General Rowing Social Distancing Protocols (Appendix A)

Cc: Sophie Duong, Real Estate Agent
Robin Kohn, Senior Real Estate Agent
Tim Heffington, Principal Real Estate Agent
Ali Famalett, Senior Park Ranger
Frank Weiland, Park Ranger Supervisor
Flint Glines, Park Ranger Operations Manager
Anthony Sanchez, Senior Park Maintenance Worker
Jason Ebling, Maintenance Supervisor
Mike Will, Park Maintenance Services Manager
Annie Thomson, Deputy Director
Janet Hawks, Deputy Director





LGRC Youth Summer Camp Protocols Under Covid- 19:

Date: 6-10-20

In addition to the Social Distancing Requirement placed by the County Order, the following policies and expressed procedures must be adhered to for all LGRC Summer Camps.

LGRC staff will be present to assist with and monitor compliance with the current guidelines listed below during all Summer Camps. These are the minimum guidelines required of the facilities. This Protocol is subject to change, based on updated State or County directives related to COVID-19. Staff members will help manage, sanitize and oversee the use of the boathouse, surrounding area, dock, water way, and all equipment. Information regarding all protocols and procedures will be communicated to our employees, members, campers and will also be posted on the website for both public and private use.

HOURS OF OPERATION

Hours of operation for LGRC summer camps will be limited to ensure social distancing and the Health Order compliance can be properly monitored. LGRC staff will be present on site to open and manage the boathouse:

Monday – Saturday, from 9am to 30 minutes prior to sunset at dictated by the National Oceanic and Atmospheric Administration for Los Gatos, CA. Camp Sessions will be five, day long camps for 2 hours a day. We will offer multiple camps per day. Each 2 hour session will have no more than 12 participants in stable groups. Sessions will be staggered to allow for social distancing. Currently, we only have 24 single person rowing shells, of which 8 are for beginners.

RESERVATIONS AND FEES

LGRC Camp participants will use the online registration and reservation system to sign up for specific camp shift.

SUMMER CAMP PROTOCOLS

Group Size and Mixing Restrictions

1. Camp participants will be in stable groups of 12 or fewer
2. Camp participants will be entering the 6th -12th grade, and ages will range from 12-18 years old.
3. Camp participants are not allowed to change from one group to another

4. We will use both the inside of the boathouse and area outside of the boathouse to be able to have multiple stable groups.
5. If we have multiple camper groups at the boathouse at one time, groups will be outside separated by at least 30 feet.. Only one group at a time will be allowed inside the boathouse.
6. One group of Camp participants will remain with one instructor for the duration of the Camp.
7. Camp participants may not move from one program to another more often than every 3 weeks.
8. Camp participants cannot attend two camps simultaneously, or attend a summer camp and also another kind of recreational group or childcare program.
9. LGRC will be responsible for maintaining appropriate enrollment and attendance records and should verify compliance with these restrictions to the extent feasible.

Use of Shared Facilities Otherwise Not Allowed to Open Under Order

All LGRC Camp activities will take place inside the LGRC boathouse, the outdoor area, the rowing dock, or on Lexington Reservoir.

1. Only LGRC members and campers have access to the boathouse, dock and surrounding areas.
2. Any areas used by camp participants will be sanitized after use.
3. The inside of the boathouse will only be used by one stable group of 12 or fewer children at any time and there will be no mixing between groups of children while using these facilities.

Use of Shared Equipment

1. LGRC Camp participants may use shared equipment for rowing within each stable group of children.
2. The same camper will use the same boat the entire session
3. All rowing done in the camps will be done in a single person rowing shell (each shell is 25 feet long and with rowing oars, is about 20 feet wide, which will allow for social distancing.
4. All shared equipment should be sanitized between sessions, after each use by different groups of children.

Camp Counselors, Instructors, and Other Staff

1. Instructors, camp counselors, volunteers, and other staff members who supervise children's programs cannot work with multiple groups of children.
2. We will have one staff member per group.
3. Other staff members will be on hand to sanitize equipment and to provide additional safety on the water.

4. Only after a camp ends, no matter the duration of the camp, the camp counselor may begin working with a new group of children.
5. If camp staff are sick or hurt, or can't work for another reason, a substitute may take over for the rest of the camp.
6. The 12-child limitation on group size only applies to camp participants, not camp staff. If camp staff are under the age of 18 (e.g. "counselor-in-training"), they do not count against the 12-child maximum.

Face Coverings

1. LGRC Coaches, and program staff and all children ages 13 and older must wear a face covering at all times while attending the program or camp, unless actively exercising.
2. Face coverings are not required for anyone if it is medically inadvisable for a person to wear one.
3. Camp Participants will be entering the 6th -12th grade, and ages will range from 12-18 years old, which then requires all camp participants to wear covering
4. Unless it is medically inadvisable, parents and caregivers should also wear face coverings when they are picking up and dropping off their children.

Drop-off and Pickup

1. LGRC will stagger the program start times to reduce crowding in the parking lot or outside the Boathouse.
2. LGRC Staff will maintain social distancing of at least six feet from parents and caregivers at all times.
3. LGRC staff will meet campers outside of the boathouse and instruct them where to go to maintain stable groups throughout the weeklong camp.
4. Parents and caregivers will not be allowed to enter the boathouse
5. Children will wash their hands with soap and water for at least 20 seconds or clean their hands with hand sanitizer immediately after drop-off, immediately before pickup, and as often as possible throughout the day.

Symptom Screening

1. All LGRC staff members will be screened for COVID-19 symptoms prior to starting each shift including being asked if they:
 - a. feel or recently felt feverish
 - b. have or recently had other symptoms such as cough, shortness of breath, chills, night sweats, sore throat, nausea, vomiting, diarrhea, tiredness, muscle or body aches, headaches, confusion, or loss of sense of taste/smell.
2. LGRC will use touchless thermometers to screen employees.
3. Staff and children may not attend the program if they have COVID-19 symptoms and must go home immediately if they develop any COVID-19 symptoms during a camp session.

4. Parents or caregivers should be encouraged to seek COVID-19 testing for the child.
5. LGRC Program staff will direct the camp participant's parent or caregiver to the County's ["If You Think You Are Sick"](#) webpage for further instructions.

Other LGRC Protocols

1. Signage will be placed appropriately throughout and around the boathouse property reminding members of all requirements
2. Camp participants and employees are required to practice social distancing
3. Employees are required to clean/disinfect any surfaces they come into contact with.
4. Restrooms will be sanitized after every use by an LGRC employee.
5. LGRC will provide the necessary cleaning products, hand sanitizer and a hand wash station for members and employees to use.
6. The parking lot located at the LGRC boathouse is closed to the public. LGRC employees will be responsible for posting signs and opening and closing the gate each day.
7. All camp activities staging and preparation to launch will be done outside of the boathouse on the tarmac to allow for social distancing.
8. All equipment will be disinfected/sanitized after each use by an LGRC Employee
9. No more than six singles (single person rowing shells) will be allowed on the dock at any one time for launching or returning.
10. Members, employees, or camp participants who repeatedly ignore these requirements will have their rowing privileges revoked.

Social Distancing Protocol
COVID-19 Site-Specific Protection Plan



Business Name: Los Gatos Rowing Club

Facility Address: 10,000 Alma Bridge Road

This Protocol was most recently updated on: 6-4-20

Maximum number of people allowed in facility at any time: 12

Total Facility Square Footage: 1720

Total Facility Square Footage Open to Public: 1720

The Person Responsible for Implementing this Protocol

Name: Jaime Velez **Title:** Director of Rowing

Phone number: 408-375-8681 **Email Address:** jaime@lgrc.org

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.

Signage and Distribution:

- ✓ Post signage at each public entrance of the facility to inform personnel and customers of the following:
 - ✓ Do not enter the facility if you have COVID-19 symptoms;
 - ✓ Maintain a minimum six-foot distance from others, including when in line;
 - ✓ Sneeze and cough into a cloth or tissue or, if not available, into your elbow;
 - ✓ Face coverings required to enter (except if 6 years of age or under or medically inadvisable);
 - ✓ Do not shake hands or engage in any unnecessary physical contact.
 - ✓ Post signage at appropriate locations throughout the facility reminding customers to maintain social distance.
 - ✓ Post a copy of your COVID-19 PREPARED Sign and Social Distancing Protocol Visitor Information Sheet at each public entrance to the facility where staff and customers can easily view them.
-

Personnel Training:

- ✓ Copies of this Protocol will be distributed to all personnel.
- ✓ Personnel are trained on [COVID-19 information from the CDC](#), how to prevent COVID-19 from spreading, who is especially vulnerable to the disease, and when to seek medical attention.
- ✓ Personnel are trained on screening themselves for COVID-19 symptoms, including temperature and/or symptom checks using [CDC guidelines](#).
- ✓ Personnel are trained on the need to stay home and get tested if they have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.

Social Distancing Protocol
COVID-19 Site-Specific Protection Plan



Personnel Training (continued)

- ✓ Personnel are trained on [County guidelines](#) for when it is safe to return to work if they are symptomatic or have tested positive for COVID-19.
- ✓ Personnel are trained on the need for frequent handwashing with soap and water, proper use of face coverings, the importance of social distancing, and other measures in this Protocol.
- ✓ Personnel are encouraged to get tested for COVID-19 in accordance with County guidance and given information on test locations: <https://www.sccgov.org/sites/covid19/Pages/covid19-testing.aspx>.
- ✓ Personnel have been informed that they can contact the County Office of Labor Standards Enforcement to report any deficiencies in compliance with Social Distancing Protocol requirements by this business:

Office of Labor Standards Enforcement Advice Line: 866-870-7725

- ✓ Personnel are trained on new or modified measures immediately upon updating this Protocol.
- Optional—Describe other measures:

Individual Control Measures and Screenings:

- ✓ All personnel who can carry out their work duties from home have been directed to do so and are doing so.
- ✓ All workers have been directed not to come to work if sick or exhibiting symptoms of COVID-19.
- ✓ All employees are given temperature and other COVID-19 symptom screenings at the beginning of their shift, and all other vendors, contractors, and other workers are screened before entering the facility.
- ✓ Require all persons to properly wear face coverings at all times in the facility (except if 6 years of age or under, medically inadvisable, or the face covering would create a safety hazard for workers under established health and safety guidelines).
- Optional—Describe other measures:

Handwashing and Hand-Sanitizing Protocols:

- ✓ Encourage frequent handwashing and use of hand sanitizer and provide frequent breaks for handwashing.
- ✓ Soap and water are available to all personnel at the following location(s): **Hand wash station**
Click or tap here to enter text.
- ✓ Hand sanitizer effective against COVID-19 is available to all frontline staff as well as to other personnel at the following location(s): **Cleaning Supply Table by the front door**
- ✓ Hand sanitizer and/or soap and water are available to the public at or near the facility entrance, at checkout counters, and at various locations throughout the facility to enable the public and staff to frequently clean their hands.

Social Distancing Protocol
COVID-19 Site-Specific Protection Plan



Handwashing and Hand-Sanitizing Protocols (continued)

- ☒ Ensure that handwashing and other sanitary facilities are operational and stocked at all times.

☐ Optional—Describe other measures:

Cleaning and Disinfecting Protocols

- ☒ Thoroughly and regularly clean high traffic areas and frequently disinfect high-contact surfaces (including doorknobs, handrails, counters, tables, checkout areas, cash registers, telephones, etc.).
- ☒ Break rooms, bathrooms, and other common areas are disinfected frequently, on the following schedule:
 - ☐ Break rooms:
 - ☒ Bathrooms: after each use
 - ☐ Other ():
- ☒ Disinfectant and related supplies are available to all employees at the following location(s):
Cleaning supply table by the front door.
- ☐ Disinfecting wipes that are effective against COVID-19 are available for use by customers and personnel near shopping carts and baskets.
- ☐ Staff are assigned to disinfect carts and baskets regularly.
- ☒ Shared equipment and touchable surfaces like payment portals and pens are disinfected after each use.
- ☒ Adjust stores hours to provide adequate time for cleaning and stocking with social distancing, and provide time for workers to clean between shifts.
- ☐ Optional—Describe other measures:
All equipment will be cleaned after each use

Measures to Maintain Social Distancing:

- ☒ To allow adequate social distancing (6 feet minimum) at all times and comply with any occupancy limitations in the Order, limit the number of people in the facility at any one time to 12 (see applicable County guidance or directive for your facility type).
 1. Total square footage of the facility: 1720 Sq Feet
 2. Total square footage open to the public: 1720
- ☒ Post an employee near the door to ensure that the maximum number of customers is not exceeded, that all customers are wearing face coverings to enter (except children 6 years of age or under or persons for whom face coverings are medically inadvisable), and that customers comply with other provisions of this Protocol. Ensure that this employee is more than 6 feet away from customers to maintain adequate social distance.



Measures to Maintain Social Distancing (continued)

- ☒ Place additional limitations on the number of workers in enclosed areas of the facilities (such as the break rooms) to ensure at least six feet of separation.
- ☐ Place per-person limits on goods that are selling out quickly to reduce crowds and lines.
Explain:
- ☐ 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:
- ☐ Increase remote (online and telephone) purchasing, delivery, and curbside pickup service options.
- ☒ Instruct staff to maintain at least six feet of distance from customers and from each other, except staff may momentarily come closer when necessary to accept payment, deliver goods or services, or perform a job duty.
- ☒ 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.
- ☒ All desks or individual workstations are separated by at least six feet.
- ☐ Reconfigure, restrict, or close break rooms and other common areas to maintain social distancing.
- ☐ Optional—Describe other measures:

Measures to Prevent Unnecessary Contact:

- ☐ Close all public seating areas.
- ☐ Prevent people from self-serving any food-related items, including from food bars, bulk-item bins, and shared containers in breakrooms. Discontinue product sampling.
- ☐ Do not allow customers to use their own cups or other reusable food containers from home for takeaway.
- ☐ Require customers using reusable bags from home to bag their own groceries or prevent use of reusable bags from home. Describe:

Social Distancing Protocol
COVID-19 Site-Specific Protection Plan



Measures to Prevent Unnecessary Contact (continued)

- ☐ Provide contactless payment systems if possible.
- ☐ Optional—Describe other measures (e.g. providing senior-only hours):
All payments will be made prior to arriving at LGRC

Compliance Procedures:

- ☒ Regularly evaluate the workplace for compliance with this Protocol and document and correct deficiencies.
- ☒ Personnel have been informed that they can call the **County of Santa Office of Labor Standards Enforcement at 1-866-870-7725** to report any deficiencies in compliance with Protocol requirements.
- ☒ Customers are informed that they can report any deficiencies in compliance with Protocol requirements to **County of Santa Clara Office of the District Attorney** at www.santaclara-da.org or pubhealthreferral@dao.sccgov.org.

Describe additional health and safety measures implemented for this facility:

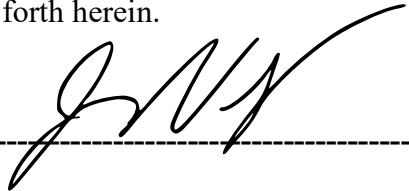
LGRC will be offering summer camps to junior members and the public. All rowing will be done in single person rowing shells and coaches will instruct from motor boats 15 to 20 feet away. All equipment will be sanitized after each use.

Certification

I, **Jaime Velez**, affirm that all information in this Social Distancing Protocol is true and accurate to the best of my knowledge, that all employees will be provided a copy of this Protocol and receive trainings as required in this Protocol, that copies of the COVID-19 PREPARED Sign, Social Distancing Protocol Visitor Information Sheet, and signage will be posted as required herein, and that all applicable measures are being implemented as set forth herein.

Jaime Velez

Name



Signature

Social Distancing Protocol

Visitor Information

Last updated:

Business Name: _____

Facility Address: _____

The maximum number of people allowed in this facility to ensure that people are easily able to maintain six-foot social distancing, or as required by the Order, is 12.

The total square footage of this facility is 1720.

The square footage of this facility open to the public is 1720.

Summary of Customer-Facing Requirements

- Handwashing facilities or sanitizer is available near the facility entrance.
- An employee is posted at or near the facility entrance to ensure the maximum number of customers is not exceeded and all persons are wearing face coverings.
- Tape or markings have been placed at least six feet apart where people form lines.

Learn More or Report a Complaint

To report a complaint about this or another business not following a Social Distancing Protocol, visit **www.santaclara-da.org** or email **pubhealthreferral@dao.sccgov.org**. To view the County Health Officer's Order and other information related to COVID-19, visit **sccgov.org/coronavirus**.

The person responsible for implementing this business's protocol is:

Jaime Velez

Name

jaime@lgrc.org

Email

Director of Rowing

Title

408-375-8681

Phone Number

COVID-19 Prepared



This business has completed a **Social Distancing Protocol** to prevent the spread of **COVID-19**.

For more information or to learn how to file a complaint, see this business's Social Distancing Protocol Visitor Information Sheet (required to be posted with this sign) or visit sccgov.org/coronavirus.

Santa Clara County
**PUBLIC
HEALTH**





LGRC Junior and Adult Member Rowing Protocols Under Covid- 19:

Date: 6-10-20

In addition to the Social Distancing Requirement placed by the County Order, the following policies and expressed procedures must be adhered to at all times by all members at Los Gatos Rowing Club (LGRC).

LGRC staff will be present to assist with and monitor compliance with the current guidelines listed below. These are the minimum guidelines required of the facilities. This Protocol is subject to change, based on updated State or County directives related to COVID-19. Members who fail to adhere to the requirements will be asked to leave the property. Staff Members will help manage, sanitize and oversee the use of the boathouse, surrounding area, dock and water way. Information regarding all protocols and procedures will be communicated to our employees, members, and will also be posted on the website for both public and private use.

Hours of Operation

Hours of operation will be limited to ensure social distancing and the Health Order compliance can be properly monitored. LGRC staff will be present on site to open and manage the boathouse from

5:30am to 30 minutes prior to sunset at dictated by the National Oceanic and Atmospheric Administration for Los Gatos, CA. Due to limited equipment, the need for social distancing, and the sharing of equipment with other members and the LGRC Youth Summer Camps, we will be offering rowing opportunities to our members the entire day.

Reservations and Fees

LGRC Members will use the online Google form reservation system to reserve a time slot for arriving at the boathouse and launching their boat. Timeslots will be limited to no more than 12 people for every 30-minute time block to ensure social distancing. Members will be able to use their personal cell phone device to sign in and out at the boathouse, or use the club sign-out tablet, which will be disinfected after every use. No fees will be collected.

Boathouse Use Procedures

1. Members that are exhibiting Covid-19 symptoms, have Covid-19, or have been exposed to a person with Covid-19 are not allowed to enter the boathouse.
2. Members will be required to wear facemasks while at the boathouse.
3. Employees will wear facemasks as part of their required uniform and gloves will be required in customer contact positions

4. Signage will be placed appropriately throughout and around the boathouse property reminding members of all requirements
5. Members are required to practice social distancing
6. Members are required to clean/disinfect any surfaces they touch.
7. Restrooms will be sanitized after every use by the member and/or an LGRC employee.
8. LGRC will provide the necessary cleaning products, hand sanitizer and a hand wash station for members and employees to use.
9. All staging and preparation to launch will be done outside of the boathouse on the tarmac to allow for social distancing.
10. No activities will be allowed inside the boathouse.
11. No adult team practices will be allowed.
12. LGRC will not offer any private classes or training sessions.
13. The parking lot located at the LGRC boathouse is closed to the public. LGRC employees will be responsible for posting signs and opening and closing the gate each day.
14. LGRC employees may be on the water in motorized launches to provide safety.
15. Members will only be allowed inside the boathouse to retrieve their single person rowing shell and oars and will stage outside the boathouse.
16. No more than six singles (single person rowing shells) will be allowed on the dock at any one time for launching or returning.
17. All general use land equipment (matts, rollers, ergometers, and bands) will be off limits and covered to prevent use by members.
18. Members observed out of compliance will be reminded to adhere to all protocol.
19. Members who repeatedly ignore these requirements will have their rowing privileges revoked.

LGRC Junior and Adult Member Rowing Plan

Social distancing must be maintained throughout the rowing experience by all persons who are not members of the same household. This includes but is not limited to: *per State order, rowing is limited to “singles” rowing shells. All Junior (6th – 12th grade or 12- 18 years of age) and Adult members will be allowed to row in single person rowing shells, private or club owned from 5:30 to 30 minutes prior to sunset at dictated by the National Oceanic and Atmospheric Administration for Los Gatos, CA, with a LGRC Staff member on site to monitor, manage, and sanitize as necessary. Members of the same household will be allowed to row in a two person rowing shells, This is the only exception to the single person rowing shell rule. Boats and other equipment will be sanitized by the club member and/or the LGRC employee after each use. LGRC will use a County Park Environmental Department Approved Cleaner to sanitize boats that go in Lexington. No more than 12 members will be allowed at the boathouse at any given time (this does not include members that are out on the water rowing) or camp participants. LGRC employees may take out motorized safety boats to ensure safety out on the water. There will be no more then 1 person on each safety boat to ensure social distancing. Each safety boat will be sanitized after each use.

Social Distancing Protocol
COVID-19 Site-Specific Protection Plan



Business Name: Los Gatos Rowing Club

Facility Address: 10,000 Alma Bridge Road

This Protocol was most recently updated on: 6-9-20

Maximum number of people allowed in facility at any time: 12

Total Facility Square Footage: 1720

Total Facility Square Footage Open to Public: 1720

The Person Responsible for Implementing this Protocol

Name: Jaime Velez **Title:** Director of Rowing

Phone number: 408-375-8681 **Email Address:** jaime@lgrc.org

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.

Signage and Distribution:

- ✓ Post signage at each public entrance of the facility to inform personnel and customers of the following:
 - ✓ Do not enter the facility if you have COVID-19 symptoms;
 - ✓ Maintain a minimum six-foot distance from others, including when in line;
 - ✓ Sneeze and cough into a cloth or tissue or, if not available, into your elbow;
 - ✓ Face coverings required to enter (except if 6 years of age or under or medically inadvisable);
 - ✓ Do not shake hands or engage in any unnecessary physical contact.
- ✓ Post signage at appropriate locations throughout the facility reminding customers to maintain social distance.
- ✓ Post a copy of your COVID-19 PREPARED Sign and Social Distancing Protocol Visitor Information Sheet at each public entrance to the facility where staff and customers can easily view them.

Personnel Training:

- ✓ Copies of this Protocol will be distributed to all personnel.
- ✓ Personnel are trained on [COVID-19 information from the CDC](#), how to prevent COVID-19 from spreading, who is especially vulnerable to the disease, and when to seek medical attention.
- ✓ Personnel are trained on screening themselves for COVID-19 symptoms, including temperature and/or symptom checks using [CDC guidelines](#).
- ✓ Personnel are trained on the need to stay home and get tested if they have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.

Social Distancing Protocol
COVID-19 Site-Specific Protection Plan



Personnel Training (continued)

- ✓ Personnel are trained on [County guidelines](#) for when it is safe to return to work if they are symptomatic or have tested positive for COVID-19.
- ✓ Personnel are trained on the need for frequent handwashing with soap and water, proper use of face coverings, the importance of social distancing, and other measures in this Protocol.
- ✓ Personnel are encouraged to get tested for COVID-19 in accordance with County guidance and given information on test locations: <https://www.sccgov.org/sites/covid19/Pages/covid19-testing.aspx>.
- ✓ Personnel have been informed that they can contact the County Office of Labor Standards Enforcement to report any deficiencies in compliance with Social Distancing Protocol requirements by this business:

Office of Labor Standards Enforcement Advice Line: 866-870-7725

- ✓ Personnel are trained on new or modified measures immediately upon updating this Protocol.
- Optional—Describe other measures:

Individual Control Measures and Screenings:

- ✓ All personnel who can carry out their work duties from home have been directed to do so and are doing so.
- ✓ All workers have been directed not to come to work if sick or exhibiting symptoms of COVID-19.
- ✓ All employees are given temperature and other COVID-19 symptom screenings at the beginning of their shift, and all other vendors, contractors, and other workers are screened before entering the facility.
- ✓ Require all persons to properly wear face coverings at all times in the facility (except if 6 years of age or under, medically inadvisable, or the face covering would create a safety hazard for workers under established health and safety guidelines).
- Optional—Describe other measures:

Handwashing and Hand-Sanitizing Protocols:

- ✓ Encourage frequent handwashing and use of hand sanitizer and provide frequent breaks for handwashing.
- ✓ Soap and water are available to all personnel at the following location(s): **Hand wash station**
Click or tap here to enter text.
- ✓ Hand sanitizer effective against COVID-19 is available to all frontline staff as well as to other personnel at the following location(s): **Cleaning Supply Table by the front door**
- ✓ Hand sanitizer and/or soap and water are available to the public at or near the facility entrance, at checkout counters, and at various locations throughout the facility to enable the public and staff to frequently clean their hands.

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COVID-19 Site-Specific Protection Plan



Handwashing and Hand-Sanitizing Protocols (continued)

- ☒ Ensure that handwashing and other sanitary facilities are operational and stocked at all times.

☐ Optional—Describe other measures:

Cleaning and Disinfecting Protocols

- ☒ Thoroughly and regularly clean high traffic areas and frequently disinfect high-contact surfaces (including doorknobs, handrails, counters, tables, checkout areas, cash registers, telephones, etc.).
- ☒ Break rooms, bathrooms, and other common areas are disinfected frequently, on the following schedule:
 - ☐ Break rooms:
 - ☒ Bathrooms: after each use
 - ☐ Other ():
- ☒ Disinfectant and related supplies are available to all employees at the following location(s):
Cleaning supply table by the front door.
- ☐ Disinfecting wipes that are effective against COVID-19 are available for use by customers and personnel near shopping carts and baskets.
- ☐ Staff are assigned to disinfect carts and baskets regularly.
- ☒ Shared equipment and touchable surfaces like payment portals and pens are disinfected after each use.
- ☒ Adjust stores hours to provide adequate time for cleaning and stocking with social distancing, and provide time for workers to clean between shifts.
- ☐ Optional—Describe other measures:
All equipment will be cleaned after each use

Measures to Maintain Social Distancing:

- ☒ To allow adequate social distancing (6 feet minimum) at all times and comply with any occupancy limitations in the Order, limit the number of people in the facility at any one time to 12 (see applicable County guidance or directive for your facility type).
 1. Total square footage of the facility: 1720 Sq Feet
 2. Total square footage open to the public: 1720
- ☒ Post an employee near the door to ensure that the maximum number of customers is not exceeded, that all customers are wearing face coverings to enter (except children 6 years of age or under or persons for whom face coverings are medically inadvisable), and that customers comply with other provisions of this Protocol. Ensure that this employee is more than 6 feet away from customers to maintain adequate social distance.

Social Distancing Protocol
COVID-19 Site-Specific Protection Plan



Measures to Maintain Social Distancing (continued)

- ☒ Place additional limitations on the number of workers in enclosed areas of the facilities (such as the break rooms) to ensure at least six feet of separation.
- ☐ Place per-person limits on goods that are selling out quickly to reduce crowds and lines.
Explain:
- ☐ 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:
- ☐ Increase remote (online and telephone) purchasing, delivery, and curbside pickup service options.
- ☒ Instruct staff to maintain at least six feet of distance from customers and from each other, except staff may momentarily come closer when necessary to accept payment, deliver goods or services, or perform a job duty.
- ☒ 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.
- ☒ All desks or individual workstations are separated by at least six feet.
- ☐ Reconfigure, restrict, or close break rooms and other common areas to maintain social distancing.
- ☐ Optional—Describe other measures:

Measures to Prevent Unnecessary Contact:

- ☐ Close all public seating areas.
- ☐ Prevent people from self-serving any food-related items, including from food bars, bulk-item bins, and shared containers in breakrooms. Discontinue product sampling.
- ☐ Do not allow customers to use their own cups or other reusable food containers from home for takeaway.
- ☐ Require customers using reusable bags from home to bag their own groceries or prevent use of reusable bags from home. Describe:

Social Distancing Protocol
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Measures to Prevent Unnecessary Contact (continued)

- ☐ Provide contactless payment systems if possible.
- ☐ Optional—Describe other measures (e.g. providing senior-only hours):
All payments will be made prior to arriving at LGRC

Compliance Procedures:

- ☒ Regularly evaluate the workplace for compliance with this Protocol and document and correct deficiencies.
- ☒ Personnel have been informed that they can call the **County of Santa Office of Labor Standards Enforcement at 1-866-870-7725** to report any deficiencies in compliance with Protocol requirements.
- ☒ Customers are informed that they can report any deficiencies in compliance with Protocol requirements to **County of Santa Clara Office of the District Attorney** at www.santaclara-da.org or pubhealthreferral@dao.sccgov.org.

Describe additional health and safety measures implemented for this facility:

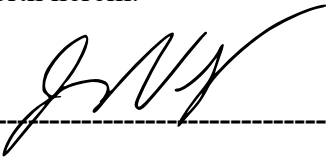
LGRC will be offering rowing opportunities for junior and adult members. All rowing will be done in single person rowing shells or in two person rowing shells where the rowers are members of the same household. Coaches will provide safety instruction from motor boats 15 to 20 feet away. All equipment will be sanitized after each use.

Certification

I, **Jaime Velez**, affirm that all information in this Social Distancing Protocol is true and accurate to the best of my knowledge, that all employees will be provided a copy of this Protocol and receive trainings as required in this Protocol, that copies of the COVID-19 PREPARED Sign, Social Distancing Protocol Visitor Information Sheet, and signage will be posted as required herein, and that all applicable measures are being implemented as set forth herein.

Jaime Velez

Name



Signature

Social Distancing Protocol

Visitor Information

Last updated:

Business Name: _____

Facility Address: _____

The maximum number of people allowed in this facility to ensure that people are easily able to maintain six-foot social distancing, or as required by the Order, is 12.

The total square footage of this facility is 1720.

The square footage of this facility open to the public is 1720.

Summary of Customer-Facing Requirements

- Handwashing facilities or sanitizer is available near the facility entrance.
- An employee is posted at or near the facility entrance to ensure the maximum number of customers is not exceeded and all persons are wearing face coverings.
- Tape or markings have been placed at least six feet apart where people form lines.

Learn More or Report a Complaint

To report a complaint about this or another business not following a Social Distancing Protocol, visit **www.santaclara-da.org** or email **pubhealthreferral@dao.sccgov.org**. To view the County Health Officer's Order and other information related to COVID-19, visit **sccgov.org/coronavirus**.

The person responsible for implementing this business's protocol is:

Jaime Velez

Name

jaime@lgrc.org

Email

Director of Rowing

Title

408-375-8681

Phone Number

COVID-19 Prepared



This business has completed a **Social Distancing Protocol** to prevent the spread of **COVID-19**.

For more information or to learn how to file a complaint, see this business's Social Distancing Protocol Visitor Information Sheet (required to be posted with this sign) or visit sccgov.org/coronavirus.

Santa Clara County
**PUBLIC
HEALTH**

